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I. INTRODUCTION

EQUAL EDUCATIONAL OPPORTUNITY

The Scranton School District affirms that all employment practices, student enrollment practices, and curriculum offerings will be handled without discrimination based on sex, race, color, religion, age, national origin, handicaps, or disabilities in compliance with the Title IX of the Educational Amendments of 1972; Titles VI and VII of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act of 1990. For information regarding civil rights or grievance procedures, services, activities, programs and facilities that are accessible to and usable by persons with disabilities, contact:

Mr. John Castrovinci, Title IX/Handicapped Compliance Officer
Scranton School District

425 North Washington Avenue
Scranton, PA 18503
570-348-3403

SCRANTON BOARD OF EDUCATION

Barbara Dixon, President
Tom Borthwick
Katie Gilmartin
Mark McAndrew
Tom Schuster

Greg Popil, Vice President
Paul Duffy
Bob Lesh
Ken Norton

SCRANTON SCHOOL DISTRICT CENTRAL ADMINISTRATIVE STAFF

Dr. Alexis Kirjian
Superintendent Of Schools

Melissa McTiernan
Chief Academic Officer

Robert Gentilezza
Chief Compliance Officer

Pat Laffey
Business Manager

John Castrovinci
Chief Human Resources Officer

Sharon Baddick
Director of Special Education
and Support Services
Megan Barrett
Technology Services

Kathleen Bevilacqua
Transportation

Molly Abdalla
Federal Programs

Virginia Orr
Board of Education Secretary

SCRANTON SCHOOL DISTRICT

OUR MISSION: The mission of the Scranton School District is to educate, inspire and empower students.
SCRANTON SCHOOL DISTRICT | 2019-2020 CALENDAR

Last Revision (master) 6/4/2019

JULY 2019

1 Independence Day (district closed)

AUGUST 2019

Principals' Leadership Retreat
22 Superintendent Principals' Meeting
26-27 Professional learning days
- all instructional staff
28 First Day of School

September 2019

2 Labor Day (district closed)
25 Early release

Instructional days: 20

October 2019

1 October 1 ends/Midpoint, Semester 1
1 Election Day (district closed)
11 Veterans Day (district closed)
12 Early release
17-21 Elementary Parent Conferences
25 Early Release
25 Thanksgiving Break (no school for students)

Instructional days: 17

November 2019

1 Winter Break (no school for students)
3-13 Keystone Exams Wave 1
9 Progress reports-qtr. 2
18 & 23 Early release
26-31 Winter Break (no school for students)

Instructional days: 15

December 2019

1 Winter Break (district closed)

January 2020

6-17 Keystone Exams Wave 2
20 M.L. King, Jr. Birthday (district closed)
22 Quarter 2 ends/End, Semester 1-90 day mark
29 & 31 Early release

Instructional days: 21

February 2020

7 Teacher Professional Learning Day
14 Presidents’ Day (district closed)
19 Early release
26 Progress reports-qtr. 3

Instructional days: 18

March 2020

13 & 25 Early release
27 Quarter 3 ends/Midpoint, Semester 2

Instructional days: 22

April 2020

3 Early release for teacher professional learning K-8
20-21 Spring break (no school for students-7th & 11th- make up day, if needed)
8 Early release
20-26 PSSA ELA Assessment window
27-30 PSSA Math/Science & Make-up Assessment window
27 Teacher professional learning day/Primary election

Instructional days: 17

May 2020

1-2 PSSA Math/Science & Make-up Assessment window/Early release for teacher professional learning K-8
1 Early release for teacher professional learning K-12
6 Progress reports-qtr. 4
11-22 Keystone End-of-Course Exams
27 Memorial Day Weekend (no school for students) 22nd make-up day, if needed
27 & 28 Early release

Instructional days: 19

June 2020

1 Graduation #1-WHS-5 PM / Graduation #2-SHS-7 PM
Last day of school (early release), End of Semester 2-180 day mark

Instructional days: 7
## 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>
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<td>Period 2</td>
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<td>30 min</td>
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<td>Period 7</td>
<td>12:24 PM</td>
<td>12:36 PM</td>
<td>12 min</td>
</tr>
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<td>Period 8</td>
<td>12:40 PM</td>
<td>1:10 PM</td>
<td>30 min</td>
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<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>
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### High School Faculty Schedule

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<th>Length</th>
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<td>Senior Sign-In</td>
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<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>
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<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>
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<td>Period 6</td>
<td>11:26 AM</td>
<td>11:56 AM</td>
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<td>6 min</td>
</tr>
<tr>
<td>Period 8</td>
<td>12:10 PM</td>
<td>12:40 PM</td>
<td>30 min</td>
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### High School Compressed Schedule

<table>
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<td>29 min</td>
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<td>Period 10</td>
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### High School Pep-Rally Schedule

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<tr>
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<tr>
<td>Homeroom</td>
<td>8:15 AM</td>
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</tr>
<tr>
<td>Period 1</td>
<td>8:30 AM</td>
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<td>10:58 AM</td>
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<td>Period 8</td>
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<td>Period 9</td>
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<td>12:44 PM</td>
<td>32 min</td>
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### Intermediate School Regular Schedule

