

WINDBER AREA SCHOOL DISTRICT EMPLOYEE HANDBOOK

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Windber Area School District
2301 Graham Avenue
Windber, PA 15963

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www.windberschools.org

Table of Contents

DISCLAIMER..... - 1 -

EMPLOYEE HANDBOOK OVERVIEW - 2 -

MISSION STATEMENT..... - 2 -

 STANDARDS OF EXCELLENCE - 2 -

 ATTENDANCE - 2 -

 COMMUNICATION - 3 -

 DRUG AND ALCOHOL FREE WORKPLACE - 3 -

WINDBER AREA SCHOOL DISTRICT DRUG-FREE WORKPLACE - 3 -

 STANDARDS OF CONDUCT - 3 -

 LEGAL CONSEQUENCES OF DRUG VIOLATIONS - 4 -

 AREA TREATMENT RESOURCES..... - 5 -

 OTHER SOURCES OF INFORMATION - 5 -

 SIGNS AND SYMPTOMS - 5 -

DRESS AND APPEARANCE..... - 6 -

ETHICS AND ANTIFRAUD..... - 6 -

ID BADGE - 6 -

NON-DISCRIMINATION..... - 7 -

PERSONNEL RECORDS..... - 7 -

PRODUCTIVITY - 7 -

PROFESSIONALISM - 7 -

SAFETY AND SECURITY - 7 -

USE OF PHONE, SURFACE MAIL, AND EQUIPMENT..... - 8 -

OUTSIDE COMMITMENTS..... - 8 -

CONFLICTS OF INTEREST - 8 -

CONFIDENTIAL INFORMATION..... - 9 -

WORKPLACE SAFETY COMMITTEE - 9 -

WORK ENVIRONMENT - 9 -

 WORKPLACE DÉCOR AND HOUSEKEEPING - 9 -

 ANTI-HARASSMENT..... - 9 -

EQUAL OPPORTUNITY - 9 -

AFFIRMATIVE ACTION..... - 10 -

DISSEMINATION OF POLICY AND COMPLAINT REPORTING - 10 -

NO RETALIATION - 10 -

ACCEPTABLE USE OF THE DISTRICT INTERNET, E-MAIL OR PORTAL: - 10 -

PRIVACY OF INFORMATION:	- 11 -
INTELLECTUAL PROPERTY:	- 11 -
USE OF LICENSED SOFTWARE	- 11 -
OVERSIGHT	- 11 -
COMPENSATION AND BENEFITS	- 12 -
ANNUITY	- 12 -
TAX SHELTERED ACCOUNT.....	- 12 -
BENEFIT DAY ENTITLEMENTS (Except as otherwise provided in CBAs and compensation agreements).....	- 12 -
ADMINISTRATIVE EMPLOYEES (ACT 93 Employees).....	- 12 -
PROFESSIONAL EMPLOYEES	- 12 -
(Members of the Faculty Collective Bargaining Unit)	- 12 -
MEMBERS OF THE SUPPORT STAFF COLLECTIVE BARGAIN UNIT	- 13 -
All other employees: as provided in compensation plans, policy, or otherwise.	- 13 -
COBRA	- 13 -
HIPAA	- 13 -
PAYCHECK PROCESS	- 13 -
LEAVES FROM WORK	- 14 -
SICK LEAVE.....	- 14 -
FAMILY AND MEDICAL LEAVES.....	- 14 -
BEREAVEMENT LEAVE.....	- 14 -
HOLIDAYS	- 14 -
VACATION.....	- 14 -
RETIREMENT	- 14 -
RESIGNATION	- 14 -
JOB ABANDONMENT	- 15 -
BENEFITS	- 15 -
HEALTH INSURANCE.....	- 15 -
LIFE INSURANCE.....	- 15 -
DENTAL INSURANCE.....	- 15 -
VISION BENEFIT	- 15 -
APPENDIX A	- 16 -
NOTICE OF PRIVACY PRACTICES.....	- 16 -
APPENDIX B - SAFE & DRUG FREE SCHOOLS AND COMMUNITY	- 24 -
DRUG-FREE WORKPLACE	- 25 -
DRUG-FREE SCHOOLS	- 26 -
SCHOOL IMPACT.....	- 26 -

HEALTH EFFECTS - 26 -
ALCOHOL - 28 -
CONTROLLED SUBSTANCES - 28 -
APPENDIX C - SEX OFFENSES – MITIGATION, PREVENTION AND RECOVERY ... - 28 -
IF A SEX OFFENSE OCCURS..... - 29 -
REFERRAL RESOURCES - 29 -
APPENDIX D - CAMPUS SECURITY - 29 -
REPORTING PROCEDURES..... - 30 -

DISCLAIMER: This Employee Handbook does not confer any contractual right; either express or implied, to remain in the District's employ. Nor does it guarantee any fixed terms and conditions of employment except as otherwise provided by a collective bargaining agreement, the school code, or by law. No representative of the District (except the Board of Directors where permitted by law) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

This handbook is simply intended to describe the District's present policies and procedures. These policies and procedures, which supersede all prior administrative policies and procedures, may, and likely will be changed from time to time as the District deems appropriate or may be required by law or regulations.

Specific questions regarding policies and procedures and the applicability of them should be directed to the Business Office.

For those employees covered by a Collective Bargaining Agreement to which the District is a party, the terms of the CBA are intended to control where a direct conflict exists with anything in these policies.

EMPLOYEE HANDBOOK OVERVIEW

This handbook provides information that can contribute to the efficient and effective operation of the Windber Area School District. It is not a contract of employment, nor should its provisions be read or implied to provide for one. The provisions herein are not intended to impose any obligation on the District greater than that required by law.

It is a summary and should be used as a guide and reference tool. More detailed policies established and approved by the Board of Directors are available in the WASD Policy Manual, located in the Administrative office or on the WASD website. The Windber Area School District reserves the right to revise any of the provisions of this handbook without prior notice.

All new employees of the Windber Area School District should have the following listed items.

ACT 34 – State Police	General Notice of Cobra Continuation
	Rights
ACT 151 – Child Abuse	Employee Handbook
ACT 114 – FBI Clearances	Physical
Building Access Code	Sign off sheet for District policy
Email address	User Name and password for computer

MISSION STATEMENT

The mission of the Windber Area School District is to ensure *all* students the opportunity to acquire the knowledge, skills, and attitudes necessary to solve problems, communicate effectively, and be responsible citizens, while preparing for a life of continual growth and learning through a premier educational environment.

WORKPLACE STANDARDS AND CONDUCT

STANDARDS OF EXCELLENCE

For the Windber Area School District to achieve its mission every employee must share the responsibility for specific standards that promote excellence. These standards promote a productive work environment and provide a foundation on which to build healthy work relationships.

ATTENDANCE

Punctuality and regular attendance are essential to insure optimal productivity and to provide the quality services our students deserve. All employees are expected to report to work on time every day that they are scheduled to work and maintain a satisfactory record of attendance.

To ensure accurate attendance records, employee requests for absences for personal, vacation, and/or bereavement days should be submitted to the assigned supervisor's office.

If it necessary to call off sick, please report the need the night before or at 6:00 a.m. by calling the assigned supervisor.

