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POTTSTOWN SCHOOL DISTRICT

IN GENERAL

2000

- 2000.1 The Board of Pottstown School District believes that in order to have the best educational opportunity possible for the youth of this community, it is necessary to elect an administrative staff to serve toward this end.
- 2000.2 The Board of Pottstown School District shall elect a properly qualified person as a district superintendent for the superintendency and supervision of the school district.
- 2000.3 A majority vote of all members of the Board is required in hiring of the Superintendent of Schools.
- 2000.4 The Superintendent may recommend that qualified administrative assistants be elected when necessary.
- 2000.5 The superintendent of schools and his staff shall remain knowledgeable of advances in the profession through a program of reading, attending professional meetings, and periodic formal training sessions.

Legal Reference

School Laws of Pennsylvania  
Sections 1001 and 1071

Adopted: August 13, 1973

Revised: June 10, 1992

POLICIES\2000

POTTSTOWN SCHOOL DISTRICT

QUALIFICATIONS OF THE SUPERINTENDENT

2001

- 2001.1 For the purpose of superintendence and supervision, the chief administrative officer of the public schools shall be the superintendent of schools, who shall be elected by the Board of School Directors and shall receive a contract in accordance with the School Laws of Pennsylvania.
- 2001.2 The superintendent of schools shall have such experience as will qualify him to be an educational leader. Before his appointment, he shall have had public school teaching experience, advanced graduate study in the administration and supervision of schools, and shall possess a proper administrative credential such as might be required for state accreditation purposes.
- 2001.3 No person shall be eligible in Pennsylvania for election or appointment as superintendent unless:
- 2001.3a He holds a diploma from a college or other institution approved by the Department of Education.
- 2001.3b He has had six (6) years of successful teaching experience, not less than three of which shall have been in supervisory or administrative capacity.
- 2001.3c He has completed in a college or university a graduate program in education approved by the Department of Education.

Legal Reference

School Laws of Pennsylvania  
Sections 1001, 1002, and 1003

Adopted: August 13, 1973

Reviewed: June 10, 1992

POTTSTOWN SCHOOL DISTRICT

INFLUENCING ELECTIONS: PENALTY

2010

Any person who shall, either directly or indirectly, pay or give to a school director any sum of money, or other thing of value, for his vote or support in the election of district or assistant district superintendent, or pay or give to a school director any or all of his expenses incurred in and about the convention for the election of district or assistant district superintendent, shall be guilty of a misdemeanor, and on conviction thereof shall be sentenced to pay a fine of not less than five (\$5) dollars or more than five hundred (\$500) dollars, or to undergo imprisonment for not less than thirty (30) days, or more than one (1) year, either or both, at the discretion of the court. In addition thereto, he shall forever thereafter be disqualified from holding the office of district superintendent, assistant district superintendent, school director, or any other office in the public school system of the Commonwealth.

Legal Reference

School Laws of Pennsylvania  
Section 1009

Adopted: August 13, 1973  
Reviewed: June 10, 1992

POTTSTOWN SCHOOL DISTRICT

ADMINISTRATIVE FUNCTION OF THE SUPERINTENDENT

2100

- 2100.1 It shall be the duty of each district superintendent to see that in this district there shall be taught the several branches required by this act, as well as such other branches as the Board of School Directors may require.<sup>1</sup>
- 2100.2a In case the Board of School Directors of any school district shall fail to provide competent teachers to teach the several branches required in this act, it shall be the duty of the district superintendent to notify the Board of School Directors, in writing, of its neglect.
- 2100.2b In case provision is not made forthwith for teaching of branches aforesaid, he shall report such fact to the Secretary of Education, whose duty it shall be to withhold any order for such district's share of the state appropriation until the district superintendent shall notify him that competent teachers of such branches have been employed.
- 2100.2c In case of neglect or refusal by the Board of School Directors to employ competent teachers, for one month after receiving notice from the district superintendent that such teachers have not been provided, such district shall forfeit absolutely its whole share of the state appropriation for that year.<sup>1</sup>
- 2100.3 Every district superintendent shall annually, before the first Monday of August, forward to the secretary of education the reports of the school district under his supervision, and shall accompany the same with such extended report of the public schools under his supervision as he may think proper, suggesting such improvements or changes in the public school system as he may see fit to suggest.
- 2100.4 The Superintendent shall further furnish to the secretary of education, whenever required so to do, such additional reports and information as the secretary of education may request.<sup>2</sup>

2100.5 The superintendent shall establish administrative procedures to carry out all of the policies of the Board of School Directors as contained herein. In accordance with Policy #1020, the superintendent shall recommend changes or the adoption of new policies in order to make the operation of the district as effective and economical as desired.

