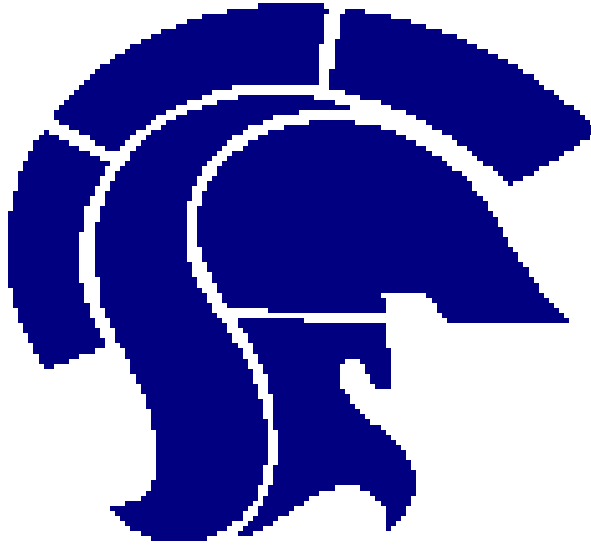


SHALER AREA SCHOOL DISTRICT



TEACHER EMPLOYEE HANDBOOK

August 2015

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This Handbook

As an employee of the Shaler Area School District, we understand that you will want to know what you can expect from our school district and what will be expected from you. This handbook serves as a guide to the district's policies and procedures affecting your employment and should be referred to from time to time as the need arises. Complying with the policies described in this handbook is considered a condition of continued employment. Therefore, we encourage you to take the necessary time to read the handbook. The Building Principal, Assistant Principal or Human Resources Director will be glad to assist you with further information.

Our employment policies are intended to provide you with general information about the District and the terms and conditions of your employment with us. We do not expect this handbook to address all of your questions nor does this handbook contain all of the information you will need during the course of employment. You will receive information through various notices as well as orally.

Shaler Area School District is committed to regular review of its policies and benefits. Accordingly, the policies and benefits outlined in this handbook are subject to review, modification and termination by Shaler Area School District at any time without prior notice and at its sole discretion.

Equal Employment Opportunity

Shaler Area School District is committed to providing equal opportunity in all of its employment practices including: selection, hiring, promotion, transfer and compensation of all qualified applicants and employees without regard to race, color, religion, sex/gender, national origin, citizen status, age, disability or any other status protected by law.

Shaler Area School District Mission Statement

The Shaler Area School District will educate and challenge all students to maximize their academic, social, emotional, and physical development. Students will strive for excellence in information processing skills, problem solving, and effective communication. Our safe and caring learning environment, created in partnership with parents and community, will inspire life-long learners who are contributing citizens, responsive to change and sensitive to the needs of others.

Shaler Area School District Vision Statement

The Shaler Area School District is committed to providing a comprehensive learning environment designed to meet the diverse needs of each student in an ever-changing world.

Shaler Area School District Shared Values

We believe that:

- Learning is a life-long process
- All people can learn, but in different ways
- Learning occurs best in a safe, caring, nurturing, and comfortable environment
- Recognizing and respecting the diversity of all people enriches our school community
- A well-balanced education prepares students for a changing society

- The school district, as an organization, has the responsibility to provide the structure and resources to maintain a quality educational program
- Quality education is the shared responsibility of students, teachers, administration, parents, and community response to change defines any dynamic organization



SHALER AREA SCHOOL DISTRICT

Academic Expectations

- 1. Commit to High Expectations for Learning***
- 2. Engage in Rigorous Instructional Practice***
- 3. Implement the Aligned and Relevant Curriculum***

Shaler Area School District will meet the needs of all students by committing to high expectations for learning, engaging in rigorous instructional practice, and implementing the aligned and relevant curriculum.

Professional Responsibilities

Work Hours (Collective Bargaining Article 17 and Board Policy 432 and 804)

- Below are the work hours for the following buildings and AESOP call off cut off times to use the AESOP system:

Primary Schools	8:15 a.m. – 3:55 p.m.	(AESOP – 7:35 a.m.)
Elementary School	7:50 a.m. – 3:30 p.m.	(AESOP – 7:10 a.m.)
Middle School	7:25 a.m. – 3:05 p.m.	(AESOP – 6:45 a.m.)
High School	7:00 a.m. – 2:40 p.m.	(AESOP – 6:20 a.m.)
- On Fridays and on days before a holiday in which school is not in session, teachers may leave after the dismissal of students with the exception of teachers assigned to bus duty.
- Teachers should be using the check in/out procedure when reporting to their building and when leaving at the end of the school day.
- In the event of an emergency, please try to call so the office may arrange coverage as needed.

Reporting Off (Collective Bargaining Article 14 and Board Policy 111)

- All staff should utilize the AESOP substitute/call-off program in order to secure a substitute. If it is a sick day for family illness please note that in the **Notes to Administrator** section of the AESOP system when submitting an absence. If it is past the call off time for the AESOP system please contact the Central Office at 412-492-1200 X2809 as well as your building principal when calling off for evening events (Your building principal may want you to also call the building secretary).
- If you know in advance that you will be reporting off, please enter your absence in Aesop as soon as possible to improve the likelihood of securing a substitute.
- If you are attending a workshop or meeting, please notify the office of the date so it can be marked on the office calendar. You must also put it in the AESOP system as a Professional Day and include in the notes/comments section the details of the Professional Day.
- If it is necessary to give instructions for the substitute or send materials, make the necessary arrangements with the principal's office. You can also include a note in the AESOP system for the substitute.
- Always complete a "Request for Absence Form" found in the office for absences requiring documentation or an explanation such as Legal Leave, Jury Duty, Emergency Day, FMLA Day, Military Leave, or Unpaid Leave.
- Staff interested in attending a conference should complete the blue "Request to Attend Professional Conference" form, **prior to registration**. It should be turned in to the building principal. Upon approval, follow the above reporting off procedures.
- On Early Dismissal Days: If you are absent in the a.m. make sure you request a substitute for the a.m. Substitutes have been made aware that the a.m. extends slightly beyond a normal a.m. sign-out time. If you are absent in the p.m., make sure you do not request a substitute for the p.m. **IMPORTANT** – If you are absent for a full day a.m. and p.m.; you must register two absences (one for the a.m. for a substitute and one for the p.m. no substitute required).
- Professional Release Days – Professional Development Request Forms are available through your building secretary. These blue forms are to be used when requesting to attend a professional conference both outside and inside the District.

Personal Days (Collective Bargaining Article 14)

- A two day notice is required for all personal days requests prior to the day of the requested leave, your request must be submitted on AESOP.
- A maximum of 10% of the members may be out on any given day for a personal day.

Leaving the Building (Collective Bargaining Article 17 and Board Policy 440)

- Staff may leave the building during the 30 minute duty free lunch period.
- If you plan to leave the building, please sign in and out of the office, and make sure someone knows you are leaving.
- If you request to leave early, you must sign **an early release form** and have it signed off by the principal at least 1 day prior to your request.

Telephone Messages (Board Policy 908 and 915)

- Messages will be left in your mailbox or forwarded to your voicemail.
- Classes will not be interrupted for phone messages.
- Please indicate your preparation time to anyone who would be calling you for personal reasons.
- If there is an emergency, please notify the building secretary.