<table>
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<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>
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</tr>
<tr>
<td>Period 1</td>
<td>9:07 AM</td>
<td>10:03 AM</td>
<td>56 min</td>
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<tr>
<td>Period 2</td>
<td>10:05 AM</td>
<td>11:01 AM</td>
<td>56 min</td>
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<tr>
<td>Period 3</td>
<td>11:03 AM</td>
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<td>Period 4</td>
<td>11:35 AM</td>
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<tr>
<td>Period 5</td>
<td>12:01 PM</td>
<td>1:31 PM</td>
<td>30 min</td>
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<td>Period 6</td>
<td>12:33 PM</td>
<td>1:29 PM</td>
<td>24 min</td>
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<tr>
<td>Period 7</td>
<td>12:59 PM</td>
<td>2:27 PM</td>
<td>56 min</td>
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<tr>
<td>Period 8</td>
<td>1:31 PM</td>
<td>3:35 PM</td>
<td>56 min</td>
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<tr>
<td>Period 9</td>
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<td>3:25 PM</td>
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### Intermediate School Faculty Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Start Time</th>
<th>End Time</th>
<th>Length</th>
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<tbody>
<tr>
<td>Homeroom</td>
<td>8:45 AM</td>
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<tr>
<td>Period 1</td>
<td>9:07 AM</td>
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<td>42 min</td>
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<tr>
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<td>9:51 AM</td>
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<td>10:35 AM</td>
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<td>Period 4</td>
<td>11:07 AM</td>
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<td>Period 9</td>
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### Intermediate Compressed Schedule

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<th>End Time</th>
<th>Length</th>
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<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>
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<tr>
<td>2</td>
<td>11:44 AM</td>
<td>12:19 PM</td>
<td>35 min</td>
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<tr>
<td>3</td>
<td>12:21 PM</td>
<td>12:51 PM</td>
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<td>12:59 PM</td>
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<td>5</td>
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<tr>
<td>9</td>
<td>2:50 PM</td>
<td>3:25 PM</td>
<td>35 min</td>
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**Elementary School Regular Schedule**

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

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

Scranton School District - 425 N Washington Ave., Scranton, PA 18503 - Phone: 570.348.3474 - Fax: 570.348.2570
## SCHOOL CONTACTS

<table>
<thead>
<tr>
<th>School Name</th>
<th>Principal</th>
<th>Phone</th>
<th>Fax</th>
<th>Address</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scranton High School</td>
<td>Mr. John P. Coyle</td>
<td>(570) 348-3481</td>
<td>(570) 348-3581</td>
<td>63 Munchak Way</td>
<td>18508</td>
</tr>
<tr>
<td>Northeast Scranton Intermediate</td>
<td>Mr. Joseph Hanni</td>
<td></td>
<td></td>
<td>721 Adams Ave.</td>
<td>18510</td>
</tr>
<tr>
<td>South Scranton Intermediate</td>
<td>Mr. Dan Gilroy</td>
<td>(570) 348-3631</td>
<td></td>
<td>355 Maple St.</td>
<td>18505</td>
</tr>
<tr>
<td>Armstrong Elementary</td>
<td>Mr. Chris Lazor</td>
<td>(570) 348-3661</td>
<td></td>
<td>N. Lincoln Ave. &amp; Clearview St.</td>
<td>18508</td>
</tr>
<tr>
<td>Issac Tripp Elementary</td>
<td>Mr. Paul Stefani</td>
<td>(570) 348-3677, 348-3675, 558-2700</td>
<td></td>
<td>1000 N. Everett Ave.</td>
<td>18504</td>
</tr>
<tr>
<td>McNichols Plaza Elementary School</td>
<td>Ms. Mina Ardestani</td>
<td>(570) 348-3685</td>
<td></td>
<td>1111 South Irving Ave.</td>
<td>18505</td>
</tr>
<tr>
<td>West Scranton High School</td>
<td>Mr. Robert Deluca</td>
<td>(570) 348-3616</td>
<td></td>
<td>1201 Luzerne Street</td>
<td>18504</td>
</tr>
<tr>
<td>South Scranton Intermediate</td>
<td>Mr. Dan Gilroy</td>
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<td>355 Maple St.</td>
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<tr>
<td>Adams Elementary</td>
<td>Mr. Mario Emiliani</td>
<td>(570) 348-3655</td>
<td></td>
<td>827 Capouse Ave.</td>
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<tr>
<td>Bancroft Elementary</td>
<td>Ms. Ann Grebeck</td>
<td>(570) 348-3667</td>
<td></td>
<td>1002 Albright Ave.</td>
<td>18508</td>
</tr>
<tr>
<td>Kennedy Elementary</td>
<td>Ms. Kelly Coyne</td>
<td>(570) 558-8970</td>
<td></td>
<td>Prospect Ave. &amp; Saginaw St.</td>
<td>18505</td>
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<tr>
<td>Morris Elementary</td>
<td>Mr. Michael Coleman</td>
<td>(570) 348-3681</td>
<td></td>
<td>1824 Boulevard Ave.</td>
<td>18509</td>
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<td>School Name</td>
<td>Principal/Program Director</td>
<td>Phone</td>
<td>Address</td>
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<tr>
<td>Prescott Elementary</td>
<td>Mr. Albert O'Donnell</td>
<td>570.348.3683</td>
<td>Prescott Ave. &amp; Myrtle St.</td>
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<td>Scranton, Pa. 18510</td>
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<tr>
<td>Sumner Elementary</td>
<td>Ms. Meg Duffy</td>
<td>570.348.3688</td>
<td>North Sumner Ave.</td>
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<tr>
<td>Whittier Elementary</td>
<td>Mr. Tim Wolff</td>
<td>570.348.3690</td>
<td>700 Orchard St.</td>
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<tr>
<td>Lincoln Jackson Academy / Monticello</td>
<td>Mr. Dennis Engles</td>
<td>570-558-2731</td>
<td>1739 Dickson Ave.</td>
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<tr>
<td>Whittier Annex</td>
<td>Mr. Laurance Reagan</td>
<td>570.207.1427</td>
<td>638 Hemlock Street</td>
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<tr>
<td>Willard Elementary</td>
<td>Mr. Simon Williams</td>
<td>570.348.3692</td>
<td>100 Eynon St.</td>
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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. Castrovinci 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://frontlinek12.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, personal 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 ridicul
3. Unreasonable homework assignments including written punishment work