Legal Reference

School Laws of Pennsylvania

<sup>1</sup>Section 1005

<sup>2</sup>Section 1006

Adopted: August 13, 1973

Revised: June 10, 1992

POTTSTOWN SCHOOL DISTRICT

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Legal Reference

School Laws of Pennsylvania

<sup>1</sup>Section 1005

<sup>2</sup>Section 1006

Adopted: August 13, 1973

Revised: June 10, 1992

POTTSTOWN SCHOOL DISTRICT

EVALUATIVE FUNCTIONS OF THE SUPERINTENDENT

2120

- 2120.1 The Superintendent of Schools shall be responsible for the evaluation of instruction offered to students within the district.
- 2120.2 He shall, with his staff, formulate a program of teacher evaluation which shall maintain that:
- 2120.2a Each teacher in the district shall be observed in an actual teaching situation, with such observations planned to last a minimum of thirty minutes.
  - 2120.2b Temporary professional employees shall be observed a minimum of four (4) times each year.
  - 2120.2c Professional employees shall be observed a minimum of one (1) time a year.
  - 2120.2d Teachers may request additional observations.
  - 2120.2e Administrators may choose to complete additional observations.
  - 2120.2f The observer shall keep records regarding his or her observation.
  - 2120.2g These records shall include statements of strengths and weaknesses, as well as suggestions for improving teaching.
  - 2120.2h During observations, the observer will be concerned primarily with the effectiveness of the instruction that is being presented.
  - 2120.2i The administrator or supervisor must schedule a conference to discuss the observation and written evaluation.
  - 2120.2j A written summary of the conference shall be given to the teacher no later than ten (10) school days after a formal observation.
  - 2120.2k The teacher may attach written comments concerning the observation and/or evaluation.
  - 2120.2l Teachers shall sign all formal post-observation summary forms.

- 2120.2m Each semester the Superintendent or his designee shall rate each temporary professional employee on the official rating form issued by the Department of Education, PDE-5501.
- 2120.2n The rating shall accurately reflect the tenor of the combined observations, evaluations, and anecdotal records.
- 2120.2o Only written records, copies of which were given to the "temporary professional" employee, may be used in determining the final rating. These include observations, evaluations, and anecdotal records.
- 2120.2p Verbal and/or unwritten (undocumented) observations or anecdotal records may not be used as evidence of a rating of less than 20 points in any of the four categories (personality, preparation, technique, and pupil reaction) on the final rating, Form PDE-5501.
- 2120.2q Each year the Superintendent or his designee shall rate each professional employee on the official rating form issued by the Department of Education, PDE-5501.
- 2120.2r The rating shall accurately reflect the tenor of the combined observations, evaluations, and anecdotal records.
- 2120.2s Only written records, copies of which were given to the "professional" employee, may be used in determining the final rating. (These include observations, evaluations, and anecdotal records.)
- 2120.2t In accordance with provisions of the Pennsylvania School Code (Sections 1123, 1124, and 1125) the Superintendent or his designee will complete numerical ratings for all professional employees.
- 2120.2u The following numerical scales will be used when completing the summative evaluation in each of the four categories:
- 20 = Satisfactory
  - 15 = Satisfactory with Professional Improvement Needed
  - 9 = Unsatisfactory

- 2120.2v Commendable performance will be recognized by the Superintendent.
- 2120.2w A commendable performance rating is subject to review by an administrative team of all building principals and central office personnel.
- 2120.2x A performance assessment of a nine (9) or less in any one of the four categories (Personality, Preparation, Technique, and Pupil Reaction) constitutes an unsatisfactory for the entire rating regardless of the cumulative average of the four categories.
- 2120.3 The Superintendent shall be responsible for reporting unsatisfactory performance to the Board of School Directors.
- 2120.4 The Superintendent shall submit a yearly resolution to the Board of School Directors listing the supervisors and administrators and their areas of certification. The Superintendent may assign any administrator or supervisor, who is properly certificated, to observe, to evaluate, and to participate in the rating of professional staff other than those staff to whom the administrator or supervisor is directly responsible.
- 2120.5 The guidelines for teacher observation and evaluation developed by a team of administrators, teachers, and members of the Federation of Pottstown Teachers shall be the district's official manual to implement the district's teacher observation and evaluation system.

Adopted: May 13, 1973  
Revised: May 12, 1975  
Revised: January 12, 1976  
Revised: March 8, 1976  
Revised: September 13, 1976  
Revised: September 12, 1979  
Revised: October 8, 1980  
Revised: June 10, 1992  
Revised: September 13, 1995

POTTSTOWN SCHOOL DISTRICT

EMERGENCY POWERS OF THE SUPERINTENDENT

2130

- 2130.1 From time to time, emergency situations might arise which would call for immediate and decisive action by the superintendent or designee, which under more normal situations, would clearly be beyond the scope of his duty and authority. It shall be the policy of the Board that the superintendent shall act in emergency situations so as to preserve and protect the lives and property of pupils and staff personnel.
- 2130.2 When circumstances of weather, power failure, lack of water or heat, work stoppage, epidemic, or other civil or natural emergencies make it impossible or unsafe to open any or all of the schools in the district, the superintendent shall have the power to close any school so affected. When the superintendent or designee does close one or more schools under the above granted authority, he shall immediately notify the president of the Board of his actions together with the reasons for them.
- 2130.3 In those situations which arise within the schools where the Board has provided no guides for administrative action, the superintendent shall have power to act, but his decisions shall be subject to review by action of the Board at its regular meeting. It shall be the duty of the superintendent to inform the Board promptly of such action and of the need for policy.

