Table Of Contents

I. Introduction
   a. Equal Opportunity 4
   b. Board Of Education 4
   c. Central Administrative Staff 4
   d. Mission Statement 5
   e. 2016-17 School Calendar 6
   f. 2016-17 Bell Schedules 7
   g. School Contact Information 9

II. Employee Information
   a. SSD Expectations For Professional Employees 10
   b. FMLA 10
   c. Child Protective Services Act 10
   d. Employee Personnel Files 10
   e. Dress-Grooming 10
   f. School Closing 11
   g. Harassment 11
   h. Tobacco Use 11
   i. Drug & Substance Abuse 11
   j. Employee Absences 11
   k. Actions Not Supported By Administration 11
   l. Tardiness 12
   m. Care Of Books And Equipment 12
   n. Care Of Classrooms 13
   o. Cell Phones 13
   p. Classroom Supervision 13
   q. Computer Lab Use 13
   r. Discipline 13
   s. Duplicating/Copying 13
   t. Electronic Communication/E-mail 14
   u. Internet Policies 15
   v. Political Activity 16
   w. Professionalism 16
   x. Telephone Usage 16

III. Referenced SSD Policies
   a. 308 Employment Contract 18
   b. 309 Assignment and Transfer 19
   c. 313 Evaluation of Employees 20
   d. 317 Conduct/Disciplinary Procedures 21
   e. 318 Penalties For Tardiness 22
   f. 319 Outside Activities 23
   g. 321 Political Activities 24
   h. 334 Sick Leave 25
   i. 337 Vacation 26
   j. 338 Sabatical Leave 27
   k. 339 Uncompensated Leave 28
I. 348 Unlawful Harassment
m. 351 Drug & Substance Abuse

IV. IMPORTANT FORMS
   a. Employee Assistance Program
   b. Blue Cross Of NEPA Information
   c. Workers Compensation Information
THE SCRANTON SCHOOL DISTRICT

Mission, Vision, Beliefs

*The Scranton School District, in partnership with the entire community, enables all students to achieve their full potential as they grow into responsible and productive citizens.*

**WE BELIEVE THAT:**

- Education in a safe and motivating environment is a shared responsibility of the entire community;
- Academic, interpersonal, and career exploration skills are keys to success in a technological global society;
- Diversity is to be recognized, encouraged, and celebrated;
- Standards-based curriculum and instruction ensure equitable learning opportunities for all children.

**MISSION:** The mission of the Scranton School District is to educate, inspire and empower students.

**VISION:** The vision of the Scranton School District is to educate students to their full potential and to prepare them to be successful in all aspects of their lives.

**CORE BELIEFS AND COMMITMENTS:**

- We believe that the best gift children can receive is a quality education.
- We believe that all children can learn to their full potential, and we respect their aspirations and goals.
- We believe in preparing our students to compete in a global society.
- We embrace the cultural diversity of our students and promote cultural awareness in education.
- We believe in a student-focused culture of continuous improvement and accountability.
- We believe in surrounding students with adults who are caring and nurturing, build self-esteem, foster ethics and responsibility, and teach ways to set and achieve goals.
- We believe in engaging, empowering and encouraging teachers and school leaders to employ instructional strategies that promote exploration and discovery, and to utilize differentiated learning strategies based on individual student needs.
- We believe that the involvement of all stakeholders is vital to enriching the educational experience and is critical to student success.
- We believe in providing a safe and secure learning environment where all students can achieve their goals.
Scranton School District  
425 North Washington Avenue  
Scranton, PA 18503-1305

BOARD OF SCHOOL BOARD DIRECTORS

Barbara Dixon, President  
Carol Oleski  
Mark McAndrew  
Robert Leah  
Paige Gebhardt-Cognetti

Robert Casey, Vice President  
Tom Schuster  
Paul Duffy  
Katie Gilmartin

SCHOOL DISTRICT SOLICITOR

John Minora, Esq.

SCRANTON SCHOOL DISTRICT ADMINISTRATION

Dr. Alexis Kirijan  
Superintendent of Schools

Erin Keating  
Chief of Leadership Development & School Operations

Melissa McTiernan  
Chief Academic Officer

Pat Laffey  
Business Manager

Jeff Brazil  
Chief Operations Officer

William Gaynord  
Chief Human Resources Officer

Sharon Baddick  
Director of Special Education & Support Services

Robert Gentilezza  
Chief Compliance Officer

OTHER SCRANTON SCHOOL DISTRICT ADMINISTRATIVE PERSONNEL

Kathy Bevilacqua  
Director of Transportation

Molly Abdalla  
Title Program Manager

Maggie Cosgrove  
EL Program Manager
<table>
<thead>
<tr>
<th>JULY 2018</th>
<th>JANUARY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independence Day (district closed)</td>
<td>Winter Break (district closed) 1-18</td>
</tr>
<tr>
<td><strong>Instructional days: 21</strong></td>
<td>7-18 Winter Break (district closed)</td>
</tr>
<tr>
<td><strong>Instructional days: 17</strong></td>
<td>21 M.L. King, Jr. Birthday (district closed)</td>
</tr>
<tr>
<td><strong>Instructional days: 17</strong></td>
<td>30 Quarter 2 ends/End, Semester 1-90 day mark</td>
</tr>
<tr>
<td><strong>Instructional days: 18</strong></td>
<td>31 Early release</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AUGUST 2018</th>
<th>FEBRUARY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Instructional days: 17</strong></td>
<td>Teacher Professional Learning Day 1-18</td>
</tr>
<tr>
<td><strong>Instructional days: 17</strong></td>
<td>Presidents' Day (district closed)</td>
</tr>
<tr>
<td><strong>Instructional days: 18</strong></td>
<td><strong>Instructional days: 18</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEPTEMBER 2018</th>
<th>MARCH 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Instructional days: 21</strong></td>
<td>Progress reports qtr. 3 22 Early release for teacher professional learning K-8</td>
</tr>
<tr>
<td><strong>Instructional days: 21</strong></td>
<td><strong>Instructional days: 21</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OCTOBER 2018</th>
<th>APRIL 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Instructional days: 17</strong></td>
<td>Quarter 3 ends/Midpoint, Semester 2 11 Early release</td>
</tr>
<tr>
<td><strong>Instructional days: 17</strong></td>
<td>16-24 PSSA ELA Assessment window</td>
</tr>
<tr>
<td><strong>Instructional days: 18</strong></td>
<td>18-20 Spring break (no school for students 18-20 &amp; 23rd make-up day, if needed)</td>
</tr>
<tr>
<td><strong>Instructional days: 20</strong></td>
<td>29-30 PSSA Math/Science &amp; Make-up Assessment window</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NOVEMBER 2018</th>
<th>MAY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Instructional days: 17</strong></td>
<td><strong>Instructional days: 20</strong></td>
</tr>
<tr>
<td>Fraction Day (district closed)</td>
<td>PSSA Math/Science &amp; Make-up Assessment window</td>
</tr>
<tr>
<td>Veterans Day (observed district closed)</td>
<td>Early release for teacher professional learning</td>
</tr>
<tr>
<td>Quarter 1 ends/Midpoint, Semester 1</td>
<td>Early release 4</td>
</tr>
<tr>
<td>21 Early release</td>
<td>13 Progress reports qtr. 4</td>
</tr>
<tr>
<td>Thanksgiving Break (no school for students)</td>
<td>32-34 Keystone End-of-Course Exams</td>
</tr>
<tr>
<td>Elementary Parent Conferences</td>
<td>Teacher professional learning day/Primary assessment</td>
</tr>
<tr>
<td><strong>Instructional days: 17</strong></td>
<td><strong>Instructional days: 20</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DECEMBER 2018</th>
<th>JUNE 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Instructional days: 15</strong></td>
<td>Graduation #1-3HS-7 PM</td>
</tr>
<tr>
<td><strong>Instructional days: 15</strong></td>
<td>Last day of school (early release), Graduation #2-WHS-7 PM/End of Semester 2-180 day mark</td>
</tr>
<tr>
<td><strong>Instructional days: 12</strong></td>
<td><strong>Instructional days: 20</strong></td>
</tr>
</tbody>
</table>
2018-2019 CALENDAR
SCRANTON SCHOOL DISTRICT

LABOR DAY  -  Monday, September 3, 2018
Schools will be closed.