COMMUNICATION

A variety of communication methods are in place at the Windber Area School District. Communication is a shared responsibility between the administration and the staff. It is the responsibility of each staff member to utilize the various methods of communication that are in place to improve communication and effectively carry out the WASD mission. Because communication is a vital part of any organization, staff members are encouraged to offer their suggestions.

Information on the school calendar will keep you informed regarding events taking place in the district. The Technology Coordinator can provide you with information on how to access the calendar showing in-house activities.

The Windber Area School District website www.windberschools.org will provide you with a wealth of information regarding the WASD. Internet access is readily available and can provide unlimited resources that increase efficiency and productivity. The internet and other available technology is intended for educational purposes and to carry out legitimate business of the WASD. It is the responsibility of the employee to use the internet and other technology in the appropriate manner.

The WASD reserves the right to monitor WASD technology use by all users. System users possess no privacy expectation in the content of their personal files or messages on the school resources and/or passed through school resources. Staff members should become familiar with and follow policies or procedures regarding internal or external communication. (Acceptable use of Internet Policy)

DRUG AND ALCOHOL FREE WORKPLACE

The misuse of drugs and alcohol can cause problems related to employee safety, efficiency and productivity. Action regarding the misuse of drugs and alcohol by an employee will be for the health, safety and welfare of students, staff and school property.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, drugs or alcohol is prohibited. Violation of WASD policy will result in action against the employee, up to and including termination and referral for prosecution.

WINDBER AREA SCHOOL DISTRICT DRUG-FREE WORKPLACE

STANDARDS OF CONDUCT

The Windber Area School District (WASD) is committed to maintaining a learning and working environment that is free from the unlawful use of drugs and alcohol and in accordance with the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act of 1989. It is the intent and obligation of the WASD to provide a drug-free, healthful, safe, and secure work environment free of drug and alcohol abuse. As such, the WASD prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.

LEGAL CONSEQUENCES OF DRUG VIOLATIONS

The unlawful manufacture, distribution, possession, or use of a controlled substance or alcohol on the WASD premises or while conducting business for the WASD off the district's premises is absolutely prohibited.

All applicable legal sanctions under local, state, or federal law for the unlawful possession of distribution of illicit drugs or alcohol will be applied.

If an individual sells or furnishes alcoholic beverages to minors or manufactures or sells a false identification, he/she may be fined \$1,000 and lose his/her driver's license for ninety days.

Penalties for driving under the influence of alcohol or a controlled substance can include a fine of not less than \$300 and jail for no less than 48 hours for first violation. Subsequent violations can include not less than 30 days for a second violation, not less than 90 days for a third violation, and not less than 1 year for a fourth violation. Homicide by vehicle while driving under the influence is a felony and carries a penalty that can include three years' imprisonment, a fine, and revocation of operating privileges.

State and federal statutes and court interpretations have given the police broader powers in determining and prosecuting drug offenses. For example, the simple possession of marijuana is punishable by up to \$500 and/or 30 days in jail. Simple possession of any amount of cocaine constitutes a misdemeanor punishable by up to three years in prison and/or a \$5,000 fine. However, law enforcement agencies can now apply a looser definition of what constitutes intent to sell, therefore making the penalties much stricter.

If an individual is charged with possession with intent to sell, he/she could face a sentence of five years and up to life and fines up to \$2 million. These penalties cover all illicit drugs and increase considerably for second offenses.

AREA TREATMENT RESOURCES

Twin Lakes Center Somerset, PA 15501	1-814-443-7639
Somerset County MH/MR	1-814 443-4891
ARC Manor Kittanning, PA 16201	1-724-548-7607
Somerset County Drug and Alcohol Commission	1-814-445-1530 1-800-452-0218
The Gateway Center Aliquippa, PA 15001	1-41-766-8700

OTHER SOURCES OF INFORMATION

Toll-free information is listed below:
 1-800-COCAINE - Cocaine Helpline
 1-800-NCA-CALL - National Council on Alcoholism Information
 1-800-662-HELP - National Institute on Drug Abuse
 1-800-241-9746 - Parents' Resources Institute for Drug Education (PRIDE)
 1-800-692-7459 - State Employees Assistance Program (SEAP)
 1-800-344-2666 - Al-Anon/Alateen Hotline (for friends and family)

SIGNS AND SYMPTOMS

The following "red flag" symptoms may indicate a drug problem:

School Performance	Social Interaction	Behavioral Changes	Physical changes
Change in academic performance	Unusual change in peer group	Violent or bizarre behavior	Red, puffy or glassy eyes
Increased absences	Feelings of loneliness, isolation, withdrawal	Depression, anxiety or paranoia	Runny nose, persistent, hacking cough
Disciplinary problems	Legal difficulties (DUI, underage drinking, etc.)	Lack of motivation	Nausea or vomiting
Dropping of co-curricular activities	Disregard for family	Memory loss	Nosebleeds
	Unusual change in personal grooming habits	Inappropriate laughter	Tremors
		Collecting drug paraphernalia	Insomnia

DRESS AND APPEARANCE

Every employee contributes to the image and reputation of the WASD. Part of the impression we make on others depends on our choice of dress, personal hygiene and courteous behavior. While employees have the right to select personal dress within the limits of district policy, appearance and the overall image must be professional and appropriate. The WASD reserves the right to restrict dress for reasons of safety, hygiene or environmental conditions.

Proper work day attire in the Windber Area School District may be categorized as professional business casual. Should business or other reasons require a modification to the norm, employees are expected to exercise appropriate judgment and work with the supervisor when necessary.

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If an employee experiences uncertainty about acceptable, professional business casual attire for work, he or she should ask the supervisor.

If clothing, grooming, or personal hygiene fails to meet these standards, as determined by the employee's supervisor, the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offense. All other policies about personal time use will apply. Progressive disciplinary action will be applied if dress code violations continue.

ETHICS AND ANTIFRAUD

A shared code of ethics among all employees strengthens the overall quality of the WASD. The norm of expected conduct will be governed by truthfulness, openness to new ideas and consideration for the individual rights of others, including the right to hold and express opinions different from one's own in appropriate context. Employees are expected to perform their duties conscientiously, honestly and in accordance with the best interest of the WASD.

The WASD will not condone the activities of employees who achieve results through violation of the law or unethical business dealing. This includes, but is not limited to, any payment for illegal acts, indirect contributions, rebates and bribery. At all times, conduct should stand the closest scrutiny and be well within the standard required by law.

ID BADGE

All WASD personnel are required to wear the school's identification badge at all times, including when entering the building. This badge is the property of the WASD.

NON-DISCRIMINATION

The Windber Area School District is an equal opportunity institution and will not discriminate on the basis of race, color, national origin, sex, handicap, or age in its activities, programs, or employment practices in accordance with the federal and state statutes and regulations. For more information regarding civil rights, grievance procedures, services, activities, and facilities that are accessible to and usable by handicapped persons, contact Glenn Gaye, Jr., Title IX and Section 504 Coordinator at the WASD, 2301 Graham Avenue, Windber, PA 15963 (814) 467-5271 between the hours of 8:30 a.m. and 3:45 p.m.