Adopted: August 13, 1973

Reviewed: June 10, 1992

POTTSTOWN SCHOOL DISTRICT

JOB DESCRIPTIONS

2140

- 2140.1 The Superintendent and his staff shall prepare a job description which outlines in general terms the duties and responsibilities of the job that the employee is to perform.
- 2140.2 All job descriptions will be in compliance with the requirements or the Americans with Disabilities Act (ADA).
- 2140.3 These job descriptions shall be reviewed periodically with the Board and shall be subject to change at the Board's discretion.
- 2140.4 Although job descriptions shall be prepared by the administration and approved by the Board, the superintendent is authorized to temporarily change duties and responsibilities in order to more effectively utilize manpower.

Legal Reference

42 USC Section 12101

Adopted: August 13, 1973

Revised: June 10, 1992

POTTSTOWN SCHOOL DISTRICT

ADMINISTRATIVE ORGANIZATION

2200

- 2200.1 The Board of School Directors shall approve an organizational program for administration of the schools which gives full consideration to the recommendations of the superintendent, personnel employed, and the tasks to be performed.
- 2200.2 The approved administrative organization is depicted in graphic form on Policy #1700.
- 2200.3 Approved job descriptions shall reflect line and/or staff responsibility along with a resumé of duties to be performed. Staff personnel shall be held accountable for their respective duties and may be called upon to report activities within their area of accountability to the Board.
- 2200.4 In order to establish an effective organization, the superintendent is authorized to designate an administrative council which meets at his discretion.
- 2200.5 Although staff officers shall report to a designated supervisor, the superintendent shall be responsible for apprising the Board regarding necessary changes or additions to the administrative organization.

Adopted: August 13, 1973  
Revised: June 10, 1992

POTTSTOWN SCHOOL DISTRICT

QUALIFICATIONS OF PRINCIPALS

2210

2210.1 Authority

Each principal in the Pottstown School District shall have complete charge of the building and shall serve as the chief administrative and supervisory officer of the school or schools to which he/she has been assigned by the Superintendent of Schools.

2210.2 Responsibility

Each principal shall report directly to the Superintendent of Schools or to a designated assistant.

2210.3 Qualifications

2210.3a The desired qualifications in a principal shall be determined by the Superintendent and the Board and included in a written job description approved by the Board.

2210.3b Consideration of qualified applicants may be given to present employees of the district and from qualified applicants outside the district.

2210.3c A candidate for a position of principal may be appointed by the Board of School Directors after the individual has been interviewed, references and credentials verified, and recommended by the Superintendent.

2210.3d Section 1109 provides that "every principal employed in the public schools of the Commonwealth who devotes one-half or more of his time to supervision and administration shall be properly certified by the Department of Education in accordance with such standards as the State Board of Education may establish."

Legal Reference

School Laws of Pennsylvania  
Section 1109

Adopted: August 13, 1973  
Revised: February 13, 1980  
Revised: June 10, 1992

POTTSTOWN SCHOOL DISTRICT

FEDERAL PROGRAM PERSONNEL

2220

2220.1 Personnel working in federal programs who are assigned to one or more specific school buildings are under the direct supervision of the principal of the school or schools to which they are assigned. Therefore, federal program personnel shall be subject to the same policies as are regular personnel.

2210.2 Federal program personnel shall serve as appointed during school term, in the summer program, or in a non-public school.

Adopted: August 13, 1973  
Reviewed: June 10, 1992

POLICIES\2220

POTTSTOWN SCHOOL DISTRICT

MEETINGS OUT OF DISTRICT

2300

- 2300.1 The school administrators and/or supervisors may be authorized to attend state, regional, and out-of-state educational meetings that will be beneficial to the district.
- 2300.2 All trips of administrators and/or supervisors shall be reviewed and approved by the Superintendent or his designee.
- 2300.3 Prior to departure for overnight conferences and conventions, the Board shall approve the individual's attendance at such meeting. If approved by the Board and upon receipt of bills within the established allowances, all expenses shall be paid by the school district.
- 2300.4 Administrators and/or supervisors may receive advanced payments for approved expenses. A written request and justification for such payment must be approved by the Superintendent and the Business Administrator. A completed expense voucher and receipted bills for the amount of the advanced payment must be filed with the Business Office within seven days after the administrator and/or supervisor return from the conference. Any overpayments will be returned to the Business Office within the same seven day period.
- 2300.5 In the event an overnight meeting or conference is scheduled for administrators and/or supervisors that does not provide adequate time for formal board approval prior to departure, the Superintendent may grant approval to attend, said action to be ratified by the Board at its next regular meeting.
- 2300.6 At the discretion of the Superintendent, administrators and/or supervisors who attend conferences, seminars, etc. may be required to file a written report or to give an oral report of the proceedings of the meeting which was attended.

