



Employee Policies

For the 2018-2019 School Year

ALLEGHENY
INTERMEDIATE
UNIT 3

SECTION: EMPLOYEE
TITLE: WEAPONS IN THE
WORKPLACE
ADOPTED: FEBRUARY 28, 1994
REVISED: JUNE 27, 2005

317.2 WEAPONS IN THE WORKPLACE PROCEDURE

Intermediate Unit employees who violate the policy prohibiting weapons in the school/workplace will be subject to the following.

1. A written report from the employee's principal or supervisor shall be sent to the Executive Director and the Director of Human Resources upon the determination that the Intermediate Unit employee violated this policy. The report shall include a description of the weapon and the name(s) of any witnesses. The report shall also include a description of the circumstances associated with the discovery of the weapon.
2. The Executive Director or designee will hold an immediate conference with the Intermediate Unit employee including a bargaining group representative, if appropriate, to validate the information contained in the report.
3. Upon the Executive Director's determination that the Intermediate Unit employee(s) violated this policy, the Intermediate Unit employee(s) shall be suspended from work, without pay, for up to five (5) work days with the report and a written description of the Executive Director's determination placed in the employee's personnel file. Depending on circumstances and the record of the employee, the suspension may be extended and the matter may be referred to the Intermediate Unit Board by the Executive Director for further discipline including possible dismissal.
4. Intermediate Unit employees found to have violated this policy for the second time shall be immediately suspended from work, without pay, and a recommendation will be made to the Board for the employee's dismissal.

ALLEGHENY INTERMEDIATE UNIT 3

SECTION: EMPLOYEES

TITLE: WEAPONS IN THE
WORKPLACE

ADOPTED: APRIL 22, 2013

REVISED: FEBRUARY 23, 2015

317.2. WEAPONS IN THE WORKPLACE	
1. Purpose	<p>The Board recognizes that the physical safety of students, employees, and program participants is essential for the safe operation of Intermediate Unit programs and for the establishment of a positive environment for learning. Possession of weapons in the school setting is a threat to the safety of students and staff.</p>
2. Definitions Sec. 1301-A, 1317.2	<p>Weapon - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.</p> <p>The term does not include any device that is authorized by the Intermediate Unit for a legitimate educational or operational purpose and which is used in accordance with that educational purpose.</p> <p>Possessing - an employee is in possession of a weapon when the weapon is found on the person of the employee; in the employee's locker or storage space; in the employee's vehicle while parked on Intermediate Unit property; under the employee's control while on Intermediate Unit property, on property being used by the Intermediate Unit, at any Intermediate Unit function or activity, at any Intermediate Unit event held away from the Intermediate Unit, or while the employee is coming to or from the site of an Intermediate Unit program.</p>
3. Authority Sec. 914-A	<p>The Board prohibits employees from possessing and bringing weapons and replicas of weapons into any Intermediate Unit operated classroom or building; onto property owned, leased or occupied by the Intermediate Unit; to any Intermediate Unit-sponsored activity; onto any public vehicle providing transportation to or from an Intermediate Unit program or sponsored activity; or while the employee is coming to or from the site of an Intermediate Unit program.</p> <p>Employees whose jobs require the use of box cutters or other sharp instruments are required to use them only in their designated work area and stored appropriately when not in use. Items such as paring knives and other sharp cooking utensils must be kept in food preparation areas and kept out of reach of students at all times. When not in use, box cutters, knives and other sharp cooking utensils must be secured appropriately.</p>

<p>4. Delegation of Responsibility Sec. 1302.1-A Pol. 317, 805</p>	<p>The Executive Director, building administrator, program supervisor or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulation and with the procedures set forth in the memorandum of understanding with local law enforcement officials. Disciplinary action shall be in accordance with Board policy.</p>
<p>Sec. 1303-A</p>	<p>The Executive Director or designee shall immediately report the discovery of any weapon prohibited by this policy to local law enforcement officials.</p>
<p>Sec. 1303-A</p>	<p>The Executive Director shall annually, by July 31, report all incidents relating to acts of violence or possession of a weapon to the Office of Safe Schools on the required form, in accordance with state law and regulation.</p>
<p>5. Guidelines</p>	<p>Annual written notice of the Board policy prohibiting weapons shall be given to employees, students, program participants and parents/guardians; posted on the web site; and posted in every building owned, leased, or occupied by the Intermediate Unit.</p> <p>An exception to this policy may be made by the Executive Director, who shall prescribe special conditions or procedures to be followed.</p> <p>This policy does not limit the right of law enforcement officials and licensed and approved security personnel, in the performance of their duties, to carry authorized weapons on Intermediate Unit property or any property owned, leased, or occupied by the Intermediate Unit.</p> <p>Intermediate Unit employees shall report any knowledge regarding possession of weapons on Intermediate Unit property to the building administrator or program supervisor.</p> <p>References: Purdon’s Statutes (School Code) –Sec. 9-914-A, 13-1301-A, 13-1302.1-A, 13-1303-A, 13-1317.2</p> <p>State Department of Public Welfare Regulations – 55 PA Code Sec. 3270.79</p> <p>Possession of Weapon on School Property – 18 Pa. C.S.A. Sec. 912</p> <p>Gun Control Act – 18 U.S.C. Sec. 921, 922, 930</p> <p>Gun-Free Schools Act – 20 U.S.C. Sec. 7151</p> <p>Board Policy – 317, 805</p>

ALLEGHENY INTERMEDIATE UNIT 3

SECTION: PUPILS

TITLE: WEAPONS

ADOPTED: AUGUST 22, 2011

REVISED: JANUARY 27, 2014

218.1 WEAPONS	
<p>1. Purpose</p>	<p>The Board recognizes that the physical safety of students, employees, and program participants is essential for the safe operation of Intermediate Unit programs and for the establishment of a positive environment for learning. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.</p>
<p>2. Definitions SC 1301-A, 1317.2</p>	<p>Weapon - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.</p> <p>The term does not include any device that is authorized by the Intermediate Unit for a legitimate educational purpose and which is used in accordance with that educational purpose.</p> <p>Possession - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while at school or Intermediate Unit programs, on school property of the Intermediate Unit, at any school function under the jurisdiction of the Intermediate Unit or on a conveyance providing transportation or from any school function under the jurisdiction of the Intermediate Unit.</p>
<p>3. Authority SC 1317.2 Pol. 218</p>	<p>The Board prohibits students from possessing and bringing weapons and replicas of weapons into any Intermediate Unit operated classroom or building; onto property owned, leased or occupied by the Intermediate Unit; to any Intermediate Unit sponsored activity; onto any public vehicle providing transportation to or from an Intermediate Unit program or sponsored activity; or while the student is coming to or from the site of an Intermediate Unit program.</p>

<p>SC 1317.2 Pol. 113.1, 233</p>	<p>The Board, in coordination with the school district of residence, shall expel from participation in Intermediate Unit programs, for a period of not less than one (1) year, any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Executive Director may recommend modifications of such expulsion requirement on a case-by-case basis, and shall follow federal and state laws and regulations for students with disabilities.</p>
<p>SC 1317.2 Title 22 Sec. 10.23 20 U.S.C. Sec. 1400 et seq Pol. 103.1, 113.1, 113.2, 805.1</p>	<p>In the case of a student with a disability, including a student for whom an evaluation is pending, the Intermediate Unit, in coordination with the student's school district of residence, shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement that has jurisdiction over the school property of the Intermediate Unit and Board policies.</p>
<p>4. Delegation of Responsibility SC 1302.1-A Pol. 805, 805.1</p>	<p>Intermediate Unit employees, students, and program participants shall report any knowledge regarding possession of weapons on Intermediate Unit property to the building administrator and the program supervisor, who will in turn report it to the Executive Director.</p> <p>The Executive Director, building administrator, program supervisor or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement officials that has jurisdiction over the school property of the Intermediate Unit and the Intermediate Unit's emergency preparedness plan.</p>
<p>5. Guidelines SC 1302.1-A, 1303-A, 1317.2 Title 22 Sec. 10.2, 10.21 Pol. 805.1</p>	<p>The Executive Director or designee shall immediately report incidents involving weapons at school or Intermediate Unit programs, on school property of the Intermediate Unit, at any school function under the jurisdiction of the Intermediate Unit or on a conveyance providing transportation to or from any school function under the jurisdiction of the Intermediate Unit to the local police department that has jurisdiction over the school property of the Intermediate Unit, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.</p>
<p>Title 22 Sec. 10.2, 10.25 Pol. 805.1</p>	<p>The Executive Director or designee shall notify the parent/guardian of any student directly involved in an incident involving weapons as a victim or suspect immediately, as soon as practicable. The Executive Director or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property of the Intermediate Unit has been or may be notified of the incident. The Executive Director or designee shall document attempts made to reach the parent/guardian.</p>

<p>SC 1303-A Pol. 805.1</p>	<p>In accordance with state law, the Executive Director shall annually, by July 31, report on the designated form to the Office for Safe Schools for all programs except its Alternative Education program, all new incidents committed by qualified students with disabilities, including students for whom an evaluation is pending, which occurred at school or Intermediate Unit programs, on school property of the Intermediate Unit, at any school function under the jurisdiction of the Intermediate Unit, or on a conveyance providing transportation to or from any school function under the jurisdiction of the Intermediate Unit. For incidents that occur regarding students with disabilities who attend the Alternative Education program, the student’s home school district shall make such reports.</p> <p>The Executive Director or designee shall report any violation of this policy by a student to the Superintendent of the school district of residence.</p> <p>The Program Director shall annually inform staff, students and parents/guardians about the Board policy prohibiting weapons and about their personal responsibility for the health, safety and welfare of the school community.</p>
<p>SC 1317.2</p>	<p>An exception to this policy may be made by the Executive Director, who shall prescribe special conditions or procedures to be followed.</p>
<p>18 U.S.C. Sec. 921, 922</p>	<p>In accordance with federal law, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.</p> <p>This policy does not limit the right of law enforcement officials and licensed and approved security personnel, in the performance of their duties, to carry authorized weapons on Intermediate unit property or any property owned, leased, or occupied by the Intermediate Unit.</p>
<p>SC 1317.2</p>	<p><u>Transfer Students</u></p> <p>When the Intermediate Unit receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the Intermediate Unit, in coordination with the student’s school district of residence, may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.</p>

References:

Purdon's Statutes (School Code) – 24 P.S. Sec. 13-1301-A, 13-1302.1-A, 13-1303-A, 13-1317.2

State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.21, 10.23, 10.25

Possession of Weapon on School Property – 18 Pa. C.S.A. Sec. 912

Gun Control Act – 18 U.S.C. Sec. 921, 922, 930

Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq.

Gun-Free Schools Act – 20 U.S.C. Sec. 7151

Individuals With Disabilities Education, Title 34, Code of Federal Regulations – 34 CFR Part 300

Board Policy – 103.1, 113.1, 113.2, 218, 225, 233, 805, 805.1

ALLEGHENY INTERMEDIATE UNIT 3

SECTION: OPERTIONS

TITLE: RECORDS MANAGEMENT

ADOPTED: SEPTEMBER 24, 2007

REVISED:

800. RECORDS MANAGEMENT PROCEDURE	
Network Backups	<p>Electronic files are backed up according to the following schedule. The backup schedule may vary to allow for possible contingencies.</p> <ul style="list-style-type: none">• E-mail – a full back up to the Storage Area Network (SAN) is done once a week on Saturday; incremental backups are done every night Monday through Thursday.• Central Office Network Files – a full back up to the SAN is done once a week on Saturday; incremental backups are done every night Monday through Thursday.• Pentamation – a full back up to the SAN is done every night Monday through Friday.• SAN – full backups stored on the SAN are backed up to tape once a week on Saturday. The full back up tapes are saved for four weeks and then recycled. The backup tapes are stored offsite for added protection.• ESS Schools Network Files – a full back up to tape is done once a week on Sunday; incremental backups are done every night Monday through Thursday. The full back up tapes are saved for four weeks and then recycled. The backup tapes are stored offsite for added protection.
Retrieval	<p>Electronic information currently stored on the network can be retrieved if needed. Electronic information previously stored on the network but since deleted can be retrieved from the SAN or a backup tape for a period of four weeks, after which time there is no guarantee of their retrieval.</p>

