

# **Frazier School District**

## **Faculty Handbook**



**2018-19**

## TABLE OF CONTENTS

Vision and Mission	3
Notification of Rights under FERPA	3
Notification of Rights under PPRA	5
Accident Reports	6
Act 24	6
Activity Calendar	6
Activities Funds	6
Administration	6
Assembly Programs	6
Athletic Early Release	7
Attendance – Classroom Reports and Records	7
Attendance – Loss of Course Credit for Class Cuts and Tardiness	7
Auditorium Requests	8
Audio Visual Equipment	8
Book Fines	8
Building Security	8
Cafeteria Monitors	9
Calculators	9
Cell Phones (by Teacher)	9
Central Office/Principal’s Office	9
Certification Responsibilities	9
Child Abuse – Title 23 PA CSA Chapter 63	9
Class Rank	9
Co-Curricular Activities-Participation Requirements	10
Co-Curricular Activities- Student Eligibility	10
Co-Curricular Activities-Supervision	11
Collective Bargaining Contracts	11
Technology Use	12
Computer Repair	12
Confidentiality of Student Records	12
Copier/Duplicating Machine	13
Crisis Plan	15
Criticism	15
Delayed Opening of School/School Closing	15
Discipline – Classroom	15
Discipline Policy	16
Dismissal of Classes	18
District Facilities	18
Drug and Alcohol Policy – Students	18
Electronic Devices	18
Employee Regulations	18
Employment Information	19
Energy Conservation	20
Evaluation and Assessment Procedures for Students	20
Excusing Students from Class	24
Faculty Meetings	24
Field Trip Information	24
Fire Drill Regulations	25

Fundraising Activities	25
Grades – Incomplete	25
Graduation Project Regulations	25
Guardianship Disputes	25
Guidance	26
Hall Passes	26
Homebound Instruction	26
Identification Tag	26
Lesson Plans/Unit Plans	26
Lost and Found	27
Medication	27
Morning Opening Exercises	27
Nurse	27
Parent/Teacher Conferences	27
Personal Days	28
Pesticide Notification	28
Planned Courses	28
Preview Item/Free/Request Form	28
Procedure for Reporting Off Work	28
Progress Reports	28
Promotion Guidelines	29
Psychologist	29
Public Address System	29
Purchasing	29
Religious Expression/Students	29
Religious Expression/Teachers	29
Repair Requests	30
Report Cards	30
School Address	30
School Board Agenda Items	30
School Police	30
Severe Weather Drill	31
Sexual Harassment	31
Solicitations	31
Smoking	31
Standardized Test/Assessment Calendar	31
Standards	32
Student Assistant Program	32
Student Learning Support Plan	32
Submission of Forms and Required Materials	32
Substitute Folder	33
Tape on Walls	33
Teacher Responsibilities	33
Teacher Evaluations/Ratings	33
Telephone – Employee Use	33
Telephones – Student Use	33
Telephone Messages	33
Weapons and Dangerous Instruments	33
Work Day for Teachers	33

## **Vision**

The Frazier School District focuses on a rigorous educational program that nurtures and inspires students' desire for knowledge. The school community provides the foundation for students to succeed and positively contribute to society.

## **Mission**

The mission of the Frazier School District is to empower students to take ownership of their learning. We will emphasize the responsible use of technology, utilize data driven decision, and incorporate varied instructional strategies while providing a safe, nurturing environment.

## **Policy on Nondiscrimination**

The Frazier School District is an equal education institution and as such will not discriminate on the basis of race, color, national origin, sex, marital status, parental status, and handicap in its employment and promotional practices or in admission, access and treatment of its various programs or activities as required by Title IX of the Education Amendments of 1972 and Section 504 of The Rehabilitation Act of 1973.

For information regarding issues of civil rights, including information relating to the District's grievance procedure, contact the Title IX-Section 504 Coordinator.

## **Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents, guardians and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within forty-five (45) days of the day the School receives a request for access.

Parent(s) and/or guardian(s) or eligible students should submit to the School Principal a written request that identifies the record(s) they wish to inspect. The School Principal will make arrangements for access and notify the parent(s) and/or guardian(s) or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent(s) and/or guardian(s) or eligible student believes are inaccurate.

Parent(s) and/or guardian(s) or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School Principal, clearly identify the part of the record they want changed and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent(s) and/or guardian(s) or eligible student, the School will notify the parent(s) and/or guardian(s) or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s) and/or guardian(s) or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a parent(s) and/or guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(NOTE: Frazier School District will forward records, upon request, to the school district in which the student seeks to enroll.)

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the Frazier School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-460

## **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parent(s) and/or guardian(s) and students who are eighteen (18) or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
  1. Political affiliations or beliefs of the student or student’s parent(s) and/or guardian(s);
  2. Mental or psychological problems of the student or student’s family;
  3. Sexual behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
  7. Religious practices, affiliations or beliefs of the student or parent(s) and/or guardian(s); or
  8. Income, other than as required by law to determine program eligibility.

Additionally, in any covered program, all instructional material, including teacher’s manuals, films, tapes or other supplementary, instructional material which will be used in connection with any survey, analysis, evaluation or part of any applicable program, shall be available for inspection by the parent(s) and/or guardian(s) of the children.

- Receive notice and an opportunity to opt a student out of –
  1. Any other protected information survey, regardless of funding;
  2. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

Frazier School District will develop policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure or use of personal information for marketing, sales, or other distribution purposes. Frazier School District will directly notify parent(s) and/or guardian(s) and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Frazier School District will also directly notify parent(s) and/or guardian(s) and eligible students, such as through U. S. Mail or e-mail, at least annually at the start of each school year, of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any nonemergency, invasive physical examination or screening as described above.

Parent(s) and/or guardian(s)/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## **ACCIDENT REPORTS**

Teachers who witness a student accident shall complete a student accident form. This form shall be available in the school office. All accidents must be recorded and reported to the school office.

Teachers who are involved in school-related accidents are to obtain an accident report form from the business office. Such accidents must be reported within twenty-four (24) hours.

## **ACT 24**

Teachers are required to complete an Arrest/Conviction Report and Certification Form yearly.

## **ACTIVITIES FUNDS**

Every sponsor or coach of a co-curricular activity must review the policy and follow it carefully throughout the school term. All purchases and fundraising procurement involving student activity funds must be submitted for the principal's approval on a purchase order request form before the procurement is made. All funds generated by school activities must be deposited in district accounts on the day the funds are received. No funds are to be kept overnight. No funds are to be maintained on the employee's private account.

## **ADMINISTRATION**

Superintendent of Schools	Dr. William R. Henderson, III
Supervisor of Special Education	Mrs. Billi Jo Huffman
High School Principal	Mr. Jason Pappas
Middle School Principal	Mr. Michael V. Turek
Elementary Principal	Dr.. Kelly Muic Lombard

## **ASSEMBLY PROGRAMS**

Assemblies of various types are considered an important part of school life. An effort is made to see that assembly programs fulfill a basic educational or social need of the majority of the student body.

Teachers must orient students prior to each assembly program as to correct conduct, participation and seating. Since we have visitors for many of our assemblies, it is important that Frazier students display the good manners they have been taught.

Homeroom teachers/classroom teachers are to assign each student a seat in the gym/auditorium and keep a seating chart for substitute teachers. Any student who displays misconduct during any assembly will be disciplined.

Remind students that in our society the accepted method for showing appreciation for a job well done is to applaud and to do it with sincerity.

When outside programs or speakers are planned by teachers, please notify the office in advance for approval. It would be desirable to give the office at least a month's notice; thereby leaving plenty of time in the event a cancellation may become necessary.

***Teachers are required to sit with their students during assembly programs to maintain discipline. Standing in the rear of the auditorium is not acceptable.***

## **ATHLETIC EARLY RELEASE**

Every effort will be made to schedule athletic events in a manner that will not conflict with the school day. Occasionally, when long trips are involved or other special circumstances so warrant, athletic teams may be given an early dismissal from the last period class. The time for these early dismissals will be announced on the PA system and be distributed via e-mail from the Athletic Director. Under no circumstances should teachers excuse students prior to the stated early dismissal time. Under no circumstances should coach's request that a student athlete be excused prior to the stated early dismissal time.

## **ATTENDANCE – CLASSROOM REPORTS AND RECORDS**

Each first (1<sup>st</sup>) period/homeroom/classroom teacher is required to make a complete and accurate check of student attendance at the beginning of each school day using Skyward.