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

5. 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

6. Smoking on school grounds.

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

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

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

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

11. Disregard for school policies, rules and regulations.

12. Unreasonable punishment assignments

**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 may 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 Scranton 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.
**Authority**

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**

https://go.boarddocs.com/pa/scsd/Board.nsf/Public?open&id=policies#
The Superintendent or designee shall provide a system of assignment or reassignment for district employees that includes consideration of requests for voluntary transfers.

The Superintendent, in considering any assignment or transfer, shall assure that low-income students and minority students are not taught at higher rates than other students by unqualified, out-of-field or inexperienced teachers.[Z]

Vacancies shall be publicized to all appropriate employees.

Employees shall be informed of their assignments at the earliest possible date preceding the school year in which the assignment will be effective.

This policy shall not prevent reassignment of an employee during the school year for good cause, as determined by the Board.
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.

3. Apply in a consistent and uniform manner to all employees in the same class.

4. Available to employees for review before they are applied.

5. Reviewed and updated periodically.

6. Referred to the Board for information purposes.

7. Consistent with the applicable administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.

Each observation shall be followed by a conference between the evaluator and the employee. Both parties to the conference shall sign the evaluation form and retain a copy for their records.

Following the conference, the employee shall have the right to submit a written disclaimer of the evaluation; the disclaimer shall be attached to the report.

**Temporary Professional Employees**

Each temporary professional employee shall be observed by an appropriate supervisor and notified of individual progress and status at least twice each year during the first three (3) years of employment.[3]

Administrators responsible for supervising temporary professional employees shall make every effort to assist such staff members in improving deficiencies disclosed by observation and evaluation, and may conduct additional observations and evaluations of employees who are marginally competent.

The Superintendent shall certify the evaluations of all temporary professional employees during the last four (4) months of the initial three (3) years of employment, as required by law.[3]
**Book**  
Policy Manual

**Section**  
300 Employees

**Title**  
Conduct/Disciplinary Procedures

**Code**  
317

**Status**  
Active

**Legal**  
1. 22 PA Code 235.10  
2. 24 P.S. 510  
3. 24 P.S. 514  
4. 24 P.S. 1121  
5. 24 P.S. 1122  
6. 24 P.S. 1126  
7. 24 P.S. 1127  
8. 24 P.S. 1128  
9. 24 P.S. 1129  
10. 24 P.S. 1130  
11. 2 Pa. C.S.A. 551 et seq  
12. Pol. 351  
13. 24 P.S. 1151  
14. 24 P.S. 111  
15. Pol. 824  
16. 24 P.S. 2070.9a  
17. 23 Pa. C.S.A. 6344.3  
24 P.S. 501  
22 PA Code 235.1 et seq  
23 Pa. C.S.A. 6301 et seq  
24 P.S. 2070.1a et seq  
Pol. 000

**Adopted**  
June 16, 2014

**Last Revised**  
September 13, 2016

**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.

The Board requires employees to maintain professional, moral and ethical relationships with students at all times.[15][1]

The Board directs that all district employees shall be informed of conduct that is required and is prohibited during work hours and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.[2][3]

When demotion or dismissal charges are filed against a certificated administrative or professional employee, a hearing shall be provided as required by applicable law. Noncertificated administrative and support employees may be entitled to a Local Agency Law hearing, at the employee’s request.[10][11][4][5][6][7][8][9]

**Delegation of Responsibility**

All district employees shall comply with state and federal laws and regulations, Board policies, administrative regulations, rules and procedures. District employees shall endeavor to maintain order, perform assigned job functions and carry out directives issued by supervisors.[2]

When engaged in assigned duties, district employees shall not participate in activities that include but are not limited to the following:

1. Physical or verbal abuse, or threat of harm, to anyone.
2. Nonprofessional relationships with students.[15]
3. Causing intentional damage to district property, facilities or equipment.
4. Forceful or unauthorized entry to or occupation of district facilities, buildings or grounds.
5. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.[12]
6. Use of profane or abusive language.
8. Failure to comply with directives of district officials, security officers, or law enforcement officers.[5]
9. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.
10. Violation of Board policies, administrative regulations, rules or procedures.[5]
11. Violation of federal, state, or applicable municipal laws or regulations.[5]
12. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, operations, administrative or disciplinary functions of the district, or any activity sponsored or approved by the Board.

