

# **AVONWORTH SCHOOL DISTRICT**

## **FACULTY HANDBOOK**

**Revised: August 2018**

**2018-2019**

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The Avonworth School District will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, age, religion, ancestry, handicap, union membership, or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, and Sections 503 and 504 of the Rehabilitation Act of 1973. Employees and participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for individuals with disabilities should contact Ms. Jessica Taylor, Director of Student Services, 258 Josephs Lane, Pittsburgh, PA 15237, (412) 366-7171 x 1901.

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## **Mission of a Safe School Environment:**

It is the mission of Avonworth School District to educate students, provide opportunities for development of both children and adults and enforce an environment of fair, equal and respectful treatment of all individuals in our buildings. The purpose of this Faculty Handbook is to outline the expectations and considerations of behavior. The focus of overall student achievement must be supported with positive interactions and a development of clear expectations and consistent enforcement. The goal of positive, supportive interactions applies to students, teachers, administrators, counselors, staff and volunteers and relates to all interactions between each person, no matter the role. Infringement of these rights will not be tolerated and be addressed through the means below.

## **Communication of Concerns**

A variety of rules and regulations exist that govern the manner in which we perform our duties and, in turn, help students perform theirs. Become familiar with all the rules and regulations. Ask questions if you need clarification. Each faculty member is responsible for knowledge of the content of the staff handbook.

Teachers are instructed to follow board/building policy and not change room assignments or schedules or deviate from grading policy.

While there is not a mandatory communication or help chain at Avonworth, the following is the suggested path that may be used to communicate and resolve concerns:

Step 1: Alert the building principal;

Step 2: Place concerns in writing to the superintendent;

Step 3: Attend a school board meeting to address the board.

While your immediate supervisor is the first person to consider when communicating your concerns, the district recognizes that it cannot foresee all issues that may arise and does not discriminate against those who choose a different path of communication.

## **Discrimination, Intimidation, Bullying, or Harassment**

The Board declares it to be the policy of this district to provide an equal opportunity for all students and staff. According to Board Policy #448 the Board strives to provide a safe, positive working climate for its employees. Therefore, it shall be the policy of the district to maintain an employment environment in

which harassment in any form is not tolerated.

There will be no physical/verbal intimidation or racial/ethnic/gender discrimination or harassment against or between any Avonworth staff member. "Bullying" shall mean an intentional electronic, written, verbal, or physical act, or a series of acts directed at a colleague or staff member.

If you feel uncomfortable or intimidated in your work environment, you should follow these steps:

1. Report the situation to your building administrator
2. Complete Harassment Reporting Form - Appendix \_\_\_\_\_ in the back of this Handbook.

Complaints of harassment shall be investigated promptly, and corrective action will be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

## **Academic Information**

### *Academic Integrity*

The District views academic integrity to be of the utmost importance. Students should not take others work and attempt to pass it off as their own, or cheat on assignments, quizzes, or exams. Students have the responsibility to respect the intellectual and academic property of self and others. Any student caught cheating on a test or assignment or plagiarizing an assignment will receive a grade of "zero" for that test or assignment. Details of the incident will be submitted by the teacher to the administration. Parents/guardians will be notified, and disciplinary action will be taken.

### *Parent/Guardian Updates*

Teachers are advised to make frequent contact with parents/guardians through a student management system, e-mail, telephone calls, letters, and directly at school functions. Contact should be both for positive feedback and for seeking cooperation in case of problems. **Parents must be informed via phone call, email or letter if their child is receiving a 69% or lower on a report card at any time during the grading period.** Frequent updates should be made to parents regarding the failing grade, until the student has maintained at least a 70%. Learning management systems will provide up-to-date grades for students 3-12, so paper progress reports will no longer be sent home. Parents who want a hard copy of the progress report should submit a letter to the principal's office.

**It is imperative to maintain confidentiality in dealing with students, staff, and parents/guardians. Academic, social and discipline concerns involving a student should not be discussed with any teacher, staff member, parent or student without an immediate need to know.**

### *Report Cards*

It is the teacher's duty to enter the grades into Prostar or Echo. Doing so carefully and accurately will help to minimize potential problems. Counselors or counseling secretaries are not responsible for entering teachers' grades. **Teachers need to upload their grade book at a minimum once a week or at the discretion of the building principal.**

Special education teachers and related service providers are expected to send IEP progress reports home to families at the same intervals as used for report cards.

Prior to the issuance of report cards, verification sheets will be given to faculty with important information needed to fill out the grades. Check these sheets carefully against your classroom rosters. If there are any additions or deletions, please make the changes directly to the verification sheets using red ink and then highlight them. Once the changes are made, submit them to the Counseling Office.

### Report Card Schedule

See District Calendar for scheduled dates. Dates are subject to change based on schedule adjustments due to weather or unforeseen circumstances.

### Academic Eligibility

Academic Eligibility is cumulative from the beginning of a grading period and is reported on a weekly basis. A student must not be failing more than one full credit course to maintain eligibility. A full credit course is a course that meets every day. Teachers will conduct eligibility checks weekly. Athletic coaches and activity sponsors will notify parents and students regarding eligibility status.

Ineligible students must work with their teachers until a passing grade is obtained to participate (practice) the following week. Ineligible students must provide evidence to coaches and sponsors that they are working with the teachers of the courses they are failing in order to practice with the team or activity.

When a student has four consecutive weeks of failure in any two full credit courses, said student will be declared ineligible (cannot practice or play) for the remainder of the athletic season or activity duration.

Withdrawal from courses resulting in a failing grade will count toward ineligibility status.

The student must not have failed more than one full credit course or the equivalent the prior year, or the equivalent during the previous grading period. Back work may be made up, providing that it is in accordance with the rules of the school. In cases where a student's work in any preceding grading period does not meet the standards described above, the student shall be ineligible to participate in interscholastic athletics/extracurricular activities for the first 15 school days of the next grading period.

New students must meet eligibility requirements on curriculum. Students who are enrolled for the first time must comply with the requirements of the curriculum rules. The academic standing required for the preceding grading period or previous year shall be obtained from the records of the last school that the student attended.

At the end of the school year, the student's final grades and credits in his/her subjects, rather than his/her grades and credits for the last grading period, shall be used to determine eligibility for the next grading period. Courses passed in summer school count toward reinstatement eligibility.

Avonworth Grading Scale

Letter Grade	Percentage Range	QPA (Academic)	QPA (Honors)	AP (Advanced Placement)
A	93 – 100	4.00	4.50	5.00
A-	90 – 92	3.75	4.25	4.75
B+	87 – 89	3.25	3.75	4.25
B	83 – 86	3.00	3.50	4.00
B-	80 – 82	2.75	3.25	3.75
C+	77 – 79	2.25	2.75	3.25
C	73 – 76	2.00	2.50	3.00
C-	70 – 72	1.75	2.25	2.75
D+	65 - 69	1.25	1.75	2.25
D	60 - 64	1.00	1.50	2.00
F	59 or below	0	0	0

Grading System for Kindergarten – Grade 12

Keep accurate and adequate records of students’ class work and homework. A complete scholastic record for all students, book numbers issued, and attendance for all classes must be kept in accordance with District procedures and system.

Assignments should be given regularly, corrected promptly, and returned to students in a timely fashion. Students should be held accountable for classwork and homework assignments through multiple types of assessments, such as quizzes, projects, etc.

Grades must be updated and posted in a timely matter. Assessment (diagnostic, formative, summative) must be constant, but not everything assessed has to be graded. Teachers are to be prepared to share assessment data with their building principals when requested.

