



## UPDATED

**Items in red are addressed in separate policies (i.e. 251-Homeless Students & 255-Educational Stability for Children in Foster Care.)**

Book	Policy Manual
Section	200 Pupils
Title	Enrollment of Students
Code	200
Status	Review
Adopted	July 19, 2011

### **Authority**

The Board shall enroll school age students eligible to attend district schools, in accordance with applicable laws and regulations, Board policy and administrative regulations. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

### **Definitions**

**School age** shall be defined as the period from the earliest admission age for the district's kindergarten program until graduation from high school or the end of the school term in which a student reaches the age of twenty-one (21) years, whichever occurs first. [\[1\]](#)[\[5\]](#)

**District of residence** shall be defined as the school district in which a student's parents/guardians reside. [\[2\]](#)[\[3\]](#)

~~An **emancipated minor** shall be defined as a student under the age of twenty one (21) who has established a domicile apart from the continued control and support of a parent/guardian. Emancipation of a minor is a question of fact, which is not presumed and is not solely dependent upon the employment status of the minor. The burden of establishing emancipation is on the student seeking emancipated status.~~

~~**Unaccompanied homeless youth** shall be defined as any child who is not in the physical custody of a parent/guardian, including students who have runaway from home, been thrown out of their home or abandoned or separated from their parent/guardian.~~

~~In accordance with the provisions of this policy and applicable law and regulations, homeless children are those who lack a fixed, regular and adequate nighttime residence and include children who are sharing the housing of other individuals due to loss of housing, economic hardship or other significant reason. Included within the definition of homeless children are youth awaiting foster care placement and unaccompanied homeless youth. [\[6\]](#)[\[7\]](#)~~

### **Guidelines**

School age resident students and eligible nonresident students shall be entitled to attend district schools. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[8\]](#)

The district shall not enroll a student until the parent/guardian has submitted proof of the student's age, residence, and immunizations and a completed Parent Registration Statement, as required by law and regulations. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

The district shall administer a home language survey to all students enrolling in district schools for the first time.[\[3\]](#)[\[12\]](#)

The district shall normally enroll a school age, eligible student the next business day, but no later than five (5) business days after application.[\[3\]](#)

The district shall immediately enroll identified homeless students, even if the student or parent/guardian is unable to produce the required documents.[\[7\]](#)

The district shall not inquire about the immigration status of a student as part of the enrollment process.[\[3\]](#)

Enrollment requirements and administrative regulations shall apply to nonresident students approved to attend district schools, in accordance with Board policy.[\[13\]](#)

### **Delegation of Responsibility**

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's admissions policy by publishing such policy in the student handbook, parent newsletters, district web site and other efficient methods.[\[4\]](#)

The Superintendent or designee shall develop and disseminate administrative regulations for the enrollment of eligible students in district schools.

- Legal
1. 24 P.S. 1301
  2. 24 P.S. 1302
  3. 22 PA Code 11.11
  4. 22 PA Code 11.41
  5. 22 PA Code 11.12
  6. 42 U.S.C. 11434a
  7. Pol. 251
  8. 22 PA Code 12.1
  9. 24 P.S. 1303a
  10. Pol. 203
  11. Pol. 216.1
  12. Pol. 138
  13. Pol. 202
  - Pol. 201



## REVIEW ONLY

**No updates at this time**

Book	Policy Manual
Section	300 Employees
Title	Family and Medical Leaves
Number	335
Status	Review
Adopted	July 19, 2011

### **Authority**

The Board shall provide eligible administrative, professional and support employees with unpaid leaves of absence in accordance with the Family And Medical Leave Act, hereinafter referred to as FMLA. [\[1\]](#)[\[2\]](#)

Employee requests for FMLA leave shall be processed in accordance with law, Board policy and administrative regulations.

### **Delegation of Responsibility**

The Superintendent shall develop and disseminate administrative regulations to implement FMLA leave for eligible employees.

The district shall post, in conspicuous places in the district customarily used for notices to employees and applicants, a notice regarding the provisions of the FMLA and the procedure for filing a complaint. [\[3\]](#)

Employee requests for leave, both FMLA and non-FMLA, shall be submitted in writing on a district form to the Superintendent's office.

### **Guidelines**

Employees' eligibility for FMLA leave shall be based on the criteria established by law. [\[4\]](#)[\[5\]](#)

Eligible employees shall be provided up to twelve (12) workweeks of unpaid leave in a twelve-month period for the employee's own serious health condition; for the birth, adoption, foster placement or first-year care of a child; to care for a seriously ill spouse, child or parent; or to address specific qualifying exigencies pertaining to a member of the National Guard or Reserves. [\[5\]](#)

Eligible employees shall be provided up to twenty-six (26) workweeks of unpaid leave in a single twelve-month period to care for an ill or injured covered servicemember. [\[5\]](#)

The district shall utilize a rolling twelve-month period measured backwards from the date leave is used to determine if an employee has exhausted his/her FMLA leave in any twelve-month period. [\[6\]](#)

When an employee requests an FMLA leave and qualifies for and is entitled to any accrued paid sick, vacation, personal or family leave, the employee is required to utilize such paid leave during the FMLA leave. [\[5\]](#)

Legal

1. 29 U.S.C. 2601 et seq

2. 29 CFR Part 825

3. 29 U.S.C. 2619

4. 29 U.S.C. 2611

5. 29 U.S.C. 2612

6. 29 CFR 825.200

Pol. 000

Pol. 813

Last Modified by Janice Boyer on November 27, 2018



## **REVIEW ONLY**

### **No changes at this time**

Book	Policy Manual
Section	300 Employees
Title	Personal Necessity Leave
Number	336
Status	Review
Adopted	July 9, 2011
Last Revised	January 17, 2017

### **Authority**

This policy shall provide for absences for defined personal necessity leave by administrative, professional and support employees.