The Superintendent or designee shall develop and disseminate disciplinary rules for violations of Board policies, administrative regulations, rules and procedures that provide progressive penalties, including but not limited to, verbal warning, written warning, reprimand, suspension, demotion, dismissal, and/or pursuit of civil and criminal sanctions.[13][5]
Arrest or Conviction Reporting Requirements

Employees shall use the designated form to report to the Superintendent or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.[14][16]

Employees shall also report to the Superintendent or designee, in writing, within seventy-two (72) hours of notification, that the employee has been named as a perpetrator in a founded or indicated report pursuant 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]
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]
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.
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.
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**

An employee absent on sick leave may be required to submit a physician's written statement certifying his/her disability.\[2]\[1]

A physician's statement may not be presumed to conclusively establish the employee's disability.

**Records**

The district's personnel records shall show the attendance of each employee; and the days absent shall be recorded, with the reason for such absence noted.\[2]\[1]

A record shall be made of the unused sick leave days accumulated by each district employee, which shall be reported to the employee.\[2]\[1]

**Sick Leave Advancement**

An administrative or support employee shall be eligible for the advancement of sick leave days after s/he has exhausted all accumulated sick leave days. All advancement of sick leave shall comply with the provisions of the administrative compensation plan, collective bargaining agreement, or individual contract.
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.

If separation of employment occurs prior to the end of the first quarter of the calendar year no cash payments will be made for accrued but unused carry over vacation days.

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

<table>
<thead>
<tr>
<th>Employment weeks</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>After 5 years*</td>
<td>3</td>
</tr>
<tr>
<td>After 10 years*</td>
<td>4</td>
</tr>
</tbody>
</table>
years*  weeks

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

https://go.boarddocs.com/pa/scrsd/Board.nsf/Public?open&id=policies#
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.

The Board shall review each application for sabbatical leave and shall approve those meeting the requirements of Board policy and applicable law.

Documentation

Applicants for sabbatical leave shall submit with the application form a supporting medical statement and recommendation from his/her physician.

At both the approximate midpoint of the leave and at least thirty (30) days prior to the conclusion of the leave, a physician's statement shall be submitted to the Superintendent or designee, indicating the extent to which the purpose of the leave has been achieved and evaluating the health status of the employee relative to his/her ability to return to employment.[3]

The Board reserves the right to require at its own expense additional examinations and reports by physicians of its choice to determine whether the leave is being used for the purpose for which it was granted.[3]

Commitment of Employee

Acceptance of a sabbatical leave incurs a commitment by the employee to return to active duty in this district immediately following the sabbatical leave for one (1) full school term, unless prevented by illness or physical disability.[4]

The Board reserves the right to require at its own expense additional examinations and reports by physicians of its choice to determine the employee’s ability to return to work.

Commitment of Employer

At the expiration of the sabbatical leave, the employee shall be reinstated in the same position held at the time of the granting of the leave.[4]

Time on sabbatical leave shall be counted as time on the job for purposes of seniority and for retirement fund purposes, but for no other purpose.[5]

Compensation

During the period of sabbatical leave, an employee shall be compensated at least one-half the salary to which s/he would have been entitled had the employee not taken leave.[6]

While on leave, the employee shall be entitled to insurance benefits provided other employees of a similar classification if s/he pays the premiums and the insurance carrier approves.

A sabbatical leave granted for restoration of health shall also serve as a leave of absence without pay from all other school activities.[1]

Compensable employment may not be engaged in while the employee is on sabbatical leave.
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

Any person on an approved leave of any type, who requests to have the leave rescinded or return to work earlier than expected by the original application for leave, shall submit a request in writing to the Personnel Office no less than six (6) weeks prior to the new date upon which the employee wishes to return to work. The Board may grant or refuse such requests for rescission when it is in the best interests of the educational program of the school district.
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 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 in accordance with the District Acceptable Use Policy.
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:
      i. Participate in training regarding the appropriate methods to facilitate positive human relations among students and staff without the use of harassment, bullying and/or discrimination as well as methods for reporting suspected violations. School administrators shall also receive training in:
         1. Methods for recognizing harassment and bullying behaviors;
         2. Effective intervention and remediation strategies regarding harassment and bullying;
         3. The prevention of violence and suicide associated with harassment, bullying, and/or discrimination as well as the appropriate methods to respond to such incidents; and
         4. Employing strategies to improve the climate of schools and the overall District environment in a manner that will facilitate respectful positive human relations among students, families and staff.
      ii. Using positive behavioral interventions and supports to foster and guide student learning of skills to replace harassment, bullying, and/or discrimination;
      iii. Reporting allegations of harassment, bullying, and/or discrimination to school police and school administration immediately to ensure cases are investigated and harmful behavior stopped.
   b. It is recommended that each school will establish a school safety team to help to support and promote safe school environments including investigation of harassment, bullying, and/or discrimination in addition to the implementation of crisis management and emergency response duties and site support.
   c. The District prohibits the active or passive support for acts of harassment, bullying, and/or discrimination. Both students and staff are expected to support attempts to constructively prevent and/or stop such acts and, thereby, promote safe schools.