PERSONNEL RECORDS

A confidential personnel file is maintained on each employee in the designated administrative office. Upon written request any employee can review the contents of his or her personnel file. An employee also has the right to submit a written commentary to any material placed in the personnel file. The commentary shall be attached to the related item in the file.

PRODUCTIVITY

All employees are expected to meet high productivity standards. Productivity relates to time management, teamwork, efficiency, cooperation and contribution. Standards contributing to high productivity include, but are not limited to, the following:

- Consistently reporting to work and leaving work according to work schedule
- Fully engaging in work while on paid time
- Being prepared for meetings, asking for assistance when necessary and meeting deadlines
- Limiting unscheduled absences
- Conducting personal business only when absolutely necessary

Classified employees may work outside the normal workday only when authorized and approved by the Superintendent of Schools, prior to performing duties. As appropriate, such time will be compensated in accordance with the Fair Labor Standards Act in situations covered by the act.

PROFESSIONALISM

Professionalism in communications and behavior is the only acceptable form of interaction. Every employee is expected to conduct himself/herself in a manner that is a positive reflection of the WASD.

SAFETY AND SECURITY

All employees will share the responsibility for safety and security of themselves, fellow employees, students and guests and maintain reasonable care when engaged in activities at

WASD. Everyone is responsible to become familiar with written policies and procedures regarding the health, safety and welfare of staff and students. All employees are expected to comply with safety guidelines and practices relating to their work.

Employees needing to enter facilities after hours should notify the assigned supervisor according to the appropriate procedures.

USE OF PHONE, SURFACE MAIL, AND EQUIPMENT

Telephones are provided for District business. Employees may be required to reimburse District for any charges resulting from their personal use of the telephone.

The use of District-paid postage for personal correspondence is not permitted.

Any equipment owned by the District shall only be used for District activities.

OUTSIDE COMMITMENTS

Full-time employment by the District is regarded as a professional commitment which demands the full interest and energies of an employee; therefore, any outside commitment should not interfere with the performance of the regular duties of the employee or adversely affect his/her proficiency. Employees are encouraged to participate in community service and related volunteer activities.

CONFLICTS OF INTEREST

Employees should avoid any situation which involves or may involve a conflict between their personal interest and the interest of the District. As in all other facets of their duties, employees dealing with students, suppliers, contractors, competitors or any person doing or seeking to do business with the district are to act in the best interest of the District. Each employees shall make prompt and full disclosure in writing to their supervisor of any potential situation which may involve a conflict of interest. Such conflicts include:

- Ownership by employee or by a member of their family of a significant interest in any outside enterprise which does or seeks to do business with or is a competitor of the District.
- Serving as a director, officer, partner, consultant, or in a managerial or technical capacity with an outside enterprise which does or is seeking to do business with or is a competitor of the District. Exceptions to this can be approved by the Superintendent.
- Acting as a broker, finder, go-between or otherwise for the benefit of a third party in transactions involving or potentially involving the District or its interests.
- Any other arrangements or circumstances, including family or other personal relationships, which might dissuade the employee from acting in the best interest of the District.

CONFIDENTIAL INFORMATION

The revelation or use of any confidential product information, data on decisions, plans, or any other information which might be contrary to the interest of the District without prior authorization, is prohibited. The misuse, unauthorized access to, or mishandling of confidential information, particularly student data or personnel information, is strictly prohibited and may subject an employee to discipline up to and including discharge.

WORKPLACE SAFETY COMMITTEE

The Windber Area School District's Safety Committee promotes safety and health in the workplace and endeavors to reduce the number of workplace injuries and illnesses. Administrative, professional and support staff work cooperatively to detect safety hazards, analyze and solve safety concerns, assist in the management of safety and increase employee safety awareness in the workplace. This Committee meets regularly. Matters pertaining to safety in the workplace should be directed to the Safety Coordinator (individual in the position of Facilities Manager is designated as Safety Coordinator). Anyone aware of a safety hazard should report it immediately to the Safety Coordinator.

WORK ENVIRONMENT

WORKPLACE DÉCOR AND HOUSEKEEPING

A well-organized and orderly work area contributes to a conducive learning environment and a professional image. Classrooms and assigned work areas should be arranged and organized to support instructional goals, productivity and safety. Clutter, excessive personal items and memorabilia can detract from a professional appearance; such items should be kept to a minimum. Each employee is responsible for the routine orderliness and cleanliness of his or her assigned area.

ANTI-HARASSMENT

A safe, positive, working climate is essential for the WASD to achieve its mission. Therefore, harassment in any form will not be tolerated. Any complaint of harassment shall be investigated promptly and action taken if allegations are substantiated. All employees should become familiar with their responsibility to maintain a safe, harassment-free work environment.

EQUAL OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions in the Windber Area School District will be based on merit, qualifications, and abilities. WASD does not discriminate in employment opportunities or practices on account of race, color, religion, sex, national origin, age, disability, or other characteristic protected by law.

Windber Area School District will make reasonable accommodations as required by law for qualified individuals with known disabilities.

The policy of equal employment opportunity and anti-discrimination applies to all aspects of the relationship between the District and its employees including but not limited to

recruitment, employment, promotion, transfer, working conditions, wage and salary administration, and employee benefits and application of policy. The policies and principles of equal employment opportunity also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with the District to the extent the District has any control in the matter.

AFFIRMATIVE ACTION

Affirmative Action in the recruitment and appointment of full-time staff and administrative positions is a District-wide commitment. All administrators must take appropriate steps within the area of their responsibilities to ensure that an active and thorough recruitment effort is made for each full-time staff or administrative position.

DISSEMINATION OF POLICY AND COMPLAINT REPORTING

Central Office staff will explain the Employee Handbook, which includes this policy, as part of the new employee orientation, and will direct the employee to the District website for a complete copy.

If an employee believes he/she has been discriminated against in violation of any of the above listed laws or any other applicable law, he/she must report the incident to the Director of Education or the employee's direct supervisor. Any of these people will then be responsible to bring the complaint forward to the Central Office for handling and investigation.

The District will investigate every issue that is brought to its attention and will take appropriate disciplinary action, up to and including termination.

NO RETALIATION

The Windber Area School District is committed to providing a work environment free of all discrimination. To this end, the District has a no tolerance for retaliation against any person filing a complaint or contributing in any way to the investigation of any complaint. This no tolerance policy applies to all individuals who may have access to or knowledge of a complaint and can include superiors, peers, students, vendor employees and others. Any allegations of retaliation should be brought to the Superintendent.

ACCEPTABLE USE OF THE DISTRICT INTERNET, E-MAIL OR PORTAL:

The use of District systems for any illegal or unethical purpose is prohibited. This includes but is not limited to:

- Accessing or transmitting material that is profane, obscene, pornographic, or that advocates illegal acts or violence or discrimination toward other persons.
- Use of District computer systems for libel, slander or harassment of other persons.

- Use of inappropriate language for public messages, private messages, or material placed on web pages.
- Use of the District computer systems for offering or providing goods and services for sale or barter for others, and the purchasing of goods or services for personal profit.
- The download or installation of any non-approved software, such as IM (Instant Messenger), is prohibited.