First (1<sup>st</sup>) period/homeroom/classroom teachers are also responsible for collecting excuses from students who were absent; First (1<sup>st</sup>) period/homeroom/classroom teachers are to take into account each grade level at each building. These excuses are to be sent to the office each day. **Teachers must also remind students who have not brought a written excuse that their absence will be marked illegal/unexcused if an excuse is not submitted within three (3) school days.**

Each classroom teacher is required to maintain an absentee/tardy record for each of his/her students. This record must be maintained in the teacher's grade book. Students who are absent from class but whose names are not on the daily absentee bulletin must be immediately reported to the office. Students who skip class and/or are tardy to class are to be disciplined as provided in the "Student Code of Conduct."

## **SECONDARY ATTENDANCE – LOSS OF COURSE CREDIT FOR CLASS CUTS AND TARDINESS**

Students who continually skip class and/or are tardy may lose course credit for the class. The following regulations govern the loss of course credit:

In addition to the provisions outlined in the disciplinary policy, students who cut a class more than three (3) times may lose the credit value assigned to that class. Students who are tardy to a class more than twelve (12) times may lose the credit value assigned to that class.

Record keeping for class cuts and class tardiness is the responsibility of the individual classroom teacher. These records shall be kept in the teacher's grade book.

The classroom teacher is also responsible for keeping parent(s) and/or guardian(s) informed of their child's class cuts and class tardiness with a phone call. This notice will be made on forms provided by the school administration. A separate notice must be sent home for each class cut and for every three (3) instances of class tardiness. A copy of each notice must be filed with the school administration. Credit value for a class cannot be withheld until all requirements relating to parental notices have been met.



## **AUDITORIUM RESERVATIONS**

All reservations for the auditorium must be reserved through the school district office.

## **AUDIO-VISUAL EQUIPMENT**

The audio-visual directors shall be responsible for keeping the equipment in good repair. If teachers notice any defect in the equipment, they must notify the audio-visual director by e-mail. Teachers to whom the equipment is assigned shall be responsible for operating them.

Audio-visual equipment assigned to a specific classroom shall be the responsibility of the classroom teacher for security and any defects must be reported to the office. **Equipment cannot be transferred from an assigned classroom without permission from the principal's office.**

## **BOOK FINES**

All instructional books must be stamped and numbered. Each student will have the number of the book issued to him/her recorded by the teacher. Each book must be accounted for at the end of the course. All damaged or lost books must be reported to the building office on a form provided by the building administrator. **End of year forms will be provided by your building administrator.**

Fines for damaged or lost books will be assessed by the building administrator. The minimum fine for damaged hardback books is five dollars (\$5.00). The minimum fine for paperback books is one dollar (\$1.00). The fine for books determined to be destroyed or lost is the replacement cost of the book.

## **BUILDING SECURITY**

Teacher responsibilities for building security are as follows:

1. Take attendance at the start of each class period grades 3-12. Inform the office of any student who is absent from your class and whose name is not on the daily absentee list.
2. Do not excuse more than one (1) student at a given time. Issue a written pass to any student who is excused from class. Require students excused from class to sign the hall pass log. Check the log to verify the sign-out and sign-in time.
3. Do not permit any student from another class to enter your classroom unless that student has a hall pass specifically authorizing them to come to your room.
4. Enforce school policies that prohibit students from wearing/carrying hats, coats, book bags and backpacks in school.
5. Know the contents of your classroom. Check your room at the end of each class period for any unusual containers or packages.
6. Always keep your classroom door locked when the room is not in use. **Never give your keys to a student.**
7. Do not permit any visitors in your classroom unless that individual has a "Frazier School District Visitor's Pass." Do not permit any student to leave your classroom to talk to a visitor unless the visitor has a "Frazier School District Visitor's Pass." Immediately inform the office of any visitor who does not have a valid pass.
8. Monitor restrooms and stairwells located near your classroom for possible problems.
9. When assigned a hall duty or when simply walking through the hall, check nearby restrooms and stairwells for problems. Also check entrances to the building to ensure that the doors are locked.

10. Be observant and be alert. Inform the office immediately of any problem, which may threaten the health and safety of any student or school employee.
11. Students are not permitted to provide access to anyone into the building at any time.

### **CAFETERIA MONITOR**

Cafeteria proctors must move throughout the cafeteria to monitor the behavior of the students. They are not to stand for long periods of time in one location. Food and beverages are not permitted outside the cafeteria. Assigned seating, seating arrangements and the general cafeteria procedures will be implemented at the discretion of the faculty cafeteria proctors, with the approval of the principal.

### **CALCULATORS**

All district-owned calculators assigned to a teacher should be inventoried daily to insure that none are missing. Calculators that are damaged, destroyed or lost must be reported in writing to the principal immediately. Students will be required to pay for damaged or destroyed calculators.

### **CELL PHONES (USE BY TEACHER)**

Teachers should not use (calls/texts) their cell phones in front of students. Teachers' cell phones should be left on silent or turned off during instructional periods. Teachers should only use their cell phones during non-instructional time without students present.

### **CENTRAL OFFICE/PRINCIPAL'S OFFICE/BUILDING SECRETARY'S DESK**

Due to the confidential nature of materials found in the Central Office or Principal's Office, teachers may not go farther than the counter, unless granted access visiting the Principal, Business Manager or Superintendent's office.

### **CERTIFICATION RESPONSIBILITIES**

Professional employees are individually responsible for maintaining valid certification in the area of school district assignment. While the superintendent will assist with certification, it is the professional employee's responsibility to make certain that he/she is certified to teach in his/her field. No employee may teach or perform other professional duties in any public school district in Pennsylvania without valid certification. If you have questions pertaining to certification, please contact the superintendent.

### **CHILD ABUSE – TITLE 23 PA CSA CHAPTER 63**

Teachers are required by law to report any suspected child abuse situation to the building principal using the Title 23 PA CSA Chapter 63 form. Act 126 and requirements to have the mandatory three (3) hours of Child Abuse Recognition every five (5) years.

### **CLASS RANK**

Class rank will be calculated based upon the unit value of each course and the weighted grade received in that course. Class rank will be posted at the end of each academic year.

## **CO-CURRICULAR ACTIVITIES-PARTICIPATION REQUIREMENTS**

A complete list of requirements for student participation in all co-curricular activities can be found in the "Student Handbook" under the topic of Co-Curricular Activities or the Co-Curricular Activities Handbook.

All sponsors and coaches must check with the guidance counselor at the end of each grading period to insure that students involved in their respective activity have complied with the academic standards required for participation in that activity. The athletic director will be responsible for completing the required weekly grade check for students involved in interscholastic athletics.

All sponsors and coaches must check the daily absentee report to insure that students involved in their respective activity have complied with the attendance standards required for participation in that activity.

## **CO-CURRICULAR ACTIVITIES – STUDENT ELIGIBILITY**

1. It is the intent of the Board of School Directors to establish academic, attendance and conduct standards for student participation in co-curricular activities.
2. The standards outlined in this policy are minimum standards. Coaches, directors and sponsors of co-curricular activities may, with the approval of the principal and the superintendent, establish higher academic standards for individual co-curricular activities. However, all other standards stated in this policy shall remain applicable.
3. Any standards established by the PIAA and WPIAL for participation in interscholastic athletics, in excess of those established in this policy, shall be considered as included in this policy.
4. Co-curricular activities shall include all athletics teams, intramural sports, cheerleading, marching and stage band, student government, the National Honor Society, dramatics, chorus, the yearbook staff, and any other similar organizations that may be established in any elementary or secondary school in Frazier School District. Certain clubs may be exempt from academic and attendance requirements.
5. All students must maintain a 1.75 on a 4.0 scale in subject areas to be eligible for participation in co-curricular activities or fulfill their IEP.
6. To determine a student's academic average in subject areas, the sponsor, with the assistance of the principal or guidance counselor, shall calculate the arithmetical mean (average) of all the student's grades. When these numerical values are applied to grades, the mean must be **1.75**, equivalent to the letter grade **C-** or higher for student co-curricular activities eligibility.
7. In the Secondary High School, all courses shall be considered one (1) unit, one-half ( $\frac{1}{2}$ ) unit, or one-fourth ( $\frac{1}{4}$ ) unit courses.
8. Eligibility for athletics, marching band, and other activities that begin prior to the opening of the school term shall be effective on the first (1<sup>st</sup>) day of each school term. Students ineligible at the end of the preceding school term may practice with marching band or athletics team until the first (1<sup>st</sup>) day of the new school term, but may not participate in performances, scrimmages, or games. Effective with the first (1<sup>st</sup>) day of each new school term, eligibility shall be determined on the basis of other sections of this policy.
9. A student may become re-eligible for participation in co-curricular activities at the (fifteenth) (15<sup>th</sup>) day of the nine (9) weeks marking period during which the student is otherwise ineligible. For re-eligibility, the student's teachers shall submit grades to the principal at the end of the fifteenth (15<sup>th</sup>) day of the marking period. These grades shall determine re-eligibility. In anticipation of re-eligibility, and because of practice or conditioning required,

a student participating in the marching band or as a member of an interscholastic athletics team may begin practice with the band or team two (2) weeks prior to re-eligibility. However, the student shall not participate in any performances or play in any games during this two (2) weeks practice period. Equally, a student may begin practice with the band or team two (2) weeks prior to the end of the nine (9) weeks marking period, during which the student is ineligible. The student may not participate in performances or games during this practice period.

