

ST. MARYS AREA SCHOOL DISTRICT

FACULTY HANDBOOK

2019-2020

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St. Marys Area School District

Vision – A World Class Education with the rural advantage.

Mission

We Empower our Learning Community with...

Growth-Oriented People
Open-Mindedly

Developing
Unique
Team-Centered *and*
Caring Citizens *with*
Honor

Shared Values

We believe...

- Positive relationships, passion, and enthusiasm are the foundation of our learning community.
- Respect for self and others—treating others in the manner we want to be treated—establishes a safe and supportive learning community.
- A deep sense of caring for one another brings out the best in each member of our learning community.
- A Growth Mindset is the underpinning for all academic and social learning initiatives in our learning community. Growth Mindset traits include:
 - Diligence
 - Tenacity
 - Integrity
 - Risk-taking
 - Courage
 - Self-discipline
 - A sense of self-worth
 - Social empathy
 - Resilience
- Teamwork, collaboration, and cooperation provide the pathway for the most effective outcomes in our learning community.
- A personalized and holistic approach is critical for preparing students for citizenship and a productive life beyond our learning community.
- In the students and staff in our learning community.

EDUCATIONAL GOALS

1. A comprehensive curriculum writing initiative using the Understanding by Design (UbD) planning tool with an emphasis on Mathematics and Science. A desire to achieve personalized learning opportunities with blended, hybrid, cyber, and traditional options.
2. A formalized K-12 STEM coordination and alignment with a desired impact on Mathematics and Science growth and achievement as well as experiences with Career and Work Standards.
3. "*Changing the Narrative*" by telling our overwhelmingly positive story via social media outlets and thereby impacting our school culture/climate survey data as well as community perceptions.

Education Program Objectives

The students will:

1. develop a positive and realistic perception toward themselves.
2. develop an understanding and/or respect for the differences that exist between groups and individuals.
3. acquire the basic academic skills necessary to function in society.
4. take part in an educational program that is designed to develop a variety of skills and knowledge.
5. develop a positive attitude toward school and the learning process.
6. participate in an educational program that contains a variety of activities, provided by the school.
7. acquire and practice those habits that will identify them as responsible citizens.
8. participate in an educational program that includes the perpetuation of and the participation in the democratic process.
9. engage in activities designed to develop good physical health.
10. engage in activities designed to develop good mental health.
11. engage in learning experiences that will allow them to develop their creativity and individual potential.
12. participate in an educational program that contains guidance to help students with further schooling and vocational choice.
13. take part in an educational program that develops an appreciation for all types of work.
14. take part in an educational program that gives them information about possible career choices.
15. participate in activities that foster an appreciation and understanding of our cultural development.
16. develop the ability to cope with their changing environment.
17. participate in an educational program that provides an appropriate learning environment.

The School District will:

18. encourage the parents to take an active interest in the educational program.
19. utilize an effective system of public relations.
20. make available the physical facilities of the School District for use by community groups for appropriate functions.
21. provide a staff dedicated to implementing the educational program of the St. Marys Area School District.

EQUAL RIGHTS AND OPPORTUNITIES

The St. Marys Area School District is an equal rights and opportunities employer with an affirmative action plan. The district also subscribes to the rules and regulations included in Title IX guidelines, Section 504 and P.L. 94-142. The Business Manager has been appointed Equal Rights and Opportunities Coordinator. A grievance procedure has been established in compliance with the foregoing regulations. Any employee or student who believes he or she has been wronged under the terms of the Equal Rights and Opportunities Policy should contact Ms. Ginger Williams, Business Manager, at 977 South St. Marys Street, St. Marys, PA 15857 (814) 834-7831.

A copy of the Policy on Equal Rights and Opportunities can be found in the Policy Book, Policy No. 103.

SCHOOL WIDE TITLE I and MULTI-TIERED SUPPORT SYSTEM (MTSS)

The Title I Reading Program is a federal program that is provided to schools. It provides access to a Reading Specialist who provides assistance with literacy skills to help students build their skills in reading.

Literacy is broken up into 5 Big Ideas

Phonemic Awareness - recognizing that sounds and letters are connected

Phonics - recognizing that certain letters and letter blends or clusters make certain sounds

Fluency - how quickly one can read a series of words/sentences

Vocabulary - understanding definition of terminology

Comprehension - understanding meaning of a word/passage

These skills develop over time. Our scholastic curriculum provides exposure and instruction on these skills at developmentally appropriate times throughout grades K-5. In kindergarten and the primary grades, much emphasis is placed upon phonemic awareness, phonics, and emerging fluency, with vocabulary and comprehension intertwined. In the intermediate grades, phonetic skills are reinforced, while fluency is continued, and vocabulary and comprehension skills enhanced. These 5 Big Ideas lay the groundwork for good reading.

The Title I Reading program provides additional assistance to students who may need help in learning or developing any of these skills. Presently, our elementary schools are considered "Title I Schools". This allows us to operate a School Wide Title program. The primary goal of being a Title I School is to ensure that all students, particularly those who are low-achieving, demonstrate proficient levels of achievement on state academic standards.

In conjunction with a School Wide Title I Program, our elementary schools are also working hard to implement a Multi-Tiered System of Support (MTSS). This initiative uses data from our routine assessments to identify students who might be showing skills that are below grade level expectations. This program works wonderfully with our School Wide Title program. We have our instructional tutors and our Reading Specialists working with students who needs assistance. These students are recommended to begin receiving interventions based upon assessment results (STAR Early Literacy, STAR Reading, STAR Math and Local Math Anchor Assessments) as well as their performance in the classroom. Student performance is tracked throughout the school year. When students show improvement to the point where they are achieving grade level benchmarks, interventions and supports are weaned or discontinued. Students who have shown more difficulty are provided extra help and assistance. The decision to discontinue interventions or to intensify the interventions is made using updated benchmark assessment data, progress monitoring data, and classroom performance. For students who do not demonstrate sufficient progress towards achieving grade level proficiency (despite assistance), the scholastic team may believe further assessment is in order and a referral for a multi-disciplinary evaluation (MDE) may be considered.

Philosophy of Guidance

The guidance services of the St. Marys Area School District constitute an integral part of the educational program within the school and community. School Counselors have leadership responsibilities while every member of the educational team has a vital role in each student's development. School Counselors strive to maintain a strict adherence to the concept and practice of confidentiality; to be well-informed on current theories, practices, developments, and trends; to use time primarily for guidance and counseling purposes; and to maintain a well-rounded educational, social, and professional attitude. Guidance services strive to enable each student to attain the development of their academic, emotional, physical, social, cultural, and career potential. In addition to individual and small group counseling, counselors are to coordinate vital communications between home and school.

