

Penns Valley
Area
School District

2018-2019 Teacher Handbook



Empowering our students every day to reach individual success

This Staff Handbook is a guide to your responsibilities as a professional employee. It is prepared to ensure that uniform procedures are given to and received by each faculty member.

It is recommended that you take the time necessary to review the contents of your handbook. Please keep this important information available for future reference throughout the school year.

You should also review the school calendar for important future dates that pertain to you. Faculty members should be familiar with the policies in our school district. All policies are available on our website at www.pennsvalley.org

If you have any questions, please do not hesitate to stop in the main office and speak with an administrator.

Have a great 2018 – 2019 school year!



PENNS VALLEY AREA SCHOOL DISTRICT
TEACHER HANDBOOK
2017–2018

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PENNS VALLEY AREA SCHOOL DISTRICT



Vision Statement:

Empowering our students every day to reach individual success

Mission Statement:

The Penns Valley Area Area School District is a rural and progressive community dedicated to the well-being of each student. We seek to create engaged, passionate, and motivated life-long learners who will become contributing members of society. We are committed to effective communication within a supportive and trusting environment that will create a shared understanding between all members of the school community.

Equal Employment Opportunity Statement

We are an equal opportunity employer and educator who fully and actively supports equal access for all people regardless of race, color, religion, gender, age, national origin, veteran status, disability, genetic information or testing, family and medical leave, sexual orientation, and gender identity or expression. We prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint, or otherwise oppose discrimination. Compliance issues/questions should be directed to the Office of the Superintendent.

PENNS VALLEY AREA SCHOOL DISTRICT BELIEF STATEMENTS

We believe that...

1. Our primary responsibility is to engage, motivate and impassion learners.
2. A safe, caring, nurturing and comfortable environment promotes learning.
3. The educational process is best served when we respect and embrace the differences among all people.
4. Our partnered school community shares the responsibility for quality education and high performing schools.
5. Excellence is best-achieved and maintained by inspiring our staff through effective leadership, teamwork and the appropriate provision of resources.
6. A culture of continuous improvement promotes student achievement.
7. Learning happens in different ways, from different starting points, and becomes a life-long process.



PROFESSIONALISM / LEGAL COMPLIANCE

PROFESSIONAL CODE OF CONDUCT

The complete text of *Pennsylvania's Code of Professional Practice and Conduct for Educators* is included below. Teachers need to be familiar with this document.

Pennsylvania's Code of Professional Practice and Conduct for Educators

Section 1 - Mission

The Professional Standards and Practices Commission is committed to providing leadership for improving the quality of education in this Commonwealth by establishing high standards for preparation, certification, practice and ethical conduct in the teaching profession.

Section 2 - Introduction

(a) Professional conduct defines interactions between the individual educator and students, the employing agencies and other professionals. Generally, the responsibility for professional conduct rests with the individual professional educator. However, in this Commonwealth, a Code of Professional Practice and Conduct (Code) for certificated educators is required by statute and violation of specified sections of the Code may constitute a basis for public or private reprimand. Violations of the Code may also be used as supporting evidence, though may not constitute an independent basis, for the suspension or revocation of a certificate. The Professional Standards and Practices Commission (PSPC) was charged by the act of December 12, 1973 (P. L. 397, No. 141) (24 P. S. § § 12-1251 – 12-1268), known as the Teacher Certification Law, with adopting a Code by July 1, 1991. See 24 P. S. § 12-1255(a) (10).

(b) This chapter makes explicit the values of the education profession. When individuals become educators in this Commonwealth, they make a moral commitment to uphold these values.

Section 3 - Purpose

- (a) Professional educators in this Commonwealth believe that the quality of their services directly influences the Nation and its citizens. Professional educators recognize their obligation to provide services and to conduct themselves in a manner which places the highest esteem on human rights and dignity. Professional educators seek to ensure that every student receives the highest quality of service and that every professional maintains a high level of competence from entry through ongoing professional development. Professional educators are responsible for the development of sound educational policy and obligated to implement that policy and its programs to the public.

Section 4 - Practices

- (a) Professional practices are behaviors and attitudes that are based on a set of values that the professional education community believes and accepts. These values are evidenced by the professional educator's conduct toward students and colleagues and the educator's employer and community. When teacher candidates become professional educators in this Commonwealth, they are expected to abide by this section.
- (b) Professional educators are expected to abide by the following:

- (1) Professional educators shall abide by the Public School Code of 1949 (24 P. S. § 1-101 – 27-2702), other school laws of the Commonwealth, sections 1201(a)(1), (2) and (4) and (b)(1), (2) and (4) of the Public Employee Relations Act (43 P. S. § 1101.1201(a)(1), (2) and (4) and (b)(1), (2) and (4) and this chapter.
- (2) Professional educators shall be prepared and legally certified, in their areas of assignment. Educators may not be assigned or willingly accept assignments they are not certified to fulfill. Educators may be assigned to or accept assignments outside their certification area on a temporary, short-term, emergency basis. Examples: a teacher certified in English filling in a class period for a physical education teacher who has that day become ill; a substitute teacher certified in elementary education employed as a librarian for several days until the district can locate and employ a permanent substitute teacher certified in library science.
- (3) Professional educators shall maintain high levels of competence throughout their careers.
- (4) Professional educators shall exhibit consistent and equitable treatment of students, fellow educators and parents. They shall respect the civil rights of all and not discriminate on the basis of race, national or ethnic origin, culture, religion, sex or sexual orientation, marital status, age, political beliefs, socioeconomic status, disabling condition or vocational interest. This list of bases or discrimination is not all-inclusive.
- (5) Professional educators shall accept the value of diversity in educational practice. Diversity requires educators to have a range of methodologies and to request the necessary tools for effective teaching and learning.
- (6) Professional educators shall impart to their students principles of good citizenship and societal responsibility.
- (7) Professional educators shall exhibit acceptable and professional language and communication skills. Their verbal and written communications with parents, students and staff shall reflect sensitivity to the fundamental human rights of dignity, privacy and respect.
- (8) Professional educators shall be open-minded, knowledgeable and use appropriate judgment and communication skills when responding to an issue within the educational environment.
- (9) Professional educators shall keep in confidence information obtained in confidence in the course of professional service unless required to be disclosed by law or by clear and compelling professional necessity as determined by the professional educator.
- (10) Professional educators shall exert reasonable effort to protect the student from conditions which interfere with learning or are harmful to the student's health and safety.

Section 5 - Conduct

Individual professional conduct reflects upon the practices, values, integrity and reputation of the profession. Violation of § 235.6-235.11 may constitute an independent basis for private or public reprimand, and may be used as supporting evidence in cases of certification suspension and revocation.

Section 6 - Legal Obligations

- (a) The professional educator may not engage in conduct prohibited by the act of December 12, 1973 (P. L. 397, No. 141) (24 P. S. § 12-1251 – 12-1268), known as the Teacher Certification Law.
- (b) The professional educator may not engage in conduct prohibited by:
 - (1) The Public School Code of 1949 (24 P. S. § 1-101 – 27-2702) and other laws relating to the schools or the education of children.
 - (2) The applicable laws of the Commonwealth establishing ethics of public officials and public employees, including the act of October 4, 1978 (P. L. 883, No. 170) (65 P. S. § 401-413), known as the Public Official and Employee Ethics Law.
- (c) Violation of subsection (b) shall have been found to exist by an agency of proper jurisdiction to be considered an independent basis for discipline.

Section 7 - Certification

The professional educator may not:

- (1) Accept employment, when not properly certificated, in a position for which certification is required.
- (2) Assist entry into or continuance in the education profession of an unqualified person.
- (3) Employ, or recommend for employment, a person who is not certificated appropriately for the position.

Section 8 - Civil Rights

The professional educator may not:

- (1) Discriminate on the basis of race, national or ethnic origin, culture, religion, sex or sexual orientation, marital status, age, political beliefs, socioeconomic status, disabling condition or vocational interest against a student or fellow professional. This list of bases of discrimination is not all-inclusive. This discrimination shall be found to exist by an agency of proper jurisdiction to be considered an independent basis for discipline.
- (2) Interfere with students or colleague's exercise of political and civil rights and responsibilities.

Section 9 - Improper Personal or Financial Gain

- (1) Accept gratuities, gifts or favors that might impair or appear to impair professional judgment.
- (2) Exploit a professional relationship for personal gain or advantage.

Section 10 - Relationships with Students

The professional educator may not:

- (1) Knowingly and intentionally distort or misrepresent evaluations of students.
- (2) Knowingly and intentionally misrepresent subject matter or curriculum.
- (3) Sexually harass or engage in sexual relationships with students.
- (4) Knowingly and intentionally withhold evidence from the proper authorities about violations of the legal obligations as defined within this section.

Section 11 - Professional Relationships

The professional educator may not:

- (1) Knowingly and intentionally deny or impede a colleague in the exercise or enjoyment of a professional right or privilege in being an educator.
- (2) Knowingly and intentionally distort evaluations of colleagues.
- (3) Sexually harass a fellow employee.
- (4) Use coercive means or promise special treatment to influence professional decisions of colleagues.
- (5) Threaten, coerce or discriminate against a colleague who, in good faith, reports or discloses to a governing agency actual or suspected violations of law, agency regulations or standards.

The Code of Professional Practice and Conduct for Educators can be found at
22 Pa. Code § § 235.1 – 235.11
www.pacode.com/secure/data/022/chapter235/chap235toc.html
All questions should be directed to the Professional Standards and Practices Commission at
(717) 787-6576.

POLICY 824

No. 824

PENNS VALLEY AREA
SCHOOL DISTRICT

824 MAINTAINING PROFESSIONAL ADULT/STUDENT BOUNDARIES

It is the policy of the District that all adult (non-student) employees, volunteers, student teachers, and independent contractors shall and are expected to maintain appropriate professional, moral, and ethical contacts, relationships, and boundaries with District students, both in and outside of the school environment. Such contacts, relationships, and boundaries shall be conducive to an effective, safe, and positive learning environment.

The Board hereby directs the Administration to develop administrative regulations and take other appropriate action to carry out this policy, and more specifically to provide training and guidance to affected parties pertaining to conduct that would be prohibited and potential disciplinary action for any violation, and make them aware of the policy's existence and its accompanying administrative regulations.

This policy and its accompanying administrative regulations shall be included in the Faculty and Student Handbooks, posted on the District website, and communicated to affected parties by other appropriate means.

The building principal, or other appropriate District personnel, shall be available to answer questions about behaviors or activities that may violate professional boundaries as addressed in this policy, and defined in the accompanying administrative regulations.

Independent contractors doing business with the District shall ensure that their employees who have interaction with students or are present on school grounds are informed of the provisions of this policy.

No. 824-AR PENNS VALLEY AREA SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Maintaining Professional Adult/Student Boundaries

Policy 824 and these Administrative Regulations apply to adult (non-student) District employees, volunteers, and student teachers, and to independent contractors and their employees who interact with students or are present on school grounds. For purposes of the Policy and these Administrative Regulations, such individuals are referred to collectively as adults. The term adults as used in the Policy and these Administrative Regulations, does not apply to District students who perform services on a volunteer or compensated basis.

All adults shall be expected to maintain professional, moral and ethical contacts, relationships, and boundaries with District students that are conducive to an effective, safe, and positive learning environment. The Policy and these Administrative Regulations address a range of behaviors that include not only obviously unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that can lead to more egregious misconduct.

These Administrative Regulations are intended to inform affected adults and to provide guidance to them of and about conduct that is prohibited, and the disciplinary actions that may be applied for violation of the Policy and these Administrative Regulations.

The Policy and these Administrative Regulations are not intended to interfere with appropriate pre-existing personal relationships between adults and students and their families that exist independently of the District, nor are they intended to interfere with participation in civic, religious or other outside organizations that include District students.

Definition

For purposes of the Policy and these Administrative Regulations, legitimate educational reasons include matters or communications related to teaching, counseling, athletics, extracurricular activities, treatment of a student's physical injury or other medical needs, school administration or other purposes within the scope of the adult's job duties and responsibilities.

Delegation of Responsibility

The Superintendent or designee shall annually inform students, parents/guardians, and all adults regarding the contents of the Board Policy and these Administrative Regulations through employee and student handbooks, posting on the district website, and by other appropriate methods.

The building principal, or other appropriate administrative personnel, shall be available to answer questions about behaviors or activities that may, or could be construed or interpreted to violate professional boundaries as defined in the Policy and these Administrative Regulations.

Independent contractors doing business with the District shall ensure that their employees who have interaction with students or are present on school grounds are informed of the provisions of the Policy and these Administrative Regulations.

Guidelines

Adults shall establish and maintain appropriate personal boundaries with students and not engage in any behavior that is prohibited by the Policy or these Administrative Regulations. Adults should be, in addition, aware of behavior that creates the appearance of prohibited behavior, and/or could be construed or interpreted as behavior that is prohibited.

The Superintendent or his/her designee shall establish a training schedule for maintaining appropriate social and electronic interactions between adults and students.

Prohibited Conduct

Romantic or Sexual Relationships -

Adults shall be prohibited from dating, courting, or entering into or attempting to form a romantic or sexual relationship with any student enrolled in the District, regardless of the student's age. Students of any age are not legally capable of consenting to romantic or sexual interactions with adults.

Prohibited romantic or sexual interaction involving students could include, but is not limited to:

1. Sexual physical contact.
2. Romantic flirtation, propositions, or sexual remarks.
3. Sexual slurs, leering, epithets, sexual or derogatory comments.
4. Personal comments about a student's body.
5. Sexual jokes, notes, stories, drawings, gestures or pictures.
6. Spreading sexual or romantic rumors.
7. Touching a student's body or clothes in a sexual or intimate way.
8. Accepting massages, or offering or giving massages other than in the course of injury care administered by an athletic trainer, coach, or health care provider.
9. Restricting a student's freedom of movement in a sexually intimidating or provocative manner.
10. Displaying or transmitting sexual objects, pictures, or depictions.

Social Interactions -

Examples of prohibited conduct that violates professional boundaries could include, but is not limited to:

1. Disclosing sexual concerns or other private matters to one or more students.
2. Singling out a particular student or students for personal attention or friendship beyond the ordinary professional adult-student relationship.
3. Taking a student out of class without a legitimate educational reason.
4. Being alone with a student behind closed doors without a legitimate educational reason.
5. Sending or accompanying a student on personal errands.
6. Taking a student on outings without prior notification to and approval from both the parent/guardian and the building principal.
7. Giving a student a ride alone in a vehicle without prior notification to parent/guardian
8. Telling a student personal secrets or sharing personal secrets with a student.
9. Furnishing alcohol, drugs or tobacco to a student.

10. Being present at a function or activity where educator is aware that alcohol is

being consumed by a minor student whose parent is not present. 11. Being present at a function or activity where educator is aware that illegal

drugs are being used by a student.

12.Engaging in harassing or discriminatory conduct prohibited by other district

policies or by state or federal law and regulations.