7. Notice
   a. The District shall inform students, parents/guardians, faculty/staff, and other interested parties of the District’s "Safe and Respectful Learning Environment" procedure and student complaint process. Such notice shall be included on the District’s website (attached), the District’s harassment reporting website and posting of anti-discrimination notices in all District buildings and the parent/student handbook.
   b. Reports of student discrimination based on race, national origin, disability, sex or religion may also be filed with the U.S. Department of Education’s Office for Civil Rights.

8. The District prohibits the retaliation against any person who reports an act of harassment, bullying, and/or discrimination, or against any person who has testified,
assisted, or participated in the investigation of a report. Such retaliation is itself a violation of law and may lead to disciplinary or other appropriate action against the offender.

9. This procedure applies to harassment, bullying, and/or discrimination, by any individual on school district property, including a school bus, at a school-sponsored event, or while acting on school district business. This includes a member of a club or organization which uses a District facility, regardless of whether the club or organization has any connection to the District.

DEFINITIONS

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; innuendos; 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 discrimination 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.
REPORT FORM FOR COMPLAINTS OF UNLAWFUL HARASSMENT

Complainant: ____________________________
Home Address: ___________________________
Home Phone: _____________________________
School Building: _________________________
Date of Alleged Incident(s): ________________

Alleged harassment was based on: ____________________________

Name of person you believe violated the district’s unlawful harassment policy: ____________________________

If the alleged discrimination was directed against another person, identify the other person: ____________________________

Describe the incident as clearly as possible, including what force, if any, was used; verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved. Attach additional pages if necessary: ____________________________

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

When and where incident occurred: ____________________________

List any witnesses who were present: ____________________________

__________________________________________________________________________

This complaint is based on my honest belief that ____________________________ has harassed me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

Complainant’s Signature: ____________________________ Date: ____________________________

Received By: ____________________________ Date: ____________________________
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

An employee will be considered in violation of this policy when:

A. Found to be unlawfully using, manufacturing, selling, distributing, dispensing, possessing, purchasing, trafficking in, or under the influence of a prohibited drug while performing assigned duties for the Scranton School District.

B. Found to be under the influence of alcohol while performing assigned duties for the Scranton School District.

C. Refusing to test as set forth in this plan.

POLICY VIOLATION

Employees violating this policy will be subject to appropriate disciplinary action up to and including termination. Employees may be suspended with or without pay pending completion of an investigation. The Scranton School District reserves the right to search employee’s personal effects brought on district property along with the employee’s work area when an employee is suspected of being involved in alcohol, drug, or controlled substance abuse activities. Employees must notify the Scranton School District representative of any criminal drug statute conviction for a workplace violation within (3) calendar days after the conviction.

Any employee covered by this policy who fails a drug or alcohol test will immediately be removed from any position subject to this policy, and be subject to disciplinary action up to and including termination. Any employee who refuses to submit to a drug test shall be considered to have failed the test for prohibited drugs. Employees who are suspended for substance abuse will be discharged at the end of the suspension period.

That employee may be discharged immediately without recourse

REPORTING PERIOD FOR TESTING

The reporting time allowed for individuals after receiving notice to report for a drug test is travel time plus 30 minutes.

APPLICATION

All actions taken in accordance with this Plan as a result of a failed drug test will be applied consistently regardless of the age, sex, race, religion, national origin, or handicap of the affected employee.

Substance Abuse Prevention Plan
Scranton School District

1. APPLICABILITY, SCOPE AND COMPLIANCE

DEFINITIONS

“Accident” means any incident where the supervisor determines that there is significant damage to company property and/or injury to personnel requiring medical treatment.
“Adulterer” means that a substance has been introduced into the urine to modify the drug test sample and prevent the identification of the drug.

“Alcohol” means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl or isopropyl alcohol.

“Breath Alcohol Technician (BAT)” means an individual who instructs and assists individuals in the alcohol testing process and operates an EBT

“District” shall mean Scranton School District

“Confirmation Test” for alcohol testing means a second test, following a screening test with a result of 0.02 or greater, that provides quantitative data of alcohol concentration. For controlled substances, a second analytical procedure to identify the presence of a specific drug or metabolite which is different in technique, chemical principle and accuracy. i.e., GC/MS.

“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 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, administering, 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

Pre-employment:

An applicant for employment must take and pass a pre-employment controlled substance test as a pre-condition to be hired or to work for the company.