Destruction	Electronically stored information is not automatically deleted according to a destruction schedule. All ESI is retained on the network until Intermediate Unit program staff determines that they are no longer needed for administrative, legal, audit, or other operational purposes. Network user directories and e-mail accounts are deleted when an employee is no longer employed by the Intermediate Unit. The word delete as used in this document refers to the electronic erasure or deletion of computer records.
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<p>65 P.S. Sec. 67.102</p> <p>4. Delegation of Responsibility</p>	<p>Records - information, regardless of physical form or characteristics, that documents a transaction or activity of the Intermediate Unit and that is created, received or retained pursuant to law or in connection with a transaction, business or activity of the Intermediate Unit. The term includes a document, paper, letter, map, book, tape, photograph, film or sound recording, information stored or maintained electronically and a data-processed or image-processed document.</p> <p>Records Management Plan - the system implemented by the Intermediate Unit for the retention, retrieval, and disposition of all records generated by Intermediate Unit operations.</p> <p>Records Retention Schedule - a comprehensive listing stating retention periods and proper disposition of records.</p> <p><u>Records Coordinator</u></p> <p>In order to maintain a Records Management Plan that complies with federal and state laws and regulations and Board policy, the Board designates the Executive Director as the Intermediate Unit's Records Coordinator who shall serve as the chairperson of the Records Management Committee.</p> <p>The Records Coordinator shall be responsible to:</p> <ol style="list-style-type: none">1. Ensure that training appropriate to the user's position and level of responsibility is provided. Such training may include:<ol style="list-style-type: none">a. Operation, care and handling of the equipment and software.b. Requirements of the Records Retention Schedule.c. Protocols for preserving and categorizing Intermediate Unit records.d. Procedures and responsibilities of Intermediate Unit staff in the event of a litigation hold.e. Identification of what is and what is not a record.f. Disposal of records.2. Review the Records Management Plan periodically to ensure that record descriptions and retention periods are updated as necessary.
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<p>Pol. 801</p> <p>24 P.S. Sec. 433</p> <p>5. Guidelines</p> <p>65 P.S. Sec. 67.708 20 U.S.C. Sec. 1232g</p>	<p>3. Ensure that all identified records are properly disposed of annually when their retention period expires, in accordance with the Records Management Plan.</p> <p><u>Records Management Committee</u></p> <p>A committee responsible for the development and recommendation of the Intermediate Unit's Records Management Plan shall be established by the Board. The Records Management Committee shall give primary consideration to the most efficient and economical means of implementing the recommended Plan. Members of the Committee shall include the:</p> <ol style="list-style-type: none"> 1. Open Records Officer. 2. Executive Director. 3. Board Secretary. 4. Solicitor. 5. Chief Technology Officer. 6. Chief Financial Officer. <p>The Records Management Committee shall meet periodically to evaluate the effectiveness and implementation of the Records Management Plan and recommend changes as needed.</p> <p><u>Records Management Plan</u></p> <p>The Intermediate Unit's Records Management Plan shall be the principal means for the retention, retrieval, and disposition of manual and electronic records, including emails. The Plan shall not rely primarily on backup systems to manage the retention and disposition of records.</p> <p>The Records Management Plan shall include:</p> <ol style="list-style-type: none"> 1. Comprehensive listing of all program plans and processes which address records and data of the Intermediate Unit. 2. Criteria to distinguish records of the Intermediate Unit from the supplemental personal records of individual employees.
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3. System(s) of records storage and retrieval to be used, including in what form the records will be stored, maintained, reproduced, and disposed.
4. Preservation measures to protect the integrity of records and data.
5. Data maps or flow charts detailing the sources, routes, and destinations of electronic records.
6. Procedures and employees designated for determining whether an item is a record.
7. Procedures and plans for adding, revising or deleting records and data, and any other details necessary to implement the Records Management Plan.
8. Records Retention Schedule.
9. Provisions for the storage and retrieval of records in the event of an emergency or disaster.
10. Staff positions authorized to access Intermediate Unit records.
11. Procedures to be implemented in the event of litigation hold that immediately suspends disposition of all records relevant to the current or potential claim. Such procedures shall specify:
 - a. Who can initiate a litigation hold.
 - b. How and to whom a litigation hold is communicated.
 - c. Who will determine which records are subject to the litigation hold.
 - d. Who will be responsible for collecting and preserving such records and data.
 - e. Who will be responsible for monitoring and ensuring the Intermediate Unit's compliance with the litigation hold.
 - f. In what format the records will be collected.

When possible, records and data shall be stored in their original form, including metadata, such as creation date, author, type of file, etc.

For any record not covered by a plan or the Records Retention Schedule, the Records Management Committee shall determine how long the record shall be kept and recommend any necessary revisions to the retention schedule.

<p>Pol. 800.1</p>	<p>The Intermediate Unit shall maintain and dispose of records in a manner that protects any sensitive, proprietary or confidential information or individual privacy rights, and helps conserve natural resources.</p> <p><u>Manual Records</u></p> <p>Manual records, which include all records not stored electronically, shall be retained and disposed of in accordance with the Records Management Plan.</p> <p>Manual records shall be indexed in an organized and consistent manner, reflecting the way the records will be retained and referenced for later retrieval.</p> <p>The Intermediate Unit shall develop and maintain adequate and up-to-date documentation about each manual record system. Documentation may:</p> <ol style="list-style-type: none">1. List system title and responsible employee(s) or office.2. Identify vital records and information.3. Determine restrictions on access and use. <p><u>Electronic Records</u></p> <p>Electronic information shall be protected from loss so as not to interrupt the work processes of the organization. The Board directs that a system be put in place that creates backup copies of electronically stored information and allows for the retrieval of that information in the event that the original is damaged or deleted, either by natural or manmade causes.</p> <p>Electronic records shall be retained and disposed of in accordance with the Records Management Plan.</p> <p>Electronic records shall be indexed in an organized and consistent manner, reflecting the way the records will be retained and referenced for later retrieval.</p> <p>The Intermediate Unit shall develop and maintain adequate and up-to-date documentation about each electronic record system. Documentation may:</p> <ol style="list-style-type: none">1. List system title and responsible employee(s) or office.2. Identify all defined inputs and outputs of the system.3. Identify vital records and information.
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<p>65 P.S. Sec. 67.506</p>	<p>4. Determine restrictions on access and use.</p> <p>5. Describe update cycles or conditions.</p> <p><u>Email Records</u></p> <p>The Intermediate Unit shall retain employee-generated electronic files and email messages for a length of time as per guidelines of the Records Management Committee, after which time there is no guarantee of their retrieval. Employees shall ensure that email messages and electronic files that meet the definition of records are stored appropriately.</p> <p><u>Contractors</u></p> <p>Records created or maintained by contractors employed by the Board shall be retained and disposed of in accordance with the Records Management Plan.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 433, 518, 914-A</p> <p>Right-to-Know Law – 65 P.S. Sec. 67.101 et seq.</p> <p>Family Educational Rights and Privacy Act – 20 U.S.C. Sec. 1232g</p> <p>Federal Rules of Civil Procedure – 16, 26, 34, 37, 45</p> <p>Board Policy – 004, 006, 105.2, 138, 203, 203.1, 209, 212, 216, 233, 314, 326, 334, 601, 609, 610, 618, 618.1, 619, 702, 706, 706.1, 716, 800.1, 801, 810, 810.1, 828, 830, 912</p>
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ALLEGHENY INTERMEDIATE UNIT 3

SECTION: OPERATIONS
TITLE: DATA SAFEGUARDING
ADOPTED: JANUARY 28, 2008
REVISED: SEPTEMBER 23, 2008

Guidelines	<p style="text-align: center;">800.1 DATA SAFEGUARDING PROCEDURE</p> <p>The Intermediate Unit has an obligation to ensure the confidentiality of personally-identifiable information concerning our employees, students, and clients. The Intermediate Unit has a responsibility to secure the data collected and safeguard the process by which data is processed. It is the responsibility of every Intermediate Unit employee to safeguard the confidentiality of data.</p> <p>Intermediate Unit employees and those contracted by the Intermediate Unit will adhere to strict procedural guidelines in the collection, maintenance, disclosure, use and destruction of confidential, personally-identifiable information and data. These guidelines will incorporate applicable federal and state law to secure the environment, whether electronic or physical. All contracts must include a signed copy of the Intermediate Unit Confidentiality Compliance Agreement.</p> <p>Access to confidential data is limited to what is needed to know to do the job. Confidential data should not be sought out for any other reason.</p> <p>Implementation of data safeguarding procedures will be a two-step process: initial Intermediate Unit -wide guidelines and then program-specific guidelines. The Intermediate Unit -wide guidelines must be adhered to by all employees and all program specific guidelines must be adhered to by the employees of the particular Intermediate Unit program. In addition, it is the responsibility of each program and department to develop their own specific guidelines based on their unique needs. Each program and department will create a program-specific guidebook that contains these guidelines, and designate a person who will be responsible for ensuring that the guidelines are being followed.</p> <p>Intermediate Unit-wide Data Safeguarding, Confidentiality and Compliance</p>
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Building

1. Access

All buildings should be secured. Keys (field sites) and/or access cards (Central Office) should only allow access to specific areas. In the event that a key/access card is lost or stolen you must immediately report that information to the Safety Risk Supervisor. Temporary and/or contracted employees must not have access to confidential information unless required to perform their duties.

2. Privacy

Phone calls concerning confidential information should be made and received from a secure area. Speak toward a partition so that sounds are absorbed or with a lowered voice so as not to inadvertently include others in your conversations. Avoid talking from work station to work station.

Equipment – Common

1. Filing Cabinets

All confidential data should be kept in the locked cabinets assigned for your program's use. This includes all central office and field-based direct service and support programs of the Intermediate Unit. Identify all the file cabinets used by your program to store confidential information. Locate the keys for the file cabinets and put procedures in place to ensure that the cabinets are locked at all times when not in use.

2. Walk-up Copiers, Printers, Scanners

When you photocopy confidential data be sure to take the originals and all copies with you when you are finished. Do not leave a walk-up device when making copies of confidential documents.

3. Fax Machines

Faxes that contain personally-identifiable data should not be left at the fax machine. Ensure that the fax machine is checked regularly throughout the day. If your fax has the capability, turn off the printing feature at night and on weekends.

Equipment – Individual

1. Files

Files or documents that contain confidential data should not be left on your desk when you are not in your office. All files should be secured at the end of each workday. Scan as many files as possible, destroying the originals and placing the scanned images in a secure network directory. Shred confidential documents, preferably using a crosscut shredder for optimum security.

2. Computers

You should not leave your computer unlocked when you are away from your desk. Computers can be temporarily locked by pressing the “Windows Key” “L” when you leave your workstation. The computer can be unlocked by pressing the “CTRL + Alt + Delete” keys and entering your password. Never leave personally identifiable information displayed on your computer monitor when you are not working on it.

3. Laptops, PDAs, Smart Phones

Laptops, PDAs, Smart Phones may also contain confidential information. Know where your portable devices are at all times and keep them out of plain sight when you are not carrying them with you. In the event of loss, immediately notify your supervisor and Information Services.

4. Personal Printers

Remove confidential material from the printer as soon as possible. Confidential material must be removed from the printer before you leave your work area.

5. Personal Work Area

Confidential papers and mail should be hand delivered to the recipient or their departmental secretary and not just left on the desktop. Confidential material must be removed from your desktop before you leave your work area.

Electronics

1. Files

Data that is stored electronically is portable and subject to a breach of confidentiality. All confidential electronic data must be protected to ensure that the data cannot be viewed by others. Confidential data should never be kept on the I:\Drive. Portable storage devices (floppy disks, CDs, USB flash drives, external hard drives, etc.) that contain confidential information should be kept in a locked container when not in use. Establish a tiered level of access for electronic files based on a need-to-know basis.

2. Electronic Mail

Remember that email is not confidential. Unless absolutely necessary, personally-identifiable information should not be shared over email.

Compliance

1. Organizational

The Intermediate Unit will provide the following to safeguard data security:

- a. written policy (contained herein);

- b. written procedures (contained herein);
- c. training for program managers;
- d. human and financial resources for initial training and continued training as needed;
- e. provisions for reporting a breach.

Breaches should be reported to the Program Supervisor and the Internal Auditor.

2. Program / Departmental

Intermediate Unit Program Managers are responsible for implementing procedural and physical safeguards to protect confidential information from disclosure or misuse within their programs and as such will:

- a. Prepare a written, program-specific Data Safeguarding Plan that includes the identification, labeling, handling, sharing, retention, and disposal of confidential data;
- b. ensure that all employees within their programs are familiar with and understand the Data Safeguarding Plan;
- c. appoint a primary and an alternate “data custodian” who will be the single point of contact for data security issues within the program. This person will also be responsible for filing with the Director of Administration an annual Data Safeguarding Report that details how the Data Safeguarding Plan is being followed within the program;
- d. ensure that all employees know and adhere to the visitor procedures for your specific site(s)
- e. ensure that new employees are informed about the different types of confidential data maintained in their work areas and the special precautions that are to be taken with their use, storage, and disposal.;
- f. ensure that the Intermediate Confidentiality Compliance Agreement is signed by all contracted and temporary employees that have access to personally-identifiable information;
- g. Create procedures for the destruction/disposal of files based on governing laws and record retention guidelines;

	<p>h. ensure that contracts, letters of agreement, and memoranda of understanding that give non-Intermediate Unit employees access to confidential data contain the proper confidentiality and security related clauses;</p> <p>i. Program Directors will ensure that an employee's laptop, cell phone, PDA, keys, and swipe card are collected upon resignation or retirement from employment.</p>
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ALLEGHENY INTERMEDIATE UNIT 3

SECTION: PROGRAMS

TITLE: NONDISCRIMINATION IN
EMPLOYMENT AND
CONTRACT PRACTICES
PROCEDURE

ADOPTED: FEBRUARY 28, 2011

REVISED:

104. NONDISCRIMINATION IN EMPLOYMENT AND CONTRACT PRACTICES PROCEDURE

In accordance with the American with Disabilities Act (ADA), employees who believe they require accommodation on the basis of a medical impairment must bring their request for accommodation to the attention of their immediate supervisor. The immediate supervisor will then contact the Director of Human Resources. In response to the request, the Director of Human Resources will initiate an interactive process for the purpose of determining whether a disability exists, the precise limitations resulting from the disability and the potential reasonable accommodations that could overcome those limitations. The following will be provided to the employee as part of the interactive process or upon request to the Human Resources Director:

1. ADA Policy and Procedure
2. Employee Request for Accommodations Form
3. Health Care Provider's Fitness-for-Duty Evaluation Form
4. Health Care Provider's Certification of Medical Impairment Form

The following is the procedure for a Request for Reasonable Accommodation:

1. The employee must contact his or her immediate supervisor and inform the supervisor of the employee's disability and the need for reasonable accommodation.
2. The supervisor must contact the Director of Human Resources and set up a meeting with the supervisor, employee, and Director of Human Resources to review the employee's request and to inform the employee of the process.
3. The Director of Human Resources must provide the employee with all relevant forms.