Voicemail, email and cell phones (Board Policy 908 and 915)

- Check voicemail daily for messages from parents and others.
- Check email regularly for messages.
- Please do not respond to anonymous email messages. If there is not a name or student name, do not respond.
- Cell phones should only be used during preparation and lunch times. Please set ringers/tones to silent or vibrate at all times.
- Please do not share personal phone numbers with parents.

Mailboxes (Board Policy 908 and 915)

- Check your mailbox several times during the day.
- Do not send students to check mailboxes. Parent and staff information must be kept confidential.

Handling and Retention of Cash and Other Valuables (Board Policy 440, 705)

- Money is to be secured and locked at all times. Large sums of money should be secured in the Activities Office safe.
- Preapproval from the office is required when asking students to bring in money.
- Please refer anyone to the cafeteria or Activities Office for change.

Food (Board Policy 440, 703, 705)

- Keep all liquid drinks in a mug like container with a lid. This will present a more professional appearance as well as prevent spills in the halls and classroom.
- Food kept inside classroom must be properly stored in sealed containers off the floor.
- Be sensitive to food allergies others may have. Peanut products should be kept in staff lounges only.
- The refrigerator in the nurse's office and main office is not to be used by staff.

Staff Lounge/Work Room Hygiene/Cleanliness (Board Policy 440, 703, 705)

- Clean up after yourselves.
- Check the refrigerator regularly for unused food.
- Do not remove items from the lounge.
- Clean up spills and wipe the microwave out regularly.

Viewing of Movies and Other Audio Visual Material (Board Policy 440)

- All movies should be of an educational purpose and be rated G or PG.
- Movies not rated G or PG should be approved by parents via a letter sent home.
- Other audio visual material should be age and grade appropriate.
- Questionable materials should be approved by the principal.
- If you are unsure of the appropriateness of a movie- a resource to check is www.commonsensemedia.org

Chain of Command (Board Policy 218, 219, 440, 908, 915)

- All building issues should be handled via the chain of command.
- Parents will first be referred to the classroom teacher to rectify situations.
- Administration will become involved at the request of a parent or teacher if the problem has not been solved or if the problem is of a sensitive nature.

Personal Technology Usage (Board Policy 815)

- Staff members are discouraged from using social networking sites such as, Facebook and Twitter and identifying Shaler Area School District on their page. Also these websites should not be accessed from a school computer.
- All parental email contact should be via your school email address. Do not exchange personal email addresses with parents.
- Remember the use of the Internet, email, or the district network is a privilege, not a right. Unauthorized and illegal use will result in the cancellation of those privileges and appropriate disciplinary action.

Dress and Groom (Board Policy 525)

- Employees set an example in dress and grooming for students and the community at large. Compliance with reasonable standards for attire and grooming has a positive effect upon the district's operation and programs.

Personal Injuries

- Teachers injured on school premises are to report the matter immediately.
- Compensation insurance requires filing of the report within 24 hours.
- Forms are obtained from the school nurse.

Liability of Teachers (Board Policy 440)

- Teachers must be present in the room while students are under his/her supervision.
- In case of emergency, the office must be notified and a relief teacher will be sent.
- Staff must sign a student's agenda for any student running errands and/or leaving the classroom.

Room Responsibilities

- At the close of the afternoon session, please see that windows are closed and locked. Lock your door before leaving for the day.
- Teachers are responsible for seeing that no marks or defacements are placed on books, furniture, or equipment.
- No tape of any kind shall be used to fasten anything to a chalkboard.

Faculty Meetings (Board Policy 432 and Collective Bargaining Agreement 17.B)

- The work day may be extended for the purpose of faculty or department meetings once per month for no more than 30 minutes.
- All teachers are required to attend professional meetings (unless excused beforehand by the principal or assistant principal).
- Please set these days aside and do not schedule medical appointments, etc. on these days.
- Meetings may be postponed at the discretion of the building principal.
- A listing of your Faculty Meetings will be shared with you at your building in the beginning of each school year.

Advisory Council Meetings

- Meetings are scheduled once a month.
- All team leaders and department chairpersons are required to attend (unless excused beforehand by the principal or assistant principal).
- Provide agenda items to the office prior to the meeting.
- All staff is welcome at any of these gatherings.
- Please share concerns, issues, and information with your building representatives.
- A listing of your Advisory Council Meetings will be shared with you at your building in the beginning of each school year.

Print Shop

- The Building copy machine is for minimal copy use.
- Any reproductions for the entire class (25 or more) should be sent to the Print Shop (ext. 2810).

- All printing must be duplex unless authorized by the principal.
- Please allow 4-5 days for printing.
- Staff is encouraged to use the DocuTech system to submit orders to the Print Shop.
- Both Central Office and the building principal will be responsible for monitoring copies in their perspective building.
- Please refer to the Print Shop brochure for more specific instructions.

Technology Equipment Distribution

- Teachers will receive building level instructions for the acquisition and sign-out of Technology & Multimedia equipment from their building Technology Support Teacher and/or Building Administrator.
- Teachers should secure equipment in their classrooms at all times. If equipment is missing it should be immediately reported to the Main Office and the District Technology Technician.
- Teachers are not to modify the configuration of any district owned hardware (i.e. computer, IPAD, laptop, projector and printer).
- Equipment should not be removed from the building without written approval from the Technology Department. This does not include laptops and iPads issued to teachers.
- Any issues with the equipment should be documented and submitted through the IT Help Desk System.
- In the event that any district owned technology equipment is lost or damaged it must immediately be reported to the Director of Curriculum and Technology and the Building Principal.
- When utilizing a building computer lab students should be monitored at all times and should not be left unsupervised at any time.

Technology Help Desk System

The IT Help Desk Ticketing System is to be used by all employees (Administrators, Clerical, Teaching, Maintenance and Para Professionals). The Help Desk allows for problem documentation, better tracking of materials (i.e. toner cartridges), hardware with reoccurring issues and help to plan for hardware replacements throughout the district.

The IT HelpDesk can be visited by clicking on "*IT HelpDesk*" Link on the Shaler Area School District Webpage. **ALL technology issues should be reported through this system**

Below is a sample of some of the categories we have created in order for you to help identify and route your technology issue(s). If your issue does not fit into a particular category we do have a 'miscellaneous' category.

- Accounts
- Diagnostic Assessment Systems (CDT; STAR)
- Blackboard
- Core Administrative Systems (ProSoft)
- Curriculum Management (EdInsight)
- Data Restore
- Desktop/Workstation

- DVD/VCR Unit
- Email
- Equipment Checkout
- Grades/Comments (GradeQuick)
- Interactive Whiteboard
- Internet Filter (WebSense)

Class Coverage (Collective Bargaining Agreement 17.C)

- From time to time, it will be necessary for you to be assigned to cover a class when a substitute is not available.
- Each morning, please look for coverage sheets in the front office in your mailbox.
- Teachers should check with the Principal's/Building Secretary each morning for uncovered classes.
- If interested in class coverage, please see the building secretary.
- Any employee who loses a preparation period and/or structured period because of an alternative assignment shall be compensated as stated in the Collective Bargaining Agreement 17.C.2.

Textbooks

- Pick up textbook assignment sheets in the office.
- Use the following heading in blanks at top of cover: Textbook Assignment, Name of Textbook, Teacher's Name, Subject and Grade, Class Period
- List class roster alphabetically (boys and girls mixed).
- Copy book numbers and condition in class record book.
- This is your record. Deliver a copy to the Main Office.