10. Co-curricular activities coaches, directors, and sponsors are responsible for notifying the parent(s) and/or guardian(s) of a student who becomes ineligible for participation in a co-curricular activity at any time during the school term, or at the end of the school term. A form for this purpose is available in the principal's office, shall be completed by the coach, director or sponsor and mailed to the parent(s) and/or guardian(s) of ineligible students. Failure to notify parent(s) and/or guardian(s) shall in no manner affect the eligibility or ineligibility of the student, or any terms or conditions of this policy.
11. Students who fail to maintain a 1.75 GPA shall be denied participation in co-curricular activities effective the day after issuance of report cards. Students may again become eligible for participation in co-curricular activities at the midpoint of the next marking period, or at the end of the nine (9) weeks marking period, whichever is applicable, or may, by failing to attain a 1.75 average, continue to be ineligible for the remainder of a nine (9) weeks marking period, or for the entire marking period, whichever is applicable.
12. The building principal may waive the 1.75 academic average to permit students assigned to special education classes on a full or part time basis to participate in co-curricular activities if the special education classroom teacher certifies to the principal that the student is making satisfactory progress. However, all other provisions of this policy are applicable to special education students.
13. Students who are absent during a school day, unless excused by the school for medical or dental appointments or other approved activities, may not participate in any co-curricular activity during that day, or after school hours. Absence during the day shall automatically exclude the student from all practice, meetings, and other co-curricular activities on the day of absence.
14. Students who are suspended from school, assigned to an alternative education classroom, or subject to other disciplinary action are automatically suspended from all co-curricular activities for the duration of the disciplinary action.
15. If a student has four (4) illegal or unexcused absences, including truancy and chronic tardiness, the principal and sponsor shall terminate the student's participation in co-curricular activities until such time as the student is in regular school attendance, regardless of any other provision of this policy. The student shall be unable to participate for a minimum of thirty (30) school days.

### **CO-CURRICULAR ACTIVITIES – SUPERVISION**

Sponsors and coaches of co-curricular activities are reminded that students involved in their activity are not to meet unless the sponsor or coach is present. Sponsors and coaches are also reminded that they must provide proper supervision of students from the time the first student arrives at the activity until the time the last student leaves the activity. Failure to comply with these regulations can subject the sponsor or coach to liability for personal injuries and property damage that may occur during their absence and disciplinary action by the school district.

### **COLLECTIVE BARGAINING CONTRACTS**

Occasionally the faculty has questions pertinent to the collective bargaining contract. Interpretation of this contract, answers to questions and contractual benefit explanations, are valid only when

received from the superintendent. **Any other interpretations of the contracts are at the employee's risk.**

### **TECHNOLOGY USE**

District computers are for educational use only. The use of school computers for personal business, personal e-mail, etc. is not permitted. The District considers this to be a serious disciplinary infraction due to the danger of virus.

Teachers may use school computers for in-service, college course work or any other educational or professional development activity only.

Students are not permitted to use the teacher's computer for any reason. Students may only use computers and other technology devices that are assigned to students only. The use of school computers is strictly educational and not recreational. Teachers are responsible for student use of computers in their classroom [including activity period] and when their class is in the library along with the librarian. This policy is in effect during, before and after the school day.

Student access on all computers to games, puzzles and other student activity sites is blocked. If any teacher wishes to have access to a game for educational reasons, he/she must submit his/her request, ***in writing***, to the Building Principal. If the requested activity is approved, arrangements will be made for the particular class to have access to the site(s) for the time requested.

### **COMPUTER REPAIR**

Teachers must submit a ticket to the HELP desk via email as soon as computer help is needed.

### **CONFIDENTIALITY OF STUDENT RECORDS**

Teachers are reminded to consult district policies on confidentiality of student records and information. Confidential information is not to be disclosed or discussed outside of school at any time or with other school employees unless that school employee has a need to know. ***Violation of the confidentiality policy will be considered a violation of school law.***

A brief outline of the Federal Family Educational Rights and Privacy Act (FERPA) follows:

FERPA protects a student's educational record, regardless of how the record is mainstreamed and who maintains it. An education record consists of paper as well as electronic data. Besides grades, it includes test scores, comments, evaluations and similar assessments about a student, maintained by an instructor, counselor or any other school official or employee.

FERPA prohibits any person connected with the institution including administrators, faculty, board members, clerical and aides from improperly disclosing student information.

Student records may not be reviewed or discussed by anyone connected with the school who does not have a legitimate need to know.

To ensure district compliance with the Family Educational Rights and Privacy Act, teachers must adhere to the following regulations:

Teachers must never post grades or scores that will identify students individually.

Teachers must never permit individual scores to be called out in class.

Teachers must never display individual student work where a grade or score is identified.

Teachers must never permit students to grade another student's work unless the student's name who authored the work is not revealed.

Teachers can allow teacher aides to grade the work of students for the teacher because they are agents of the school district.

Teachers must never permit students to see a grade assigned to another student.

## **COPIER/DUPLICATING MACHINE**

One of the most expensive instructional material costs for the District is duplicating. The cost of paper, toner, parts, and repairs for copiers has increased significantly each year, as has the number of copies made each year. Please limit your use to copying to only those copies needed and relevant to your class/course. Copies made for personal reasons are prohibited. Limitations will be enforced if abused.

## **CRISIS PLAN**

Schools, like other institutions, are subject to a variety of crises, which often can be neither anticipated nor prevented. Experience has taught us that any school can be faced with a crisis situation involving an act of violence, accident or natural disaster. During a crisis, the faculty should follow the District's Crisis Plan and be prepared to implement it.

## **CRITICISM**

Criticism by professional staff shall be made in confidence to the party or parties involved and not before students or at a public gathering. Please maintain a professional attitude at all times, in all areas of the school building and with all persons with whom you may interact. It is extremely important to support and ensure a positive working environment for all faculty and staff.

## **DELAYED OPENING OF SCHOOL/SCHOOL CLOSING**

On inclement weather days, a decision will be reached as to whether there will be a delay of **two (2) hours by 6:00 a.m.** Staff members will be notified of delay/cancellations through an automated calling system. Emergency announcements pertinent to the delay or cancellation of school will be made over the following television channels:

Channel 4 / WTAE  
Channel 2 – KDKA  
Channel 11 / WPXI

The purpose of the delay is to provide the maintenance staff with time to clear the sidewalks and driveways and road crews with time to plow the roads. Also, if necessary, it provides time to make the decision to close school altogether. The decision to close school during a delay is usually made between **7:00 a.m. and 8:00 a.m.**

## **DISCIPLINE - CLASSROOM**

The following procedures shall be used in handling classroom discipline:

- 1) Classroom Rules
  - a) Every teacher will develop classroom rules and consequences for the violation of those rules. ***The rules and consequences must be consistent with school district policy.*** The teacher must ensure that the students are familiar with the rules and consequences. Rules must be posted in the classroom.
  - b) Elementary – School Wide Positive Behavior Support Plan (SWPBS) will guide teachers and enforce consistency in classroom management practices. Grade level teachers will agree on common classroom management practices and will outline these practices in the Grade Level Parent Resource Guide, communicated in a letter to the parent, explained to the students and will be in accordance with the disciplinary procedures set forth in the Parent/Student Handbook.