TEACHER IN-SERVICE DAY (ACT 80-#1)  -  Tuesday, September 4, 2018
No school for students

TEACHER IN-SERVICE DAY (ACT 80-#2)  -  Wednesday, September 5, 2018
No school for students

SCHOOLS OPEN  -  Thursday, September 6, 2018

TEACHER IN-SERVICE DAY (ACT 80-#3)  -  Friday, October 5, 2018
No school for students.

COLUMBUS DAY (OBSERVED)  -  Monday, October 8, 2018.
Schools will be closed.

ELECTION DAY  -  Tuesday, November 6, 2018.
Schools will be closed.
Official local school district holiday

VETERANS' DAY  -  Monday, November 12, 2018.
Schools will be closed.
Official local school district holiday

THANKSGIVING VACATION  -  Thursday, November 22, Friday,
November 23 and Monday, November 26, 2018
Schools will be closed.
Schools will reopen on Tuesday, November 27, 2018.

CHRISTMAS VACATION  -  Monday, December 24, 2018 through
Tuesday, January 1, 2019.
Schools will reopen Wednesday, January 2, 2019.

Schools will be closed.
Official local school district holiday

TEACHER IN-SERVICE DAY (ACT 80-#4)  -  Friday, February 15, 2019
No school for students.

Schools will be closed.
Official local school district holiday
Schools will reopen Tuesday, February 19, 2019.

EASTER  -  Thursday, April 18, Friday, April 19,
Monday April 22 and Tuesday, April 23, 2019 schools will be closed.
Official local school district holidays.
Schools will reopen Wednesday, April 24, 2019.
PRIMARY ELECTION DAY
TEACHER IN-SERVICE DAY (ACT 80-#5) - Tuesday, May 21, 2019
No school for students.

MEMORIAL DAY (OBSERVED) - Friday, May 24 and Monday, May 27, 2019
Schools will be closed.
Official local school district holiday.
Schools will reopen Tuesday, May 28, 2019.

GRADUATION – SCRANTON HIGH
GRADUATION - WEST HIGH - Monday, JUNE 17, 2019 - 7:00 p.m.
  Tuesday, JUNE 18, 2019 - 7:00 p.m.

SCHOOLS CLOSE - Tuesday, June 18, 2019. Last day of school for students.

CALENDAR
2018 – 2019

In the event that days must be used because of emergency conditions schools will be scheduled to remain open in the order indicated below:

1. Thursday, April 18, 2019
2. Tuesday, April 23, 2019
3. Friday, May 24, 2019

The 2018-2019 school calendar provides for 180 pupil days and 185 teacher workdays to include five Act 80 In-service Days on Tuesday, September 4, 2018, Wednesday, September 5, 2018, Friday, October 5, 2018, Friday, February 15, 2019 and Tuesday, May 21, 2019. If weather or other emergencies require the closing of schools beyond the provisions indicated above, the school year will be extended beyond the June 18, 2019 closing date. Act 80 In-service Days are dependent upon approval by P.D.E.

The school calendar for the 2018-2019 school year is based on one hundred eighty (180) days for students.

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
<th>DATES OF QUARTER</th>
<th>TEACHING DAYS IN QUARTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Quarter</td>
<td>September 6, 2018</td>
<td>45</td>
</tr>
<tr>
<td></td>
<td>November 13, 2018</td>
<td></td>
</tr>
<tr>
<td>2nd Quarter</td>
<td>November 14, 2018</td>
<td>45</td>
</tr>
<tr>
<td></td>
<td>January 30, 2019</td>
<td></td>
</tr>
<tr>
<td>NUMBER OF DAYS FIRST SEMESTER</td>
<td>90</td>
<td></td>
</tr>
</tbody>
</table>

SECOND SEMESTER

| 3rd Quarter   | January 31, 2019          | 45                       |
|               | April 5, 2019             |                          |
| 4th Quarter   | April 8, 2019             | 45                       |
|               | June 18, 2019             |                          |
| NUMBER OF DAYS SECOND SEMESTER | 90                       |
| TOTAL NUMBER OF DAYS FOR YEAR | 180                       |
NUMBER OF PUPIL DAYS PER MONTH

<table>
<thead>
<tr>
<th>Month</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>17</td>
</tr>
<tr>
<td>October</td>
<td>21</td>
</tr>
<tr>
<td>November</td>
<td>17</td>
</tr>
<tr>
<td>December</td>
<td>15</td>
</tr>
<tr>
<td>January</td>
<td>21</td>
</tr>
<tr>
<td>February</td>
<td>18</td>
</tr>
<tr>
<td>March</td>
<td>21</td>
</tr>
<tr>
<td>April</td>
<td>18</td>
</tr>
<tr>
<td>May</td>
<td>20</td>
</tr>
<tr>
<td>June</td>
<td>12</td>
</tr>
</tbody>
</table>

NUMBER OF PUPIL DAYS  -  180
NUMBER OF TEACHER DAYS - 185

NOTE: Students will only attend a maximum of 180 days and teachers will work a maximum of 185 days in accordance with the Collective Bargaining Agreement (CRA).

We built three (3) snow days into the calendar. These days are Thursday, April 18, 2019, Tuesday, April 23, 2019, and Friday, May 24, 2019. (The last day of school for teachers and students will remain the same as listed on page one. (Note: Unless we have more than 3 snow days.)

Parent Conferences
Elementary November 27-29
Intermediate December 3-5

CALENDAR
2018-2019

PRELIMINARY PSSA & KEYSTONE TESTING WINDOWS 2018-2019

April 15- April 26, 2019    - 3rd, 4th, 5th, 6th, 7th, & 8th Grade PSSA ELA
April 29 – May 3, 2019      - 3rd, 4th, 5th, 6th, 7th & 8th Grade PSSA Math/Science & Make-ups
Wave 1 Dec. 3-14, 2018      - Keystone Exams Testing Window WINTER
Wave 2 Jan. 7-18, 2019      - Keystone Exams Testing Window SPRING
February 25-April 12, 2019 - 3rd, 4th, 5th, 6th, 7th, 8th and 11th Grade PASA Math and Reading
February 25-April 12, 2019 - 4th, 8th and 11th Grade PASA Science
January 8-February 22, 2019 - Grades K-12 ACCESS for ELLS
# Scranton School District — Bell Schedules

## High School Regular Schedule

<table>
<thead>
<tr>
<th></th>
<th>Start Time</th>
<th>End Time</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warning Bell</td>
<td>8:10 AM</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Homeroom</td>
<td>8:15 AM</td>
<td>8:26 AM</td>
<td>11 min</td>
</tr>
<tr>
<td>Senior Sign-In</td>
<td>9:10 AM</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Period 1</td>
<td>8:30 AM</td>
<td>9:16 AM</td>
<td>46 min</td>
</tr>
<tr>
<td>Period 2</td>
<td>9:20 AM</td>
<td>10:06 AM</td>
<td>46 min</td>
</tr>
<tr>
<td>Period 3</td>
<td>10:10 AM</td>
<td>10:56 AM</td>
<td>46 min</td>
</tr>
<tr>
<td>Period 4</td>
<td>11:00 AM</td>
<td>11:30 AM</td>
<td>30 min</td>
</tr>
<tr>
<td>Period 5</td>
<td>11:34 AM</td>
<td>11:46 AM</td>
<td>12 min</td>
</tr>
<tr>
<td>Period 6</td>
<td>11:50 AM</td>
<td>12:20 PM</td>
<td>30 min</td>
</tr>
<tr>
<td>Period 7</td>
<td>12:24 PM</td>
<td>12:36 PM</td>
<td>12 min</td>
</tr>
<tr>
<td>Period 8</td>
<td>12:40 PM</td>
<td>1:10 PM</td>
<td>30 min</td>
</tr>
<tr>
<td>Period 9</td>
<td>1:14 PM</td>
<td>2:00 PM</td>
<td>46 min</td>
</tr>
<tr>
<td>Period 10</td>
<td>2:04 PM</td>
<td>2:50 PM</td>
<td>46 min</td>
</tr>
</tbody>
</table>