Book Marking

- Strict accounting must be kept of all books.
- Teachers are urged to have a book check at least once a grading period.
- New textbooks are numbered with the date of the year purchased, number of book and the condition of the book. For example: (2009-10A)
A – New B – Good C – Fair D – Poor E – Bad
- This should be done at the distribution of the books.

Observations/Classroom Visitation

- Classroom visitors may include members of the Central Office staff or the administrative staff of the building.
- When visitors enter the room, the classroom procedure should go on without interruption.
- It is the discretion of the visitor if he/she wants to remain.
- If convenient, make sure the visitor receives a textbook, lesson plans, lesson guide, etc.
- A conference may be scheduled following a classroom visit.

Classroom Speakers (Board Policy 910, 912, 913)

- The office should be notified of all classroom speakers prior to their arrival at the building.
- All speakers must sign in and out of the office.
- Speakers should be appropriate to the students' age and also be related to the course of study or curriculum.

Department/Grade Level Chairpersons/Building Support– Responsibilities

- Takes a leadership role with the department/assigned grade level in all curriculum writing, materials selection and all other instructional changes.
- Acts as a liaison between the teachers of his or her department /district wide grade level/ primary building and the principal and district administration.
- Works cooperatively with the principal/Assistant to the Superintendent and the Director of Curriculum & technology to develop and implement department in-service programs.
- Will implement district initiatives for the purpose of curriculum and program improvement. All progress will be reported to the Assistant to the Superintendent.
- May assist the administration in the interviewing and selection of teachers.
- Works with the principal/Assistant to the Superintendent and the Director of Curriculum & Technology to encourage department/grade level members to keep abreast of developments in their field by: recommending attendance at conferences and workshops, maintaining appropriate memberships in professional organizations and distributing research articles that address best practices in their field.
- Schedules and sets the agenda for all departmental/grade level meetings (a minimum of three meetings must be held during the year.) A copy of the agenda and a summary of each meeting will be sent to the building principal/Assistant to the Superintendent and the Director of Curriculum & Technology.
- Assists in the review of new materials and textbooks and makes recommendations for purchase.
- Will be responsible for maintaining records for the distribution of texts and other instructional materials and the maintenance and collection of these materials.
- Maintains inter-subject lines of communication and facilitates with the integration of the department subject area into the total instructional program.
- Is responsible for all reports concerning the department/grade level.
- Promotes the department within the system and in the community.
- Will be an active participant in the group responsible for developing, coordinating, and evaluating any district-wide testing program that is adopted to determine the level of success in the delivery of the curriculum content to the students.
- Assists in the orientation of new instructors into the department and takes an active part in the induction program.
- Works cooperatively with the principal/Assistant to the Superintendent and the Director of Curriculum & technology to coordinate the review of all available test results relating to the content area and making specific suggestions for the improvement of the curriculum and instruction.
- Works cooperatively with the principal and building staff to develop and implement in-service planning for each succeeding school year.

- Assists teachers in his/her department/grade level by conducting collaborative observations with the intent to provide productive feedback that serves to enhance the instructional process. It is not the intent to supervise, but to help, support, and promote a collegial environment.

Team Leader Responsibilities

- Meet three days per week with members.
- Conduct, direct, and guide team meetings.
- Facilitate **and document** parent meetings and conferences **and meetings with students**.
- Establish a method of documentation for team disciplinary actions with students **and SAP team**.
- Keep and maintain accurate records of all students and the accommodations made by the team (please pay particular attention to the needs of special education, 504 service agreement, physically handicapped and ADHD students).
- Maintain open lines of communication with guidance counselor and administration.
- Communicate with other team leaders to share information and ideas – combined team meetings.
- Encourage team members to establish Curriculum Based Activities and promote team spirit.
- Encourage interdisciplinary instruction within and outside the team.
- Submit bi-weekly meeting update to the principal.
- Attend monthly Advisory Council meetings.

Parking

- Staff should park in the designated area, unless the individual teacher has permission from either the building principal or Central office. Violators will be towed at their own expense for continuing to park in an unauthorized area.
- You will be provided with a SASD parking permit by your building administrator, please display this parking permit in a prominent area inside your car.

Morning Procedures

Student Arrival (Board Policy 432, 804)

- All staff should be positioned outside of their doors at the appropriate time, if not on morning supervision.
- Be on time for morning supervision. Please report to your assigned location no later than 5-10 minutes prior to the student's arrival.

Student Attendance (Board Policy 204)

- Students will be marked late after the tardy bell, unless otherwise instructed by the Main Office.

- Complete the attendance in Grade Quick and/or complete forms as designated by the Building Administrator and return the envelope to the Guidance Office.
- Send all student excuses and/or educational requests to the Guidance Office in the Attendance Envelope.

Dismissal Procedures

Student Dismissal (Board Policy 432, 440, 705, 804)

Bus Passes

- Students are not permitted to ride the bus home with their friends without permission from the building principal and even then, request will only be granted in an emergency situation.
- Bus passes will only be issued by the main office. Please send the student with the bus pass request to the office.

Bus Supervision

The responsibility of each supervisor is to help in the safe and courteous behavior of students while they board the buses.

1. Move to bus supervision area as quickly as possible.
2. Make sure all students are standing back from curb approximately 12 inches.
3. Line students up to avoid pushing and accidents boarding the bus.
4. Stay with students until all buses have departed.
5. Report any misbehaviors and or problems to the main office.
6. Remind students to walk at all times - record and report any incidents.

Hall Supervision

In order to maintain a safe and orderly environment it is important that all of us consistently work to maintain proper student behavior in the hallways. Between classes and at dismissal times each of us can contribute to this goal.

- Classroom teachers are asked to be at their doors prior to the start of class to monitor the hall between periods.
- Teachers not assigned to a class should also help monitor halls during class changes.
- Teachers should monitor the restrooms as they move through the building.
- Make sure that any student(s) moving through the hallways during scheduled class periods has a signed agenda.
- It is important to watch for students trying to leave the cafeteria during the lunch periods.
- Teachers should monitor all outside doors in the vicinity of their classroom and make sure they are completely closed.
- Teachers not assigned to a specific area are to move about the building during the assigned period. Check each student for an agenda escorting those who do not have a signed agenda back to class.

- Please follow the sign in/out procedures that are used in your building.

Student Photographs

- There are times throughout the school year when photographs of students are taken at events, activities, in class, for print media, or for district web sites.
- A Photo Release form is included in the Parent/Student Handbook. Parents must sign and return if they **do not** give permission for their child's photograph to be used in any print media related to Shaler Area School District.
- All photo release forms should be turned in to the main office and a list will be generated.

Student Supervision (Board Policy 440)

- Students are never to be left without adult supervision. Please ask another teacher to supervise your class if you must leave for an emergency. Any photocopying, phone calls, etc., should be taken care of during non-instructional times.
- If you have an emergency and cannot arrange coverage, please contact the office.
- All homeroom teachers should be in classrooms each morning for the arrival of students.

Student Phone Usage (Board Policy 440)

- Students are to use the office phone only in circumstances deemed appropriate by the office staff.
- Students should not be using teachers' cell phones.
- Students should use classroom phones in cases of emergency or a change to scheduled school activities only.