- 2) The teacher must utilize disciplinary action that is commensurate with the offense. Teachers should be mindful of the sensitivity of young people to punishment, which could cause them “unnecessary” embarrassment.
- 3) The teacher is required to make verbal parent contact prior to submitting a discipline referral to the office. (Exceptions will be made depending on the severity.)
- 4) The teacher must follow through with consequences expressed to students.
- 5) The teacher must not discipline or threaten the group for the misconduct of a few since this is ineffective and unwise.
- 6) Before allowing students to leave the room at the end of the class, the teacher must check to ensure that the room is in good condition (e.g., no litter on the floor, equipment is in good order, etc.)
- 7) Students are never to be directed to stand in the hall as a discipline measure.
- 8) The teacher is to refer **only** serious disciplinary problems beyond their ability to control or discipline to the Principal’s Office. A standard discipline referral form must be completed for each student referred to the office. Teachers will complete a discipline referral form found in Skyward when sending a student to the office for a disciplinary action. **Students who are tardy to class are not to be sent to the office unless some other serious disciplinary problem is involved.**
- 9) Students sent to the office may not be readmitted to that class without a written consent from the office.
- 10) The teacher is to utilize the following guidelines to promote a positive classroom environment and to minimize student behavior problems.
  - a) Promote a climate of mutual respect and dignity that will strengthen the student’s positive self-image.
  - b) Utilize classroom routines that contribute to the total instructional program and contribute to the student’s development of civic responsibility.
  - c) Provide an interesting and stimulating classroom climate that will prevent most discipline problems from developing.
  - d) Reflect a personal enthusiasm for teaching and learning and a genuine concern for the individual student.
  - e) Guide learning activities so students learn to think and reason, to assume responsibility for their actions and to respect the rights of others.
  - f) Demonstrate, by word and personal example, respect for law and order and self-discipline.
  - g) Seek to develop close, cooperative relationships with parent(s) and/or guardian(s) for the educational benefit of the student.
  - h) Distinguish between minor student misconduct best handled by the teacher and major problems requiring the assistance of the principal.
  - i) Help students cope with negative peer pressures.
  - j) Be sensitive to changing behavior patterns.
  - k) Discuss problems with students.
  - l) Strive for mutually respectful relationships with students.
  - m) Assist students and administrators in developing a climate that is conducive to wholesome learning and living.

- n) Inform the principal of any students who jeopardize their safety, the safety of other students or of the teacher, the safety of the building, or who seriously interfere with the instructional program of the classroom.
- o) Serve in loco parentis in matters of behavior and discipline in accordance with Pennsylvania School Law.
- p) Interpret the discipline code to students in their classes.
- q) Be fair, firm and consistent in enforcing the "Student Code of Conduct" in the classroom, hallways, restrooms, on school transportation, on the school campus, and at all school-sponsored activities.

## **DISCIPLINE POLICY**

Teachers are to abide by the **TEACHERS CODE OF PROFESSIONAL PRACTICE AND CONDUCT (PA)**

### **Code of Conduct**

#### **Section 1. Mission**

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

#### **Section 2. Introduction**

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

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

#### **Section 3. Purpose**

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

(b) Professional educators recognize their primary responsibility to the student and the development of the student's potential. Central to that development is the professional educator's valuing the worth and dignity of every person, student and colleague alike; the pursuit of truth; devotion to excellence; acquisition of knowledge; and democratic principles. To those ends, the



educator engages in continuing professional development and keeps current with research and technology. Educators encourage and support the use of resources that best serve the interests and needs of students. Within the context of professional excellence, the educator and student together explore the challenge and the dignity of the human experience.

#### **Section 4. Practices**

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

(b) Professional educators are expected to abide by the following:

(1) Professional educators shall abide by the Public School Code of 1949 (24 P. S. § § 1-101 - 27-2702), other school laws of the Commonwealth, sections 1201(a)(1), (2) and (4) and (b)(1), (2) and (4) of the Public Employee Relations Act (43 P. S. § § 1101.1201(a)(1), (2) and (4) and (b)(1), (2) and (4)) and this chapter.

(2) Professional educators shall be prepared, and legally certified, in their areas of assignment. Educators may not be assigned or willingly accept assignments they are not certified to fulfill. Educators may be assigned to or accept assignments outside their certification area on a temporary, short-term, emergency basis. Examples: a teacher certified in English filling in a class period for a physical education teacher who has that day become ill; a substitute teacher certified in elementary education employed as a librarian for several days until the district can locate and employ a permanent substitute teacher certified in library science.

(3) Professional educators shall maintain high levels of competence throughout their careers.

(4) Professional educators shall exhibit consistent and equitable treatment of students, fellow educators and parents. They shall respect the civil rights of all and not discriminate on the basis of race, national or ethnic origin, culture, religion, sex or sexual orientation, marital status, age, political beliefs, socioeconomic status, disabling condition or vocational interest. This list of bases or discrimination is not all-inclusive.

(5) Professional educators shall accept the value of diversity in educational practice. Diversity requires educators to have a range of methodologies and to request the necessary tools for effective teaching and learning.

(6) Professional educators shall impart to their students principles of good citizenship and societal responsibility.

(7) Professional educators shall exhibit acceptable and professional language and communication skills. Their verbal and written communications with parents, students and staff shall reflect sensitivity to the fundamental human rights of dignity, privacy and respect.

(8) Professional educators shall be open-minded, knowledgeable and use appropriate judgment and communication skills when responding to an issue within the educational environment.

(9) Professional educators shall keep in confidence information obtained in confidence in the course of professional service unless required to be disclosed by law or by clear and compelling professional necessity as determined by the professional educator.

(10) Professional educators shall exert reasonable effort to protect the student from conditions which interfere with learning or are harmful to the student's health and safety.

#### **Section 5. Conduct**

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

## **Section 6. Legal Obligations**

(a) The professional educator may not engage in conduct prohibited by the act of December 12, 1973 (P. L. 397, No. 141) (24 P. S. § § 12-1251-12-1268), known as the Teacher Certification Law.

(b) The professional educator may not engage in conduct prohibited by:

(1) The Public School Code of 1949 (24 P. S. § § 1-101-27-2702) and other laws relating to the schools or the education of children.

(2) The applicable laws of the Commonwealth establishing ethics of public officials and public employees, including the act of October 4, 1978 (P. L. 883, No. 170) (65 P. S. § § 401-413), known as the Public Official and Employee Ethics Law.

(c) Violation of subsection (b) shall have been found to exist by an agency of proper jurisdiction to be considered an independent basis for discipline.

## **Section 7. Certification**

The professional educator may not:

(1) Accept employment, when not properly certificated, in a position for which certification is required.

(2) Assist entry into or continuance in the education profession of an unqualified person.

(3) Employ, or recommend for employment, a person who is not certificated appropriately for the position.

## **Section 8. Civil Rights**

The professional educator may not:

(1) Discriminate on the basis of race, National or ethnic origin, culture, religion, sex or sexual orientation, marital status, age, political beliefs, socioeconomic status; disabling condition or vocational interest against a student or fellow professional. This list of bases of discrimination is not all-inclusive. This discrimination shall be found to exist by an agency of proper jurisdiction to be considered an independent basis for discipline.

(2) Interfere with a student's or colleague's exercise of political and civil rights and responsibilities.

## **Section 9. Improper Personal or Financial Gain**

(1) Accept gratuities, gifts or favors that might impair or appear to impair professional judgment.

(2) Exploit a professional relationship for personal gain or advantage.

## **Section 10. Relationships with Students**

The professional educator may not:

(1) Knowingly and intentionally distort or misrepresent evaluations of students.

(2) Knowingly and intentionally misrepresent subject matter or curriculum.

(3) Sexually harass or engage in sexual relationships with students.

(4) Knowingly and intentionally withhold evidence from the proper authorities about violations of the legal obligations as defined within this section.

## **Section 11. Professional Relationships**

The professional educator may not:

(1) Knowingly and intentionally deny or impede a colleague in the exercise or enjoyment of a professional right or privilege in being an educator.

(2) Knowingly and intentionally distort evaluations of colleagues.

(3) Sexually harass a fellow employee.

(4) Use coercive means or promise special treatment to influence professional decisions of

colleagues.

(5) Threaten, coerce or discriminate against a colleague who in good faith reports or discloses to a governing agency actual or suspected violations of law, agency regulations or standards.

### **DISMISSAL OF CLASSES**

Teachers shall not dismiss their classes before the scheduled end of the class period. Students who are detained by a teacher long enough to make him/her tardy for his/her next class, must be given an admittance pass from that teacher.

### **DISTRICT FACILITIES**

All facility reservations should be made through the district office( i.e., gymnasiums, auditorium, stadium and libraries).

### **DRUG AND ALCOHOL POLICY - STUDENTS**

The complete text of the Drug and Alcohol Policy can be found in the “**Student Handbook.**” **Notify the office or building administrator immediately if you suspect that a student is under the influence or in possession of an illegal substance.**

### **ELECTRONIC DEVICES**

Teachers may use electronic devices to aid or enhance instruction within the classroom. If students are using them inappropriately teachers are to confiscate the device and turn it into the office immediately.

### **EMPLOYEE REGULATIONS**

The school district has numerous other policies and administrative regulations that are applicable to students and to employees. A few of these are summarized below for your information. Teachers are responsible for enforcing this rule wherever they see it violated.