Adopted: August 13, 1973  
Revised: October 8, 1980  
Reviewed: June 10, 1992

POTTSTOWN SCHOOL DISTRICT

STAFF RESPONSIBILITY

2400

- 2400.1 All staff members are responsible to the superintendent.
- 2400.2 While staff members shall not be precluded from discussing problems with the superintendent, the more usual procedure shall be to go directly to their immediate supervisor.
- 2400.3 Any staff member shall have the right to appeal a decision by his immediate superior, without prejudice, through regularly established channels of organization.
- 2400.4 Each member of the school staff shall be responsible for any material or information which he may release or cause to be released to the public or sent home with students.
- 2400.5 It shall therefore further be the responsibility of any such staff members to obtain proper administrative clearance for any such public distribution or release.
- 2400.6 It shall be the policy of the Board that persons appointed to the administrative staff shall agree to have their telephone numbers listed in the directory prepared by the school district.

Adopted: August 13, 1973  
Revised: June 10, 1992

POTTSTOWN SCHOOL DISTRICT

SALARY AND FRINGE BENEFITS

2500

- 2500.1 Each year prior to July 1 the Board shall approve a salary package and other fringe benefits for administrators employed in the district in compliance with Act 93.
- 2500.2 Included in the administrators' and supervisors' salary package shall be all items required by Act 93.
- 2500.3 These benefits for administrators' and supervisors' shall be printed on a special leaflet or type of printed matter and made available to each employee who is regarded as an administrator or supervisor in the district.

Legal Reference

School Code Section 1164

Adopted: August 13, 1973

Revised: June 10, 1992

POLICIES\2500

POTTSTOWN SCHOOL DISTRICT

SALARY CALCULATIONS - ADMINISTRATORS AND SUPERVISORS

2501

2501.1 Administrators and supervisors employed under the provisions of a ten month contract or a twelve month contract shall be calculated as indicated below regardless of whether they begin their employment with the Pottstown School District at the beginning of a school year or during a school year. The same provisions also apply regardless of whether the contract is eventually terminated at the end of a school year or during a school year.

2501.2 Salary calculations for administrators and supervisors employed under the provisions of a twelve month contract shall be arrived at as follows:

2501.2a The bi-weekly (every two weeks) gross salary shall be calculated by dividing the annual contract salary as approved by the Board of School Directors by twenty-six (26) which represents the number of pay days per year.

2501.2b The daily rate shall be established by dividing the annual salary by two hundred sixty (260) which represents the total number of days employed per year including paid holidays and vacations.

2501.3 Salary calculations for administrators and supervisors employed under the provisions of a ten month contract shall be as follows:

2501.3a A ten month contract shall represent forty-five (45) weeks of work.

2501.3b If the administrator or supervisor is employed effective the first day of the ten (10) month contract year, he will be paid bi-weekly (every two weeks) over a period of twelve months. This will be twenty-six (26) or twenty-seven (27) pay days depending on how the pay periods correlate with the beginning and ending of the work year. The normal bi-weekly gross salary will be calculated by dividing the annual salary by twenty-six (26). If paid over twenty-seven (27) pay days, the gross salary for the first and last pay checks for the year will each represent one (1) week's salary.

(over)

2501.3C If the administrator or supervisor is employed effective after the first day of the ten (10) month contract year, he will be paid bi-weekly (every two weeks) for the time actually employed. The normal bi-weekly gross salary will be determined by multiplying the daily rate of pay by ten (10) which represents the number of working days per normal pay period and includes paid holidays.

2501.3d The daily rate of pay shall be determined by dividing the annual salary by two hundred twenty-five (225) which represents the number of days employed under the provisions of a ten month contract. The 225 days is arrived at by multiplying 45 weeks times 5 days per week.

Adopted: July 14, 1975  
Revised: June 10, 1992

POTTSTOWN SCHOOL DISTRICT

EMPLOYMENT OF PERSONNEL

2600

- 2600.1 The school district shall not discriminate on the basis of age, sex, handicap, race, color, national origin in its employment practices as required by Title IX, Section 504, and Title VI and the Americans with Disabilities Act.
- 2600.1a Reasonable accommodations that can be made will be implemented for qualified job applicants who are handicapped.
- 2600.2 The Superintendent or his designee shall establish a procedure for interviewing and screening applicants for approved positions within the school district when a vacancy occurs.
- 2600.3 In the screening process, the Superintendent shall, whenever feasible, include the immediate supervisor of the position to be filled.
- 2600.4 The applicant who is selected by the administration to fill a vacancy shall be recommended by the Superintendent for final approval by the Board of School Directors.
- 2600.5 While the Superintendent may temporarily fill a vacancy, he shall notify the new employee that the employment in the district is contingent upon approval of the Board of School Directors.
- 2600.6 In order to facilitate employment procedures, the Board of School Directors shall establish wage and salary guidelines which may be used for discussion purposes during interviews and temporary employment prior to the final approval by the Board of School Directors.