Grades shall accrue from a variety of sources during each grading period, as appropriate to grade level, such as quizzes, exams, homework, projects, labs, and performance tasks. Homework is to be used to provide practice and reinforcement of skills presented by the teacher, to broaden areas of interest through enrichment, to provide opportunities for parents/guardians to know what their child is studying, and to encourage parent/guardian and child interaction. **Therefore, it (homework) should not have a major influence on a student’s grade.** Retesting and/or allowing students to improve work without grade penalty is encouraged at the discretion of the teacher.

An incomplete grade for a nine-week period must be completed three weeks beyond the end of the grading period. An incomplete grade can only be given for extreme circumstances. Teachers must notify students of an “I” grade by the last day of the quarter in which the student has been issued an



incomplete. When a final grade is determined for a course and one or more of the nine week period grades remains as an incomplete grade (I), a failing grade (F) shall be given for that course and no credit shall be granted. A student must have all fair opportunity to make up an "I" grade.

### Summer Work Assignments

Teachers may assign summer work to students. The goal of summer work is reading preparation, connection to class material and work that may enhance the learning anticipated in the school year ahead. All work assigned must be accessible from the high school website prior to the end of each school year. A letter will be generated from the Counseling Office to families outlining general Advanced Placement expectations and resources. A timeline for completion of summer work may be suggested, but no work may be required for turn-in or grades prior to the first day of school.

### Grading Variables

Drop/Add in Middle and High Schools:

If a student wishes to drop or add a course, he/she must complete a Drop/Add form available in the Guidance Office and follow procedures on the form. See the counselor for assistance.

If a drop/add hearing is held, and if results of the drop/add hearing indicate that a record of a dropped course should be kept, it will be noted on the official transcript.

\*\*Avonworth High School: Request for Drop/Add Hearing Form included in Appendix.

### Incomplete Grades (I) Make-Up Time

Three weeks after report cards distributed.

### Failure Notices for Year

Check with guidance department

### 2017-2018 High School Exam Schedule

Mid-term exams will be administered during regular class times in December. No other classes are to administer assessments during these days.

Final exams will be held as scheduled on the District calendar.

### Student Support Services

Information about supports and services available to students and families is located in the Annual Public Notices, within the district website, within the "Review of Student Services" document, and contained within the Avonworth School Board's adopted policies. Please become familiar with this information and seek clarification as needed from the building principal, counselor, and/or Director of Student Services.

### Field Trips

The Avonworth School District believes that students should have varied learning opportunities that connect to real-life experiences. Field trips can provide meaningful, authentic ways for students to study curriculum outside what they learn in the classroom.

Funds for field trips are limited. Principals have the discretion to approve field trips that enhance and extend the curriculum in ways that cannot be attained through classroom activities. Teachers should select trips carefully that will afford their students the best out-of-class interactions.

The School Board will approve all funding for field trips as part of the budget process. Requisition forms, the Field Trip Request Form and the Bus Request Form, can be obtained in the principal's office of each school. Staff members requesting field trips must complete one (1) Field Trip Request Form per trip and submit it to their building principal at least one month prior to the proposed trip's date.

Field Trip Request Forms must include:

- Purpose of the trip
- Benefits to the District's educational programs
- Integration with the curriculum
- Logistical information, such as dates, number of teachers or staff, number of students, and number of buses as listed on the form
- Trips that extend beyond 50 miles or 4 hours
- Evidence of advance consultation with school nurse, including review of student lists and confirmation of nurse coverage if necessary

After receiving approval, staff members should complete one (1) Bus Request Form per field trip. These forms are available in the building office. Both the Requisition Form and the Bus Request Form must be submitted to building secretary two weeks prior to the date of the field trip. It is the responsibility of the field trip sponsor to determine whether any special transportation arrangements are needed. No buses can be scheduled for field trips by anyone other than the building secretary, who faxes the Bus Request Form to First Student.

A sponsor of a field trip may not use the Avonworth name, logo, or claim any affiliation with the school district, unless that sponsor receives Board approval and disperses funds through school accounts.

### Overnight Trips

Any staff member sponsoring a school-sanctioned (not Booster Club sanctioned) overnight trip must make every effort to submit the Field Trip Request Form to each building Principal by September 15th each school year for yearly School Board approval. Any submission beyond September 15th will be considered by the Board on an individual basis.

Students and chaperones attending an overnight trip are subject to having all bags searched by an administrator prior to the trip. A K-9 unit may also be utilized. Students and chaperones may only bring food and drink items that are sealed in store-bought packages. No baked goods are allowed.

Staff members are expected to contact their building principals immediately if a Level 4 infraction or medical issue occurs with a student. Sponsors are expected to contact the building principal after arriving back from an overnight trip with students, even when disciplinary issues do not arise.

\*\*Avonworth School District: Field Trip Request Form included in Appendix.

#### *Procedures for Obtaining Compensatory Time and Act 48 for Overnight Field Trips*

In order for a teacher to receive compensatory time and Act 48 credit for overnight field trips, the following criteria must be met:

1. The trip must be open to an entire class of students.
2. Activities during the trip must be curriculum/standards-based.
3. Daily schedule and lesson plans must be provided to prove #2, including evening activities.

Teachers should submit a packet of information to the Superintendent that includes the Field Trip/Overnight Trip Request Form (See Appendix), day and evening schedules and daily lesson plans, and a written request for compensatory time and/or Act 48 hours. One packet may be submitted per trip, but must include each teacher's signature. **Packets must be submitted prior to October 15 of each school year.**

Provided these conditions are met and the Board approves the overnight field trip, compensatory time will be awarded during non-instructional work-time equal to the hours spent beyond school day. Act 48 credit hours (up to 6 hours a day) will be awarded after the field trip upon submission of a Field Trip/Overnight Trip Evaluation Form (See Appendix) to the central office.

## **Faculty Responsibilities**

### **Mandated Reporting**

Employees and volunteers must report any suspected abuse to Childline and law enforcement. Best practice is for the staff member to make the report with a counselor or administrator present. However, the responsibility for reporting is clearly upon the individual who has the concern. If a counselor or administrator is not available, the staff member should make the report and then notify his/her building principal. Professionals who fail to report suspected child abuse are at risk of significant repercussions including loss of certification, dismissal, and criminal charges. The law considers child abuse to include bodily injury, serious mental injury, sexual abuse or exploitation, serious physical neglect or creating the imminent risk of any of the above including creating the likelihood of bodily injury or sexual abuse. Additional information and clarification may be obtained by speaking with a building administrator or counselor, the Director of Student Services, or by reviewing the information contained in the Mandated Reporting training materials.

### **Instructional Responsibilities**

Teachers should be fully acquainted with the schedule, information sheets from various areas, and instructions that are issued periodically. Teachers are responsible for knowing their schedules, responsibilities, and the weekly building calendar of events.

During assigned instruction or supervision, it is expected that teachers are not using their cell phone for personal use.

Teachers are expected to follow the master schedule. Do not alter or trade assignments without office approval.

### **Lesson Plans and Instructional Techniques**

Careful planning is critical to presenting a successful lesson. Teachers are encouraged to explore and experiment with new techniques of instruction within reasonable bounds in order that learning becomes an exciting and fruitful experience for all students.

Teachers are to follow principal's directives about procedures for submitting their lesson plans. The district unit plan template is to be used.

The principal may review unit plans and provide feedback. The principal is free to make recommendations relative to teaching, teaching methods, and to recommend materials of instruction.

