

Policy Committee Meeting

Thursday, September 3, 2026 1:00 PM

Lincoln Middle School, Boardroom, 1001 Lehigh Avenue, Lancaster, PA 17602

1 OPENING

1 A. Call to Order

2 PREPARE FOR FIRST READING CONSIDERATION

2 A. Policies 322, 432, and 532 - Working Periods

2 B. Policies 351.1, 451.1, and 555.1 - Pre-Employment Drug Testing

2 C. Policy 716 - Integrated Pest Management

3 DISCUSSION

4 ADJOURNMENT



Policy Number 332
Title Working Periods
Last Reviewed 8/5/2026
Version v2 · 8/6/2026

Working Periods

Authority

Work schedules required for administrative, professional and support employees shall be clearly specified to ensure regular attendance by employees and consistent operation of the district.

The Board has the authority and responsibility to determine the hours and days during which district programs and services shall be available to students and the community, consistent with the administrative compensation plan, individual contracts, applicable collective bargaining agreements, Board resolutions, and state law.[1][2][3][4][5]

The Board has the authority to make modifications to the school calendar and the school schedule as necessary to meet the instructional and health and safety needs of students and staff. Modifications to staff working periods shall be addressed in accordance with the administrative compensation plan, individual contracts, applicable collective bargaining agreements, Board resolutions and/or Board-approved health and safety or other emergency preparedness and response plans.[4][6][7]

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to ensure district employees are informed of and adhere to their assigned work schedules.

Professional personnel shall have a duty-free lunch period of not less than thirty (30) minutes.[3]

Staff may be assigned extra or alternative duties, distributed equitably when possible, at the discretion of the building principal.

All professional staff members are expected to attend each faculty meeting unless specifically excused by the responsible administrator.

Footnotes

[1] 24 P.S. 133 palegis.us palegis.us Legal Reference	View source ↗
[2] 24 P.S. 510 palegis.us palegis.us Legal Reference	View source ↗
[3] 24 P.S. 1504 palegis.us palegis.us Legal Reference	View source ↗
[4] Pol. 803 Policy Reference	Open policy 📄
[5] Pol. 804 Policy Reference	Open policy 📄
[6] 24 P.S. 520.1 palegis.us palegis.us Legal Reference	View source ↗
[7] Pol. 805 Policy Reference	Open policy 📄



Book	Policy Manual
Section	400 Professional Employees
Title	Working Periods
Code	432
Status	Active
Adopted	April 17, 2012

Purpose

Work schedules of the professional staff shall be clearly specified to ensure regular and consistent operation of the school district.

Authority

The Board has the authority and responsibility to determine the hours during which educational programs and services shall be available to students and the community, consistent with applicable provisions of the collective bargaining agreement.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Delegation of Responsibility

The Superintendent or designee shall develop administrative procedures to ensure adherence to work schedules by professional employees.

The Superintendent or designee shall inform each teacher concerning reporting times, lunch periods, dismissal times and other established times related to his/her work period.

Guidelines

Instructional personnel shall have a duty-free lunch period of not less than thirty (30) minutes.[\[2\]](#)

The length of the working day for professional employees shall be determined in accordance with the terms of the collective bargaining agreement.

During the times students are in attendance, professional staff may be assigned extra or alternative duties at the discretion of the building principal.

Teachers' Meetings

It shall be the duty of all teachers to attend all teacher meetings called by Principals, Assistant Superintendents and Program Coordinators and to present reports of their work as the requesting administrator deems necessary.

Promptness on the part of all teachers is expected.

Reporting Absence From Duty

If a teacher is unable to perform his/her regular teaching duties, s/he shall immediately report such inability to the Substitute Teacher Service (717) 391-7827 in order to obtain a substitute or to arrange coverage for that teacher's work. A substitute teacher will be secured by the administration from a list

approved by the Board.

The Superintendent or designee will establish guidelines for teachers to follow when reporting absence from duty.

Legal

[1. 24 P.S. 510](#)

[2. 24 P.S. 1504](#)

3. Pol. 804



Book	Policy Manual
Section	500 Classified Employees
Title	Working Periods
Code	532
Status	Active
Last Revised	April 17, 2012

Purpose

The periods of work required of the classified staff shall be clearly specified to ensure regular and consistent operation of the district.