Examples of types of actions or activities that could be appropriate in a limited or exceptional circumstances:

1. Disclosing personal or family matters to one or more students. These matters should not be private in nature.
2. Exchanging notes, emails or other communications of a personal nature with a student.
3. Giving personal gifts, cards or letters to a student as encouragement, congratulatory, or as a thank you. All gifts and notes should be appropriate in tone and subject matter.
4. Touching students without a legitimate educational reason in an appropriate manner .
5. Inviting a student to the adult's home with parent permission and administrative knowledge.
6. Going to a student's home without a legitimate educational reason. This should only occur with the student's parents present.
7. Giving a student a ride in a vehicle in a nonemergency situation. It is recommended that this never occur without another adult or student present. A student should never be given a ride in a vehicle without parental permission and administrative knowledge.
8. Addressing students with personalized terms of endearment in an educational setting.

Electronic Communications -

For purposes of this regulation, electronic communication shall mean a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant or pager. Electronic communications include, but are not limited to, emails, instant messages and communications made by means of an Internet website, including social media and other networking websites.

As with other forms of communication, when communicating electronically, adults shall maintain professional boundaries with students.

Electronic communication with students shall be for legitimate educational reasons only. Teachers should adhere to the following:

1. Use only district-provided email when communicating via email with students. The use of district-provided email shall be in accordance with district policies and procedures.
2. All electronic communications, (email, text) from coaches and advisors to team or club members shall be sent in a single communication to all participating team or club members. If the communication is meant for one student or the communication involves an individual student's medical or academic privacy matters, the building principal, athletic director, or another coach should also be included or aware of the communication.
3. Adults shall not follow or accept requests from any student currently enrolled the school district to be friends or connections on personal social networking sites.
4. Adults shall not create any networking site for communication with students other than those provided by the district for this purpose.

Exceptions

An emergency situation or a legitimate educational reason may justify deviation from professional boundaries set forth in the Policy and these Administrative Regulations. The adult shall be prepared to articulate the reason for any deviation from the requirements of the Policy and these Administrative Regulations, and must demonstrate that s/he has maintained an appropriate relationship with the student.

Under no circumstance will an educational or other reason justify deviation from the "Romantic and Sexual Relationships" section of the Policy or these Administrative Regulations.

There will be circumstances where personal relationships develop between an adult and a student's family, e.g. when their children become friends. The Policy and these Administrative Regulations is not intended to interfere with such relationships or to limit activities that are normally consistent with such relationships. Adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity.

It is understood that many adults are involved in various other roles in the community through nondistrict-related civic, religious, athletic, scouting or other organizations and programs whose participants may include District students. Such community involvement is commendable, and the Policy and these Administrative Regulations are not intended to interfere with or restrict an adult's ability to serve in those roles; however, adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity with regard to all youth with whom they interact in the course of their community involvement.

Reporting Inappropriate or Suspicious Conduct

Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between an adult and a student, shall immediately notify the Superintendent, principal or other administrator.

All District employees, independent contractors and volunteers who have reasonable cause to suspect that a child is the victim of child abuse, shall immediately report the suspected abuse, in accordance with applicable law, regulations and Board policy.

An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such misconduct to the Superintendent and his/her immediate supervisor, within fifteen (15) days of discovery of such misconduct.

If the Superintendent or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Child Protective Services Law,

the Educator Discipline Act or the Safe Schools Act, the Superintendent or designee shall make a report, in accordance with applicable law, regulations and Board policy.

It is a violation of the Policy and these Administrative Regulations to retaliate against any person for reporting any action pursuant to the Policy or these Administrative Regulations, or for participating as a witness in any related investigation or hearing.

Investigation

Allegations of inappropriate conduct shall be promptly investigated in accordance with the procedures utilized for complaints of harassment.

It is understood that some reports made pursuant to the Policy or these Administrative Regulations will be based on rumors or misunderstandings; the mere fact that the reported adult is cleared of any wrongdoing shall not result in disciplinary action against the reporter or any witnesses. If as the result of an investigation any individual, including the reported adult, the reporter, or a witness is found to have intentionally provided false information in making the report or during the investigation or hearings related to the report, or if any individual intentionally obstructs the investigation or hearings, this may be addressed as a violation of the Policy or these Administrative Regulations and other applicable laws, regulations and district policies. Obstruction includes, but is not limited to, violation of “no contact” orders given to the reported adult, attempting to alter or influence witness testimony, and destruction of or hiding evidence.

Disciplinary Action

A district employee who violates the Policy and these Administrative Regulations may be subject to disciplinary action, up to and including termination, in accordance with all applicable district disciplinary policies and procedures.

A volunteer, student teacher, or independent contractor or an employee of an independent contractor who violates the Policy and these Administrative Regulations may be prohibited from working or serving in District schools for an appropriate period of time or permanently, as determined by the Superintendent or designee.

Training

The district shall provide training with respect to the provisions of the Policy and these Administrative Regulations to current and new district employees, volunteers and student teachers.

The District, at its sole discretion, may require independent contractors and their employees who interact with students or are present on school grounds to receive training on the Policy and these Administrative Regulations.

CLEARANCES/CERTIFICATION

ACT 48 HOURS

Act 48 of 1999 requires all professional school employees to participate in continuing professional education activities. It defines the requirement as being six credits of collegiate study or in-service courses or 180 hours of continuing professional development activities over a five-year period. Act 48 establishes a connection between the completion of the requirement and the qualifications of an employee to continue employment in a school entity as a professional employee.

The Penns Valley Area School District provides many opportunities for professional employees to earn required hours.

Professional educators have a wide range of options to earn hours. It is the responsibility of the professional employee to constantly review his/her data to ensure that the proper number of hours

have been recorded for activities as listed on the PDE website.

ACT 153 CLEARANCE RENEWAL

In 2014 the Pennsylvania General Assembly made several amendments to the Child Protective Services Law, including *Act 153 of 2014: Criminal Background Checks and Child Abuse Clearances* which became effective on December 31, 2014.

Act 153 requires all current employees to secure and renew criminal background checks and child abuse clearances on a five-year cycle. The District will notify employees as the five year expiration date approaches. It is the employee's responsibility to secure new (Act 24) FBI Fingerprinting Clearances, (Act 151) Child Abuse Background Checks and (Act 34) PA State Criminal Record Checks. The Penns Valley Area School District website Employment page will provide links to the online portals for each clearance renewal.

BACKGROUND CHECK LAW

Act 82 of 2012 amends Section 111 of the School Code, which provides for background checks for employees of public and private schools, intermediate units and area vocational-technical schools, who have direct contact with children. The changes to Section 111 went into effect on June 30, 2012.

Act 82 expands requirements for mandatory reporting of arrests and convictions of school employees to school administrators for certain offenses. Prior versions of this law required employees to report to school administrators arrest or convictions listed under Section 111 (e) of the School Code. Under Act 82 the reporting requirement is *NOW* expanded to include, in addition to Section 111 (e) offenses, arrest for or convictions of offenses listed under Section 111 (f.1) of the School Code. Offenses as listed under Sections 111 (e) (f.1) of the School Code are available at the following website:

<http://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&mthLwInd=0&act=14&chpt=1&sctn=11&subscn=0>

PDE has developed form *PDE-6004* to report arrests or convictions listed under Section 111(e) and Section 111 (f.1) of the School Code. Form *PDE-6004* is available at the following link:

http://www.portal.state.pa.us/portal/http://www.portal.state.pa.us;80/portal/server.pt/gateway/PTARS_0_123089_1242147_0_0_18/Arrest%20or%20Conviction%20form.pdf .

Form *PDE-6004* shall also be utilized by employees to provide written notice within 72 hours after an arrest or conviction for an offense enumerated under Section 111(e) or Section 111 (f.1) of the School Code. Completed form *PDE-6004* should be submitted to the Office of the Superintendent.

Act 82 requires that if a school administrator has reasonable belief that an employee was arrested or convicted of a Section 111 (e) or Section 111 (f.1) offense and the employee has not notified the school administrator of such arrest or conviction, the school administrator must require the employee to submit to a current Section 111 background check at the expense of the employing entity.

MANDATED REPORTER

- What is a mandated reporter?

Mandated reporters are people who are required by law to report child abuse. Generally, these are people who by the nature of their jobs come in contact with children on a regular basis, such as doctors and nurses; health and social service workers; teachers and school employees; law

enforcement authorities; and members of the clergy. Schools were far and away the largest single source of reports from mandated reporters.

- What is child abuse in Pennsylvania?

Pennsylvania law defines any of the following as child abuse when it is committed upon a student:

Any recent act or failure to act which causes non-accidental serious physical injury (defined as an injury that either causes the “child severe pain” or “significantly impairs the child’s physical functioning, either temporarily or permanently”);

An act or failure to act which causes non-accidental serious mental injury or sexual abuse or sexual exploitation;

Any recent act, failure to act or series of such acts or failures to act which creates an imminent risk of serious physical injury, sexual abuse or sexual exploitation;

Serious physical neglect which endangers a child’s life or development or impairs a child’s functioning.

No. 333-AR

PENNS VALLEY AREA SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Effective 4-1-2014

Act 126 Mandated Reporter Trainer Management

Purpose:

- To guide process and management of Act 126 training.
- To outline a procedure to address situations so that all employees achieve the necessary number of Act 126 hours as required by statute.

Administrative Responsibilities

- Upon receipt of employee verification (attendance record) of any district offered Act 126 eligible training, the office of the Assistant Superintendent will document hours.
- To receive credit from the district, Act 126 hours not offered by the district must have prior approval from the Assistant Superintendent and necessary documented evidence.
- Employees failing to meet the Act 126 deadline will be ineligible to be employed as a temporary or permanent professional employee.

- The Superintendent upon written notice from the Assistant Superintendent will notify in writing any employee who has not supplied the district with Act 126 completion notification letter, that they are disqualified for employment.
- The district will offer Act 126 training once per year.
- Beginning with the 2014-2015 school year, all current employees of the district, including bus drivers, coaches, and substitutes, professional and support, must have Act 126 training one time every five years.
- Beginning with the 2014-2015 year, all new employees will have 1 calendar year to complete the mandated Act 126 training. The Assistant Superintendent will be responsible for arranging the training.

Employee Responsibilities

- The day that any Act 126 eligible training is complete, the teacher should file the evaluation form to their direct supervisor or designated individual in order to receive credit. The evaluation should be completed before leaving the activity. Late submissions of forms may not be accepted or credit given without administrative approval. The employee should sign in to verify attendance.
- It is expected that all employees maintain a personal file of their records containing Act 126 certificates.
- If receiving Act 126 training outside the district, all employees should supply the Assistant Superintendent with a copy of the Act 126 certificate immediately upon receipt.
- It is the employee's responsibility to gain the necessary number of hours. If an employee does not attend the district provided training, they must complete the training on their own time at their own cost.

PROFESSIONAL CERTIFICATION

Keeping the Professional Certificate active is the sole responsibility of the individual teacher. Professional educators are responsible for meeting the requirements of Level II certificates and for applying to the PA Department of Education for these certificates. Teachers are also responsible for meeting the Act 48 requirements to maintain their certificates. Professional educators cannot be employed in public school districts without a valid certificate.

BUSINESS OFFICE

DIRECT DEPOSIT

All Penns Valley employees must have their monthly payroll, and special stipend checks that are paid through payroll, direct deposited into a bank of the employee's choice. The bank designation is normally made at time of hire. If a District employee changes banks or opens a different account, it is the responsibility of the employee to complete a new direct deposit form. Direct deposit forms are available from the Business Office. Direct deposits are available in the employee's bank account by 12:00 noon on the payroll date.

FEDERAL WITHHOLDING

The amount withheld for Federal Income Tax is in accordance with the deduction chart furnished by

the Treasury Department and with the number of exemptions listed on the Form W-4 filed with the Payroll Department. This amount may be increased as desired should experience show that the amount being withheld is not sufficient to meet the annual tax obligation. To do so, complete and submit a W-4 form, which can be found in the Office of Payroll and Benefits.

LOCAL TAX

A deduction, required by law, is made from the wages of all employees. Employees residing outside the district may elect a higher deduction by indicating so on a local tax form, which can be found in the Office of Payroll and Benefits.

ORGANIZATIONAL CHART

Refer to Policy 008

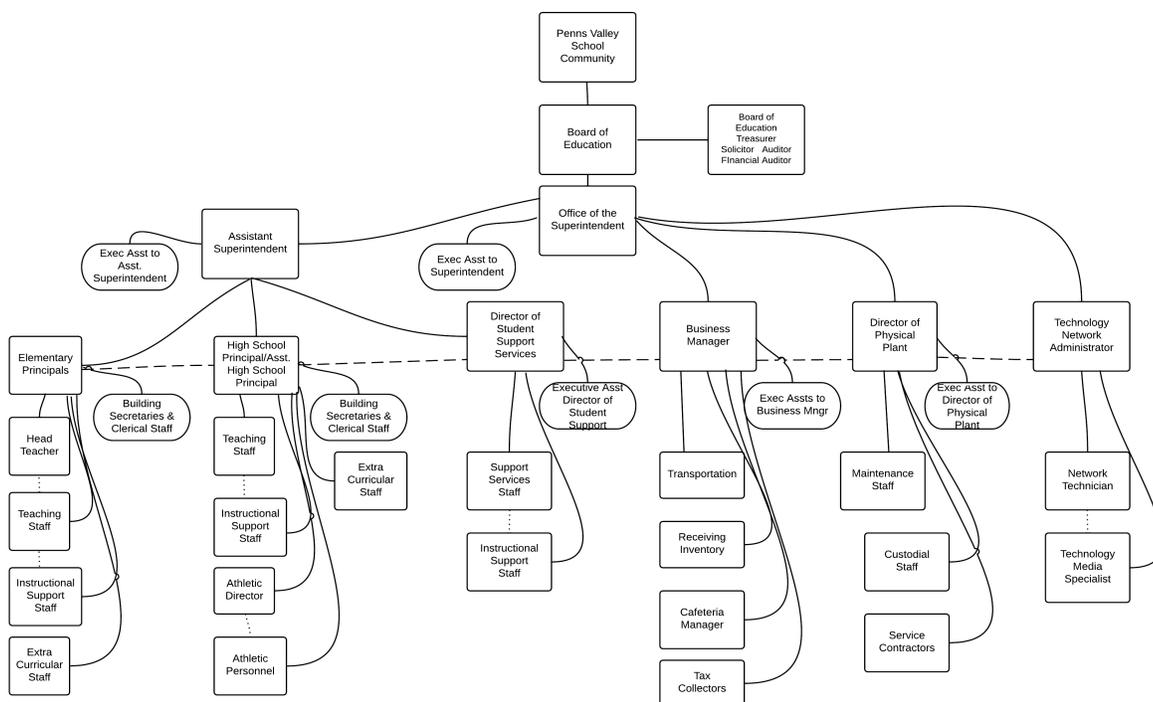
The District Organizational Chart is found in the Board Policy Manual section of the website to assist employees in understanding the chain of command of the Penns Valley Area School District.

The legal authority of the Board is transmitted through the Superintendent along specific paths as delineated in a graphic representation of operational responsibilities.

An Organizational Chart shall be prepared by the Superintendent and approved by the Board. Lines on that chart will represent direction of authority and responsibility

The Superintendent will keep the administrative structure current with needs for supervision and accountability and recommend changes in the district organizational chart for Board approval as the need arises.

Lines of authority should be viewed as cohesive and cooperative working relationships among all members of the administrative, certificated and support staffs.