Every lesson plan shall include the following: standard and/or benchmark addressed in the unit, essential questions and underlying concepts embedded in the unit, applicable assessments, daily activities, materials, and assessments. Any assistance by guest speakers and/or volunteers should also

be noted.

Teachers who invite resource persons to their classrooms should submit the name of the visitor to the principal for approval before making the invitation. All resource persons must report to the Main Office. A visitor's pass is required.

Plans should be clear for any substitute teacher or situation requiring coverage. Plans should always be easily accessible and should include a seating chart for each class. In addition, substitute plans should include notations and specific instructions related to the safety and well-being of individual students as necessary (health or behavioral needs, medications, etc.)

### Movies

Throughout the course of the school year, movies/videos may be shown in the classroom that would serve as a supplement to the classroom material being presented. In certain limited occasions, it may require parental consent. In all situations where a movie rating does not coincide with the age of the class, but where the content of the video deemed is appropriate by the teacher and the administration, parental notification is required. Students whose parents/guardians communicate disagreement with the showing of a particular movie/video may be given an alternate assignment.

### Recording Student Attendance

Since maintaining accurate attendance records is a serious obligation, be especially careful when taking roll. When teachers become careless about reporting attendance, students quickly discover means by which they can cut class. Teacher consistency and accuracy when taking roll will show your students that you consider their presence in class to be an important element in their academic progress. Teachers are asked to follow carefully and punctually the procedures listed below. A daily attendance roster is to be maintained in Pro Soft.

Take roll at the beginning of the school day and at the beginning of each class. The attendance record is sent to the office at the beginning of the school day. If a student is absent from class but not registered on the absentee list, personally notify the attendance office at your earliest opportunity. Students are considered late if they arrive after the established start of class and appropriate disciplinary measures are to be taken by the teacher if they are late for class. If they are late their first class, students must present a tardy slip from the office.

School policy states that a student must meet certain attendance criteria in order to receive credit for a course. Please make sure your attendance records are accurate and check with the office to ensure accuracy.

### Email and Voicemail

Check your email and voicemail daily. Use email, as needed, to communicate with parents,

administrators and colleagues during the school year. Any e-mail or voice mail should be responded to within a 48-hour time period. However, teachers should make all reasonable efforts to respond within 24 hours.

### Faculty Attendance

Faculty members are to be in their assigned rooms, if appropriate, or in the school according to contractual obligations according to the following times:

High School/Middle School Start & End Times:

Teacher Day: 7:15 AM - 3:00 PM

Student Day: 8:00 AM - 2:55 PM (Students dismissed to hallways at 7:50 AM)

\*Standard Discretionary Time: 7:15 AM - 7:55 AM  
2:55 PM - 3:00 PM

\*Everyone must complete 45 minutes of discretionary time. However, the 45 minutes can be used flexibly. You may choose to front or back load your discretionary time as long as you complete the 45 minutes.

Things to note:

- The latest report time: 7:45 AM.  
(Students will be in hallways starting at 7:50 AM for an 8:00 AM start of class.)
- For example, if you report at 7:45 AM, you will need to stay until 3:30 PM.
- As a standing rule, every Tuesday of each month, ALL teachers must report at 7:15 AM to provide for various meetings or professional development.
- With prior notice, you may be asked to report at 7:15 AM on other days as needed.
- Your discretionary time should be rescheduled when a parent meeting is needed/scheduled.

Elementary school: Sign In at 7:45 am/Sign Out at 3:30 pm

Primary school: Sign In at 7:50 am/Sign Out at 3:35 pm

This schedule is in effect unless banking time under Article V, Section B of the EA Collective Bargaining Agreement occurs.

Staff members are permitted to leave the building during non-assigned time periods for personal or emergency situations (lunch, payday, etc.) **by signing the sheet in the front office upon leaving and returning.**

Teacher Absence: Whenever a teacher is absent from duty for any reason, it is the teacher's

responsibility to enter the appropriate information into the AESOP system. Teachers who are absent due to sickness should follow principal's directives for notifying the building about absences. Individual principals will issue specific calling instructions. The principal should be notified, whenever possible, before 1:15 PM as to whether or not the absence will extend to the following day.

### Meetings

A variety of meetings are held throughout the school year. You are expected to attend all of these meetings on time unless given administrative permission to do otherwise.

### Correspondence

Teachers and staff are to check mailboxes each evening before you leave and each morning when you arrive. It is important that teachers check their voicemail and email each day.

### Professional Attire

Faculty and staff are to dress professionally each school day. For special events, such as parent-teacher conferences and receptions, it is suggested that faculty dress with appropriate formality.

### Purchasing of Educational Materials

All approved budgeted materials should be in your classroom at the beginning of the school year. Please review the material to ensure that your orders are correct.

Purchase of any educational materials after the beginning of the school year must be approved by the principal. A purchase order form must be completed and signed. **NO PHONE ORDERS ARE PERMITTED.** The building principal will submit all approved requisition forms to the Business Office for approval. Goods or services may not be purchased unless a purchase order has been approved.

### Procedures for Disposal of Unused Textbooks/Educational Materials

Any old or unnecessary textbooks equipment or other educational materials should not be discarded. Teachers should list these materials and submit the list to both the building principal and Mrs. Cindy Donovan. Mrs. Donovan will place the list on the Board Agenda for approval to be disposed of in the appropriate manner.

### Other Duties

A teacher's duties are not confined to instruction in the classroom. In addition to the skill and informational objectives of assigned courses, each teacher is to be concerned with the development of proper attitudes, self-respect, and pride in being a school member, politeness, and good behavior. Development of these areas of the students' education should be deliberate and not left to chance.

The effectiveness of the school depends more than anything else upon the caliber of its teachers and the instruction that takes place in the classroom. Physical facilities, elaborate equipment, and alert

administration all help, but the contact point between the school and the student body is the dialogue that occurs during classes and the personal performance of the teacher. Therefore, it is important that teachers do their work completely and professionally.

Each day our students carry home to their parent/guardians, relatives, and friends an image of what takes place in our classrooms, library, cafeteria, halls, clubs, and athletic activities. Teachers should provide students with stimulating, well-prepared lessons, and serve as a model of professional behavior. Although the teaching profession can be stressful and emotional, it is important not to express frustration or dissenting views on district matters in the presence of students or parents.

### **Supervision of Students**

Start all classes promptly. Be responsible for all students during the entire scheduled period. Never take a class out on the sports field, etc. without notification to building office. Never leave a class unsupervised nor dismiss a class before the established end time. With an understanding of more innovative and collaborative practices, teachers are responsible for all assigned students and must maintain accountability at all times.

Monitor student behavior in the classrooms, cafeterias, hallways and other learning spaces. During assigned instruction or supervision, it is expected that teachers are not using their cell phone for personal use.

Should any classroom or building damage take place with regard to furniture or property, please document it as specifically as possible and submit it to the main office. Students should be held responsible for damage done to desks, chairs and locker areas.

It is critical that accurate attendance be taken. After the attendance office is consulted, any high school or middle school student who does not appear on the daily absentee list should be issued a Discipline Report for cutting class.

Students who are late to class should not be sent to the office or held outside the classroom for any period of time. The student should either have a written pass or be subject to the penalty for tardiness as outlined in the Discipline Code.

### **Classroom Discipline**

Familiarize yourselves with the Student Discipline Code so that you know and can enforce the policies adopted by the Avonworth Board of Education. It is expected that all communication is done in a respectful manner.