## High School Faculty Schedule

<table>
<thead>
<tr>
<th></th>
<th>Start Time</th>
<th>End Time</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warning Bell</td>
<td>8:10 AM</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Senior Sign-In</td>
<td>9:05 AM</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Homeroom</td>
<td>8:15 AM</td>
<td>8:26 AM</td>
<td>11 min</td>
</tr>
<tr>
<td>Period 1</td>
<td>8:30 AM</td>
<td>9:10 AM</td>
<td>40 min</td>
</tr>
<tr>
<td>Period 2</td>
<td>9:14 AM</td>
<td>9:54 AM</td>
<td>40 min</td>
</tr>
<tr>
<td>Period 3</td>
<td>9:58 AM</td>
<td>10:38 AM</td>
<td>40 min</td>
</tr>
<tr>
<td>Period 4</td>
<td>10:42 AM</td>
<td>11:12 AM</td>
<td>30 min</td>
</tr>
<tr>
<td>Period 5</td>
<td>11:16 AM</td>
<td>11:22 AM</td>
<td>6 min</td>
</tr>
<tr>
<td>Period 6</td>
<td>11:26 AM</td>
<td>11:56 AM</td>
<td>30 min</td>
</tr>
<tr>
<td>Period 7</td>
<td>12:00 PM</td>
<td>12:06 PM</td>
<td>6 min</td>
</tr>
<tr>
<td>Period 8</td>
<td>12:10 PM</td>
<td>12:40 PM</td>
<td>30 min</td>
</tr>
<tr>
<td>Period 9</td>
<td>Start Time</td>
<td>End Time</td>
<td>Length</td>
</tr>
<tr>
<td>-----------</td>
<td>------------</td>
<td>----------</td>
<td>--------</td>
</tr>
<tr>
<td></td>
<td>12:44 PM</td>
<td>1:24 PM</td>
<td>40 min</td>
</tr>
<tr>
<td>Period 10</td>
<td>1:28 PM</td>
<td>2:08 PM</td>
<td>40 min</td>
</tr>
</tbody>
</table>

**High School Compressed Schedule**

<table>
<thead>
<tr>
<th>Event</th>
<th>Start Time</th>
<th>End Time</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warning Bell</td>
<td>10:10 AM</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Senior Sign-In</td>
<td>10:50 AM</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Homeroom</td>
<td>10:15 AM</td>
<td>10:23 AM</td>
<td>8 min</td>
</tr>
<tr>
<td>Period 1</td>
<td>10:27 AM</td>
<td>10:56 AM</td>
<td>29 min</td>
</tr>
<tr>
<td>Period 2</td>
<td>11:00 AM</td>
<td>11:29 AM</td>
<td>29 min</td>
</tr>
<tr>
<td>Period 3</td>
<td>11:33 AM</td>
<td>12:02 PM</td>
<td>29 min</td>
</tr>
<tr>
<td>Period 4</td>
<td>12:06 PM</td>
<td>12:36 PM</td>
<td>30 min</td>
</tr>
<tr>
<td>Period 6</td>
<td>12:40 PM</td>
<td>1:10 PM</td>
<td>30 min</td>
</tr>
<tr>
<td>Period 8</td>
<td>1:14 PM</td>
<td>1:44 PM</td>
<td>30 min</td>
</tr>
<tr>
<td>Period 9</td>
<td>1:48 PM</td>
<td>2:17 PM</td>
<td>29 min</td>
</tr>
<tr>
<td>Period 10</td>
<td>2:21 PM</td>
<td>2:50 PM</td>
<td>29 min</td>
</tr>
</tbody>
</table>

**High School Pep-Rally Schedule**

<table>
<thead>
<tr>
<th>Event</th>
<th>Start Time</th>
<th>End Time</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warning Bell</td>
<td>8:10 AM</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Senior Sign-In</td>
<td>8:55 AM</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Homeroom</td>
<td>8:15 AM</td>
<td>8:26 AM</td>
<td>11 min</td>
</tr>
<tr>
<td>Period 1</td>
<td>8:30 AM</td>
<td>9:02 AM</td>
<td>32 min</td>
</tr>
<tr>
<td>Period 2</td>
<td>9:06 AM</td>
<td>9:38 AM</td>
<td>32 min</td>
</tr>
<tr>
<td>Period 3</td>
<td>9:42 AM</td>
<td>10:14 AM</td>
<td>32 min</td>
</tr>
<tr>
<td>Period 4</td>
<td>10:18 AM</td>
<td>10:48 AM</td>
<td>30 min</td>
</tr>
<tr>
<td>Period 5</td>
<td>10:52 AM</td>
<td>10:54 AM</td>
<td>2 min</td>
</tr>
<tr>
<td>Period 6</td>
<td>10:58 AM</td>
<td>11:28 AM</td>
<td>30 min</td>
</tr>
<tr>
<td>Period 7</td>
<td>11:32 AM</td>
<td>11:34 AM</td>
<td>2 min</td>
</tr>
<tr>
<td>Period 8</td>
<td>11:38 AM</td>
<td>12:08 PM</td>
<td>30 min</td>
</tr>
<tr>
<td>Period 9</td>
<td>12:12 PM</td>
<td>12:44 PM</td>
<td>32 min</td>
</tr>
</tbody>
</table>
### Intermediate School Regular Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Start Time</th>
<th>End Time</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeroom</td>
<td>8:45 AM</td>
<td>9:05 AM</td>
<td>20 min</td>
</tr>
<tr>
<td>Period 1</td>
<td>9:07 AM</td>
<td>10:03 AM</td>
<td>56 min</td>
</tr>
<tr>
<td>Period 2</td>
<td>10:05 AM</td>
<td>11:01 AM</td>
<td>56 min</td>
</tr>
<tr>
<td>Period 3</td>
<td>11:03 AM</td>
<td>11:33 AM</td>
<td>30 min</td>
</tr>
<tr>
<td>Period 4</td>
<td>11:35 AM</td>
<td>11:59 AM</td>
<td>24 min</td>
</tr>
<tr>
<td>Period 5</td>
<td>12:01 PM</td>
<td>12:31 PM</td>
<td>30 min</td>
</tr>
<tr>
<td>Period 6</td>
<td>12:33 PM</td>
<td>12:57 PM</td>
<td>24 min</td>
</tr>
<tr>
<td>Period 7</td>
<td>12:59 PM</td>
<td>1:29 PM</td>
<td>30 min</td>
</tr>
<tr>
<td>Period 8</td>
<td>1:31 PM</td>
<td>2:27 PM</td>
<td>56 min</td>
</tr>
<tr>
<td>Period 9</td>
<td>2:29 PM</td>
<td>3:25 PM</td>
<td>56 min</td>
</tr>
</tbody>
</table>

### Intermediate School Faculty Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Start Time</th>
<th>End Time</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeroom</td>
<td>8:45 AM</td>
<td>9:05 AM</td>
<td>20 min</td>
</tr>
<tr>
<td>Period 1</td>
<td>9:07 AM</td>
<td>9:49 AM</td>
<td>42 min</td>
</tr>
<tr>
<td>Period 2</td>
<td>9:51 AM</td>
<td>10:33 AM</td>
<td>42 min</td>
</tr>
<tr>
<td>Period 3</td>
<td>10:35 AM</td>
<td>11:06 AM</td>
<td>30 min</td>
</tr>
<tr>
<td>Period 4</td>
<td>11:07 AM</td>
<td>11:16 AM</td>
<td>9 min</td>
</tr>
<tr>
<td>Period 5</td>
<td>11:18 AM</td>
<td>11:48 AM</td>
<td>30 min</td>
</tr>
<tr>
<td>Period 6</td>
<td>11:50 AM</td>
<td>11:59 AM</td>
<td>9 min</td>
</tr>
<tr>
<td>Period 7</td>
<td>12:01 PM</td>
<td>12:31 PM</td>
<td>30 min</td>
</tr>
<tr>
<td>Period 8</td>
<td>12:33 PM</td>
<td>1:15 PM</td>
<td>42 min</td>
</tr>
<tr>
<td>Period 9</td>
<td>1:17 PM</td>
<td>2:00 PM</td>
<td>43 min</td>
</tr>
</tbody>
</table>

### Intermediate Compressed Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Start Time</th>
<th>End Time</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeroom</td>
<td>10:45 AM</td>
<td>11:05 AM</td>
<td>20 min</td>
</tr>
<tr>
<td>Period 1</td>
<td>11:07 AM</td>
<td>11:42 AM</td>
<td>35 min</td>
</tr>
<tr>
<td>Period</td>
<td>Start Time</td>
<td>End Time</td>
<td>Length</td>
</tr>
<tr>
<td>--------</td>
<td>------------</td>
<td>----------</td>
<td>--------</td>
</tr>
<tr>
<td>2</td>
<td>11:44 AM</td>
<td>12:19 PM</td>
<td>35 min</td>
</tr>
<tr>
<td>3</td>
<td>12:21 PM</td>
<td>12:51 PM</td>
<td>30 min</td>
</tr>
<tr>
<td>4</td>
<td>12:53 PM</td>
<td>12:59 PM</td>
<td>6 min</td>
</tr>
<tr>
<td>5</td>
<td>1:01 PM</td>
<td>1:31 PM</td>
<td>30 min</td>
</tr>
<tr>
<td>6</td>
<td>1:33 PM</td>
<td>1:39 PM</td>
<td>6 min</td>
</tr>
<tr>
<td>7</td>
<td>1:41 PM</td>
<td>2:11 PM</td>
<td>30 min</td>
</tr>
<tr>
<td>8</td>
<td>2:13 PM</td>
<td>2:48 PM</td>
<td>35 min</td>
</tr>
<tr>
<td>9</td>
<td>2:50 PM</td>
<td>3:25 PM</td>
<td>35 min</td>
</tr>
</tbody>
</table>

