

# **SHALER AREA SCHOOL DISTRICT**



## **TEACHER HANDBOOK**

**2022 – 2023**

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## **This Handbook**

As an employee of the Shaler Area School District, we understand that you will want to know what you can expect from our school district and what will be expected from you. This handbook serves as a guide to the district's policies and procedures affecting your employment and should be referred to from time to time as the need arises. Complying with the policies described in this handbook is considered a condition of continued employment. Therefore, we encourage you to take the necessary time to read the handbook. The Assistant Superintendent, Building Principal or Assistant Principal will be glad to assist you with further information.

Our employment policies are intended to provide you with general information about the District and the terms and conditions of your employment with us. We do not expect this handbook to address all your questions nor does this handbook contain all the information you will need during the course of employment. You will receive information through various notices as well as orally. Shaler Area School District is committed to regular review of its policies and benefits. Accordingly, the policies and benefits outlined in this handbook are subject to review, modification and termination by Shaler Area School District at any time without prior notice and at its sole discretion.

## **Equal Employment Opportunity**

Shaler Area School District is committed to providing equal opportunity in all its employment practices including: selection, hiring, promotion, transfer and compensation of all qualified applicants and employees without regard to race, color, religion, sex/gender, national origin, citizen status, age, disability or any other status protected by law.

- The school district, as an organization, has the responsibility to provide the structure and resources to maintain a quality educational program
- Quality education is the shared responsibility of students, teachers, administration, parents, and community response to change defines any dynamic organization

## **Shaler Area School District Mission**

Shaler Area School District is a collaborative, innovative, and creative learning environment for all.

### **Vision**

To serve our Shaler Area community and its children by providing an education that fosters our youth to be contributing members of society

To develop resiliency, empathy, creative thinking, critical thinking, and problem solving in every student on their path to fulfilling their potential

### **Core Values**

- We value the celebration and promotion of excellence in our community.
- We value a culture where everyone has a voice and everyone is an owner.
- We value and encourage creative and innovative risk-taking.
- We value our responsibility to serve and educate our community.
- We value an atmosphere of trust, transparency, and collaboration.

## **Non-Discrimination/Discriminatory Harassment – Employment Practices**

### **NONDISCRIMINATION/DISCRIMINATORY HARASSMENT – EMPLOYMENT PRACTICES (Board Policy 104)**

The Board declares it to be the policy of this district to provide to all persons equal access to all categories of employment in this district, regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, handicap/disability or genetic information. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations. The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex.

Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Deputy Superintendent/ Human Resources Director and the Director of Student Services as the district's Compliance Officers and Title IX Coordinators. The Compliance Officer/Title IX Coordinator can be contacted at: 1800 Mt. Royal Blvd. Glenshaw, PA 15116 Email: oblackb@sasd.k12.pa.us / graczykk@sasd.k12.pa.us Phone: 412-492-1200

### **Professional Responsibilities**

#### **Work Hours (Collective Bargaining Article 17 and Board Policy 432 and 804)**

- Below are the work hours for the following buildings and AESOP call off cut off times to use the AESOP system:

Primary Schools	8:15 a.m. – 3:55 p.m.	(AESOP – 7:35 a.m.)
Elementary School	7:50 a.m. – 3:30 p.m.	(AESOP – 7:10 a.m.)
Middle School	7:25 a.m. – 3:05 p.m.	(AESOP – 6:45 a.m.)
High School	7:00 a.m. – 2:40 p.m.	(AESOP – 6:20 a.m.)
- On Fridays and on days before a holiday in which school is not in session, teachers may leave after the dismissal of students with the exception of teachers assigned to bus duty.
- Teachers should be using the check in/out procedure when reporting to their building and when leaving at the end of the school day.
- In the event of an emergency, please try to call so the office may arrange coverage as needed.

#### **Reporting Off (Collective Bargaining Article 14 and Board Policy 111)**

- All staff should utilize the AESOP substitute/call-off program in order to secure a substitute. If it is a sick day for family illness, please note that in the **Notes to Administrator** section of the AESOP system when submitting an absence. If it is past the call off time for the AESOP system, please contact the Central Office at 412-492-1200 X2809 as well as your building principal when calling off for evening events (Your building principal may want you to also call the building secretary).

- If you know in advance that you will be reporting off, please enter your absence in Aesop as soon as possible to improve the likelihood of securing a substitute.
- If you are attending a workshop or meeting, please notify the office of the date so it can be marked on the office calendar. You must also put it in the AESOP system as a Professional Day and include in the notes/comments section the details of the Professional Day.
- If it is necessary to give instructions for the substitute or send materials, make the necessary arrangements with the principal's office. You can also include a note in the AESOP system for the substitute.
- Always complete a "Request for Absence Form" found in the office for absences requiring documentation or an explanation such as Legal Leave, Jury Duty, Emergency Day, FMLA Day, Military Leave, or Unpaid Leave.
- Staff interested in attending a conference should complete the **blue** "Request to Attend Professional Conference" form, **prior to registration**. It should be turned in to the building principal. Upon approval, follow the above reporting off procedures.
- On Early Dismissal Days: If you are absent in the a.m. make sure you request a substitute for the a.m. Substitutes have been made aware that the a.m. extends slightly beyond a normal a.m. sign-out time. If you are absent in the p.m., make sure you do not request a substitute for the p.m. **IMPORTANT** – If you are absent for a full day a.m. and p.m.; you must register two absences (one for the a.m. for a substitute and one for the p.m. no substitute required).
- Professional Release Days – Professional Development Request Forms are available through your building secretary. These blue forms are to be used when requesting to attend a professional conference both outside and inside the District.

### **Personal Days (Collective Bargaining Article 14)**

- A two-day notice is required for all personal day requests prior to the day of the requested leave, your request must be submitted on AESOP.
- A maximum of 10% of the members may be out on any given day for a personal day.

### **Leaving the Building (Collective Bargaining Article 17 and Board Policy 440)**

- Staff may leave the building during the 30-minute duty free lunch period.
- If you plan to leave the building, please sign in and out of the office, and make sure someone knows you are leaving.
- If you request to leave early, you must sign **an early release form** and have it signed off by the principal at least 1 day prior to your request.

### **Telephone Messages (Board Policy 908 and 915)**

- Messages will be left in your mailbox or forwarded to your voicemail.
- Classes will not be interrupted for phone messages.
- Please indicate your preparation time to anyone who would be calling you for personal reasons.
- If there is an emergency, please notify the building secretary.

### **Voicemail, email and cell phones (Board Policy 908 and 915)**

- Check voicemail daily for messages from parents and others.
- Check email regularly for messages.
- Please do not respond to anonymous email messages. If there is not a name or student name, do not respond.
- Cell phones should only be used during preparation and lunch times. Please set ringers/tones to silent or vibrate at all times.
- Please do not share personal phone numbers with parents.

### **Mailboxes (Board Policy 908 and 915)**

- Check your mailbox several times during the day.
- Do not send students to check mailboxes. Parent and staff information must be kept confidential.

### **Handling and Retention of Cash and Other Valuables (Board Policy 440, 705)**

- Money is to be secured and locked at all times. Large sums of money should be secured in the Activities Office safe.
- Preapproval from the office is required when asking students to bring in money.
- Please refer anyone to the cafeteria or Activities Office for change.

### **Food (Board Policy 440, 703, 705)**

- Keep all liquid drinks in a mug like container with a lid. This will present a more professional appearance as well as prevent spills in the halls and classroom.
- Food kept inside classroom must be properly stored in sealed containers off the floor.
- Be sensitive to food allergies others may have. Peanut products should be kept in staff lounges only.
- The refrigerator in the nurse's office and main office is not to be used by staff.