Adopted: August 13, 1973  
Revised: October 13, 1982  
Revised: October 12, 1983  
Revised: June 10, 1992

POLICIES\2600

POTTSTOWN SCHOOL DISTRICT

ADMINISTRATIVE/SUPERVISORY REDUCTION IN FORCE

2650

2650.1 Maintenance of an administrative and supervisory staff appropriate to effectively manage the affairs of the district is a Board responsibility. The purpose of this policy is to establish the manner in which necessary reductions of that staff shall be accomplished.

2650.2 The Board has the authority and responsibility to determine how suspensions and furloughs of administrative staff shall be made when necessary and in accordance with law.

2650.3 The Board shall take official action on any staff demotion or furlough.

2650.4 The Superintendent shall develop administrative procedures for the reduction of staff in accordance with this policy and with applicable law and which ensure the following:

2650.4a The efficiency and effectiveness of district organization and staffing patterns shall be under continuing review, and recommendations for abolishing positions and reallocating duties shall be presented for Board consideration when the Superintendent considers such actions to be in the best interest of the district.

2650.4b Data necessary for the computation of each administrative staff member's rating and seniority status shall be recorded and maintained. The rating system shall comply with State requirements where such requirements exist.

2650.4c The following definitions shall apply:

PROFESSIONAL EMPLOYEE: Principals, supervisors, directors, teachers, and others who hold professional certification within the Commonwealth of Pennsylvania.

ADMINISTRATOR: One who holds a professional administrative certificate within the Commonwealth of Pennsylvania and is assigned to an administrative position within the school district.

**CENTRAL ADMINISTRATOR:** An individual who is assigned to a central administrative position within the school district.

**SENIORITY:** Professional - Total length of continuous service as a professional employee within the Pottstown School District.  
Administrative - Total length of service as a tenured administrator/supervisor within the Pottstown School District.

**DEMOTION:** Reassignment to a position in a lower administrative classification or professional teaching.

**ADMINISTRATIVE CLASSIFICATION:** Specific group within which an administrative position is located.

**FURLOUGH:** Temporary layoff from a position resulting from reduction in force.

**PERFORMANCE RATING:** Annual rating recorded on the individual's PDE-5501 and supplemented by the Pottstown School District Administrative Performance Appraisal.

**SIGNIFICANT DIFFERENCE:** This has been defined as a difference of five (5) or more points on the approved Performance Rating Form. A difference of five (5) points on the rating scale provides a wide enough difference to separate administrators into different groups. (Needs improvement, effective, meritorious, exemplary).

**QUALIFICATIONS:** Factors included in the evaluation and rating of administrative job performance on the PDE-5501, i.e., personality, preparation, technique, pupil reaction.

2650.5 For purposes of reduction in force, the following administrative classification of positions shall apply:

- CLASSIFICATION A: Central Administrators at the level of Assistant Superintendent
- CLASSIFICATION B: Secondary Principals including Senior High School Principals, Middle School Principals
- CLASSIFICATION C: Elementary School Principals

CLASSIFICATION D: Secondary/Elementary Assistant Principals  
CLASSIFICATION E: Supervisory/Program Coordinators

- 2650.6 All administrators shall receive a minimum of one annual evaluation and performance rating on the Professional Employee Rating Form (PDE-5501) as supplemented by the Pottstown School District Administrative Performance Appraisal.
- 2650.7 If a reduction in administrative force will cause a demotion of an administrative employee(s), the individual(s) selected for demotion will be identified according to the following sequence.
- First: Any non-tenured administrator or supervisor would be selected.
- Second: The tenured administrator(s) within the affected classification with an unsatisfactory rating given during the last administrative evaluation.
- Third: The tenured administrator within the affected classification with the least professional seniority. If administrators were employed by the district in the same year, administrative seniority should be the controlling factor.
- 2650.8 Administrators selected for demotion within their classifications may bump into a lower classification if they have more professional seniority than those administrators presently in that classification.
- 2650.9 No administrator will be promoted as a result of the bumping process.
- 2650.10 An administrator can be demoted only to a position for which he/she is properly certificated and meets the necessary qualifications.
- 2650.11 If an administrative position is eliminated and the individual has no alternate certification, the individual will be furloughed.
- 2650.12 An administrator whose position is eliminated may request to move back into a professional position, including classroom teaching, for which he/she is certificated and possesses necessary qualifications instead of being assigned to another position in accordance with the foregoing procedures.