PURCHASES

Employees may not obligate the District for purchases prior to written approval. Any employee making a purchase for district purposes without going through the purchase order approval process will not be reimbursed. Employees may not purchase items by personal credit cards, cash, or personal check. Failure to follow the proper purchasing procedures may result in disciplinary action. Under no circumstances shall local, state or federal sales tax be reimbursed.

SOCIAL SECURITY

Employees are members of the Social Security System. Social Security benefits may start as early as age 62. Benefits are available to severely disabled persons unable to work for a year or more. Medicare is also part of this Social Security package. Social Security benefits are provided to employees in accordance with law.

TAXABLE FRINGE BENEFITS

Tax Shelter Annuities [403(b)]: Employees are eligible for the purchase of tax sheltered annuities from companies authorized to sell such annuities as authorized in accordance with the District's planned document. Under this plan the amount invested in a tax sheltered annuity may not be subject to Federal Income Tax. Contact the Business Office if you are interested in participating in the plan.

Flexible Spending Account: The employer shall allow employees to set aside money for dependent care and medical expenses according to IRS section 125 code. Employees may enroll in Medical and Dependent Care Flexible Spending Accounts. The plan runs from July 1 to June 30. Those interested in participating need to be sure to complete the necessary paperwork each year during the open enrollment period.

PVASD JOB EXPECTATIONS

A very important document, *Pennsylvania Code of Professional Practice and Conduct for Educators*, is provided in the front of the teachers' handbook. Teachers in the Commonwealth must abide by this document. The following represent additional expectations that are common to every school in the district:

Classroom Environment:

- Teachers are to make certain that when they leave their classrooms, locker area, shops or labs that these areas are secured and that all entrances to these areas are LOCKED.
- Teachers will take all necessary and reasonable precautions for students' safety, as well as all necessary and reasonable precautions for district equipment, materials and facilities.
- Minor behavior problems are to be handled by the teacher. Problems of a serious nature shall be referred to the Administration.
- Teachers are responsible for maintaining efficient and orderly locker and hallway traffic.
- Teachers should be by their doorways at the beginning of each day as students arrive and between classes to supervise hallways and greet incoming students.
- Teachers will encourage students to set and maintain high standards of behavior and achievement both in the classroom and throughout the building.

Instructional Delivery

- Teachers must notify the office before teachers take their students to a classroom other than the assigned classroom.
- Teachers are to provide an effective program of instruction in accordance with the adopted curriculum in combination with student's needs and abilities.
- Classroom teachers shall remain in their assigned classrooms when visitors are present to provide additional information to students. Visitors shall include, but are not limited to: guest speakers, guidance counselors, nurses or other individuals who are not regularly assigned to the class. The Teacher of Record shall be responsible for student discipline and classroom management.

Preparation Planning:

- During the contractual work day, no teacher may leave the school property without notifying and signing-out from the office. This is necessary in case there is an emergency.
- Teachers are to submit student attendance within thirty minutes of the start of the student day.
- Teachers are to record and maintain the class roll each period. Absent students whose names do not appear on the absentee list are to be reported to the office immediately.
- Teachers will prepare and have readily available updated seating charts (or names on desks) for classes and homerooms.
- Emergency substitute folders should be on file in the building office or visible in the classroom.
- Lesson plans should be submitted by 8 am on the first working day of the week.

Professionalism:

- Teachers are expected to report on time every morning. If there is an unexpected delay, the building administrator must be notified to provide temporary coverage.
- Teachers are to perform related duties as assigned by the administration.
- Teachers shall be punctual for class, homeroom duty and assignments and should submit paperwork on time.
- Teachers will not send students, including teacher aides, on personal errands. No student is to be sent out of the building unless accompanied by a teacher and with the prior approval of the building administrator.

Technology Devices:

- Teachers are responsible for damage to any district-issued technology device that is assigned to them. (i.e. laptop, Ipad)
- Teachers are encouraged to purchase insurance for district-issued technology devices.

ASSIGNMENTS AND TRANSFERS

The Superintendent of Schools has the authority to make assignments and building transfers of faculty and staff as s/he deems beneficial to the school district. Assignments and transfers shall be made in accordance with state law.

CONFIDENTIALITY

Confidentiality is a growing legal issue. Under FERPA (Family Educational Rights and Privacy Act of 1974) only parents and students (and school employees who can demonstrate a need to know) are entitled to information relating to a student's records – both educational progress and behavior in school. No student should be discussed with anyone other than an administrator, counselor or parent at any time except in meetings such as IEP/GIEP/RTII/SAP/504 team, which are designated educational assistance groups. Particular care should be taken in school common areas (faculty room, copy rooms, lobbies, main office and hallways). It is recommended that any practice that would give other students access to an individual student's grade not occur in our schools. This should be done

out of concern for the individual student. Having students correct each other's tests is not an acceptable practice. Students' grades and/or scores should not be announced or made public. Teachers should not release directory information to third parties without prior administrative approval.

LEGITIMATE EDUCATIONAL INTEREST A school employee has a legitimate educational interest if the employee is performing a task that is specified in his or her position description or contract agreement, performing a task related to a student's education or to discipline of a student, providing a service or benefit related to the student or student's family, or maintaining the safety and security of campus. An example would be an academic advisor to a student reviewing the student's record on what courses have been completed. This is related to the task of advising the student. The advisor would not be authorized to view records that are not relevant to the task at hand. NOTE: School emails are public documents and therefore information about students should not be shared with anyone who does not have *Legitimate Educational Interest*.

E-MAIL

Refer to Policy 815 and 815AR

Each teacher will have a password to access his or her email messages. It is expected that teachers check their email messages daily. Teachers should also check their "junk mail" regularly for emails from parents. Prompt response to messages is expected as per 313AR Parent Communication. Messages should be responded to within 48 hours or less. Email and the Internet are not to be used for personal reasons during the contractual work day. Personal emails and/or personal Internet usage on district equipment is subject to periodic monitoring by the District. Access email through the Internet by utilizing: www.pennsvalley.org.

The Board supports use of the computers, Internet and other network resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

The district provides students, staff and other authorized individuals with access to the district's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

The Administration shall adopt administrative regulations, to include applicable procedures and guidelines, and shall work to ensure that use by District students, staff, and members of the public shall comply with applicable statutes, rules, and regulations.

No. 815-AR

ADMINISTRATIVE
REGULATIONS

Acceptable Use of the Internet, Computers and Network Resources

The availability of access to electronic information does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.

The Board declares that computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the district's Internet, computers or network resources, including personal files or any use of the district's Internet, computers or network resources. The district reserves the right to monitor, track, and log network access and use; monitor fileserver space utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources.

The Board requires all users to fully comply with policy 815 and these administrative regulations and to immediately report any violations or suspicious activities to the Superintendent or designee.

The Board establishes that the following materials, in addition to those stated in law and defined in this policy, are inappropriate for access by minors:

- Defamatory.
- Lewd, vulgar, or profane.
- Threatening.
- Harassing or discriminatory.
- Bullying.
- Terroristic.

The district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy and administrative regulations, or the use of software and/or online server blocking. Specifically, the district operates a technology protection measures) that blocks or filters access to inappropriate Internet matter by minors on its computers used and accessible to adults and students while on the district's network.

Upon request by students or staff, the Superintendent or designee will review and may authorize the disabling of Internet blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by these administrative regulations.

Upon request by students or staff, building administrators may authorize the temporary disabling of Internet blocking/filtering software to enable access for bona fide research or for other lawful

purposes. If a request for temporary disabling of Internet blocking/filtering software is denied, the requesting student or staff member may appeal the denial to the Superintendent or designee for expedited review.

The district shall make reasonable effort to ensure that this resource is used responsibly by students and staff.

The district shall inform staff, students, parents/guardians and other users about these administrative regulations through employee and student handbooks, posting on the district website, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.

Users of district networks or district-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of Board Policy 815 and these administrative regulations, and awareness that the district uses monitoring systems to monitor and detect inappropriate use. Student user agreements are part of the student handbook.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

Building administrators shall make initial determinations of whether inappropriate use has occurred.

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures may include but not be limited to:

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors.

The Superintendent or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including:

1. Interaction with other individuals on social networking websites and in chat rooms.
2. Cyberbullying awareness and response.

Network accounts shall be used only by the authorized owner of the account for its approved purpose. Network users shall respect the privacy of other users on the system.

Safety

It is the district's goal to protect users of the network from harassment and unwanted or unsolicited

electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, email, social networking websites, etc.

Prohibitions

Users are expected to act in a responsible, ethical and legal manner in accordance with district policy and administrative regulations, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Product advertisement or political lobbying.
4. Bullying/Cyberbullying.
5. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.
8. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
9. Inappropriate language or profanity.
10. Transmission of material likely to be offensive or objectionable to recipients.
11. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
12. Impersonation of another user, anonymity, and pseudonyms.
13. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
14. Loading or using of unauthorized games, programs, files, or other electronic media.
15. Disruption of the work of other users.
16. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
17. Accessing the Internet, district computers or other network resources without authorization.
18. Disabling or bypassing the Internet blocking/filtering software without authorization.
19. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, these guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Copyright

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.

District Website

The district shall establish and maintain a website and shall develop and modify its web pages to present information about the district under the direction of the Superintendent or designee. All users publishing content on the district website shall comply with this and other applicable district policies and administrative regulations.

Users shall not copy or download information from the district website and disseminate such information on unauthorized web pages without authorization from the building principal.

Consequences For Inappropriate Use

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of these administrative regulations.

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Failure to comply with these administrative regulations or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.

DAILY CLASSROOM CARE

General guidelines include:

1. Straighten desks. Set up the classroom for next day leaving ample room between rows.
2. Pick up items from floors (pencils, pens, markers, rulers, buckets, toys, etc.).

3. Univents will be kept free of clutter. Furniture and carpets will not block univents. No plants should be placed on top of univents. Under no circumstances will plants be watered over univents.
4. Classroom sink areas should be kept clear of clutter.
5. Please do not use duct tape, Velcro, staples, hot glue, putty or thumb tacks on the walls, without prior approval. If in doubt about any materials, please contact the office before using them. Use provided cork strips or bulletin boards to hang items.
6. Items placed on the floor near trash cans will be considered trash and thrown out.
7. Close and lock all windows.
8. Turn off lights
9. Lock classroom doors.
10. Shutdown and turn off computers and/or technology equipment. Mobile labs and peripherals should be locked when not in use.
11. Personal appliances are not permitted in classrooms due to potential safety hazards. If you believe that you need a portable heater, fan or other appliance for medical reasons, please contact the Office of Buildings and Grounds.

Should your classroom and/or an item in your classroom become in need of repair, teachers are to request a work order electronically using School Dude. Under no circumstances should teachers attempt to make repairs themselves.

DRESS & GROOMING

When assigned to district duties, employees shall be physically clean, neat, well-groomed and dressed in a manner consistent with the needs of the job to be performed. Employees shall be groomed so that hair style does not cause a health or safety hazard for the employee or his/her colleagues.

Employees shall be required to utilize safety gear as appropriate.

The following are some general suggestions that project a casual, yet professional image:

- Clothing that is distressed, faded, torn or gives an unkempt appearance should not be worn. Capri pants should look professional. Spandex apparel creates a more casual look that is not suitable for professional wear. Blue jean pants are not considered casual professional dress (except for blue jean fundraiser days, or other days as designated by the Building Administrator).
- Shirts and blouses create a professional look. (Shirts with designs should be in good taste; i.e. no slang imprinting, offensive pictures. Cleavage and midriff should not be exposed.)
- Mini-skirts, bare midriffs, halter-top, exposed cleavage, leggings, caps/hats (except for designated days) are not appropriate. Skirts should be of appropriate length and within reason when above the knee. Skirts and skorts must look like skirts, not shorts.
- Athletic clothing, workout wear and sweat suits should be worn only in designated areas or by designated employees.
- With the expressed permission of the Building Administrator, dress may vary from the norm on special days (theme days) or when a special project or field trip dictates such a need.

Administrators, teachers and staff should be able to use their own judgment as to what clothing is appropriate. If administration feels that an administrator, teacher or staff member is not dressed in a professional manner, that individual should be counseled in private.

DRUG FREE WORKPLACE

Refer to Policy 351

In compliance with P.L. 100-690, known as the Federal Drug-Free Workplace Act of 1988, guidelines have been established for all individuals employed by the Penns Valley Area School District.

1. It is unlawful for any employee to manufacture, distribute, dispense, possess or use alcoholic beverages or non-prescribed controlled substance in the workplace.
2. After an investigation, violations may result in disciplinary action up to and including termination proceedings.
3. Any individual who violates this policy shall be turned over to the local police department in whose jurisdiction the violation occurred.
4. Any employee convicted of a violation of the Controlled Substance Act, as defined in Schedules I through V of Section 202, must notify the employer of such arrest and/or conviction no later than forty-eight (48) hours of said conviction.
5. Appropriate personnel action may be taken against workplace substance abusers within 30 work days of the date the employer learns of a conviction of such abuse. This includes offenses relating to driving under the influence of drugs and/or alcohol.
6. Any employee known to violate this policy shall be informed of counseling options and opportunities.
7. Under no circumstances is an employee under the influence of any drugs or alcohol permitted to operate a district vehicle or district equipment.

FACULTY MEETINGS

Meetings are scheduled by the building administrator. The time and place of the meetings are provided to each teacher by the meeting facilitator where applicable. Attendance at faculty meetings is required according to the CBA, unless excused by the administration. Make-up sessions for meetings may be required.

FAX/COPY/PRINTING

Each teacher is responsible for the copying of materials to be used by students. Students are not permitted to use copiers. A fax/copier/printer is available for teachers' use.

- 1. Faxing/copying/printing of materials for personal use is not permitted.**
2. Only authorized, trained faculty members and secretaries are authorized to fix the copier/fax machines. No other staff member should attempt to fix the machines.
3. When possible providing students with electronic copies is recommended.

GENERAL COMPLAINT PROCEDURES

Refer to policy 326

Complaints should be discussed in a private, informal conference between the parties involved. At least one (1) private meeting should take place between the parties before the complaint is taken to the next higher level of authority.

A complainant may be represented or accompanied at the higher levels of authority by anyone s/he chooses.

The time limit provided in this policy may be extended by mutual agreement of the parties. Any decision not pursued within the time limits from one level to the next level shall be considered settled on the basis of the last decision and not subject to further appeal.

The matter of concern shall be addressed in writing within seven (7) school days to the employee's immediate supervisor, detailing the concern, with copies to the Superintendent and Board President. Upon receipt, the immediate supervisor shall make arrangements for a personal conference to be held within seven (7) school days with the employee to address the concern.

If the concern of the employee is not resolved to the employee's satisfaction by the immediate supervisor, the employee may, within seven (7) school days, arrange a conference with the Superintendent.

If the concern of the employee is not resolved to the employee's satisfaction by the Superintendent within seven (7) school days, the employee may, within seven (7) school days thereafter, contact the Board President, requesting that the matter be included on the agenda of the next regular Board meeting for disposition.

If a disposition is not reached, the Board or a committee of the Board may arrange a conference with the affected employee before the next regular Board meeting to address the concern.

HARASSMENT POLICY

Refer to Policy 348

The Board strives to provide a safe, positive working climate for its employees. Therefore, it shall be the policy of the district to maintain an employment environment in which harassment in any form is not tolerated.