Confidentiality

The confidentiality of student records is a prime ethical concern of all school district personnel. A student's right to privacy must be protected when information is gathered and when it is released. Much of the information contained in student records is personal and private. If this information is improperly released, a student's reputation could be prejudiced or harmed. It shall be the policy of the SMASD School Board that confidential information shall not be collected from any student without the prior consent of the student and/or parents or guardian. All collected data shall be adequately safeguarded, and that information shall be disseminated only within the established regulations as approved by the SMASD School Board.

The bottom line on confidentiality is that student specific information is not to be discussed in the Faculty Room, the gym, at dinner with your spouse or significant other, the ballpark, etc. Confidentiality is serious business. Violations of confidentiality can put you at risk for tremendous financial penalty, job loss, or other serious consequences. If you have a question about confidentiality issues, contact one of the SMASD administrators for information and guidance.

St. Marys Area School District School Calendar 2019-2020

end of	report
m.p.	cards
10/25/19	11/4/19
1/15/20	1/22/20
3/20/20	3/27/20
5/29/20	elem-
5/29/20	ms/hs-6/5/20

August				
M	T	W	T	F
x	x	x	x	x
x	x	x	x	x
x	x	x	x	x
19	20	21	22	23
26	27	28	29	30

September				
M	T	W	T	F
x	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

October				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

November				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	x	x

December				
M	T	W	T	F
x	x	4	5	6
9	10	11	12	13
16	17	18	19	20
x	x	x	x	x
x	x			

January				
M	T	W	T	F
		x	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

February				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
x	18	19	20	21
24	25	26	27	28

March				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April				
M	T	W	T	F
		1	2	3
6	7	8	x	x
x	x	15	16	17
20	21	22	23	24
27	28	29	30	

May				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	x
x	26	27	28	29

First Student School Day	8/22/19				
Inservice Days	8/19/19	8/20/19	8/21/19	11/27/19	1/20/20
Act 80 Days	10/7/19	10/8/19	10/31/19	11/1/19	2/13/20
Act 80 Days	2/14/20				
Labor Day	9/2/19				
Thanksgiving Vacation	11/28/19	11/29/19**			
Deer Season	12/2/19**				
Christmas Vacation*	12/23/19	12/24/19**	12/25/19	12/26/19**	12/27/19
Christmas/New Year Vacation	12/30/19	12/30/19	1/1/20		
Vacation/Make-up Days	12/3/19(1)	2/17/20(2)	4/14/20(3)	4/13/20(4)	4/9/20(5)
Vacation/Make-up Days	5/22/20(6)				
Spring Vacation*	4/10/20**				
Memorial Day	5/25/20				
Last Day for Students/Graduation	5/29/20				

*Winter break begins for students on 12/20/19 at the end of the school day.

**1502 Holidays

*Spring break begins for students on 4/8/20 at the end of the school day.

PSSA English Language Arts

PSSA Math, Science Assessments and make-ups

Keystone Exams

Approved February 5, 2019

IMPORTANT DATES AND TIMES

Board of School Directors Meetings

The Board of School Directors of the St. Marys Area School District holds regular meetings on the second Monday of each month at 7:00 PM in the Library of the St. Marys Area High School. This meeting date and time is determined by the Board at its reorganization meeting held in December of each year.

End of Grading Periods and Dates of Report Card Issue

Grading Period *	Report Cards Issued *
1. October 25, 2019	November 4, 2019
2. January 15, 2020	January 22, 2020
3. March 20, 2020	March 27, 2020
4. May 29, 2020	May 29, 2020 – Elementary June 5, 2020 – MS and HS

Open House Dates

August 27, 2019	at	South St. Marys Street Elementary
August 28, 2019	at	Bennetts Valley Elementary
September 3, 2019	at	St. Marys Area Middle School
September 4, 2019	at	St. Marys Area High School
September 5, 2019	at	Fox Township Elementary

*Dates subject to change if the school calendar is revised.

Emergency Closing and Delayed Opening of School

The decision to close or delay opening of schools will be made by 6:00 AM. Area radio and TV stations will be notified. Early closing of schools will also be announced on these stations.

In addition to these announcements, staff may also register to receive notification of closings or delays by email, phone or text message through the school messenger system. Check with your building principal to register for this service.

Professional Employees' Minimum Daily Time Schedule by Building

School	In Homeroom or Assigned Station	Pupil Tardy Bell	Pupil Dis- missal Bell	Earliest Departure
Bennetts Valley	8:00 AM	8:35 AM	3:15 PM	3:30 PM
Fox Township	8:00 AM	8:35 AM	3:15 PM	3:30 PM
South St. Marys	8:00 AM	8:35 AM	3:15 PM	3:30 PM
St. Marys High	7:30 AM	7:35 AM	2:39 PM	3:00 PM
St. Marys Middle	7:30 AM	7:40 AM	2:34 PM	3:00 PM

It may be necessary to make minor adjustments in this daily time schedule during the term for the purpose of coordinating the transportation schedule or for other valid reasons.

I.D. Badge Procedure

As part of the St. Marys Area School District safe school initiative, all employees and visitors are required to wear an identification tag while on school property. Substitute employees will be provided a temporary substitute tag at the beginning of each assignment. Substitute tags will be issued in the main office of each school and are to be returned to the main office at the end of each assignment.

Employees classified as professional, administrative and support personnel will be provided identification tags personalized with his or her name, title and picture. The permanent identification tag will be issued upon board approval of employment. To obtain a permanent tag or if your tag becomes damaged or lost, contact the Technology Department at 781-2118.

Procedure to Follow When Absent

The St. Marys Area School District utilizes the ESS system for reporting and filling all faculty absences. Absences may be called into the system until one hour before the report times listed above on the day of absence. After that time, you must call your building principal or designated contact to report off. For detailed instructions concerning the proper use of the SAMS System please reference the SAMS instruction pamphlet.

<u>Building</u>	<u>Administrator</u>	<u>Home</u>	<u>Office</u>
High School	Mr. Schlimm	834-9056	781-2144
	Mr. Beck	965-4908	781-2125
Middle School	Mrs. Petrosky	776-6351	781-2146
	Mr. Surra	335-0579	781-2133
Bennetts Valley	Mr. Vollmer	335-2324	781-2156
Fox Township	Mr. Vollmer	335-2324	885-8076
South St. Marys	Mrs. Kuhar	781-8422	834-3021
	Mrs. Boyer	837-1231	834-3021

When You Must Be Absent

Notify your principal as soon as possible when you expect to return. Whenever possible, we expect to notify substitutes of their employment status in the afternoon previous to your return.