- All teachers must report to the main office to sign-in prior to beginning the regular school day.
- Teachers are not permitted to send students on personal errands. This practice is a violation of school district policy. It also exposes the teacher and the school district to liability in case of an accident.
- Professional employees are responsible for the supervision of students at all times during the school day or during assigned school activities. Students are not to be left unsupervised in any classroom or other building area at any time.
- Professional employees are to make good use of instructional time. Time-wasting activities and poor classroom management result in the loss of instructional time and consequent reduction in learning for students. Instruction must begin at the scheduled time and continue until the dismissal bell. Students are to be engaged in the learning process throughout the period, except for a brief break in the high school block.
- The faculty is required to maintain **professional personal appearance** acceptable in a school setting. Inappropriate clothing and poor grooming leads to criticism of school employees by students and parent(s) and/or guardian(s). **Professional appearance** is critical to a teacher's success as a role model and to the overall image of the school, school district and profession.
- Teachers are not permitted to disburse and/or administer any type of medication to students.

- Remember that as a public employee you are accountable, by law, for your actions. Follow school district policies; and, if you are not certain about what to do in a given situation, ask for advice or help.
- Ethical conduct is a critical factor in the success one enjoys in public life. Every school employee should understand that ethical conduct is expected while on the job. Read and follow the **Pennsylvania Teacher Code of Professional Practice and Conduct** found later in this handbook. PSEA, NEA and the Pennsylvania Department of Education publish codes of ethics. Read yours and keep in mind that ethical conduct is not optional- it's what is required of you.
- School district policy establishes lines of communication within the District. If you have a problem, concern or complaint, follow proper lines of communication.
- Remember that under federal and state laws and regulations, you are prohibited from making statements or inferences that are disparaging because of race, gender, age, religion or natural origin. Racial or ethnic slurs will not be tolerated. ***This type of inference or statement may constitute harassment.*** The school district is an Equal Opportunity Employer, subject to Title IX, ADA, and other civil rights laws and regulations. As such, all employees are also subject to the same laws and regulations. Employees who believe their rights have been violated concerning the above must report this violation to the district Title IX Coordinator.
- Teachers have the responsibility of seeing that school property is not abused. Violations must be reported to the office.
- **Maintain proper contact with parent(s) and/or guardian(s). This includes returning telephone calls and emails within twenty-four (24) hours. It also involves arranging conferences to discuss the academic and behavioral problems of students.**
- Act 151 of 1994, was signed into law on December 16, 1994. It amended the Department of Public Welfare's Child Protective Services Law. The amendments establish a separate category of abuse called ***abuse of a student by a school employee***, which involves serious bodily injury, sexual abuse, or sexual exploitation. Effective July 1995, school administrators must report suspected abuse of students by employees to the district attorney and the local solicitor. Any school employee who has reasonable cause to suspect, on the basis of professional or other training or experience, that a student coming before him/her, in the employee's professional or office capacity, is a victim of serious bodily injury or sexual abuse or sexual exploitation by another school employee, shall immediately notify the administrator of the alleged abuse or injury. This reporting requirement applies whenever a school employee is (1) suspected of abusing a student and (2) is functioning in his/her role as a school employee regardless when or where the abuse or injury occurred.
- The teacher should assume the responsibility of seeing that school property is not abused, and violations should be reported to the Building Office. Teachers should be vigilant concerning these problems.
- The teacher should attend all staff meetings and other professional assignments unless excused by the principal.
- When, in the teacher's opinion, a parent/guardian conference is necessary to aid a student toward greater achievement, the teacher should schedule the conference and notify the office of the reason, purpose, date and time of the conference.

## **EMPLOYMENT INFORMATION**

Periodically the business manager of the school district will give employees information pertaining to benefits, payroll, tax forms and other items related to your employment. Teachers should read this information carefully, complete any required forms and contact the business manager if you have questions pertaining to these items. Most of these items are for your benefit.

## **ENERGY CONSERVATION**

Increased utility costs have a very profound effect upon the school district's finances. Gas and electricity costs exceed \$200,000 per year in the District. There are some very simple suggestions that can be followed in order to help conserve energy.

Windows should be closed during the heating season. Windows in the Elementary/Middle School Building should remain closed at all times.

Lights should be turned off when a room is not in use.

Equipment should be turned off when not in use.

Problems relating to room temperature should be referred to the principal.

## **EVALUATION AND ASSESSMENT PROCEDURES FOR STUDENTS**

### **Purpose:**

A grading system provides a means to measure students' proficiency with respect to the planned course (***as defined by the approved district planned program of studies***) and its objectives.

The grading system provides a means to inform students and parent(s) and/or guardian(s) of the students' progress towards achieving the course objectives.

This procedure is designed to bring a degree of uniformity, consistency and fairness into the grading system while still allowing teachers sufficient latitude of judgment in measuring student achievement. Research has shown that teachers differ greatly in determining how students will be evaluated; therefore, the evaluation procedure must be clearly stated in a student evaluation system.

### **Definitions:**

**Assessment:** any number of methods that may be utilized to gather information about the performance of students.

The purpose of assessment is to monitor students' learning and to guide instruction. Assessment must be aligned with the goals and learning outcomes of the planned course and units.

In order to accurately analyze student performance, a teacher must use multiple assessment methods. Accurate assessment requires the use of a range of instruments, not just multiple choice, true/false, fill in the blanks, and paper and pencil tests.

When a student is offered a fixed number of options, (e.g. multiple choice, true/false, fill in the blanks), a scoring key may be used to score the items. Performance based methods (open-ended-questions, performance tests, journals, exhibitions, and portfolios) depend, to a greater extent, on teacher judgment of a response. Instead of a scoring key, a rubric provides the guidelines laid out for judging student work on performance-based tasks.

**Evaluation:** what the teacher does with the information collected in the assessment program. Once the assessment data is collected, teachers will interpret their findings and make judgments about student learning.

Students are normally evaluated on the product of their learning experiences – not on the learning process; however, the students' participation in the learning process (e.g., cooperative education) may be evaluated.

**Student Learning Experience  
(Process)**

**Learning Outcome  
(Product)**

Learning Outcome: what a student knows and can do (Procedural and Declarative Knowledge). Since classroom activities and learning focuses on such instruments as labs, demonstrations, and hands-on activity, much of assessment must be performance based.

Mastery Grading: grading students on what they know and can do rather than grading them on how they compare with one another (curve). Frazier does not grade on a curve. We grade on straight percentage.

Portfolio: a representative and judicious collection of a student's best work, over time. A portfolio can provide a **documentation** of the student's work and serve as a basis of **evaluation** of work-in-progress or work over time by providing evidence of how the student's work evolved and was refined.

Product: the tangible results of the learning process. The product is valid if it reflects the knowledge or skills that were **taught** and appropriately samples the **essential learning outcomes of the course**.

Rubric: a set of scoring guidelines for giving scores (points) to student's work. The rubric is to be designed to answer the question: What does proficient (and varying degrees of proficient) at this task look like?

A sample rubric:

Contains a scale of different possible points to be assigned, often ranging from one (1) to six (6), with six (6) being the highest score.

States all the different major traits or dimensions to be examined (e.g., syntax or understanding of scientific method)

Provides key signs or salient points of performance or product for finding the right place on the scoring scale to measure student mastery of the task.

Test: A test typically denotes the presentation of a specific set of questions to be answered. The questions are normally essay, multiple choice, true/false, matching, or fill in the blank. Tests must assess the specific objectives of the planned course. **Teachers must "test what they value and value what they test!"** Tests must also address the Pennsylvania Core Standards.

3. Student Evaluation System: Grades 1–12

A. Evaluation Grade

- 1) Evaluation grades reflect students' mastery of planned course objectives on assessment instruments such as tests, reports, projects, homework, papers, labs, quizzes, journals, diaries, portfolios, observational checklists, exhibitions, videotapes, audiotapes, interviews, performances, debates, and other assessment instruments.
- 2) A minimum of one (1) graded application project per course is required in each course.
- 3) Teachers must review assessment with students so students may learn from their errors. Assessment must be graded and, updated in **Skyward weekly** and be available for review by the parent(s) and/or guardian(s) or student, if requested.
- 4) Homework is a form of assessment to reinforce and check for understanding–If homework is assigned it must be checked for completion and understanding. Teachers may assign a grade if warranted.

- 5) **Research indicates** that formative assessments have been found to correlate positively with student achievement. Teachers should use an adequate number of assessments or equivalent evaluation instruments, reasonably spaced throughout the marking period, and include them as part of the marking period grade.
- 6) Evaluation grades **must be recorded as a point system that must be converted to a percent** for grading upon request so that a student, parent/guardian or administrator can be informed of the student's academic progress during the marking period. Total points earned will be converted to a percent for the marking period grade.