- 2650.13 When an administrative demotion is in process, the transitional rights of the individual shall be maintained regarding continuation of current salary, fringe benefits, and vacation days/pay (if applicable), until the effective date of assignment to the new position.
- 2650.14 Administrators who have been demoted to the professional teaching ranks shall retain full seniority and salary credit for total years of professional experience within the Pottstown School District.
- 2650.15 Administrators who are scheduled for demotion shall receive from the Superintendent written notification of same, with reasons, at least sixty (60) calendar days prior to the effective date of reassignment or furlough and will receive wages and fringe benefits according to the collective bargaining agreement.
- 2650.16 If an administrative position becomes vacant, reinstated, or newly established, individuals who have been demoted and are qualified for the position shall be given the first claim for reinstatement to the vacant, reinstated, or newly-established position in inverse order of seniority.
- 2650.17 An individual who is recalled to an administrative position will be given salary credit based on the individual administrative experience, salary at the time of demotion, and a comparison with other administrators who possess comparable responsibilities and certification.
- 2650.18 Administrators affected by these procedures shall be entitled to hearings in accordance with the provisions of the School Code or other applicable laws, as they exist at the time of the action.

Adopted: October 10, 1984  
Revised: June 10, 1992

POTTSTOWN SCHOOL DISTRICT

OUTSIDE PROFESSIONAL SERVICE

2700

2700.1 From time to time, on the recommendation of the superintendent of schools, the Board may appoint, retain, or employ persons for consulting or other professional services to the school system. Consulting services may be either on a per diem or contractual basis.

2700.2 Consultants shall have no administrative authority over any facet of the district schools, but shall act solely as advisors to the Board of School Directors and its officers and employees. Such services may be provided from professions other than education as well as from the educational profession.

Adopted: August 13, 1973  
Revised: June 10, 1992

POLICIES\2700

POTTSTOWN SCHOOL DISTRICT

SEXUAL HARASSMENT

2800

While all forms of harassment are prohibited, it is the district's policy to emphasize that sexual harassment is specifically prohibited. Therefore, it is the policy of the district that it will not tolerate verbal or physical conduct by any employee or student which harasses, disrupts, or interferes with another employee's work performance or which creates an intimidating, offensive, or hostile work environment or a student's educational environment.

- 2800.1 No supervisor or administrator is to threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other term or condition of employment or career development. In addition, no supervisor or administrator is to favor in any way any applicant or employee because that person has performed or shown a willingness to perform sexual favors for the administrator or supervisor.
- 2800.2 Sexually harassing conduct in the work place, whether committed by administrative, supervisory, or non-supervisory personnel, is also prohibited. Such conduct includes:
- 2800.2a Sexual flirtations, touching, advances, or propositions;
  - 2800.2b Verbal abuse of a sexual nature;
  - 2800.2c Sexually graphic or suggestive comments about an individual's dress or body;
  - 2800.3d Sexually degrading words to describe an individual; and
  - 2800.3e The display in the work place of sexually suggestive objects or pictures, including nude photographs.

SEXUAL HARASSMENT (Continued)

2800

- 2800.3 Any employee who believes that the actions or words of a supervisor or fellow employee constitute unwelcome harassment has a responsibility to report such conduct as soon as possible to his or her immediate supervisor or to the Superintendent of Schools if the complaint involves that supervisor.
- 2800.4 Any complaints of harassment by staff or teachers shall be reported to the principal of the respective school or schools of the individuals involved and the Superintendent of Schools. Any complaints of harassment involving a principal automatically shall be reported to the Superintendent of Schools.
- 2800.5 All complaints of harassment shall be investigated promptly and in an impartial and as confidential a manner as possible by the designated investigator. If an employee is not satisfied with the handling of a complaint or the action taken by the investigator, then the employee should bring the complaint to the attention of the designated human resources manager. In all cases, the employee will be advised of relevant findings and conclusions.
- 2800.6 No employee shall be discharged or retaliated against in any manner because that employee complained about sexual harassment.
- 2800.7 Any employee who is found, after appropriate investigation, to have engaged in the harassment of another employee shall be subject to disciplinary action, depending on the circumstances, up to and including termination.
- 2800.8 All employees should be and remain attentive to remarks made by students concerning: sexual harassment of any kind by another employee directed towards a student or sexual harassment of any kind between students.
- 2800.9 Any observed student sexual harassment by an adult or another student should be reported to the building principal and/or directly to the assistant to the superintendent.