TEACHERS WHO ARE ABSENT ARE RESPONSIBLE FOR MAKING ALL NECESSARY MATERIALS AVAILABLE FOR THE SUBSTITUTE TEACHER. THOSE ITEMS TO BE AVAILABLE ARE LISTED BELOW:

1. **LESSON PLANS** with sufficient detail that the substitute can present meaningful experiences which are consistent with the Approved Course of Study.
2. **CLASS ROLLS** and teacher grade book including seating charts and classroom rules which will enable the substitute to continue with the structure as established by the regular teacher.
3. **KEYS**, materials and textbooks (including teachers' editions) so that the substitute will have all resources necessary to conduct the lessons.
4. **CRISIS BOOKLET/Procedures.**

For extended absences, please follow Article XIV, Illness or Disability, of the Teacher Contract for the proper procedures to be followed and/or paperwork to be completed.

NOTE: See Appendix for separate information on substitutes entitled "Responsibilities of and Instructions for Substitutes".

Procedure to Follow When Late

Teachers who are late reporting for duty at the beginning of the school day must personally inform the building principal upon arrival.

Absence from Duty Due to Death in Family (Section 1154 (b) and (c) School Code)

Whenever a Professional or Temporary Professional Employee shall be absent from duty because of death in the immediate family of said employee, there shall be no deduction in salary of said employee for an absence not in excess of five (5) days. Members of the immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, son-in-law, daughter-in-law, or near relative who resides in the same household, or any person with whom the employee has made his home.

Whenever a Professional or a Temporary Professional Employee shall be absent from duty because of the death of a grandparent, grandparent-in-law, grandchild, brother-in-law, or sister-in-law, there shall be no deduction in the salary of said employee for an absence not in excess of three (3) days.

Whenever a professional or temporary professional employee shall be absent from duty because of the death of a near relative, there shall be no deduction in salary of said employee for absence on the day of the funeral. A near relative shall be defined as first cousin, aunt, uncle, niece, or nephew.

For bereavement leave refer to Teacher Contract Section XV., E.

*NOTE: Cousin, aunt, uncle, niece, or nephew are terms which apply to both your side of the family, as well as, your spouse's side of the family.

Family and Medical Leave Act (FMLA) provides certain employees with up to twelve (12) weeks of unpaid, job-protected leave per year. It also requires that their group health benefits be maintained during the leave. FMLA is designed to help employees balance their work and family responsibilities by allowing them to take reasonable unpaid leave for certain family and medical reasons. It also seeks to accommodate the legitimate interests of employers and promote equal employment opportunity for men and women.

Teacher Certification

The St. Marys Area School District employs certified teachers for every position. Teachers must hold a valid instructional certificate endorsed for all the areas they teach.

The Instructional I Certificate is valid for a maximum of six years of teaching in the area for which it is endorsed. It may be converted to an Instructional II Certificate after three (3) years of satisfactory teaching if the mandatory additional credits have been earned. It must be converted to an Instructional II Certificate before the seventh (7th) year of teaching.

The Instructional II Certificate is a permanent certificate issued by the Pennsylvania Department of Education to an applicant who has completed at least three years of satisfactory teaching on an Instructional I Certificate attested to by the superintendent. In addition, the applicant must have completed twenty-four (24) semester credit hours of post-baccalaureate study at a State approved, degree-granting institution. The twenty-four (24) semester credit hours requirement may be satisfied, in whole or in part, through in-service programs approved by the Pennsylvania Department of Education.

Note: In accordance with latest Chapter 49 regulations, teachers holding Instructional certificates issued on or after October 1, 2007 must include six (6) credits of the 24-credit requirement in coursework for inclusive classrooms or standards aligned systems (SAS). This pertains to coursework taken after September 2011. If all credits are completed prior to September 2011, the 6 specific credits need not be earned.

Members of the professional staff who acquired their initial certification after June 1, 1987, are required to participate in the Teacher Induction Plan of the St. Marys Area School District as a condition of acquiring an Instructional II certificate. The Plan was adopted by the Board of School Directors in July 22, 2008 and submitted to the Pennsylvania Department of Education.

The induction program is designed to assist new professional employees. It includes a mentor relationship with an experienced teacher plus inservice throughout the first year of employment. All experiences must be documented to support the eventual application for an Instructional II certification.

IT IS THE RESPONSIBILITY OF THE PROFESSIONAL EMPLOYEE TO APPLY FOR INSTRUCTIONAL II CERTIFICATION. THIS IS NOT AN AUTOMATIC PROCESS!

Professional employees must accept this process as a very important personal responsibility. A teacher or professional employee who permits a Provisional or Instructional I Certificate to expire without having secured the additional credits (and participation in the Induction Plan, if required) is without certification. The Pennsylvania Department of Education will not recognize an application for emergency certification in such cases. Such a person would automatically be ineligible to hold a professional position in any school district within the state of Pennsylvania.

Registration of Certification

In keeping with the requirement of the School Code of Pennsylvania, all Professional Employees upon entering service in the St. Marys Area School District must present their teaching certificates or whatever type of certificate is required for their services for registration in the office of the superintendent of schools. This office makes a record of its kind, number of issue, along with the subject areas, grades or other work it covers. It may be necessary to present the original of said certificate in order that the authenticity of the certificate can be verified. Central Office must be notified of any new areas of certification added after date of hire. (Section 1212 of the School Code)

Act 34, 114 and 151 Compliance and Federal Criminal History Record

All persons seeking employment with the St. Marys Area School District must submit an Act 151, Act 34 and Act 114, Federal Bureau of Investigations record checks as a part of the employment application process. Persons currently employed are required to renew Act 151, Act 34, and Act 114 on a 60-month cycle from the date of initial issuance, in accordance with Act 153 of 2014. Forms may be obtained from the PA Department of Education website. It is the responsibility of the person seeking employment to apply for the compliance form by completing the requested information and submitting, with the fee, to the proper address. The original form must be presented as a part of the application. Copies will be made and original returned after the validity has been assured.

Act 24

Upon initial employment all persons are required to complete the Act 24 Arrest/Conviction Report and Certification Form (PDE 6004 form). As required by subsection (j)(4) of 24 P.S. 1-111, the PDE 6004 also shall be utilized by current employees to provide written notice within seven-two (72) hours after a subsequent arrest or conviction for an offense enumerated in 24 P.S. 1-111(e) or (f.1). Employees completing this form due to a reportable offense are required to submit the form to the employer. Failure to make timely notification of any arrest or conviction of an offense as listed above, subjects the employee to disciplinary action up to and including termination.