Authority

The Board has the authority and responsibility for determining the hours of school district operation and hours of work for employees, consistent with provisions of an applicable collective bargaining agreement.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Delegation of Responsibility

The Superintendent or designee shall develop administrative procedures to ensure adherence to work schedules by classified employees, which shall apply uniformly throughout the schools.

Guidelines

Work schedules of the various classes of employees shall be developed in accordance with the terms of the applicable collective bargaining agreement.

Starting and quitting times shall be specified by the designated administrator.

Punctuality and absence regulations shall apply to all classified employees.

The Superintendent or designee will establish guidelines for classified staff to follow when reporting absence from duty.

Legal	1. 24 P.S. 510
	2. 24 P.S. 1504
	3. Pol. 804
	Pol. 000
	Pol. 514



Policy Number	351.1
Title	Pre-Employment Drug Testing
Adopted	10/18/2011
Version	v1 · 8/5/2026 · DRAFT

Pre-Employment Drug Testing

Purpose

The school district shall implement a pre-employment drug testing policy to ensure:

1. That employees are qualified to perform the duties and responsibilities of the position that they are hired to perform.
2. That new employees in Safety-Sensitive positions do not present a threat to the safety and well-being of themselves or those with whom they will come into contact.

The scope of the policy shall include post-offer, pre-employment screening for the use of illegal drugs as a condition of employment for certain identified classes of positions.

Authority

Under federal law and the Public School Code, employers have the right to require employees to submit to pre-employment medical examinations, including screening for the use of illegal drugs. Title VII of the Civil Rights Act of 1964, as amended, and comparable state law requires that employers ensure that the examinations and the results of such examinations are administered in a nondiscriminatory manner. In addition, the Americans with Disabilities Act (ADA) and comparable state law prohibits employers from administering pre-employment medical examinations until after an offer of employment has been extended to an applicant or unlawfully discriminating against an applicant or employee on the basis of a disability. [1][2][3]

The ADA does not consider a drug screen for the use of illegal drugs to be a component of a medical examination. Although the ADA does not prohibit pre-offer drug screening, it generally is advisable to conduct one medical examination after an offer of employment has been made but prior to the outset of actual employment for the purpose of determining an applicant's ability to perform the essential duties of the position with or without an accommodation and whether the applicant is under the influence of illegal drugs. The medical examination will be conducted as a second step of the hiring process, after an applicant has met all other job prerequisites. Furthermore, if a medical examination or inquire is undertaken, all entering employees in the same job category must take the examination.[4]

Guidelines

As a part of the school district’s employment procedures, all applicants for Safety-Sensitive positions within the school district shall be required to undergo a post-offer, pre-employment drug screen to detect the use of illegal drugs. The screening shall be conducted by a physician designated by the school district. Any offer of employment for any Safety-Sensitive position from the school district shall be contingent upon, among other things, satisfactory completion of this drug screening including, without limitation, a negative test screening.

The School District will receive a drug screening report from its examining physicians regarding the applicant or the employee’s test results. Such records are confidential and will be collected and maintained on separate forms and medical files and will be treated as confidential. Medical records obtained pursuant to this policy are the property of the School District. Records will be retained for the time period prescribed by law.

A Safety-Sensitive position is any role in which an employee’s impaired judgment, coordination, reaction time, or alertness could reasonably result in severe injury, illness, death, property damage, security breach, or significant operational disruption. For the purpose of implementing this Policy, The Chief Human Resources Officer or their designee shall be responsible for designating District positions that shall qualify as Safety-Sensitive positions.

Nothing in this policy shall prohibit or otherwise limit the District’s ability to require post-employment drug testing based on reasonable suspicion of workplace use or impairment or post-employment drug testing as part of the District’s workers’ compensation program.

All drug screenings required by the School District pursuant to this policy are paid for in full by the School District.

- Legal
1. [42 U.S.C. 12101](#)
1.
- b. [24 P.S. 1418](#)
- c. [28 PA Code 23.43](#)
- d. Pol. 314

Footnotes

[1] 42 U.S.C. 12101

law.cornell.edu

law.cornell.edu

Legal Reference

View source ↗

[2] 24 P.S. 1418

palegis.us

palegis.us

Legal Reference

View source ↗

[3] 28 PA Code 23.43

pacodeandbulletin.gov

pacodeandbulletin.gov

Legal Reference

View source ↗



Book	Policy Manual
Section	400 Professional Employees
Title	Pre-Employment Drug Testing
Code	451.1
Status	Active
Adopted	October 18, 2011

Purpose

The school district shall implement a pre-employment drug testing policy to ensure:

1. That employees are qualified to perform the duties and responsibilities of the position that they are hired to perform.
2. That new employees do not present a threat to the safety and well-being of those with whom they will come into contact.