**Elementary School Regular Schedule**

<table>
<thead>
<tr>
<th>Event</th>
<th>Start Time</th>
<th>End Time</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start</td>
<td>8:10 AM</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Pre-K Dismissal AM Session</td>
<td>10:50 AM</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Pre-K Begin PM Session</td>
<td>11:40 AM</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Tuesday Dismissal</td>
<td>1:55 PM</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Regular Dismissal</td>
<td>2:25 PM</td>
<td>—</td>
<td>—</td>
</tr>
</tbody>
</table>

**Elementary Compressed Schedule**

<table>
<thead>
<tr>
<th>Event</th>
<th>Start Time</th>
<th>End Time</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Time</td>
<td>10:10 AM</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Pre-K-AM Dismissal</td>
<td>10:10 AM</td>
<td>11:50 AM</td>
<td>100 min</td>
</tr>
<tr>
<td>Pre K-FM Start Time</td>
<td>12:40 PM</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Dismissal</td>
<td>2:25 PM</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Dismissal (Tuesdays)</td>
<td>1:55 PM</td>
<td>—</td>
<td>—</td>
</tr>
</tbody>
</table>
PRINCIPALS

ELEMENTARY

John Adams Elementary.................................................................570-348-3655
  Mr. Mario Emiliani, Principal
Neil Armstrong Elementary.........................................................570-348-3661
  Mr. Chris Lazor, Principal
George Bancroft Elementary.......................................................570-348-3667
  Mrs. Ann Grebeck, Principal
John F. Kennedy Elementary.......................................................570-558-8970
  Mr. Nathan Barrett, Principal
Isaac Tripp Elementary...............................................................570-558-2700
  Mr. Paul Stefani, Principal (Upper)
  Ms. Kelly Coyne, Principal (Lower)
McNichols Plaza Elementary.........................................................570-348-3685
  Ms. Mina Ardestani, Principal
Robert Morris Elementary............................................................570-348-3681
  Mr. Michael Coleman, Principal
William Prescott Elementary.......................................................570-348-3683
  Mr. Al O’Donnell, Principal
Charles Sumner Elementary........................................................570-348-3688
  Ms. Meg Duffy, Principal
John Whittier Elementary & Whittier Annex.........................570-348-3690 / 570-207-1427
  Mr. Timothy Wolff, Principal
  Mr. Larry Reagan, Assistant Principal
Frances Willard Elementary.........................................................570-348-3692
  Mr. Simon “Jake” Williams, Principal

INTERMEDIATE SCHOOLS

Northeast Intermediate School.....................................................570-348-3651
  Mr. Robert Butka, Principal
  Mr. Joseph Hanni, Assistant Principal
South Scranton Intermediate School.............................................570-348-3631
  Mr. Dan Gilroy, Principal
  Mr. Joseph LaLli, Assistant / Transitional Principal
West Scranton Intermediate School..............................................570-348-3476
  Mr. Paul Dougherty, Principal
  Ms. Danyel Boyce, Assistant Principal
HIGH SCHOOLS

Scranton High School ................................................................. 570-348-3481
  Mr. John Coy'e, Principal
  Mr. David Mitchell, Assistant Principal
  Mr. Michael Montoro, Assistant Principal

West Scranton High School ..................................................... 570-348-3616
  Mr. Robert DeLuca, Principal
  Mr. Brandon Budd, Assistant Principal

AEDY

Electric City Academy ............................................................. 570-558-2728
  Ms. Sharon Baddick, Director of Special Education and Support Services
  Mr. Dennis Engles, Program Director-Monticello
  Mr. Terry Whalen, Program Director-Lincoln Jackson Academy
I. Employee Information

SSD EXPECTATIONS OF PROFESSIONAL EMPLOYEES

It is the expectation of the Scranton School District that all professional employees, teachers and administrators, abide by the Pennsylvania Code Of Conduct For Educators.

FAMILY MEDICAL LEAVE ACT (FMLA)

All requests for leave shall be made in writing on the district form 30 days in advance of the necessary leave. Guides advising employees of their rights and responsibilities are posted throughout the District and shall be given to employees upon request; whenever an employee requests FMLA leave; and whenever the district designates a leave as a FMLA leave, requested or not. Please check your appropriate CBA for more information.

CHILD PROTECTIVE SERVICES ACT 124

Act 124, the Child Protective Services Act, mandates that teachers and educational personnel report suspected cases of child abuse. Under Pennsylvania law, “an abused child means a child of age who exhibits evidence of serious physical or mental injury not explained by the available medical history as being accidental.

School Procedure:

School staff members may initially question the child to determine if accidental or caused by a parent or caretaker. However, in no case, should the child be subjected to undue pressure in order to validate the suspicion of abuse. Validation of suspected child abuse is the responsibility of Youth and Family Services. Any doubt about reporting a suspected situation is to be resolved in favor of the child and the report is to be made immediately. Inform your building supervisor.

EMPLOYEE PERSONNEL FILES

To request access to your personnel file, contact Mr. Gaynord for an appointment. Employees may not make alterations to their record nor remove any material.

Any changes of status in the form of name, address, telephone number, marital status or change in dependents needs to be brought to the attention of Human Resources.

DRESS AND GROOMING

When assigned to district duties professional staff members shall be physically clean, neat, well-groomed, and dressed in a manner reflecting professional assignment.
SCHOOL CLOSING

The automated call system will be utilized to alert all stakeholders of school closings/delays/early dismissals. Additionally, announcements will be made via Twitter, Facebook, and to television stations WBRE, WYOU and WNEP and the SSD TV21 Educational Channel. School delays are typically 1.5 hours.

HARRASSMENT

The Board encourages employees who have been harassed to promptly report such incidents to the designated administrators on the District Form. Please refer to Scranton School District Policy 348 in Section IV.

TOBACCO USE

The Scranton City School District prohibits the use of tobacco in all forms (including vapor cigarettes) by school staff, faculty, visitors, and students. Students are prohibited from using and/or possessing tobacco products on school grounds, at school-sponsored activities, and in areas under school jurisdiction, including but not limited to school buses, sporting events, field trips, bus stops, and parking lots whether or not school is in session.

DRUG AND SUBSTANCE ABUSE

The Scranton School District will not tolerate any use of drugs. Please refer to Scranton School District Policy 351 in Section IV.

EMPLOYEE ABSENCES

To access the AESOP online system go to http://frontlinenk12.com/aesop. Your username will be phone number and your pin number will be sent via email. Contact the HR Department at 570.348.3403 for questions regarding the AESOP system. Any employee who, for emergency reasons only, must leave the workplace during the day, must inform their immediate supervisor. Teachers must inform and get approval from their principal, principals must inform and get approval from their respective supervisor.

For information concerning sick days, personnel days, bereavement days or vacation days please refer to the respective collective bargaining agreement.

ACTIONS NOT SUPPORTED BY THE ADMINISTRATION

The following action cannot be supported by the School Principal:

1. Corporal Punishment:

2. Any form of student ridicule
3. Unreasonable punishment assignments

4. Unreasonable homework assignments including written punishment work

5. Excusing students from school early without confirmation by the office.

6. Insufficient student supervision...
   a. to, from and in the classroom
   b. to and from recess
   c. to the bus loading area
   d. during fire drills
   e. before and after school

7. Smoking on school grounds.

8. Teacher arguments or disagreements voiced openly in school in the presence of children or adults.

9. Placement of students outside the classroom for any reason.

10. Students sent back to classrooms by special teachers; the regular classroom teacher may not be there.

11. Allowing students to wear unacceptable garments in school, including hats during class time.

12. Disregard for school policies, rules and regulations.

**TARDINESS**

Please refer to Scranton School District Policy number 318 in Section IV on questions of tardiness.