Teacher Contracts

"In all school districts, all contracts with Professional Employees shall be in writing, in duplicate, and shall be executed on behalf of the Board of School Directors by the President and Secretary and signed by the Professional Employee." (Section 1121 of the Pennsylvania School Code)

In the St. Marys Area Schools, a teacher who is elected to begin a teaching career, with no prior experience in the State of Pennsylvania, is classified as a Temporary Professional Employee. The teacher remains in this status for the first three years of teaching. The teacher must be given two ratings a year during these first three years by the superintendent of schools and if rated satisfactory during the last four months of the third year of service, the teacher shall receive written notification that he/she will assume the status of Professional Employee. (Section 1108 of the Pennsylvania School Code)

According to the Department of Education, the three-year probationary period required by the Pennsylvania School Code, the period during which the employee is classified as a Temporary Professional Employee, must be served in the same Pennsylvania school district during three consecutive years.

Professional and Temporary Professional Employee Evaluation and Rating

St. Marys Area School District has developed a Differentiated Supervision Plan to promote professional growth, which positively affects higher student achievement and to insure the continued employment of quality staff.

The Pennsylvania Department of Education (PDE) has developed new professional development evaluation forms based on the work of Charlotte Danielson: 1. Planning and Preparation; 2. Classroom Environment; 3. Instruction; 4. Professional Responsibility. We are adopting this Differentiated Supervision Plan (DSP) to align with the new PDE evaluation forms. Much of what is listed in this plan is already taking place in many St. Marys Area School District classrooms. This plan is an efficient method of documenting successes. It provides an opportunity for reflection and dialogue among colleagues in order to promote improved teacher performance and subsequently student achievement.

Each year 1/3 of the staff in the Reflective Model, will be involved in observation with the Teacher Effectiveness Instrument (at the discretion of the building administrator based on a 3 year cycle). Each professional employee will participate in observation with the Teacher Effectiveness Instrument (Growth Model) once every three (3) years. In addition, the Teacher Effectiveness Instrument may be used at the discretion of the building administrator. The District will use the PA-EETEP for implementation of the Teacher Effectiveness Model and any action plans.

Two exceptions of this self selected action plan method are:

- Temporary Professional employees be observed using the Teacher Effectiveness Instrument twice a year until tenured. They may choose to do one of the listed models in addition to using the Teacher Effectiveness Instrument.
- Professional employees in need of specific professional guidance will participate in the Intensive model.

Teaching Planning

Effective teaching is planned teaching. Planning must be continuous if the educational process is to be meaningful and beneficial for all pupils.

The best planning for instruction is exemplified by the following characteristics:

1. The teacher plans with pupils, other teachers, parents, and administrators.
2. Instruction is planned as a united whole.
3. Long range planning precedes detailed preparation of immediate lessons such as must be prepared for daily use in the classroom.
4. Aims and objectives of long range plans serve as a framework for the development of day to day learning outcomes.
5. Provision is made for providing experiences that are continuous and sequential.
6. Plans are flexible and adaptable to the individual needs, interests, and differences of pupils.
7. Revision of plans is based on sound and careful evaluation of pupils' acquisition of expected learning outcomes.
8. Planning makes use of cumulative records and placement folders; report cards; health records; interest inventories; sociometric data; achievement, diagnostic, and intelligence test records; reading records; curriculum guides; teacher's manual and handbook; professional newsletters and magazines; and parent-teacher conference and meetings.

Study Hall Supervision

All study halls are to be supervised study periods. The teacher should move about the room intent upon helping the students. It is just as important for the teacher to remain in the room during a study period as it is to be in the room during a class period. When assigned to study hall, teachers are expected to report there promptly and supervise the study hall during the entire period. The study hall provides an excellent opportunity for constructive work. Teachers can be of real service to pupils during the period. Study hall rolls shall be cross-checked each period with the absentee lists and any pupil absence shall be reported to the principal's office.

Responsibilities of Teachers and Administrators in Discipline

It is the responsibility of teachers to maintain order and discipline at all times. This is the most effective level. If, however, there is a particular case which the teacher feels must be brought to the attention of the building principal, this should be done. A teacher cannot deny a student permission to attend any class as a disciplinary measure. The building principal is the only person with the power to suspend. Cases which warrant further actions will be referred to the superintendent. Only the superintendent can recommend expulsion to the board of education and only the board can expel. Expulsion is an extreme measure and is last resort after many other options are exercised or explored. The administration has the authority for the final decision made in any disciplinary action.

Fire Drills

During the school term, fire drills will be held monthly. As a part of the initial orientation to the school term, each student should be instructed about the procedure for leaving each classroom to which they are assigned.

Teachers are required to leave the building with the pupils. Take grade books with you and be prepared to have an immediate roll call. It is the responsibility of all teachers to be certain that all students under their supervision at the time of the evacuation have left the building.

Attendance sheets after a drill are to be turned in to the main office immediately following the drill.

Bus Evacuation Drills

School bus evacuation drills will be scheduled in accordance with the School Code. A report of these drills is to be sent to the superintendent's office.

Safety Glasses

IT IS THE TEACHER'S RESPONSIBILITY TO SEE THAT ALL PERSONS, TEACHERS, VISITORS, AND STUDENTS WEAR SAFETY GLASSES WHILE IN SHOP, CHEMISTRY LABS, OR OTHER CLASSES THAT REQUIRE PROCEDURES WHICH COULD RESULT IN EYE INJURY.

"Every teacher, student, visitor, spectator, and every other person in any shop or laboratory in public or private schools, colleges, and universities who is engaged in or is within the area of known danger created by:

1. the use of hot liquids, solids or gases, or caustic or explosive materials, or
2. the milling, sawing, turning, shaping, cutting, grinding or stamping of solid materials, or
3. the tempering, heat treatment or kiln-firing of metals and other materials, or
4. gas or electric welding, or
5. the repairing or servicing of vehicles,

shall wear industrial quality eye protection devices at all times while engaged in such activities or exposed to such known dangers." (School Code Section 3127)

School Safety

No student shall be allowed to use equipment and supplies that are potentially dangerous unless they have received safety instructions and are properly supervised.

If teachers suspect that equipment and/or facilities are unsafe, it is their responsibility to remove students immediately from the unsafe environment, immediately inform their building principal who will investigate and determine whether or not students should return to the facility or utilize the equipment.

Teachers are legally responsible for students assigned to them. Each period teachers are responsible for accounting for and supervising all those students who appear on their class or activity roster. Students are never to be left unsupervised.

Teachers are responsible for taking care of the physical facilities in which they are teaching and the equipment they use, such as AV aids, etc.

Accident/Incident Reports

School accidents/incidents involving students must be reported to the building principal promptly. All accidents must be reported, no matter how minor they may seem at the time they occur. This shall include incidents that occur outside the classroom and while supervising students as a part of a supplemental contract.