The scope of the policy shall include post-offer, pre-employment screening for the use of illegal drugs as a condition of employment.

Authority

Under federal law and the Public School Code, employers have the right to require employees to submit to pre-employment medical examinations, including screening for the use of illegal drugs. Title VII of the Civil Rights Act of 1964, as amended, and comparable state law requires that employers ensure that the examinations and the results of such examinations are administered in a nondiscriminatory manner. In addition, the Americans with Disabilities Act (ADA) and comparable state law prohibits employers from administering pre-employment medical examinations until after an offer of employment has been extended to an applicant or unlawfully discriminating against an applicant or employee on the basis of a disability.[1][2][3]

The ADA does not consider a drug screen for the use of illegal drugs to be a component of a medical examination. Although the ADA does not prohibit pre-offer drug screening, it generally is advisable to conduct one medical examination after an offer of employment has been made but prior to the outset of actual employment for the purpose of determining an applicant's ability to perform the essential duties of the position with or without an accommodation and whether the applicant is under the influence of illegal drugs. The medical examination will be conducted as a second step of the hiring process, after an applicant has met all other job prerequisites. Furthermore, if a medical examination or inquire is undertaken, all entering employees in the same job category must take the examination.[4]

Guidelines

As a part of the school district's employment procedures, all applicants for employment within the school district shall be required to undergo a post-offer, pre-employment drug screen to detect the use of illegal drugs. The screening shall be conducted by a physician designated by the school district. Any offer of employment from the school district shall be contingent upon, among other things, satisfactory completion of this drug screening including, without limitation, a negative test screening.

The School District will receive a drug screening report from its examining physicians regarding the applicant or the employee's test results. Such records are confidential and will be collected and maintained on separate forms and medical files and will be treated as confidential. Medical records

obtained pursuant to this policy are the property of the School District. Records will be retained for the time period prescribed by law.

All drug screenings required by the School District pursuant to this policy are paid for in full by the School District.

Legal

[1. 42 U.S.C. 12101](#)

[2. 24 P.S. 1418](#)

[3. 28 PA Code 23.43](#)

4. Pol. 314



Book	Policy Manual
Section	500 Classified Employees
Title	Pre-Employment Drug Testing
Code	551.1
Status	Active
Adopted	October 18, 2011

Purpose

The school district shall implement a pre-employment drug testing policy to ensure:

1. That employees are qualified to perform the duties and responsibilities of the position that they are hired to perform.
2. That new employees do not present a threat to the safety and well-being of those with whom they will come into contact.

The scope of the policy shall include post-offer, pre-employment screening for the use of illegal drugs as a condition of employment.

Authority

Under federal law and the Public School Code, employers have the right to require employees to submit to pre-employment medical examinations, including screening for the use of illegal drugs. Title VII of the Civil Rights Act of 1964, as amended, and comparable state law requires that employers ensure that the examinations and the results of such examinations are administered in a nondiscriminatory manner. In addition, the Americans with Disabilities Act (ADA) and comparable state law prohibits employers from administering pre-employment medical examinations until after an offer of employment has been extended to an applicant or unlawfully discriminating against an applicant or employee on the basis of a disability.[1][2][3]

The ADA does not consider a drug screen for the use of illegal drugs to be a component of a medical examination. Although the ADA does not prohibit pre-offer drug screening, it generally is advisable to conduct one (1) medical examination after an offer of employment has been made but prior to the outset of actual employment for the purpose of determining an applicant's ability to perform the essential duties of the position with or without an accommodation and whether the applicant is under the influence of illegal drugs. The medical examination will be conducted as a second step of the hiring process, after an applicant has met all other job prerequisites. Furthermore, if a medical examination or inquire is undertaken, all entering employees in the same job category must take the examination.[4]

Guidelines

As a part of the school district's employment procedures, all applicants for employment within the school district shall be required to undergo a post-offer, pre-employment drug screen to detect the use of illegal drugs. The screening shall be conducted by a physician designated by the school district. Any offer of employment from the school district shall be contingent upon, among other things, satisfactory completion of this drug screening including, without limitation, a negative test screening.