Student Custody (Board Policy 207, 440)

- A confidential custody list will be produced by the end of September.
- All information is on a need-to-know basis.
- All custody matters should be directed to the office.

Health Information

Sending Students to the Health Office (Board Policy 440, 207)

- Students must have a "health room pass" with a written explanation of their illness.
- Unless a student is seriously ill, all students travel to the nurse alone.
- Students should see the nurse only for injuries that have occurred in school.
- Use discretion when sending students to the nurse.
- Please read and pay attention to the health information distributed at the beginning of the year. Please keep this information in a secure location.

Medications (Board Policy 210)

- The school nurse is the only person permitted to dispense any medication.

- Protect yourself with rubber gloves if a student is bleeding (Universal precautions). If you need a universal precautions kit, please see the nurse.
- Report any student that you suspect might be self-medicating.

Use of Products and Chemicals in the Classroom (Board Policy 440, 703, 705)

- No aerosols or sprays should be used around students (that includes air fresheners), unless preapproved.
- No plug-ins or solid air fresheners should be used around students.
- No students should be utilizing chemical cleaners in the classroom, unless preapproved.
- Soap and water should be used to clean in the classrooms.
- Students should use school purchased rubber cement only.

Suspensions of Abuse or Suicide (Board Policy 236)

- Report any suspected abuse to Child Line at 800-932-0313.
- Take all threats of suicide seriously. Report them to the office immediately.
- Complete Suicide Prevention Training as required by the state

Daily Schedules, Lesson Planning, Grade Book Maintenance

Lesson Planning (Board Policy 111)

- Lesson Plans must be submitted electronically to the “L” drive.
- Maintain up-to-date lesson plans and have current plans on desk.
- Lesson plans are due Friday, by the end of the day, for the upcoming week, for the Building Administrator to review.
- To be prepared for the unexpected, a set of lesson plans must be developed and kept in a substitute friendly location.
- Ideas to consider about lesson plans:
 - The format for lesson plans shall be decided at the building level, i.e., school wide formats, departmental formats or any individual formats – or any combination thereof – are acceptable.
 - Lesson plans shall include an objective, description of the procedure, needed resources and assessment techniques. When commercially prepared plans are in use, lesson plans shall simply refer to the appropriate phase or aspect of the program under study.
 - Plans may be prepared for each lesson or on a long-term basis, i.e. unit of work, whichever is most appropriate. Material to be used in a lesson(s) such as duplicated material, CDs, films, transparencies may serve as an integral part of the plan.

Teacher’s Desk

- A daily class schedule with each room number listed.
- Set of books should be available for visitors.
- Printed lesson plans should be on your desk during session for teaching guide and for use of supervisors. When not in use, keep this in center drawer of desk at all times.
- Class roster Seating chart (up to date) for each class
- Emergency procedure kit stored

Materials for Substitutes

- It is your responsibility to have complete lesson plans available at all times.
- A substitute folder with emergency lesson plans should be kept in the office at all times. Please pick up sub folder in the main office, assemble, and return.
- It is your responsibility to make sure that materials in the folder are kept current.
- The following information is to be placed in the folder.....
 - Your teaching schedule (include names of co-teachers for inclusion classes)
 - Team members / neighbor teachers
 - Your desk location/office
 - An emergency lesson plan for one day of instruction
 - Your voice mail number
 - Seating charts
 - Class rosters
 - List of students with IEP's and relevant information regarding each of those students including accommodations, modifications and daily procedures
 - Teacher's aide name and schedule (if applicable)
 - Contact person
 - Anticipated lesson plans
 - Emergency information procedures
 - Morning supervision schedule
 - Bus supervision schedule
 - Specific health/behavioral information relating to the students
 - Duties

Grade Book (Board Policy 212, 213)

- All staff members K-12 are required to use the Grade Quick Electronic grade book.
- Please keep grade entries current.
- Grade books may be reviewed at different times throughout the year.
- Midterm and report cards are to be submitted by the timeline that is established by the School District.

SASD GradeQuick Web Instructions and Helpful Hints

Getting Started:

- Launch Internet Explorer
- Click on the Edline link on your school web page or go to www.edline.net.
- Log in to GradeQuick Web using your screen name and password. (INITIAL ACCOUNT SET UP INSTRUCTIONS ON PAGE 7 in the User's Manual on Edline)
- Edline is now the way to manage your GradeQuick files
- Remember you must access your gradebook via the web; not via the desktop/network
- To access GradeQuick Web on your home computer, you MUST install the plug-in the first time you log on from home. You only need to download the plug-in once for each computer you use at home. (PLUG-IN INSTRUCTIONS ON PAGE 11 in the User's Manual on Edline)

- Positive progress reports to students are encouraged

Changing Course Names:

- Log in to www.edline.net using your screen name and password
- Place cursor over **My Classes & Shortcuts**
- Move cursor to the right and select desired course
- The course page will open
- Place cursor over **Command Center**
- Move cursor to the right and select **Manage Class**
- In the Class Name box, place cursor at the end of the listed name and add either the period or section number you would like – however you choose to differentiate your classes from each other
- DO NOT CHANGE THE COURSE **NAME** OR COURSE **NUMBER**!! Only add a period or section number to the end
- For example: *Math 6 – Section One* or *Physical Science 8 – Period 4*
- Click on the Save box at the top of the screen

Opening a Class:

- Log in to www.edline.net using your screen name and password
- Place cursor over **My Classes & Shortcuts**
- Move cursor to the right and select desired course
- The course page will open
- Place cursor over **Command Center**
- Move cursor to the right over **Gradebook** and continue moving to the right until you click on **Semester One 10-11 GradeQuick Web**
- Once you click Semester One 10-11 GradeQuick Web, you will be viewing the file for the selected class
- ALL your classes will be opened at this time in GradeQuick Web and you can move from class file to class file by clicking on **Window** on the main toolbar and selecting the file you want to view.
- Moving from one GradeQuick file to another AUTOMATICALLY saves all information. The save option is automatic and is no longer an option under File/Save.
- Once the file is open, GradeQuick will look the same as it did in the past. Most of the functions are exactly the same, with a few added features.
- Directions for entering tests and assignments are located on PAGE 33 in the User's Manual on Edline.
- Grades will automatically be pulled from your GradeQuick files twice a week by the district. See the directions on PAGE 79 if you choose to update your grades to the server on a daily basis. The SASD server updates every evening.
- It is each teacher's responsibility to maintain an up-to-date gradebook.
- Edline manages both GradeQuick Web and the new parent access system.

Progress Report and Grades:

- You will be responsible for entering the progress report information and grades by the due dates listed in this handbook.
- The information will be pulled AUTOMATICALLY from your files on the due date.
- You will not need to SEND progress reports or grades as you did in the past.