### **Staff Lounge/Work Room Hygiene/Cleanliness (Board Policy 440, 703, 705)**

- Clean up after yourselves.
- Check the refrigerator regularly for unused food.
- Do not remove items from the lounge.
- Clean up spills and wipe the microwave out regularly.

### **Viewing of Movies and Other Audio-Visual Material (Board Policy 440)**

- All movies should be of an educational purpose and be rated G or PG.
- Movies not rated G or PG should be approved by parents via a letter sent home.
- Other audio-visual material should be age and grade appropriate.
- Questionable materials should be approved by the principal.
- If you are unsure of the appropriateness of a movie- a resource to check is [www.common sense media.org](http://www.common sense media.org)

### **Chain of Command (Board Policy 218, 219, 440, 908, 915)**

- All building issues should be handled via the chain of command.
- Parents will first be referred to the classroom teacher to rectify situations.
- Administration will become involved at the request of a parent or teacher if the problem has not been solved or if the problem is of a sensitive nature.

### **Personal Technology Usage (Board Policy 815)**

- Staff members are discouraged from using social networking sites such as, Facebook and Twitter and identifying Shaler Area School District on their page. Also, these websites should not be accessed from a school computer.
- All parental email contact should be via your school email address. Do not exchange personal email addresses with parents.
- Remember the use of the Internet, email, or the district network is a privilege, not a right. Unauthorized and illegal use will result in the cancellation of those privileges and appropriate disciplinary action.

### **Dress and Groom (Board Policy 525)**

- Employees set an example in dress and grooming for students and the community at large. Compliance with reasonable standards for attire and grooming has a positive effect upon the district's operation and programs.

### **Personal Injuries**

- Teachers injured on school premises are to report the matter immediately.
- Compensation insurance requires filing of the report within 24 hours.
- Forms are obtained from the school nurse.

### **Liability of Teachers (Board Policy 440)**

- Teachers must be present in the room while students are under his/her supervision.
- In case of emergency, the office must be notified and a relief teacher will be sent.
- Staff must sign a student's agenda for any student running errands and/or leaving the classroom.

### **Room Responsibilities**

- At the close of the afternoon session, please see that windows are closed and locked. Lock your door before leaving for the day.
- Teachers are responsible for seeing that no marks or defacements are placed on books, furniture, or equipment.
- No tape of any kind shall be used to fasten anything to a chalkboard.

### **Faculty Meetings (Board Policy 432 and Collective Bargaining Agreement 17.B)**

- The workday may be extended for the purpose of faculty or department meetings once per month for no more than 30 minutes.
- All teachers are required to attend professional meetings (unless excused beforehand by the principal or assistant principal).
- Please set these days aside and do not schedule medical appointments, etc. on these days.
- Meetings may be postponed at the discretion of the building principal.
- A listing of your Faculty Meetings will be shared with you at your building in the beginning of each school year.

### **Advisory Council Meetings**

- Meetings are scheduled once a month.
- All team leaders and department chairpersons are required to attend (unless excused beforehand by the principal or assistant principal).
- Provide agenda items to the office prior to the meeting.
- All staff is welcome at any of these gatherings.
- Please share concerns, issues, and information with your building representatives.
- A listing of your Advisory Council Meetings will be shared with you at your building in the beginning of each school year.

### **Print Shop**

- The Building copy machine is for minimal copy use.
- Any reproductions for the entire class (25 or more) should be sent to the Print Shop (ext. 2810).
- All printing must be duplex unless authorized by the principal.
- Please allow 4-5 days for printing.
- Both Central Office and the building principal will be responsible for monitoring copies in their perspective building.
- Please refer to the Print Shop brochure for more specific instructions.

### **Technology Equipment Distribution**

- Teachers will receive building level instructions for the acquisition and sign-out of Technology & Multimedia equipment from their building Technology Support Teacher and/or Building Administrator.
- Teachers should secure equipment in their classrooms at all times. If equipment is missing it should be immediately reported to the Main Office and the District Technology Technician.
- Teachers are not to modify the configuration of any district owned hardware (i.e., computer, iPad, laptop, projector and printer).
- Equipment should not be removed from the building without written approval from the Technology Department. This does not include laptops and iPads issued to teachers.

- Any issues with the equipment should be documented and submitted through the IT Help Desk System.
- In the event that any district owned technology equipment is lost or damaged it must immediately be reported to the Director of Curriculum and Technology and the Building Principal.
- When utilizing a building computer lab, students should be monitored at all times and should not be left unsupervised at any time.

### **Technology Help Desk System**

The IT Help Desk Ticketing System is to be used by all employees (Administrators, Clerical, Teaching, Maintenance and Paraprofessionals). The Help Desk allows for problem documentation, better tracking of materials (i.e., toner cartridges), hardware with reoccurring issues and help to plan for hardware replacements throughout the district.

The IT HelpDesk can be visited by clicking on “*IT HelpDesk*” Link on the Shaler Area School District Webpage. **ALL technology issues should be reported through this system**

Below is a sample of some of the categories we have created in order for you to help identify and route your technology issue(s). If your issue does not fit into a particular category, we do have a ‘miscellaneous’ category.

- Accounts
- Diagnostic Assessment Systems (CDT; STAR)
- Blackboard
- Core Administrative Systems (Infinite Campus)
- Curriculum Management (EdInsight)
- Data Restore
- Desktop/Workstation
- DVD/VCR Unit
- Email
- Equipment Checkout
- Grades/Comments (Infinite Campus)
- Interactive Whiteboard
- Internet Filter

### **Class Coverage (Collective Bargaining Agreement 17.C)**

- From time to time, it will be necessary for you to be assigned to cover a class when a substitute is not available.
- Each morning, please look for coverage sheets in the front office in your mailbox.
- Teachers should check with the Principal’s/Building Secretary each morning for uncovered classes.
- If interested in class coverage, please see the building secretary.
- Any employee who loses a preparation period and/or structured period because of an alternative assignment shall be compensated as stated in the Collective Bargaining Agreement 17.C.2.

## **Textbooks**

- Pick up textbook assignment sheets in the office.
- Use the following heading in blanks at top of cover: Textbook Assignment, Name of Textbook, Teacher's Name, Subject and Grade, Class Period
- List class roster alphabetically (boys and girls mixed).
- Copy book numbers and condition in class record book.
- This is your record. Deliver a copy to the Main Office.

## **Book Marking**

- Strict accounting must be kept of all books.
- Teachers are urged to have a book check at least once a grading period.
- New textbooks are numbered with the date of the year purchased, number of book and the condition of the book. For example: (2009-10A)  
A – New B – Good C – Fair D – Poor E – Bad
- This should be done at the distribution of the books.

## **Observations/Classroom Visitation**

- Classroom visitors may include members of the Central Office staff or the administrative staff of the building.
- When visitors enter the room, the classroom procedure should go on without interruption.
- It is the discretion of the visitor if he/she wants to remain.
- If convenient, make sure the visitor receives a textbook, lesson plans, lesson guide, etc.
- A conference may be scheduled following a classroom visit.

## **Classroom Speakers (Board Policy 910, 912, 913)**

- The office should be notified of all classroom speakers prior to their arrival at the building.
- All speakers must sign in and out of the office.
- Speakers should be appropriate to the students' age and also be related to the course of study or curriculum.