Procedure:

1. The injury is reported to the teacher by the injured student or by observers.
2. Student is referred to the school nurse who completes the accident/incident report, in conjunction with the teacher's report, and submits it to the building principal. Contact the building principal for procedure for reporting an incident outside the classroom and/or the regular school day and for incidents that occur during activities or athletic practice and/or competition.
3. Building principal promptly submits the report to the appropriate supervisor.
4. Reports are also reviewed by the safety committee.

Accidents/Incidents which involve faculty members should also be reported to the building nurse or business office. Failure to do this may result in loss of compensation benefits. There is a form required to report accidents which involve injury to school district employees. **ALL ACCIDENT REPORTS MUST BE SUBMITTED PROMPTLY.**

Student Records Policy

The confidentiality of student records is a prime ethical concern of all school district personnel. A student's right to privacy must be protected when information is gathered and when it is released. Much of the information contained in records is of a personal and private nature, and if improperly released, could prejudice or impair a student's reputation. It shall be the policy of the Board of School Directors of the St. Marys Area School District that confidential information shall not be collected from any student without the prior consent of the student and/or parents or guardian, that collected data shall be adequately safeguarded, and that information shall be disseminated only within the established regulations as approved by the St. Marys Area Board of School Directors.

Telephones

School telephones are available for local calls when necessary. IF SCHOOL RELATED TOLL CALLS MUST BE MADE, YOU MUST record your name, number called, time of call, and the purpose of the call on the approved district form. No personal toll calls shall be made without billing to a home phone number.

If personal phone calls should be received for you during the school day, a message will be taken so that you may return the call. Emergency calls will be received directly. **Personal phones should not be used during instructional times.**

Staff Expectations in Use of Technology Resources:

1. Staff members shall not access inappropriate material on Internet and World Wide Web.
2. Staff members shall use technology resources primarily for educational purposes.
3. Staff members shall not engage in unauthorized access of computers, including 'hacking.'
4. Staff members shall not disclose, use, or disseminate any personal identification information of students.
5. Staff members will monitor student use of technology resources.
6. Staff members are responsible for the daily inspection and monitoring of the condition of technology utilized by their classes and report any issues to the technology department and their supervisor.
7. Staff members shall not disclose their network passwords to students.
8. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
9. Any use of the network for commercial or for-profit purposes, product advertisement, political lobbying, or illegal activity is prohibited.
10. Electronic communications with students and parents should be transparent and professional in content and tone.
11. Staff members should always log off the network when not in use. All technology should be turned off at the end of each day.
12. St. Marys Area School District has adopted a Social Media Policy. Please see Policy #815.1 on our school website.

COPYRIGHT LAW

The St. Marys Area Board of School Directors directs all school personnel to comply with Public Law 94-553, otherwise known as the Copyright Law, which was enacted by the Senate and the House of Representatives of the United States and became law on October 19, 1976.

Print Materials - Guidelines

Single Copying for Teachers - A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class: chapter from a book, article from a periodical or newspaper, short story, short essay or short poem - whether or not from a collective work, chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.

Multiple Copies for Classroom Use - Not to exceed in any event more than one copy per pupil in a course, multiple copies may be made by or for the teacher of the course for classroom use or discussion. The copying must meet the tests of brevity, spontaneity, and cumulative effect. See Copyright, Media and the School Librarian which is available in the library of each school building for further information.

Prohibitions - Copying shall not be used to create or to replace or substitute for anthologies, compilations, or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefrom are accumulated or reproduced and used separately. There shall be no copying of or from works intended to be consumable in the course of study or of teaching. These include workbooks, exercises, standardized tests, test booklets, answer sheets, and like consumable materials. Copying shall not substitute for the purchase of books, publishers' reprints, or periodicals. Copying shall not be directed by a higher authority or repeated with respect to the same item by the same teacher from term to term.

Non Print Materials - "Fair Use" Guidelines

1. Guidelines were developed to apply to off-air recording for nonprofit educational institutions.
2. A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable re-transmission) and retained by a nonprofit educational institution for a period not to exceed the first forty-five (45) consecutive calendar days after date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately. "Broadcast programs" are television programs transmitted by television stations for reception by the general public without charge.
3. Off-air recordings may be used once by individual teachers in the course of relevant teaching activities, and repeated once only when instructional reinforcement is necessary, in classrooms and similar places devoted to instruction within a single building, cluster or campus, as well as in the homes of students receiving formalized home instruction, during the first ten (10) consecutive school days in the forty-five (45) calendar day retention period. "School days" are school session days – not counting weekends, holidays, vacations, examination periods, or other scheduled interruptions – within the forty-five (45) calendar day retention period.
4. Off-air recordings may be made only at the request of and used 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.
5. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recording.
6. 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 teacher evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum, and may not be used in the recording institution for student exhibition or any other non-evaluation purpose without authorization.
7. Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.
8. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.
9. Educational institutions are expected to establish appropriate control procedures to maintain the integrity of these guidelines.

Software - Guidelines

Computer software piracy is a major problem for the industry and violations of computer copyright laws contribute to higher costs and greater efforts to prevent copies and/or lessen incentives for the development of good educational software. These results are detrimental to the development of effective educational uses of computers. Therefore, in an effort to discourage violation of copyright laws and to prevent such illegal activities:

1. District employees will be expected to adhere to the provisions of Public Law 96-517, Section 7 (b) which amends Section 117 of Title 17 of the United States Code to allow for the making of a back-up copy of computer programs. This states that "...it is not an infringement for the owner of a copy of computer program to make or authorize the making of another copy or adaptation of that computer program provided:
 - a. that such a new copy or adaptation is created as an essential step in the utilization of the computer program in conjunction with a machine and that it is used in no other manner, or
 - b. that such a new copy and adaptation is for archival purposes only and that all archival copies are destroyed in the event that continued possession of the computer program should cease to be rightful."
2. When software is to be used on a disk sharing system, efforts will be made to secure this software from copying.
3. Illegal copies of copyrighted programs may not be made or used on school equipment.
4. The legal or insurance protection of the District will not be extended to employees who violate copyright laws.
5. The Superintendent of this school district is designated as the only individual who may sign license agreements for software for the schools in the district. (Each school using the software also should have a signature on a copy of the software agreement for local control.)

NOTE: More complete information regarding Copyright Law is available in the library of each school building by reading the article entitled Copyright, Media and the School Librarian.

Grading System

Effective teaching requires that students are assessed in a manner that reflects progress towards established outcomes. Grading practices should be flexible enough to accommodate student needs while recognizing that mastery of content may involve unique and personal approaches. The goal of every grading practice should be to measure progress, promote growth, and incentivize student learning. With the guidance, direction and support from building principals, teachers are entrusted with the responsibility to develop and utilize a grading practice that is challenging, transparent, and implemented in a manner that takes into account the best interest of the child.