The Board prohibits all forms of unlawful harassment of employees by all district students and staff members, contracted individuals and vendors, and volunteers in the schools. The Board encourages employees who have been harassed to promptly report such incidents to the designated administrators.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. Neither reprisals nor retaliation shall occur as a result of good faith charges of harassment.

For purposes of this policy, harassment of an employee consists of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to perform job functions or creates an intimidating, threatening or abusive work environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work performance.
3. Otherwise adversely affects an individual's employment opportunities.

For purposes of this policy, sexual harassment of an employee shall consist of unwelcome sexual

advances, requests for sexual favors, and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Acceptance of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature is a term or condition of an individual's continued employment.
2. Submission to or rejection of such conduct is the basis for employment decisions affecting the individual.
3. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of creating an intimidating, hostile or offensive working environment.

Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct, or any conduct that has the effect of unreasonably interfering with an employee's ability to work or creates an intimidating, hostile or offensive learning or working environment.

The district shall annually inform students, staff, parents, independent contractors and volunteers that unlawful harassment of employees will not be tolerated.

Each staff member shall be responsible to maintain a working environment free from all forms of unlawful harassment.

Each employee shall be responsible to respect the rights of district staff and to ensure an atmosphere free from all forms of unlawful harassment.

The building principal shall be designated to receive harassment complaints. If the building principal is the subject of the complaint, the complainant shall report the complaint directly to the Superintendent or designated administrator.

When an employee believes that s/he is being harassed, the employee should immediately inform the harasser that the behavior is unwelcome, offensive or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, the employee shall follow the established complaint procedures.

Complaint Procedure

1. An employee shall report a complaint of harassment, orally or in writing, to their direct supervisor, who shall inform the employee of his/her rights and of the complaint process.
2. The direct supervisor shall immediately notify the Superintendent or designated administrator and shall conduct an impartial, thorough and confidential investigation of the alleged harassment.

In determining whether alleged conduct constitutes harassment, the totality of the circumstances, nature of the conduct and context in which the alleged conduct occurred shall be investigated.

3. The direct supervisor shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, the Superintendent and others directly involved, as appropriate.
4. If the investigation results in a substantiated charge of harassment, the district shall take prompt corrective action to ensure the harassment ceases and will not recur.

Discipline

Determination of the appropriate disciplinary sanctions shall be based upon the circumstance of the individual case, considering the following factors: severity of the misconduct, pervasiveness or persistence of the misconduct, effect on the victim or victims, and intent of the perpetrator.

A substantiated charge against a district staff member shall subject such staff member to disciplinary action, including discharge.

If it is concluded that an employee has made false accusations, such employee shall be subject to disciplinary action, including termination.

Appeal Procedure

1. If the complainant or accused is not satisfied with the supervisor's decision, the employee may file a written appeal to the Superintendent.
2. The Superintendent shall review the initial investigation and report and may also conduct a reasonable investigation. S/He shall prepare a written response to the appeal. Copies of the response shall be provided to the complainant, the accused, direct supervisor and others directly involved, as appropriate.

ID BADGES, ACCESS CARDS AND KEYS

ID badges will be distributed at the beginning of each school year after photos have been taken at the staff development. Upon retirement, resignation or termination, parking passes and ID badges must be turned into the building administrator.

The following guidelines are provided:

1. IDs may be a clip-on or on a lanyard and should be worn above the waist so they are visible.
2. Employees will be issued an ID badge.
3. Building administrators must have a visitor registration and tracking system that ensures security of badges.
4. Keys will be collected at the end of the school year and when employment ends.
5. Contact the Principal's secretary if you need to have your badge replaced.

Keys used by staff members will be given at the beginning of the school year. They are primarily for classrooms, closets and file closets. Teachers/Staff are responsible for them at all times. Loss of **any** keys should be reported immediately to the administration. Teachers/Staff must return their keys and/or Access Card when they transfer, retire or go on any leave of absence.

Teachers/Staff and/or coaches who have need for keys and/or Access Cards will have them issued by the building administrator based on need. For security reasons a limited number of keys and/or Access Cards are issued to individuals whose assignment requires them to be in the building during periods when the building is secured. Under no circumstances may a master key be issued to someone other than a school employee without the prior written approval of the Supervisor of Buildings and Grounds and the building administrator. It is unlawful to have keys and/or Access Cards duplicated without authorization. This responsibility is only delegated to the Supervisor of Buildings and Grounds.

LESSON PLANS

To ensure continuity of instruction, the Penns Valley Area School District requires professional staff members to develop and maintain daily lesson plans.

It is recommended, but not required, that teachers indicate the following (indicate shall include a variety of methods including, but not limited to: posting the requirements within the classroom, writing the requirements on the board, included as part of the lesson plan book, writing the requirements in the daily lesson plan, displayed on posters, displayed through the use of examples, charts, graphs and/or other methods as developed by teachers and deemed appropriate by the building administrator):

1. Indicate the unit/learning map.
3. Indicate the specific lesson essential question.
4. Indicate the content and method(s) of instruction to be utilized in the lesson delivery.
5. Indicate how each objective will be assessed.

Teachers are required to have on file, a substitute folder with emergency lesson plans. The purpose of this plan is to continue the educational process should an emergency situation occur that would require the regular classroom teacher to leave his or her teaching station immediately or not be able to supply daily lesson plans due to accident, illness or emergency.

LIABILITY

General: The Pennsylvania Public School Code of 1949, Section 1317, grants teachers the authority to act in place of the parent in matters relating to conduct and behavior of students. As a matter of common law, teachers must exercise “reasonable and prudent care” of the students under their supervision. When litigation occurs, the court looks at (1) duty relationship, (2) breach of duty and (3) resulting injury. Teacher defense is based on: (1) unavoidable accidents, (2) acceptance of risk and (3) contributory negligence. When the school excuses teachers or pupils for activities, trips, etc., it opens itself to liability. Supervision does not require eye-to-eye surveillance, but if improper supervision or lack of supervision is the cause of injury, the teacher can be found negligent.

Pupils Injured or Ill: If a pupil is under the custody and care of a teacher and is injured or becomes ill, the teacher must see that the child is placed in the care of a school nurse, office personnel or the building administrator and not left alone.

Student Teachers: At times, cooperating teachers are asked to serve as full-time mentor teachers. By law, certified teachers must be responsible for the proper supervision of students assigned to their classes and be accountable for the instructional program. As required by law, cooperating teachers must stay in the classroom to supervise student teachers, at all times.

MONEY AND VALUABLES; COLLECTIONS AND HANDLING:

Money and valuables should not be left in rooms. Staff members are bonded by a blanket insurance bond that covers the processing and handling of school-related funds. However, there is no insurance coverage for negligence. No staff member should leave money in an unattended classroom. Student funds should be secured in the office before the close of the school day. If for some unavoidable reason a teacher has been unable to deposit school funds, these funds should be turned over to the building administrator for safekeeping. Under **NO** circumstances shall money be left in a classroom overnight or taken home.

Staff members handling money shall keep an account of the amount received and sources of the payments that are made for items purchased, contributions or service. Every transaction made must have a receipt to bill that account for every penny spent or collected. The office will not honor any payment without a proper bill or receipt of purchase. Any item purchased from funds deposited in the school budget must have prior approval from the administrator and a properly completed purchase request order.

The Penns Valley Area School District is not responsible for personal items lost, stolen or damaged due to fire, water or vandalism. Employees who bring in personal items do so at their own risk

PARKING PROVISIONS

Teachers are to park only in designated areas and spaces. It is not acceptable to “double park,” illegally park in handicapped spaces, or park in restricted areas.

PERSONAL APPLIANCES AND PERSONAL ITEMS

Personal appliances in school classrooms or other areas not specifically designed and intended for their use, present the potential for the loss of life and property. Unattended, or malfunctioning, electrical appliances account for countless losses annually. Bringing personal electrical appliances onto school property and using them in classrooms also presents the possibility of the use of substandard equipment and overloading of electrical circuits. Prohibited use of personal appliances includes, but is not limited to: refrigerators, microwaves, coffee makers, toaster ovens, or similar household appliances. Personal portable electric heaters, fans and candle warmers are not permitted on school property due to potential safety hazards.

The district reserves the right to remove personal appliances and large furniture items from classrooms as it deems necessary to ensure the health, safety and welfare of its students and employees. The District is not responsible for personal items that may be stolen and or damaged due to fire, water, vandalism, etc. Personal items brought to work are the responsibility of the employee.

PERSONNEL FILES

Employees shall have access to their personnel file, except that information relative to confidential employment references/recommendations shall not be available for review by the employee. In the event that an employee desires to review his/her personnel file a request to access it should be made in writing to the Superintendent.

RELIGION IN THE PUBLIC SCHOOLS

Publications are available from the U.S. Department of Education website (www.ed.gov) regarding religion and public schools.

ROOM AND BUILDING CARE

In order to maintain the school at its maximum level of efficiency, economically and physically, certain obligations are required of the staff and pupils concerning the care of rooms and the physical facilities of the school.

Guidelines that require staff and student attention:

1. Students are to refrain from using the shelving units along the wall, the tops of desks and table tops as seats.
2. Traveling teachers are requested to leave the room in the same condition in which they

- received it.
3. Bulletin boards enhance the learning situation in any classroom when the display is kept attractive, interesting and informative. Materials displayed should convey student's work, the season, the subject, motivational quotes, and/or core values.
 4. Good housekeeping must be practiced by all teachers. An orderly, attractive and clean room is conducive to a good learning situation.
 5. It is the responsibility of the teacher to supervise the use of equipment, i.e. computers, sound fields, etc. and report problems to the building administrator.

TARDINESS

If a teacher is unavoidably detained and he/she is unable to be in their assigned area by the start of the school day, please call the main office at least ten (10) minutes prior to the start of the school day. This will help avoid the confusion of students waiting outside the locked room, as well as a lack of supervision/liability incident.

TEACHER ATTENDANCE

Teachers should make every attempt to be in school when possible as student success can best be achieved with the teacher present. If you should need to be off school, refer to the Collective Bargaining Agreement for regulations

Professional employees unable to report for duty due to illness, bereavement or other unanticipated reasons shall:

3. Complete the AESOP process online or via telephone prior to 6:15 a.m.

OR

4. Call a building administrator on his/her mobile phone if it is after 6:15 a.m. for emergency situations only.

TEACHERS' MAILBOXES

Each teacher is provided with a mailbox in the main office. Each teacher is expected to check his or her mailbox daily. Do not send students to the office to "get your mail." Items of a confidential nature are often placed in the mailboxes and no student should have access to them. Teachers are provided with a voice mailbox. Each teacher is expected to check his or her voice mailbox daily.

TOBACCO POLICY AND REGULATIONS FOR STUDENTS AND STAFF

Refer to Policy 323

The Board of Education recognizes that smoking presents a health hazard which can have serious consequences for both the user and the non-user. In order to protect students and staff from the safety hazards of smoking and from an environment noxious to non-smokers, the Board has set policy making the Penns Valley Area School District a "smoke free" environment. This policy prohibits smoking in school buildings, on school grounds, or at school-sponsored events. Faculty and staff are also prohibited from smoking on school buses, vans and on school-sponsored field trips.

For purposes of school discipline, the definition of "smoking" as used in this policy shall mean all

uses of tobacco, lighted or unlighted cigarette, cigar and pipe, other lighted smoking product and smokeless tobacco in any form. Students are not allowed to have any tobacco products in their possession. Students who violate the tobacco policy **MUST** be referred to an administrator by faculty and staff.

Smoking by anyone in school buildings is forbidden. Buildings are posted as non-smoking areas.

USE OF SCHOOL NAME

The name of the Penns Valley Area School District, any of its schools, any school groups, or any employees in their school-related capacity may not be used by an outsider, organization, or individual for the solicitation of advertising or any other consideration for merchants or residents of the Penns Valley Area School District without prior approval by the Building Administrator.

USE OF TELEPHONE

General: The telephone system provided by the Penns Valley Area School District shall be used for school business only, unless emergencies arise. Personnel cell phones and data devices should not be used during unless prior permission of the building administrator with the exception of lunch and plan period.

Pay Calls: Employees may make toll calls related to school business. No personal long distance calls may be charged to school district telephones. Please use your personal cell phone for personal calls.

Emergency Calls: Outside emergency telephone calls to pupils or teachers will be forwarded to administration and handled appropriately.

Other Messages: Messages for pupils and teachers will be accepted and relayed to the individual by the building secretary. If a return call is in order, it may be placed by a staff member during a non-instructional period. Use of the telephone system to make personal calls is to be strictly limited to situations that cannot, under normal circumstances, be made from your home phone. If these are long distance, the staff member needs to use a calling card or obtain permission from the building administrator. A staff member should not use a cell phone for personal reasons during a teaching period.

INSTRUCTION/SUPERVISION

A commitment to educational excellence is predicated on the concept that a productive teacher is a life-long learner and capable of identifying professional and personal goals and designing plans to reach those goals. In as much as the instructional program is designed to be developmentally appropriate for students, professional development for faculty must meet the needs of each individual member of the professional staff.

Efforts to enhance professional growth, in-service learning, and student learning necessitate a systematic approach of integrated professional development. Penns Valley Area's teacher supervision program can best be facilitated when it is integrated and connected as a part of the school's culture and operational system. Professional growth and teacher supervision will:

1. Support, develop, and expand the identified district mission, priority goals, and educational initiatives;

2. Focus on activities related to student learning, achievement, and best educational practices; and
3. Focus on college and career readiness skills and strategies.

ASSEMBLY PROGRAMS

At times during the school year, assembly programs will be scheduled for the staff and students. Programs will be selected to provide enrichment and to supplement the total education program.

Teachers will accompany their assigned students to the assembly area and they will supervise the students during this time. Teachers who are assigned to students at this time are responsible for their supervision during the activity.

COPYRIGHTED MATERIALS, EDUCATIONAL USE

Reference policy 814

The Board emphasizes that the United States Code makes it illegal for anyone to duplicate copyrighted materials without permission. The Board attests that severe penalties are provided for unauthorized copying of audio, visual, software or printed materials unless the copying falls within the bounds of the fair use doctrine.

Under the fair use doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. If duplicating or changing a product falls within the bounds of fair use, four (4) standards must be met:

1. **THE PURPOSE AND CHARACTER OF THE USE.** The use must be for such purposes as teaching or scholarship and must be nonprofit.
2. **THE NATURE OF THE COPYRIGHTED WORK.** Staff may make single copies of: book chapters for use in research, instruction or preparation for teaching; articles from periodicals or newspapers; short stories, essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals or newspapers.
3. **THE AMOUNT AND SUBSTANTIALITY OF THE PORTION USED.** Copying the whole of a work cannot be considered fair use; copying a small portion may be if stated guidelines are followed.
4. **THE EFFECT OF THE USE UPON THE POTENTIAL MARKET FOR OR VALUE OF THE COPYRIGHTED WORK.** If resulting economic loss to the copyright holder can be shown, making even a single copy of certain materials may be an infringement; and making multiple copies presents the danger of greater penalties.

While the district encourages its staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of district staff to abide by the district's copying procedures and obey the requirements of law. In no circumstances shall it be necessary for district staff to violate copyright requirements in order to perform their duties properly. The district cannot be responsible for any violations of the copyright law by its staff.

Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with the district's procedures or is permissible under the law should contact the Superintendent or the person designated as the copyright compliance officer. The latter will also assist staff in obtaining proper authorization to copy or use protected material when such authorization is required.

Permitted Copies

Multiple copies, not exceeding more than one per student, may be made for classroom use or discussion if the copying meets the tests of brevity, spontaneity and cumulative effect. Each copy must include a notice of copyright.

A library or archive may reproduce one copy or recording of a copyrighted work and distribute it if:

1. Reproduction or distribution is made without any purpose of direct or indirect commercial advantage.
2. Collection of the library or archives is open to the public or is available not only to researchers affiliated with the library or archives or with the institution of which it is a part, but also to other persons doing research in a specialized field.
3. Reproduction or distribution of a work includes a notice of copyright.

Prohibited Copies

The law prohibits using copies to replace or substitute for anthologies, consumable works or compilations or collective works. Consumable works include: workbooks, exercises, standardized tests, test booklets and answer sheets. Teachers cannot substitute copies for the purchase of books, publishers' reprints or periodicals; nor can they repeatedly copy the same item from term to term. Copying cannot be directed by a "higher authority"; and students cannot be charged more than actual cost of photocopying.

Schools must be licensed to play copyrighted music where the performer is paid or admission is charged, even if the admission is used to cover refreshment costs.

Off-air Recordings

Broadcast programs may be recorded off-air simultaneously with broadcast transmission and retained by the district for a period not to exceed forty-five (45) consecutive calendar days after the date of recording. After this period of time, all recordings must be erased or destroyed immediately.

Program recordings may be used once by individual teachers in the course of relevant teaching activities, and repeated once only when instructional reinforcement is necessary, during the first ten (10) consecutive school days in the forty-five (45) day calendar day retention period.

After the first ten (10) consecutive school days, off-air recordings may be used up to the end of the forty-five (45) calendar day retention period only for evaluation purposes by the teacher.

Off-air recordings may be made only at the request of and use by individual teachers and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.

Off-air recordings need not be used in their entirety; but they may not be altered from their original content and may not be physically or electronically combined or merged to constitute teaching anthologies or compilations. Such recording must include the copyright notice on the broadcast program as recorded.

Videotapes/Optical Discs/Distance Learning/Audio-Visual Delivery Devices

A library, archive, or media center may reproduce one copy of a recording of a copyrighted work and distribute it in accordance with provisions of law. Recorded copies of copyrighted programs owned by a staff member or another person or a copy of a rental program are considered illegally made and may not be used for instruction purposes unless its use meets the fair-use test.

Rental videocassettes, laser discs and other optical media with the "home use only" warning label may not be used in a classroom, school assembly, or club unless specifically covered in the rental agreement.

Multimedia use of copyrighted material falls under the guidelines of the medium being used (e.g. computer, video, audio).

Distance learning is subject to copyright guidelines if copyrighted material is copied or recorded during a transmitted lesson.

Closed-circuit distribution of a copyrighted work to classrooms in a school or campus is legal, as long as the transmission is used for instructional activity and not entertainment.

Off-air taping of broadcast programs is permitted to educational institutions for programs broadcast to the general public. Pay cable TV services and satellite broadcasts available at an extra charge are not allowed without permission from the copyright owner.

Computer Software

Copies of software including those downloaded via modem, other than "public domain" software, cannot be made without the permission of the vendor or copyright owner.

Illegal copies of copyrighted programs may not be made or used on school equipment.

A computer program may be legally copied only for the following reasons:

1. It is created as an essential step in the use of the computer program, such as automatic copying into memory when a program is loaded.
2. It is created as a backup or archival copy only. All backup and archival copies must be destroyed in the event the original program is erased or removed from inventory.

Backup or archival copies may not be used simultaneously with the original program.

Copying a copyrighted program from a computer hard drive to a floppy disc, for use as an additional copy, is illegal.

Networking computer software is illegal if the legal multiple user or site licenses have not been acquired from the vendor or copyright owner. Networking is the use of a single program in a single computer that is connected to other computers, permitting the program to be used simultaneously in more than one computer.

Reproduction of original computer software manuals is illegal, and copying must abide by the fair use guidelines.

The district will provide expenditures for software as a budgetary item. Priority will be given to software that supports and/or is critical to curriculum or operating needs. All other software will be purchased if reasonable need is established and/or financial resources allow such purchase.

Renting or leasing original copies of software by individuals without the express permission of the copyright owner is illegal.

CLASSROOM CONTROL

Teachers are reminded that they are not to place student(s) by their classroom doors or send them into the hall unsupervised because of disciplinary problems. Experience has proven that students placed in the halls cannot be properly supervised from within the classroom. **When a teacher chooses to place a student in the hallway unsupervised, he/she is placing him/herself at risk for negligence in the area of student supervision.**

It is essential that each teacher be capable of creating and maintaining the proper type of classroom atmosphere.

CURRICULUM REVIEW BY PARENTS/GUARDIANS AND STUDENTS

Refer to Policy 105.1

Upon request by a qualifying parent or student, the district will make available existing information about the curriculum, including PA core standards to be achieved, instructional materials and assessment techniques.

The following conditions shall apply to any request:

1. To assist the school district in providing the correct records to meet the needs of the requesting party, the request must be in writing setting forth the specific materials being sought for review.
2. The written request will be sent to the building principal.
3. The district will respond to the parent or student within ten (10) school days by designating the time and location for the review.
4. The district may take necessary action to protect its materials from loss, damage or alteration and to ensure the integrity of the files, including the provision of a designated employee to monitor the review of the materials.
5. No parent or student shall be permitted to remove the material provided for review or photocopy the contents of such file. The taking of notes by parents and students is permitted.

DISCIPLINE

In accordance with the Pennsylvania State Board of Education regulation, the Penns Valley Area School District has a classroom school-wide behavior plan.

Teachers are responsible for student safety and welfare on school property. Student discipline problems that a teacher feels are important and are brought to the building administrator should be documented by the staff member in written form.

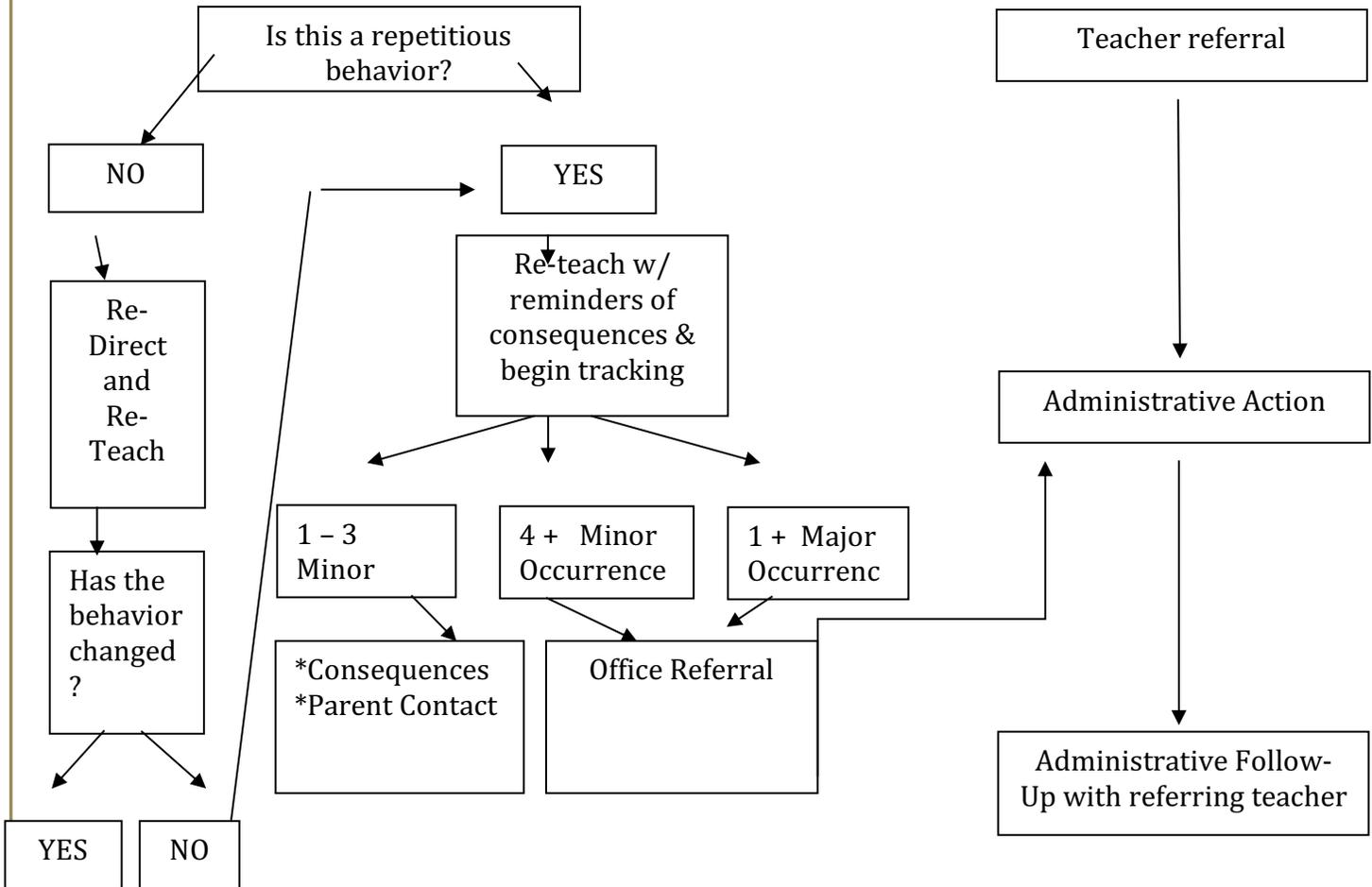
Teachers should not tolerate inappropriate language or a disrespectful attitude. The conduct throughout the building, classrooms, study halls, etc., shall be that of respect and courtesy. Teachers must work to establish this climate at all times. Principles of good discipline are as follows:

1. School policies must be enforced diligently by teachers throughout the school property.
2. Discipline must be impersonal and not motivated by revenge or malice.
3. Deliberate disrespect for authority requires immediate and effective action.
4. Firmness should not be misconstrued to mean lack of kindness and fairness.
5. Pupils should understand the reason(s) for receiving a reprimand and how to correct the inappropriate behavior. Discipline should be a part of the learning process.
6. Do not suppress certain pupil actions one day and tolerate them the next. This leads to pupil insecurity and distrust of you as a teacher. Let the pupils know what you will and will not tolerate in your classroom. Disciplinary action should be decisive, fair and consistent.
7. Academic deductions may not be used as a disciplinary measure.
8. Teachers must set levels of expectations that are reasonable and obtainable by the particular people involved.
9. Teachers will not, under any circumstances, punish an entire class for offenses committed by an individual or a few members of the class.
10. Since the first line of student management in our school begins in the classroom with the teacher, the teacher should handle his/her own disciplinary problems; however, this does not mean that serious offenses should not be referred to administration.
11. Teachers should outline in writing the steps they have already taken to try to resolve the problem. Parent contact by the teacher is required before the student is referred to the office for Level I and/or Level II violations. It has become evident that a large percentage of our teacher-student disciplinary problems can be resolved through proactive communications with parents, consistent classroom management and engaging activities on the part of the classroom teacher. To assist with the decision making process please utilize the Positive School Wide flow chart below.

Student Behavior Management Process

Teacher Managed

Office Managed



Classroom	Office
Not following classroom rules	Tardy/Attendance
Food/Drink - water only	Stealing
Failure to follow homework policy	Repeated Classroom Violations
Insubordination	Physical Aggression (peers, staff, self)
Lying	Electronic Devices
Cheating	Running Away
Class Disruption	Computer Misuse
Minor Physical Actions	Dress code Violations
Tardy for class	Threats
Inappropriate Language	Harassment/Bullying
Dress code violations	Vandalism
	Weapons Possession
	Drug/Alcohol/Tobacco Possession

DPA

Grades K-6 DPA should follow the building schedule and have proper adult supervision at all times as determined by the Administration. DPA should not be taken away from students unless a teacher has prior permission from the principal.

FIELD TRIPS

Refer to Policy 121 and 121AR

For the purpose of these policies and procedures, a field trip is defined as any time a teacher takes one or more students off district property.

The purpose of field trips is to support the district's curriculum. Please consider scheduling field trips throughout the year and when it best fits with the curriculum.

The Board shall approve only those field trips that are planned to take students out of the Commonwealth of Pennsylvania.

Students on field trips remain under the supervision and responsibility of this Board and are subject to its rules and regulations.

The Board does not endorse, support nor assume responsibility in any way for any district staff member who takes students on trips not approved by the PVASD School Board, Superintendent or Building Principal.

The Superintendent or designee shall prepare and implement procedures for operation of field trips.

Field trips shall be governed by guidelines which ensure that:

1. The safety and well-being of students will be protected at all times.
2. Parental permission is sought and obtained before any student may participate.
3. The principal approves the purpose, itinerary and duration of each proposed trip.
4. Each field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities that enhance its value.
5. No field trip will be approved unless it contributes to the achievement of specified instructional objectives.

Field trips longer than three (3) school days should be taken when school is not in session.

Upon request of the building principal, a post field trip evaluation shall be completed and returned to the building administrator within one (1) week following the field trip.

Preparation

Teachers who are preparing for school trips should do so as far in advance as possible and submit the required paperwork a minimum of one month in advance of the trip. Teachers are expected to follow the following protocol:

1. Obtain approval for the field trip from the building principal.

2. If the trip is out of State or overnight, the trip must receive approval by the Board.
3. **Immediately following approval, provide the school nurse with a list of students who will potentially participate in the trip and schedule a future meeting with the school nurse to review student needs.**
4. Meet with the school nurse to review any necessary medication plans as required by policy 210.
5. If parents are going on the trip, make sure they have proper clearances.
6. Follow all other procedures as established at each building.

Pupil Transportation

1. When using multiple vehicles on a field trip, they will travel together in a caravan.
2. Every vehicle used to transport students on the trip must have professional staff member present.
3. All vehicles must have District phones, or professional staff members willing to use their personal phones for information between vehicles.
4. Upon return, all professional staff members will remain at the building until all students have been picked up. Teachers will be provided with access to their respective building.

Supervision

1. There shall be one (1) adult for every ten (10) to fifteen (15) students going on trips, as determined by the building principal. However, if the needs of the students participating on the trip require fewer or additional adult supervision, the building principal may assign additional adults.
2. All chaperones must be a district employee, be on the approved sub list, or on the approved volunteer list.
3. If medication is a necessity for a student during the timeframe of a school trip, a student must be able to self-administer as defined in Policy 210, a parent must accompany the child or a district CSN/RN/LPN should be sent as a chaperone. If a student is unable to self-administer and neither a parent nor a CSN/RN/LPN is available to join the trip, the trip may not continue.

Eligibility

1. Determination of eligibility to participate in the trip based on behavior, attendance and grades will be at the discretion of the Administration.

PVASD Field Trip Proposal

Person Requesting Trip _____

For Students in Grade(s) _____ School: _____ Date of Trip: _____

Location of Trip: _____

Itinerary _____

Instructional/Curricular
Connection: _____

Chaperones: There must be one chaperone for every 10 to 15 students, as determined by the building principal. All chaperones must be currently employed by PVASD, on the district approved substitute list, or on the approved volunteer list for PVASD.