Example:

Student earned 250 points of a possible 300 points for the marking period –

$$\frac{250}{300} = 83.4\% = B$$

Points earned = Percent = Letter Grade  
Points available

- 7) Teachers must use an adequate **number** and **variety** of evaluation instruments to determine the marking period grade. A minimum of ten (10) evaluation **grades**, of which at least three (3) must be major (of substantial depth), graded separately, and reasonably spaced, will be required to be recorded for each student, per marking period. This does not include mid-terms, finals, homework, or class participation grades. Most teachers will have significantly more evaluation grades.
  - 8) Student class participation **or** performance **must** be evaluated and be a reasonable portion of the student's marking period grade, though not counted as part of the minimum number of evaluation grades, as described in (6) above.
  - 9) Students and/or parents of students in grades 1–12 must be informed, in writing, by the teacher at the beginning of the course as to the evaluation process used and what is expected from them to determine the student's marking period grade and final course grade.
  - 10) A student's grades must be private, not discussed, or distributed to **anyone** who does not have a legitimate educational reason to know the grades. **Student grades must never be announced or published in the classroom.**
  - 11) Teachers must allow students access to their grades, at reasonable times, so that the students may regularly be aware of their progress in the planned courses.
  - 12) Teachers must contact parents when a student either drops a letter grade or fails an assessment, project or assignment of major point value. Teachers must document and show evidence to the building principal that this conversation took place and its outcome.
4. Grade Interpretations: Grades 1 – 12  
 Note that pluses (+'s) and (-'s) are a definite part of the grading scale.

Grade Percentage	Grade	Proficiency Level
98-100	A+	Advanced
93-97	A	
90-92	A-	
87-89	B+	High Proficient
83-86	B	
80-82	B-	
77-79	C+	Proficient
73-76	C	
70-72	C-	

67-69	D+	Basic
63-66	D	
60-62	D-	
0-59	F	Below Basic

\*Classes taken at Central Westmoreland Career/Technology Center will be governed by the grading scale of that school.

5. Final Course Grade Computation Formula

$$\frac{\text{Sum of Marking Point Percent Grades}}{\text{\# of Graded Marking Periods}} = \text{Grade}$$

Example:

<u>MP 1</u>	<u>MP 2</u>	<u>MP 3</u>	<u>MP 4</u>
87%	89%	91%	89%

$$\text{EQUALS } 356 \div 4 = 89\%$$

89% = B+ For Final Report Card Grade

6. Rounding

- .0 - .4 Do not round up
- .5 - .9 Round up

Example:

$$87.4\% = 87\%$$

$$87.5\% = 88\%$$

7. Mid-Term and Final Test Grades

Students in grades 6 – 12 will receive a midterm and final test in each course of one (1) credit or more. The mid-term grade and final test grade will become part of the marking period grade in which they are administered. Semester courses will include the mid-term grade with the first marking period grade and final test grade with the second marking period grade. Full year courses will include the mid-term grade with the second marking period grade; and the final test grade with the fourth marking period grade.

Mid-term test and final test must count a minimum of fifteen percent (15%) of the marking period points available.

Example:

If there are 330 points in a marking period, a minimum of fifty (50) points must be from the mid-term or final test.

8. Bonus Points/Extra Credit

Bonus points are permissible in a point system. The evaluation and assessment instruments used in a marking period may total 300 points. A teacher may, however, give bonus or extra credit points that might enable students who are making an effort to earn extra points for a passing or average grade.

9. Pass/Fail

Certain courses will be designated Pass/Fail. The teacher will mark a **P** for any marking period grade averaging 60% or higher and an **F** for any score of 59% or lower.

10. Make-Up Work

Students must make up graded assessments within the length of the student's absence. For example, if a student is absent one day, he/she has one day to make up the work. If the



student does not meet this deadline, he/she will receive a zero (0) for the graded assessment. Students may not make up work for illegal or unexcused absences, tardies, or class cuts.

### **EXCUSING STUDENTS FROM CLASS**

Students may only be excused from a scheduled class when called to the office, when ill, or when they need to use the restroom. Teachers may not excuse students from class to go to any other classroom, gymnasium, auditorium, or band room ***without the prior approval (email/phone call) of the teacher in charge of that class.***

### **FACULTY MEETINGS**

Faculty meetings will be called periodically. The meetings will be announced as addressed in the Collective Bargaining Agreement.

All teachers are responsible for attending faculty meetings, unless specifically excused by the principal. Teachers will be on time.

### **FIELD TRIP INFORMATION**

Field trips may be considered a valuable learning experience, and may be used as a normal part of teaching duties and responsibilities. Field trips are not mandatory. However, when field trips are taken, they must relate to the curriculum.

All field trips require board approval. The Field Trip Request Form must be completed through Eduphoria by the faculty member. Once submitted, the form will go through a review process which includes the principal, transportation office, business manager, superintendent and the secretary to the superintendent for inclusion on the board agenda. The Field Trip Request Form must be submitted two (2) weeks prior to the regularly scheduled monthly board meeting. The faculty, parent(s) and/or guardian(s) and the principal **should not** contact the Bus Company concerning transportation costs and/or arrangements. This will be handled through the Business Office/Transportation Coordinator.

1. Grade level teachers will determine the destination and schedule for the field trip with input from the parents and administration.
2. Grade level teachers will be responsible for planning the field trip, the distribution and collection of forms, and the scheduling of the trip.
3. Deadlines for collection of forms and money will be strictly enforced.
4. Grade level teachers will select the chaperones with input from the parents and administration.

The following guidelines should be observed when taking field trips:

1. The teacher should take all reasonable measures to insure the safety of all field trip participants.
2. The names of all field trip participants (students, faculty, chaperones) actually boarding the bus must be provided with the Field Trip Request Form to the building office.
3. An itinerary of all stops must be provided on the Field Trip Request Form.
4. The teacher must provide the telephone number of the field trip destination to the building office and have all appropriate emergency telephone numbers on the field trip.
5. Stops at any site not listed on the field trip request form are prohibited.

6. ***All volunteers and/or chaperones must have the proper clearances as adopted in the Frazier School District School Volunteers and Chaperone Policy (Please see district policy manual for further information.)***

### **FIRE DRILL REGULATIONS**

Each classroom is assigned an evacuation exit that will be used during fire drills and other emergencies. The teacher assigned to the classroom must post this evacuation exit in a highly visible location within the classroom. The teacher must also review the following regulations governing fire drills with each of their classes:

1. Students are to proceed to the designated evacuation exit in a quick but orderly manner.
2. The teacher will be the last person to leave the room. Upon leaving the classroom, the teacher will turn off the lights and close the door. The teacher must take his/her class roster with him/her.
3. The teacher will provide appropriate assistance to any handicapped students.
4. Upon exiting the school, the teacher and students will move away from the school building. The teacher and students will remain together as a group. The teacher will take roll. Students who cannot be accounted for will be reported to the office.
5. The teacher and students will remain outside until the "all-clear" bell is sounded.
6. ***Please refer to the updated Crisis Response Manual for your building specific exit information.***

### **FUNDRAISING ACTIVITIES**

The school district has a policy regulating the sale and distribution of food and beverages in all schools. Professional employees, who sponsor groups that sell or distribute food or beverages, or sell any other items, should obtain a copy of this policy. ***It is the sponsor's responsibility to know and follow this policy.*** No fundraising activities may be conducted without the written approval of the administration. See District Policies (4030, 5225)

### **GRADES - INCOMPLETE**

No incomplete grade ("I") will be given as a final grade in any subject except in cases where the incomplete grade "I" is the result of an excused absence supported by a medical excuse and has the approval of the principal.

Incomplete grades ("I") given during the first three grading periods will change to a failing grade ("F") unless the missing work is made up within four (4) weeks of the end of the grading period.

### **GRADUATION PROJECT REGULATIONS**

The complete text of Graduation Project Regulations is in the "High School Student Handbook" under ***Appendix C.***

### **GUARDIANSHIP DISPUTES**

Throughout any school term many problems develop with parent(s) and/or guardian(s) and students. In these times, many of the problems have legal implications.

If you are contacted by a parent, a guardian, an attorney or a student regarding such matters as child custody, guardianship, legal residence, child abuse or similar matters, please refer the individual to the principal.

The school district has numerous policies governing personnel and district operations. Before undertaking any activity with which you are not familiar, or before making statements or a personal commitment to students, parent(s) and/or guardian(s) or others in the school community, check to determine district policy on the matter.

## **GUIDANCE**

The Guidance Office is available to all students at the high school and middle school level. Among the services offered are: counseling and information on courses, job, careers, personal problems, schedule changes, entry and withdrawal assistance; testing; tutoring; and assistance in choosing post high school education and national testing services.

## **HALL PASSES**

No student is permitted to leave the classroom without hall pass signed by the teacher, which contains the student's name, time, date and destination. Students should only be excused for cases of real necessity. Only one (1) student at a time is permitted to leave the room.