It is the responsibility of each teacher to maintain an orderly and disciplined classroom. This is best



achieved by consistent, firm, reasonable, and just behavior on the part of the teacher. Physical force, threat of force, or any form of violence or embarrassment will not be supported by the Administration or the Board School Directors. In addition, teachers must maintain a professional demeanor and tone when addressing situations.

When a student has an IEP, 504 plan, or other behavioral plan, it is the responsibility of the teacher to be familiar with and implement the plan as presented. Questions and concerns should be directed first to the student's assigned case manager then to the building principal, counselor, or the Director of Student Services.

Teachers are expected to exhaust all personal effort in connection with classroom behavior of students. A personal conference or detention with the teacher is preferable as a first step in dealing with a behavior issue. Parent/guardian communication is vital and expected.

\*\*Avonworth High School: Disciplinary Action Notice Form included in Appendix.

#### Tardiness/Class Cuts

Teachers are expected to take accurate attendance every class period and to structure their lessons so **students are engaged from the start to the end of class**. Students are expected to be in class on time; tardiness interrupts the educational program. A student is considered tardy if he or she arrives to class after the start of class.

In both the High School and the Middle School, any student whose absence from class is unexcused will be charged with a class cut. Teachers must verify attendance records and/or conference with the student to determine the nature of any questionable absence prior to any referral for disciplinary action. Teachers should submit the appropriate disciplinary form to the main office for any student who cuts a class.

#### Excused Absence from a Class

Any student who is assigned to you, either in a reporting room, L.E.A.D. time, cafeteria or class, should not leave that area without your permission.

#### Change of Class

At the Middle and High Schools, prompt arrival at each class and close supervision prevent many difficulties. At the end of a class mod, dismiss your class promptly. Visibility of teachers and administrators in hallways is extremely important. Teachers should be at their doors dismissing and welcoming students. The more visible and available teachers are, the fewer problems there will be. If teachers are leaving the classroom, they should turn off the lights and lock the door. Due to the three minutes between classes, some students may find it difficult early in the year to get to class exactly on time. Please monitor this carefully and bring it to the attention of the administration if it is a problem

over a period of time.

Locker visitation should be discouraged during the change of class. Occasional checking of lavatories located near classrooms will aid in monitoring discipline and curtail destruction and graffiti.

#### Unassigned Class Time - "Personal Learning Time (PLT)"

The expanded schedule of classes provides mods per week which are free of any assignment for some students. These are independent study mods. They present a challenge, as it is the student's responsibility to use them to personal advantage. Those who wish to get the most from the school day will develop a self-tailored study plan. Students may be assigned to a resource center or classroom in lieu of unscheduled mods in a student's schedule.

During these times, students are only permitted to be in the Collaboration Center, Lopes Lounge, Cafeteria or working with a teacher in a classroom. Students should not be roaming hallways, moving locations excessively or disrupting the instruction of teachers in any part of the building, including middle school and gymnasiums. In the case of an emergency, students must report to the closest office personnel or Librarian upon evacuation of the building. Teachers are responsible for reporting extra students during these situations.

#### Lunch Supervision

Objective: To maintain/establish a polite and cooperative behavior in the cafeteria. All debris on the table and floor is to be disposed of before the student leaves the table. Students are to dispose of all trash to the containers provided. During the lunch period, students are permitted only in the following areas: cafeteria, HS lobby and courtyard. Students are not to return to their lockers once the lunch period has begun.

Teachers interested in this paid duty are to apply to the administration prior to the start of the school year.

#### Daily Announcements

Announcements are made over the Public Address System, via Smartboard/classroom televisions and posted on the district website on a daily basis. All teachers are expected to promote silence and attention during announcements. Announcements requiring repetition should be printed on the Weekly Calendar.

The calendar is published each week for teacher information and student referral. All building announcements and announcement/information flyers must have approval of the Principal and/or Office Personnel prior to posting.

### Assemblies

Teachers are to attend all assemblies at which students in their charge are in attendance. Before an assembly, teachers are to instruct students about the nature of the assembly and their expected behavior. It is not to be assumed that students will know the expected behavior. Please monitor behavior and be visible during assemblies.

### Supplemental Contracts/Reports

The Avonworth student life is enhanced by adults who offer their time as sponsors to classes, extracurricular clubs and activities. Students are expected to abide by the same District rules before and after school hours when engaging in an approved activity.

Supplemental contracts must be board approved. Staff members should not turn in reports for supplementals unless they have received formal notification of board action and have signed their supplemental contracts.

Supplemental contracts state: *“the sponsor or coach of extracurricular activities is required to present a quarterly/end of season/year written report to the District Superintendent covering his/her activities. The District Superintendent shall specify \*Guidelines for such reports. The reports may be used by the District in determining the effectiveness of each activity in relations to the overall extracurricular program.”*

\* Guidelines:

Two copies of the report shall be submitted:

- 1.) Superintendent
- 2.) a. Appropriate Principal’s Office for activities b. Athletic Director’s Office for athletics

The reports shall include, but are not limited to, the number of students involved, the purpose of the activity, costs, evaluation of the program, and requests and suggestions for the next year.

The Form for Supplemental Reports (in Appendix) must be attached to the end of activity or season report and turned in to the Athletic Director/Building Principal. The Athletic Director/Principal will sign the form and forward it with the supplemental report to the Superintendent.

In order for a supplemental stipend to be paid in any current school year, the report must be submitted to the Principal/Athletic Director for subsequent approval by the superintendent by the last teacher work day.

### Fundraising

If you are in charge of a student activity and are interested in fundraising, you must obtain a fundraising activity form from the main office and approval from the building principal. This will prevent duplication

of items sold and conflicts of sales to be held.

### Transporting Students

Due to liability, the staff is strongly discouraged from transporting students. If an emergency arises or it is necessary to transport students, administrative approval must be obtained as well as written parental permission. The following data must be on file:

- Parental permission form for each student.
- A form completed by the teacher/driver indicating the insurance company providing insurance for the vehicle.
- Administrative permission.

### School Safety & Security

#### Crisis Response Handbook

Staff members should maintain a copy of the Crisis Response Handbook of the Avonworth School District with this handbook to refer to if the need arises. Annual review of district and building emergency procedures will take place at the beginning of each school year through building principals.

#### Doors

No outside doors should be open or propped during the school day. All students and visitors should enter through the main office doors daily. All classroom doors should remain locked even when in the open position so that they can be easily closed in an emergency.

#### Keys

Teachers are assigned all necessary keys to enter assigned classrooms. Keys are never to be given to students. Keys are tagged and turned in at the end of the school year. In case of loss, replacement is the responsibility of the teacher.

#### Clearances

All employees, contractors, and volunteers must have an Act 34 Pennsylvania Criminal Background Check, Pennsylvania Act 151 Child Abuse Clearance, and an Act 114 FBI Clearance. Clearances must be updated every 36 months. All employees, contractors and volunteers must also complete required Act 126 Mandated Reporting training and provide evidence of completion.

#### Student Crisis

Refer to Crisis Response Handbook and Board Policy #819.

#### Student Injuries

If a student is injured during the school day, the school nurse must be notified to provide treatment and

make decisions about the medical care of a student. If the school nurse is out of the building, a nurse in another building will be notified and/or an Emergency Medical Team will be called for assistance.

#### Accident Reports

All accidents, regardless of when they occur, must be reported immediately. An accident report must be completed and sent to the Nurse's Office. An accident that involves property damage must be reported to the Maintenance Department.

#### Computer Use

School computers are to be used for educational purposes only. No game playing is permitted on Avonworth computers, except for those educational software packages that use a game format.