Number of Students Attending _____ Number of Chaperones: _____

Chaperone(s): _____

Nurse Needed: YES _____ NO _____ Funding provided by: _____

Cost to District: _____ Cost to Student: _____

TO BE COMPLETED BY PRINCIPAL:

Approval: _____ Principal Signature _____ Date: _____

Denial: _____ Principal Signature _____ Date: _____

Reason for Denial: _____

GENERAL SUPPLIES

Instructional or general supplies are ordered on a requisition form available in the building office, or through the central supply system. The building office will approve or reject the order. If the order is rejected, reasons for the action will be forwarded to the teacher as soon as reasonably possible. Employees cannot make purchases, or obligate the district for purchases, without prior written or on-line authorization from the Business Office. Employees will not be reimbursed for expenses if prior approval was not obtained.

GRADE BOOK

- Teachers of students in grades K-12 are required to keep their grades electronically. Teachers are responsible for keeping electronic grade books up-to-date weekly. Access to grade books and/or “hard copies” of assessments must be presented to the administration as required.
- It is the professional responsibility of the teacher to evaluate student performance on a weekly basis. The teacher should be able to demonstrate multiple assessments (quizzes, tests, projects, presentations) each marking period.

REMINDER: *It is unlawful to reduce a student's grade due to discipline/behavior issues.*

GUIDELINES FOR THE EXHIBITION OF ANIMALS IN THE SCHOOL ENVIRONMENT

Refer to Policy 105.3

This information is intended to provide public health guidance to school administrators, teachers and healthcare personnel concerning the proper and safe exhibition of animals in the school environment. Staff should be cautioned that although it is desirable for youngsters to have experience with animals, the handling of animals under uncontrolled situations is potentially hazardous. No animals will be permitted in school without the building administrator's permission.

Live animals will be treated humanely and in accordance with the following guidelines:

1. There will be a valid purpose or reason to bring in a live animal.
2. Aims and objectives must be justified for having the animal or animals in a classroom for a period longer than three (3) days. The building principal will make the judgment upon request.
3. Since we are teaching kindness, appreciation and understanding of animals, the highest standards of care and sanitation must be followed:
 - a. All containers must be kept clean.
 - b. All trash or wastes must be disposed of properly and not placed in waste paper baskets in the classroom.

INFORMAL OBSERVATIONS

Administrators and/or supervisors may conduct informal observations. The purpose of this method of observation is formative in nature to assess the instructional climate and culture of the classroom. If a health/safety concern exists in the classroom, the administrator will immediately address it. If the administrator has a question or concern regarding what he or she observed, the concern will be addressed through a private, personal conference with the teacher. A written follow-up, positive comment, email, or note, may be provided to the teacher as appropriate

OBSERVATIONS / EVALUATIONS

Administrators will be conducting informal observations and formal observations in accordance with PDE guidelines. When the administrator comes in for an informal observation, the teacher should continue the instruction without interruption. Observation of the teaching process is a vital part of a teacher's professional growth. The opportunity to receive feedback will help this process. Observations may be unannounced. Evaluation of tenured teachers will occur at least once a year. Non-tenured personnel will be evaluated at least once a semester. Feedback for formal observations should be reviewed within 10 school days; unless extenuating circumstances exist whereby mutual parties consent that the ten day guideline is extended.

PARENT-TEACHER CONFERENCES

No. 313 AR

PENNS VALLEY AREA SCHOOL DISTRICT

ADMINISTRATIVE
REGULATION

Effective 1-29-15

Parent Communication

Parents are a vital role in the success of students and should be considered a partner in the educational process. As such, it is important for the school district, its administrators and faculty members, and coaches to communicate with parents in order to keep them informed and foster the partnership. Each employee is expected to minimally abide by the communication expectations listed below.

Response to Parent Initiated Communication

Phone calls and emails	Response within 48 hours (unless over holiday, extended time off)
Meeting requests	Schedule within 48 hours Hold meeting within 1 week

Proactive Communication to Parents

Teachers will, through their website, email, newsletter, calendar, online gradebook etc., communicate about major classroom activities, projects, and major exams. The mode of communication will be posted on the appropriate page of the teacher's website so parents know where to look for updates.

Teachers will contact parents when a student's grade falls to a D or below at the high school level or a 1 at the elementary level. Communication will occur as soon as there are concerns –we should not wait for a report card to be the communication tool.

Teachers will contact parents when a student's behavior significantly changes. This could be part of a bigger problem that the parent is dealing with at home.

Teachers are encouraged to contact parents when students are performing at their best. This fosters a positive relationship with parents and reinforces how invested we are in their

PARTIES

The schools will not serve as a conduit for issuing party invitations. Among the concerns are potential liability issues for the school as well as potential exclusion of children, which is counter to our bully prevention program. If you need assistance with this, please notify the building administrator.

PLANNING PERIODS

Planning is an integral part of effective instruction. This time should be used for instructional planning to increase the teacher's effectiveness in the classroom. Teachers may also use this time to share strategies and ideas for curriculum implementation with colleagues. Planning periods may also be used for teacher-parent communication and conferencing, as the teacher so chooses.

PREPARATION FOR SUMMER CLASSROOM CLEANING

To assist in preparation for the summer cleaning process, each teacher should accomplish the following items in his/her classroom:

- a) Stickers, except those designating the room for the furniture, should be removed from doors, door glass, file cabinets, desks or any other place they may be located. If they cannot be easily removed, a work order should be submitted requesting removal.
- b) Windows must be clear of all items such as decals, etc.
- c) Do not cover shelves, bulletin boards or blackboards with newspaper or plastic film. Only cover items that remain in the same place from year to year and areas you do not want cleaned.

Removable posters, pictures and signs should be removed from walls and doors and stored.

Exception: If items are laminated or large posters and pictures are used in the same location yearly, they may remain on the wall.

1. Very few items, if any items, should remain on top of file cabinets, desk, bookshelves or stands.
2. Items that are moveable must be removed from the floor and stored.
3. Remove all items from the top of teacher's desk to prevent spillage when moved into hallways for floor cleaning. Items left inside of desks may be disorganized.
4. Aquariums, terrariums and plants should be removed from rooms.
5. Personal items should be stored in classroom cabinets. Each cabinet should be locked and will remain locked through the summer.
6. Do not disconnect or remove technology-related items without administrative approval.

Teachers will create a diagram of the classroom arrangement and place it on the front wall of the classroom. This will help with proper replacement of the furniture when the classroom is put back together.

RELEASING CHILDREN FROM SCHOOL-SPONSORED ACTIVITY HELD AWAY FROM SCHOOL GROUNDS

Parents and/or legal guardians may request, after a student has participated in a school-sponsored

activity that is held away from school, that their child travel to their home or to another activity with one of the following designees: themselves, an adult who is at least 21 years of age, or another family member.

1. The student must present a written request signed and dated by the parent/guardian to the main office at least 24 hours prior to the event. The building administrator must approve these requests.
2. The advisor/coach must agree to the departure of the student.
3. The designee with whom the student is allowed to depart must be identified in the note signed and dated by the parent/guardian.
4. The designee with whom the student is allowed to depart must physically present themselves to the advisor/coach to receive the student.

REPORT CARDS

Grades K-12: Report cards are distributed to students in the K-12 grade levels. Teachers are responsible for meeting deadlines outlined by the building administrators so this process can proceed without interruption.

RESPONSIBILITIES TO SUBSTITUTE TEACHERS

Substitute teachers are Board approved, certified employees of the Penns Valley Area School District. Substitute teachers have rights to the same student information, materials, curriculum materials, etc., as other professional staff members. Please provide the following information to substitute teachers:

1. Medical needs folder, pertinent IEP/GIEP/504 information and crises management plans should be made available to substitute teachers.
2. Lesson plans should be adequate for the length of the class period, the purpose of which shall be to continue the ongoing program or to provide a meaningful alternative that relates to the subject area.
3. Teachers should state briefly on the lesson plan the purpose of each lesson so that goals may be reached.
4. When lesson plans include the use of audio-visual materials, please state where and how the material and equipment may be obtained.
5. When teachers have assigned duties such as cafeteria coverage, or hall duty, etc., these duties should be noted for the substitute in order that he/she can perform them.
6. Seating charts and/or name tags on desks for your classes must be kept up-to-date.

SCHOOL ACTIVITIES DURING AND AFTER SCHOOL HOURS

After-school activities must be authorized by the school administrator before being scheduled on the school calendar. Time schedules, dates and the name of each activity are subject to the approval of the school administrator. Each activity will be entered on the school district activities calendar (SchoolDude). If an activity does not appear on the building use schedule, the custodians are not permitted to allow you in the building until administrative permission is granted. Likewise, no one will be admitted prior to that scheduled time unless the advisor is present. Any conflicts in facility usage will be resolved by the building administrator.

An adult will be in charge of groups. Activities of the group will be confined to the assigned room or area. The pupils should not be permitted to leave assigned areas of the school. Good order should be maintained at all times. ***Students should not be left unsupervised during an event.***

The authorized teacher, or person in charge of each activity, club or meeting will be responsible for seeing that every person is called for or leaves the grounds and that the area assigned is put into order with lights turned out and doors locked. ***DO NOT leave a student unsupervised after an event.***

Teachers scheduling evening activities for special groups are responsible for carrying out the following procedures:

- a) Only one exterior door is to be used for entrance; when possible use the entrance nearest the room scheduled for the activity.
- b) Do not permit anyone to enter the building who is not a participant in the activity.
- c) See that the door is closed before the activity begins, ensuring that no unauthorized persons can enter the building.
- d) When the activity is completed, have everyone leave by the same door and see that it is locked.
- e) Activities or sports events not sponsored by school organizations must be requested through the building administrator.
- f) Emergency contact information should be available for each student participant.

SECONDARY ACADEMIC & ATHLETIC ELIGIBILITY POLICY

In an effort to improve instruction in the Penns Valley Area School District, the Board of School Directors of the Penns Valley Area School District has resolved that for all students in Grades 7-12, a student must be failing no more than one (1) class in order to participate in co-curricular and extra-curricular activities to include, but not limited to: dances, field trips, prom, play/musical, marching band, performances/parades, FFA activities outside of the normal school day and/or building, Homecoming, athletic events, Student Council, and class-specific activities.

Weekly Eligibility:

Student eligibility will be checked every Friday beginning with the second Friday of each quarter. Teachers will then be contacted to confirm the grade if a student is believed to be ineligible. A student that is failing **more than one (1) class** will be deemed ineligible for the following week (Sunday through Saturday).

Quarter/Trimester/Semester/Year Eligibility:

Eligibility for the end of a quarter, trimester, semester, and/or the school year will be checked upon report card distribution. Report cards will be used to confirm the grade if a student is believed to be ineligible. Students that have failed **more than one (1) class** for the quarter, semester, or year will be deemed ineligible for **(15) school days** beginning with the first day that the report cards are issued or in the case that more than one class was failed at the end of the year, the 15 school days will begin with the start of the following school year. Students may be deemed ineligible for events on subsequent weeks including at the end of a quarter, trimester, semester, or year. At no time will athletic or academic ineligibility periods be “banked.” Once a student has been deemed ineligible on the weekly, quarter, semester, or year-end eligibility checks, that student will remain ineligible for the full ineligibility period.

Year-to-Year Eligibility:

Eligibility will be carried over from one school year to the next. Eligibility will not be carried over for students entering ninth grade for non-athletes. Summer school credit may be applied for classes that were failed during the school year which will allow the student

to regain their eligibility. Fall non-student-athletes that fail more than one class at the conclusion of the fourth quarter or fail the class for the year would be ineligible for **(15) school days** beginning with the start of the next school year. Fall student-athletes that fail more than one (1) class for the year, would be ineligible to participate in any games or scrimmages beginning with the start of the Fall season and would continue to be ineligible for the first **(15) school days** of the new school year as determined by PIAA.

Non-Student-Athlete Eligibility:

Any student deemed ineligible will not be permitted to participate in any extra/co-curricular events during the time period they are ineligible. This includes but is not limited to: dances, field trips, prom, play/musical, marching band, performances/parades, FFA activities outside of the normal school day and/or building, Homecoming, athletic events, Student Council, and class-specific activities.

Student-Athlete Eligibility:

In addition to the non-student-athlete requirements, any student-athlete deemed ineligible will not be permitted to participate in or attend any games or scrimmages during the time period they are ineligible.

Field Trips:

Any student who is deemed ineligible for a scheduled field trip will not be permitted to attend. Those students are expected to be in school and complete an alternate assignment on the date(s) of the trip. The alternate assignment will be rigorous and will expose the student to aspects of the trip as it relates to the curriculum.

Notification:

Students who are deemed ineligible will first have a meeting with administration (non-student-athletes) or the athletic director or administration (student-athletes). Parents will also be notified via phone and in writing that details the courses that caused the student to be ineligible and the duration of time for which the student is ineligible.

Appeal Process:

Students who wish to appeal the decision may do so by writing to the Superintendent of Schools. Once the appeal has been received, an informal hearing will be scheduled. While awaiting the informal hearing, the ineligible status of the student remains in effect.

Tutoring:

Tutoring will be available for all students on select days. Students may contact the main office to acquire the tutoring schedule.

SOCIAL ACTIVITIES

Permission from the building administrator is required for parties and all social activities sponsored by school groups. Requests for social activities should be made at least three weeks before the event is scheduled.

STUDENTS OWING MONEY

The names of students owing money for books, library fines, projects, equipment, etc., should be given to the administrator's secretary no later than the end of each marking period and at the close of the school year. Include with the names of these students the amount owed and the reason for the

obligation.

STUDENT PROGRESS REPORTS

Midway through each marking period, students may receive supplemental academic and behavioral reports. Through these reports, parents are alerted to the conditions that are contributing to the student's progress.

Parents must be informed either by a progress report, conference, email and/or by phone when a student's grade falls below passing and/or a decline in student behavior is observed, regardless of what point in the marking period this occurs.

Parents who desire additional progress reports during the course of a marking period are to direct their request to the Teacher/Guidance Counselor, specifying in which subject area(s) the report is needed. Teachers are required to supply the parents with these reports as requested by and/or through the Guidance Department or Building Administration. Examples include:

1. Communicate directly with student;
2. Phone call to parent/guardian;
3. Written correspondence to parent; examples include email, agendas, memo, letter; and
4. Teacher-parent conference

STUDENT-RELATED INFORMATION

ATTENDANCE

Pupil accounting reports for the Penns Valley Area School District will be processed by each school office or attendance clerk. Teachers have an important role to play in maintaining attendance of pupils.

In the morning when the day begins, each homeroom/classroom teacher is required to complete an absentee report. It is important that this absentee report be carefully completed; therefore, this task must not be delegated to a student. **HOMEROOM/CLASSROOM TEACHERS ARE TO TAKE ATTENDANCE THEMSELVES.** Absentee reports must be submitted within the first 30 minutes of the start of student day.

At the high school level 7-12 an absentee list will then be compiled by the office and distributed to all teachers. Attendance should be **CHECKED** and **RECORDED** in **EACH** class and absentees not listed on the attendance sheet must be reported to the office via intercom/phone immediately. If a student is reported absent and is present, this error must also be reported promptly to the office.