The School District will receive a drug screening report from its examining physicians regarding the applicant or the employee's test results. Such records are confidential and will be collected and maintained on separate forms and medical files and will be treated as confidential. Medical records

obtained pursuant to this policy are the property of the School District. Records will be retained for the time period prescribed by law.

All drug screenings required by the School District pursuant to this policy are paid for in full by the School District.

Legal

[1. 42 U.S.C. 12101](#)

[2. 24 P.S. 1418](#)

[3. 28 PA Code 23.43](#)

4. Pol. 314

Policy Number	716
Title	Integrated Pest Management
Adopted	1/17/2017
Version	v1 · 8/4/2026 · DRAFT

Integrated Pest Management

PURPOSE

The district shall utilize integrated pest management procedures to manage structural and landscape pests and the toxic chemicals used for their control in order to alleviate pest problems with the least possible hazard to people, property and the environment.

The district shall integrate IPM education into the curriculum in accordance with relevant academic standards.

DEFINITIONS

Integrated Pest Management (IPM) is the coordinated use of pest and environmental information to design and implement pest control methods that are economically, environmentally and socially sound. IPM promotes prevention over remediation and advocates integration of at least two (2) or more strategies to achieve long-term solutions.

Integrated Pest Management (IPM) is the managed use of combined pest control alternatives, including cultural, mechanical, biological and chemical to most effectively prevent or reduce to acceptable levels damage caused by pests.[1]

Integrated Pest Management Plan (IPM) is a plan that establishes a sustainable approach to managing pests by combining biological, cultural, physical and chemical tools in a way that minimizes economic, health and environmental risks.[2]

AUTHORITY

The Board establishes that the district shall use pesticides only after consideration of the full range of alternatives, based on analysis of environmental effects, safety, effectiveness and costs.[3].[4]

The Board shall adopt an Integrated Pest Management IPM Plan for district buildings and grounds that complies with policies and regulations promulgated by the Department of Agriculture.[2].[4]

The Superintendent shall designate an employee to serve as the IPM coordinator facilitate IPM for the district. The designated employee will be referred to as the district's IPM Coordinator or as otherwise specified at the district.

DELEGATION OF RESPONSIBILITY

The IPM Coordinator shall be responsible to implement the IPM Plan and to coordinate communications between the district and the approved contractor.

The IPM Coordinator or designee shall be responsible to annually notify parents/guardians of the procedures for requesting notification of planned and emergency applications of pesticides in school buildings and on school grounds.[5]

The district IPM Coordinator shall maintain detailed records of all chemical pest control treatments for at least three (3) years. Information regarding pest management activities shall be available to the public at the district's administrative office.[5]

Appropriate personnel involved in making decisions relative to pest management shall participate in update periodic training, as needed.

GUIDELINES

Pest management strategies may include education, exclusion, sanitation, maintenance, biological and mechanical controls, and site appropriate pesticides.

An integrated pest management decision shall consist of the following five (5) steps:

1. Identify pest species.
2. Estimate pest populations and compare to established action thresholds.
3. Select the appropriate management tactics based on current on-site information.
4. Assess effectiveness of pest management.
5. Keep appropriate records.

An Integrated Pest Management IPM Plan shall include the education of staff, students and the public about IPM policies and procedures.

When pesticide applications are scheduled for district buildings and grounds, the district shall provide notification at least seventy-two (72) hours in advance in accordance with law, including:[5]

1. Posting a pest control sign in an appropriate area, at the place to be treated. The sign shall remain in place for at least two (2) days following each planned treatment.
2. Providing the pest control information sheet to all individuals working in the school building.

3. Providing required notice to all parents/guardians of students or to a list of parents/guardians who have requested notification of individual applications of pesticides.

Where pests pose an immediate threat to the health and safety of students or employees, the district may authorize an emergency pesticide application and shall notify by telephone any parent/guardian who has requested such notification.^[5]

Footnotes

[1] 7 PA Code 128.2
pacodeandbulletin.gov
pacodeandbulletin.gov
Legal Reference
View source ↗

[2] 24 P.S. 772.1
palegis.us
palegis.us
Legal Reference
View source ↗

[3] 3 P.S. 111.21
palegis.us
palegis.us
Legal Reference
View source ↗

[4] 7 PA Code 128.1
pacodeandbulletin.gov
pacodeandbulletin.gov
Legal Reference
View source ↗

[5] 24 P.S. 772.2
palegis.us
palegis.us
Legal Reference
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