Acceptable use of Electronic Mail (e-mail) is based on common sense. Unacceptable uses include, but are not limited to:

- Using e-mail for any purpose which violates federal or state laws.
- Using e-mail for commercial purposes or to make a profit.
- Misrepresenting your identity or affiliation in e-mail communications.
- Sending potentially harassing, intimidating, abusive or offensive material to or about others.
- Intercepting, disrupting or altering electronic communications packets.
- Using someone else's identity and password.
- Causing congestion on the network by such things as the propagation of "chain letters," "broadcasting" inappropriate messages to lists or individuals, or excessive use of the shared data store of the e-mail post office.

PRIVACY OF INFORMATION:

The District engages in routine maintenance and monitoring of the computer systems and networks including Electronic Mail (E-Mail). Accordingly, users of the systems should have no expectation of privacy in the contents of any file that is maintained on the District's systems including, but not limited to, electronic mail.

INTELLECTUAL PROPERTY:

Users of the Internet and Electronic Mail (E-Mail) shall respect the ownership of property including copyrights, trademarks, and other property material that can be accessed via the Internet. Infringement of this ownership through the presentation of the material without meeting expressed requirements of protected information is a violation of copyright laws and subject to federal and state penalties for said violation.

USE OF LICENSED SOFTWARE

It is prohibited for any employee or student to load any software that is not licensed to the Windber Area School District on any of the District-owned computers. Only software that is licensed to the District and is in compliance with the applicable copyright laws may be loaded on the District's computers.

OVERSIGHT

The Technology Coordinator authorizes all software installation. Only the individual designated by the Technology Coordinator shall be authorized to install software on District computers.

COMPENSATION AND BENEFITS

Numerous federal, state and local laws govern many of the systems established in the employment process. In addition, the WASD has established processes to facilitate the efficiency of the Business Office. Any employee with questions regarding employment compensation and benefits should contact the assigned supervisor.

ANNUITY

TAX SHELTERED ACCOUNT

All WASD employees are eligible to participate in a 403b plan. Information is available in the Business Office upon request. Any employees with questions regarding the 403b plan should contact the Business Office.

BENEFIT DAY ENTITLEMENTS (Except as otherwise provided in CBAs and compensation agreements)

ADMINISTRATIVE EMPLOYEES (ACT 93 Employees)		
Sick Days	12	Unused days accumulate. If employee qualifies upon retirement, days will be directed to the employer sponsored TSA at the contractual rate. Amounts directed to Employer Sponsored TSA are paid to Plan Trustee.
Personal Days	2	Accumulated to five (5) total.
Emergency Days	2	Must be used for defined purposes
Vacation Days	20	Up to five (5) unused vacation days may be converted to sick days.
Vacation Days - Foods Service Manager	10	

PROFESSIONAL EMPLOYEES (Members of the Faculty Collective Bargaining Unit)		
Sick Days	10	Regular teachers, unused days accumulate. If employee qualifies upon retirement, days may be directed to the employer sponsored TSA at the contractual rate. Amounts directed to Employer Sponsored TSA are paid to Plan Trustee.
Personal Days	2	3 Accumulative to 5 total, all else converted to sick days.
Emergency Days	2	Must be used for defined purposes.
Vacation Days	0	None Exist

MEMBERS OF THE SUPPORT STAFF COLLECTIVE BARGAIN UNIT		
Sick Days	10	Unused days accumulate. Upon retirement employees with at least 10 years of service will have days bought out at \$10 per day (max. \$1,750). The amount will be paid to the employer TSA payable to the trustee.
Personal Days	2	Unused will be converted to sick days.
Emergency Days	2	Must be used for defined purposes.
Vacation Days	20	After 1 Year – 5 Days After 2 Years – 10 Days After 3 Years – 15 Days After 15 Years – 20- Days

All other employees: as provided in compensation plans, policy, or otherwise.

COBRA

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) provides health plan participants with the right to continued health insurance, at their own expense, for a period beyond the time that coverage would otherwise terminate, as stated in the General Notice of Cobra Continuation Rights. Any questions concerning COBRA should be directed to the Business Office.

HIPAA

The Health Insurance Portability and Accountability Act of 1996 (HIPAA):

- Helps to maintain continuous coverage for employees and dependents in the event of a job change or termination.
- Allows an employee or beneficiary to purchase private insurance after the expiration of the COBRA period.
- Prohibits group health plans from discrimination based on health history.

Another aspect of this law is the employee's right to privacy and confidentiality of "protected" health information in the custody of the employer. Any employee with questions regarding HIPAA should contact the Business Office.

PAYCHECK PROCESS

Paychecks are issued every two weeks, unless otherwise provided in a contract or compensation plan or in a special notice from Administration or the Business Office. Employees may choose to have their paychecks deposited directly into the bank of their choice. Monies are available at the beginning of the day on payday. Employees should verify that their financial institution has credited the correct amount to their account and report any discrepancies to the Business Office immediately.

Any employee required to submit a time sheet must follow the appropriate procedures to ensure payment will be received on the next payday.

LEAVES FROM WORK

SICK LEAVE

A full-time employee is granted sick leave – Check in the Benefit Day Entitlement for the number of days that you are entitled to. Misuse of sick leave is considered a serious infraction and subject to disciplinary action. The WASD has the right to require an employee claiming sick leave to provide sufficient proof.

FAMILY AND MEDICAL LEAVES

The Board of Directors policies outline the guidelines regarding family and medical leaves and ensures the WASD complies with the Family Medical Leave Act (BOD Policy 335, 435 and 535 Family and Medical Leave)

BEREAVEMENT LEAVE

Bereavement leave shall be granted as provided for in the school code or in a collective bargaining agreement, or compensation plan.

HOLIDAYS

WASD will be closed in observance of the following holidays: New Year's Day, Good Friday, Memorial Day, 4th of July, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, First Day of Deer Season, Christmas Eve, and Christmas Day. Employees covered by a collective bargaining agreement or compensation plan will have only the holidays provided for in the agreement.

VACATION

Eligible employees earn vacation time, check in the Benefit Day Entitlement section for the number of days you are entitled to. Requests for vacation days should be submitted at least three days in advance of the requested date, except in case of emergency. All vacation schedules are subject to final approval by the Superintendent. All requests for scheduled leaves must be submitted on the appropriate district forms.

RETIREMENT

The WASD is required to enroll any part time employee in the Pennsylvania Retirement System who is scheduled to work more than 500 hours per fiscal year and salaried employees or per diem employees who are scheduled to work more than 80 days.

For questions regarding the Pennsylvania Retirement System contact the Business Office or call the Pennsylvania Retirement System. PSERS Toll Free # 888-773-7748.

RESIGNATION

Staff may submit a resignation to their immediate supervisor. Resignations should ordinarily be given at least two weeks prior to the last expected day of employment. Professional staff

must comply with any notice provisions of their collective bargaining agreement or their professional contract.

JOB ABANDONMENT

An employee who fails to report for work and fails to notify his/her immediate supervisor of the reason for absence from work for three (3) consecutive workdays will be considered to have abandoned his/her job. The employee is deemed to have quit and will be terminated immediately.