Grading Policy (Board Policy 213)

Grading Scale		Weighting			
			CP	Honors	AP
A+	97.50-100	A+	4.08	4.77	5.51
A	91.50-97.49	A	4.00	4.68	5.40
B+	88.50-91.49	B+	3.08	3.60	4.16
B	81.50-88.49	B	3.00	3.51	4.05
C+	78.50-81.49	C+	2.08	2.43	2.81
C	71.50-78.49	C	2.00	2.34	2.70
D+	68.50-71.49	D+	1.08	1.26	1.46
D	63.50-68.49	D	1.00	1.17	1.35
F	63.49-Below 0-Lowest Percentage Reported	F	0	0	0

(Reflects weights of 1.17 for Honors and 1.35 for AP)

Grading and Communication

Progress Reports (Board Policy 212, 213, 908)

- Progress reports will be distributed to the students at designated times.
- Students take home two copies of progress reports (one to keep, one to be signed and returned).
- Please collect signed progress reports for documentation of parental review.
- If a student begins to falter or experience difficulty before or after the midpoint, teacher must notify the parents.
- Subject teachers should monitor student deficiencies and work with the Guidance Department and the home to alleviate failure situations.
- It is recommended that if any significant changes occur in a student's grade, parents should be notified with a telephone call at any time during the nine week period.
- If you have had conferences or telephone conversations with parents or guardians concerning a student's progress, please keep the appropriate documentation.
- Any student who receives an asterisk next to his/her grade due to adaptations (not students with IEPs) must have a progress report sent to explain what adaptations were made in the general education curriculum.
- All staff must utilize the ProSoft progress reports.
- Positive progress reports to students are encouraged.
- [Student progress](#) report cards are not printed and sent home with children in [Grades 4-12](#). Parents/guardians will have the ability to access and print student progress information through

Edline at any time. Progress reports and report cards will be posted in accordance with the District Term Start/End Date calendar.

Parents/guardians that do not have access to the internet are able to request paper copies to continue to be sent home. At any time throughout the school year a parent can make this formal request through the Main Office/Guidance Office. Any questions regarding Edline should be directed to the Technology Department via edline@sasd.k12.pa.us.

Progress Report / Report Card Comments (Elementary/Middle/High School)

A	--excellent grade
B	--above average grade
C	--average grade
D	--below average/passing grade
F	--failing grade
I	--incomplete/missing assignments
M	--medical excuse
S	--satisfactory progress
U	--unsatisfactory/inconsistent work
E	--commendable effort/participation
G	--has shown improvement
H	-- high quality work
J	--positive behavior/cooperative
K	--pleasure to have in class
L	--outstanding student
N	--needs to dress for gym class
O	--needs to bring materials to class
P	--works to potential
Q	--not prepared for quizzes/exams
R	--poor class attendance/tardiness
T	--tutoring recommended
V	--adaptations have been made
W	--conference/call requested
Y	--needs to put forth more effort
Z	--off task/inattentive

Progress Report / Report Card Comments (Primary Schools)

• Follows directions	or	Does not follow directions
• Listens attentively	or	Does not listen attentively
• Completes work independently	or	Does not complete work independently
• Demonstrates organizational skills	or	Does not demonstrate organizational skills
• Follows classroom and school rules	or	Does not follow classroom and school rules
• Completes homework assignments	or	Does not complete homework assignments
• Exhibits self-control	or	Does not exhibit self-control

Report Card Procedures (Board Policy 212, 213)

For any student who has received adaptations and/or modifications, an asterisk must be placed next to the grade and the adaptations/modification form must be completed and sent with the report card. A copy of the form must be given to the office.

2015-16 Term Start and End Dates

FIRST REPORT PERIOD

1 st Day of Report Period	Wednesday, August 26, 2015	
Progress Reports must be in GradeQuick	Friday, September 25, 2015	
Progress Reports Issued to Students	Tuesday, September 29, 2015	
Report Period Ends	<u>Thursday, October 29, 2015</u>	(45)
Report Card Grades must be in GradeQuick	Monday, November 2, 2015	
REPORT CARDS ISSUED TO STUDENT	Thursday, November 5, 2015	

SECOND REPORT PERIOD

1 st Day of Report Period	Friday, October 30, 2015	
Progress Reports must be in GradeQuick	Friday, December 4, 2015	
Progress Reports Issued to Students	Tuesday, December 8, 2015	
Report Period Ends	<u>Thursday, January 14, 2016</u>	(90)
Report Card Grades must be in GradeQuick	Monday, January 18, 2016	
REPORT CARDS ISSUED TO STUDENT	Thursday, January 21, 2016	

THIRD REPORT PERIOD

1 st Day of Report Period	Tuesday, January 19, 2016	
Progress Reports must be in GradeQuick	Friday, February 19, 2016	
Progress Reports Issued to Students	Tuesday, February 23, 2016	
Report Period Ends	<u>Tuesday, March 22, 2016</u>	(135)
Report Card Grades must be in GradeQuick	Thursday, March 31, 2016	
REPORT CARDS ISSUED TO STUDENT	Tuesday, April 5, 2016	

FOURTH REPORT PERIOD

1 st Day of Report Period	Wednesday, March 30, 2016	
Progress Reports must be in GradeQuick	Friday, April 29, 2016	
Progress Reports Issued to Students	Tuesday, May 3, 2016	
**Senior Grades must be in GradeQuick	Friday, May 27, 2016 (By Noon)	
Report Period Ends	<u>Thursday, June 2, 2016</u>	(180)
Report Card Grades must be in GradeQuick	Friday, June 3, 2016 (By Noon and Verified)	
REPORT CARDS MAILED HOME		

NOTE: Grades must be entered into GradeQuick on the dates indicated above and by the times indicated for each building

Primary Schools (K-3)	4:00 PM
Elementary School (4-6)	3:30 PM
Middle School (7-8)	3:00 PM
High School (9-12)	3:00 PM

Rev. 6/23/15

SHALER AREA SCHOOL DISTRICT 2015-2016 ASSESSMENT CALENDAR

~As additional dates become available from the state, revisions will be posted~

Assessment	Date(s)	Grade Level(s)
PDE Classroom Diagnostic Tool (CDT) (Online)	(Test 1) September 21 – October 2 (Test 2) December 1 -23 (Test 3) February 1 – 12 <i>*CDT's can be administered outside of testing window for progress monitoring purposes.</i>	7-11
DIBELS Next	September 7-11 January 11-15 May 9-13	K-6
STAR Reading/Math Benchmark Assessments (Online)	September 7-18 November 9-20 May 2 - 13	K-6
NAEP (in selected schools)	January 25 – March 4	TBD
PSSA – English Language Arts (includes Writing)	April 11 - 15	3-8
PSSA – Mathematics	April 18 - 22	3-8
PSSA ELA, Mathematics and Science Makeups	May 2 - 6	As Needed
PSSA – Science	April 25 - 29	4-8 8
Keystone Exams – Algebra I, Biology and Literature	Winter Wave 1: December 2 - 16 Winter Wave 2: January 6 - 20 Spring: May 16 - 27	

	Summer: August 1 - 5	8-11
PASA – Math & Reading	February – March	3 – 11 (select students)
PASA – Science	February - March	3-11 (selected students)
AP Exams (see AP schedule for specific subject test dates/times)	May 2 - 13	11 & 12
PSAT	October 14	10 & 11
Mid-Term Exam	January 7 - 14	7-8-9-10-11-12
Final Exams	May 31 – June 2 May 16 - 25	7-11 12

No student vacations will be approved during standardized testing.

Communication to Community or Parents (Board Policy 212, 908)

- Please be timely in responding to phone calls and requests of parents.
- Parents will be strongly encouraged to make appointments for conferences.
- Any letters sent to parents or the community as a group or of a sensitive nature, must have the principal's approval. This procedure must be followed.
- Please send a copy of all letters that you send home to the secretaries so they may field questions that may arise.
- Keep any note from a parent that you feel may be important.
- Please keep the office informed of any special concerns or issues that may need administrative assistance.
- Keep a log of phone calls.