4. The employee must fill out all forms, including any that are to be filled out by his or her physician, and return the completed forms to the Director of Human Resources within an allotted timeline.
5. The Director of Human Resources must review the information submitted by the employee and make a determination as to whether the employee is a qualified individual under the ADA.
6. If the employee is qualified under the ADA, the Director of Human Resources must notify the employee and the supervisor regarding making reasonable accommodations for the employee.
7. If the employee is not qualified under the ADA, the Director of Human Resources must notify the employee in writing within 30 days of receipt of all documentation from the employee and physician, and must inform the employee of the appeal process.

Following the submission and evaluation of the above information, a determination will be made as to whether the employee is qualified to receive reasonable accommodations. The employee will be informed of the decision in writing. The employee may appeal the determination within 30 days of receiving the decision by submitting additional information with an Appeal Form.

Definition of Terms per the Americans with Disabilities Act:

Disability – An individual is considered to have a "disability" if he or she has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment. Persons discriminated against because they have a known association or relationship with an individual with a disability are also protected.

Major Life Activity – A physical or mental impairment is not a disability under the ADA unless it substantially limits one or more major life activities. Merely having impairment does not make one disabled for purposes of the ADA. Examples of major life activities include seeing, hearing, speaking, walking, and breathing.

Qualified Individual – A qualified individual with a disability is a person who meets legitimate skill, experience, education, or other requirements of an employment position that he or she holds or seeks, and who can perform the essential functions of the position with or without reasonable accommodation.

	<p>Reasonable Accommodation – Reasonable accommodation is any modification or adjustment to a job or the work environment that will enable a qualified applicant or employee with a disability to participate in the application process or to perform essential job functions but that does not impose undue hardship on the employer. Reasonable accommodation also includes adjustments to assure that a qualified individual with a disability has rights and privileges in employment equal to those of employees without disabilities.</p> <p>Undue Hardship – Undue hardship is defined as an "action requiring significant difficulty or expense" when considered in light of a number of factors. These factors include but are not limited to the nature and cost of the accommodation in relation to the size, resources, nature, and structure of the employer's operation. Undue hardship is determined on a case-by-case basis.</p>
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ALLEGHENY INTERMEDIATE UNIT 3

SECTION: PROGRAMS

TITLE: NONDISCRIMINATION IN
EMPLOYMENT AND
CONTRACT PRACTICES

ADOPTED: FEBRUARY 28, 2011

REVISED:

<p>1. Authority 43 P.S. Sec. 336.3 43 P.S. Sec. 951 et seq Title IX 20 U.S.C. Sec. 1681 et seq 29 U.S.C. Sec. 206 29 U.S.C. Sec. 621 et seq 29 U.S.C. Sec. 794 42 U.S.C. Sec. 1981 et seq Title VII 42 U.S.C. Sec. 2000e et seq 42 U.S.C. Sec. 12101 et seq</p> <p>2. Delegation of Responsibility</p>	<p style="text-align: center;">104. NONDISCRIMINATION IN EMPLOYMENT AND CONTRACT PRACTICES</p> <p>The Board declares it to be the policy of the Intermediate Unit to provide to all persons equal access to all categories of employment, regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, or handicap/disability. The Intermediate Unit shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations. Requests for accommodations shall be made in accordance with approved procedures.</p> <p>The Board encourages employees and third parties who have been subject to discrimination to promptly report such incidents to designated employees.</p> <p>The Board directs that complaints of discrimination shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the Intermediate Unit's legal and investigative obligations.</p> <p>No reprisals or retaliation shall occur as a result of good faith charges of discrimination.</p> <p>In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Supervisor of Fiscal Services and/or Director of Human Resources as the Compliance Officer for the Intermediate Unit.</p> <p>The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public. Nondiscrimination statements shall include the position, office address and telephone number of the Compliance Officer.</p>
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<p>3. Guidelines</p>	<p>The Compliance Officer is responsible to monitor the implementation of nondiscrimination procedures in the following areas:</p> <ol style="list-style-type: none">1. Development of position qualifications, job descriptions and essential job functions.2. Recruitment materials and practices.3. Procedures for screening, interviewing and hiring.4. Promotions.5. Disciplinary actions, up to and including terminations. <p>The Compliance Officer shall be responsible to complete the following duties when receiving a complaint of discrimination:</p> <ol style="list-style-type: none">1. Inform the employee or third party of the right to file a complaint and the complaint procedure.2. Notify the complainant and the accused of the progress at appropriate stages of the procedure.3. Refer the complainant to the Executive Director if the Compliance Officer is the subject of the complaint. <p><u>Complaint Procedure – Employee/Third Party</u></p> <p>Step 1 – Reporting</p> <p>An Intermediate Unit employee or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the Compliance Officer.</p> <p>If the Compliance Officer is the subject of a complaint, the employee or third party shall report the incident directly to the Executive Director.</p> <p>The complainant is encouraged to use the report form available from the Compliance Officer, but oral complaints shall be acceptable.</p>
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Step 2 – Investigation

Upon receiving a complaint of discrimination, the Compliance Officer shall immediately notify the Executive Director. The Executive Director shall authorize the Compliance Officer to investigate the complaint, unless the Compliance Officer is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

If the investigation results in a determination that the conduct being investigated may involve a violation of criminal law, the Compliance Officer shall inform law enforcement authorities about the incident.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

Step 3 – Investigative Report

The Compliance Officer shall prepare and submit a written report to the Executive Director within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition.

Step 4 – Intermediate Unit Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the Intermediate Unit shall take prompt, corrective action to ensure that such conduct ceases and will not recur. Intermediate Unit staff shall document the corrective action taken and, where not prohibited by law, inform the complainant.

Disciplinary actions shall be consistent with Board policies and procedures, applicable collective bargaining agreements, and state and federal laws.

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, s/he may submit a written appeal to the Executive Director within fifteen (15) days.
2. The Executive Director shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Executive Director shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the Compliance Officer.

Contact Information

Director of Human Resources
Allegheny Intermediate Unit
475 East Waterfront Drive
Pittsburgh, PA 15120
(412) 394-5957

Department of Public Welfare
Bureau of Equal Opportunity
Room 223, Health & Welfare Building
P.O. Box 2675
Harrisburg, PA 17105

U.S. Department of Health & Human Services
Office for Civil Rights
Suite 372, Public Ledger Building
150 South Independence Mall West
Philadelphia, PA 19106-9111

PA Human Relations Commission
301 Fifth Avenue
Suite 390, Piatt Place
Pittsburgh, PA 15222

Department of Public Welfare
Bureau of Equal Opportunity
Western Field Office
301 Fifth Avenue
Suite 410, Piatt Place
Pittsburgh, PA 15222

References:

Human Relations Commission Regulations – 16 PA Code Sec. 44.1 et seq.

Pennsylvania Equal Pay Law – 43 P.S. Sec. 336.3

Pennsylvania Human Relations Act – 43 P.S. Sec. 951 et seq.

Equal Pay Act – 29 U.S.C. Sec. 206

Age Discrimination In Employment Act – 29 U.S.C. Sec. 621 et seq.

Section 504 of the Rehabilitation Act – 29 U.S.C. Sec. 794

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

Federal Anti-Discrimination and Civil Rights Laws –

20 U.S.C. Sec. 1681 et seq. (Title IX)

42 U.S.C. Sec. 1981 et seq.

42 U.S.C. Sec. 2000e et seq. (Title VII)

Federal Anti-Discrimination Regulations, Title 28, Code of Federal Regulations –
28 CFR Sec. 35.140, Part 41

Federal Equal Employment Opportunity Commission Regulations, Title 29, Code of
Federal Regulations – 29 CFR Parts 1600-1691

REPORT FORM FOR COMPLAINTS OF DISCRIMINATION

Complainant: _____
Home Address: _____
Home Phone: _____
School Building: _____
Date of Alleged Incident(s): _____

Alleged discrimination was based on: _____

Name of person you believe violated the Intermediate Unit's nondiscrimination policy:

If the alleged discrimination was directed against another person, identify the other person:

Describe the incident as clearly as possible, including any verbal statements, i.e., threats, derogatory remarks, demands, etc., and any actions or activities. Attach additional pages if necessary: _____

Identify when and where incident occurred: _____

List any witnesses who were present: _____

This complaint is based on my honest belief that _____ has discriminated against me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

Complainant's Signature

Date

Received By

Date

ALLEGHENY INTERMEDIATE UNIT 3

SECTION: EMPLOYEES

TITLE: UNLAWFUL HARASSMENT

ADOPTED: APRIL 22, 2013

REVISED:

<p>1. Authority</p> <p>43 P.S. Sec. 951 et seq 20 U.S.C. Sec. 1681 et seq 42 U.S.C. Sec. 2000e et seq 42 U.S.C. Sec. 2000ff et seq 29 CFR Sec. 1606.8(a)</p> <p>2. Definitions</p> <p>42 U.S.C. Sec. 2000ff et seq 29 CFR Sec. 1606.8(a)</p>	<p style="text-align: center;">348. UNLAWFUL HARASSMENT</p> <p>The Board strives to provide a safe, positive working climate for its administrative, professional and support employees. Therefore, it shall be the policy of the Intermediate Unit to maintain an employment environment in which harassment in any form is not tolerated.</p> <p>The Board prohibits all forms of unlawful harassment of employees and third parties by all Intermediate Unit students and staff members, contracted individuals, vendors, volunteers, and third parties in Intermediate Unit programs. The Board encourages employees and third parties who have been harassed to promptly report such incidents to the designated administrators.</p> <p>The Board directs that complaints of harassment shall be investigated promptly and corrective action taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the Intermediate Unit's legal and investigative obligations.</p> <p>No reprisals or retaliation shall occur as a result of good faith charges of harassment.</p> <p>For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation, religion or genetic information when such conduct:</p> <ol style="list-style-type: none"> 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.
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<p>29 CFR Sec. 1604.11(a)</p>	<p>3. Otherwise adversely affects an individual's employment opportunities.</p> <p>For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:</p> <ol style="list-style-type: none">1. Acceptance of such conduct is made, explicitly or implicitly, 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 substantially interfering with the employee's job performance or creating an intimidating, hostile or offensive working environment. <p>Examples of sexual conduct may include, but are not limited to:</p> <ol style="list-style-type: none">1. Making sexual propositions or pressuring others for sexual favors.2. Touching of a sexual nature.3. Writing graffiti of a sexual nature.4. Displaying or distributing sexually explicit drawings, pictures, or written materials.5. Performing sexual gestures or touching oneself sexually in front of others.6. Telling sexual or dirty jokes.7. Spreading sexual rumors or rating others as to sexual activity or performance.8. Circulating or showing e-mails or web sites of a sexual nature.
<p>3. Delegation of Responsibility Pol. 104</p>	<p>In order to maintain a work environment that discourages and prohibits unlawful harassment, the Board designates the Supervisor of Fiscal Services and/or the Human Resources Director as the Intermediate Unit's Compliance Officer.</p> <p>The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.</p>

<p>Pol. 317</p>	<p>Step 2 – Investigation</p> <p>Upon receiving a complaint of unlawful harassment, the Compliance Officer shall immediately notify the Executive Director or designee. The Executive Director or designee shall authorize the Compliance Officer to investigate the complaint, unless the Compliance Officer is the subject of the complaint or is unable to conduct the investigation.</p> <p>The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.</p> <p>The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.</p> <p>Step 3 – Investigative Report</p> <p>The Compliance Officer shall prepare and submit a written report to the Executive Director or designee within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.</p> <p>The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition of the complaint.</p> <p>Step 4 – Intermediate Unit Action</p> <p>If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the Intermediate Unit shall take prompt, corrective action to ensure that such conduct ceases and will not recur. Intermediate Unit staff shall document the corrective action taken and, where not prohibited by law, inform the complainant.</p> <p>Disciplinary actions shall be consistent with Board policies and procedures, applicable collective bargaining agreements, and state and federal laws.</p> <p>If it is concluded that an employee has knowingly made a false complaint under this policy, such employee shall be subject to disciplinary action.</p>
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Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, s/he may submit a written appeal to the Executive Director or designee within fifteen (15) days.
2. The Executive Director or designee shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Executive Director or designee within fifteen (15) days of an appeal shall inform the appellant of the outcome of any additional investigation performed, including the recommended disposition of the appeal. Copies of the response shall be provided to the complainant, the accused and the Compliance Officer.

References:

Pennsylvania Human Relations Act – 43 P.S. Sec. 951 et seq.

Federal Anti-Discrimination and Civil Rights Laws –

20 U.S.C. Sec. 1681 et seq. (Title IX)

42 U.S.C. Sec. 2000e et seq. (Title VII)

Genetic Information Nondiscrimination Act of 2008 – 42 U.S.C. Sec. 2000ff et seq.

Harassment Regulations and Guidelines

Code of Federal Regulations – 29 CFR Sec. 1604.11(a), 1606.8(a)

Federal Register – 66 Fed. Reg. 5512

Board Policy – 104, 248, 317

ALLEGHENY INTERMEDIATE UNIT 3

SECTION: PUPILS

TITLE: UNLAWFUL HARASSMENT

ADOPTED: AUGUST 22, 2011

REVISED:

248. UNLAWFUL HARASSMENT	
<p>1. Purpose</p>	<p>The Board strives to provide a safe, positive learning climate for students in Intermediate Unit programs. Therefore, it shall be the policy of the Intermediate Unit to maintain an educational environment in which harassment in any form is not tolerated.</p>
<p>2. Authority 43 P.S. Sec. 951 et seq Title IX 20 U.S.C. Sec. 1681 et seq 29 CFR Sec. 1606.8(a)</p>	<p>The Board prohibits all forms of unlawful harassment of students and third parties by all Intermediate Unit students and staff members, contracted individuals, vendors, volunteers, and third parties in the programs. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.</p> <p>The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the Intermediate Unit's legal and investigative obligations.</p> <p>No reprisals or retaliation shall occur as a result of good faith charges of harassment.</p>
<p>3. Definitions 29 CFR Sec. 1606.8(a)</p>	<p>For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct:</p> <ol style="list-style-type: none"> 1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment. 2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance. 3. Otherwise adversely affects an individual's learning opportunities.