***All students dismissed from classes must sign the classroom hall pass log before leaving the classroom.***

A log of all students excused from class **must** be maintained by each classroom teacher. All logs are to be maintained until the end of the school year.

## **HOMEBOUND INSTRUCTION**

The District has adopted a policy on homebound instruction. Such requests should be initiated in the school office.

## **IDENTIFICATION TAG**

All Frazier employees must wear and display their Identification Tags all day, every day, while in the district building(s).

The tags must be displayed by using the "hanging badge holder" around the neck or by "clipping" the I.D. tag to the front of the shirt, dress, jacket, etc. so that it can be easily recognized. The tag is not to be clipped to a belt, to the waist of a skirt or a pair of slacks, the bottom of a blouse, shirt or jacket, pants' pocket, etc.

A fee of five dollars (\$5.00) will be charged for each replacement I.D. tag.

## **LESSON PLANS/UNIT PLANS**

### **Lesson Plans**

***All teachers are required to prepare lesson plans for each lesson presented in each of their respective classes or courses of study. Lesson plans should be entered into the district's curriculum software.***

The objectives contained in the lesson plan must be written to reflect the levels of knowledge presented in Webb's Depth of Knowledge.

A lesson plan is required for each lesson. A typical lesson normally covers one (1) class period; however, there are occasions where a lesson may cover more than one (1) class period. Therefore, lesson plans should note the dates on which the lesson will be presented.

Lesson plans are to be posted or turned in by 8:00 a.m. each Monday.

### **Unit Plans**

All teachers are required to prepare unit plans for each unit of study presented in each of their courses of study. Unit plans are to be filed in the school office ***before the unit of study is taught.*** New unit plans are to be filed every school year in the Principal's Office at least five (5) days prior to the beginning of the unit.

Grade level planning meetings will drive unit plan development and promote collaboration of common academic goals. Elementary and MS teachers will meet once a week to develop unit plans and/or discuss instructionally related topics. HS teachers will meet as time permits during in-service days.

### **LOST AND FOUND**

Anything lost by a student or teacher in the school should be reported to the office. This rule also applies to all articles found by students, faculty and custodians. Articles can be claimed in the principal's office.

### **MEDICATION**

Students are ***not*** to be in possession of any kind of medication, prescription and/or over-the-counter drugs. Students who are taking medication are to report to the nurse with a note from home. The nurse will keep the medication during the school day, and at the appropriate time, the student will report to the health room to take the medication. Teachers are not permitted to administer medication to students.

### **MORNING OPENING EXERCISES-MORNING ANNOUNCEMENTS**

There will be a brief period of quiet reflection conducted during the opening of school activities each morning school is in session. The purpose of this activity is to promote for students a moment of silent reflection and introspection on the anticipated activities of the day. The morning opening exercises will also include the National Anthem and Pledge of Allegiance.

Act 157 of 2002 amends the School Code to require students to recite the Pledge of Allegiance at the beginning of each school day and requires a United States flag be present in each classroom. The act allows students to decline reciting the pledge; however, the school district is required to notify parent(s) and/or guardian(s) in writing of their child's refusal to recite the pledge.

### **NURSE**

Students needing to see the nurse should obtain a pass from a classroom teacher. The school nurse and school nurse assistant are on schedules at times that do not permit availability at the all schools full time; however, if a situation would occur requiring assistance from the school nurse, once notified, the nursing personnel will need sufficient time to arrive at the appropriate school to provide assistance. Should the nurse not be available, students in need of health room services should report to the school office. Under no circumstances should a student simply use the office telephone, his/her personal cell phone or leave the building.

### **PARENT/TEACHER CONFERENCES**

Parent/Teacher conferences can be arranged any time during the school year by contacting the school office/guidance office. Middle school conferences are scheduled during the faculty team

common planning time. Conferences should be scheduled at mutually agreeable time by both parties.

### **PERSONAL DAYS**

Teachers should plan to use personal days in a manner that will not adversely affect the instructional program. Use of personal days just prior to, or immediately following, a school holiday often creates student behavior problems. Also, when a number of employees take personal days on the same day, it is difficult to obtain substitutes to cover the employees' positions. Please cooperate by using these days in the best interest of students and according to the FEA Collective Bargaining Agreement.

### **PESTICIDE NOTIFICATION**

Currently, pesticides are applied, as needed, on Friday afternoons, after school has been dismissed. Pesticides may be applied on other days, after school dismissal, if a sudden infestation develops.

The above statement shall serve as notice, for parent(s) and/or guardian(s), of the application of pesticides on Fridays. Currently, the Frazier School District contracts with Vermin Control Company, 78 South Mount Vernon Avenue, Uniontown, PA 15401 (724) 437-6351 for pesticide service.

### **PLANNED COURSES**

Requests to change or in any way modify the written Planned Course must be sent to the Superintendent, *in writing*, with a copy to the Building Principal.

### **PREVIEW ITEM/FREE/REQUEST FORM**

Teachers who wish to preview any item must complete a "Preview Item/FREE/Request Form". These forms must be processed through the principal's office.

### **PROCEDURE FOR REPORTING OFF WORK**

***Professional employees who will be absent for any reason must contact the AESOP system by 6:00 a.m. prior to their start time. If the AESOP system cannot be accessed, please contact the office secretary.***

Absence or late arrivals, regardless of reason, must be reported to the District Office. All school district employees must follow this procedure. Employees may not leave before the end of their work day without permission from the superintendent or principal. Professional employees must work a fixed number of hours each day under provisions of the collective bargaining agreement. With the exceptions of emergencies or other urgent reasons, employees are not permitted early departure from their assignment.

Teachers are required to have instructional plans available throughout the school term in anticipation of absence. An entire day of instruction may be lost if the regular teacher does not have a plan available for a substitute teacher.

### **PROGRESS REPORTS**

Parents/ Guardians will be notified through the district's skyward notification system, via email, and phone calls when their child's grade is in danger of failing. This will be done throughout the school year on a weekly basis.

## **PROMOTION GUIDELINES**

***PLEASE REFER TO THE STUDENT HANDBOOK***

## **PSYCHOLOGIST**

The School Psychologist will conduct psychological testing. Referrals for psychological testing are to be made through the school or guidance office. Please make certain that referrals are warranted and serve a useful purpose when working with students, parent(s) and/or guardian(s).

## **PUBLIC ADDRESS SYSTEM**

Except in cases of emergency, the public address system will only be used for morning announcements, afternoon announcements, or interim announcements made during the last five (5) minutes of a class period. This system will also be used to locate students who are reported as missing from class.

## **PURCHASING**

No invoices or bills of any type will be honored for payment by the school district unless the school employee has obtained a purchase order ***prior to making the purchase***. Invoices submitted to the Business Office, which are not covered by a purchase order, will become the responsibility of the individual making the purchase. There are no exceptions to this purchasing policy.

Teachers should begin planning the next year's instructional budget in January. Formal budget requests will be submitted in February for the upcoming school year.

## **RELIGIOUS EXPRESSION/STUDENTS**

The establishment clause in the First (1<sup>st</sup>) Amendment to the Constitution has been interpreted by the federal court system to mean that public schools may not take sides in matters of religion, may not endorse a particular religion, nor take any action to promote or inhibit religion, in general.

The free exercise clause in the First (1<sup>st</sup>) Amendment has been interpreted to mean that students have the right to exercise their religious beliefs in school, as long as they are not disruptive nor attempt to coerce other students to join them.

Students are free to pray, say grace before meals, read religious literature, and discuss their faith in school as long as they are not disruptive, interfere with the educational process, obey school rules, and do not infringe upon the rights of others, harass other students to accept their religious views or proselytize. These actions must be truly voluntary and student-initiated. These activities can occur before school begins, during class breaks, at lunch and after school.

Students may wear religious garb and display religious messages on clothing, subject to the same guidelines put forth in the Student Dress Regulations Section of the handbook. Students may distribute religious literature on school grounds, subject to the time, place and manner regulations found in the Literature Distribution Section of this handbook. The section only applies to students and is not applicable to non-students.

## **RELIGIOUS EXPRESSION/TEACHERS**

As government employees, public school teachers are subject to the Establishment and Free Exercise clauses of the First (1<sup>st</sup>) Amendment and thus are required to be neutral concerning

religion while carrying out their duties as teachers. Teachers must refrain from using their position in the public school to promote their outside religious activities. Teachers must abide by the following guidelines:

**Praying in school.** Teachers who wish to pray or engage in other religious activities must do so outside the presence of students- unless the prayer is silent and non-demonstrative. If a group of teacher's wishes to meet for prayer or scripture study in the faculty lounge during their free time, they may do so as long as the activity is outside the presence of students and does not interfere with their duties or other teachers' rights.