## **Department/Grade Level Chairpersons/Building Support– Responsibilities**

- Takes a leadership role with the department/assigned grade level in all curriculum writing, materials selection and all other instructional changes.
- Acts as a liaison between the teachers of his or her department /district wide grade level/ primary building and the principal and district administration.
- Works cooperatively with the principal/Deputy Superintendent to develop and implement department in-service programs.
- Will implement district initiatives for the purpose of curriculum and program improvement. All progress will be reported to the Deputy Superintendent.
- May assist the administration in the interviewing and selection of teachers.
- Works with the principal/Deputy Superintendent to encourage department/grade level members to keep abreast of developments in their field by: recommending attendance at conferences and workshops, maintaining appropriate memberships in professional organizations and distributing research articles that address best practices in their field.
- Schedules and sets the agenda for all departmental/grade level meetings (a minimum of three meetings must be held during the year.) A copy of the agenda and a summary of each meeting will be sent to the building principal/Deputy Superintendent.

- Assists in the review of new materials and textbooks and makes recommendations for purchase.
- Will be responsible for maintaining records for the distribution of texts and other instructional materials and the maintenance and collection of these materials.
- Maintains inter-subject lines of communication and facilities with the integration of the department subject area into the total instructional program.
- Is responsible for all reports concerning the department/grade level.
- Promotes the department within the system and in the community.
- Will be an active participant in the group responsible for developing, coordinating, and evaluating any district-wide testing program that is adopted to determine the level of success in the delivery of the curriculum content to the students.
- Assists in the orientation of new instructors into the department and takes an active part in the induction program.
- Works cooperatively with the principal/Deputy Superintendent to coordinate the review of all available test results relating to the content area and making specific suggestions for the improvement of the curriculum and instruction.
- Works cooperatively with the principal and building staff to develop and implement in-service planning for each succeeding school year.
- Assists teachers in his/her department/grade level by conducting collaborative observations with the intent to provide productive feedback that serves to enhance the instructional process. It is not the intent to supervise, but to help, support, and promote a collegial environment.

### **Team Leader Responsibilities**

- Meet three days per week with members.
- Conduct, direct, and guide team meetings.
- Facilitate **and document** parent meetings and conferences **and meetings with students**.
- Establish a method of documentation for team disciplinary actions with students **and SAP team**.
- Keep and maintain accurate records of all students and the accommodations made by the team (please pay particular attention to the needs of special education, 504 service agreement, physically handicapped and ADHD students).
- Maintain open lines of communication with guidance counselor and administration.
- Communicate with other team leaders to share information and ideas – combined team meetings.
- Encourage team members to establish Curriculum Based Activities and promote team spirit.
- Encourage interdisciplinary instruction within and outside the team.
- Submit bi-weekly meeting update to the principal.
- Attend monthly Advisory Council meetings.

### **Parking**

- Staff should park in the designated area unless the individual teacher has permission from either the building principal or Central office. Violators will be towed at their own expense for continuing to park in an unauthorized area.
- You will be provided with a SASD parking permit by your building administrator, please display this parking permit in a prominent area inside your car.

## **Morning Procedures**

### **Student Arrival (Board Policy 432, 804)**

- All staff should be positioned outside of their doors at the appropriate time, if not on morning supervision.
- Be on time for morning supervision. Please report to your assigned location no later than 5-10 minutes prior to the student's arrival.

### **Student Attendance (Board Policy 204)**

- Students will be marked late after the tardy bell, unless otherwise instructed by the Main Office.
- Complete the attendance in Grade Quick and/or complete forms as designated by the Building Administrator and return the envelope to the Guidance Office.
- Send all student excuses and/or educational requests to the Guidance Office in the Attendance Envelope.

## **Dismissal Procedures**

### **Student Dismissal (Board Policy 432, 440, 705, 804)**

#### **Bus Passes**

- Students are not permitted to ride the bus home with their friends without permission from the building principal and even then, request will only be granted in an emergency situation.
- The main office will only issue bus passes. Please send the student with the bus pass request to the office.

#### **Bus Supervision**

The responsibility of each supervisor is to help in the safe and courteous behavior of students while they board the buses.

1. Move to bus supervision area as quickly as possible.
2. Make sure all students are standing back from curb approximately 12 inches.
3. Line students up to avoid pushing and accidents boarding the bus.
4. Stay with students until all buses have departed.
5. Report any misbehaviors and or problems to the main office.
6. Remind students to walk at all times - record and report any incidents.

#### **Hall Supervision**

In order to maintain a safe and orderly environment it is important that all of us consistently work to maintain proper student behavior in the hallways. Between classes and at dismissal times each of us can contribute to this goal.

- Classroom teachers are asked to be at their doors prior to the start of class to monitor the hall between periods.
- Teachers not assigned to a class should also help monitor halls during class changes.
- Teachers should monitor the restrooms as they move through the building.

- Make sure that any student(s) moving through the hallways during scheduled class periods has a signed agenda.
- It is important to watch for students trying to leave the cafeteria during the lunch periods.
- Teachers should monitor all outside doors in the vicinity of their classroom and make sure they are completely closed.
- Teachers not assigned to a specific area are to move about the building during the assigned period. Check each student for an agenda escorting those who do not have a signed agenda back to class.
- Please follow the sign in/out procedures that are used in your building.

### **Student Photographs**

- There are times throughout the school year when photographs of students are taken at events, activities, in class, for print media, or for district web sites.
- A Photo Release form is included in the Parent/Student Handbook. Parents must sign and return if they **do not** give permission for their child's photograph to be used in any print media related to Shaler Area School District.
- All photo release forms should be turned in to the main office and a list will be generated.

### **Student Supervision (Board Policy 440)**

- Students are never to be left without adult supervision. Please ask another teacher to supervise your class if you must leave for an emergency. Any photocopying, phone calls, etc., should be taken care of during non-instructional times.
- If you have an emergency and cannot arrange coverage, please contact the office.
- All homeroom teachers should be in classrooms each morning for the arrival of students.

### **Student Phone Usage (Board Policy 440)**

- Students are to use the office phone only in circumstances deemed appropriate by the office staff.
- Students should not be using teachers' cell phones.
- Students should use classroom phones in cases of emergency or a change to scheduled school activities only.

### **Student Custody (Board Policy 207, 440)**

- A confidential custody list will be produced by the end of September.
- All information is on a need-to-know basis.
- All custody matters should be directed to the office.

### **Health Information**

#### **Sending Students to the Health Office (Board Policy 440, 207)**

- Students must have a "health room pass" with a written explanation of their illness.
- Unless a student is seriously ill, all students travel to the nurse alone.
- Students should see the nurse only for injuries that have occurred in school.
- Use discretion when sending students to the nurse.
- Please read and pay attention to the health information distributed at the beginning of the year. Please keep this information in a secure location.

### **Medications (Board Policy 210)**

- The school nurse is the only person permitted to dispense any medication.
- Protect yourself with rubber gloves if a student is bleeding (Universal precautions). If you need a universal precautions kit, please see the nurse.
- Report any student that you suspect might be self-medicating.

### **Use of Products and Chemicals in the Classroom (Board Policy 440, 703, 705)**

- No aerosols or sprays should be used around students (that includes air fresheners), unless preapproved.
- No plug-ins or solid air fresheners should be used around students.
- No students should be utilizing chemical cleaners in the classroom, unless preapproved.
- Soap and water should be used to clean in the classrooms.
- Students should use school purchased rubber cement only.

### **Suspicious of Abuse or Suicide (Board Policy 236)**

- Report any suspected abuse to Child Line at 800-932-0313.
- Take all threats of suicide seriously. Report them to the office immediately.
- Complete Suicide Prevention Training as required by the state

### **Daily Schedules, Lesson Planning, Grade Book Maintenance**

#### **Lesson Planning (Board Policy 111)**

- Lesson Plans must be submitted electronically to the “L” drive.
- Maintain up-to-date lesson plans and have current plans on desk.
- Lesson plans are due Friday, by the end of the day, for the upcoming week, for the Building Administrator to review.
- To be prepared for the unexpected, a set of lesson plans must be developed and kept in a substitute friendly location.
- Ideas to consider about lesson plans:
  - The format for lesson plans shall be decided at the building level, i.e., school wide formats, departmental formats or any individual formats – or any combination thereof – are acceptable.
  - Lesson plans shall include an objective, description of the procedure, needed resources and assessment techniques. When commercially prepared plans are in use, lesson plans shall simply refer to the appropriate phase or aspect of the program under study.
  - Plans may be prepared for each lesson or on a long-term basis, i.e., unit of work, whichever is most appropriate. Material to be used in a lesson(s) such as duplicated material, CDs, films, transparencies may serve as an integral part of the plan.