Graded Student Work (Board Policy 213, 908)

- **Prompts:** in being consistent with PA Core Standards, all reading, mathematics, and writing will be scored using the PA Rubric.
- Send home student work in a timely fashion.
- Record all grades promptly.

Homework Policy (Board Policy 130)

- Students should be given homework as deemed appropriate.
- All teachers must have a written homework policy. Please send a copy of that policy to the office.
- Homework policy should be distributed to all families during curriculum night.

- Homework should be meaningful and graded in a manner that is not punitive.

Homework Assignments

- A reasonable amount of homework and written preparation should be required.
- Homework should never be used as a means of punishment.
- Explain beforehand so that the assigned work is clearly understood.
- Be sure your assignment is meaningful and worthwhile.
- This is not the place for “busy” work.
- Keep assignments reasonable in length.
- Communicate with other team members in order to coordinate homework efforts.
- Assignments must be reviewed and evaluated to insure that the student’s independent work was correct.

Make-up Work

- Homework requests for long-term illness require, at least, a one-day notice to procure work (initiated by parent request).
- The Guidance Office secretary will send out the necessary forms.
- Homework will be sent home only if the student has missed three or more days.
- Teachers are to turn in assignments into the Main Office or the Guidance Office according to your building’s procedures.
- If a student is absent due to illness, they will have the same number of days to make up homework or tests as the number of days absent.
- The teacher has the discretion to extend this time if they see fit for extenuating circumstances.
- If a student is absent due to an educational trip and homework is given to the student, the homework must be completed and turned in when the student returns from **their trip**.
- If a student has been truant or has cut a class, homework or tests cannot be made up.
- If a student is on out-of-school suspension and homework has been given to the student, the homework must be completed and turned in upon the student’s return.

Extra Credit

- There is to be no extra credit issued to students.
- This issue should be discussed with parents at curriculum night.

Home / School Communication

Beginning of School (Board Policy 130, 213, 908, 915)

- Parent Letter / Syllabus
- Introductions of teacher/teachers
- Homework policy
- School and classroom rules and procedures
- Update and maintain your teacher web page/Blackboard

During the School Year

- Make contact with the parents by phone or mail.

- If a parent contacts you in writing or by phone, please follow up with a phone call as soon as possible.
- Teachers are encouraged to make positive contacts with families throughout the year.

Global Connect (Board Policy 908, 915)

- The purpose of the Global Connect Automated Phone Message System is for the District and/or individual buildings to place an automated call at a particular time of the day to distribute important information.

Field Trip and Program Procedures

Field Trip (Board Policy 121, 231, 440, 705, 810, 810.2)

When you are planning a field trip for your class, the following procedures must be followed.

- A field trip request form must be completed and submitted to the activities office for approval at least two weeks prior to the trip (60 days for out of state or overnight trips).
- A bus request form must be completed and submitted to the activities office.
- Notify the cafeteria of the date of your field trip at least two weeks in advance. Also, contact the cafeteria for bag lunches, if necessary. Make sure to complete all appropriate cafeteria paper work.
- Permission slips must be sent home with the student and returned.
- No students will be permitted to participate in the field trip without a written permission slip.
- Verbal permission cannot be given the day of the field trip.
- Nurses should accompany field trip groups - day trips and overnight trips

Program Procedures (Board Policy 910, 912, 913)

- Classroom teachers will be notified as early as possible about programs.
- Students are expected to follow all school and classroom rules while in attendance.
- Any teacher who keeps a student from a program must notify the parent and must make arrangements for that student. Students may not be left in front of the office without direct supervision. The secretaries are not to be supervising students.

Items for Room Display (Board Policy 440)

Items to be displayed in each classroom

- Vision and Mission Statement for SASD
- Academic Expectations
- Fire Drill Procedure
- Building safety procedure plan/folder of information

Hall work displays

- Standards should be posted in written form, not just in numbers.
- A copy of the assignment or description of the assignment
- Rubric (if applicable)

- Work displays should be changed frequently. No items should be displayed for more than a period of 3 weeks. Specific bulletin boards, presentations, etc., will be assigned by department heads.

Fire Drill and Safety Procedures

Review of Fire Drill Procedures

- Review the fire drill directions on the first day.
- Explain to students what to do if they are not with your class when the fire bell rings.
- Emphasize the importance of fire drills to students.

During a Fire Drill

- Exit signs are posted in each room.
- Take rosters and attendance record.
- Do a head count of students.
- Make sure all doors are closed and the lights are left on.
- Close all windows and doors of the classroom.
- Hall fire doors should be closed by the last person to leave.
- Evacuation should be as quickly as possible. We would like to have the entire building evacuated in 3 minutes or less.
- Have students move quickly and quietly to the designated area.
- A bell will ring to signify the completion of the fire drill.
- After the drill is complete, return to class and attendance must be taken.
- Problems concerning the fire drill should be reported to the office.

Safety Plan

- Please review the updated SASD Safety/Crisis flip chart.
- Please keep safety plan in designated area.
- Safety committee meetings to be held monthly, or on an as needed basis.

Weather Preparedness Drill

During WEATHER PREPAREDNESS WEEK, as set by the Governor, all Pennsylvania schools will participate in Weather Emergency Drills. Shaler Area School will participate in the drill as the "storm" passes over the western part of Pennsylvania.

Please inform students of the procedures to be followed during the drill and impress upon them the seriousness of this exercise. Explain the plan to your class and provide instructions to the students prior to the exercise.

The student body will be informed about the weather drill during the morning announcements and all staff members should reinforce the drill procedures with each of their classes and insist on total student

cooperation during the drill to insure everyone's safety. During the drill we will communicate via the PA system to initiate and to conclude the drill.

- All students will be accompanied by their teacher to the designated area in the building specific for your room.
- Students must be away from windows (glass) and exterior doors.
- Students should remain silent throughout the drill and be attentive to any announcement regarding their safety.
- Students will face a wall or locker, crouch or kneel down, place one arm in front of their face and one arm behind their head to protect them from injury.
- At the conclusion of the drill a signal will be given for all students and staff to return to their designated areas.

Bomb Threat—Building Evacuation - **NEVER USE CELL PHONES OR RADIOS**

- 1) A Building Evacuation announcement will be made, followed by the fire alarm bells.
 - If necessary, precautions must be taken to avoid the danger of evacuating past the location of a bomb by having an administrator notify those classes of alternate routes prior to evacuation. Unless otherwise notified, teachers should use their pre-determined fire evacuation door.
- 2) During the evacuation:
 - Take rosters
 - Leave lights on
 - Do not lock doors
 - Staff will be asked to follow their Evacuation Plan for their designated building. Take attendance. Account for all students at the time of the evacuation
 - Staff members who are on duty, having prep, etc., should attempt to clear the halls and restrooms and escort student during the evacuation. Teachers should assist students in re-joining their class.
 - Building principal will notify staff and students to re-enter.

Supply Requisitions

Supplies such as tablets, folders, and pencils will be requisitioned. A requisition form is to be completed and returned to the main office or the activities office. When requisitioning supplies please be specific – give the quantity, size, color, and description to eliminate errors. Teachers are asked to use careful judgment on requisitioning only what they actually need.