A grade in any subject should report achievement in the subject and must not be a reflection of discipline concerns relative to that student. Student achievement is reported each nine weeks.

The student's grade should be based upon a variety of evaluations such as::

1. tests. (PA Standards Aligned if applicable.)
2. daily class work - both written and oral.
3. notebooks and other classroom assignments.
4. special reports, assignments, etc.
5. homework - daily assignments.

Grading System - Elementary Schools

As our district moves to a more aligned PA Common Core evaluative method for grading elementary students, we will create, update, and utilize our Standards-Based Report Cards for kindergarten, first-grade, and second-grade for the 2018-19 school year.

The following grading key is used to describe both general effort and achievement in specific subject areas.

Grading Key: C – Commendable S – Satisfactory
 NI – Needs Improvement U – Unsatisfactory

Subject areas utilizing the above grading key:

<u>Subject</u>	<u>Grade Level</u>
Handwriting	All Grades
Art	All Grades
Music	All Grades
Physical Education	All Grades
Library	All Grades
Band	Grade 5

Numerical grades according to the following scale are used for all academic subjects not listed above.

		Equivalent Letter
100 - 94	Superior Achievement	A
93 - 86	Above Average	B
85 - 77	Average	C
76 - 70	Below Average	D
69 - 60	*Failing	F
	**Incomplete Grade	I

*A grade of less than 60 may be given with the prior knowledge of the building principal.

**Incomplete grades may be given with permission of the building principal who will designate the time allowed to convert these grades. This time period is usually no longer than two (2) weeks or ten (10) school days after the missed work. ARRANGEMENTS REGARDING INCOMPLETE GRADES MUST BE MADE WITH STUDENT IMMEDIATELY UPON HIS/HER RETURN TO THE SCHOOL SETTING.

Elementary school report cards are issued at nine week intervals. The dates of report card distribution are listed elsewhere in the Faculty Handbook. On those dates, report cards will be distributed to students a few minutes before dismissal.

The St. Marys Area School District encourages teachers to evaluate students on an individual basis according to their progress, improvement, and effort. However, teachers must keep in mind that if they intend to retain a child because they feel that the student has not progressed sufficiently to expect success in the subsequent grade, it is difficult to justify retention when the student has received passing marks throughout the school year.

In grades four (4) and five (5), nine week tests or semester tests may be given to the students in all major subjects except reading at the direction of the building principal. Nine week tests or semester tests should be submitted to the building principal prior to administration to students. In grades one (1), two (2), and three (3), no formalized major test, such as nine week tests are required. However, in all cases the teacher must have a fair and logical method of grading, using multiple aspects of evaluation such as oral and written tests, discussion, homework, reports, etc.

When appropriate, every teacher should make an effort to put a comment on the report card.

In elementary grades there is no honor roll.

Grading System - High School and Middle School

1. Grades should measure achievement in the subject concerned. (School marks shall not be based directly upon attendance, behavior, or any characteristics other than progress or status in the course.)
2. Final examinations will be given at the end of the course in all major subjects, at the middle school level, and in all subjects, at the high school level.
3. Pupils should be given credit for all of the work done, in a timely fashion, for the course.
4. Grading Scale Calculations:

		Equivalent Letter
100 - 94	Superior Achievement	A
93 - 86	Above Average	B
85 - 77	Average	C
76 - 70	Below Average	D
69 - 60	*Failing	F
	**Incomplete Grade	I

*A grade of less than 60 may be given with the prior knowledge of the building principal.

****Incomplete grades may be given with the permission of the building principal who will designate the time allowed to convert these grades. This time period is usually no longer than two (2) weeks or ten (10) school days after the missed work. ARRANGEMENTS REGARDING INCOMPLETE GRADES MUST BE MADE WITH THE STUDENT IMMEDIATELY UPON HIS/HER RETURN TO THE SCHOOL SETTING**

5. Teachers must document and substantiate all individual student grades. Nine week grades should indicate achievement for that period.
6. The distribution of grades within a group of students should be based upon the assumption that the courses of study are adapted to the ability of the students for whom they are intended.
7. Final Exams
 - a. All students in the High School are required to take final exams.
 - b. Final exam periods are not to be more than seventy-five (75) minutes in length or less than one class period. They are normally one class period in length.
 - c. Testing schedule for finals shall not be more than a three day program, unless permission is obtained from the principal.
 - d. A timetable for final examinations shall be prepared one month in advance and posted.
 - e. Finals shall be given during regular school days for all students in grades six through twelve. Students will not be excused between tests.
 - f. Students shall not be required to take more than three tests during any one testing day. A deviation from this must be approved by the principal.

Elementary and Middle School Failures (SMASD Policy No. 215)

The following is a guideline for retaining students in grades one through eight.

STATEMENT OF INTENT - In most cases it is the intention of the elementary and middle school principals not to retain students more than two years in Grades K-8. Although the final decision to promote, retain, or "place" individual students in appropriate grade levels remains with individual principals, that decision will be made after careful consideration with faculty members, counselors, and parents.

When students fail or are working below grade level in two (2) majors in grades one (1) or two (2) (reading, mathematics, English), they are subject to review for retention by the teacher, the administration, and the guidance personnel.

If students fail or are working below grade level in two (2) majors in grades three (3), four (4), or five (5) (reading, mathematics, English, social studies, science/health), they are subject to review for retention by teacher(s), administration, and guidance personnel.

If students fail two (2) major subjects (or more) or one (1) major subject and any combination of minor subjects equal to one (1) credit in the middle grades, they will be referred to a review committee consisting of the principal, counselor, and a group of teachers who will consider retention or placement options on a case by case basis, while also considering the statement of intent listed at the beginning of this section.

Supplementary Reports

Notices to parents of students doing unsatisfactory work and also students who show significant improvement in a subject during a nine week grading period are available on an as-needed basis. All comments to parents should be of a positive or constructive nature. At the elementary level, progress reports are sent home during each quarter to provide families with a current report of student performance. Middle School issues progress reports midway through each quarter.

Teachers are encouraged to utilize the comment or checklist section on the report cards and progress reports as another method of precise communication with parents.

We encourage parent-teacher conferences as often as possible, especially for those parents whose children are having considerable difficulty in school work.