<p>29 CFR Sec. 1604.11(a)</p>	<p>For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:</p> <ol style="list-style-type: none"> 1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status. 2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual. 3. Such conduct deprives a student of educational aid, benefits, services or treatment. 4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's academic performance or creating an intimidating, hostile or offensive educational environment.
<p>4. Delegation of Responsibility Pol. 103</p>	<p>In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Supervisor of Fiscal Services as the Compliance Officer for the Intermediate Unit.</p> <p>The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.</p> <p>The administration shall be responsible to provide training for Intermediate Unit students and employees regarding all aspects of unlawful harassment.</p> <p>Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.</p> <p>Each student shall be responsible to respect the rights of their fellow students and Intermediate Unit employees and to ensure an atmosphere free from all forms of unlawful harassment.</p> <p>The building administrator or program supervisor shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:</p> <ol style="list-style-type: none"> 1. Inform the student or third party of the right to file a complaint and the complaint procedure. 2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.

5. Guidelines	<p>3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.</p> <p>4. Refer the complainant to the Compliance Officer if the building administrator or program supervisor is the subject of the complaint.</p> <p><u>Complaint Procedure – Student/Third Party</u></p> <p>Step 1 – Reporting</p> <p>A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building administrator, program supervisor or Intermediate Unit employee.</p> <p>An Intermediate Unit employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building administrator or program supervisor.</p> <p>If the building administrator or program supervisor is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.</p> <p>The complainant or reporting employee is encouraged to use the report form available from the building administrator or program supervisor, but oral complaints shall be acceptable.</p> <p>Step 2 – Investigation</p> <p>Upon receiving a complaint of unlawful harassment, the building administrator or program supervisor shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building administrator or program supervisor to investigate the complaint, unless the building administrator or program supervisor is the subject of the complaint or is unable to conduct the investigation.</p> <p>The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.</p> <p>The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.</p>
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Step 3 – Investigative Report

The building administrator or program supervisor shall prepare and submit a written report to the Compliance Officer within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition of the complaint.

Step 4 – Intermediate Unit Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the Intermediate Unit shall take prompt, corrective action to ensure that such conduct ceases and will not recur. Intermediate Unit staff shall document the corrective action taken and, where not prohibited by law, inform the complainant.

Disciplinary actions shall be consistent with the Code of Conduct, Board policies and program procedures, applicable collective bargaining agreements, and state and federal laws, and may include educational activities and/or counseling services.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building administrator or program supervisor who conducted the initial investigation.
4. The Compliance Officer may confirm, refuse or modify any finding or corrective action as part of the appeal procedure.

References:

Pennsylvania Human Relations Act – 43 P.S. Sec. 951 et seq.

Federal Anti-Discrimination Law – 20 U.S.C. Sec. 1681 et seq. (Title IX)

Harassment Regulations and Guidelines

Code of Federal Regulations – 29 CFR Sec. 1604.11(a), 1606.8(a)

Office for Civil Rights – Revised Sexual Harassment Guidance: Harassment of Students By School Employees, Other Students, or Third Parties

Board Policy – 103, 806

REPORT FORM FOR COMPLAINTS OF UNLAWFUL HARASSMENT

Complainant: _____
Home Address: _____
Home Phone: _____
School Building/Intermediate Unit Program: _____
Date of Alleged Incident(s): _____

Alleged harassment was based on: (circle those that apply)

- | | | |
|----------|--------------------|-----------------|
| Race | Color | National Origin |
| Sex | Age | Disability |
| Religion | Sexual Orientation | |

Name of person you believe violated the Intermediate Unit's unlawful harassment policy:

If the alleged harassment was directed against another person, identify the other person:

Describe the incident as clearly as possible, including what force, if any, was used; verbal statements, i.e., threats, requests, demands, etc.; what, if any, physical contact was involved. Attach additional pages if necessary: _____

When and where incident occurred: _____

List any witnesses who were present: _____

This complaint is based on my honest belief that _____ has harassed me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

Complainant's Signature

Date

Received By

Date

<p>18 Pa. C.S.A. Sec. 6312</p>	<p>Child pornography - under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.</p>
<p>20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254</p>	<p>The term harmful to minors is defined under both federal and state law.</p> <p>Harmful to minors - under federal law, is any picture, image, graphic image file or other visual depiction that:</p> <ol style="list-style-type: none"> 1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion; 2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and 3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.
<p>18 Pa. C.S.A. Sec. 5903</p>	<p>Harmful to minors - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:</p> <ol style="list-style-type: none"> 1. Predominantly appeals to the prurient, shameful, or morbid interest of minors; 2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and 3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.
<p>18 Pa. C.S.A. Sec. 5903</p>	<p>Obscene - any material or performance, if:</p> <ol style="list-style-type: none"> 1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest; 2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and 3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

<p>47 U.S.C. Sec. 254</p> <p>3. Authority</p> <p>Pol. 218, 233, 317</p> <p>47 U.S.C. Sec. 254</p>	<p>Technology protection measure - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.</p> <p>The availability of access to electronic information does not imply endorsement by the Intermediate Unit of the content, nor does the Intermediate Unit guarantee the accuracy of information received. The Intermediate Unit 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.</p> <p>The Intermediate Unit shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.</p> <p>The Intermediate Unit may terminate the availability of the Internet or network resources, at its sole discretion.</p> <p>The Board declares that computer and network use is a privilege, not a right. The Intermediate Unit’s computers and network resources are the property of the Intermediate Unit. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over Intermediate Unit-owned Internet, computers or network resources, including personal files or any use of the Intermediate Unit’s Internet, computers or network resources. The Intermediate Unit reserves the right to monitor, track, and log network access and use; monitor fileserver space utilization by users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke use or access privileges and/or administer appropriate disciplinary action. The Intermediate Unit 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 Intermediate Unit-owned Internet, computers and network resources.</p> <p>The Board requires that all Intermediate Unit owned computers, Internet and network resources must be used appropriately by students and staff explicitly for educational or business purposes.</p> <p>The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the building administrator or program supervisor.</p> <p>The Board establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by users:</p> <ol style="list-style-type: none"> 1. Lewd, vulgar, or profane. 2. Threatening.
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<p>Pol. 103, 103.1, 104, 248, 348</p>	<p>3. Violent.</p> <p>4. Harassing or discriminatory.</p>
<p>Pol. 249</p>	<p>5. Bullying.</p>
<p>Pol. 218.2</p>	<p>6. Terroristic.</p> <p>7. Associated with the construction of explosive devices, firearms and/or weapons.</p>
<p>24 P.S. Sec. 4604 20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254</p>	<p>The Intermediate Unit reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the Intermediate Unit operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by users on its computer used and accessible to adults and students. The technology protection measure shall be enforced during use of computer with Internet access.</p>
<p>24 P.S. Sec. 4604</p>	<p>Upon request by students or staff, the Executive Director or designee shall expedite a 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 this policy.</p>
<p>24 P.S. Sec. 4610 20 U.S.C. Sec. 6777</p>	<p>Upon request by staff, building administrators or program supervisors may authorize the temporary disabling of Internet blocking/filtering software to enable access for bona fide research or for other lawful purposes.</p>
<p>4. Delegation of Responsibility</p> <p>24 P.S. Sec. 4604</p>	<p>The Intermediate Unit shall make every effort to ensure that this resource is used responsibly by students and staff.</p> <p>The Intermediate Unit shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the Intermediate Unit website, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.</p>
	<p>Users of Intermediate Unit networks or Intermediate Unit-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the Intermediate Unit uses monitoring systems to monitor and detect inappropriate use and may use tracking systems to track and recover lost or stolen equipment.</p>

<p>20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254 47 CFR Sec. 54.520</p> <p>47 U.S.C. Sec. 254</p> <p>24 P.S. Sec. 1303.1-A Pol. 249</p> <p>5. Guidelines</p>	<p>Student user agreements shall also be signed by a parent/guardian.</p> <p>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.</p> <p>Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the Intermediate Unit and on the Internet.</p> <p>Building administrators and program supervisors shall make initial determinations of whether inappropriate use has occurred.</p> <p>The Program Director or designee shall be responsible for recommending technology and developing procedures used to determine whether the Intermediate Unit's computer are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:</p> <ol style="list-style-type: none"> 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 students. <p>The Program Director or designee shall develop and implement procedures that ensure students are educated on network etiquette and other appropriate online behavior, including:</p> <ol style="list-style-type: none"> 1. Interaction with other individuals on social networking websites and in chat rooms. 2. Cyberbullying awareness and response. <p>Network and computer accounts shall be used only by the authorized user of the account for its approved purpose. Network users shall respect the privacy of other users on the system.</p>
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<p>Pol. 248, 348</p> <p>47 U.S.C. Sec. 254 47 CFR Sec. 54.520</p>	<p><u>Safety</u></p> <p>It is the Intermediate Unit’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.</p> <p>The Intermediate Unit has a compelling interest and duty to take reasonable steps to prevent the creation of a hostile environment and to prevent the sexual harassment of students, employees, and others.</p> <p>Internet safety measures shall effectively address the following:</p> <ol style="list-style-type: none"> 1. Control of access by students and minors to inappropriate matter on the Internet and World Wide Web. 2. Safety and security of students and minors when using electronic mail, chat rooms, and other forms of direct electronic communications. Students are prohibited from using these forms of electronic communication on Intermediate Unit-provided network resources unless determined as part of the curriculum or online instructional program. 3. Prevention of unauthorized online access by students and minors, including "hacking" and other unlawful activities. 4. Unauthorized disclosure, use, and dissemination of personal information regarding students and minors. 5. Restriction of students’ and minors’ access to materials harmful to them. <p><u>Prohibitions</u></p> <p>Users are expected to act in a responsible, ethical and legal manner in accordance with Board policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:</p> <ol style="list-style-type: none"> 1. Facilitating illegal activity. 2. Commercial or for-profit purposes. 3. Product advertisement or political lobbying.
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<p>24 P.S. Sec. 1303.1-A Pol. 249</p> <p>Pol. 237</p>	<p>4. Bullying/Cyberbullying.</p> <p>5. Hate mail, discriminatory remarks, and offensive or inflammatory communication.</p> <p>6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.</p> <p>7. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.</p> <p>8. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy and that has been blocked by the Technology Protection Measure.</p> <p>9. Inappropriate language or profanity.</p> <p>10. Transmission of material likely to be offensive or objectionable to recipients.</p> <p>11. Intentional obtaining or modifying of files, passwords, and data belonging to other users.</p> <p>12. Impersonation of another user, anonymity, and pseudonyms.</p>
<p>Pol. 814</p>	<p>13. Fraudulent copying, communications, or modification of materials in violation of copyright laws.</p> <p>14. Loading or using unauthorized games, programs, files, or other electronic media.</p> <p>15. Disruption of the work of other users.</p> <p>16. Destruction, modification, abuse or unauthorized access to network hardware, software and files.</p> <p>17. Quoting personal communications in a public forum without the original author's prior consent.</p> <p>18. Accessing the Internet, Intermediate Unit computer or other network resources without authorization.</p> <p>19. Disabling or bypassing the Internet blocking/filtering software without authorization.</p>

<p>17 U.S.C. Sec. 101 et seq Pol. 814</p> <p>24 P.S. Sec. 4604</p>	<p>20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.</p> <p><u>Security</u></p> <p>System and computer security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or Intermediate Unit files. To protect the integrity of the system, these guidelines shall be followed:</p> <ol style="list-style-type: none">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. <p><u>Copyright</u></p> <p>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.</p> <p><u>Intermediate Unit Website</u></p> <p>The Intermediate Unit shall establish and maintain a website and shall develop and modify its web pages to present information about the Intermediate Unit under the direction of the Executive Director or designee. All users publishing content on the Intermediate Unit website shall comply with this and other applicable Board policies.</p> <p>Users shall not copy or download information from the Intermediate Unit website and disseminate such information on unauthorized web pages without authorization from the building administrator or program supervisor.</p> <p><u>Consequences For Inappropriate Use</u></p> <p>The user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.</p> <p>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.</p>
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<p>Pol. 218, 233, 317</p>	<p>General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.</p> <p>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, computer, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.</p> <p>Failure to comply with this policy or inappropriate use of the Internet, Intermediate Unit network or computer shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1303.1-A</p> <p>PA Crimes Code – 18 Pa. C.S.A. Sec. 5903, 6312</p> <p>Child Internet Protection Act – 24 P.S. Sec. 4601 et seq.</p> <p>U.S. Copyright Law – 17 U.S.C. Sec. 101 et seq.</p> <p>Sexual Exploitation and Other Abuse of Children – 18 U.S.C. Sec. 2256</p> <p>Enhancing Education Through Technology Act – 20 U.S.C. Sec. 6777</p> <p>Internet Safety, Children’s Internet Protection Act – 47 U.S.C. Sec. 254</p> <p>Children’s Internet Protection Act Certifications, Title 47, Code of Federal Regulations – 47 CFR Sec. 54.520</p> <p>Board Policy – 103, 103.1, 104, 218, 218.2, 220, 233, 237, 248, 249, 317, 348, 814</p>
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ALLEGHENY INTERMEDIATE UNIT

ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK
RESOURCES AUTHORIZATION FORM

Agreement must be completed prior to receiving a Network/Internet account.