**CARE OF BOOKS AND EQUIPMENT**

When books are distributed during the first week of school, be sure to see that the number is placed on the inside of the front cover of each book. When textbooks are handed out, record the number listed on the inside cover of all texts opposite the pupil’s name in your class record book. This will aid in finding lost books.

Lost or destroyed textbooks should be reported to the Office. Parents will be expected to pay for these items. Every effort should be made to impress on the child the desire and necessity to protect school property. Pupils should not be permitted to place papers in their books or to write on or in them. Frequently emphasize the care of grounds, buildings, equipment, furniture, etc. The signs of normal wear on a book over a period of time are indications that a book has been read and enjoyed. This is expected, and efforts to preserve books should never prevent students from handling them themselves.
However, it is of the greatest importance that children be taught how to handle books from the first moment they are exposed to them.

CARE OF CLASSROOMS

The care of the classroom rests largely with the teacher. The use of a large number of visual aids, bulletin board displays or materials pertaining to the units being taught and displays of student projects gives a classroom a workshop atmosphere and creates a very favorable impression. It also has a definite effect on the quality of work done by the students working in the classroom.

Floors should be free of waste paper at all times and window shades should be locked before leaving each day. Thorough desk inspection should be made on a weekly basis to eliminate excessive accumulation of waste materials. Room keys shall be turned in to the office at the end of each day. The teacher will lock the door, but not close the door. No additional furniture of any kind is to be added to classrooms other than that specifically assigned through Administration.

CELL PHONES

The use of cell phones by teachers during instruction and duty time is not permitted unless it is part of the instruction. At no time will employees use the Scranton School District Wi-Fi network for personal use.

CLASSROOM SUPERVISION

Teachers are reminded that they are responsible for their students from the start of the school day to its end. Students should not be left unattended in the room for even one minute. In case of an emergency, contact the building principal, so that an arrangement can be made to have one of the aides supervise your class. Phone calls or other personal business are to be carried on at recess time, lunch period or a free period. In the event of in-coming calls, a message will be taken by the secretary or aide and delivered to the teacher. Under no circumstances will teachers be called to the phone during class time unless an emergency arises.

COMPUTER LAB USE

Teachers need to contact the appropriate building personnel to schedule lab time.

DISCIPLINE

The Scranton School District will utilize the School Wide Positive Behavior System.

DUPLICATING/COPYING

High speed copiers/scanners are available in every school building for teacher’s duplication needs. Teachers should act responsibly concerning the number of copies produced and the time needed to
make copies – do not monopolize the use of the copier. Copy machines are not for personal use. If a malfunction occurs, inform the secretary in the office. Any large copy jobs should be sent to the Graphic Arts department for completion. For print jobs that are in digital format you can email those jobs to graphic.arts@ScrSD.org. Be sure to include the school, copy count, and teacher name in your email.

ELECTRONIC COMMUNICATION/E-MAIL

Teachers must check their e-mail each morning for pertinent information regarding the daily functioning of the school. All efforts will be made to distribute information electronically rather than on paper, in order to expedite the distribution and to reduce waste.

INTERNET POLICIES

Signature page for the SSD Acceptable Use Policy is in Section C of this handbook.

Acceptable Use Policy for Network Services and Internet Access

Description of the Scranton School District Wide Area Network (SSD WAN)

The SSD WAN is an education/administrative computer network that is operated by the Scranton City School District. The purpose of this network is to provide our students, faculty, and staff access to educational resources that will enhance and support the work being performed in both the classroom and workplace.

SSD WAN provides connections to computers in educational institutions, administrative offices, and resources worldwide. This interconnected network of computers is commonly referred to as “the INTERNET”. Through SSD WAN, educators, administrators, and students are able to access information from around the world and bring it to their computers via this electronic superhighway.

Through SSD WAN, the Scranton School District provides our faculty, students, and staff with access to Internet E-Mail capability, browsing tools, as well as Internet informational resources. This access is a privilege, not a right. It will be made available only as long as the account holder abides by the Scranton School District’s Acceptable Use Policy. Inappropriate use may lead to suspension of user privileges and possible legal consequences. By signing the attached registration form, SSD WAN account holders unconditionally agree to abide by the terms and conditions of use of the Scranton School District Wide Area Network, as outlined below. Attached registration documents are legally binding and indicate signing party (parties) who have read the terms and conditions carefully and understand their significance.

Of primary importance to the School District is the safety of our students while utilizing the District network. The Scranton School District, as required by CIPA, utilizes a network content filter that blocks access to unacceptable material. This material includes, but is not limited to pornography, child pornography, sexual acts or conduct, and other obscene material that may be deemed harmful to minors. The school district will require all students to complete an Internet safety course. This course will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response.

Please Be Aware

The Scranton School District makes no guarantees about the service it is providing through its computer network system. The district will not be responsible for any damages you or your equipment may suffer from its use. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service
interruptions caused by its own negligence or your errors or omissions. Use of any and all information obtained via the internet is at the account holder’s own risk. The Scranton School District denies any and all responsibility for the accuracy or quality of information obtained through the Scranton School District’s Network Service.

The superintendent and his/her designees will deem what is considered inappropriate use and their decision is final. These designees may terminate an account at any time without advance notice. Faculty members and staff may request, deny, revoke, or suspend specific individual accounts. Each account holder is required to notify system administration of account information changes (address, employment, enrollment, etc.). Account holders may be required to submit a new registration form whether occasional or periodic. Presently there are no associated access fees for this service. The Scranton School District does not guarantee future access will remain free of any fees nor unlimited/unrestricted service. Please note – Electronic mail, although considered private, is not guaranteed to be private. Individuals operating the systems may have access to mail accounts. E-Mail relating to or in support of illegal activities may be reported to the appropriate authorities. All communication and information accessible via the network system should be assumed to be private property. In cases of misuse or suspicion of misuse of the network or services the Scranton School District Administration reserves the right to access any files on the system.

Outline for Acceptable Use of SSD WAN

Successful operation of the network requires that each account holder regard SSD WAN as a shared resource. It is important that each member conduct themselves in a responsible, ethical, and polite manner while utilizing the network. The following is a list of guidelines and behaviors that my lead to suspension and to termination of access privileges. In severe cases it is the intent of the Scranton School District to prosecute offenders to the fullest extent of the law. The following list not considered to be inclusive:

- When interacting on the Internet, you are expected to behave as you would in any other environment where you represent your employer/school.

- Students must never agree to “meet” with someone they met online without first discussing it with their parents/guardian. If the parents agree to the meeting, students must ensure that the meeting is in a public place and that one of their parents accompanies them.

- Using the District’s Computers for illegal, inappropriate, or obscene activities, or in support of such activities, is strictly prohibited.

- Access shall be granted only to the authorized owner of the account. Account owners are responsible for all activity within their account. Do not use another individual’s access account or allow another individual to use your account.

- Each account holder is obligated to notify system administrators of all potential and identifiable security problems. Do not inform or demonstrate security problems to anyone other than a system administrator. All users identified as a security risk or having a history of problems with other computer systems may be denied access to the system.

- SSD WAN is a shared resource and must be used in moderation. Please be aware that there are other users who will want to use this network. You are expected to utilize your access time efficiently.

- SSD WAN is intended for education and research. It is not to be used for private business concerns. The Scranton School District will not be responsible for any financial obligations arising from unauthorized use of the District network for the purchase of products or services.

- Account holders are to remove old electronic mail messages in a timely fashion and are advised that system administrators may remove such messages if not attended to regularly by the account holder.

- All account holders who access another network will be subject to the network’s acceptable use policy.
Any violation or attempts to violate, the security of the Scranton School District’s network system will result in immediate termination of the account holder’s access privileges and legal prosecution to the fullest extent allowable by law.

Vandalism, defined as any malicious attempt to harm or destroy data of another account holder or any of the computers and networks connected to the Internet, inclusive of SSD WAN, will result in immediate termination of access privileges and prosecution to the fullest extent allowable by law. Inclusive to this, but not limited to, are the uploading, deliberate downloading and creation of computer viruses.

The transmission or posting of threatening material or use of abusive, vulgar, profane, obscene, or other inappropriate language may result in suspension or termination of account holder’s access privileges.

The transmission of copyrighted material in violation of copyright laws may result in suspension or termination of account holder’s access privileges.

The transmission of personal addresses or telephone numbers of faculty, students, and staff is prohibited and may result in the suspension or termination of account holder’s privileges.

The participation in “CHAT” rooms without direct supervision from system administrators by students is prohibited and may result in the suspension or termination of account holder’s access privileges.