An appeal may be made in writing to the immediate supervisor. If the District determines that there were extenuating circumstances for the absence and failure to notify, the employee may be reinstated by decision of the District.

BENEFITS

The Board of Directors grants benefits to employees according to the compensation package of the employee. Information regarding individual benefits is provided to eligible employees. Any questions regarding benefits should be directed to the Business Office.

Employees are responsible for notifying the Business Office on a timely basis of any changes in personal status that change benefits enrollment or contact information. Relevant changes in status include: name change, change in marital status, change in beneficiary, and change in tax withholding, change in address, change in emergency contact and change in dependent status.

HEALTH INSURANCE

Health Insurance is provided to eligible employees. PPO plans are offered to eligible employees. Plan changes can be made July 1st of each school year or as otherwise provided by the plan or by law.

LIFE INSURANCE

Life Insurance is provided to eligible employees in accordance with their compensation package.

DENTAL INSURANCE

Dental Insurance is provided to eligible employees. Enrollment changes can be made July 1st of each year or as otherwise provided by the plan or by law.

VISION BENEFIT

A vision benefit is provided to eligible employees.

APPENDIX A

Notice of Privacy Practices for Windber Area School District as required by Health Insurance Portability and Accountability Act of 1996 (HIPAA)

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Notice of Privacy Practices for Windber Area School District as required by
Health Insurance Portability and Accountability Act of 1996 (HIPAA)

NOTICE OF PRIVACY PRACTICES

**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED
AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.
PLEASE REVIEW IT CAREFULLY.**

Legal Duties

This Notice describes the legal obligations of Windber Area School District's group health plans and your legal rights regarding protected health information held by the health plans under the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The plans referred to in this Notice, as sponsored by WASD and that may be administered by a third-party, have been combined into an Organized Health Care Arrangement for the purposes of HIPAA, which is made up of the following plans:

- PPO Blue Health Insurance Plan
- School Claims Services Dental Plan

References to the "Plan" in this document will mean any of the plans listed above.

This Notice describes the privacy practice of the Plan and how it may use or disclose your protected health information. The Plan is required by applicable federal and state laws to maintain the privacy of your protected health information. The HIPAA Privacy Rule (45 C.F.R. parts 160 and 164, as amended) also requires the Plan to give you this Notice about its Privacy practices, its legal duties and your rights concerning your protected health information.

The HIPAA Privacy Rule applies to only certain types of medical information known as "protected health information". Generally, protected health information is individually identifiable health information, including demographic information, created or received by a health care provider, a health care clearinghouse, a health plan or your employer on *behalf of the group health plan*, that relates to: (1) your past, present or future physical or mental health condition; (2) the provision of health care to you; or (3) the past, present or future payment for the provision of health care to you.

The Plan must follow the privacy practices that are described in this Notice as long as it is in effect. This Notice becomes effective April 14, 2004 and will remain effective unless we replace it.

On an ongoing basis, the privacy practices of the plan will be reviewed and monitored to ensure the privacy of your protected health information. Due to changing circumstances, it may become necessary to revise the privacy practices of the Plan and the terms of this Notice. The Plan reserves the right to change its privacy practices and the terms of this Notice and apply the changes to any protected health information received or maintained by the Plan prior to the date of changes. If a material change is made to this Notice, you will be provided with a revised Notice by inter-school mail.

You may request a copy of our Notice at any time. For more information about our privacy practices or for additional copies of this Notice, please contact us using information listed at the end of this Notice.

I. Uses and Disclosures of Protected Health Information

In order to administer the health benefit programs effectively, the Plan will collect, use and disclose protected health information for certain activities, including payment and health care options.

A. Uses and Disclosures of Protected Health Information for Payment and Health Care Operations:

The following is a description of how the Plan may use and/or disclose protected health information about you for payment and health care operations:

Payment

The Plan may use and disclose your protected health information for all activities that are included within the definition of "payment" as set out in 45 C.F.R. § 164.501. This Notice does not list all of the activities included within the definition of "payment," so please refer to 45 C.F.R. § 164.501 for a complete list.

- For example: The Plan may use and disclose your protected health information to pay claims from doctors, hospitals, pharmacies and others for services delivered to you that are covered by your health plan, to determine your eligibility for benefits, to coordinate benefits, to examine medical necessity, to obtain premiums and/or to issue explanations of benefits to the person who subscribes to the health plan in which you participate.

Health Care Operations

The Plan may use and disclose your protected health information for all activities that are included within the definition of "health care operations" as set out in 45 C.F.R. § 164.501. This Notice does not list all of the activities included within the definition of "health care operations," so please refer to 45 C.F.R. § 164.501 for a complete list.

- For example: The Plan may use and disclose your protected health information to conduct quality assessment and improvement activities, to credential health care providers, to engage in care coordination or case management and/or to manage business and the like.

B. Uses and Disclosures of Protected Health Information to Other Entities

The Plan may also use and disclose protected health information to other covered entities, business associates or other individuals (as permitted by the HIPAA Privacy Rule) who assist in administering the Plan's programs and delivering health services to plan participants.

(i) Business Associates

In connection with payment and health care operations activities, the Plan contracts with individuals and entities (called "business associates") to perform various functions on its behalf or to provide certain types of services (such as member service support, utilization management, subrogation or pharmacy benefit management). To perform these functions or to provide the services, business associates will receive, create, maintain, use or disclose protected health information, but only after the Plan requires the business associates to agree in writing to contract terms designed to appropriately safeguard your information.

(ii) Other Covered Entities

In addition, the Plan may use or disclose your protected health information to assist health care providers in connection with their treatment or payment activities, or to assist other covered entities in connection with certain of their health care operations. For example, the Plan may disclose your protected health information to a health care provider when needed by the provider to render treatment to you and the Plan may disclose protected health information to another covered entity to conduct health care operations in the areas of quality assurance and improvement activities or accreditation, certification, licensing or credentialing.

II. Other Possible Uses and Disclosures of Protected Health Information

In addition to uses and disclosures for payment and health care operations, the Plan may use and/or disclose your protected health information for the following purposes.

A. To the Plan Sponsor

The Plan may disclose your protected health information to the plan sponsor of your group health plan to permit the plan sponsor to perform plan administration functions. For example, a plan sponsor may contact the Plan regarding a member's question, concern, issue regarding claim, benefits, service, coverage, etc. The Plan may also disclose summary health information (this type of information is defined in the HIPAA Privacy Rule) about the enrollees in your group health plan to the plan sponsor to obtain premium bids for the health insurance coverage offered through your group health plan or to decide whether to modify, amend or terminate your group health plan.

B. Required by Law

The Plan may use or disclose your protected health information to the extent that federal or state law requires the use or disclosure. For example, the Plan must disclose your protected health information to the U.S. Department of Health and

Human Services upon request for purposes of determining whether it is in compliance with federal privacy laws.

C. Public Health Activities

The Plan may use or disclose your protected health information for public health activities that are permitted or required by law. For example, it may use or disclose information for the purpose of preventing or controlling disease, injury or disability.