I have read, understand, and will abide by AIU Policy 815: Acceptable Use of Internet, Computers and Network Resources which governs my use of all of the computer technology in the Allegheny Intermediate Unit. I further understand that any violation of the regulations as stated in AIU Policy 815 is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action, and/or appropriate legal action may be taken.

User Name (Print): _____

User Signature: _____

Date: _____

ALLEGHENY INTERMEDIATE UNIT 3

SECTION: EMPLOYEES
TITLE: DRUG AND SUBSTANCE
ABUSE
ADOPTED: JULY 24, 1989
REVISED: OCTOBER 28, 2002

351. DRUG AND SUBSTANCE ABUSE PROCEDURE

The Director of Human Resources will provide each current and future employee with a copy of the Intermediate Unit Drug and Substance Abuse Policy and Procedure and an acknowledgement that it has been received and read. These acknowledgements shall be returned to the Human Resources Department. Annually the Director of the Human Resources Department will publish a statement notifying all employees of the major components of the Intermediate Unit Policy and Procedure and provide the names of persons who may clarify issues contained therein. Intermediate Unit Policy and Procedures will be posted in each worksite.

Annually, the Director of Human Resources or designee will provide a drug-free awareness program, advising employees about the availability of drug or alcohol counseling, rehabilitation, and the Intermediate Unit Employee Assistance Program. Services to employees may be through an appropriate, contracted EAP provider.

If evidence of deteriorating job performance on the part of an Intermediate Unit employee is noted by a supervisor and the illegal use or abuse of a controlled substance or abuse of alcohol is suspected to be the cause, the supervisor will:

1. Observe the employee's job performance. An employee's personal problems are a matter of supervisory concern only to the extent that they affect job performance.
2. Establish clear performance expectations with the employee.
3. Document clear and specific incidents of substandard performance over a period of time.
4. Confront in a constructive, direct manner the present supervisory concerns.
5. Develop intervention plans in conjunction with the employee.
6. Refer to EAP with a signed formal referral form.

<p>Confidentiality</p>	<p>7. <u>Test</u> if reasonable suspicion exists. Drug or alcohol testing will be conducted by the designated provider. (Employees testing positive will be offered: A meeting to present an explanation; the opportunity for an independent evaluation at employee expense and to submit results for the MRO's evaluation.)</p> <p>8. <u>Evaluate</u> drug tests. A Medical Review officer (MRO), designated by the provider, will review these tests. (When alcohol use at work is suspected, breath analyzing equipment will be utilized to make a "has/has not used" determination.)</p> <p>9. <u>Reassign</u> if the MRO determines that a controlled substance has been used and the employee accepts treatment.</p> <p>10. <u>Suspend</u> if indicted but not convicted of criminal violations.</p> <p>11. <u>Terminate</u> if convicted of one illicit drug violation, after one failed screening after rehabilitation, or if treatment is refused after one failed drug test.</p> <p>12. <u>Discipline</u>. EAP participation does not replace other Intermediate Unit disciplinary procedures.</p> <p>13. <u>Treat</u> in a complete drug counseling/rehabilitation program.</p> <p>14. <u>Confer</u> with employee prior to employee returning to work.</p> <p>15. <u>Follow-up</u> with random drug or alcohol testing after counseling/rehabilitation program with six random screenings per year for one year. (When an employee enters a counseling/rehabilitation program, the Human Resources Department will establish six post-rehabilitation dates and two alternates for that individual employee. The employee will not be notified of these dates until the time of the actual test.)</p> <p>All information relating to drug and/or alcohol violations will be protected by the Intermediate Unit as confidential unless otherwise required by law, overriding public health and safety concerns or authorized in writing by the employee in question.</p>
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ALLEGHENY INTERMEDIATE UNIT 3

SECTION: EMPLOYEES

TITLE: FAMILY AND MEDICAL
LEAVES

ADOPTED: OCTOBER 23, 1995

REVISED:

335. FAMILY AND MEDICAL LEAVES PROCEDURE

Family Medical Leave Act (FMLA) requires covered employers to provide up to 12 weeks of unpaid job-protected leave to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year and for 1,250 hours over the previous 12 months and if there are at least 50 employees within 75 miles.

Reasons for Taking Leave

Unpaid leave must be granted to any of the following reasons:

- To care for the employee's child after birth or placement for adoption or foster care.
- To care for the employee's spouse, son or daughter or parent who has a serious health condition.
- For a serious health condition that makes the employee unable to perform the employee's job.

At the employee's or employer's option, certain kinds of paid leave may be substituted for unpaid leave.

Advance Notice and Medical Certification

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable".
- An employer may require medical certification to support a request for leave because of a serious health condition and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

Job Benefits and Protection

- For the duration of the FMLA, the employer must maintain the employee's health coverage under any "group health plan."
- Upon return from FMLA, most employees must be restored to their original or equivalent positions with equivalent pay, benefits and other employment terms.

- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA.
- Discharge or discriminate against any person for opposing any practice made.

Enforcement

- The US Department of Labor is authorized to investigate and resolve complaints of violations.
- An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any federal or state law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For additional information, contact the nearest office of the Wage and Hour Division, U.S. Government, Department of Labor, or the Human Resources Office of the Allegheny Intermediate Unit at 412-394-5848.

ALLEGHENY INTERMEDIATE UNIT 3

SECTION: EMPLOYEES
TITLE: EMPLOYMENT OF INTERMEDIATE UNIT STAFF
ADOPTED: APRIL 22, 2013
REVISED: FEBRUARY 23, 2015

304. EMPLOYMENT OF INTERMEDIATE UNIT STAFF	
<p>1. Authority</p> <p>Sec. 508, 913-A, 914-A, 1089 Title 22 Sec. 4.4 Pol. 328</p> <p>Sec. 913-A, 914-A, 915-A</p> <p>Sec. 1111</p>	<p>The Board places substantial responsibility for the effective management and operation of the Intermediate Unit and the quality of the Intermediate Unit's educational programs and support services with its administrative, professional and support employees.</p> <p>The Board shall, by a majority vote of all members, approve the employment; set the compensation; and establish the term of employment for each administrative, professional and support employee employed by the Intermediate Unit.</p> <p>Board approval of administrative, professional and support employees shall normally be given to the candidates for employment appointed or recommended by the Executive Director. Employment recommendations shall be based on the candidate's qualifications for the responsibilities and requirements of the position.</p> <p>When any recommended candidate has been rejected by the Board, the Executive Director shall make a substitute recommendation.</p> <p>No candidate shall be employed who is related to any member of the Board, as defined in law, unless such candidate receives the affirmative vote of a majority of all members of the Board other than the member related to the applicant, who shall not vote.</p> <p>The Board authorizes the use of administrative, professional and support employees prior to Board approval when necessary to maintain continuity of the educational program and support services in the Intermediate Unit. Retroactive approval shall be recommended to the Board at the next regular meeting. The individual shall be informed that the employment is contingent upon Board approval. In the event the Board does not approve the recommendation, the employee shall be paid at a per diem rate for the time worked.</p> <p>An employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p>

<p>SC 111.1</p> <p>Sec. 111 23 Pa. C.S.A. Sec. 6344</p> <p>SC 111, 111.1</p> <p>Sec. 913-A, 1109, 1201 Sec. 2070.2 Title 22 Sec. 49.1 et seq</p> <p>Sec. 1204.1</p> <p>2. Delegation of Responsibility Pol. 104</p> <p>42 U.S.C. Sec. 12112</p>	<p><u>Pre-Employment Requirements</u></p> <p>The Intermediate Unit shall conduct an employment history review in compliance with state law prior to issuing an offer of employment to a candidate. Failure to accurately report required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate to civil and criminal penalties. The Intermediate Unit may use the information for the purpose of evaluating an applicant’s fitness to be hired or for continued employment and may report the information as permitted by law.</p> <p>A candidate shall not be employed until s/he has complied with the mandatory background check requirements for criminal history and child abuse and the Intermediate Unit has evaluated the results of that screening process.</p> <p>Each candidate shall report, on the designated form, arrests and convictions as specified on the form. Candidates shall likewise report arrests and convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.</p> <p>A candidate for employment in the Intermediate Unit shall not receive a recommendation for employment without evidence of his/her certification when such certification is required.</p> <p>The Intermediate Unit shall use the Standard Application for teaching positions but may establish and implement additional application requirements for non-Pennsylvania Department of Education certified employees.</p> <p>Staff vacancies that represent opportunities for professional advancement or diversification shall be made known to Intermediate Unit personnel so they may apply for such positions.</p> <p>The Executive Director or designee may apply necessary screening procedures to determine a candidate's ability to perform the job functions of the position for which a candidate is being considered.</p> <p>The Executive Director or designee shall seek recommendations from former employers and others in assessing the candidate's qualifications. Such recommendations and references shall be retained confidentially and for official use only.</p>
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<p>Sec. 913-A, 1109, 1201 Title 22 Sec. 49.1 et seq</p>	<p>Each certificated administrative and professional employee employed by the Intermediate Unit shall be responsible for maintaining all valid certificates and/or licensing when such certificates and/or licensing are required by law.</p>
<p>Title 22 Sec. 403.2, 403.4 20 U.S.C. Sec. 6319, 7801</p>	<p><u>Title I Requirements</u></p> <p>All elementary, middle and secondary teachers employed by the Intermediate Unit who teach core academic subjects in Intermediate Unit programs or in member school districts shall be highly qualified, as defined by federal law and state regulations.</p>
<p>Title 22 Sec. 403.4, 403.5 20 U.S.C. Sec. 6319, 7801</p>	<p>The administrator of a school providing Title I programs to students shall annually attest that professional staff teaching in such programs are highly qualified and paraprofessionals providing instructional support in such programs meet required qualifications, in accordance with federal law and state regulations. The written certifications shall be maintained in the Intermediate Unit or school district office, and shall be available to the public, upon request.</p>
<p>Title 22 Sec. 403.2, 403.5 20 U.S.C. Sec. 6319</p>	<p>All paraprofessionals providing instructional support in an Intermediate Unit program or a program in member school districts supported by Title I funds shall have a secondary school diploma or a recognized equivalent and one (1) of the following:</p> <ol style="list-style-type: none"> 1. At least two (2) years of study at an institution of higher learning. 2. Associates or higher degree. 3. Evidence of meeting a rigorous standard of quality through a state or local assessment. <p>Title I paraprofessionals who solely coordinate parental involvement activities or act as translators are exempt from the above qualifications.</p>
<p>Title 22 Sec. 14.105 Pol. 113</p>	<p><u>Special Education Paraprofessionals</u></p> <p>All instructional paraprofessionals hired on or after July 1, 2010, who work under the direction of a certificated staff member to support and assist in providing instructional programs and services to students with disabilities or eligible students shall have a secondary school diploma and one (1) of the following:</p> <ol style="list-style-type: none"> 1. At least two (2) years of postsecondary study. 2. Associate or higher degree.

<p>Title 22 Sec. 14.105</p>	<p>3. Evidence of meeting a rigorous standard of quality through a state or local assessment.</p> <p>Instructional paraprofessionals shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year.</p> <p><u>Personal Care Assistants</u></p>
<p>Title 22 Sec. 14.105</p>	<p>A personal care assistant provides one-to-one support and assistance to a student, including support and assistance in the use of medical equipment.</p> <p>Personal care assistants shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year. The twenty (20) hours of training may include training required by the School-Based Access Program.</p> <p><u>Educational Interpreters</u></p>
<p>Title 22 Sec. 14.105</p>	<p>An educational interpreter is an individual who provides students who are deaf or hard of hearing with interpreting or transliterating services in an educational setting. To serve as an educational interpreter, an individual shall meet the qualifications set forth in law and regulations.</p> <p><u>Early Childhood Education Staff</u></p>
<p>Title 55 Sec. 3270.31- 3270.37, 3270.231, 3270.241</p>	<p>Employees working in Intermediate Unit early childhood education programs operating in accordance with all program and funding regulation requirements shall meet the eligibility, certification and training requirements established in law and regulations.</p>

	<p>References:</p> <p>School Code – 24 P.S. Sec. 108, 111, 508, 913-A, 914-A, 915-A, 1089, 1109, 1111, 1142, 1152, 1201, 1204.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4, 8.1 et seq., 14.105, 49.1 et seq., 403.2, 403.4, 403.5</p> <p>State Department of Public Welfare Regulations – 55 PA Code Sec. 3270.31-3270.37, 3270.231, 3270.241</p> <p>Educator Discipline Act – 24 P/S. Sec. 2070.2</p> <p>Criminal History Record Information Act – 18 Pa. C.S.A. Sec. 9125</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>No Child Left Behind Act – 20 U.S.C. Sec. 6319, 7801</p> <p>Fair Labor Standards Act – 29 U.S.C. Sec. 201 et seq.</p> <p>Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.</p> <p>Board Policy – 104, 113, 328</p>
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ALLEGHENY INTERMEDIATE UNIT 3

SECTION: EMPLOYEES

TITLE: NEPOTISM

ADOPTED: APRIL 22, 2013

REVISED:

