

SECTION: PROFESSIONAL EMPLOYEE

TITLE OTHER POLICIES

ADOPTED: February 20, 2017

REVISED: FORMERLY 3930

# TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

## 453. OTHER POLICIES

1. Employees shall be informed as to the disciplinary actions that are considered appropriate, and that are to be applied by the Superintendent at the time of infraction.
2. Penalties of Tardiness
  - Any unexcused absence during the working day shall result in a deduction equal to the ratio of the periods missed to the total periods offered, times 1/184 of the employee's annual salary.
  - Whether tardiness or absences is excusable shall be determined by the Building Principal.
  - The Board, at its discretion may install time clocks, time sheets or other devices to monitor the activities of teachers.
3. Outside Activities
  - Campaigns on school property on behalf of any candidate for local, State or National office is prohibited.
  - The use of school time for outside activities when there is no valid reason to be excused from assigned duties is prohibited.
  - Receiving compensation for tutoring a pupil assigned to this District without prior approval from the Building Principal is prohibited.
4. The Board prohibits the use of alcohol or drugs during the school day. At the discretion of the Principal, the employee may be required to submit to a blood test.
5. School employees shall not be permitted to hold outside employment which conflicts with regularly assigned school duties in terms of conflict-of-interest, impropriety, time assignments, or the need for sufficient rest.

6. Observations and Evaluations

- 1<sup>st</sup> year Teachers will receive a minimum of 3 (three) observations per semester.
- Non tenured Teachers will receive a minimum of 2 (two) observations per semester.
- Tenured Teachers will receive a minimum of 1(one) observation per semester.
- Tenured employees may opt to use the differentiated supervision model with administrative approval.
- All professional employees shall be rated at least once during the school year.
- All temporary professional employees shall be rated at least twice during the school year.
- Any employee who receives an unsatisfactory rating will be placed on a plan of improvement and shall receive a rating at least every month until: 1) the employee's performance is rated satisfactory on two consecutive ratings or 2) the employee is terminated.
- Any professional employee or temporary professional employee who receives two (2) consecutive unsatisfactory ratings, the name shall be brought before the Board of School Directors for possible future actions.
- All ratings shall take place on the PDE 82-1 or 82-1)
- Only individuals certified to rate shall be entitled to rate professional or temporary professional employees.

Revised 3/12/01, 2/20/06