The transmission and or participation in any activity in violation of any Federal, State, or Local laws is strictly prohibited and may result in termination of account holder’s access privileges as well as district disciplinary action. Violations will also be reported to appropriate legal authorities.

POLITICAL ACTIVITY

Please refer to Scrantcn School District Policy # 321 in Section III for any questions on political activity on school grounds.

PROFESSIONALISM

All employees are expected to display a high degree of professionalism at all times and conduct themselves in a manner consistent with appropriate and orderly behavior. All professional employees shall comply with district policies, rules and regulations, attempt to maintain order, perform assigned job functions and carry out directives issued by supervisors.

TELEPHONE USAGE

The telephones in each building are to be used for school business only. Toll calls must be approved by the Elementary Principal and the appropriate form completed. Teachers will not be called out of class to answer calls unless an emergency exists. Teachers should make return calls on their free time.
II. REFERENCED SSD POLICIES
Authority

The Board has the authority under law to prescribe employment conditions for district personnel.[1][2][8][9][5]

For the mutual benefit and protection of the district and its employees, the Board directs that, as the policy of this school district:

1. Professional employees, as defined in the School Code, shall sign an employment contract upon employment, which shall continue in force unless terminated by the employee by written resignation presented sixty (60) days in advance or terminated by the Board in accordance with law. The contract shall specify those issues required by law.[4][5]

2. Temporary professional employees, upon attaining tenure status, shall sign a contract for professional employees.[6][7]

3. Noncertificated administrative and support employees shall be employed through a contract or Board resolution which sets forth the conditions of employment and other matters necessary for a full and complete understanding of the contract or resolution.[2][8]

The Board shall be notified promptly of any misunderstanding arising from the application of a given contract or resolution, or any error in salary paid to the employee.

Willful misrepresentation of facts material to employment and determination of salary shall be considered cause for dismissal of the employee.
Last Modified by Robert Gentilezza on January 3, 2017
The assignment and transfer of administrative, professional and support employees within the district shall be determined by the management, supervisory, instructional and operational needs of the schools and the school district.

The Board shall approve the initial assignment of all employees at the time of employment and when such assignments involve a transfer from one building or supervisor to another, or involve a move to a position requiring a certificate or credentials other than those required for the employee's present position.[1][2]

Each applicant for transfer or reassignment shall be required to submit an official child abuse clearance statement unless the applicant is applying for a transfer from one position as a district employee to another position as a district employee and the applicant's official child abuse clearance statement is current.[3][4]

Each applicant for transfer or reassignment from a position without direct contact with students to a position with direct contact shall be required to submit criminal background checks as required by law. Such applicants shall report, on the designated form, arrests and convictions as specified on the form. Failure to accurately report such arrests and convictions may subject the individual to disciplinary action up to and including termination and criminal prosecution.[5][6]

Delegation of Responsibility

The Superintendent or designee shall provide a system of assignment or reassignment for district employees that includes consideration of requests for voluntary transfers.
**Authority**

Evaluation is a continuing process in which the administrative, professional and support employees and the respective supervisors cooperatively identify strengths and weaknesses in an individual’s job performance. Employee evaluations shall be used to assess and improve performance, encourage professional growth, promote positive behavior, and facilitate attainment of district goals and objectives.

The objectives of the district evaluation plans for employees are:

1. To identify, improve and reinforce the skills, attitudes and abilities that enable an employee to be effective in achieving district goals.

2. To identify and suggest ways to improve on weaknesses that prevent an employee from achieving district goals.

The Board shall approve plans for regular, periodic evaluations of administrative, professional and support employees. The Board shall be informed periodically about the results of evaluations.[1]

The evaluation plan for tenured professional employees shall utilize the state-approved evaluation forms or district-specific forms approved by the Board.[2]

**Delegation of Responsibility**

Evaluations shall be conducted by administrators and supervisors designated by the Superintendent.

The Superintendent or designee shall ensure that evaluation procedures for district staff shall have the following characteristics:

1. Clear and unambiguous in intent and language.

2. Establish reasonable standards.
Authority

All administrative, professional and support employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of district schools requires the cooperation of all employees working together and complying with a system of Board policies, administrative regulations, rules and procedures, applied fairly and consistently.
to the Child Protective Services Law.[17]

An employee shall be required to submit new criminal history background checks if the Superintendent or designee has a reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by law, and the employee has not notified the Superintendent or designee.[14]

An employee shall be required immediately to submit a new child abuse history certification if the Superintendent or designee has a reasonable belief that the employee was named as a perpetrator in a founded or indicated report or has provided written notice of such occurrence.[17]

Failure to accurately report such occurrences may subject the employee to disciplinary action up to and including termination and criminal prosecution.[14][17]

Last Modified by Robert Gentilezza on November 17, 2016
Authority

Punctual and reliable attendance by administrative, professional and support employees is essential for the operation of district schools. Therefore, a prerequisite for efficient performance of job functions by employees is the punctual commencement and proper completion of all assigned duties.\[1\][2]

Delegation of Responsibility

It shall be the responsibility of the Superintendent or designee to assess penalties when a district employee fails to meet attendance requirements.

The Superintendent is authorized to direct support employees who are repeatedly tardy not to report at all on those days when they do not report on time, and to suffer appropriate wage penalties. Tardiness or absence without excusable cause for an assigned work period may result in disciplinary action.\[3\]

Last Modified by Mary Hamilton on April 1, 2015


**Authority**

The Board recognizes that administrative, professional and support employees do have the right to private lives and associations with others outside of school. However, the Board has a responsibility to evaluate employees’ effectiveness in discharging assigned duties and responsibilities.

Therefore, when nonschool activities directly impact upon an employee's effectiveness within the school district, the Board reserves the right to evaluate the effect of such activities on the individual's completion of responsibilities and assignments.[1]

The Board does not endorse, support, nor assume liability for any district staff member who conducts nonschool, outside activities in which district students or employees may participate.

**Delegation of Responsibility**

The Superintendent or designee shall disseminate this policy and administrative regulations so that employees may avoid situations in which personal interests, activities, and associations may conflict with the interests of the district.

**Guidelines**

The following guidelines are provided for the direction of employees:

1. Do not utilize school material for personal gain. Copyrights to materials or equipment developed, processed, or tested by district employees in the performance of district activities in fulfillment of the terms of their employment reside with and may be claimed by the district.

2. Do not use school property or school time to solicit or accept customers for private enterprises.

3. Do not use school time for outside activities when there is no valid reason to be excused from assigned duties.

Last Modified by Mary Hamilton on April 1, 2015
Authority

The Board recognizes and encourages the right of administrative, professional and support employees, as citizens, to engage in political activity. However, district time, resources, property or equipment, paid for by taxpayers, may not be used for political purposes by district employees when performing assigned duties.

Employees shall not engage in political activities during assigned work hours on property under the jurisdiction of the Board.[1]

Collection of and/or solicitation of campaign funds or campaign workers by employees is prohibited on school property during assigned working hours.

The use of students or staff for writing, addressing, or distributing partisan political materials is forbidden.

District employees who hold elective or appointive office are not entitled to time off from their school duties for reasons incident to such offices, except as such time may qualify under the leave policies of the Board.

The following situations are exempt from the provisions of this policy:

1. Discussion and study of politics and political issues when applicable to the curriculum and appropriate to classroom studies.

2. Conduct of student elections and connected campaigning.

3. Conduct of employee representative elections.

Last Modified by Mary Hamilton on April 1, 2015
Authority

Board policy for certificated administrative and professional employees shall ensure that eligible employees receive paid sick leave days annually, in accordance with law, administrative compensation plan, individual contract, collective bargaining agreement, or Board resolution. Unused leave shall be cumulative.[1]

Board policy for noncertificated administrative and support employees shall ensure that eligible employees receive paid sick leave days annually, in accordance with the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution. Unused leave shall be cumulative.

The Board reserves the right to require any employee claiming sick leave pay to submit sufficient proof, including a physician's certification, of the employee's illness or disability.[2][1]

Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.[3]

The Board shall consider the application of any eligible employee for an extension of sick leave, pursuant to law where applicable, when the employee's own accumulated sick leave is exhausted.[2][1]

Delegation of Responsibility

The Superintendent shall report to the Board the names of employees absent for noncompensable cause or whose claim for sick leave pay cannot be justified.

Guidelines

A sick leave shall commence when the employee, or agent if the employee is sufficiently disabled, reports the absence.