#### **Teacher’s Desk**

- A daily class schedule with each room number listed.
- Set of books should be available for visitors.
- Printed lesson plans should be on your desk during session for teaching guide and for use of supervisors. When not in use, keep this in center drawer of desk at all times.
- Class roster Seating chart (up to date) for each class
- Emergency procedure kit stored



## Materials for Substitutes

- It is your responsibility to have complete lesson plans available at all times.
- A substitute folder with emergency lesson plans should be kept in the office at all times. Please pick up sub folder in the main office, assemble, and return.
- It is your responsibility to make sure that materials in the folder are kept current.
- The following information is to be placed in the folder.....
  - Your teaching schedule (include names of co-teachers for inclusion classes)
  - Team members / neighbor teachers
  - Your desk location/office
  - An emergency lesson plan for one day of instruction
  - Your voice mail number
  - Seating charts
  - Class rosters
  - List of students with IEP's and relevant information regarding each of those students including accommodations, modifications and daily procedures
  - Teacher's aide name and schedule (if applicable)
  - Contact person
  - Anticipated lesson plans
  - Emergency information procedures
  - Morning supervision schedule
  - Bus supervision schedule
  - Specific health/behavioral information relating to the students
  - Duties

## Grade Book (Board Policy 212, 213)

- All staff members K-12 are required to use the Infinite Campus electronic grade book.
- Please keep grade entries current.
- Grade books may be reviewed at different times throughout the year.
- Midterm and report cards are to be submitted by the timeline that is established by the School District.

## Progress Report and Grades:

- You will be responsible for entering the progress report information and grades by the due dates listed in this handbook.
- The information will be pulled AUTOMATICALLY from your files on the due date.
- You will not need to SEND progress reports or grades as you did in the past.

## Grading Policy (Board Policy 213)

### Grading Scale and Weighting

	Letter Grade	AP/CHS	Honors	Standard
<b>100 - 97.50</b>	A+	5.7375	4.9725	4.25
<b>97.49 - 91.50</b>	A	5.4	4.68	4
<b>91.49 - 89.50</b>	A-	5.0625	4.3875	3.75

<b>89.49 - 87.50</b>	B+	4.3875	3.8025	3.25
<b>87.49 - 81.50</b>	B	4.05	3.51	3
<b>81.49 - 79.50</b>	B-	3.7125	3.2175	2.75
<b>79.49 - 77.50</b>	C+	3.0375	2.6325	2.25
<b>77.49 - 71.50</b>	C	2.7	2.34	2
<b>71.49 - 69.50</b>	C-	2.3625	2.0475	1.75
<b>69.49 - 59.50</b>	D	1.35	1.17	1
<b>59.49 - 0</b>	F	0	0	0

**(Reflects weights of 1.17 for Honors and 1.35 for AP/CHS)**

**Report cards shall be issued quarterly in Grades 3-12 and at the end of each semester for K–Grade 2.**

**Primary Performance Standards**

The following grading format will be used in grades K-3 as an alternative to the "A+" through "F" system outlined on page one of this policy as described below.

**Kindergarten** – Checklist format based on kindergarten standards

**Grade 1-2** – Social Studies, health, science, art, music, physical education

**Grade 3** – Handwriting, art, music, physical education

**Kindergarten Performance Levels**

- P Proficient
- D Developing
- B Beginning
- N Not Yet Evident

**Grades 1-3 Performance Levels**

- S Satisfactory
- W Working towards Expectations
- N Needs Improvement
- Blank Performing Successfully
- X Area of Concern

**Grading and Communication**

**Progress Reports (Board Policy 212, 213, 908)**

- Progress reports will be distributed to the students at designated times.
- Students take home two copies of progress reports (one to keep, one to be signed and returned).
- Please collect signed progress reports for documentation of parental review.
- If a student begins to falter or experience difficulty before or after the midpoint, teacher must notify the parents.

- Subject teachers should monitor student deficiencies and work with the Guidance Department and the home to alleviate failure situations.
- It is recommended that if any significant changes occur in a student's grade, parents should be notified with a telephone call at any time during the nine-week period.
- If you have had conferences or telephone conversations with parents or guardians concerning a student's progress, please keep the appropriate documentation.
- Any student who receives an asterisk next to his/her grade due to adaptations (not students with IEPs) must have a progress report sent to explain what adaptations were made in the general education curriculum.
- All staff must utilize the Infinite Campus progress reports.
- Positive progress reports to students are encouraged.
- Student progress report cards are not printed and sent home. Parents/guardians will have the ability to access and print student progress information through Infinite Campus at any time. Progress reports and report cards will be posted in accordance with the District Term Start/End Date calendar.

Parents/guardians that do not have access to the internet are able to request paper copies to continue to be sent home. At any time throughout the school year a parent can make this formal request through the Main Office/Guidance Office. Any questions regarding Infinite Campus should be directed to the Technology Department via [infinitecampus@sasd.k12.pa.us](mailto:infinitecampus@sasd.k12.pa.us).

### **Progress Report / Report Card Comments (Elementary/Middle/High School)**

A	--excellent grade
B	--above average grade
C	--average grade
D	--below average/passing grade
F	--failing grade
I	--incomplete/missing assignments
M	--medical excuse
S	--satisfactory progress
U	--unsatisfactory/inconsistent work
E	--commendable effort/participation
G	--has shown improvement
H	-- high quality work
J	--positive behavior/cooperative
K	--pleasure to have in class
L	--outstanding student
N	--needs to dress for gym class
O	--needs to bring materials to class
P	--works to potential
Q	--not prepared for quizzes/exams
R	--poor class attendance/tardiness
T	--tutoring recommended
V	--adaptations have been made
W	--conference/call requested
Y	--needs to put forth more effort
Z	--off task/inattentive

## **Progress Report / Report Card Comments (Primary Schools)**

- |                                      |    |  |
|--------------------------------------|----|--|
| • Follows directions                 | or | Does not follow directions                 |
| • Listens attentively                | or | Does not listen attentively                |
| • Completes work independently       | or | Does not complete work independently       |
| • Demonstrates organizational skills | or | Does not demonstrate organizational skills |
| • Follows classroom and school rules | or | Does not follow classroom and school rules |
| • Completes homework assignments     | or | Does not complete homework assignments     |
| • Exhibits self-control              | or | Does not exhibit self-control              |

## **Report Card Procedures (Board Policy 212, 213)**

For any student who has received adaptations and/or modifications, an asterisk must be placed next to the grade and the adaptations/modification form must be completed and sent with the report card. A copy of the form must be given to the office.

## **Communication to Community or Parents (Board Policy 212, 908)**

- Please be timely in responding to phone calls and requests of parents.
- Parents will be strongly encouraged to make appointments for conferences.
- Any letters sent to parents or the community as a group or of a sensitive nature, must have the principal's approval. This procedure must be followed.
- Please send a copy of all letters that you send home to the secretaries so they may field questions that may arise.
- Keep any note from a parent that you feel may be important.
- Please keep the office informed of any special concerns or issues that may need administrative assistance.
- Keep a log of phone calls.