<p>1. Purpose</p> <p>2. Definitions</p> <p>3. Guidelines</p> <p>24 P.S. Sec. 1111 Pol. 304</p>	<p style="text-align: center;">304.1 NEPOTISM</p> <p>It is the policy of the Board to prevent nepotism, in actuality or appearance, to the fullest extent possible under the law.</p> <p>Nepotism shall be considered the hiring of employees based upon or influenced by family relationships or living arrangements.</p> <p>Relative, for the purpose of this policy, is defined as a husband, wife, father, mother, brother, sister, son, daughter, aunt, uncle, cousin, niece, nephew, step-mother, step-father, step-son, step-daughter, step-sister, step-brother, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law or any other person with whom the applicant or employee has made his/her home.</p> <p>The relationship of the applicant for employment to a member of the Board or any other Intermediate Unit employee shall not be a basis for hiring, and neither factor into, nor have an influence upon hiring, assigning position, advancement, evaluations or other personnel actions.</p> <p>A disclosure statement shall be included with each employment application and during the interview process to document the names of relative(s) known by the applicant to be employed by the Intermediate Unit. Any misstatement of fact material to this disclosure may be grounds for dismissal by the Board.</p> <p>An applicant whose qualifications rank first for the position under consideration pursuant to the hiring process may be employed, either in a full-time or a part-time basis, providing no relative is immediately responsible for the recommendation to hire, to supervise, to direct, to evaluate, or to influence salary recommendations.</p> <p>No candidate shall be employed who is related to any member of the Board, as defined in law, unless such candidate receives the affirmative vote of a majority of all members of the Board other than the member related to the applicant, who shall not vote.</p>
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<p>4. Delegation of Responsibility</p>	<p>If an employee bids into a position that is under the supervision of a relative, through the provisions of a collective bargaining agreement, the relative in authority may be transferred to another position for which that person is qualified.</p> <p>If, during the course of employment with the Intermediate Unit, two (2) employees marry, enter into a cohabitating relationship, or become relatives as defined above, one (1) employee may not be permitted to supervise the other. In the event of a supervisor/employee relationship, in which the subordinate employee cannot be transferred to another department/program within the Intermediate Unit, the supervisor may be transferred to another position for which that person is qualified.</p> <p>If the Executive Director determines that such a reassignment is not feasible, the Executive Director or designee(s) shall endeavor to restructure or reassign responsibilities of supervisory functions and personnel actions regarding the related employee in a manner that is consistent with the goals of this policy.</p> <p>The Executive Director shall notify the Board members if any individual being recommended for employment is a relative of any Intermediate Unit Board member or Intermediate Unit employee.</p> <p>References:</p> <p>Purdon's Statutes (School Code) – 24 P.S. Sec. 11-1111</p> <p>Board Policy - 304</p>
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SECTION: EMPLOYEES

TITLE: WORKERS' COMPENSATION
TRANSITIONAL
RETURN-TO-WORK PROGRAM

ADOPTED: APRIL 22, 2013

REVISED:

ALLEGHENY INTERMEDIATE UNIT 3

<p>1. Purpose</p> <p>2. Authority</p>	<p style="text-align: center;">347. WORKERS' COMPENSATION TRANSITIONAL RETURN-TO-WORK PROGRAM</p> <p>The purpose of a workers' compensation transitional return-to-work program is the safe, timely return of injured Intermediate Unit employees to transitional or regular employment.</p> <p>In an effort to control workers' compensation costs, the Board adopts this policy to ensure that employees who have been injured at work and are covered by workers' compensation return to work as soon as possible, in accordance with Board policy and procedures.</p> <p>This policy shall apply only to an employee who meets all of the following conditions:</p> <ol style="list-style-type: none"> 1. Has been injured at work. 2. Is disabled as defined under the state Workers' Compensation Act. 3. Is capable of productive work. 4. Cannot return to his/her pre-injury job for the Intermediate Unit with or without reasonable accommodations as a result of his/her work injury. 5. Is expected to be able to return to his/her pre-injury job within a definite period of time. <p>An employee shall not be eligible for continuation in the transitional return-to-work program if one (1) of the following determinations is made:</p> <ol style="list-style-type: none"> 1. Employee cannot perform the assigned lighter duty work. 2. Employee will be unable to return to his/her pre-injury occupation with or without reasonable accommodations within a reasonable period of time.
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347. WORKERS' COMPENSATION TRANSITIONAL
RETURN-TO-WORK PROGRAM - Pg. 2

<p>3. Delegation of Responsibility</p> <p>4. Guidelines</p>	<p>The work that shall be offered to an eligible employee shall be productive work that will advance the interests of the Intermediate Unit.</p> <p>The Executive Director or designee shall determine if a lighter duty job will be offered to an eligible employee.</p> <p>The transitional return-to-work program and Board policy shall be implemented in a manner that does not conflict with applicable laws, contracts or collective bargaining agreements.</p> <p>Nothing in this policy shall be construed as requiring that a lighter duty job be provided to an eligible employee or that the essential functions of any job be eliminated. If available, lighter duty jobs are intended as a transitional opportunity to assist an injured employee to return to his/her pre-injury occupation with or without reasonable accommodations.</p> <p>References:</p> <p>Workers' Compensation Act – 77 P.S. Sec. 1 et seq.</p> <p>Family And Medical Leave Act – 29 U.S.C. Sec. 2601 et seq.</p> <p>Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.</p> <p>Family And Medical Leave, Title 29, Code of Federal Regulations – 29 CFR Part 825</p> <p>Health Insurance Portability And Accountability Act, Title 45, Code of Federal Regulations – 45 CFR Part 160, Part 164</p>
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**ALLEGHENY
INTERMEDIATE
UNIT 3**

SECTION: EMPLOYEES

TITLE: EMPLOYEE ASSISTANCE
PROGRAM

ADOPTED: APRIL 22, 2013

REVISED:

	352. EMPLOYEE ASSISTANCE PROGRAM
1. Purpose	The Board recognizes the need to provide confidential, professional counseling for staff members who have personal problems that may or could affect their job performance through a wide range of services including assessment, short-term counseling, referral, monitoring, and follow-up.
2. Authority	The Board shall provide an Employee Assistance Program (EAP) to address the problem of dealing effectively with deteriorating employee performance. The EAP is intended to retain talent, increase effectiveness of employees and stabilize costs related to absenteeism and hospitalization.
	References: School Code – 24 P.S. Sec. 914-A

ALLEGHENY INTERMEDIATE UNIT 3

SECTION: OPERATIONS

TITLE: CHILD ABUSE

ADOPTED: JUNE 24, 2013

REVISED: JUNE 27, 2016

806. CHILD ABUSE	
<p>1. Authority 24 P.S. 1205.6 23 Pa. C.S.A. Sec. 6301 et seq Pol. 333, 818</p>	<p>The Board requires Intermediate Unit employees, independent contractors and volunteers to comply with identification and reporting requirements for suspected child abuse as well as the training requirement for recognition and reporting of child abuse in order to comply with the Child Protective Services Law and the School Code.</p>
<p>2. Definitions</p> <p>23 Pa. C.S.A. Sec. 6303</p> <p>23 Pa. C.S.A. Sec. 6303</p> <p>24 P.S. 111 23 Pa. C.S.A. Sec. 6344</p> <p>23 Pa. C.S.A. Sec. 6303</p> <p>23 Pa. C.S.A. Sec. 6303</p>	<p>The following words and phrases, when used in this policy, shall have the meaning given to them in this section:</p> <p>Adult – an individual eighteen (18) years of age or older.</p> <p>Bodily injury - impairment of physical condition or substantial pain.</p> <p>Certifications – refers to the child abuse history clearance statement and state and federal criminal history background checks required by the Child Protective Services Law and/or the School Code.</p> <p>Child - an individual under eighteen (18) years of age.</p> <p>Child abuse - intentionally, knowingly or recklessly doing any of the following:</p> <ol style="list-style-type: none"> 1. Causing bodily injury to a child through any recent act or failure to act. 2. Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act. 3. Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act. 4. Causing sexual abuse or exploitation of a child through any act or failure to act.

<p>18 Pa. C.S.A. 7508.2</p> <p>42 Pa. C.S.A. 9799.12, 9799.24</p>	<ol style="list-style-type: none"> 5. Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act. 6. Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act. 7. Causing serious physical neglect of a child. 8. Engaging in any of the following recent acts: <ol style="list-style-type: none"> a. Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child. b. Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement. c. Forcefully shaking a child under one (1) year of age. d. Forcefully slapping or otherwise striking a child under one (1) year of age. e. Interfering with the breathing of a child. f. Causing a child to be present during the operation of methamphetamine laboratory, provided that the violation is being investigated by law enforcement. g. Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known was required to register as a Tier II or Tier III sexual offender or has been determined to be a sexually violent predator or sexually violent delinquent. 9. Causing the death of the child through any act or failure to act. <p>The term child abuse does not include physical contact with a child that is involved in normal participation in physical education, athletic, extracurricular or recreational activities. Also excluded from the meaning of the term child abuse is the use of reasonable force by a person responsible for the welfare of a child for purposes of supervision, control or safety, provided that the use of force:</p> <ol style="list-style-type: none"> 1. Constitutes incidental, minor or reasonable physical contact in order to maintain order and control; 2. Is necessary to quell a disturbance or remove a child from the scene of a disturbance that threatens property damage or injury to persons;
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	<ol style="list-style-type: none"> 3. Is necessary for self-defense or defense of another; 4. Is necessary to prevent the child from self-inflicted physical harm; or 5. Is necessary to gain possession of weapons, controlled substances or other dangerous objects that are on the person of the child or in the child's control.
<p>24 P.S. 1205.6</p>	<p>Direct contact with children - the possibility of care, supervision, guidance or control of children or routine interaction with children.</p>
<p>23 Pa. C.S.A. Sec. 6303, 6311</p>	<p>Independent contractor - an individual other than an Intermediate Unit employee who provides a program, activity or service who is otherwise responsible for the care, supervision, guidance or control of children pursuant to a contract. The term does not apply to administrative or other support personnel unless the administrative or other support personnel have direct contact with children.</p>
<p>23 Pa. C.S.A. Sec. 6303</p>	<p>Perpetrator - a person who has committed child abuse and is a parent/guardian of the child; a spouse or former spouse of the child's parent/guardian; a paramour or former paramour of the child's parent/guardian; an individual fourteen (14) years of age or older who is responsible for the child's welfare or who has direct contact with children as an employee of child-care services, a school or through a program activity or services; an individual fourteen (14) years of age or older who resides in the same home as the child; or an adult who does not reside in the same home as the child but is related within the third degree of consanguinity or affinity by birth or adoption to the child. Only the following may be considered a perpetrator solely based upon a failure to act: a parent/guardian of the child; a spouse or former spouse of the child's parent/guardian; a paramour or former paramour of the child's parent/guardian; an adult responsible for the child's welfare; or an adult who resides in the same home as the child.</p>
<p>23 Pa. C.S.A. Sec. 6303</p>	<p>Person responsible for the child's welfare - a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control.</p>
<p>23 Pa. C.S.A. Sec. 6303</p>	<p>Program, activity or service – any of the following in which children participate and which is sponsored by a school or a public or private organization:</p> <ol style="list-style-type: none"> 1. A youth camp or program. 2. A recreational camp or program. 3. A sports or athletic program. 4. A community or social outreach program.

	<p>5. An enrichment or educational program.</p> <p>6. A troop, club or similar organization.</p>
<p>23 Pa. C.S.A. Sec. 6303</p>	<p>Recent act or failure to act - any act or failure to act committed within two (2) years of the date of the report to the Department of Human Services of the Commonwealth or county agency.</p>
<p>23 Pa. C.S.A. Sec. 6303</p>	<p>Routine interaction – regular and repeated contact that is integral to a person’s employment or volunteer responsibilities.</p>
<p>23 Pa. C.S.A. Sec. 6303</p>	<p>School employee - an individual who is employed by a school or who provides a program, activity or service sponsored by a school. The term does not apply to administrative or other support personnel unless the administrative or other support personnel have direct contact with children.</p>
<p>23 Pa. C.S.A. Sec. 6303</p>	<p>Serious mental injury - a psychological condition, as diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment, that:</p> <ol style="list-style-type: none"> 1. Renders a child chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic or in reasonable fear that the child's life or safety is threatened. 2. Seriously interferes with a child's ability to accomplish age-appropriate developmental and social tasks.
<p>23 Pa. C.S.A. Sec. 6303</p>	<p>Serious physical neglect - any of the following when committed by a perpetrator that endangers a child's life or health, threatens a child's well-being, causes bodily injury or impairs a child's health, development or functioning:</p> <ol style="list-style-type: none"> 1. A repeated, prolonged or egregious failure to supervise a child in a manner that is appropriate considering the child's developmental age and abilities. 2. The failure to provide a child with adequate essentials of life, including food, shelter or medical care.
<p>23 Pa. C.S.A. Sec. 6303</p>	<p>Sexual abuse or exploitation - any of the following:</p> <ol style="list-style-type: none"> 1. The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following: <ol style="list-style-type: none"> a. Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.