NOTE: Departments should indicate at budget time what types of supplies they anticipate using for the next school year. In this manner we can make sure that these supplies are ordered. If your department does not submit a list of anticipated needs during the budget process there is no guarantee that those supplies will be available for use the following school year.

Student Code of Conduct

Levels of student behavior and Corresponding Disciplinary Consequences:

LEVEL I

LEVEL I is minor misbehavior on the part of the student which impedes orderly classroom procedure or interfaces with the orderly operation of the school.

These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school personnel.

1. Examples of LEVEL I student behavior:

- a. Unacceptable social behavior
- b. Disrespect
- c. Classroom disturbances
- d. Classroom tardiness
- e. Cheating and lying
- f. Abusive or offensive language
- g. Failure to complete assignments or carry out directions

2. Staff Procedures:

There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. Repeated misbehavior may require a conference with the counselor or administrator. An accurate record of the disciplinary action is maintained by the staff member.

3. Disciplinary options/responses:

- a. Verbal
- b. Special assignment
- c. Behavioral contract
- d. Counseling
- e. Withdrawal of privileges
- f. Detention

LEVEL II

LEVEL II is misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.

These infractions, which usually result from the continuation of Level I misbehaviors, require the intervention of personnel on the administrative level because the execution of Level I disciplinary options has failed to correct the situation.

Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of the administrative personnel.

1. Examples of LEVEL II student misbehavior:

- a. Unmodified Level I misconduct
- b. School tardiness
- c. Truancy
- d. Smoking
- e. Using forged notes or excuses

- f. Disruptive classroom behavior
 - g. Cutting class
 - h. Leaving school grounds
2. Staff procedures:
- a. The student is referred to the administrator for appropriate disciplinary action
 - b. The administrator meets with the student and/or teacher and effects the most appropriate response
 - c. A record of the administrator's action is available for teacher review
 - d. An accurate record of the disciplinary action is maintained by the administrator
 - e. Parents will be notified
 - f. A parental conference may be held
3. Disciplinary options/responses:
- a. Continuation of Level I responses
 - b. Student behavior change
 - c. Behavior modification
 - d. Loss of social privileges
 - e. Peer counseling
 - f. Referral to an outside agency
 - g. Temporary suspension
 - h. In-school suspension
 - i. Time-out procedures

LEVEL III

Level III are acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.

These acts might be considered criminal but most frequently can be handled by disciplinary mechanism in the school.

1. Examples of Level III student misbehavior:
- a. Throwing objects
 - b. Unmodified Level II misconduct
 - c. Insubordination
 - d. Fighting (simple)
 - e. Vandalism (minor)
 - f. Theft
 - g. Threats to others which do not explicitly state or imply serious bodily injury or harm
 - h. Violation of Policy #220 Student Expression (re: unauthorized publications such as underground newspapers)
 - i. An initial complaint of sexual harassment of a covert nature. This may include jokes with sexual overtones, suggestive behavior, obscene gestures, insulting sounds, picture(s) which are graphic, sexually explicit, degrading or humiliating, and/or comments emphasizing sexuality or the sexual identity of an individual.
 - j. Other forms of harassment which include ethnic, racial, or religious intimidation

2. Staff procedures:
 - a. The administrator investigates the infraction and confers with the staff to determine the severity of infraction.
 - b. The administrator meets with the student and confers with the parent about the student's misconduct. A letter concerning the disciplinary action is issued to the parent.
 - c. An accurate record of offenses and disciplinary action is maintained by the administrator.
 - d. There is restitution of property and damages.
3. Disciplinary options/responses:
 - a. Continuation of Level I and Level II responses
 - b. Temporary removal from class
 - c. Temporary (1-3 days) suspension
 - d. Full (4-10 days) suspension
 - e. Involvement of the police

LEVEL IV

LEVEL IV are acts which result in violence to another's person or property or which pose a direct threat to the health or safety of persons in the school jurisdiction.

These acts are clearly criminal and are so serious that they always require administrative actions which result in the immediate removal of the student from school.

Possession and/or use of tobacco products can impair the health of students and, as such, will be considered to be a threat to their individual safety and the health of others as it relates to second-hand smoke. Refer to Policy #222 – Tobacco Use – for progressive discipline as it relates to tobacco possession or use.

It shall be a violation of School District Policy for any student or employee to possess, handle, transmit, keep, use, or threaten to use a weapon at any time while on School District property or while going to or returning from school or a school activity, event, or function by any form of transportation including a school bus, vehicle, or on foot.

1. Examples of LEVEL IV student misbehavior:
 - a. Unmodified LEVEL III misconduct
 - b. Bomb threat/arson/false fire alarm/dangerous weapon(s)
 - c. Assault/battery/both with or without a weapon
 - d. Vandalism (major)
 - e. Theft/possession/sale of stolen property
 - f. Possession, use distribution, attempted distribution or being under the influence of alcohol or any controlled substance (drug) while under the school jurisdiction
 - g. Threat of the use of a weapon to inflict serious bodily injury or harm including, but not limited to, the use of a weapon or toxic agents
 - h. Sexual harassment of an overt nature or recurring incidents of LEVEL III sexual harassment. Overt sexual harassment may include requests for sexual favors, physical touching, fondling, pinching, kissing, exposing oneself, or sexual assault.
- a. Staff procedures: The administrator verifies the offense, confers with the staff involved, and meets with the student. The student is read his/her constitutional rights.

- b. The student is immediately removed from the school environment. Parents are notified.
- c. A complete and accurate report is submitted to the Superintendent.
- d. The student is given a hearing before the Board.

2. Disciplinary options/responses:

- a. Level III disciplinary options
- b. Hearing (Superintendent)
- c. Expulsion (Board)
- d. Other Board action which results in appropriate discipline
- e. Involvement of legal/police authority

Mileage Chart of Distances between SA Schools

	Burchfield	Jeffery	Marzolf	Reserve	Rogers	Elementary	C. O. Middle School	High School
Burchfield	X	4.1	5.8	10.5	3.6	3.6	4.0	5.3
Jeffery	4.1	X	1.7	6.1	1.7	1.7	0.5	1.2
Marzolf	5.8	1.7	X	5.7	3.4	3.4	2.2	0.8
Reserve	10.5	6.1	5.7	X	7.8	7.8	6.6	4.9
Rogers	3.6	1.7	3.4	7.8	X	0.0	1.5	2.9
Elementary	3.6	1.7	3.4	7.8	0.0	X	1.6	2.9
C. O. Middle School	4.0	0.5	2.2	6.6	1.5	1.6	X	1.7
High School	5.3	1.2	0.8	4.9	2.9	2.9	1.7	X

Benefits

Benefits Eligibility

Full-time employees of the Shaler Area School District are eligible for benefits coverage, subject to the terms and conditions of the underlying plan documents and applicable law.