## **Graded Student Work (Board Policy 213, 908)**

- **Prompts:** in being consistent with PA Core Standards, all reading, mathematics, and writing will be scored using the PA Rubric.
- Send home student work in a timely fashion.
- Record all grades promptly.

## **Homework Policy (Board Policy 130)**

- Students should be given homework as deemed appropriate.
- All teachers must have a written homework policy. Please send a copy of that policy to the office.
- Homework policy should be distributed to all families during curriculum night.
- Homework should be meaningful and graded in a manner that is not punitive.

## **Homework Assignments**

- A reasonable amount of homework and written preparation should be required.
- Homework should never be used as a means of punishment.
- Explain beforehand so that the assigned work is clearly understood.
- Be sure your assignment is meaningful and worthwhile.
- This is not the place for "busy" work.
- Keep assignments reasonable in length.
- Communicate with other team members in order to coordinate homework efforts.

- Assignments must be reviewed and evaluated to ensure that the student's independent work was correct.

### **Make-up Work**

- Homework requests for long-term illness require, at least, a one-day notice to procure work (initiated by parent request).
- The Guidance Office secretary will send out the necessary forms.
- Homework will be sent home only if the student has missed three or more days.
- Teachers are to turn in assignments into the Main Office or the Guidance Office according to your building's procedures.
- If a student is absent due to illness, they will have the same number of days to make up homework or tests as the number of days absent.
- The teacher has the discretion to extend this time if they see fit for extenuating circumstances.
- If a student is absent due to an educational trip and homework is given to the student, the homework must be completed and turned in when the student returns from their trip.
- If a student has been truant or has cut a class, homework or tests cannot be made up.
- If a student is on out-of-school suspension and homework has been given to the student, the homework must be completed and turned in upon the student's return.

### **Extra Credit**

- There is to be no extra credit issued to students.
- This issue should be discussed with parents at curriculum night.

### **Home / School Communication**

#### **Beginning of School (Board Policy 130, 213, 908, 915)**

- Parent Letter / Syllabus
- Introductions of teacher/teachers
- Homework policy
- School and classroom rules and procedures
- Update and maintain your teacher web page/Blackboard

#### **During the School Year**

- Make contact with the parents by phone or mail.
- If a parent contacts you in writing or by phone, please follow up with a phone call as soon as possible.
- Teachers are encouraged to make positive contacts with families throughout the year.

#### **Global Connect (Board Policy 908, 915)**

- The purpose of the Global Connect Automated Phone Message System is for the District and/or individual buildings to place an automated call at a particular time of the day to distribute important information.

### **Field Trip and Program Procedures**

#### **Field Trip (Board Policy 121, 231, 440, 705, 810, 810.2)**

When you are planning a field trip for your class, the following procedures must be followed.

- A field trip request form must be completed and submitted to the activities office for approval at least two weeks prior to the trip (60 days for out of state or overnight trips).
- A bus request form must be completed and submitted to the activities office.
- Notify the cafeteria of the date of your field trip at least two weeks in advance. Also, contact the cafeteria for bag lunches, if necessary. Make sure to complete all appropriate cafeteria paperwork.
- Permission slips must be sent home with the student and returned.
- No students will be permitted to participate in the field trip without a written permission slip.
- Verbal permission cannot be given the day of the field trip.
- Nurses should accompany field trip groups - day trips and overnight trips

### **Program Procedures (Board Policy 910, 912, 913)**

- Classroom teachers will be notified as early as possible about programs.
- Students are expected to follow all school and classroom rules while in attendance.
- Any teacher who keeps a student from a program must notify the parent and must make arrangements for that student. Students may not be left in front of the office without direct supervision. The secretaries are not to be supervising students.

### **Items for Room Display (Board Policy 440)**

#### **Items to be displayed in each classroom**

- Vision and Mission Statement for SASD
- Fire Drill Procedure
- Building safety procedure plan/folder of information

#### **Hall work displays**

- Standards should be posted in written form, not just in numbers.
- A copy of the assignment or description of the assignment
- Rubric (if applicable)
- Work displays should be changed frequently. No items should be displayed for more than a period of 3 weeks. Specific bulletin boards, presentations, etc., will be assigned by department heads.

## **Fire Drill and Safety Procedures**

### **Review of Fire Drill Procedures**

- Review the fire drill directions on the first day.
- Explain to students what to do if they are not with your class when the fire bell rings.
- Emphasize the importance of fire drills to students.

### **During a Fire Drill**

- Exit signs are posted in each room.
- Take rosters and attendance record.
- Do a head count of students.
- Make sure all doors are closed and the lights are left on.
- Close all windows and doors of the classroom.
- Hall fire doors should be closed by the last person to leave.

- Evacuation should be as quickly as possible. We would like to have the entire building evacuated in 3 minutes or less.
- Have students move quickly and quietly to the designated area.
- A bell will ring to signify the completion of the fire drill.
- After the drill is complete, return to class and attendance must be taken.
- Problems concerning the fire drill should be reported to the office.

### **Safety Plan**

- Please review the updated SASD Safety/Crisis flip chart.
- Please keep safety plan in designated area.
- Safety committee meetings to be held monthly, or on an as needed basis.

### **Weather Preparedness Drill**

During WEATHER PREPAREDNESS WEEK, as set by the Governor, all Pennsylvania schools will participate in Weather Emergency Drills. Shaler Area School will participate in the drill as the "storm" passes over the western part of Pennsylvania.

Please inform students of the procedures to be followed during the drill and impress upon them the seriousness of this exercise. Explain the plan to your class and provide instructions to the students prior to the exercise.

The student body will be informed about the weather drill during the morning announcements and all staff members should reinforce the drill procedures with each of their classes and insist on total student cooperation during the drill to insure everyone's safety. During the drill we will communicate via the PA system to initiate and to conclude the drill.

- All students will be accompanied by their teacher to the designated area in the building specific for your room.
- Students must be away from windows (glass) and exterior doors.
- Students should remain silent throughout the drill and be attentive to any announcement regarding their safety.
- Students will face a wall or locker, crouch or kneel down, place one arm in front of their face and one arm behind their head to protect them from injury.
- At the conclusion of the drill a signal will be given for all students and staff to return to their designated areas.

### **Bomb Threat—Building Evacuation - \*\*NEVER USE CELL PHONES OR RADIOS\*\***

1. A Building Evacuation announcement will be made, followed by the fire alarm bells.
  - If necessary, precautions must be taken to avoid the danger of evacuating past the location of a bomb by having an administrator notify those classes of alternate routes prior to evacuation. Unless otherwise notified, teachers should use their pre-determined fire evacuation door.
2. During the evacuation:
  - Take rosters
  - Leave lights on
  - Do not lock doors

- Staff will be asked to follow their Evacuation Plan for their designated building. Take attendance. Account for all students at the time of the evacuation
- Staff members who are on duty, having prep, etc., should attempt to clear the halls and restrooms and escort student during the evacuation. Teachers should assist students in re-joining their class.
- Building principal will notify staff and students to re-enter.

### **Supply Requisitions**

Supplies such as tablets, folders, and pencils will be requisitioned. A requisition form is to be completed and returned to the main office or the activities office. When requisitioning supplies please be specific – give the quantity, size, color, and description to eliminate errors. Teachers are asked to use careful judgment on requisitioning only what they actually need.

NOTE: Departments should indicate at budget time what types of supplies they anticipate using for the next school year. In this manner we can make sure that these supplies are ordered. If your department does not submit a list of anticipated needs during the budget process, there is no guarantee that those supplies will be available for use the following school year.

### **Student Code of Conduct**

Levels of student behavior and Corresponding Disciplinary Consequences:

#### **LEVEL I**

LEVEL I is minor misbehavior on the part of the student which impedes orderly classroom procedure or interfaces with the orderly operation of the school.