<p>23 Pa. C.S.A. Sec. 6303</p> <p>23 Pa. C.S.A. Sec. 6311</p> <p>3. Delegation of Responsibility</p> <p>24 P.S. 111 23 Pa. C.S.A. 6344 Pol. 302, 304, 305</p> <p>23 Pa. C.S.A. 6344.3, 6344.4 Pol. 309</p>	<p>b. Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.</p> <p>c. Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.</p> <p>d. Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.</p> <p>The conduct described above does not include consensual activities between a child who is fourteen (14) years of age or older and another person who is fourteen (14) years of age or older and whose age is within four (4) years of the child's age.</p> <p>2. Any of the following offenses committed against a child: rape; statutory sexual assault; involuntary deviate sexual intercourse; sexual assault; institutional sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; prostitution; sexual abuse; unlawful contact with a minor; or sexual exploitation.</p> <p>Student - an individual enrolled in a school under eighteen (18) years of age.</p> <p>Volunteer – an unpaid adult individual, who, on the basis of the individual’s role as an integral part of a regularly scheduled program, activity or service is a person responsible for the child’s welfare or has direct contact with children.</p> <p>In accordance with Board policy, the Executive Director or designee shall:</p> <p>1. Require each candidate for employment to submit an official child abuse clearance statement and state and federal criminal history background checks (certifications) as required by law.</p> <p>2. Require each applicant for transfer or reassignment to submit the required certifications unless the applicant is applying for a transfer from one position as a school employee to another position as a school employee of this Intermediate Unit and the applicant’s certifications are current.</p>
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<p>23 Pa. C.S.A. 6344.4</p>	<p>School employees and independent contractors and volunteers shall obtain and submit new certifications every sixty (60) months.</p>
<p>Pol. 916</p>	<p>Certification requirements for volunteers are addressed separately in Board Policy 916.</p>
<p>4. Guidelines</p>	<p>The Executive Director or designee shall annually inform students, parents/guardians, independent contractors, volunteers and staff regarding the contents of this Board policy.</p> <p>The Executive Director or designee shall annually notify staff, independent contractors, and volunteers of their responsibility for reporting child abuse in accordance with Board policy.</p>
<p>4. Guidelines</p>	<p><u>Training</u></p>
<p>24 P.S. 1205.6 Pol. 317.1, 333, 818</p>	<p>The Intermediate Unit, and independent contractors of the Intermediate Unit, shall provide their employees who have direct contact with children with mandatory training on child abuse recognition and reporting. The training shall include, but not be limited to, the following topics:</p>
<p>24 P.S. Sec. 2070.1a Pol. 317.1</p>	<ol style="list-style-type: none"> 1. Recognition of the signs of abuse and sexual misconduct and reporting requirements for suspected abuse and sexual misconduct.
<p>24 P.S. Sec. 2070.1a Pol. 317.1</p>	<ol style="list-style-type: none"> 2. Provisions of the Educator Discipline Act, including mandatory reporting requirements.
<p>Pol. 824</p>	<ol style="list-style-type: none"> 3. Intermediate Unit policy related to reporting of suspected abuse and sexual misconduct.
<p>Pol. 824</p>	<ol style="list-style-type: none"> 4. Maintenance of professional and appropriate relationships with students.
<p>24 P.S. 1205.6</p>	<p>Employees are required to complete a minimum of three (3) hours of training every five (5) years.</p> <p>The Intermediate Unit shall provide volunteers with mandated reporter training on child abuse recognition and reporting.</p>
<p>23 Pa. C.S.A. 6311</p>	<p><u>Duty To Report</u></p> <p>School employees, independent contractors and volunteers shall make a report of suspected child abuse if they have reasonable cause to suspect that a child is a victim of child abuse under any of the following circumstances:</p>

	<ol style="list-style-type: none"> 1. The school employee, independent contractor or volunteer comes into contact with the child in the course of employment, occupation and the practice of a profession or through a regularly scheduled program, activity or service. 2. The school employee, independent contractor or volunteer is directly responsible for the care, supervision, guidance or training of the child. 3. A person makes a specific disclosure to a school employee, independent contractor or volunteer that an identifiable child is the victim of child abuse. 4. An individual fourteen (14) years of age or older makes a specific disclosure to a school employee, independent contractor or volunteer that s/he has committed child abuse.
<p>23 Pa. C.S.A. 6311</p>	<p>A child is not required to come before the school employee, independent contractor or volunteer in order for that individual to make a report of suspected child abuse.</p>
<p>23 Pa. C.S.A. 6311</p>	<p>A report of suspected child abuse does not require the identification of the person responsible for the child abuse.</p>
<p>23 Pa. C.S.A. 6318</p>	<p>Any person who, in good faith, makes a report of suspected child abuse, regardless of whether the report is required, cooperates with an investigation, testifies in a proceeding, or engages in other action authorized by law shall have immunity from civil and criminal liability related to those actions.</p>
<p>23 Pa. C.S.A. 6319</p>	<p>Any person required to report child abuse who willfully fails to do so may be subject to disciplinary action and criminal prosecution.</p>
<p>18 Pa. C.S.A. 4906.1</p>	<p>Any person who intentionally or knowingly makes a false report of child abuse or intentionally or knowingly induces a child to make a false claim of child abuse may be subject to disciplinary action and criminal prosecution.</p>
<p>18 Pa. C.S.A. 4958</p>	<p>Any person who engages in intimidation, retaliation, or obstruction in the making of a child abuse report or the conducting of an investigation into suspected child abuse may be subject to disciplinary action and criminal prosecution.</p>
<p>23 Pa. C.S.A. 6320</p>	<p>The Intermediate Unit shall not discriminate or retaliate against any person for making, in good faith, a report of suspected child abuse.</p>

<p>23 Pa. C.S.A. 6305, 6311, 6313</p>	<p><u>Reporting Procedures</u></p> <p>School employees, independent contractors or volunteers who suspect child abuse shall immediately make a written report of suspected child abuse using electronic technologies (www.compass.state.pa.us/cwis) or an oral report via the statewide toll-free telephone number (1-800-932-0313). A person making an initial oral report of suspected child abuse must also submit a written electronic report within forty-eight (48) hours after the oral report. Upon receipt of an electronic report, the electronic reporting system will automatically respond with a confirmation, providing the mandated reporter with a written record of the report.</p>
<p>23 Pa. C.S.A. 6305, 6311, 6313</p>	<p>A school employee, independent contractor or volunteer who makes a report of suspected child abuse shall immediately, after making the initial report, notify the building/program administrator and if the initial report was made electronically, also provide the building/program administrator with a copy of the report confirmation. The building/program administrator shall then immediately notify the Executive Director or designee that a child abuse report has been made and if the initial report was made electronically, also provide a copy of the report confirmation.</p>
<p>23 Pa. C.S.A. 6305, 6311, 6313</p>	<p>When a report of suspected child abuse is made by a school employee, independent contractor or volunteer as required by law, the Intermediate Unit is not required to make more than one (1) report. An individual otherwise required to make a report who is aware that an initial report has already been made by a school employee, independent contractor or volunteer is not required to make an additional report. The person making an initial oral report is responsible for making the follow-up written electronic report within forty-eight (48) hours, and shall provide the building/program administrator with a copy of the report confirmation promptly after the written electronic report has been filed. The building/program administrator shall in turn provide a copy of the report confirmation to the Executive Director or designee.</p>
<p>23 Pa. C.S.A. 6314</p>	<p>When necessary to preserve potential evidence of suspected child abuse, an Intermediate Unit employee may, after the initial report is made, take or cause to be taken photographs of the child who is the subject of the report. Any such photographs shall be sent to the county agency at the time the written report is sent or within forty-eight (48) hours after a report is made by electronic technologies or as soon thereafter as possible. The building/program administrator shall be notified whenever such photographs are taken. The building/program administrator shall in turn notify the Executive Director or designee that photographs were taken.</p>

<p>24 P.S. 1302.1-A, 1303-A 22 PA Code 10.2, 10.21, 10.22 Pol. 805.1</p>	<p>If the Executive Director or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Safe Schools Act, the Executive Director or designee shall inform local law enforcement, in accordance with applicable law, regulations and Board policy.</p>
<p>23 Pa. C.S.A. 6311, 6346</p>	<p><u>Investigation</u></p> <p>The building/program administrator shall facilitate the cooperation with the Department of Human Services of the Commonwealth or the county agency investigating a report of suspected child abuse, including permitting authorized personnel to interview the child while in attendance at school.</p>
<p>23 Pa. C.S.A. 6368</p>	<p>Upon notification that an investigation involves suspected child abuse by a school employee, the building/program administrator, in consultation with the Executive Director, shall immediately implement a plan of supervision or alternative arrangement, that has been approved by the Executive Director, for the school employee under investigation. The plan of supervision or alternative arrangement shall be submitted to the county agency for approval.</p>
	<p>References:</p> <p>School Code – 24 P.S. 111, 1301-A et seq.</p> <p>State Board of Education Regulations – 22 PA Code 10.1 et seq.</p> <p>Child Abuse Recognition and Reporting Training – 24 P.S. 1205.6</p> <p>Child Exploitation Awareness Education - 24 P.S. 1527</p> <p>Educator Discipline Act – 24 P.S. 2070.1a et seq.</p> <p>Endangering Welfare of Children – 18 Pa. C.S.A. 7508.2</p> <p>False Reports of Child Abuse – 18 Pa. C.S.A. 4906.1</p> <p>Intimidation, Retaliation or Obstruction in Child Abuse Cases – 18 Pa. C.S.A. 4958</p> <p>Child Protective Services Law – 23 Pa. C.S.A. 6301 et seq.</p> <p>Board Policy – 302, 304, 305, 309, 317, 317.1, 333, 805.1, 818, 824, 916</p>

ALLEGHENY INTERMEDIATE UNIT 3

SECTION: EMPLOYEES

TITLE: CONDUCT/DISCIPLINARY PRACTICES

ADOPTED: APRIL 22, 2013

REVISED: FEBRUARY 23, 2015

317. CONDUCT/DISCIPLINARY PRACTICES	
<p>1. Authority</p> <p>Title 22 Sec. 235.10</p> <p>Sec. 914-A</p> <p>Sec. 913-A, 1121, 1122, 1126, 1127, 1128, 1129, 1130 2 Pa. C.S.A. Sec. 551 et seq</p>	<p>All administrative, professional and support employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of Intermediate Unit programs and services requires the cooperation of all employees working together and complying with a system of Board policies, rules and procedures, applied fairly and consistently.</p> <p>The Board requires employees to maintain professional, moral and ethical relationships with students at all times.</p> <p>The Board directs that all Intermediate Unit employees shall be informed of conduct that is required and is prohibited during work hours and the disciplinary actions that may be applied for violation of Board policies, rules and procedures.</p> <p>When demotion or disciplinary charges are filed against a certificated administrative or professional employee, a hearing shall be provided as required by applicable law and in accordance with an applicable collective bargaining agreement. Noncertificated administrative and support employees may be entitled to a Local Agency Law hearing, at the employee's request.</p>
<p>2. Definitions</p> <p>Sec. 1301-A, 1317.2</p>	<p>Weapon - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.</p> <p>The term does not include any device that is authorized by the Intermediate Unit for a legitimate educational or operational purpose and which is used in accordance with that educational purpose.</p>

<p>3. Delegation of Responsibility</p> <p>Pol. 351</p> <p>Sec. 1122</p> <p>Pol. 317.2</p> <p>Sec. 1122</p> <p>Sec. 1122</p>	<p>Possessing - an employee is in possession of a weapon when the weapon is found on the person of the employee; in the employee’s locker or storage space; in the employee’s vehicle while parked on Intermediate Unit property; under the employee’s control while on Intermediate Unit property, on property being used by the Intermediate Unit, at any Intermediate Unit function or activity, at any Intermediate Unit event held away from the Intermediate Unit, or while the employee is coming to or from the site of an Intermediate Unit program.</p> <p>All Intermediate Unit employees shall comply with state and federal laws and regulations, Board policies, rules and procedures. Intermediate Unit employees shall endeavor to maintain order, perform assigned job functions and carry out directives issued by supervisors.</p> <p>When engaged in assigned duties, Intermediate Unit employees shall not participate in activities that include but are not limited to the following:</p> <ol style="list-style-type: none"> 1. Physical or verbal abuse or threat of harm to anyone. 2. Nonprofessional relationships with students. 3. Causing intentional damage to any Intermediate Unit property, or property being used by the Intermediate Unit, and/or any of the Allegheny County School Districts’ property, facilities or equipment. 4. Forceful or unauthorized entry to or occupation of any Intermediate Unit, or property being used by the Intermediate Unit, and/or Allegheny County School Districts’ facilities, buildings or grounds. 5. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances. 6. Use of profane or abusive language. 7. Failure to comply with directives of Intermediate Unit officials, security officers, or law enforcement officers. 8. Carrying onto or possessing a weapon on Intermediate Unit or school grounds without authorization from the appropriate administrator. 9. Violation of Board policies, rules or procedures. 10. Violation of federal, state, or applicable municipal laws or regulations.
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<p>SC 111 Sec. 2070.9a</p> <p>23 Pa. C.S.A. Sec. 6344.3</p> <p>SC 111</p>	<p>11. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, operations, administrative or disciplinary functions of the Intermediate Unit, or any activity sponsored or approved by the Board.</p> <p>Violation of Board policies, rules and procedures will lead to discipline, including but not limited to verbal or written warning, reprimand, suspension, demotion, dismissal, or pursuit of civil and criminal sanctions.</p> <p><u>Arrest Or Conviction Reporting Requirements</u></p> <p>Employees shall use the designated form to report to the Executive Director or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.</p> <p>Employees shall also report to the Executive Director or designee, in writing, within seventy-two (72) hours of notification, that the employee has been listed as a perpetrator in the Statewide database, in accordance with the Child Protective Services Law.</p> <p>An employee shall be required to submit a current criminal history background check report if the Executive Director or designee has a reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by law, and the employee has not notified the Executive Director or designee. Failure to accurately report such arrests and convictions may subject the employee to disciplinary action up to and including termination and criminal prosecution.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 111, 913-A, 914-A, 1121, 1122, 1126, 1127, 1128, 1129, 1130, 1151</p> <p>State Board of Education Requirements, Code of Professional Practice and Conduct for Education – 22 PA Code Sec. 235.1 et seq.</p> <p>Local Agency Law – 2 Pa. C.S.A. Sec. 551 et seq.</p> <p>Educator Discipline Act – 24 P.S. Sec. 2070.1a et seq.</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Board Policy –317.2, 351</p>
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ALLEGHENY INTERMEDIATE UNIT 3

SECTION: EMPLOYEES

TITLE: EDUCATOR MISCONDUCT

ADOPTED: MARCH 31, 2015

REVISED:

317.1. EDUCATOR MISCONDUCT	
<p>1. Purpose</p>	<p>The Board adopts this policy to promote the integrity of the education profession and to create a climate within schools that fosters ethical conduct and practice.</p>
<p>2. Authority 24 P.S. Sec. 2070.1a Title 22 Sec. 235.1 et seq</p>	<p>The Board requires certificated employees to comply with the Code of Professional Practice and Conduct and the requirements of the Educator Discipline Act.</p>
<p>3. Definitions 24 P.S. Sec. 2070.1b</p>	<p>Educator - shall mean a person who holds a certificate.</p>
<p>24 P.S. Sec. 2070.1b</p>	<p>Certificate - shall mean any Commonwealth of Pennsylvania certificate, commission, letter of eligibility or permit issued under the School Code.</p>
<p>23 Pa. C.S.A. Sec. 6303</p>	<p>Sexual Abuse or Exploitation - shall mean any of the following:</p> <ol style="list-style-type: none"> 1. The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following: <ol style="list-style-type: none"> a. Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual. b. Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual. c. Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual. d. Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.