Information and programs stored on Avonworth computers, storage systems, or peripherals are the private property of the individual creator or Avonworth School District, and shall not be duplicated.

All staff, students and parents should be familiar with and adhere to the Avonworth ACCEPTABLE USE AND INTERNET SAFETY POLICY. Misuse of district devices or internet resources may result in disciplinary action.

#### Avonworth District Property

Staff members are responsible for the condition of all educational materials, classrooms assigned to them, labs they use with students, and areas of the facilities under their jurisdiction. Teachers should monitor classrooms so students do not purposely vandalize school property. Any vandalism by students should be reported to the administration. Teachers aware of vandalism or disrepair to any equipment should contact administration immediately.

Proper attention is to be given to the physical conditions of the classroom. Students should be taught to respect furniture by sitting in it properly and avoid marking walls and furniture.

Before the end of each class, check the floor. Keeping a classroom free from debris not only reflects good discipline but shows consideration of others who must occupy the room.

If classroom maintenance is needed, each staff member is required to complete a room report form, available online. To utilize the report room form, you must access the form via your email account. If problems arise with the on-line system, notify your immediate supervisor.

#### Valuables

Avonworth School District is not responsible for personal valuables. Any school-related monetary valuables should be kept in the school office. It is the staff's responsibility to secure his or her personal

belongings, including cell phones.

School Resource Officer Involvement

The district's SRO and security officers are here for the safety and security of the building. Each officer has specific responsibilities and job descriptions.

SRO Goal (as stated in SRO job description): To monitor and ensure the safety and security of students, staff, community members and property in order to create and maintain a safe and healthy learning environment.

During daily operations and school interactions a teacher should not involve an officer for addressing discipline incidents or reporting concerns. Only the Avonworth administrations and building principals have the authority to involve the police and will do so as appropriate. Only in a true emergency with imminent danger should police be notified directly.

Teachers should not share confidential information with the officers unless there is a specific need to do so.

If a student is misbehaving or violating the school discipline policy, continue to report incidents through established channels involving building leadership. Initial communications with families following classroom incidents begins with the classroom teacher.

Confidentiality of Student Records:

All staff members must comply with Family Education Rights and Privacy Act/ Health Insurance Portability and Accountability Act regulations, which include confidentiality in record keeping and maintenance of student and employee information.

Student records and any personally identifiable information should be treated with the highest levels of confidentiality. Information should not be shared except with those who have a legitimate educational need to know. Under no circumstances should student information be shared in casual conversation or with anyone who does not have a need to know.

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 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
- (2) The right to request the amendment of the student's education records that the parent/guardian or

eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

(3) The right to privacy of personally identifiable information 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.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School 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 20202-8520

With concern or to register a complaint please contact:

Avonworth School District

Ms. Jessica Taylor

Director of Student Services

258 Josephs Lane

Pittsburgh PA 15237

## **Professional Development**

### *Act 48/Continuing Education Credit Guidelines*

On November 23, 1999, Governor Ridge signed Act 48 of 1999. Among other things, the legislation requires that all certified educators complete six college credits, six credits of continuing professional education courses, 180 clock hours of continuing professional education, or any combination of collegiate studies, continuing professional education courses or learning experiences equivalent to 180 hours every five years.

Additionally, all educators are now assigned Professional Personnel IDs. To obtain your Professional Personnel

ID, follow these steps:

1. Go to the Pennsylvania Department of Education website at [www.pde.state.pa.us](http://www.pde.state.pa.us)
2. Click "Act 48 Continuing Professional Education" on the left
3. Click on "Online Act 48 Professional Education Record Management System">
4. Click "Get Your Professional Personnel ID."
5. Complete the online form and click "Get Professional Personnel ID." A seven digit number will appear.

This is your Professional Personnel ID.

The current Act 48 Officer for the district is:

**Tracey Eck** (*located in the administration building*)

ONLY THE SUPERINTENDENT CAN SIGN UNIVERSITY OR COLLEGE COURSEWORK FORMS.

Procedures for Professional Employees

District Pre-approval for **Coursework** Relative to Act 48

**Coursework – College/University:**

1. Obtain pre-approval on Request for Pre-approval of Coursework Form from the district Administration office and complete as directed. Be sure to designate any category change beyond Master's degree.
2. Sign the form and turn into DISTRICT ADMINISTRATION OFFICE in duplicate.
3. Superintendent must pre-approve ALL course work PRIOR TO THE START OF ANY COURSE.
4. After course work is completed, provide a grade transcript (report cards are NOT accepted) and receipt of tuition to central administration.
5. A copy of this form will be forwarded to the Act 48 Committee. Another copy will be placed in the personnel file. Staff members are not responsible for forwarding their own paperwork.
6. Once transcripts and receipts are received, the business office will notify payroll about salary and/or step placement if applicable.

To monitor your Act 48 progress:

1. Follow steps 1-3 above
2. Enter your Professional Personnel ID#

Please keep the personal information in your Act 48 file current. The Act 48 Officer has the forms necessary to change names, addresses, etc.

There are many ways to obtain Act 48 hours. Some common providers include the Allegheny Intermediate Unit and the Pennsylvania Department of Education, in addition to most colleges and universities.

When calculating Act 48 hours, one collegiate credit is worth 30 Act 48 hours, meaning a three credit collegiate course is worth 90 Act 48 hours *or* three collegiate credits.

When you complete an Avonworth School District-sponsored activity, the Act 48 Officer will report your hours to the state. After the hours have been reported you will receive a letter that includes the name of the event you attended, the date of the event, and the number of hours earned at the event.



Generally, Act 48 hours are reported on a monthly basis.

### Continuing Education Credits

For conventions, workshops, seminars, etc. that do not offer Act 48 credits

*Before attending the event...*

Educators, please complete the following steps:

1. Obtain a "Conventions/Workshops/Seminars Permission Request Form" from your building office. Complete the form in its entirety. Please note all fees are always paid by the requestor unless otherwise instructed. **No reimbursements will be provided unless the request came from the administration.**
2. Staple an informational item about the event to the permission request form. Information items may include a brochure, letter, or a printout from the event webpage. Forms will not be processed without an information item attached.
3. Place the permission request form, with the attached informational items, in the building principal's mailbox.

Principals, please complete the following steps:

1. Review the permission request form and attached informational items. Approve or disprove as necessary.
2. Place the permission request form, with the attached informational items, in the administration mailbox.

The Act 48 Officer will then process the form. Please allow one week for processing. Once the form is processed, the Act 48 Officer will place the yellow and white copies of the form in the appropriate building mailbox. The building office will keep the white form. The yellow form will be returned to the educator.

When attending an event for continuing education credit, please obtain proof of attendance (certificate, letter, etc.) at the event if possible. Some organizations will ask you to sign a roster or complete a form to receive Act 48 credit. Please make sure to complete said forms when asked. If you are asked to sign a roster or form, please note this on the copy of your yellow form when you return it to the Act 48 Officer for reimbursement. Otherwise, the district will report your hours to PDE.

*After attending the event...*

Educators, please complete the following steps:

1. Make a copy of the yellow permission form obtained in the above steps. If necessary add note regarding form completion or signing of roster for Act 48 credit.
2. Staple proof of attendance (certificate, letter, etc.) to the copy.
3. Place the copy of the yellow permission form with the attached proof of attendance in the administration mailbox.

The Act 48 Officer will process the information.