These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school personnel.

#### 1. Examples of LEVEL I student behavior:

- a. Unacceptable social behavior
- b. Disrespect
- c. Classroom disturbances
- d. Classroom tardiness
- e. Cheating and lying
- f. Abusive or offensive language
- g. Failure to complete assignments or carry out directions

#### 2. Staff Procedures:

There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. Repeated misbehavior may require a conference with the counselor or administrator. An accurate record of the disciplinary action is maintained by the staff member.

#### 3. Disciplinary options/responses:

- a. Verbal
- b. Special assignment
- c. Behavioral contract
- d. Counseling
- e. Withdrawal of privileges
- f. Detention



## **LEVEL II**

LEVEL II is misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.

These infractions, which usually result from the continuation of Level I misbehaviors, require the intervention of personnel on the administrative level because the execution of Level I disciplinary options has failed to correct the situation.

Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of the administrative personnel.

### 1. Examples of LEVEL II student misbehavior:

- a. Unmodified Level I misconduct
- b. School tardiness
- c. Truancy
- d. Smoking
- e. Using forged notes or excuses
- f. Disruptive classroom behavior
- g. Cutting class
- h. Leaving school grounds

### 2. Staff procedures:

- a. The student is referred to the administrator for appropriate disciplinary action
- b. The administrator meets with the student and/or teacher and effects the most appropriate response
- c. A record of the administrator's action is available for teacher review
- d. An accurate record of the disciplinary action is maintained by the administrator
- e. Parents will be notified
- f. A parental conference may be held

### 3. Disciplinary options/responses:

- a. Continuation of Level I responses
- b. Student behavior change
- c. Behavior modification
- d. Loss of social privileges
- e. Peer counseling
- f. Referral to an outside agency
- g. Temporary suspension
- h. In-school suspension
- i. Time-out procedures

## **LEVEL III**

Level III are acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.

These acts might be considered criminal but most frequently can be handled by disciplinary mechanism in the school.

### 1. Examples of Level III student misbehavior:

- a. Throwing objects
- b. Unmodified Level II misconduct
- c. Insubordination
- d. Fighting (simple)
- e. Vandalism (minor)
- f. Theft
- g. Threats to others which do not explicitly state or imply serious bodily injury or harm
- h. Violation of Policy #220 Student Expression (re: unauthorized publications such as underground newspapers)
- i. An initial complaint of sexual harassment of a covert nature. This may include jokes with sexual overtones, suggestive behavior, obscene gestures, insulting sounds, picture(s) which are graphic, sexually explicit, degrading or humiliating, and/or comments emphasizing sexuality or the sexual identity of an individual.
- j. Other forms of harassment which include ethnic, racial, or religious intimidation

2. Staff procedures:

- a. The administrator investigates the infraction and confers with the staff to determine the severity of infraction.
- b. The administrator meets with the student and confers with the parent about the student's misconduct. A letter concerning the disciplinary action is issued to the parent.
- c. An accurate record of offenses and disciplinary action is maintained by the administrator.
- d. There is restitution of property and damages.

3. Disciplinary options/responses:

- a. Continuation of Level I and Level II responses
- b. Temporary removal from class
- c. Temporary (1-3 days) suspension
- d. Full (4-10 days) suspension
- e. Involvement of the police

**LEVEL IV**

LEVEL IV are acts which result in violence to another's person or property or which pose a direct threat to the health or safety of persons in the school jurisdiction.

These acts are clearly criminal and are so serious that they always require administrative actions which result in the immediate removal of the student from school.

Possession and/or use of tobacco products can impair the health of students and, as such, will be considered to be a threat to their individual safety and the health of others as it relates to second-hand smoke. Refer to Policy #222 – Tobacco Use – for progressive discipline as it relates to tobacco possession or use.

It shall be a violation of School District Policy for any student or employee to possess, handle, transmit, keep, use, or threaten to use a weapon at any time while on School District property or while going to or returning from school or a school activity, event, or function by any form of transportation including a school bus, vehicle, or on foot.

1. Examples of LEVEL IV student misbehavior:

- a. Unmodified LEVEL III misconduct
- b. Bomb threat/arson/false fire alarm/dangerous weapon(s)
- c. Assault/battery/both with or without a weapon
- d. Vandalism (major)

- e. Theft/possession/sale of stolen property
- f. Possession, use, distribution, attempted distribution or being under the influence of alcohol or any controlled substance (drug) while under the school jurisdiction
- g. Threat of the use of a weapon to inflict serious bodily injury or harm including, but not limited to, the use of a weapon or toxic agents
- h. Sexual harassment of an overt nature or recurring incidents of LEVEL III sexual harassment. Overt sexual harassment may include requests for sexual favors, physical touching, fondling, pinching, kissing, exposing oneself, or sexual assault.

Staff procedures:

- a. The administrator verifies the offense, confers with the staff involved, and meets with the student. The student is read his/her constitutional rights.
- b. The student is immediately removed from the school environment. Parents are notified.
- c. A complete and accurate report is submitted to the Superintendent.
- d. The student is given a hearing before the Board.

2. Disciplinary options/responses:

- a. Level III disciplinary options
- b. Hearing (Superintendent)
- c. Expulsion (Board)
- d. Other Board action which results in appropriate discipline
- e. Involvement of legal/police authority

**Mileage Chart of Distances between Shaler Area Schools**

	Burchfield	Jeffery	Marzolf	Reserve	Rogers	Elementary	C. O. Middle School	High School
Burchfield	X	4.1	5.8	10.5	3.6	3.6	4.0	5.3
Marzolf	5.8	1.7	X	5.7	3.4	3.4	2.2	0.8
Reserve	10.5	6.1	5.7	X	7.8	7.8	6.6	4.9
Scott	3.6	1.7	3.4	7.8	X	0.0	1.5	2.9
Elementary	3.6	1.7	3.4	7.8	0.0	X	1.6	2.9
C. O. Middle School	4.0	0.5	2.2	6.6	1.5	1.6	X	1.7
High School	5.3	1.2	0.8	4.9	2.9	2.9	1.7	X

## Benefits

### Benefits Eligibility

Full-time employees of the Shaler Area School District are eligible for benefits coverage, subject to the terms and conditions of the underlying plan documents and applicable law.

### Life Insurance

- The School District will provide at its cost a Thirty Thousand Dollar (\$30,000) group term insurance policy on the life of each employee covered by the Collective Bargaining Agreement. In the event a change in carrier occurs, the District shall notify the Association in writing of such change, and also describe any policy changes, which may occur. This notice shall occur not later than fifteen (15) days prior to the change in policies.
- In addition to the aforesaid coverage of \$30,000 each employee covered by this Agreement shall have the right to purchase additional insurance of \$20,000 and the cost of such additional coverage shall be paid three-quarters by the School District and one-quarter by the employee. This premium will be adjusted annually to reflect the actual rate.
- The School District shall, upon notice by the employee, request in writing continued coverage from the insurance carrier for the employee who is granted a leave of absence. If, in the discretion of the insurance carrier, said employee, as defined above, is granted insurance coverage for additional months, the expense of said coverage shall be the responsibility of the employee. However, in the case where a professional employee is suspended, as set forth under the School Code, no life insurance coverage shall be provided under this Article.

### Medical, Vision and Dental Insurance

Shaler Area School District will provide medical, dental and vision benefits for all full-time employees. Full-time employees are eligible for medical, vision, dental insurance effective the first day of the month following the first day of their employment contract.

Employees will be provided the choice of either the Keystone Blue HMO or the Highmark PPO health insurance coverage including the prescription co-pay endorsed by the Allegheny County Health Insurance Consortium.