Post Accident Testing

A. As soon as practical following an accident each employee shall be tested for alcohol and controlled substance. Because alcohol and certain drugs or drug metabolites do not remain in the body for extended periods of time, testing should be done as soon as possible. An alcohol test should be performed within two hours after an accident and must be attempted to be performed for up to 8 hours after an accident. If the test is not promptly administrated after an accident, the employer shall prepare and maintain on file a record stating the reasons the test was not properly administrated.

Reasonable Suspicion

1. Reasonable suspicion for prohibited drug and alcohol testing:

a. An employee will be tested when there is reasonable cause to believe that he/she is using a prohibited drug or alcohol based upon verifiable accepted physical, behavioral or performance indicators of probable drug use. Examples of this are evidence of repeated errors on-the-job, regulatory or district rule violations. The observations may include indications of the chronic and withdrawal effects of controlled substance.

b. Notwithstanding the absence of a reasonable suspicion alcohol test under this section, the district shall not permit a covered employee to report for duty or remain on duty requiring the performance of covered functions while the employee is under the influence of or impaired by alcohol, as shown by the behavioral, speech, or performance indicators of alcohol misuse, nor shall the district permit the occurred employee to perform or continue to perform covered functions, until:

c. Documentation of the grounds for reasonable suspicion to require a controlled substance test must be made and signed by the supervisor within 24-hours of the observed behavior or before the test results are released.

Return to Duty

https://go.boarddocs.com/ps/acsd/Board.ais/Public/open&id=policies#
The Substance Abuse Professional (SAP) may subject an employee who previously had a verified positive drug test result to return to duty alcohol test. In addition, an employer may base on the recommendations of the SAP or MRO, subject an employee who previously had an alcohol test result greater than 0.04 to a return to duty test for prohibited drugs.

**Return to Duty Testing---Alcohol misuse testing:**

- An employee, who returns to duty which requires performing covered function, after engaging in prohibited alcohol use under this policy, shall undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02.

**Follow-up Testing-alcohol**

1. Following a determination that a covered employee is in need of assistance in resolving problems with alcohol misuse, the company shall ensure that the employee is subject to unannounced follow up alcohol testing as directed by a substance abuse professional.

2. Follow-up alcohol testing shall be conducted only just before, during or immediately after the employee performs his job duties.

**Drug Testing Procedures**

A. Procedures

1. Drug testing will be performed utilizing urine samples. Tests for marijuana, cocaine, opiates, amphetamines, and phencyclidine will be performed. Upon notification by the appropriate district 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 professional 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 licensed 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.

   - Notifying the employee of a positive test is essential to fairness. If, after making all reasonable efforts and documenting them, the MRO is unable to reach an employee directly, the MRO shall contact the designated company representative who will contact the employee and direct him/her to contact the MRO as soon as possible. In such a case, the district representative shall employ procedures that ensure, to the maximum extent possible, that the MRO contact requirement to be held in confidence.

4. The MRO may "verify" a test as positive without communicating directly with the employee about the test in these circumstances:

   a. The employee expressly declines the opportunity to discuss the test result with the MRO.

   b. The designated employer representative has successfully made and documented a contact with the employee and instructed the employee to contact the MRO, and more than five (5) days have passed since the date the employee was successfully contacted by the designated employer representative.

   c. The MRO or employer is unable to contact the employee after 10 days.

5. If a test is verified as positive under the circumstances specified in paragraph (4) above, the employee may present information to the MRO documenting that serious illness, injury, or other circumstances unavoidably prevented the employee from contacting the MRO in a timely manner. If the MRO concludes that there is a legitimate explanation, the MRO may reconsider the test and declare the test to be negative.
6. If the employee does not contact the MRO after fourteen (14) days, the MRO will "verify" the test as positive and close the employee file.

**Positive Test Results**

1. All positive (failed) drug test results will be confirmed using the gas chromatography/mass spectrometry method.

2. The MRO will review and interpret each confirmed positive test result to determine if there is an alternative medical explanation for the results.

3. After being notified by a MRO of a verified positive drug test, an employee has 72 hours to request that a split sample be tested. The 72 hours begin when the employee is notified by the MRO and includes holidays and weekends.

**Negative Dilute Results**

Negative-Dilute results may require immediate recollection of another urine specimen.

**MRO General Responsibilities**

If the MRO determines that there is a legitimate medical explanation for a positive test result, no further action will be required and the test result will be treated as a negative.

If the MRO determines that there is NO legitimate medical explanation for a positive result, other than unauthorized use of a prohibited drug, this MRO will issue a statement to the employee and to the district.

**Retention of Specimen and Retesting**

A. All urine specimens yielding confirmed positive test results will be retained by the certified DHHS testing laboratory in properly secured, long term frozen storage for 365 days. Within this 365-day period, the employee, the Administrator, or, if the agency is subject to the jurisdiction of a state agency, the state agency may request that the laboratory retain the sample for an additional period. If, within the 365 day period, the laboratory has not received a proper written request to retain the sample for a further reasonable period specified in the request, the sample may be discarded following the end of the 365 day period.