Whatever the claims of disability, no day of absence shall be considered a sick leave day if the employee has engaged in or prepared for other gainful employment, or has engaged in any activity that would raise doubts regarding the validity of the sick leave request.

Proof of Disability
Authority

Administrative and support staff employed to work twelve (12) months or other schedules considered full-time shall be provided paid vacation.

The Board shall provide vacation days for eligible employees, consistent with the employee's request and convenience while considering the district's management and operational needs.[1]

Vacation time shall be granted in accordance with applicable provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.

Eligible employees must request scheduled vacation to the immediate supervisor in advance of the requested date.

Vacations normally will be scheduled at times when they will not interfere with the normal operation of the school.

All vacation schedules are subject to final approval by the Superintendent or designee.
Employees will be allowed to carry over vacation days beyond the end of the calendar year in order that year end operations including budget preparation, be carried out in a smooth and orderly fashion. It is understood that these days must be used prior to the end of the first quarter of the new calendar year or they will be lost to the employee.

Administrative employees shall be entitled to the amount of vacation as indicated below:

Upon Employment 2 weeks
After 5 years* 3 weeks
After 10 years* 4 weeks

*Length of service shall be determined as of January 1 of each year.

School Code § 1154 (e)
Authority

This policy shall establish the district’s parameters for granting sabbatical leaves for restoration of health to certificated administrative and professional employees.

The Board shall grant sabbatical leaves to eligible administrative and professional employees for the purpose of restoration of health and for other purposes at the discretion of the Board.[1]

The Board reserves the right to specify the conditions under which sabbatical leaves for restoration of health or other purposes may be taken, consistent with law.

Guidelines

Eligibility

To qualify for sabbatical leave, an eligible employee shall have completed ten (10) years of satisfactory service in the public schools of the Commonwealth; at least five (5) consecutive years of such service shall be in this school district.[1]

A sabbatical leave may be taken for a half or full school term or for two (2) half school terms during a period of two (2) years, at the employee's option.[1]

The total number of administrative employees on sabbatical leave at any one time shall not exceed ten percent (10%) of the number of eligible employees. The total number of professional employees on sabbatical leave at any one time shall not exceed ten percent (10%) of the number of eligible employees.[2]

Application

Requests for sabbatical leave shall be submitted on the approved district form and forwarded with medical documentation to the Superintendent or designee as soon as possible.
Authority

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

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

Uncompensated leave shall be granted in accordance with provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.

Guidelines

Period of Leave

An uncompensated leave may be granted for a period of up to one (1) school year.

Extensions for up to one (1) school year may be considered upon proper application.

Commitment of Employee

The employee granted an uncompensated leave of absence shall inform the Board of his/her intentions prior to the scheduled return date.

Commitment of Employer

At the expiration of uncompensated leave, the employee shall be offered the same position previously held or a like position to that previously held.

Time on uncompensated leave shall not count as time on the job, and fringe benefits shall not be provided, unless the employee provides payment for benefits.

Rescinding of Leaves
PROCEDURE

SAFE AND RESPECTFUL LEARNING ENVIRONMENT

PURPOSE

The Board believes that a working and learning environment that is safe and respectful is essential for all staff and students to achieve success. Any form of harassment, bullying, and/or discrimination that interferes with the ability of teachers to teach in the classroom and pupils to learn. This procedure and the associated governing documents shall establish the commitment by the Scranton School District to create a safe and respectful working and learning environment, and to investigate accusations of harassment, bullying and discrimination.

GUIDELINES

1. The District shall provide an environment in which persons of differing beliefs, characteristics and backgrounds can realize their full academic and personal potential.
2. All persons are entitled to maintain their own beliefs and to respectfully disagree without resorting or being subjected to harassment, bullying, and/or discrimination.
3. By declaring this goal, the Board is not advocating or requiring the acceptance of differing beliefs in a manner that would inhibit freedom of expression. The Board does require that any persons with differing beliefs be free from harassment, bullying, and/or discrimination.
4. All students, administrators, faculty, and other District staff shall demonstrate appropriate behavior by treating other persons, including students, with civility and respect and by refusing to tolerate harassment, bullying, and/or discrimination.
5. Use of the internet and other technology by staff and students shall be in a manner that is ethical, safe and secure.
6. The Board ensures the aforementioned by enacting the following:
   a. All members of the Board, administrators, teachers, support personnel, and other staff employed by the District are recommended to:
For purposes of this procedure, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.

2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.

3. Otherwise adversely affects an individual's learning opportunities.

For purposes of this procedure, sexual harassment 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. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.

2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.

3. Such conduct deprives a student of educational aid, benefits, services or treatment.

4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational 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 a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

**DESIRED OUTCOMES**

1. The District will implement consistent processes for the intervention and prevention of harassment, bullying, and/or discrimination.
2. Training in the prevention and/or recognition of harassment, bullying, and/or will take place for all employees and, when appropriate, students.
3. This procedure and its accompanying regulations and operating procedures will align with the School Safety Teams.
4. Students, parents and staff will be empowered with information about District mechanisms to prevent and intervene related to harassment, bullying, and/or discrimination situations.
It is the goal of the Scranton School District to maintain a drug and alcohol-free workplace, provide a safe work environment, a healthy, effective work force, and to reduce the probability of accident, incidents and problems related to the use and/or abuse of alcohol and other drugs by district employees. In order to accomplish a drug free workplace, the board of directors has adopted the following policy statement to provide an alcohol and substance free workplace. It is the policy of the district to promote deterrence rather than detection of drug and alcohol misuse by district employees.

**Policy**

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is strictly prohibited in the workplace. This includes district buildings, properties, grounds, garages, vehicles, offices, cafeterias and parking lots. The use of alcoholic beverages by district employees is prohibited at district sponsored events.

The Scranton School District will implement and maintain an Anti-Drug and Alcohol Misuse Program based on education, deterrence, detection, intervention, rehabilitation and enforcement. The company tests for a minimum of five (5) illegal drugs in addition to alcohol, in the following circumstance:


Current employees will be required to submit to reasonable cause and random. The Scranton School District may choose and has the right to expand these testing categories under our own authority.

In the event that an employee has taken a urine test for drugs and the test is positive, the employee may request a retest of the original sample. In the case where an employee fails a test and disagrees with drug test results, that employee may have that sample (original sample) which was confirmed positive, retested at another DHHS certified lab. The requesting employee must pay in advance for this cost of sample, Shipment and retesting. During the time required for retest, the employee will be suspended. In the event that the repeat second test returns as a negative result and after the review of the negative test result by the MRO, the employee will be compensated for any time or benefits lost and the cost of the retest by the district. Employees who fail to follow the requirements of the Drug or Alcohol Misuse Testing Policy will be discharged.

Any questions concerning the Scranton School District Policy or Substance Abuse and Alcohol Misuse Prevention Plan should be referred to the Superintendent of Schools or the Manager of Personnel Services at 570-348-3403.

**GENERAL PROHIBITED CONDUCT**
"Chain of Custody" means procedures to account for the integrity of each urine or blood specimen by tracking its handling and storage from point of specimen collection to final disposition.

"Confirmation Test" for controlled substance testing means a second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the screen test and which uses a different technique and chemical principle from that of the screen test in order to ensure reliability and accuracy. (Gas chromatography/mass spectrometry (GC/MS) is the only authorized confirmation method for cocaine, marijuana, opiates, amphetamines, and phencyclidine).

"Drugs" shall mean all non-medically prescribed controlled substances, including those drugs designated as marijuana, cocaine, opiates, amphetamines, and phencyclidine.

"Employees" shall mean all employees of the district regardless of their position and/or title of qualifications.

"Employee Assistance Program" (EAP) are efforts made by the district to educate employees about prohibited drugs, the district policy against their use, the assistance available, and to train supervisors in the recognition of drugs and the indications of drug use. A program provided directly by an employer or through a contracted service provider, to assist employees in dealing with drug or alcohol dependency and other personal problems. Rehabilitation and reentry to the work force are usually arranged through an EAP.

To "fail a drug test" means that a confirmed drug test result shows positive evidence of the presence of a prohibited drug in a person's system in excess of the minimum initial and confirmatory test levels, set forth. The MRO determines there is no legitimate medical explanation for the confirmed positive test other than unauthorized use of prohibited drug. An employee will also be deemed to have failed a drug test if he/she refuses to submit to any of the required tests.