Life Insurance

- The School District will provide at its cost a Thirty Thousand Dollar (\$30,000) group term insurance policy on the life of each employee covered by the Collective Bargaining Agreement. In the event a change in carrier occurs, the District shall notify the Association in writing of such change, and also describe any policy changes, which may occur. This notice shall occur not later than fifteen (15) days prior to the change in policies.
- In addition to the aforesaid coverage of \$30,000 each employee covered by this Agreement shall have the right to purchase additional insurance of \$20,000 and the cost of such additional coverage shall be paid three-quarters by the School District and one-quarter by the employee. This premium will be adjusted annually to reflect the actual rate.
- The School District shall, upon notice by the employee, request in writing continued coverage from the insurance carrier for the employee who is granted a leave of absence. If, in the discretion of the insurance carrier, said employee, as defined above, is granted insurance coverage for additional months, the expense of said coverage shall be the responsibility of the employee. However, in the case where a professional employee is suspended, as set forth under the School Code, no life insurance coverage shall be provided under this Article.

Medical, Vision and Dental Insurance

Shaler Area School District will provide medical, dental and vision benefits for all full-time employees. Full-time employees are eligible for medical, vision, dental insurance effective the first day of the month following the first day of their employment contract.

Employees will be provided the choice of either the Keystone Blue HMO or the Highmark PPO health insurance coverage including the prescription co-pay endorsed by the Allegheny County Health Insurance Consortium.

For each employee who enrolls in the PPO or HMO program, the School District shall provide individual, husband & wife, parent & child, parent & children or family coverage and shall pay the cost of such insurance including the cost of any rate increase during the term of this Agreement except for the [pretax/IRC Section 125] monthly employee contributions outlined in the following chart:

HMO – Monthly Contribution *

Year	Individual	Family/ Husband & Wife/ Parent & Child
2015-2016	\$58	\$100

PPO – Monthly Contribution *

Year	Individual	Family/ Husband & Wife/ Parent & Child
2015-2016	\$88	\$150

**** Subject to any changes designated in the Collective Bargaining Agreement***

- After the conclusion of the work year until the beginning of the next work year, the District's contribution towards the employee's health, vision and dental insurance premiums shall be further prorated based upon the percentage of workdays in the previous work year the employee received compensation. Thus, if an employee had more than five (5) days during the work year for which they did not receive compensation, other than unpaid FMLA leave, those unpaid workdays will be divided by the number of workdays in the work year to determine what percentage of the District's contribution to the premium under Article 11A (a) the District shall contribute during the months of June, July, and August. The employees shall be responsible for paying the balance of the insurance premiums not paid by the District.

Medical Allowance

Instead of enrolling in the group hospitalization and surgical insurance program, an employee may elect to receive a cash medical allowance of \$1,800. If thirty-six (36) or more teachers select this option as of the first day of work in a given school year, each of the 36+ teachers would receive \$2,400 in the medical allowance for that school year only. The allowance shall be made in a prorated monthly contribution under Internal Revenue Code (IRC) Section 125.

Leaves of Absence**Bereavement**

1. Each professional employee shall be granted five (5) days leave without loss of pay and/or other benefits when a death occurs to a parent, child, spouse, or sibling.
2. Each professional employee shall be granted three (3) days of leave without loss of pay and/or other benefits when a death occurs to a daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandparent, grandparent-in-law or grandchild.
3. Each professional employee shall be granted one (1) day of leave without loss of pay and/or other benefits when a death occurs to an aunt, uncle, niece, nephew, or a first cousin.
4. All other requests for leave not specifically mentioned in paragraph 1, 2, and 3 above shall be granted according to Pennsylvania School Code.

Sick Leave

Each bargaining unit member shall be entitled to ten (10) days sick leave per school year as provided by Pennsylvania statutes provided. Employees may utilize up to ten (10) sick days per year to care for an ill or injured spouse, child or parent.

An employee requesting to take a Family and Medical Leave (FMLA) needs to contact the Human Resources Department at extension 2803 to obtain the FMLA booklet and forms. FMLA must be used concurrent with any other leave.

Each professional employee shall be notified of the amount of his or her accumulated sick leave on or before the first pay in September. Personal illness beyond three (3) consecutive days must be verified by a note from a physician or other practitioner.

District's Anti-Discrimination Policies

The Shaler Area School District is committed to a policy of non-discrimination against any applicant, student, and/or employee because of race, creed, color, national origin, sex, age, or handicap. Furthermore, it is the policy of the Shaler Area School District that all students and employees should enjoy an educational experience and/or working environment free from all forms of discrimination,

including sexual harassment. No student or employee, either male or female, should be subjected to unsolicited and unwelcome sexual overtures or harassment, either verbal or physical. Students and employees are encouraged to read and become familiar with the District's process for investigating and eliminating discrimination and sexual harassment. If a student or employee of the District feels that he/she has experienced discrimination or has been harassed, this process has been developed to provide relief from the discrimination or harassment.

Complaint Process

If you feel you have been discriminated against or harassed because of your race, creed, color, national origin, sex, age, or handicap, then you should notify your immediate supervisor or building principal immediately. If your building principal or supervisor is not available or you do not feel comfortable sharing your concerns with that person, or if your complaint involves that person, contact either of the District's Nondiscrimination Officers, Director of Human Resources, and 12-month School Psychologist, are located at the District Central Office at 1800 Mt. Royal Boulevard, Glenshaw, PA 15116. The Director of Human Resources can be contacted at (412) 492-1200 extension 2802 and the School Psychologist at extension 2818. Please be prepared to share the details of the discrimination or harassment you feel you have experienced. You will be asked to complete a copy of the Discrimination Complaint Form, which can be obtained in the Human Resources Department.

SASD Administrative / Clerical Staff

SUPERINTENDENT OF SCHOOLS

Superintendent Office	ext. 2801
Superintendent, Administrative Assistant	ext. 2801
Board Information Line	ext. 2899

ASSISTANT TO THE SUPERINTENDENT

	ext. 2831
Jeanne Hohlweg, Administrative Assistant	ext. 2834

HUMAN RESOURCES

Gary Mignogna, Director of Human Resources	ext. 2802
Mary Ann Allen, Administrative Assistant	ext. 2803
Rachelle Langell, Substitute Service	ext. 2809

BUSINESS OFFICE

Charles Bennett, Director of Business Affairs	ext. 2806
Susan McElhinny, Administrative Assistant	ext. 2807
Nancy Karlovich, Payroll	ext. 2811
Susan Strackhouse, Accounts Payable	ext. 2812
Suzanne Sperling, Benefits	ext. 2813
Linda Alessio, Transportation/Business Office	ext. 2824

PRINT SHOP

Nancy Cole	ext. 2810
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TECHNOLOGY & CURRICULUM

Dr. Bryan O'Black, Director of Curriculum & Technology	ext. 2825
Dr. Jennifer Tong, Network Administrator	ext. 2874
Terri Deah, Administrative Assistant	ext. 2805
Rick Jardine, Senior Computer/Media Technician	ext. 2832
Mitch Stivason, Computer/Media Technician	ext. 2875
Nate Niehaus, Computer/Media Technician	ext. 2873
Tom Wyant, Information Systems	ext. 2845/2006
Jackie Mozzetti, Administrative Secretary	ext.2006

SASD FOOD SERVICE

Jenny Pearson	ext. 1582
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BUILDING AND GROUNDS

John Kaib, Supervisor	ext. 2901
Kathy Coyle, Administrative Assistant	ext. 2900

PUPIL PERSONNEL SERVICES

William Watson, Director	ext. 2814
Donna Faulkner, Administrative Assistant	ext. 2815
Lynn Williams, Administrative Assistant	ext. 2816