**Recordkeeping**

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.
IV. IMPORTANT FORMS
EAP (Employee Assistance Program) is a service provided by Scranton Counseling Center, a subsidiary of Advanced Community Service Associates.

**EAP Services**
- Provides counseling and support services.
- Available on a confidential basis.

**Contact Information**
- Address: 141 Clay Ave, Suite 2, Dunmore, PA 18512
- Phone: 570-963-2079

**Emergency Phone Numbers**
- Call 570-207-9199 or 570-963-2079

**What if It's a Crisis?**
- Call the phone numbers listed above.
- You can also contact your EAP manager.

**Office Hours**
- Normal business hours: 9 AM to 5 PM, Monday to Friday.
- 24/7 emergency support: Available after normal business hours, on weekends, and holidays.

**How Do I Access The EAP?**
- Call the phone numbers listed above.
- Provide the office manager with your name and the reason for calling.

**Request Assistance**
- If you need further assistance, contact your EAP sponsor.
- Schools District staff are also available.

**Return of Call**
- Your call will be returned promptly. Please leave your contact information.
manage the many challenges. Are you committed to helping you receive the ongoing support you need for your mental health? They work with professionals who understand the unique experiences of this population. Your EAP specialists are highly trained professionals who hold degrees in social work or psychology. They also have expertise in crisis counseling and suicide prevention.

WHO ARE THE EAP STAFF?

Insurance plan costs may be covered by your medical insurance. Some of all of these costs are covered by your medical insurance plan. Depending on the nature of your problem, some of all of these costs are covered by your medical insurance plan. And a maximum of four evaluations, or counseling sessions per year and/or telephone consultations are provided to covered employees at no charge.

WHAT ABOUT COST?

WHAT IS AN EAP?

WHAT ABOUT CONFIDENTIALITY?

WHAT CAN THE EAP HELP ME WITH?

WHAT KIND OF PROBLEMS?

- Other Life Stress
- Depression
- Personal Loss
- Job Stress
- Eating Disorders
- Grief
- Marital Conflict
- Alcohol & Drug Abuse/Dependency
- Parenting/Child Problems
- Emotional Health/Wellness
- School District

You will receive the following:

- Confidential disclosure. Your EAP can assist
- Assistance Program can help you
- Scanning School District Employee

Family can be a challenge. The
Juggling the demands of work and

GETTING HELP FROM YOUR EAP?

IS EASY: JUST CALL 574.693.2979 OR

HOW DOES THE EAP WORK?

EAP specialists are community-based providers of service who are recommended to you by your employer. EAP specialists will thoroughly understand and the EAP specialists will thoroughly understand the needs of the employee. The EAP appointment will be made to schedule an appointment with one of the EAP specialists at the first meeting you attend. Juggling the demands of work and

You can do this.

WHAT CAN THE EAP HELP ME WITH?

WHAT KIND OF PROBLEMS?

An Employee Assistance Program is provided by the Scarsdale School District to provide confidential assistance for employees and their dependents experiencing personal professional problems and to provide ongoing support for employees and their dependents. The Employee Assistance Program will be conducted by an EAP specialist and will provide confidential support for employees and their dependents.
## Scranton School District Workers' Compensation Program
### Panel of Physicians List - When You Are Injured at Work

You must select a physician from the list for the first 90 days under Workers' Compensation Act.

<table>
<thead>
<tr>
<th>Medical Provider</th>
<th>Address</th>
<th>Telephone</th>
<th>Specialty</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Regional Hospital of Scranton</strong></td>
<td>746 Jefferson Avenue Scranton, PA 18510</td>
<td>570-348-7100</td>
<td>*Emergency Care</td>
</tr>
<tr>
<td>Geisinger CMC</td>
<td>1800 Mulberry Street Scranton, PA 18510</td>
<td>570-969-8000</td>
<td>*Emergency Care</td>
</tr>
<tr>
<td>Mid-State Occupational Health Services Inc.</td>
<td>1009 Meade Street Dunmore, PA 18512</td>
<td>570-209-7160</td>
<td>Occupational Medicine Dr. Mark Rainey</td>
</tr>
<tr>
<td>Rapid Care @ Northeastern Rehab Assoc.</td>
<td>5 Morgan Highway Ste 4 Scranton PA 18508</td>
<td>570-334-3788</td>
<td>Occupational Medicine Dr. Samuel Valenti</td>
</tr>
<tr>
<td>Allied Physical Therapy Services</td>
<td>475 Morgan Highway Scranton, PA 18508</td>
<td>570-348-1300</td>
<td>Physical/Occupational Therapy*</td>
</tr>
<tr>
<td>Mackarey &amp; Mackarey PT</td>
<td>240 Penn Avenue Scranton PA 18503</td>
<td>570-558-0290</td>
<td>Physical Therapy*</td>
</tr>
<tr>
<td>TLC Physical Therapy</td>
<td>5 Morgan Highway - Ste 2 Scranton PA 18508</td>
<td>570-558-7203</td>
<td>Physical Therapy*</td>
</tr>
<tr>
<td>Cawley Physical Therapy</td>
<td>1530 Sanderson Avenue Scranton, PA 18509</td>
<td>570-207-2783</td>
<td>Physical Therapy*</td>
</tr>
<tr>
<td>Geisinger/Viewmont Imaging</td>
<td>435 Scranton Carbondale Highway Scranton, PA 18505</td>
<td>570-343-4334</td>
<td>Imaging/Radiology/MRI</td>
</tr>
<tr>
<td>Scranton Orthopedic Specialists/Coordinated Health</td>
<td>334 Main Street Dickson City, PA 18519</td>
<td>570-307-1770</td>
<td>Orthopedic Surgery</td>
</tr>
<tr>
<td>Czulada Chiropractic, PC</td>
<td>1201 Wheeler Avenue Dunmore, PA 18509</td>
<td>570-343-0400</td>
<td>Chiropractic Care*</td>
</tr>
<tr>
<td>Steven Brown Chiropractic</td>
<td>1767 Quincy Avenue Dunmore, PA 18509</td>
<td>570-341-5544</td>
<td>Chiropractic Care*</td>
</tr>
<tr>
<td>O'hara Chiropractic</td>
<td>301 West Grove Street Clarks Summit, PA 18411</td>
<td>570-586-8525</td>
<td>Chiropractic Care*</td>
</tr>
<tr>
<td>Modern Medical/Optum</td>
<td>For Prescriptions, Please Call 800-547-3330</td>
<td></td>
<td>Pharmacy Benefit Manager**</td>
</tr>
</tbody>
</table>