#### Reimbursement for Travel

The district will reimburse for travel expenses according to the IRS guidelines. In order for a trip to qualify for reimbursement, the district must request that the teacher attend a workshop, seminar, or meeting. No reimbursement will be made to teachers for trips that are not district requested.

Reimbursement for mileage includes any cost for gas or vehicle wear and tear.

#### **Avonworth School District Board Policy Information**

Title:	Maintaining Professional Adult/Student Boundaries
Number:	824
Status:	Active
Adopted:	March 13, 2017

#### **Authority**

This policy applies to district employees, volunteers, student teachers, and independent contractors and their employees who interact with students or are present on school grounds. For purposes of this policy, such individuals are referred to collectively as **adults**. The term **adults** as used in this policy, does not include district students who perform services on a volunteer or compensated basis.

All adults shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment. This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that can lead to more egregious misconduct.

The Board directs that all adults shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.[\[1\]](#)

This policy is not intended to interfere with appropriate pre-existing personal relationships between adults and students and their families that exist independently of the district or to interfere with participation in civic, religious or other outside organizations that include district students.

### **Definition**

For purposes of this policy, **legitimate educational reasons** include matters or communications related to teaching, counseling, athletics, extracurricular activities, treatment of a student's physical injury or other medical needs, school administration or other purposes within the scope of the adult's job duties.

### **Delegation of Responsibility**

The Superintendent or designee shall annually inform students, parents/guardians, and all adults regarding the contents of this Board policy through employee and student handbooks, posting on the district website, and by other appropriate methods. The building principal or designee shall be available to answer questions about behaviors or activities that may violate professional boundaries as defined in this policy.

Independent contractors doing business with the district shall ensure that their employees who have interaction with students or are present on school grounds are informed of the provisions of this policy.  
[2]

### **Guidelines**

Adults shall establish and maintain appropriate personal boundaries with students and not engage in any behavior that is prohibited by this policy or that creates the appearance of prohibited behavior.

### **Prohibited Conduct**

#### *Romantic or Sexual Relationships -*

Adults shall be prohibited from dating, courting, or entering into or attempting to form a romantic or sexual relationship with any student enrolled in the district, regardless of the student's age. Students of any age are not legally capable of consenting to romantic or sexual interactions with adults. [\[19\]](#)[\[20\]](#)

Prohibited romantic or sexual interaction involving students includes, but is not limited to:

1. Sexual physical contact.
2. Romantic flirtation, propositions, or sexual remarks.
3. Sexual slurs, leering, epithets, sexual or derogatory comments.
4. Personal comments about a student's body.
5. Sexual jokes, notes, stories, drawings, gestures or pictures.

6. Spreading sexual or romantic rumors.
7. Touching a student's body or clothes in a sexual or intimate way.
8. Accepting massages, or offering or giving massages other than in the course of injury care administered by an athletic trainer, coach, or health care provider.
9. Restricting a student's freedom of movement in a sexually intimidating or provocative manner.
10. Displaying or transmitting sexual objects, pictures, or depictions.

*Social Interactions -*

In order to maintain professional boundaries, adults shall ensure that their interactions with students are appropriate.

Examples of prohibited conduct that violates professional boundaries include, but are not limited to:

1. Disclosing personal, sexual, family, employment concerns or other private matters to one or more students.
2. Exchanging notes, emails or other communications of a personal nature with a student.
3. Giving personal gifts, cards or letters to a student without written approval from the building principal with the exception of a thank you note or letter of recommendation for a student.
4. Touching students without a legitimate educational reason. (Reasons could include the need for assistance when injured, a kindergartner having a toileting accident and requiring assistance, appropriate coaching instruction, or appropriate music instruction).
5. Singling out a particular student or students for personal attention or friendship beyond the ordinary professional adult-student relationship.
6. Taking a student out of class without a legitimate educational reason.
7. Being alone with a student behind closed doors without a legitimate educational reason.
8. Initiating or extending contact with a student beyond the school day or outside of class times without a legitimate educational reason.
9. Sending or accompanying a student on personal errands.

10. Inviting a student to the adult's home.
11. Going to a student's home without a legitimate educational reason.
12. Taking a student on outings without prior notification to and approval from both the parent/guardian and the building principal.
13. Giving a student a ride alone in a vehicle in a nonemergency situation without prior notification to and approval from both the parent/guardian and the building principal.
14. Addressing students or permitting students to address adults with personalized terms of endearment, pet names, or otherwise in an overly familiar manner.
15. Telling a student personal secrets or sharing personal secrets with a student.
16. For adults who are not guidance/counseling staff, psychologists, social workers or other adults with designated responsibilities to counsel students, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, the student should be referred to the appropriate school resource.
17. Furnishing alcohol, drugs or tobacco to a student or being present where any student is consuming these substances.
18. Engaging in harassing or discriminatory conduct prohibited by other district policies or by state or federal law and regulations. [3][4][5]

*Electronic Communications -*

For purposes of this policy, **electronic communication** shall mean a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant or pager. Electronic communications include, but are not limited to, emails, instant messages and communications made by means of an Internet website, including social media and other networking websites. As with other forms of communication, when communicating electronically, adults shall maintain professional boundaries with students.

Electronic communication with students shall be for legitimate educational reasons only.

When available, district-provided email or other district-provided communication devices shall be used when communicating electronically with students. The use of district-provided email or other district-provided communication devices shall be in accordance with district policies and procedures. [6]

All electronic communications from coaches and advisors to team or club members shall be sent in a single communication to all participating team or club members, except for communications concerning an individual student's medical or academic privacy matters, in which case the communications will be copied to the building principal. In the case of sports teams under the direction of the Athletic Director, such medical or academic communications shall also be copied to the Athletic Director.

Adults shall not follow or accept requests for current students to be friends or connections on personal social networking sites and shall not create any networking site for communication with students other than those provided by the district for this purpose, without the prior written approval of the building principal.

#### Exceptions

An emergency situation or a legitimate educational reason may justify deviation from professional boundaries set out in this policy. The adult shall be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that s/he has maintained an appropriate relationship with the student.

Under no circumstance will an educational or other reason justify deviation from the "Romantic and Sexual Relationships" section of this policy.

There will be circumstances where personal relationships develop between an adult and a student's family, e.g. when their children become friends. This policy is not intended to interfere with such relationships or to limit activities that are normally consistent with such relationships. Adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity.

It is understood that many adults are involved in various other roles in the community through non district-related civic, religious, athletic, scouting or other organizations and programs whose participants may include district students. Such community involvement is commendable, and this policy is not intended to interfere with or restrict an adult's ability to serve in those roles; however, adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity with regard to all youth with whom they interact in the course of their community involvement.

#### Reporting Inappropriate or Suspicious Conduct

Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between an adult and a student, shall immediately notify the Superintendent, principal or other administrator. [5]

All district employees, independent contractors and volunteers who have reasonable cause to suspect that a child is the victim of child abuse, shall immediately report the suspected abuse, in accordance with applicable law, regulations and Board policy. [7][8]

An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such misconduct to the Superintendent and his/her immediate supervisor, within fifteen (15) days of discovery of such misconduct. [9][10]

If the Superintendent or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Child Protective Services Law, the Educator Discipline Act or the Safe Schools Act, the Superintendent or designee shall make a report, in accordance with applicable law, regulations and Board policy. [7][8][9][10][11][12][13][14][15][16]

It is a violation of this policy to retaliate against any person for reporting any action pursuant to this policy or for participating as a witness in any related investigation or hearing.