"MRO" shall mean the Medical Review Officer, listed in this document and which may be amended from time to time. The MRO shall be a licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate and individual's confirmed positive test together with his or her medical history and any other relevant biomedical issues. The MRO may not be an employee of the lab doing the tests.

"Refusal to Submit" (to an alcohol test) means that a covered employee fails to provide an adequate sample of breath for testing, without a valid medical explanation after receiving notice of the requirements to be tested in accordance with the provisions of the district's alcohol misuse prevention plan, or engages in conduct that clearly obstructs the testing process.

"Refusal to Test" (to a drug test) means that a covered employee fails to provide a testable urine sample, or has engaged in conduct that clearly obstructs the testing process, or has refused to provide the urine sample as required by this plan.

"Return-To-Duty" means an initial drug test prior to return to duty and additional unannounced drug tests for up to 60 months given to an employee who previously tested positive to a drug test and are returning to work.

"Safety Director" shall mean, in the context of this policy, the person, persons or entity as designated. The Safety Director shall have the responsibilities for implementing, administrating, monitoring and the authority to enforce the provisions and articles of the Substance Abuse Policy. The Safety Director will be the MRO's contact person on behalf of the district. The Safety Director shall be the keeper of all legally required records.

"Screening test (or initial test) for alcohol" means an analytic procedure to determine whether an employee may have a prohibited concentration of alcohol in a breath specimen. In controlled substance testing, it means an immunoassay screen to eliminate "negative" urine specimens from further consideration.

"Substance Abuse" in the context of this policy is the abuse of alcohol, illegal drugs, prescription, and over the counter medication, and any other substance that may be inhaled, injected, or taken by mouth, that may impair the individual.

**Required Drug and Alcohol Testing**
supervisor, employees will be instructed to report to a designated collection site for delivery of a urine specimen. When an employee is not present on the day he/she is selected for Random testing, the specimen collection may be performed at the first available opportunity after the employee returns to work, if such selection is kept confidential.

2. An applicant who is offered a position covered by this plan will be required to report to the collection site within 24 hours of notification and provide a specimen of his/her urine.

3. Upon notification that a drug test is required, an employee will report to the collection site as soon as possible after notification, but no later than 30 minutes.

4. Upon reporting to the designated collection site, the employee may be required to complete consent to testing form.

5. The collection technician will instruct employees on the proper method of collecting the specimen and every effort will be made to insure privacy. Privacy will be forfeited, however, if the collection technician, with the concurrence of a district representative, has reason to believe that an employee might alter or substitute his/her specimen. If specimen alteration or substitution is suspected, a second person specimen will be obtained under the direct observation of a licensed medical professiona or a trained collection technician of the same gender as the employee being tested.

6. The collection technician will properly identify all specimens in strict accordance with the applicable procedures, as set forth in the Regulations, and will follow all required written protocols to insure the proper chain of custody for every specimen.

7. After delivering a specimen to the collection technician, the employee will return to his/her assigned responsibilities, unless otherwise instructed.

Employees who are tested for reasonable suspicion or as part of a post-accident procedure will not return to work until notified by a district representative to return to work. Employees who fail such a test will be subject to the applicable procedures set forth in this plan. Employees whose reasonable cause or post accident test results are negative will be notified to report for work, and will receive back pay for any time lost.

**Alcohol Testing Procedure**

Alcohol testing sites shall have all necessary personnel, materials, equipment, facilities, and supervision to provide for the testing and processing of alcohol test results.

**Reporting of Test Results**

**A. Reporting**

1. All test results will be strictly confidential and will be reported to the district Superintendent and Manager of Personnel Services. Any person who is designated to receive drug and alcohol test results must be specifically designated in writing prior to receipt of such information. Fax transmissions are acceptable provided the employer controls access to and assures the confidentiality of fax reports in advance of any notice being forwarded via fax.

2. The certified test laboratory will send all urine test results directly to the MRO, a licensee physician with knowledge of substance abuse disorders.

3. The MRO will discuss positive (failed) test results directly with the affected employee. Three days after receipt of test results the MRO shall generate a controlled substance report and sign and send it to the employer. Copy 4 of the Federal Chain of Custody and Control Form, with verified positive test results noted in section 8, hand signed by the MRO, photocopied and faxed may be sent to the employer in lieu of a new form.

- Negative test results are not discussed, but are administratively reviewed by the MRO or MRO designate prior to transmitting the results in a confidential manner to the employer.
Mid-State Occupational Health Services, Inc. will keep the administrative and testing records for the periods specified. These records will be maintained in secure, storage and shall be made available for inspection at the company’s request.

Disclosure of Information and MIS Reporting

A driver is entitled, upon written request, to obtain copies of any records pertaining to the driver’s use of alcohol or controlled substances. The employer shall promptly provide records requested by the employee.

Confidentiality

A. Each individual’s record of testing and results under this plan will be maintained private and confidential. With the exception of the drug and alcohol program staff (certified laboratory, MRO and Substance Abuse Prevention program administrators), or upon request of a State agency officials or as otherwise required by law or legal process, the results of individual drug and alcohol tests will not be released to anyone without the expressed written authorization of the individual tested. It is the employer’s obligation to provide to the employee any records regarding the employees test results.

B. All written records will be stored in containers or in a secure location with access available only by the individual/entity listed above.

C. Unless an employee gives his or her written consent, the employee’s drug and alcohol testing and/or rehabilitation records will not be released to a subsequent employer.

Employee Identification

A. Photo identification is required (passport, driver’s license, employee card, etc.) at the time of testing.

B. Social Security number will be used for donor identification of urine specimens.

Employee Assistance Program (EAP) Education

1. Every employee covered by this plan will receive the following drug and alcohol use education and shall be advised by the employer of the resources available to the driver in evaluating and resolving problems associated with the misuse of alcohol and controlled substances, including names, addresses and telephone numbers of professional counselors.

   a. Drug and alcohol information explaining the testing requirements will be distributed and displayed in the work areas, prior to initiation of testing, and periodically thereafter.

   b. A copy of this policy and plan will be provided to each employee and displayed in the work area. A policy sign-off is required to be in the employers file for each covered employee.

   c. Substance abuse hot-line telephone numbers for employee assistance will be provided for each employee and displayed in the work area.

Training

1. Every supervisor covered by this plan who determines whether an employee must be drug and alcohol tested based on Reasonable Suspicion will receive the following drug and alcohol training:

   a. A one hour (minimum) training period on the specific, contemporaneous, physical, behavioral, and performance indicators of probably drug.

   b. A one hour (minimum) training period based upon specific contemporaneous, articulable observations concerning the employee’s appearance, behavior, speech, or body odors related to alcohol misuse.
WHAT IS AN EAP?

An Employee Assistance Program is a benefit provided by the Scranton School District to provide confidential, professional assistance for employees and dependents experiencing personal and/or professional problems.

WHAT KIND OF PROBLEMS CAN THE EAP HELP ME WITH?

Juggling the demands of work and family can be a challenge. The Scranton School District Employee Assistance Program can help you achieve balance. Your EAP can assist you with the following:

- Emotional Health/Wellness
- Parenting/Child Problems
- Alcohol and Drug Abuse/Dependency
- Marital Conflict
- Family Concerns
- Grief
- Eating Disorders
- Job Stress
- Personal Loss
- Depression
- Other Life Stressors

WHAT ABOUT CONFIDENTIALITY

All activities and records of the EAP are kept confidential. No information about your personal matters will be shared with your employer unless you authorize such a disclosure in writing. Participation in the EAP will not jeopardize an employee's job security or future promotional opportunities.

HOW DOES THE EAP WORK?

GETTING HELP FROM YOUR EAP IS EASY:

Just Call 570-963-2079 or 570-207-7919 to schedule an appointment with one of the EAP professionals. At the first meeting, you and the EAP specialist will thoroughly discuss your concerns. Recommendations will be made as to how you might best resolve your problem.

That recommendation may include a continued number of sessions with the EAP specialist, or possible referral to a community-based provider of your choice for ongoing treatment.

WHAT ABOUT COST?

All EAP services are provided to covered employees at no charge. These include telephone consultation, a maximum of four evaluations and/or counseling sessions per year, and in-service training. If community-based services are recommended following your EAP involvement, the cost of these services is your responsibility. Depending on the nature of your problem, some or all of these costs may be covered by your medical insurance plan.

WHO ARE THE EAP STAFF?

Your EAP specialists are highly trained professionals with degrees in social work, psychology, or related fields. They also have extensive clinical and counseling experience in helping with a variety of personal problems. They are committed to helping you receive the caring support you need to manage life's many challenges.