D. Health Oversight Activities

The Plan may disclose your protected health information to a health oversight agency for activities authorized by law, such as: audits; investigations; inspections; licensure or disciplinary actions; or civil, administrative or criminal proceedings or actions. Oversight agencies seeking this information include government agencies that oversee: (i) the health care system; (ii) government benefit programs; (iii) other government regulatory programs; and (iv) compliance with civil rights laws.

E. Abuse or Neglect

The Plan may disclose your protected health information to a government authority that is authorized by law to receive reports of abuse, neglect or domestic violence.

F. Legal Proceedings

The Plan may disclose your protected health information: (1) in the course of any judicial or administrative proceeding; (2) in response to an order of a court or administrative tribunal (to the extent such disclosure is expressly authorized); and (3) in response to a subpoena, a discovery request or other lawful process, once all of the administrative requirements of the HIPAA Privacy Rule have been met. For example, the Plan may disclose your protected health information in response to a subpoena for such information.

G. Law Enforcement

Under certain conditions, the Plan may disclose your protected health information to law enforcement officials. For example, some of the reasons for such a disclosure may include, but not be limited to: (1) it is required by law or some other legal process; or (2) it is necessary to locate or identify a suspect, fugitive, material witness or missing person.

H. Coroners, Medical Examiners, Funeral Directors & Organ Donation

The Plan may disclose protected health information to a coroner or medical examiner for purposes of identifying a deceased person, determining a cause of death or for the coroner or medical examiner to perform other duties authorized by law. It also may disclose, as authorized by law, information to funeral directors so that they may carry out their duties. Further, the Plan may disclose protected health information to organizations that handle organs, eye or tissue donation and transplantation.

I. Research

The Plan may disclose your protected health information to researchers when an institutional review board or privacy board has: (1) reviewed the research proposal and established protocols to ensure the privacy of the information; and (2) approved the research.

J. To Prevent a Serious Threat to Health or Safety

Consistent with applicable federal and state laws, the Plan may disclose your protected health information if it believes the disclosure is necessary to prevent or lessen a serious and imminent threat to the health and safety of a person or the public.

K. Military Activity and National Security, Protective Services

Under certain conditions, the Plan may disclose your protected health information if you are, or were, Armed Forces personnel for activities deemed necessary by appropriate military command authorities. If you are a member of foreign military service, the Plan may disclose, in certain circumstances, your information to the foreign military authority. It also may disclose your protected health information to authorized federal officials for conducting national security and intelligence activities and for the protection of the President, other authorized persons or heads of state.

L. Inmates

If you are an inmate of a correctional institution, the Plan may disclose your protected health information to the correctional institution or to a law enforcement official for: (1) the institution to provide health care to you; (2) your health and safety and the health and safety of others; or the safety and security of the correctional institution.

M. Workers' Compensation

The Plan may disclose your protected health information to comply with workers' compensation laws and other similar programs that provide benefits for work-related injuries or illnesses.

N. Others Involved in Your Health Care

Unless you object, the Plan may disclose your protected health information to a friend or family member that you have identified as being involved in your health care. The Plan also may disclose your information to an entity assisting in a disaster relief effort so that your family can be notified about your condition, status and location. If you are not present or able to agree to these disclosures of your protected health information, then the Plan may determine whether the disclosure is in your best interest.

III. Required Disclosures of Your Protected Health Information

The following is a description of disclosures that the Plan is required by law to make:

A. Disclosures to the Secretary of the U.S. Department of Health and Human Services

The Plan is required to disclose your protected health information to the Secretary of the U.S. Department of Health and Human Services when the Secretary is investigating or determining the Plan's compliance with the HIPAA Privacy Rule.

B. Disclosures to You

The Plan is required to disclose to you most of your protected health information that is in a "designated record set" (defined below) when you request access to this information. It also is required to provide, upon your request, an accounting of many disclosures of your protected health information that are for reasons other than payment and health care operations.

IV. Other Uses and Disclosures of Your Protected Health Information

Other uses and disclosures of your protected health information that are not described above will be made only with your written authorization. If you provide such an authorization, you may revoke the authorization in writing and this revocation will be effective for future uses and disclosures of protected health information. However, the revocation will not be effective for information that the Plan already has used or disclosed, relying on the authorization.

V. Your Individual Rights

The following is a description of your rights with respect to your protected health information:

A. Right to Access

You have the right to look at or get copies of your protected health information in a designated record set. Generally, a "designated record set" contains medical and billing records, as well as other records that are used to make decisions about your health care benefits. However, you may not inspect or copy psychotherapy notes or certain other information that may be contained in a designated record set.

To inspect and/or copy your protected health information, you may request access by sending a letter to the address at the end of this Notice. The first request within a 12-month period will be free. If you request access to your designated record set more than once in a 12-month period, you may be charged a reasonable, cost-based fee for responding to these additional requests.

The Plan may deny your request to inspect and copy your protected health information in certain limited circumstances. If you are denied access to your information, you may request that the denial be reviewed. Under certain conditions, the denial will not be reviewable. If this event occurs, you will be informed of the denial and that the decision is not reviewable.

B. Right to an Accounting

You have a right to an accounting of certain disclosures of your protected health information that are for reasons other than treatment, payment or health care operations. You should know that most disclosures of protected health information will be for purposes of payment or health care operations.

An accounting will include the date(s) of the disclosure, to whom we made the disclosure, a brief description of the information disclosed and the purpose for the disclosure.

Your request may be for disclosures made up to 6 years before the date of your request, but in no event, for disclosures made before April 14, 2004.

The first list you request within a 12-month period will be free. If you request this list more than once in a 12-month period, you may be charged a reasonable, cost-based fee for the response to these additional requests. Contact information is provided at the end of this section (subsection G).

C. Right to Request a Restriction

You have the right to request a restriction on the protected health information the Plan uses or discloses about you for treatment, payment or health care operations. The Plan is not required to agree to these additional restrictions, but if it does, it will abide by the agreement unless the information is needed to provide emergency treatment to you. Any agreement that is made to request additional restrictions must be in writing signed by a person authorized to make such an agreement on the Plan's behalf. The Plan will not be bound unless its agreement is so memorialized in writing.

To make a request, tell us: (1) the information whose disclosure you want to limit; and (2) how you want to limit our use and/or disclosure of the information. Contact information is provided at the end of this section.

D. Right to Request Confidential Communications

If you believe that a disclosure of all or part of your protected health information may endanger you, you have the right to request that the Plan communicate with you in confidence about your protected health information by alternative means or to an alternative location. For example, you may ask that the Plan contact you only at your work address or via your work e-mail.

You must make your request in writing and you must state that the information could endanger you if it is not communicated in confidence by the alternative means or to the alternative location you want. The Plan must accommodate your request if it is reasonable, specifies the alternative means or location and continues to permit us to collect premiums and pay claims under your health plan, including issuance of explanations of benefits to the subscriber of the health plan in which you participate. Contact information is provided at the end of the section (subsection G).

E. Right to Request Amendment

If you believe that your protected health information is incorrect or incomplete, you have the right to request that the Plan amend your protected health information. Your request must be in writing and it must explain why the information should be amended. Contact information is provided at the end of this section (subsection G).