#### Investigation

Allegations of inappropriate conduct shall be promptly investigated in accordance with the procedures utilized for complaints of harassment. [5] [17] [21] [22]

It is understood that some reports made pursuant to this policy will be based on rumors or misunderstandings; the mere fact that the reported adult is cleared of any wrongdoing shall not result in disciplinary action against the reporter or any witnesses. If as the result of an investigation any individual, including the reported adult, the reporter, or a witness is found to have intentionally provided false information in making the report or during the investigation or hearings related to the report, or if any individual intentionally obstructs the investigation or hearings, this may be addressed as a violation of this policy and other applicable laws, regulations and district policies. **Obstruction** includes, but is not limited to, violation of “no contact” orders given to the reported adult, attempting to alter or influence witness testimony, and destruction of or hiding evidence.

#### Disciplinary Action

A district employee who violates this policy may be subject to disciplinary action, up to and including termination, in accordance with all applicable district disciplinary policies and procedures. [18]

A volunteer, student teacher, or independent contractor or an employee of an independent contractor who violates this policy may be prohibited from working or serving in district schools for an appropriate period of time or permanently, as determined by the Superintendent or designee.

#### Training

The district shall provide training with respect to the provisions of this policy to current and new district employees, volunteers and student teachers subject to this policy.

The district, at its sole discretion, may require independent contractors and their employees who interact with students or are present on school grounds to receive training on this policy and related procedures.

Legal

- |                              |                                  |
|------------------------------|----------------------------------|
| <u>1. 24 P.S. 510</u>        | <u>14. 22 PA Code 10.21</u>      |
| 2. Pol. 818                  | <u>15. 22 PA Code 10.22</u>      |
| 3. Pol. 103                  | 16. Pol. 805.1                   |
| 4. Pol. 103.1                | 17. Pol. 348                     |
| 5. Pol. 248                  | 18. Pol. 317                     |
| 6. Pol. 815                  | <u>19. 18 Pa. C.S.A. 3124.2</u>  |
| <u>7. 23 Pa. C.S.A. 6311</u> | <u>20. 24 P.S. 2070.9f</u>       |
| 8. Pol. 806                  | 21. Pol. 448                     |
| <u>9. 24 P.S. 2070.9a</u>    | 22. Pol. 548                     |
| 10. Pol. 317.1               | <u>22 PA Code 235.1 et seq</u>   |
| <u>11. 24 P.S. 1302.1-A</u>  | <u>23 Pa. C.S.A. 6301 et seq</u> |
| <u>12. 24 P.S. 1303-A</u>    | <u>24 P.S. 2070.1a et seq</u>    |
| <u>13. 22 PA Code 10.2</u>   |                                  |



Section: 400 Professional Employees  
Title: Conduct/Disciplinary Procedures  
Number: 417  
Status: Active  
Adopted: February 14, 2005  
Last Revised: December 5, 2011

### **Authority**

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

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

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

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

### **Delegation of Responsibility**

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

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

1. Physical or verbal abuse, or threat of harm, to anyone.
2. Nonprofessional relationships with students.
3. Causing intentional damage to district property, facilities or equipment.
4. Forceful or unauthorized entry to or occupation of district facilities, buildings or grounds.
5. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.[\[12\]](#)

6. Use of profane or abusive language.
7. Breach of confidential information.
8. Failure to comply with directives of district officials, security officers, or law enforcement officers.[\[5\]](#)
9. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.
10. Violation of Board policies, administrative regulations, rules or procedures.[\[5\]](#)
11. Violation of federal, state, or applicable municipal laws or regulations.[\[5\]](#)
12. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, operations, administrative or disciplinary functions of the district, or any activity sponsored or approved by the Board.

Violations of Board policies, administrative regulations, rules and procedures will result in progressive penalties, including but not limited to verbal warning, written warning, reprimand, suspension, demotion, dismissal and pursuit of civil and criminal sanctions.[\[5\]](#)[\[13\]](#) Under egregious violation of regulations, rules, and policies may result in an immediate recommendation for dismissal with the Avonworth Board of School Directors.

#### Arrest or Conviction Reporting Requirements

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

An employee shall be required to submit a current criminal history background check report if the Superintendent or designee has a reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by law, and the employee has not notified the Superintendent or designee. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the employee to disciplinary action up to and including termination and criminal prosecution.[\[14\]](#)

#### Legal

- |                                    |                                |
|------------------------------------|--------------------------------|
| <u>1. 22 PA Code 235.10</u>        | <u>13. 24 P.S. 1151</u>        |
| <u>2. 24 P.S. 510</u>              | <u>14. 24 P.S. 111</u>         |
| <u>3. 24 P.S. 514</u>              | <u>22 PA Code 235.1 et seq</u> |
| <u>4. 24 P.S. 1121</u>             | Pol. 000                       |
| <u>5. 24 P.S. 1122</u>             |                                |
| <u>6. 24 P.S. 1126</u>             |                                |
| <u>7. 24 P.S. 1127</u>             |                                |
| <u>8. 24 P.S. 1128</u>             |                                |
| <u>9. 24 P.S. 1129</u>             |                                |
| <u>10. 24 P.S. 1130</u>            |                                |
| <u>11. 2 Pa. C.S.A. 551 et seq</u> |                                |
| <u>12. Pol. 451</u>                |                                |



**Action Taken by Administrator**

\_\_\_\_\_ Warning Date \_\_\_\_\_

\_\_\_\_\_ Conference with Parent and Student Date \_\_\_\_\_

\_\_\_\_\_ Saturday Detention Date \_\_\_\_\_

\_\_\_\_\_ In-school Suspension # Days: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Out of school Suspension # Days: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Other \_\_\_\_\_ Date: \_\_\_\_\_

**Administrator's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Field Trip/Overnight Trip Request Form**

*Please return to Principal's Office.*

Date: \_\_\_\_\_

Requested By: \_\_\_\_\_ Grade(s): \_\_\_\_\_

Destination: \_\_\_\_\_

Purpose of Trip:

Benefits to Educational Program:

Integration with Curriculum/Co-Curricular:

Number of Students: \_\_\_\_\_ Number of Teachers: \_\_\_\_\_ Number of Volunteers: \_\_\_\_\_

Dates of Trip: \_\_\_\_\_

Date/Time of Departure: \_\_\_\_\_ Date/Time of Return to School: \_\_\_\_\_

Pick Up Information:

Transportation Costs:

Paid By:

Number of Buses: \_\_\_\_\_

Overnight Trip: \_\_\_\_\_ Yes \_\_\_\_\_ No

Over Four (4) Hours: \_\_\_\_\_ Yes \_\_\_\_\_ No Over 50 Miles: \_\_\_\_\_ Yes \_\_\_\_\_ No

Field Trip Fees:

Paid By:

Substitute Information: \_\_\_\_\_ Half-Day \_\_\_\_\_ Full Day Paid By: \_\_\_\_\_

Other Expenses: \_\_\_\_\_ Paid By: \_\_\_\_\_

Approved by Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Copy returned to:

\_\_\_\_\_ Principal's Office \_\_\_\_\_ Staff Member \_\_\_\_\_ Transportation \_\_\_\_\_ Central Administration

(Board Approved 06-26-03)

**Field Trip/Overnight Trip Evaluation Form**

*Please complete after you have attended any field trip and return to building Principal.*

Name:

Field Trip:

Place:

Date and Times:

Curricular/Co-curricular Areas:

Contribution to Student Learning:

Comments:

**Request for Pre-Approval of Course Work**

*The Superintendent must pre-approve ALL Course Work. This form MUST be signed by the Superintendent prior to requesting Act 48 approval.*