For each employee who enrolls in the PPO or HMO program, the School District shall provide individual, husband & wife, parent & child, parent & children or family coverage and shall pay the cost of such insurance including the cost of any rate increase during the term of this Agreement except for the [pretax/IRC Section 125] monthly employee contributions outlined in the following chart:

#### EPO – Monthly Contribution \*

Year	Individual	Family/ Husband & Wife/Parent & Child
2022-2023	\$93	\$193

#### PPO – Monthly Contribution \*

Year	Individual	Family/ Husband & Wife/ Parent & Child
2022-2023	\$132	\$307

**\* Subject to any changes designated in the Collective Bargaining Agreement**

- After the conclusion of the work year until the beginning of the next work year, the District's contribution towards the employee's health, vision and dental insurance premiums shall be further prorated based upon the percentage of workdays in the previous work year the employee received compensation. Thus, if an employee had more than five (5) days during the work year for which they did not receive compensation, other than unpaid FMLA leave, those unpaid workdays will be divided by the number of workdays in the work year to determine what percentage of the District's contribution to the premium under Article 11A (a) the District shall contribute during the months of June, July, and August. The employees shall be responsible for paying the balance of the insurance premiums not paid by the District.

**Medical Allowance**

Instead of enrolling in the group hospitalization and surgical insurance program, an employee may elect to receive a cash medical allowance of \$1,800. If thirty-six (36) or more teachers select this option as of the first day of work in a given school year, each of the 36+ teachers would receive \$2,400 in the medical allowance for that school year only. The allowance shall be made in a prorated monthly contribution under Internal Revenue Code (IRC) Section 125.

**Leaves of Absence & Bereavement**

1. Each professional employee shall be granted five (5) days leave without loss of pay and/or other benefits when a death occurs to a parent, child, spouse, or sibling.
2. Each professional employee shall be granted three (3) days of leave without loss of pay and/or other benefits when a death occurs to a daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandparent, grandparent-in-law or grandchild.
3. Each professional employee shall be granted one (1) day of leave without loss of pay and/or other benefits when a death occurs to an aunt, uncle, niece, nephew, or a first cousin.
4. All other requests for leave not specifically mentioned in paragraph 1, 2, and 3 above shall be granted according to Pennsylvania School Code.

**Sick Leave**

Each bargaining unit member shall be entitled to ten (10) days sick leave per school year as provided by Pennsylvania statutes provided. Employees may utilize up to ten (10) sick days per year to care for an ill or injured spouse, child or parent.

An employee requesting to take a Family and Medical Leave (FMLA) needs to contact the Human Resources Department at extension 2803 to obtain the FMLA booklet and forms. FMLA must be used concurrent with any other leave.

Each professional employee shall be notified of the amount of his or her accumulated sick leave on or before the first pay in September. Personal illness beyond three (3) consecutive days must be verified by a note from a physician or other practitioner.

## **Employee Assistance Program**

The EAP is available to all health plan members and provides employees and family members with free and confidential help in dealing with personal problems. This benefit provides short-term counseling for you and your family members. The EAP can help with most any kind of problem that affects your personal well-being and your ability to perform your job. These include: Marital or family problems, Financial/legal difficulties, Balancing work/life situations, Drug or alcohol abuse, emotional or stress related problems, problems related to work. Professional help is available all day, every day by calling 800-327-7272. Your call to the EAP is completely confidential and at no cost to you or your family.

## **District's Anti-Discrimination Policies**

The Shaler Area School District is committed to a policy of non-discrimination against any applicant, student, and/or employee because of race, creed, color, national origin, sex, age, or handicap. Furthermore, it is the policy of the Shaler Area School District that all students and employees should enjoy an educational experience and/or working environment free from all forms of discrimination,

including sexual harassment. No student or employee, either male or female, should be subjected to unsolicited and unwelcome sexual overtures or harassment, either verbal or physical. Students and employees are encouraged to read and become familiar with the District's process for investigating and eliminating discrimination and sexual harassment. If a student or employee of the District feels that he/she has experienced discrimination or has been harassed, this process has been developed to provide relief from the discrimination or harassment.

## **Complaint Process**

If you feel you have been discriminated against or harassed because of your race, creed, color, national origin, sex, age, or handicap, then you should notify your immediate supervisor or building principal immediately. If your building principal or supervisor is not available or you do not feel comfortable sharing your concerns with that person, or if your complaint involves that person, contact either of the District's Nondiscrimination Officers, Deputy Superintendent, and 12-month School Psychologist, are located at the District Central Office at 1800 Mt. Royal Boulevard, Glenshaw, PA 15116. The Deputy Superintendent can be contacted at (412) 492-1200 extension 2834 and the School Psychologist at extension 2818. Please be prepared to share the details of the discrimination or harassment you feel you have experienced. You will be asked to complete a copy of the Discrimination Complaint Form, which can be obtained in the Human Resources Department.

## **Compensation Days: 2021 – 2022 School Year**

### **Preparation Time**

1. Preparation Definition. A "preparation period" is defined as a period of time during the student day when an employee shall be released from instruction or student contact free from other responsibilities in order that such time may be used in preparation or other related activities connected with teacher's performance.
2. Elementary Grades (K-6). A preparation period shall be used for preparation or other related activities for a minimum of thirty (30) continuous minutes unencumbered by other duties in addition to the employee's thirty (30) minute duty-free lunch period. Each employee shall be

assigned a preparation period each workday and no less than two hundred (200) minutes preparation time in each workweek. Additional preparation time per day or per week may be assigned as the schedule permits. Any employee who loses a preparation period, duty period and/or structured period because of an alternative assignment shall be compensated at the rate of: \$27.00 per hour for each surrendered prep, duty, or structured period, for all time greater than 640 minutes for which comp time was awarded.

When the students of an elementary (K-6) homeroom are assigned to another teacher(s) who instruct these students for an entire period, the teacher(s) shall be compensated at the hourly rate. If students are split among teachers, then the hourly rate will be split by the same proportions as the students.

3. Secondary Grades – Grades 7 - 12. A preparation period shall be used for preparation or other related activities for a minimum of forty (40) continuous minutes unencumbered by other duties in addition to the employee's thirty (30) minute duty-free lunch period. Any employee who loses a preparation period, duty period and/or structured period because of an alternative assignment shall be compensated at the rate of: \$27.00 per hour for each surrendered prep, duty, or structured period, for all time greater than 640 minutes for which comp time was awarded.

An employee assigned to perform substitute duties more than three (3) times in the same school year during a structured assignment period shall be compensated at twice the period rate for loss of a preparation period.

### **Elementary Noon Duty**

Any employee who volunteers for noon duty or is assigned such duty on a daily or a continual basis for an entire semester or school year shall be paid the rate of \$17 per hour, after the first 640 minutes of comp. time has been earned. Once all professional employees have had a chance to volunteer for these duties, the District may hire lunch/recess aides for lunch/recess duty at a rate to be determined by the SASD Board. If the District is unable to adequately staff lunch/recess duty in this manner, elementary employees may be assigned noon duty on a rotating basis. Employees assigned to lunch/recess duty shall be paid the rate of \$17 per hour

### **Leave Days**

Comp Time - Employees of the Shaler Area School District shall be awarded paid comp time under the following provisions:

- Comp time will be awarded for loss of preparation, duty or structured period and for lunch/recess duty up to 640 minutes in lieu of payment.
- Comp time will be awarded up to 640 minutes (2 days) per year. A full day will be considered 320 minutes and a half day will be considered 160 minutes.
- Comp days can only be used on non-instructional days.
- Each year, days in which comp time may be utilized will be mutually determined by the District and the Association. Such days will be published via the school calendar.
- Comp days may only be used in half and full day increments.