SUPERVISION OF STUDENTS

General: Teachers are responsible for the students assigned to them. **A teacher must not leave a classroom/students unsupervised unless there is an emergency situation.** Students should not be sent to see another teacher unless they have a pass from that teacher for that time period. Teachers must exercise "reasonable and prudent care" when choosing to place students in the hallway unsupervised. Students who do not report for a class must be reported immediately to the office if the teacher does not know the student's whereabouts.

Special Groups: Teachers responsible for a group holding a rehearsal or for any other purpose must

meet with and supervise such group or arrange for competent substitute adult supervision.

Students after an evening activity: (such as dances, athletic events, field trips and other events or contests sponsored by the school district, excluding normal after-school practices for various activities):

1. When school activities require school police service (dances, athletic contests, etc.), one policeman should remain on duty until all pupils have left the school building area.
2. When school activities require chaperones (field trips and other events), at least two school employees should remain on duty until all pupils have left the school building area.
3. If there is a problem with a student not being picked up within a reasonable time, the school administrator should be informed via a phone call, text or email, and steps taken to prevent this reoccurrence prior to the next event that student may be scheduled to attend.

VOLUNTEERS

Refer to Policy 916

Clearance Requirement

Clearances are required for all unpaid adult volunteers who are responsible for the welfare of a child or have the possibility of caring for, supervising, guiding or controlling children or routine interaction with children, regardless of the number of hours or frequency of the contact.

Clearances Required for Volunteers

1. PA State Criminal Record Check.
2. PA Child Abuse History Clearance.
3. Federal Criminal History Record Check (Fingerprint) (unless Volunteer Request for Waiver is submitted and approved).

No person who is required to submit clearances will be permitted to volunteer if the criminal history or child abuse reports/clearances required by this policy evidence an offense which would preclude such individual from providing services under the Child Protective Services Law (see Disqualifying Offenses).

Volunteering is a privilege, not a right. Even if a volunteer has obtained the required background clearances, the District retains the right to exercise discretion in permitting the individual to serve as a volunteer.

A volunteer may NOT have to submit the Federal Criminal History Record (Fingerprint) if the volunteer submits a sworn affidavit (in the form of the Volunteer Request for Waiver of FBI – Federal Criminal History Record Check – available online as 916 AR-1) affirming that the volunteer:

1. Has been a resident of the Commonwealth of PA for the entirety of the previous ten (10) years; and
2. Has never been convicted of a Disqualifying Offense in PA or any other state or jurisdiction, including foreign jurisdictions.

Cost of Clearances

The costs of obtaining the required clearances shall be the responsibility of the volunteer.

Volunteers required to obtain clearances may apply to the School District for reimbursement of the cost of the clearances if financial hardship can be established by the volunteer based upon the same criteria used to determine eligibility for free and reduced lunch status.

Age/Renewal of Clearances

When first submitted, the clearances cannot be more than thirty-six (36) months old.

In order for clearances to remain current, they must be used at least once per school year or else they will need to be renewed. Volunteers must be identified by an I.D. badge at all times.

WEBSITE

District information, including major plans that impact teachers, may be found on the website at www.pennsvalley.org. Teachers are expected to use this site to locate important information about the Penns Valley Area School District.

Refer to 816AR

Each professional employee will be given a website which should be used to provide both students and parents information regarding the teacher and the classes he/she teachers. In order to provide consistency with teacher websites, the following protocols and expectations should be followed:

Each professional employee should have, at minimum, three tabs on their website. The tabs should be

1. Home Pages – should include information about the teacher, their classes and the best way in which to make contact with any questions or concerns.
2. Classroom – should include classroom procedures, course descriptions, syllabi, and expectations.
3. Homework/Resources – should include how homework, projects, and exams are communicated and could have a list of resources including online textbook.
4. Classroom News (optional) – this could include pictures (if we have student releases), class projects, student work, etc.

In addition to the information required for the 2015-2016 school year, each teacher should have the following on their webpage:

For the 2016-2017 School Year

In addition to the information required for the 2014-2015 and 2015-2016 school years each teacher should have the following on their webpage:

1. Update any information from the previous year. Nothing should be outdated.
2. Home Pages – should include pictures or videos of classroom projects, lessons, or activities.
3. Homework/Resources – List of resources – there should be a list of at least five resources for parents

Supervision

The building principal shall, by the end of September each year, review teacher websites for compliance. If a website is not in compliance, the principal shall provide the teacher, in writing, a deadline for bringing the website into compliance.

SAFETY & SECURITY

ACCIDENT REPORT

Employees who are injured while performing their duties in any building, on school grounds or on a school field trip, **should make report of the accident immediately if possible, but not later than 24 hours from its occurrence.** Report shall be made on a form supplied by the school district and must be filed in the Office of the Superintendent.

ALL HAZARDS PLAN – STANDARD RESPONSE PROTOCOL

The Penns Valley Area School District's commitment to safety is supported by the Commonwealth's three broad goals for education:

1. High student standards,
2. High-quality teaching and administration, and
3. A safe, secure, and supportive environment for each school and every child.

The Penns Valley Area School District has developed an All Hazards Plan which provides a framework from which the District can build a safe and secure learning environment with the ability to respond promptly and appropriately in the event of an emergency. Whether it is prevention and mitigation, preparedness, response, or recovery, the Penns Valley Area School District strives to manage every phase of emergency readiness competently and effectively.

Standard Response Protocol (SRP): The Penns Valley Area School District has implemented the Standard Response Protocol (SRP). A critical ingredient in the safe school recipe is the uniform classroom response to an incident at school. Weather events, fires, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by school and district administration and staff.

SRP is Action Based: The Standard Response Protocol (SRP) is based not on individual scenarios but on the response to any given scenario. Like the Incident Command System (ICS), SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple - there are four specific actions that can be performed during an incident. When communicating these actions, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders.

- **Lockdown** is the protocol used to secure individual rooms and keep students quiet and in place.
- **Evacuate** will be followed by a location, and is used to move students and staff from one location to a different location in or out of the building.
- **Shelter** in place will be followed by a type and a method and is the protocol for group and self-protection.

The protocol also allows for a more predictable series of actions as an event unfolds. An intruder event may start as a Lockdown, but as the intruder is isolated, first responders would assist as parts of the school go to an "Evacuate to the Gym and Lockdown," and later "Evacuate to the Bus Zone."

Additional building level emergency preparedness information will be distributed to staff at the beginning of each school year and will be updated as needed on an ongoing basis.

Emergency School Closings: Staff will be informed of cancellations and closings primarily through the Penns Valley Area School District Emergency Contact System and/or building emergency phone chains. Announcements concerning cancellations, delayed openings and early closings of schools in the Penns Valley Area School District will be carried using school messenger announcements, websites and media outlets:

Emergency Closing announcements will be made as soon as a decision has been reached.

BUILDING SECURITY

Responsibility: Every staff member is responsible to see that his/her assigned room is properly secured at the close of each instructional day or after any special event.

Specifics: Windows closed and locked, doors secured. The building staff and custodians shall assist with the daily routine as established by the building administrator. The hours for opening and closing a particular building must be approved by the Superintendent of Schools.

EMERGENCY CARE OF PUPILS BY STAFF MEMBERS

Emergency Information Form: Emergency forms for each pupil, completed by the parents/guardians, are kept on file in each building.

First Aid: The school nurse or the health room aide in each building will be responsible for the first aid for both students and staff members. If the nurse is not in the building, she/he may be called if the injury or illness is declared an emergency. The parent, spouse or person indicated on the emergency card is to be notified of the emergency as soon as possible.

Accident Report: Accident forms must be reported on a school accident report form, located in the nurses office, by the teacher in charge of the pupil. Forms are to be returned to the office or school nurse within 24 hours. Teachers are to report all minor and major accidents to the school nurse. The school nurse is to file a written report of all accidents with the administrator. This report shall be filed with the building administrator by the end of the school day on the day that the accident occurred. The school nurse will also file a copy of the accident report in the student's health records.

Advisors, coaches, athletic trainers are to file a written "Accident Report" with the administrator within 24 hours following an accident in the sport or co-curricular activity that they are directing.

Reportable accidents are those accidents that occur during the time that the student is in school, while the student is going to or returning from a school sponsored event, or while the student is engaged in any co-curricular activity for which the school district is responsible.

Illness - School Hours: If the child becomes ill during school hours, the nurse, health room aide, building administrator or office secretary may call the home to request the parent transport the pupil home.

Transportation: Transportation of pupils who are ill or injured is the parent's responsibility. An ambulance should be used in emergency cases.

Pupils Returned to Home: Once a student is picked up by a parent/guardian/designee they are the responsibility of that individual.

Adult Identification: Adults picking up a student must be positively identified by teacher, office personnel, administrator or school nurse.

Medication: Medications will be administered by the school nurse, substitute nurse, or health room aide with a medical license only. Parent/guardian/or parent designee (non-school employee) may come to school and directly administer medication to a student if necessary. Students will be permitted to possess and use asthma inhalers or an Epi-pen independently in school with written permission from a physician or parent/guardian. This is only to permit immediate access to these emergency medications in order to prevent a life threatening crisis.

Chronic Disease: The school nurse will update Health Alerts in an electronic database at the beginning of each school year and throughout the year as new medical information is received. Each teacher will review individual Health Alerts in the electronic database for each student on his/her rosters. Teachers will familiarize themselves with students with a Medical 504 Plan and a Service Agreement for chronic illnesses including, but not limited to diabetes, cardiac disease, epilepsy or seizures, food allergies with epi-pens prescribed, and hearing or vision problems. The school nurse will keep teachers informed during the school year about students with new medical concerns/diagnoses.

Head Lice: The current information regarding head lice is available in "School Health" on the district website. The nurse is not required to perform head checks on the entire classroom.

EVACUATION PROCEDURES

In the event of an extreme emergency at school, the evacuation procedure is as follows:

- A. The alarm or PA system will be used to notify all building occupants.
- B. TAKE YOUR EMERGENCY FOLDER WITH YOU.**
- C. Attendance will be taken when the group assembles at the designated area.
- D. The administration will follow the guidelines established in the All Hazards Plan.
- E. The administration will call buses to transport students home, if necessary.

FIRE DRILL PROCEDURES

An emergency evacuation drill is definitely necessary. It is an instructional device designed to insure a swift, safe exit from the building in an emergency.

In the event of a true emergency, our first priority is to ensure that everyone is accounted for and safe and that someone calls 911. The administration, faculty and staff play an important role in achieving this priority through their involvement with evacuation procedures. In the event of a fire or an emergency requiring that the school be evacuated; the following procedures have been developed to ensure that everyone has exited the building:

Basic Factors:

1. Orderly, quiet and purposeful exit is paramount. Speed is desirable, but of secondary importance.
2. Classroom doors and windows should be closed.
3. Maintenance and/or custodians turn off mechanical equipment and utilities as required. Stand by to direct the fire department to the location of the fire.
4. Students should not carry books or excess clothing.
5. Teachers take class records (grade books) with them and take roll when clear of the building.
6. Students should stay with their group at all times and face away from the building.
7. The first student through the exit door to the outside campus should hold the door until all students have vacated the building.
8. Nurses and/or office staff should take student emergency contact lists with them.

Duties of Teachers:

Faculty Supervising Students at the Time of the Alarm - Upon notification of an emergency, either by fire alarm system or public address systems, teachers supervising students will direct and accompany students in exiting the building via designated emergency exits (an alternate emergency exit may be necessary if the location of the incident blocks exiting from the building).

1. Make certain there is a fire exit map posted in the front of the room.
2. Be responsible for evacuation of class. Traveling teachers must know fire drill instructions for all rooms in which they hold classes.
3. Have an accurate record of attendance; take class record book with you.
4. Check that windows and doors have been closed.
5. Check that electric lights and electric appliances are turned off.
6. Each teacher is the last person in line in each classroom group: direct traffic in the corridor to move along the wall in single file; on the stairs, two single file lines (one on each side of the stairway).
7. The last teacher out of the building will close the outside door.
8. Check attendance of the classroom group at the designated staging area.
9. The names of any missing students must be reported to an administrator/OVRRRT member.

HANDICAPPED STUDENTS EVACUATION

Teachers are to identify handicapped students who are in their classroom. An emergency evacuation procedure is to be developed by the teacher in consultation with the administration that will provide for emergency exit from the building of these handicapped students. It is the responsibility of the teacher to see that handicapped students are exited from the building in a safe manner. Elevators are **NOT** to be used during an emergency evacuation.

HEALTH POLICIES AND STANDING ORDERS

The Health Policies and Standing Orders for use in the Penns Valley Area School District are provided for nurses, health room assistants, teachers, athletic coaches, bus drivers and other school personnel:

- A. To eliminate any misunderstanding about administering first aid in emergencies of sickness or injury.
- B. To instruct school personnel as to the nature of their duties in managing emergencies or injury.
- C. The Health Policies and Standing Orders apply to the student body, the professional staff and the non-professional staff.

Responsibility of School Personnel:

1. Responsibility for rendering immediate care or treatment due to illness or accident shall be placed upon the school nurse, health aide, other qualified staff members (those with current first aid certification, current CPR certification, EMT), or the teacher and administrator immediately concerned. At the discretion of the school nurse and under his/her direction, minor care may be rendered by the health aide. At times, the office staff may need to render first aid under the direction of the school nurse. When the school nurse is present, he/she shall be primarily responsible; otherwise, as the situation merits, the nurse will be contacted by telephone for advice or called to the school to handle the situation.
2. When an accident or illness occurs, the following steps should be taken by the person responsible:
 1. Notify County Control (911) when necessary. If a life threatening emergency exists, immediately activate EMS (Emergency Medical System). If a victim is unconscious and not breathing, immediately activate the school's Emergency Response Team.
 2. Consult and review the contact information obtained from the Student Emergency Card and/or the Student Health Record.
 3. Give immediate emergency care.
 4. Notify parent/emergency contact person.
 5. Arrange for transportation
 6. Guide parents to sources of treatment when necessary.

LOCKDOWN PROCEDURES

Occasionally, situations arise that make it necessary for us to secure the building. It will be called a **Lockdown**.

Lockdown: (Teachers with Students)

1. Remain calm.
2. Check hallway – quickly direct students to nearest classroom.
3. Close and lock doors and windows immediately.
4. Turn off lights.
5. Instruct students to remain silent.
6. Reassure students that they are safe.
7. Place students on the floor against a wall out of view from the door.
8. Take attendance of all students in the room.
9. Do not use telephone or cell phone.
10. Locked doors must not be opened until they have been unlocked for you.

Lockdown: (Teachers/Staff without Students)

1. Sweep through hallways and bathrooms to gather students who are not in classrooms.
2. Keep these students with you and move quickly to a secure room.
3. Close and lock doors and windows immediately.
4. Turn off lights.
5. Instruct students to remain silent.
6. Reassure students that they are safe.
7. Place students on the floor against a wall out of view from the door.
8. Take attendance of all students in the room.
9. Do not use telephone or cell phone.
10. Locked doors must not be opened until they have been unlocked for you.

MEDICAL EMERGENCY PROCEDURES

Emergency Response Team (Purpose): To assist the Certified School Nurse, if additional help is needed for medical assistance and/or triage in the event of multiple injuries and/or medical emergencies.