<p>Pol. 806</p>	<p>5. Who has resigned or retired or otherwise separated from employment after a school entity has received information of alleged misconduct under the Educator Discipline Act;</p> <p>6. Who is the subject of a report filed by the school entity under 23 Pa. C.S. Ch. 63 (relating to child protective services); and</p> <p>7. Who the school entity knows to have been named as a perpetrator of an indicated or founded report under 23 Pa. C.S. Ch. 63.</p>
<p>24 P.S. Sec. 2070.9a</p>	<p>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 Executive Director and his/her immediate supervisor, within fifteen (15) days of discovery of such misconduct.</p>
<p>24 P.S. Sec. 2070.9a</p>	<p>All reports submitted to the Pennsylvania Department of Education shall include an inventory of all information, including: documentary and physical evidence in possession or control of the Intermediate Unit relating to the misconduct resulting in the report.</p>
<p>SC 111 24 P.S. Sec. 2070.9a Pol. 317</p>	<p>An educator who is arrested or convicted of a crime shall report the arrest or conviction to the Executive Director or designee, within seventy-two (72) hours of the occurrence, in the manner prescribed in Board policy.</p>
<p>24 P.S. Sec. 2070.9c</p>	<p>Failure to comply with the reporting requirements may result in professional disciplinary action.</p>
<p>5. Guidelines</p>	<p><u>Investigation</u></p>
<p>24 P.S. Sec. 2070.11</p>	<p>Intermediate Unit officials shall cooperate with the Pennsylvania Department of Education during its review, investigation, or prosecution, and shall promptly provide the Pennsylvania Department of Education with any relevant information and documentary and physical evidence upon request.</p>
<p>24 P.S. Sec. 2070.11</p>	<p>Upon receipt of notification in writing from the Pennsylvania Department of Education, the Executive Director or designee shall investigate the allegations of misconduct as directed by the Department and may pursue its own disciplinary procedure as established by law or by collective bargaining agreement.</p>

<p>24 P.S. Sec. 2070.11</p>	<p>Within ninety (90) days of receipt of notification from the Pennsylvania Department of Education directing the Intermediate Unit to conduct an investigation (extensions may be requested), the Executive Director or designee shall report to Department the outcome of its investigation and whether it will pursue local employment action. The Executive Director or designee may make a recommendation to the Department concerning discipline. If the Intermediate Unit makes a recommendation concerning discipline, it shall notify the educator of such recommendation.</p>
<p>24 P.S. Sec. 2070.11</p>	<p><u>Confidentiality Agreements</u></p> <p>The Intermediate Unit shall not enter into confidentiality or other agreements that interfere with the mandatory reporting requirement.</p>
<p>24 P.S. Sec. 2070.17b</p>	<p><u>Confidentiality</u></p> <p>Except as otherwise provided in the Educator Discipline Act, all information related to any complaint, any complainant, or any proceeding related to discipline shall remain confidential unless or until public discipline is imposed.</p>
<p>24 P.S. Sec. 2070.17a</p>	<p><u>Immunity</u></p> <p>Any person who, in good faith, files a complaint or report, or who provides information or cooperates with the Pennsylvania Department of Education or Professional Standards and Practices Commission in an investigation or proceeding shall be immune from civil liability. The Intermediate Unit also is immune from civil liability for the disclosure of information about the professional conduct of a former or current employee to a prospective employer of that employee.</p>
	<p>References:</p> <p>School Code – 24 P.S. Sec. 111</p> <p>Educator Discipline Act – 24 P.S. Sec. 2070.1a et seq.</p> <p>Pennsylvania’s Code of Professional Practice and Conduct for Educators – 22 PA Code Sec. 235.1 et seq.</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Board Policy – 317, 806</p>

ALLEGHENY INTERMEDIATE UNIT 3

SECTION: OPERATIONS

TITLE: FRAUD

ADOPTED: JUNE 24, 2013

REVISED:

<p>1. Purpose</p>	<p style="text-align: center;">828. FRAUD</p> <p>The Board and administration recognize the risks to the Intermediate Unit that come from wrongdoing, misconduct, dishonesty and fraud of its officers, employees, and agents. For this reason, the Intermediate Unit is prepared to manage these risks and their potential impact in a professional manner.</p> <p>The Intermediate Unit shall annually notify and distribute this policy to its employees and Board members. Through this policy and implementing procedure, the Board intends to communicate its stand regarding the deterrence and investigation of suspected misconduct, dishonesty, and fraud by employees and others. The purpose of this policy is to provide specific instructions regarding appropriate action in case of suspected violations.</p> <p>The impact of misconduct, dishonesty, and fraud upon the Intermediate Unit may include:</p> <ol style="list-style-type: none">1. The actual financial loss incurred.2. Damage to the reputation of the Intermediate Unit and employees.3. Negative publicity.4. The cost of investigation.5. Loss of employees.6. Loss of customers.7. Damaged relationships with contractors and suppliers.8. Litigation and associated costs.9. Damaged employee morale.
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The final disposition of the matter regarding employee discipline and decision to file a criminal complaint or refer the matter to law enforcement and/or a regulatory agency for independent investigation shall be determined by the Board and the Executive Director in consultation with legal counsel.

Results of an investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate right to know, until the results are made public.

The Intermediate Unit will have the option to seek or not to seek full recovery of funds or assets from offenders.

References:

Whistleblower Law – 43 P.S. Sec. 1421 et seq.

Sarbanes Oxley Act of 2002 – 15 U.S.C. Sec. 7201 et seq.

Whistleblower Protection – 18 U.S.C. Sec. 1513

Board Policy – 317, 820

ALLEGHENY INTERMEDIATE UNIT 3

SECTION: EMPLOYEES

TITLE: TOBACCO

ADOPTED: JUNE 24, 2013

REVISED: JUNE 27, 2016

323. TOBACCO	
<p>1. Purpose</p>	<p>The Board recognizes that tobacco use during school hours and on Intermediate Unit property presents a health and safety hazard that can have serious consequences for the user and the nonuser and the safety of the Intermediate Unit.</p>
<p>2. Definition 35 P.S. Sec. 1223.5</p>	<p>For purposes of this policy, tobacco includes the use and/or possession of a lighted or unlighted cigarette, cigar, pipe, electronic cigarette, or other lighted smoking product or material and smokeless tobacco in any form.</p> <p>Electronic cigarette shall be defined as any oral device that provides a vapor of liquid nicotine, lobelia, and/or other substance. The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as e-cigars, e-pipes, vaporizers, or under any other product name or descriptor.</p>
<p>3. Authority Title 55 Sec. 3270.68 35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7183</p>	<p>The Board prohibits tobacco use by administrative, professional and support employees in any building, buses, vans and vehicles that are owned, operated, leased or controlled by the Intermediate Unit.</p>
<p>35 P.S. Sec. 1223.5</p>	<p>The Board may designate certain areas on property owned by, leased by, or under the control of the Intermediate Unit where tobacco use by persons other than students is permitted. Such designated areas for tobacco use must be no less than fifty (50) feet away from Intermediate Unit buildings.</p> <p>Intermediate Unit employees shall follow the smoking/tobacco use policies of the district(s) and/or building(s) to which they are assigned.</p>
<p>35 P.S. Sec. 1223.5</p>	<p>The Board prohibits tobacco use by Intermediate Unit employees at activities sponsored by the Intermediate Unit that are held off Intermediate Unit property.</p>

<p>35 P.S. Sec. 1223.5</p> <p>4. Guidelines SC 1302.1-A, 1303-A Title 22 Sec. 10.2, 10.22 18 Pa. C.S.A. Sec. 6305 Pol. 805.1</p> <p>SC 1303-A Pol. 805.1</p>	<p>The Intermediate Unit shall annually notify employees about the Intermediate Unit’s tobacco use policy by distributing it through handbooks, newsletters, posted notices, and other efficient methods.</p> <p>The Executive Director or designee may report incidents involving the sale of tobacco to minors by employees at school or Intermediate Unit programs, on school property of the Intermediate Unit, at any school function under the jurisdiction of the Intermediate Unit, or on a conveyance providing transportation to or from any school function under the jurisdiction of the Intermediate Unit, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.</p> <p>In accordance with state law, the Executive Director shall annually, by July 31, report all incidents of possession, use or sale of tobacco on school property to the Office for Safe Schools on the required form.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1302.1-A, 1303-A</p> <p>State Department of Public Welfare Regulations – 55 PA Code Sec. 3270.68</p> <p>State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.22</p> <p>Sale of Tobacco – 18 Pa. C.S.A. Sec. 6305</p> <p>School Tobacco Code – 35 P.S. Sec. 1223.5</p> <p>Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq.</p> <p>Board Policy – 805.1</p>
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ALLEGHENY INTERMEDIATE UNIT 3

SECTION: EMPLOYEES

TITLE: DRESS AND GROOMING

ADOPTED: APRIL 22, 2013

REVISED:

325. DRESS AND GROOMING	
<p>1. Authority</p> <p>24 P.S. Sec. 914-A</p>	<p>Administrative, professional and support employees set an example in dress and grooming for students and the school community. Employees' dress should reflect their professional status and encourage respect for authority in order to have a positive influence on the Intermediate Unit's programs, services and operations.</p> <p>The Board has the authority to specify reasonable dress and grooming requirements, within law, for all Intermediate Unit employees to prevent an adverse impact on the educational programs, support services and Intermediate Unit operations.</p> <p>When assigned to Intermediate Unit duties, employees shall be physically clean, neat, well-groomed, and dressed in a manner consistent with assigned job responsibilities and applicable definitions for appropriate attire. Employees are expected to wear clean, well-fitted, and well-maintained attire appropriate to a professional business/office environment.</p> <p>Employees shall be groomed so that their hair style does not cause a safety or health hazard.</p> <p>Specified support employees may be required to wear a designated work uniform and/or utilize safety gear when performing assigned duties.</p>
<p>2. Definitions</p>	<p>Professional Business Attire – shall include the appropriate attire to be worn when meeting with customers or outside consultants.</p> <p>Professional business attire for men includes a suit or sport coat and tie.</p> <p>Professional business attire for women includes a skirt suit, pant suit, or dress.</p>

<p>3. Delegation of Responsibility</p>	<p>School Year Attire – shall include the appropriate attire to be worn from the period <u>August 15 to June 14</u>.</p> <p>School year attire for men includes khakis, chinos, or casual trousers; dress shirts with collars or mock turtlenecks; neckties optional; sweaters with collared shirts underneath; dress shoes with socks.</p> <p>School year attire for women includes slacks or skirts with coordinating tops; jackets, sweaters, or blouses; dresses; dress shoes.</p> <p>Summer Attire – shall include the appropriate attire to be worn from the period <u>June 15 to August 14</u>.</p> <p>Summer attire for men includes khakis, chinos, or gabardine trousers; shirts with collars including golf shirts; dress shoes with socks.</p> <p>Summer attire for women includes slacks or skirts with coordinating tops; dresses; dress shoes or dress sandals.</p> <p>Inappropriate Attire – shall include attire which may not be worn by Central Office personnel.</p> <p>Inappropriate attire includes, but is not limited to, denim jean-type clothing including jeans; jogging/warm up suits; shorts; short skirts more than three inches above the top of the knee; leggings or stirrup pants; tee shirts and sweatshirts; athletic shoes (permissible for coming and going to work only); bared shoulders and midriff-baring tops; shirts with slogans or large-letter advertising; clothing with holes, rips, or tears; low-cut shirts or blouses; flip-flops; underwear as outerwear; clothing with spaghetti straps.</p> <p>If an employee feels that an exception to this policy would enable him/her to carry out assigned duties more effectively or is necessary for medical or special circumstances, a request should be made to the Program Director.</p> <p>The Executive Director may approve deviations from this policy and shall make appropriate announcements via email.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 914-A</p>
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Policy Consent/Release Form

I have read the Allegheny Intermediate Unit’s following Policies and Procedures and agree to abide by the policies that are listed below:

- Weapons in the School/Workplace (Policy Numbers 317.2 and 218.1)
- Data Safeguarding (Policy Numbers 800 and 800.1)
- Nondiscrimination in Employment and Contract Practices (Policy Number 104)
- Unlawful Harassment (Policy Number 348 and 248)
- Acceptable Use of Internet, Computers, and Network Resources (Policy Number 815)
- Drug-Free Work Place (Policy Number 351)
- Family and Medical Leave Act (Policy Number 335)
- Nepotism Policy (Policy Numbers 304 and 304.1)
- Workers’ Compensation Transitional Return to Work Program (Policy 347)
- Employee Assistance Program Policy (Policy Number 352)
- Child/Student Abuse (Policy Number 806)
- Conduct/Disciplinary Practices (Policy Number 317)
- Educator Misconduct (Policy Number 317.1)
- Fraud (Policy Number 828)
- Smoking/Tobacco (Policy Number 323)
- Dress and Grooming (Policy Number 325)

I understand that compliance with these policies is a condition of employment, and that failure to comply with any part of these policies and procedures can result in termination of my employment. For a full listing of all Allegheny Intermediate Unit policies, visit [Board Docs](#).

Print Name

Signature

Date