Homework (SMASD Policy No. 130)

The assigning of homework serves as an integral part of the education process but the following principles should be given serious consideration:

1. Homework which is self-initiated by the pupil and reflects the interest of the students in the content under discussion serves as the best form of homework.
2. Homework should never be assigned purely as a disciplinary measure. It should always have educational value or it will be viewed as a meaningless labor.
3. The quantity of homework should always be determined by an appreciation of the time that it will take to complete, how one teacher's assignment may fit in with all of the assignments given to the student, and if lengthy, be signed over a "fair" period of time. Classroom instruction constitutes the most important phase of the educational process. Homework should supplement and complement the teaching during the regular class time.
4. The mere collection of homework papers does not warrant the assignment of these tasks. When a teacher assigns a task to be performed outside the class, it obligates the teacher to check the results of these homework efforts, to evaluate same, and to report the results to the individual members of the class within a reasonable amount of time.
5. All homework should be meaningful, personalized, and adapted to the individual needs of the student or groups of students.
6. Teachers should make students aware of reference and library materials when they are required for completion of homework.
7. It is the teacher's responsibility to insure that a student has a basic understanding of the homework assigned so that the student can proceed to complete a meaningful assignment with minimal parental supervision.

Good Test Construction

Constructing a good test that is valuable as an important educational tool is one of the teacher's most difficult tasks. This difficult yet important aspect of assessment and grading is deciding what you want your students to accomplish by the end of the quarter. Before students can begin working they need to know what they are responsible for learning. Create objectives for your course based on the standards addressed in the curriculum. As you create assignments, use the list of verbs in **Bloom's Taxonomy** to help direct you to the verbs that match the level of thinking you are looking to activate. Assignments and tests should work together to help students become proficient in the course standards. A comprehensive assessment strategy will ensure that your students end the quarter with a proficiency in meeting those standards.

A test is a work sample constituting a fair and representative selection of all the possible questions that might be asked pupils concerning a specific area. The teacher should know the standards the test is to serve, the skills and content areas that are to be measured, and the relative values of each part of the test. If the test is to be worth the time and effort required for preparation, administration, scoring, and interpretations to pupils, the scope and content should be planned to assure that its purpose will be achieved.

Local assessments, along with state assessments (PSSA), will be given in reading, writing, and math. The purpose of those assessments are to:

- Measure student achievement
- Inform instructional decisions
- Evaluate the effectiveness of instructional practices and programs, including curricular decisions
- Identify areas of remediation/reteaching

EACH TEST WILL HAVE AN OPEN-ENDED QUESTION TO PROVIDE AN OPPORTUNITY FOR STUDENTS TO EXPRESS THEMSELVES. THIS IS EXTREMELY ESSENTIAL FOR STUDENTS IN GRADES 2 – 12.

Publicity - Public Relations

The image of the St. Marys Area School District is created by the professional staff as a result of their contacts with pupils and the public. It is the ethical responsibility of a professional employee to be positive in discussion of the school and its programs. If there is a need for improvement, exert your efforts toward making that improvement through the appropriate channels.

All formal information for press releases about our schools and students WILL be cleared with the principal and the Activities/Communications Director.

Care of Books and School Furniture

It is essential that frequent, careful checks be made on the condition of books which are provided for student use. Pupils should not be permitted to "stuff" paper or pencils between the pages of books or to write on the pages. Efforts to protect school property should encourage students to take pride in maintaining the best possible condition of books which they use as part of the educational process.

Teachers shall keep a record of the number and condition of each book issued to every pupil. Pupils will be held responsible for the books. Students should be aware that they are financially responsible for damage or misuse of school books. Locks provided for use on school lockers are also to be treated with care. Students who abuse any school property should be reported to the principal.

Assemblies

Teachers are to sit with their assigned group of students and assist them in maintaining proper decorum.

Teachers not having assigned groups are to assist in directing pupils to seats as they arrive. Faculty members who are scheduled for a preparation period may leave the assembly after assisting in seating students.

Observance of Religious Holidays

Students may be excused from school to observe a religious holiday with their parents. The parent or guardian of the student must present a written request for such absence to the principal prior to the religious holiday.

A pupil's absence from school for major religious holidays should be recorded as an excused absence. There shall be no penalty attached to such an absence.

No pupil who is excused from school because of major religious holidays shall be deprived of an award, or eligibility or opportunity to compete for any award because of such absence.

If pupils miss a test to observe a major religious holiday with their families, they must be given the right to take an alternate test or examination, etc.

Solicitations

Solicitations of funds, sale of tickets, or advertising in the schools by outside interests are prohibited unless approved in advance by the administration.

Parties

Parties will be at the discretion and only with the permission of the building principal. Chapter 12 regulations shall be applicable.

Field Trips – All field trip requests should be submitted through the Triptracker Online System form at least three weeks in advance for proper approval and arrangements.

A field trip shall be defined as any journey by students away from school property. Field trips generally fall into one of the following categories: Club/Activities Field Trips and Contest/Competition Field Trips. The field trip is an instructional medium that possesses potentialities for enriching and extending the educational experience of pupils. A field trip offers opportunity for pupils directly to observe or experience that which they visit. It offers an excellent link connecting the school with the community and helps the school staff and its co-workers to relate the theory of the classroom to the practice of life itself. The District parent medical permission form is required for all students participating in field trips.

FIELD TRIPS MUST RECEIVE PRIOR APPROVAL FROM THE PRINCIPAL AND SUPERINTENDENT. SEE POLICY #121.

Rules and Regulations for All Student Activities Not Included in the Regular School Day

1. Advance permission must be granted by the principal.
2. Plans must be submitted to the principal well in advance but no less than ten (10) days before the date of the event.
3. The number of chaperones will be determined, after having reviewed the type of event and the expected number of student participants, according to Board Policy No. 121.
4. All activities should have at least one faculty member or sponsor.
5. At least one sponsor of any group or activity must be in attendance at all events planned by that group.
6. All parties and dances will end no later than 11:30 PM.
7. School facilities must be reserved according to district procedure and will be left in a usable condition and all properties or equipment will be returned immediately following the event or early the next morning.
8. No permission will be granted for events that have not been planned in advance, as described above.
9. Social events are a valuable part of the total educational program. All members of the group should be encouraged to attend.
10. Students should be taught to express their appreciation to chaperones and any others who assist them in the event.

Band and Choral Performances

The St. Marys Area School band or choral groups are not permitted to perform for compensation.

The bands or choral groups shall be permitted to perform at school functions and school activities and for civic, patriotic, and educational organizations upon approval of the principal(s).

These groups shall not be used for public appearances on Sunday except those scheduled with Board approval.

Public Performances

No student or group of students under the supervision of the school shall appear on any public program which is commercially sponsored.

Teachers are encouraged to provide student groups for public performances when such performances contribute to the educational process or objectives of that particular class or activity.

Night Use of the Schools

Students are not permitted in the schools after regular school hours without proper supervision. Teachers, coaches, etc., who wish to use the facilities at times other than regularly scheduled practices must complete an Application for Use of Facilities. A copy of the policy may be found on subsequent pages. Any regularly scheduled practice must have all students actually out of the building by 10:30 PM and proportionally earlier if elementary students are involved. Sponsors must remain at the school until all the students involved in the activity have left the school. Night performances and socials, of course, are exceptions.