Adopted: May 13, 1992  
Revised: January 12, 1994

POLICIES\2800

POTTSTOWN SCHOOL DISTRICT

STUDENT TO STUDENT HARASSMENT

2801

- 2801.1 Students should be able to attend school secure in the knowledge that sexual harassment of them by other students is absolutely forbidden and will be addressed promptly by the School District.
- 2801.2 It is the intention of this policy to declare student to student sexual harassment to be as prohibited as sexual harassment by or of District personnel.
- 2801.3 Sexual harassment by a student is conduct which creates an intimidating or offensive environment for other students. Any such conduct is prohibited.
- 2801.4 Whether a student's conduct constitutes sexual harassment must be determined on a case by case basis considering all of the surrounding circumstances.
- 2801.5 The manner or circumstance in which a statement is made can mean the difference between, for example, a socially acceptable compliment versus an impermissibly suggestive comment about another person's body or appearance.
- 2801.6 Examples of conduct which may constitute student to student sexual harassment include:
- 2801.6a Inappropriate touching, advances, or propositions;
  - 2801.6b Statements of an inappropriate sexual nature, including bragging about one's sexual prowess or descriptions of sexual acts;
  - 2801.6c Sexually graphic or suggestive comments about a person's body, manner of dress, or appearance;
  - 2801.6d The use of sexually degrading words to describe an individual;
  - 2801.6e The display of sexually suggestive objects or pictures, including nude photographs, on one's locker, person, or personal effects;

- 2801.6f Conduct or language of a sexual nature is not necessarily permissible just because it is engaged in by two consenting students. If such conduct creates an offensive or intimidating environment for other students, then it is as impermissible as if it were engaged in solely by one student.
- 2801.7 A student who feels that he has been subjected to sexual harassment shall tell the harasser to stop, if the student feels comfortable doing so.
- 2801.8 If the student does not feel comfortable doing so, the student should ask a teacher or principal to help.
- 2801.9 If the harassment continues, the school principal shall take whatever action is consistent with District policies concerning student discipline.

Adopted: September 13, 1995

POTTSTOWN SCHOOL DISTRICT

FAMILY AND MEDICAL LEAVE

2810

This policy applies only to leave taken pursuant to the Family and Medical Leave Act of 1993 (herein "the Act").

- 2810.1 Eligibility for leave taken pursuant to the Act shall be determined by the language of the Act itself; this section of the Agreement supplements and clarifies, but does not supersede, the mandates of the Act.
- 2810.2 Consistent with the Act, employees are entitled to twelve (12) work weeks of unpaid leave for every twelve (12) consecutive calendar months for the following:
- 2810.2a care for a newborn child of an employee;
  - 2810.2b placement of an adoption or foster child with employee;
  - 2810.2c caring for an ill spouse, child, or parent of employee who has a serious health condition;
  - 2810.2d employee unable to work due to a serious health condition of his/her own;
- 2810.3 In the case of leave taken for birth or adoption, such leave may only be taken within the first twelve (12) months following the date of birth or placement/adoption.
- 2810.4 The types of leave described in the preceding paragraph are not cumulative; an employee receives an aggregate of twelve (12) weeks per calendar year pursuant to the Act (ex. - employee does not receive twelve (12) weeks for newborn child and twelve (12) weeks for a serious health condition both within the same twelve (12) month period).
- 2810.5 In those instances where spouses both work for the district, the two of them receive only one twelve (12) week leave period per year for purposes of childbirth, adoption, or care of a seriously ill parent/spouse/child; each is entitled to a separate twelve (12) week leave as such might relate to his or her own serious health condition.
- 2810.6 When leave relates to the birth of a child or the placement or adoption of a child, it shall be taken all at one time, and not intermittently.

2810.7 Intermittent use of leave under the Act is permissible when related to a serious health condition, subject to the following:

2810.7a when the need for intermittent use of the leave is foreseeable (ex. - scheduled periodic medical treatments), and would comprise more than twenty (20) percent of the pupil days in that school term, the employee shall schedule the leave with the district in advance for fixed, predetermined intervals so that the district can arrange for the use of substitutes with minimal disruption, AND/OR at the election of the district, the employee may be transferred for the duration of that school term to an alternative position which provides the same pay and benefits and which better accommodates recurring periods of leave so as to cause minimal job disruption.

2810.7b In addition to the above, if an employee seeks leave prior to the last five (5) weeks of the term, the leave is for at least three (3) weeks duration, and would be scheduled to bring the employee back to work during the last three (3) weeks of the school term, the district may, at its option, compel the leave to be extended to the end of the school term; similarly, the district may compel the leave to extend to the end of the term if it starts during the last five (5) weeks of the term, is at least two (2) weeks in duration, and would bring the employee back to work during the last two (2) weeks, or if it is taken during the last three (3) weeks of the school term and is at least five (5) days in duration.

2810.8 Employee shall provide the district with at least thirty (30) days notice of an intention to take a leave pursuant to the Act. When the nature of a serious health condition or pregnancy or placement of a child makes it impossible to provide such notice, the employee shall provide notice as immediately as is practicable.