**Jewelry and clothing.** Teachers may wear unobtrusive religious jewelry such as a small cross or Star of David. But teachers may not wear clothing with a proselytizing message, for example, a "Jesus Saves" T-shirt.

**Questions about personal religious beliefs.** If a student asks a teacher about his or her religious beliefs, the teacher should either refrain from answering the question or answer the question straightforwardly and succinctly in the interest of an open and honest classroom environment. When answering such questions, teachers must take into account the student's age. In any case, teachers may answer at most with a brief statement of personal belief but may not turn the question into an opportunity to proselytize for or against religion. Teachers may neither reward nor punish students because they agree or disagree with the teachers' religious views.

### **REPAIR REQUESTS**

Repair Requests Forms should be completed immediately by the teacher and submitted to the Principal through the use of repair request form which can be found in the offices. It would be important to alert via phone/email/in-person if you should have a situation requiring immediate attention.

### **REPORT CARDS**

Reports on the progress of the student's academic work are issued four (4) times each year at nine (9) week intervals. Report cards are mailed home to the parent/guardian only when requested.

### **SCHOOL ADDRESS**

The official address for all buildings within the Frazier School District is:

Frazier School District  
142 Constitution Street  
Perryopolis, PA 15473-1390

### **SCHOOL BOARD AGENDA ITEMS**

Some matters generated by members of the staff (e.g., field trips, conferences, reimbursement), require School Board approval. The School Board meets the ***fourth (4th) Monday of each month (exceptions noted on the list of meetings for the school year). All items for the School Board agenda must be submitted to the Superintendent at least two (2) weeks prior to the regularly scheduled meeting. Otherwise, these items will not be included on the monthly board agenda.***

### **SCHOOL POLICE**

The Frazier School District has secured the services of a School Police Officer. The School Police Officer has the power to arrest, the authority to issue citations for summary offenses, and the authority to detain students until the arrival of local law enforcement or any combination, thereof.

The School Police Officer's authority shall be exercised on school grounds and on school vehicles owned or leased by the school district.

### **SEVERE WEATHER DRILLS**

Periodically severe weather drills will be conducted in all Frazier Schools. An announcement will direct teachers to take their students to their severe weather stations. Teachers are to see that the students sit facing the wall in a crouched position with hands protecting the back of the head. Students are to remain in this position at stations until the "all clear" is given.

Please refer to your updated Crisis Manual for your specific assignments during a Severe Weather Drill.

### **SEXUAL HARASSMENT**

It is the policy of Frazier School District to maintain a learning and working environment that is free from sexual harassment. It is a violation of district policy for any member of the district staff to harass any student or any other member of the district staff through conduct or communication of a sexual nature. It is also a violation of district policy for students to harass other students or members of the school staff through conduct or communications of a sexual nature.

Sexual harassment shall consist of unwelcome sexual advances, request for sexual favors, or inappropriate verbal or physical conduct when:

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational opportunities

Submission to or rejection of such conduct is used as the basis for academic or employment decisions

Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment or educational environment

Incidents of alleged sexual harassment shall be reported to the building principal and then to the Superintendent's Office. For complete information regarding sexual harassment, refer to the school district's sexual harassment policy # (348)

### **SOLICITATIONS**

Numerous requests to authorize fundraising activities for charitable organizations, and other solicitations, are received in the District Office. There is a school district policy prohibiting fundraising activities of any kind, solicitation of funds or distribution of literature without written authorization from the superintendent. There is also a fundraising form which must be completed and submitted to the principal prior to any commitment to a company for a fund raiser.

### **SMOKING**

***Smoking is prohibited on school district property.*** This includes smoking near entrances and restrooms located within the school buildings. Any District Employee violating the no smoking policy will be subject to disciplinary action.

### **STANDARDIZED TESTS (PSSA/Keystone Exams)**

Frazier School District utilizes various standardized tests to assess student progress and to evaluate the educational program. These tests, listed by grade level, are presented below. Specific dates for the administration of the tests will be posted on the Frazier School District website.



## **STANDARDS**

As of 2013-2014 Pennsylvania has adopted mandatory K-12 PA Core Standards for English, Language Arts and Mathematics. Copies are available on the Pennsylvania Department of Education Website: [www.pde.state.pa.us](http://www.pde.state.pa.us).

## **STUDENT ASSISTANCE PROGRAM**

From time to time students may find themselves in any of a host of high-pressure situations that impact upon their ability to experience success in the classroom. The purpose of the Frazier Student Assistance Program is to help these at-risk students deal with the problems that impact upon their learning. The Student Assistance Team consists of specially trained teachers, counselors, administrators and community agency representatives. When students have difficulty coping, the team is there to help. Should you feel that one of your students could, in some way, benefit from the services of this team, please fill out a referral sheet and place it in the Student Assistance Box in the office mailroom. You may also make student assistance referrals through the nurse, the counselor or the principal.

As part of the team's intervention efforts, you may receive in your mailbox a background questionnaire on a particular student. These questionnaires must be filled out completely and returned. All such referrals and transactions are to be kept in strict confidence and should not be discussed with the subject of the inquiry.

Members of the Student Assistance Team will be emailed at the beginning of each school year.

## **STUDENT LEARNING SUPPORT PLAN**

Student Learning Support Plans will be used at the Administrator's discretion.

## **SUBMISSION OF FORMS AND REQUIRED MATERIALS**

It shall be the responsibility of individual teachers to submit all required paperwork and materials in strictest accordance with stated deadlines both during the school year and at the end of the year check out. Failure to meet deadlines will be reflected in annual evaluations.

## **SUBSTITUTE FOLDER**

A Substitute Folder should be available for any substitute teacher. It should contain the following:

- Schedule
- Classroom rules and procedures
- Class roster
- Hall Pass Log
- Attendance information
- Lesson Plan information
- Fire Drill procedure
- Student Health concerns
- Crisis Plan
- Additional information, as needed from the teacher
- SDI's from IEP, 504 plans and seating chart

## **TAPE ON WALLS**

Tape is not to be placed on any painted wall surface. This is because tape often removes paint from the wall.

## **TEACHER DUTIES/RESPONSIBILITIES**

Staff members assigned to monitor areas of the building such as the hallway, restrooms, or cafeteria are responsible for maintaining appropriate student control in the assigned area during their assigned duty. These individuals act under the authority of the principal's office and should exercise reasonable and prudent judgment in handling situations that may arise. They are responsible for enforcing the student discipline code and assessing appropriate penalties when they are warranted. Serious disruptions should be brought to the attention of the building principal. Duty time is not to be used for leisure activities or for personal business.

## **TEACHER EVALUATIONS AND RATINGS**

The School District will utilize the PDE Teacher Effectiveness Program Tool and Differentiated Supervision Model for all Professionals.

## **TEACHER RESPONSIBILITIES DURING CLASS CHANGES**

***All teachers are required to stand at their classroom door between class periods to supervise students as they move through the hall.*** Students are not permitted to congregate or loiter in the hall. All regulations governing student behavior are to be enforced.

## **TELEPHONE - EMPLOYEE USE**

School district telephones and personal cellular telephones may not be used by employees for personal business during ***instructional time, except in case of an emergency.***

## **TELEPHONES - STUDENT USE**

A student must have permission from his/her principal stating the reason for the telephone call in order to use the student telephone designated in the office during the school day. Under no circumstances shall a student use a phone in any room of any building. Students are not permitted to use their personal cell phones for calls or text messaging during the school day.

## **TELEPHONE MESSAGES**

All telephone messages will be sent to the voicemail of the appropriate staff member.

## **WEAPONS AND DANGEROUS INSTRUMENTS**

The complete text for “**Weapons and Dangerous Instruments**”, also, “**Act 26 of 1995 – Pennsylvania Safe Schools Policy**” can be found in the “**Student Handbook.**” ***Employees are not permitted to bring weapons or dangerous instruments on school grounds for activities.***

## **WORK DAY FOR TEACHERS**

**High School** - The normal school day for full-time high school teachers ***begins at 7:10 a.m.*** and ***ends at 2:40 p.m.***, except in special cases where different starting times and ending times have been assigned by the administration. ***Teachers must be at their assigned locations by 7:10a.m.***

**Middle School-** The normal school day for full-time middle school teachers ***begins at 7:10a.m.*** and ***ends at 2:40 p.m.***, except in special cases where different starting times and ending times have been assigned by the administration. ***Teachers must be at their assigned locations by 7:10a.m.***

**Elementary** – The normal school day for full-time teachers ***begins at 8:00 a.m. and ends at 3:30 p.m.***, except in special cases where different starting times and ending times have been assigned by the administration. ***Teachers will begin their day at 8:00 am and end at 3:30 pm.***