Date: \_\_\_\_\_

Title of Course: \_\_\_\_\_

Course No: \_\_\_\_\_ Number of Credits: \_\_\_\_\_

Cost: \$ \_\_\_\_\_ Total Cost: \$ \_\_\_\_\_

Brief description of course and benefit of this work to the Avonworth School District:

Date Course Begins: \_\_\_\_\_ Date Course Ends: \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

I am applying for pre-approval for credit reimbursement: \_\_\_\_\_ Yes \_\_\_\_\_ No

Amount: \_\_\_\_\_ Date: \_\_\_\_\_

*Note: A grade transcript and evidence of the amount of tuition paid is required before reimbursement for credit is made.*



I am applying for pre-approval for Category change beyond the Master's degree: \_\_\_\_ Yes \_\_\_\_ No

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Date: \_\_\_\_\_

*Note: A grade transcript is required before an Educational Category Change is made.*

Applicant's Signature: \_\_\_\_\_

Program of Study Attached: \_\_\_\_ Yes \_\_\_\_ No

For each course, please complete and return to Dr. Ralston for approval. (Board Approved 09-18-03)

REPORT FORM FOR COMPLAINTS OF HARASSMENT

Complainant: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

School Building: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Alleged harassment was based on: (circle those that apply)

- |      |            |                 |                    |                      |
|------|------------|-----------------|--------------------|----------------------|
| Race | Color      | National Origin | Gender             | Personal Beliefs     |
| Age  | Disability | Religion        | Sexual Orientation | Professional Beliefs |

Name of person you believe has harrassed you:

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When and where incident occurred: \_\_\_\_\_

List any witnesses who were present: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_  
Complainant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received By

\_\_\_\_\_  
Date

**Drop/Add Hearing Request**

Students desiring to drop or withdraw from an Avonworth High School Course after the first two weeks of the course's academic year/semester may request a Drop Hearing, after consultation with the school counselor and appropriate teacher to remove him or herself from a current class.

*Procedure*

1. Student must complete these forms and return to his/her counselor.
2. Once a Drop Hearing Request is received by the school counselor and is approved for a Hearing by the principal, a Drop Hearing will be scheduled within five school days.
3. The Drop Hearing will consist of the student, school counselor, teacher of the course requesting to be dropped, department chair of discipline of course, and one other department chair or administration as scheduled by the school counselor. Parent(s) / guardian(s) are welcome to attend, but not required.
4. The student will be informed of the date and time of the Drop Hearing. At which time, the student should be prepared to state his/her intentions, in detail, to the Drop Hearing Committee. After the student presentation is made, the Drop Hearing Members will then discuss relevant issues and conclude with a decision. The school counselor will then inform the student of his/her options the following day.

**TO BE COMPLETED BY THE STUDENT AND PARENT**

Student's Name: \_\_\_\_\_ Date:

I am requesting to Drop:

Teacher of the Course:

If applicable, the course I request to Add:

Student Signature:

Parent Signature:

I request to drop/withdraw from the above course because: (Please write below or attach additional documentation)

**TO BE COMPLETED BY THE SCHOOL COUNSELOR:**

Faculty Drop Hearing Members: \_\_\_\_\_

Hearing Date: \_\_\_\_\_

The following recommendations may be made by a Drop Hearing Faculty Committee:

- a. Student may not drop from the course
- b. Student may drop the course with no record on the transcript
- c. Drop the course and receive partial credit and current passing grade
- d. Drop the course and receive the failing percentage grade earned
- e. Drop the course WF—no credit
- f. Drop the course WP—no credit
- g. Individualize the student’s situation and make alternative recommendations
- h. Refer to the situation back to School Counselor for professional discretion

Drop Hearing Faculty Committee Recommendation: \_\_\_\_\_

Upon learning of the Drop Committee’s decision, the student may:

- a. Accept the Committee’s decision and adjust schedule as opportunities permit
- b. Reject the Committee’s decision and make no adjustments to their schedule
- c. Reject the Committee’s decision and request a final appeal to the building principal

Student's Choice Based on Committee Decision: \_\_\_\_\_

**DROP HEARING REQUEST APPROVAL**

Date Request was received: \_\_\_\_\_

School Counselor Signature: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

(Board Approved 11/10/2003)

**FORM FOR SUPPLEMENTAL REPORTS**  
**AVONWORTH SCHOOL DISTRICT Administration Office**  
**258 Josephs Lane**  
**Pittsburgh, Pennsylvania 15237**

PRINT/TYPE NAME: \_\_\_\_\_ DATE \_\_\_\_\_

COACH/SPONSOR FOR: \_\_\_\_\_

REPORT ATTACHED \_\_\_\_\_ Yes \_\_\_\_\_ No

Supplemental contracts state: *“the sponsor or coach of extracurricular activities is required to present a quarterly/end of season/year written report to the District Superintendent covering his/her activities.*

*The District Superintendent shall specify \*Guidelines for such reports. The reports may be used by the District in determining the effectiveness of each activity in relations to the overall extracurricular program.”*

\* Guidelines:

Two copies of the report shall be submitted:

- 1.) Superintendent
- 2.) a. Appropriate Principal’s Office for activities b. Athletic Director’s Office for athletics

**In order for a supplemental stipend to be paid in any current school year, the report must be submitted to the Principal/Athletic Director for subsequent approval by the superintendent by the last teacher work day.**

**Attach this form to the supplemental report and submit to the Athletic Director/Building Principal. The Athletic Director/Principal will sign below and forward with the report to the Superintendent.**  
*(Note to AD/Principal: If sending electronically, sign, date, scan, and email to superintendent as pdf file.)*

\_\_\_\_\_  
**Athletic Director/Principal Signature** \_\_\_\_\_  
**Date**

Reviewed by Superintendent \_\_\_\_\_ Date \_\_\_\_\_

Authorization to Pay (Signature) \_\_\_\_\_

Avonworth Board of School Directors

David Oberdick, President  
Kristin Thompson, Vice President  
Jeff Carraway, Treasurer  
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John Brandt  
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**Avonworth School District Administration**

Thomas Ralston, Ed.D.-----Superintendent  
Jeff Hadley, Ed.D. -----Assistant Superintendent  
Bradley Waters -----Director of Fiscal Management and Support Services  
Jessica Taylor -----Director of Student Services  
Brandon Gary -----Director of Technology and Information Systems  
Bill Bauer -----Supervisor of Buildings and Grounds  
Brant Colamarino-----Maintenance Supervisor  
Melissa Schad-----Director of Food Services  
Tim Giel -----Director of Athletics  
Keera Dwulit-----High School Principal  
Michael Hall-----Middle School Principal  
Kaitlin Remensky-----Middle/High Assistant Principal  
William Battistone, Ph.D.-----Elementary School Principal  
Scott Miller, Ph.D.-----Primary Center Principal  
Tommie Murray-----Primary/Elementary Assistant Principal

The Avonworth School District will not discriminate in its education programs, activities or employment practices, based on race, color, national origin, gender, religion, ancestry, disability, union membership, or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, and Sections 503 and 504 of the Rehabilitation Act of 1973. Employees and participants who have an inquiry, complaint of harassment or discrimination, or who need information about accommodations for disabled persons, should contact:

Jessica Taylor  
Director of Student Services  
258 Josephs Lane Pittsburgh, PA 15237-1064 (412) 369-8738 ext. 1901

***Please sign and return to your building principal.***

**I have received and reviewed a copy of the 2018-2019 Staff Handbook and accept responsibility for knowledge of its content.**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_