- For the purposes of comp time, a day when students have an early dismissal will be considered a half day if comp time is used during the afternoon portion of the day.
- No more than 160 minutes of comp time can be rolled over to the following school year. Such roll over time must be used by December 31.
- Comp time cannot be used in conjunction with other paid time off such as personal days.

The following dates are eligible to be used as Comp days and have been agreed upon by the District and Association:

September 23, 2022	Early Dismissal - Homecoming
October 10, 2022	In-Service Day
November 8, 2022	In Service Day <b>(7-12 only)</b>
January 16, 2023	Clerical Day
February 20, 2023	In-Service Day
March 3, 2023	In-Service Day <b>(K-8 only)</b>
May 15, 2023	In-Service Day
May 26, 2023	Early Dismissal - Prom <b>(High School only)</b>
May 31, 2023	Early Dismissal
June 1, 2023	Early Dismissal
June 2, 2023	Early Dismissal
June 5, 2023	Clerical Day

If you have any questions regarding Comp Time, please contact the Human Resources Department at ext. 2803.



**SASD ADMINISTRATORS / CLERICAL STAFF:**

**SUPERINTENDENT OF SCHOOLS**

Dr. Sean Aiken ext. 2801  
Jeanne Hohlweg, Administrative Assistant ext. 2801

**DEPUTY SUPERINTENDENT / HUMAN RESOURCES**

Dr. Bryan O'Black, Assistant Superintendent ext. 2801  
Mary Ann Allen, Administrative Assistant ext. 2803  
Rachele Langell, Substitute Service ext. 2809

**ACADEMIC SERVICES**

Eloise Milligan, Coordinator ext. 2820

**BUSINESS OFFICE**

Sherri Jaffee, Director of Business Affairs ext. 2806  
Susan McElhinny, Administrative Assistant ext. 2807  
Payroll Consultant ext. 2811  
Diane Hart, Accounts Payable ext. 2812  
Christina Vesel-Kleinhampl, Benefits/Registrar ext. 2813  
Rebecca Harter, Transportation/Business Office ext. 2824

**PRINT SHOP**

Nancy Cole ext. 2810

**TECHNOLOGY & CURRICULUM**

Mitch Stivason Coordinator Technology ext. 2825  
Jonathan Dolny, Network Administrator ext. 2874  
Lynn Williams Administrative Assistant ext. 2805  
Eric Stocklas, Computer/Media Technician ext. 2832  
Durke Swartz, Computer/Media Technician ext. 2873  
Joe Saxman, Computer/Media Technician ext. 2874  
Joshua Palmquist, Data/Information Specialist ext. 2845/2006  
Brenda Panza, Administrative Secretary ext.2006

**NUTRITION, INC. (Food Service)**

Sue Cook ext. 1582  
Kim McCullough ext.1581

**BUILDING AND GROUNDS**

John Kaib, Supervisor ext. 2901  
Kathy Coyle, Custodial Foreman ext. 2900

**STUDENT SERVICES**

Dr. Kathleen Graczyk, Director ext. 2814  
Donna Faulkner, Administrative Assistant ext. 2815  
Fran Casertano, Administrative Assistant ext. 2816

## SHALER AREA SCHOOL DISTRICT 2022-2023 ASSESSMENT CALENDAR

Assessment	Date(s)	Grade Level(s)
PDE Classroom Diagnostic Tool (CDT) (Online)	(Test 1) September 5 – October 23 (Test 2) December 1 -19 (Test 3) February 1-17 <i>*CDT's can be administered outside of testing window for progress monitoring purposes.</i>	9-11
DIBELS Next	October 11 – October 17 January 9-13 May 8-12	K-6
STAR Reading/Math Benchmark Assessments (Online)	September 1 –September 16 December 1 – December 19 February 1 – March 24	3-12 <i>(Note Change in Grade Band)</i>
Next Step Guided Reading Assessment (NSGR)	September 1- September 23 December 1– January 20 May 1– May 31	K-3
NAEP (in selected schools)	February 6-17	TBD
PSSA – English Language Arts (includes Writing)	April 24-28	3-8
PSSA – Mathematics	May 1-May 12	3-8
PSSA – Science	May 1-May 12	4-8
PSSA ELA, Mathematics and Science Makeups	May 1-May 12	As Needed
Keystone Exams – Algebra I, Biology and Literature	Winter Wave 1: December 5-16 Winter Wave 2: January 4-18 Spring: May 15-26 Summer: July 24-28	8-11
PASA – Math & Reading	February – March	3 – 11 (select students)
PASA – Science	February - March	3-11 (select students)
AP Exams (see AP schedule for specific subject test dates/times)	May 1-5 May 8-12	11 & 12
PSAT	October 12	10 & 11
Mid-Term Exam	January 9–13	7-8-9-10-11-12
Final Exams	May 31 – June 2 May 18-25	7-11 12

**SHALER AREA SCHOOL DISTRICT  
2021-22 Term Start and End Dates**

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**FIRST REPORT PERIOD**

1 <sup>st</sup> Day of Report Period	Thursday, August 25, 2022	
Progress Grades must be in Infinite Campus	Thursday, September 23, 2022	
Progress Grades Posted to Infinite Campus	Friday, September 24, 2022	
Report Period Ends	<b><u>Friday, October 28, 2022</u></b>	(45)
Report Card Grades must be in Infinite Campus	Wednesday, November 2, 2022	
REPORT CARDS POSTED TO INFINITE CAMPUS	Friday, November 4, 2022	

**SECOND REPORT PERIOD**

1 <sup>st</sup> Day of Report Period	Monday, October 31, 2022	
Progress Grades must be in Infinite Campus	Friday, December 2, 2022	
Progress Grades Issued to Students	Tuesday, December 6, 2022	
Report Period Ends	<b><u>Friday, January 13, 2023</u></b>	(90)
Report Card Grades must be in Infinite Campus	Tuesday, January 17, 2023	
REPORT CARDS POSTED TO INFINITE CAMPUS	Friday, January 20, 2023	

**THIRD REPORT PERIOD**

1 <sup>st</sup> Day of Report Period	Wednesday, January 18, 2022	
Progress Grades must be in Infinite Campus	Friday, February 17, 2023	
Progress Grades Posted to Infinite Campus	Tuesday, February 22, 2022	
Report Period Ends	<b><u>Thursday, March 23, 2023</u></b>	(135)
Report Card Grades must be in Infinite Campus	Tuesday, March 28, 2023	
REPORT CARDS POSTED TO INFINITE CAMPUS	Thursday, March 30, 2023	

**FOURTH REPORT PERIOD**

1 <sup>st</sup> Day of Report Period	Friday, March 24, 2023	
Progress Grades must be in Infinite Campus	Monday, May 1, 2023	
Progress Grades Posted to Infinite Campus	Wednesday, May 3, 2023	
**Senior Grades must be in Infinite Campus	Friday, May 26, 2023 (By 10:00 AM)	
Report Period Ends	<b><u>Friday, June 2, 2023</u></b>	(180)
Report Card Grades MUST be in Infinite Campus	<b><u>Friday, June 2, 2-23</u></b>	
Infinite Campus Grades will be verified by NOON	<b><u>Monday, June 5, 2023</u></b>	

**REPORT CARDS MAILED HOME: Week of June 5, 2023**

**NOTE: Grades must be entered into Infinite Campus on the dates indicated above and by the times indicated for each building**

<b>Primary Schools (K-3)</b>	<b>4:00 PM</b>
<b>Elementary School (4-6)</b>	<b>3:30 PM</b>
<b>Middle School (7-8)</b>	<b>3:00 PM</b>
<b>High School (9-12)</b>	<b>3:00 PM</b>