The Plan may deny your request if it did not create the information you want amended or for certain other reasons. If your request is denied, the Plan will provide you a written explanation. You may respond with a statement of disagreement to be appended to the information you wanted amended. If the Plan accepts your request to amend the information, it will make reasonable efforts to inform others, including people you name, of the amendment and to include the changes in any future disclosures of that information.

F. Right to a Paper Copy of this Notice

If you receive this Notice on a Web site or by electronic mail (email), you are entitled to receive this Notice in written form. Please contact us using the information listed at the end of this section (subsection G) to obtain this Notice in written form.

G. Contact Information

To exercise any of your rights, as listed above, please contact:

Business Office
814-467-5552
Windber Area School District
2301 Graham Avenue
Windber, PA 15963

VI. Questions and Complaints

If you want more information about the Plan's privacy policies or practices have questions or concerns, please contact us using the information listed below.

Business Office
814-467-5552
Windber Area School District
2301 Graham Avenue
Windber, PA 15963

If you are concerned that your privacy rights have been violated or you disagree with a decision the Plan made about access to your protected health information or in response to a request you made to amend or restrict the use or disclosure of your protected health information or to have communication by alternative means or at alternative location, you may complain to us using the contact information listed below.

Business Office
814-467-5552
Windber Area School District
2301 Graham Avenue
Windber, PA 15963

You also may file a complaint with the Secretary of the U.S. Department of Health and Human Services, Hubert H. Humphrey Building, 200 Independence Avenue S.W., Washington D.C. 20201.

We support your right to protect the privacy of your protected health information. We will not retaliate in any way if you choose to file a complaint with us or with the U.S. Department of Health and Human Services.

APPENDIX B - SAFE & DRUG FREE SCHOOLS AND COMMUNITY

The Board of Directors recognizes the misuse of drugs is a serious problem with legal, physical and social implications for the whole school community. As such, the Board of Directors is very much concerned about the problems that may be caused by drug use of its employees and students, especially as the use relates to the safety, efficiency and productivity of all staff and students.

To implement its commitment to provide a drug-free environment for its students, faculty and staff; the Windber Area School District has established the following plan.

The Windber Area School District prohibits the unlawful manufacture, distribution, dispensation, possession and use of a controlled substance on school property, including satellite facilities or as part of any school activity. Faculty, staff and students of the school must also comply with the laws of the Commonwealth of Pennsylvania on the possession and consumption of alcohol.

Violation of this policy will result in disciplinary action within thirty (30) days. The school shall take appropriate personnel action against such an employee, up to and including termination and referral for prosecution. This may require the employee to participate satisfactorily in drug abuse assistance or a rehabilitation program approved for such purposes by federal, state or local health, law enforcement or other appropriate agency.

Any school employee paid from federally funded grants or contracts or any student participating in any federally funded or Guaranteed Student Loan Program, must notify the school no later than five (5) days after criminal drug statute conviction or a violation occurring at the school, including satellite facilities or while engaged in school activities.

Under its drug-free awareness program, the school will distribute literature informing employees and students of the danger of drug abuse and provide information on available drug counseling, rehabilitation and assistance programs and penalties that may be imposed for violation of this policy.

All school employees and students will be given a copy of the Drug-Free Workplace/Drug-Free Schools Policy at the beginning of their employment or program period.

A biennial review of Windber Area School District's Safe & Drug Free Schools and Communities Program will be conducted to determine the program's effectiveness and to ensure that the sanctions against those who violate the policy are consistently enforced. The Secretary of Education and members of the general public will be provided with a copy of this policy upon request.

DRUG-FREE WORKPLACE

The Drug-Free Workplace Act of 1988 requires federal grant recipients and certain federal contractors to take action aimed at establishing and maintaining drug-free workplaces. The legislation covers any federal contractor, other than an individual, which enters into a contract with any federal agency for the procurement of property or services of a value of \$25,000 or more; all federal grantees, regardless of the value of the grant; and all individual federal contractors, regardless of the value of the contract.

As a federal contractor, Windber Area School District and its employees who are paid from federally funded grants or contracts are subject to the provisions of this Act.

The Act requires persons and entities covered there under, other than individuals, to certify to the agency with whom they have contracts, or from whom they have received a grant, that they will establish and maintain a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace and specifying actions that will be taken against employees for violations of such prohibition.
2. Establishing a drug-free awareness program to inform employees about:
 - The dangers of drug abuse in the workplace;
 - The employer's policy of maintaining a drug-free workplace;
 - Any available drug counseling, rehabilitation and employee assistance programs;
 - The penalties that may be imposed upon employees for drug abuse violations
3. Making it a requirement that each employee engaged in the performance of a contract or grant be given a copy of the statement required by subparagraph A.
4. Notifying each employee in a statement required by subparagraph A that, as a condition of employment of such contract or grant, the employee will:

Abide by the terms of the statement by:

Notifying the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Notifying the contracting or granting agency within ten (10) days after receiving notice under subparagraph D from an employee or otherwise receiving actual notice of such employee conviction.
6. Taking appropriate personnel action, up to and including termination, against employees who served notice of conviction under subparagraph D, or satisfactory participation in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency, within thirty (30) days of receipt of such notice.

DRUG-FREE SCHOOLS

The Drug-Free School Act of 1989 requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education, state educational agency or local educational agency must certify that it has adopted and implemented a program to prevent the possession, use or distribution of illicit drugs and alcohol by students and employees.

As set forth in the statute, Windber Area School District is required to provide at a minimum:

- An annual distribution, in writing, to each employee and student (regardless of length or the student's program of study), including:
 - Standards of conduct that clearly prohibit, at a minimum, possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as a part of any of its activities;
 - A description of applicable legal sanctions under local, state or federal law;
 - A description of health risks associated with the use of illicit drugs and the abuse of alcohol;
 - A clear statement of the disciplinary sanctions that the school will impose on students and employees.
- A biennial review by the school of its program to determine its effectiveness, implement needed changes and ensure that disciplinary sanctions are consistently enforced.

SCHOOL IMPACT

Substance abuse is a major social and medical problem in the United States. It is known that serious consequences result from substance abuse for the abuser. Abusers create problems for themselves and also indirectly for employers, co-workers, classmates, family and society in general. Substance abuse problems can develop in men and women of all ages, races and occupations and can have long reaching effects.

Alcohol is the drug most commonly abused by Americans. In recent household surveys, 73% of all persons age 12 or more, reported alcohol use in the past year, with an average intake of 2.5 gallons of absolute alcohol per year per drinker. Approximately 10% of all drinkers are currently problem drinkers.

HEALTH EFFECTS

Drinking contributes to health problems including diseases of the liver, digestive tract, respiratory, nervous and cardiovascular systems. In addition, accidents and violence are highly correlated with alcohol and drug abuse. Adverse consequences of drug abuse include the increased risk of morbidity and diseases such as hepatitis and AIDS, as well as the

potential of developing drug dependency. There are also well-publicized health risks associated with tobacco use, particularly cancer and heart disease. Among students, problems also can arise from inexperience and lack of control, and substance use can lead to academic problems, injuries, campus crime, legal problems, fights and interpersonal problems.

In addition to complying with state and federal statutes and regulations, Windber Area School District has a desire to identify and control, to the extent possible, environmental factors that influence the health and safety of members of the school community. These environmental factors include the minimization of problems related to alcohol and other drug use.