The Board has the authority to specify reasonable conditions under which personal necessity leave may be granted, the type of situations in which such leave will be permitted, and the total number of days that may be used by an employee in any school year for such leave.[\[1\]](#)[\[2\]](#)

### **Guidelines**

#### **Personal Leave**

Personal leave days with pay shall be granted to district employees in accordance with applicable provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.

#### **Bereavement Leave**

Bereavement leave with pay shall be granted to district employees in accordance with law, applicable provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.[\[2\]](#)

When a professional or temporary professional employee is absent from duty because of the death of a near relative, there shall be no deduction in salary for absence on the day of the funeral. The Board may extend the period of absence, at its discretion. Near relative shall be defined as first cousin, grandfather, grandmother, grandchild, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law.[\[2\]](#)

Legal	1. 24 P.S. 510
	2. 24 P.S. 1154



Book	Policy Manual
Section	300 Employees
Title	Uncompensated Leave
Code	339
Status	Review
Adopted	July 19, 2011

### **Authority**

The Board recognizes that in certain situations an administrative, professional or support employee may request extended leave (greater than ten (10) consecutive working days) for personal reasons, and the district could benefit from the return of the employee. This policy establishes parameters for granting uncompensated leaves of absence.

The Board reserves the right to specify the conditions under which uncompensated leave may be taken. All applications for uncompensated leave require approval by the Board, upon recommendation of the Superintendent.[\[1\]](#)

### **Guidelines**

An unpaid leave of absence shall be considered when an employee must contend with a situation necessitating the employee's absence from school that:

1. Could not be anticipated by the employee.
2. Is beyond the control of the employee.
3. Constitutes an emergency in the immediate family of the employee, as defined by policy.
4. Is a unique situation not likely to recur in the future.

Unpaid leave of absence should not be used for:

1. Personal pleasure or vacations scheduled at the convenience of the employee.
2. Financial or other personal gain, except as a result of legal proceedings.
3. College or other academic study while the schools are in session.
4. Any other purpose purely at the discretion of the employee.
5. All available and applicable paid time off is to be exhausted by the employee before use of uncompensated leave is observed.

6. Misuse or misrepresentation of need for leaves of absence shall expose the employee to the possibility of dismissal.
7. An uncompensated leave, in conjunction with any other form of leave that may have occurred in conjunction or concurrently cannot exceed a total of twelve (12) ~~eighteen (18)~~ months away from active district employment.

Employee benefits for an employee on an unpaid leave of absence shall become the responsibility of the employee.

Legal                      1. 24 P.S. 1154  
                                  24 P.S. 1182



Book	Policy Manual
Section	300 Employees
Title	Uncompensated Leave for Child Rearing
Code	339.1
Status	Review
Adopted	July 19, 2011

### **Authority**

The Board may grant an unpaid leave of absence to any employee for the purpose of rearing for the employee's newborn or adopted child. The employee shall submit a written request for unpaid leave of absence for child rearing with the physician's notification of pregnancy to the Superintendent not less than sixty (60) days prior to the birth of the child. Requests for a "one-time" extension of child rearing leave must be submitted not less than sixty (60) days prior to the end of the initial leave. The Superintendent shall present this request to the Board for consideration.

### **Guidelines**

An unpaid leave of absence for child rearing shall begin on the date certified by the employee's physician as that when the employee has fully recovered from childbirth and is physically able to return to their duties with the district.

An unpaid leave of absence for child rearing shall not exceed eighteen (18) calendar months. The employee shall return to their position with the district on the first day of the marking period ~~semester~~ closest to, but not exceeding the eighteen (18) month leave maximum.

During an unpaid leave of absence for child rearing, the employee shall not be entitled to any salary, ~~service or salary credit time~~ or to any benefits provided by the district except as specifically stated in this policy.

An employee and dependents may continue on the group hospitalization, major medical and dental insurance providing that the employee pays the full insurance premium to continue such insurance, ~~or the employee may receive a conversion policy with the district hospitalization insurance carrier, covering the period of unpaid leave of absence for child care.~~ Arrangements to obtain any insurance coverage outside of what is provided by the district are entirely the responsibility of the employee. ~~Arrangements for conversion are entirely the responsibility of the employee and are not subject to the same benefits or rates as group insurance.~~

~~Not later than six (6) weeks prior to expiration of unpaid leave of absence for child care, the employee shall notify the Superintendent, in writing, of their intent to return to their position in the district. Failure to provide such notification may result in termination of employment with the district.~~

It is expected that the employee will not participate in other employment in place of their district position while on leave for child rearing.



If both parents are district employees, leave for the purpose of child rearing shall only be observed by one (1) parent. Leave time, the derivation of which described above, shall be taken by the same parent and as such cannot be shared or combined between two (2) employees.

Should the employee decide at any time during the leave to resign their position, they shall immediately submit their letter of resignation to the Superintendent.

Legal

24 P.S. 510