2810.9 In the case of any leave that relates to a serious health condition, the employee shall obtain from his or her health care provider, and turn over to the district, a certification in the form attached hereto, of the serious health condition which includes:

2810.9a the date on which such condition commenced;

2810.9b the probable duration of the condition;

- 2810.9c a brief description of the medical facts upon which the diagnosis of the condition is made;
- 2810.9d as applicable, that the employee cannot perform his or her tasks, or that the employee is needed to care for his or her child/spouse/parent;
- 2810.9e when the leave is intermittent, the expected dates of the planned medical treatment and a statement that intermittent use of the leave is medically necessary;
- 2810.9f when intermittent and related to the care of the employee's child/spouse/parent, an additional statement that the employee's leave will assist in the recovery of that person.
- 2810.10 The district may, in its sole discretion, and at its expense, order the employee to obtain a second opinion from a physician of the district's choosing, concerning any affirmation provided by the health care provider who issued the certificate; in the event that the second opinion differs from that which is stated in the original certification, the district and employee shall jointly agree upon a third health care provider to provide an opinion, at the expense of the district, and the opinion of that third health care provider shall be binding upon both parties.
- 2810.11 The district may request that the employee obtain re-certifications from his or health care provider, on a reasonable basis.
- 2810.12 In the event that an employee does not make a timely return following the conclusion of leave pursuant to this Act, then, unless the failure to return is for reasons beyond the control of the employee, district may recover from the employee all premiums which were paid on the employee's behalf for health care coverage during the entire period of the preceding unpaid leave.
- 2810.13 During the period of leave under the Act, the employee is not entitled to any accrual of seniority or employment benefits for the period of leave, and the employee retains only such rights, benefits and position of employment as would be held in the event that leave was not taken.
- 2810.14 The district may from time to time and as it best sees fit contact any employee during a period of leave under this Act to determine the employee's status and intention to return to work.

**DOL FORM FOR CERTIFICATION OF PHYSICIAN OR PRACTITIONER**

U.S. Department of Labor  
Employment Standards Administration  
Wage and Hour Division

**CERTIFICATION OF PHYSICIAN OR PRACTITIONER  
(Family and Medical Leave Act of 1993)**

1. Employee's Name:
2. Patient's Name (If other than employee):
3. Diagnosis:
4. Date condition commenced:
5. Probable duration of condition:
6. Regimen of treatment to be prescribed (Indicate number of visits, general nature and duration of treatment, including referral to other provider of health services. Include schedule of visits or treatment if it is medically necessary for the employee to be off work on an intermittent basis or to work less than the employee's normal schedule of hours per day or days per week):
  - a. By Physician or Practitioner:
  - b. By another provider of health services, if referred by Physician or Practitioner:

**IF THIS CERTIFICATE RELATES TO CARE FOR THE EMPLOYEE'S SERIOUSLY-ILL FAMILY MEMBER SKIP ITEMS 7, 8 AND 9 AND PROCEED TO ITEMS 10 THRU 14. OTHERWISE, CONTINUE BELOW.**

Check Yes or No below, as appropriate.

- |    | YES | NO |   |
|----|-----|----|---|
| 7. | —   | —  | Is inpatient hospitalization of the employee required?  |
| 8. | —   | —  | Is employee able to perform work of any kind? (If "No", skip Item 9.)   |
|    | —   | —  | Is employee able to perform the functions of employee's position? (Answer after reviewing statement from employer of essential functions of employee's position, or, if none provided, after discussing with employee.) |

**DOL FORM FOR CERTIFICATION OF PHYSICIAN/PRACTITIONER  
(CONTINUED)**

**FOR CERTIFICATION RELATING TO CARE FOR THE EMPLOYEE'S SERIOUSLY-ILL FAMILY MEMBER, COMPLETE ITEMS 10 THRU 14 AS THEY APPLY TO THE FAMILY MEMBER AND PROCEED TO ITEM 15.**

- |     | <b>YES</b> | <b>NO</b> |   |
|-----|------------|-----------|---|
| 10. | ___        | ___       | Is inpatient hospitalization of the family member (patient) required?   |
| 11. | ___        | ___       | Does (or will) the patient require assistance for basic medical, hygiene, nutritional needs, safety or transportation?  |
| 12. | ___        | ___       | After review of the employee's signed statement (See Item 14) is the employee's presence necessary or would it be beneficial for the care of the patient? (This may include psychological comfort.) |
| 13. |            |           | Estimate the period of time care is needed or the employee's presence would be beneficial:  |

**ITEM 14 IS TO BE COMPLETED BY THE EMPLOYEE NEEDING FAMILY LEAVE.**

14. When Family Leave is needed to care for a seriously-ill family member, the employee shall state the care he or she will provide and an estimate of the time period during which this care will be provided, including a schedule if leave is to be taken intermittently or on a reduced leave schedule:

Employee signature:

Date:

15. Signature of Physician or Practitioner:

16. Date:

17. Type of Practice (Field of Specialization, if any):