No one is allowed to return to the school or take anything from the school after dismissal without a note from the principal to the night custodian which states that the child may be admitted. Students should take their books with them to practice and are not to return to the classroom section of the building without permission from an administrator, teacher or coach. Any teacher or coach who gives a student permission to return to the classroom section of the building must accompany the student to that area.

Use of School Buildings and Facilities

It is the policy of the St. Marys Area School District that buildings, facilities and grounds be used to advantage by the public for social, recreation and other proper purposes at such times when this use would not interfere with the regular school programs or school-related functions. Uses shall be in accordance with such rules and regulations as the Board of Education may adopt.

Rental fees shall be charged to business organizations, political parties, labor organizations, service clubs, social groups and others in accordance with the schedule established by the Board of Education. No rental fee shall be charged for use of school facilities by organizations affiliated with or part of the school program.

Service charges may also be assessed for the use of facilities by either outside groups or school groups. These charges are necessary to cover costs of police, custodial service, etc.

Application for the use of school facilities shall be made in writing on the form specified in this policy. The Superintendent or his/her designee is authorized to grant or refuse the use of facilities. Requests for use for unusual or unprecedented purposes may be referred to the Board of Education for approval. Applicants shall be made aware of and bound to abide by the regulations specified on the Application for Use of Facilities.

Athletics and Other Co-Curricular Activity Attendance

Faculty members are invited and encouraged to attend student activity events. Faculty members and school employees are not charged an admission fee. Graduation is the most prestigious event and all faculty are invited and encouraged to attend.

Faculty Meetings

Faculty meetings (elementary and secondary) shall be held as scheduled by the principal in compliance with the Agreement.

Cafeterias

Cafeterias are authorized as a non-profit service for pupils, but no pupil may be compelled to use the cafeteria services. The charge for meals will be announced annually. Students whose families are not financially able to pay for lunches are encouraged to participate in the Free and Reduced Lunch Program. Applications can be obtained in the office of the principal and the district webpage.

The food service operation is a necessary convenience and auxiliary service to the educational program. Administrators are to administer the school food service program in such a manner as to derive the maximum educational values.

Cafeteria personnel shall be under the supervision of the food service director. Care and handling of food stuffs will be in compliance with health regulations. Teachers and students are not permitted to eat their lunch in the kitchen area of the cafeteria.

The students lunch period shall not be less than thirty (30) minutes in length and shall be under the supervision of at least one teacher or supervisor. The school district operates a "closed lunch period" for all students in grades kindergarten through twelve (12).

All menus must be posted in advance. Periodic meetings will be held with the administration, food service director, and student committee to discuss cafeteria.

Selection of Textbooks, Library Books, Supplementary Textual Material (SMASD Policy No. 108)

A policy on the selection of textbooks, library books, and supplementary textual material was adopted by the Board of School Directors. A copy of the policy may be found in the District Policy Manual which is available in each building and on the district webpage.

Child Abuse/Neglect (SMASD Policy No. 806)

The Board of School Directors has a policy on child abuse/neglect to comply with the Child Protective Service Law. This policy covers all district employees, covered contractors, parents and students of their obligations and rights with regard to:

- suspected child abuse by a perpetrator;
- suspected student abuse by a school employee;
- the maintenance of records; and
- the acquisition of clearance statements for applicants.

Please see the SMASD website for the complete version of this policy.

Dress Code

Buildings may elect to occasionally participate in dress-down Fridays as a fundraiser. Documentation should be maintained by the building principal. All other days professional attire should be worn.

Smoking

Effective August 15, 1995, the St. Marys Area School District is tobacco-free and all persons (students, employees, independent contractors, members of the general public, and any other individuals) are prohibited from using any tobacco products in or on school district premises, property, in its vehicles including vehicles parked on District property. A violation of this policy may be punishable by a civil fine.

School Board Policy

The faculty shall become familiar with School Board Policy pertaining to employees and students found on the school district website at www.smasd.org.

RESPONSIBILITIES OF AND INSTRUCTIONS FOR SUBSTITUTES

Responsibilities

1. Day-to-day substitutes are now employed by Source4Teachers and will follow their direction, as well as, the St. Marys Area School District direction.
2. A substitute should become familiar with the building routines and the general policies of the school. The Faculty Handbook is a valuable resource for information.
3. Substitutes are urged to use extreme caution in expressing personal opinions about what he or she sees and hears in the classroom. Substitutes should respect the plans and teaching procedures presented for their use by the regular classroom teacher.
4. The substitute teacher should endeavor, as much as possible, to preserve the regular routine of the class and to perform all the duties expected of the regular teacher.
5. The substitute should be prompt when arriving for assignment. This will enable him or her to assemble the material needed for the day and to receive the necessary directions. The substitute teacher should make certain that the area they used during the day is left in good order.
6. The substitute should complete the forms and the reports which are required by the school. There is a daily form to be completed for the regular teacher when the assignment is of brief duration. When the substitute works for long periods of time, a more comprehensive report, including a summary of material presented and an estimate of pupils' progress, should be prepared.
7. The substitute should correct and/or mark any assigned work completed by students while he/she was replacing the regular teacher.
8. The substitute should not feel that he or she is merely "filling in" or "baby-sitting" until the regular teacher returns. A SUBSTITUTE WILL TEACH THE CLASSES AND FULFILL ALL DUTIES JUST AS THE REGULAR TEACHER WOULD HAVE DONE.

Instructions

1. Obtain the material and information available to assist you in carrying out your responsibilities as a substitute. This may be obtained from the principal's office or in the mailbox of the absent teacher.
2. Be in your 1st period classrooms or at the assigned station of the absent teacher by:

8:00 AM	Elementary Schools
7:30 AM	Middle School
7:30AM	High School
3. During 1st period, report absentees as directed by the principal.
4. Faculty members of this school district are responsible for having group attendance rosters accessible at all times for all classes, study halls, and activity groups. A usable record of detailed preparation and planning for daily instruction and a list of classroom rules and procedures should also be available. These rules, procedures and plans for daily instruction should be followed carefully. If these items are not available, their absence should be noted to the responsible building administrator.
5. Papers completed while a substitute is taking the place of the regular teacher should be corrected and left for the regular teacher.
6. At the end of the day, complete the report of work done in classes for the returning regular teacher. Use the form provided for this information.
7. When your homeroom or class goes to assembly, sit with them and help maintain order.
8. Know the fire drill regulations in the room(s) where you teach. In the event of a fire drill, take grade books and/or class rosters with you and be prepared to have an immediate roll call.

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