Emergency Response Procedure:

1. Contact the main office. Secretary will be advised of location, name(s), grade and condition.
2. Secretary will:
 - a. Dispatch school nurse/nursing assistant/health room aide to location of concern for primary assessment.
 - b. Alert building administrator that health room staff was called to assess medical emergency.
 - c. In the event of multiple injuries, advance to the Emergency Response Team Procedures.
 - d. Log phone calls, time and communication.
3. School nurse/nursing assistant/health aide will determine whether to activate Emergency Response Team and make second call to the office via walkie-talkies.
 - a. Cancel emergency - no Emergency Response needed, . . . OR
 - b. Activate Emergency Response Team.

Emergency Response Team Procedures . . . *If medical lockdown is Activated:*

- Office personnel will:
 - a. Announce medical lockdown and location.
 - b. “Students should remain in their classrooms.”
 - c. Dial 911 and call for ambulance giving necessary information, as appropriate.
 - d. Contact closest school nurse (If C.S.N. is not in building).
 - e. Notify district administration building of situation.

PROTECTIVE MEASURES - PHYSICAL CONTACT WITH STUDENTS

Under the “in loco parentis” doctrine, teachers and school officials may administer protective measures to quell a disturbance. The following conditions are examples of such protective measures:

- a. Risk of safety to self or others.
- b. To obtain possession of weapons or other dangerous items.
- c. For the purpose of self-defense.

SEVERE WEATHER DRILL/ALERT

The following guidelines are to be followed during a Severe Weather Drill/Alert:

Signal: The drill/alert will be conveyed to the staff and students by a public address announcement. Should this system not be operating, office personnel shall alert classes through the use of a bullhorn.

Immediate Action:

1. Windows and doors are to be closed and lights are to be off.
2. Students are to follow the directions of the classroom teacher and/or other school officials.
3. After students leave their classrooms, they are to proceed to the hall corridors and other designated areas, sit down and face away from any exit. They should place their hands over the back of their heads.

4. **Doors are to be closed. When possible, students must be 20 feet from any exterior wall whenever possible.**
5. Staff personnel and students outside the school building should be directed to lay face down, hands over their head in ditches, culverts or ravines if they cannot be relocated in a safe area in the school building.

Accountability of Student and Staff:

1. Teachers who have students under their charge during the drill/alert should take attendance.
2. Staff not assigned to students during drill/alert are to assist as needed.

Important Guidelines to Follow During a Drill/Alert:

1. Locate persons in safe areas like passage tunnels under solid floors, next to interior wall, basements or inner hallways.
2. Do not locate persons in large rooms such as gymnasiums or auditoriums with wide-span roofs.
3. Hallways or interior walls that are not parallel to an approaching tornado are safer than interior walls or hallways that are parallel to an approaching tornado.
4. Persons outside should be directed to lie down, hands over heads, in ditches, culverts or ravines if they cannot be relocated in a safe area within the building.
5. Windows and doors should remain closed and lights turned off.

SUICIDE PREVENTION

General: The Penns Valley Area School District is concerned with the total well-being of each student and staff member. As a result, it is the districts intention to provide an avenue of communication if the possibility of a self-destructive act seems to exist.

Responsibility of School Personnel:

1. Any individual who suspects a student/staff member is depressed or suicidal must report the situation to a counselor, building administrator or school nurse **IMMEDIATELY**.
2. The counselor, building administrator and/or nurse shall be responsible for calling the parent and determining if a need for other resources exists, based on the seriousness of the threat.

If the threat occurs after the regular school day, the teacher or advisor should contact the parents and call or text the building administrator's mobile phone as soon as reasonably possible.

WORKERS' COMPENSATION BENEFITS

Employees of the Penns Valley Area School District are protected by Workers' Compensation Insurance for any accident that may occur to them while on school property and/or during their performance of their job responsibilities. In the event of such an accident, a report should be filed with the Business Office within twenty-four (24) hours of the accident. Reports may be obtained from the school nurse or the Business Office.

SPECIAL EDUCATION

AMERICANS WITH DISABILITIES

The Penns Valley Area School District endorses the Americans with Disabilities Act and makes every effort to make facilities and job positions available to individuals without regard to disability or physical limitations. The school district does acknowledge that certain positions do require a specific level of physical competence in order to complete the responsibilities of the position.

EXCEPTIONAL STUDENTS

Teachers are obligated by federal law to comply with Individualized Educational Programs (IEPs) developed for students who need special education supports. Teachers must also adhere to Chapters 14, 15 and 16, as well as Section 504 Service Agreements (medical and educational). As required by law, the Special Education staff must work with the regular education teachers to be sure they are aware of their responsibilities in meeting the student's IEP/GIEP/504 needs and goals.

A Record Access Form is to be maintained in each special education student record folder on which the name, date of access, and purpose of use shall be recorded for anyone other than a "school official who is authorized" by the District to examine the contents of the folder. An "authorized school official" is defined as a person with direct responsibility for the student in that the person has the student on their schedule, case load, roster, or a building or special education administrator for the student. This is also referred to as a "legitimate educational interest" in the need to review the material.

SPECIAL EDUCATION AS RELATED TO REGULAR EDUCATION TEACHERS

Regular education teachers, including 6-12 electives and K-5 Music, Art, PE, and Library, will be able to access a student's Individualized Education Program (IEP) snapshot on a continuous basis by using the Student Information System (SIS). Information about the student's disability, specially designed instruction (SDI), and testing accommodations is contained in the purple dot next to the student's name. SDIs must be followed by any teacher working with that student. IEPs will be updated in SIS when new IEPs are written or reviewed throughout the school year. The teacher may view the entire IEP by contacting the case manager or the Director of Student Support Services. Teachers will receive Gifted Individualized Education Plans (GIEP) at the beginning of the year and when updated.

Regular education teachers will also be able to access information regarding students with 504 plans at any time during the school year by using SIS and accessing the green dot. These plans need to be read and followed by faculty and staff. Be sure to make note of modifications that will need to be followed in the classroom and around the building. Information regarding 504s will also need to be available for substitute teachers. If the teacher prints the 504 Plan, it should be kept in a confidential and accessible location. A copy of the 504 Acknowledgement Form should be signed and returned to the building administration, indicating the 504 has been read.

Open lines of communication are of the utmost importance to students. When in contact with the parent of a Special Education student, please also share the appropriate information with the Special Education teacher of that student. Be assured the Special Education teacher will provide a similar professional courtesy. Communication between regular education teachers and the Special Education teacher is necessary to provide the student with the best education possible.

Students with an IEP/GIEP should be provided with the appropriate modifications/adaptations necessary for them to meet with success in either regular or special education classrooms. When the

professional educators servicing that student are truly meeting student needs, as identified in the IEP/GIEP, there is no reason for that student to be receiving failing or near failing grades. The only exception would be the student who refuses to work. In such cases, other avenues must be attempted to have the student meet with success. Parents must be informed either by a progress report, conference, email and/or by phone when a student's grade falls below passing and/or a decline in student behavior is observed, regardless of what point in the marking period this occurs. This is essential communication when it has been written into a student IEP/GIEP. Be sure to communicate the grades of special education students with the Special Education teacher on a regular basis. Many IEPs/GIEPs have the schedule for how often this communication of grades is to occur. Regular education teachers are not required to attend every special education meeting for a student. If a teacher's attendance is required, they will receive an invitation for those meetings. There are times that input from regular education teachers is valuable to planning for a special education student. When input for writing IEPs/GIEPs, FBA/PBSP, or other items is necessary, the regular education teachers should return the requested information by the requested date or as soon as possible.

Any time a regular education teacher is having difficulty with a special education student, he/she may request specific information or a meeting to consult with the Special Education teacher or the Director of Student Services.

Education for Homeless Youth

In 1987, Congress passed the Stewart B. McKinney Homeless Assistance Act, (subsequently renamed the McKinney-Vento Homeless Assistance Act) to aid homeless persons. The Act defines the term "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence.

A student may qualify for certain rights and protections under the federal McKinney-Vento Act if he/she is living in any of the following situations:

- a shelter
- a motel or campground due to the lack of an alternative adequate accommodation
- a car, park, or abandoned building
- doubled up with other people due to loss of housing or economic hardship

Eligible students have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in the local school or continue attending the school of origin.
- Receive transportation to and from the school of origin.
- Receive educational services comparable to those provided to other students.

Please contact Dr. Holly Sawyer, Homeless Liaison at 814-422-2000 ext. 2536 with questions or to find out what services and supports may be available.

INSTRUCTIONAL TIMES

Normal Instructional Day

Penns Valley Area Elementary Centre Hall-Potter Elementary Miles Township Elementary	Student Hours: Classes: Breakfast Offered:	8:10 a.m. – 2:45 p.m. 8:10 a.m. – 2:45 p.m. 7:50 a.m. – 8:05 a.m.
Penns Valley Intermediate	Student Hours:	8:10 a.m. – 3:05 p.m.
Penns Valley Area High School	Student Hours:	8:07 am – 3:15 pm

Period	Time
1	8:07 am – 8:55 am
2	8:59 am – 9:39 am
3	9:43 am – 10:23 am
4	10:27 am – 11:07 am
“A” Lunch	11:09 am – 11:39 am
5B	11:11 am – 11:51 am
5A	11:41 am – 12:21 pm
“B” Lunch	11:52 am – 12:22 pm
6C	11:55 am – 12:35 pm
6	12:25 pm – 1:05 pm
“C” Lunch	12:36 am – 1:06 pm
7	1:10 am – 1:50 pm
8	1:55 pm – 2:35 pm
Ram Time	2:35 pm – 3:15 pm

2 Hour Delay

Elementary Schools	10:05 a.m. – 2:45 p.m.
Intermediate School	10:05 a.m. – 3:05 p.m.
Penns Valley Area High School	10:07 a.m. – 3:15 p.m.

Teacher Arrival:

All Buildings	7:55 a.m.
2 Hour Delay	9:55 a.m.

IMPORTANT CONTACT INFORMATION

Penns Valley Area School District	814-422-2000
Penns Valley Area High School	814-422-2000 ext 3000
Penns Valley Intermediate School	814-422-2000 ext 2000
Penns Valley Area Elementary School	814-422-2000 ext. 2000
Centre Hall-Potter Elementary School	814-422-2000 ext 4000
Miles Township Elementary School	814-422-2000 ext 6000
Student Registrar	814-422-2000 ext 2532
Transportation	814-422-2000 ext 2528
Athletic Office	814-422-2000 ext 3109
Superintendent's Office	814-422-2000 ext 2540
Business Office	814-422-2000 ext.2523
Facilities	814-422-2000 ext 2524
Student Support Services	814-422-2000 ext 2500
High School Guidance	814-422-2000 ext 3095
Penns Valley Area School District Website	www.Pennsvalleypsd.org

BOARD OF DIRECTORS

Mr. Chris Houser, President
Mrs. Kerri Kubalak, Vice President
Mrs. Melissa Krum
Ms. Victoria Brennan
Mr. Carl Gaffron
Mrs. Holly Hawkins
Dr. Jeff Hyde
Mr. Darren Narber
Mr. BT Schwier
Dr. Scott Etter, Esq., Board Solicitor

**PENNS VALLEY AREA SCHOOL DISTRICT
EMPLOYEE NOTIFICATION**

I have received a copy of the 2017-2018 Teacher Handbook.

EMPLOYEE NAME (Please Print): _____

BUILDING: _____

POSITION: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

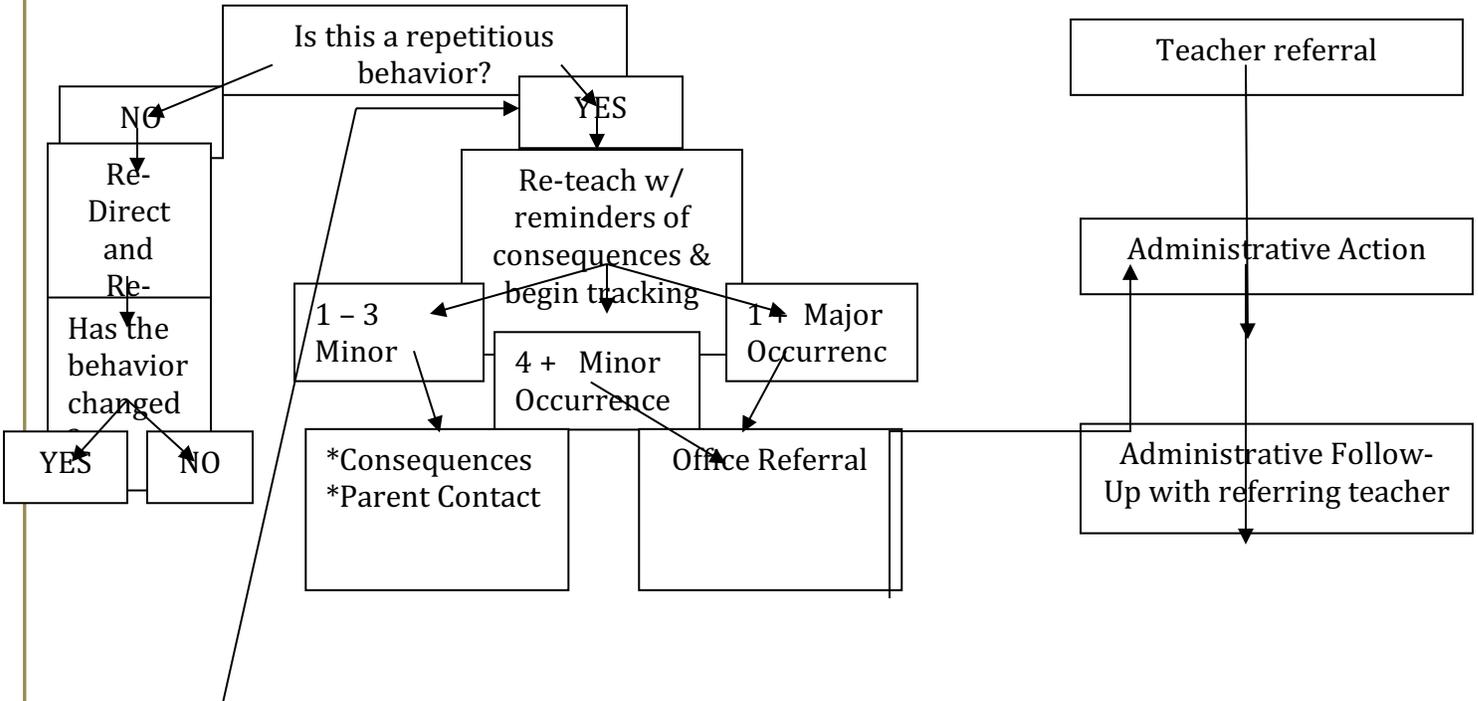
Please complete this Employee Notification Form and return to the Main Office by September 15, 2014



Student Behavior Management Process

Teacher Managed

Office Managed



Classroom	Office
Not following classroom rules	Tardy/Attendance
Food/Drink - water only	Stealing
Failure to follow homework policy	Repeated Classroom Violations
Insubordination	Physical Aggression (peers, staff, self)
Lying	Electronic Devices
Cheating	Running Away
Class Disruption	Computer Misuse
Minor Physical Actions	Dress code Violations
Tardy for class	Threats
Inappropriate Language	Harassment/Bullying
Dress code violations	Vandalism
	Weapons Possession
	Drug/Alcohol/Tobacco Possession