The school, through the student support services, will distribute literature informing students of the dangers of drug and alcohol abuse within and outside the school community and provide information on available alcohol and drug counseling, rehabilitation, student assistance programs and sanctions that may be imposed for violations of this policy. The school, through its employment process, will distribute literature informing employees of the dangers of drug abuse in the workplace, and provide information on available drug counseling, rehabilitation and employee assistance programs.

The applicable legal sanctions under federal, state and/or local laws include, but are not limited to; a monetary fine, suspension of motor vehicle operating privileges, imprisonment, community service, counseling/treatment or completion of an appropriate rehabilitation program.

Alcohol and other drug problems on Windber Area School District property are addressed through three levels of prevention programming: primary, secondary and tertiary prevention.

Primary prevention will be directed toward individuals who have chosen not to use illicit drugs or alcohol. Recognizing that most students are influenced by peer pressure during their school experience, the school's educational program incorporates material on responsible decision-making that addresses alcohol and other life-style choices. Program efforts are directed toward creating a supportive environment that reinforces nonuse of illicit drugs and alcohol. Ideally, these program efforts prevent individuals from ever abusing alcohol or other drugs.

Secondary prevention is the programming designed to identify and assist individuals considered at high risk for developing alcohol and other drug problems. Individuals who exhibit some level of problematic alcohol or other drug abuse or who come from a family afflicted with substance abuse would be suitable targets for intervention activities.

Tertiary prevention will be aimed at individuals already treated for substance abuse and who are in recovery. Program activities should assist these members of the school's community in preventing relapse and maintaining their recovery efforts.

Selected departments throughout the school support these educational efforts, where appropriate, through program and curriculum development.

The legal consequences of alcohol and other violations are described below.

ALCOHOL

Alcohol is the most socially acceptable drug in our society. Although it is considered legal for persons 21 year of age or older, state and federal laws regulate the use and distribution of alcohol. The Pennsylvania Liquor and Crimes Code has increased the penalties for the following alcohol violations.

- If a person is under 21 years of age and purchase, consumes, possesses or transports alcoholic beverages, misrepresents, their age to secure alcoholic beverages and/or possesses a false identification card, that individual may be fined \$300 and will lose their driver's license for 90 days. For second and third offences, the penalty increases substantially.
- If a person sells or furnishes alcoholic beverages to minors or manufacturers or sells a false identification card, that individual may be fined \$1,000 and lose their driver's license for 90 days.

Penalties for driving under the influence of alcohol or a controlled substance include a fine of not less than \$300 and jail for not less than 48 hours for the first violation. Subsequent violations include jail for not less than 30 days for a second violation, not less than 90 days for the third violation and not less than one year for a fourth violation. Homicide by vehicle while driving under the influence carries a penalty of not less than three years imprisonment, a fine and revocation of operating privileges.

CONTROLLED SUBSTANCES

State and federal statues and court interpretation have given the police broader powers in determining and prosecuting drug offenses. For example, the simple possession of marijuana is punishable by up to \$500 and/or 30 days in jail. Simple possession of any amount of cocaine constitutes a misdemeanor punishable by up to three years in prison and/or a \$5,000 fine. However, law enforcement agencies can now apply a looser definition of what constitutes intent to sell, therefore making the penalties much stricter. If an individual is charged with possession with intent to sell, that individual could face a sentence of no less than five years and no more than life and fines up to \$2 million. These penalties cover all illicit drugs and increase considerably for second offenses.

APPENDIX C - SEX OFFENSES – MITIGATION, PREVENTION AND RECOVERY

The Board of Directors also recognizes the impact of sex offenses on the victim and families of victims, as well as the impact on the educational environment. It is the intent of all staff at WASD to mitigate the opportunities for sex offenses by providing a safe and secure educational environment, educating students and employees about the means of keeping one's self safe and by providing resources for the care and support of victims of sex crimes.

Security procedures are in place at the WASD as follows:

- Security monitors and camera are placed in strategic locations throughout the building;

- WASD maintains a Memorandum of Understanding with the Pennsylvania State Police for the purpose of providing law enforcement as needed on campus and to investigate and prosecute crimes committed on WASD property.
- Lighting is used in all parking lots and public areas of the building while occupied.

IF A SEX OFFENSE OCCURS

The victim of a sex offense shall immediately report such occurrence to his/her instructor, department head, immediate supervisor, Safety Coordinator or the Superintendent of Schools or designee. Upon notification, WASD personnel should immediately provide for the medical needs of the victim, by notifying the WASD Safety Coordinator and/or local ambulance service, along with the State Police. Personnel are required to cooperate with investigating authorities to the fullest extent of their ability.

Other than immediate lifesaving care, victim's care should be limited to avoid the destruction of important evidence. The victim should be referred immediately to a local hospital where a full sex assault evaluation shall be secured and maintained undisturbed and turned over to law enforcement for investigation.

REFERRAL RESOURCES

Victims of sexual assault or abuse may seek professional support services through the following:

APPENDIX D - CAMPUS SECURITY

The Windber Area School District recognizes escalating crime and violence is a serious problem in many schools and threatens the effective delivery of public education. To address this growing threat and to help preserve the continued safety of students and staff, the Windber Area School District has instituted a policy of reporting, education and prevention of crime at the school.

The primary purpose and justification of any action on the part of the school would be the protection of the health, safety and welfare of students, staff and school property.

For the purpose of implementing this policy, the school administration has established the following practices and procedures.

The Safety Coordinator (individual in the position of Facilities Manager), is designated as the Security Officer. All reports of crime or other security emergencies will be referred to this person. This individual shall record all occurrences, investigate such occurrences and report serious occurrences to the proper authorities.

- There shall be security personnel on the property at all times during school operation. The buildings, grounds and parking facilities shall be properly lighted at such times when the facility is used after dark.

- The Security Officer shall thoroughly document all reports of crime and make prompt notification to local and/or state law enforcement. The school personnel shall cooperate fully with all duly authorized law enforcement investigations.
- All students will be informed of the crime and emergency reporting process and encouraged to make prompt and accurate reports of any occurrences.
- The district will initiate an awareness program designed to inform all students and staff about school security practices and procedures.
- The district will record the occurrences of criminal offense reports to school security personnel or local police agencies and publish statistics by frequency and category for the crimes of criminal homicide, forcible & non-forcible sex offenses, aggravated assault, robbery, burglary, arson and motor vehicle theft.
- Crimes listed above that also show evidence of bias or prejudice based on race, gender, religion, sexual orientation, ethnicity or disability will be separately reported.
- The district will apply the same procedures of reporting, prevention and information program to all educational services extended off campus.
- The district will gather and publish statistics on arrests for the following crimes occurring at school or school functions: liquor law violations, weapons possessions and drug abuse violations.
- The district will develop a comprehensive drug and alcohol awareness program.

REPORTING PROCEDURES

Any person having knowledge of crimes and violations as mentioned above, which occur at the Windber Area School District or during an official activity of WASD, shall report those occurrences to the Director of Education, in the central office at the WASD. All reports will be fully investigated and will be treated in the most confidential manner.