* Initial Visit After Injury Should Be with an Occupational Medicine Doctor. Approval is Needed from Occupational Medicine Doctor Prior to Seeing Chiropractor or Physical Therapist.

* Follow Up with a Panel Occupational Medicine Provider for Continuing Treatment

** Pharmacy Benefit Manager for RX (Prescriptions).

*** Attempted Misuse of RX Card will be referred to Fraud Division.

### Reminder

In order to ensure that your medical treatment will be paid for by Excalibur Insurance Management Services, LLC, you must select from one of the physicians or providers as listed above.

You must continue to visit one of these physicians or other health care providers listed above, if you need treatment, for 90 days from the date of your first visit.

After this 90-day period, if you still need treatment, you may choose to go to another physician or health care provider for treatment. If this situation should arise, let your employer know and your Excalibur Insurance Management Services Representative know within 5 days of the first visit.

I have read all of the above regarding treatment for my Workers' Compensation Injury.

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Employee Signature: ___________________________ Date: ___________________________

EXCALIBUR INSURANCE MANAGEMENT SERVICES LLC (570) 969-4074
NOTICE TO ALL EMPLOYEES OF SCRANTON SCHOOL DISTRICT

REMEMBER, IT IS IMPORTANT TO TELL YOUR EMPLOYER ABOUT YOUR INJURY

If you are injured while at work, your employer has arranged for the payment of your workers' compensation benefits with Excalibur Insurance Management Services LLC at 570-969-4074 or Fax to 570-969-4172. It is your responsibility to immediately report the injury to your supervisor.

IN ACCORDANCE WITH THE PENNSYLVANIA WORKERS' COMPENSATION ACT, YOU MUST CHOOSE A PHYSICIAN OR OTHER HEALTH CARE PROVIDER FOR THE FIRST 90 DAYS FROM THE LIST OF PHYSICIANS OR OTHER HEALTH PROVIDERS ON PAGE 2.

IN CASE OF WORK-RELATED INJURY OR DISEASE

If you suffer a work-related injury, Excalibur Insurance Management Services LLC will pay for reasonable surgical and medical services, medicines, supplies, orthopedic appliances and prostheses, including training in their use.

In order to ensure that your medical treatment will be paid for by Excalibur Insurance Management Services LLC, you must select from one of the physicians or other health care providers as listed on Page 2.

You must continue to visit one of these physicians or other health care providers listed on Page 2, if you need treatment, for 90 days from the date of your first visit.

After this 90-day period, if you still need treatment, you may choose to go to another physician or other health care provider for treatment. If this situation should arise, let your employer and your Excalibur Insurance Management Services LLC Representative know within 5 days of the first visit.

All physicians and other health care providers must file reports within 10 days after your first visit and at least once a month for as long as treatment continues in order for payment to be considered.

If one of the physicians or other health care providers listed on Page 2 refers you to another physician or health care provider, Excalibur Insurance Management Services LLC will pay the reasonable bills for these services.

*If you’re faced with an immediate medical emergency, you may seek initial assistance from a hospital, physician or other health care provider of your choice. The next day you must then seek subsequent treatment from a physician or other health care provider listed on Page 2 for at least the first 90 days from the date of your first treatment.

If one of the listed providers recommends invasive surgery, you are entitled to a second opinion from a physician of your choice. Should your physician’s opinion differ, and you choose that opinion, the panel physician will abide by same for 90 days.

Any person knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact materials thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

I have read all of the above regarding treatment for my Workers' Compensation injury.

______________________  ______________________
Employee Signature   Date

Excalibur Insurance  
Management Services LLC (Effective 10/1/2017)  Page 1 of 2  REVISED 11-01-17