



STO·ROX
SCHOOL DISTRICT

Teacher Handbook

2021-2022

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Equal Employment Opportunity

As an employee of the Sto-Rox 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 Superintendent, Building Principal or Assistant Principals 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 of your questions nor does this handbook contain all of the information you will need during the course of employment.

You will receive information through various notices as well as orally. Sto-Rox 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 Sto-Rox School District at any time without prior notice and at its sole discretion.

The Sto-Rox School District is committed to providing equal opportunity in all of 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

District Mission Statement

The essence of the Sto-Rox School District is to empower all students to ethically meet the challenges of a global society, to become self-directed, continuous learners, and to ensure, in a partnership with the community that a comprehensive educational program and support services will be provided to meet the diverse needs of all students, thus enabling them to become accountable citizens and to reach their potential.

Vision Statement

It is the vision of the Sto-Rox School District to prepare today's learner for tomorrow's world. In short, our vision is, in a cooperative manner as partners with the school community, parents and the communities we serve, to jointly offer the finest education in a fiscally responsible manner, so that all students may experience academic success.

Shared Values

Schools should serve as a unifying agent in the community. We believe that schools bring people together to learn and to live in a community spirit. The educational program must include a focus on the technical skills needed in the future workplace. We believe this should happen in a systematic way and organized way drawing on the strengths and needs of each student. The school can effectively prepare students for the new demands of society. The school environment must encourage students' self-respect, self-worth and respect for others and their property. We believe all children have the right to be educated in a safe, orderly, and supported environment where respect and responsibility are learned through positive experiences. Students and educators must learn to work in collaboration with others in identifying, organizing, planning, and allocating resources in order to achieve goals.

All members of the school community have an equal part in creating the District goals and achieving successes. Educators must help students develop trust, responsibility, tolerance, and the necessary problem solving and critical thinking skills to succeed in a diverse and ever changing society. We believe that a variety of instructional methods should be utilized to assist each student. The academic community has a responsibility to take ownership in the learning process while providing equal educational opportunities for students in grades K-12. We believe all students can achieve at high levels. Education is a cooperative effort among the entire Sto-Rox community. We believe that the school community has a responsibility to meet the academic and social needs of all students.

Students will be provided a safe, caring environment in which learning can take place. Self responsibility and the self-management of learning will be goals for all children in the District. Students should be active learners. We believe learning should be active, enriching, and have application to the world we live in. The school district should provide extracurricular programs to meet the interests of all students. The fine arts, creative arts and athletic experiences should complement the academic pursuits. Community support and involvement is necessary in providing opportunities and facilities conducive for learning. We believe that family and community integration enable students to see value in learning and foster a sense of responsibility for the student.

Professional Responsibilities

Work Hours (SREA Bargaining Unit Article VII)

- Below are the work hours for each of the buildings and in parenthesis is the AESOP call off cut off times to use in the AESOP system:

SRPC	8:15 a.m.-3:45 p.m.	(AESOP--6:15 a.m.)
SRUE	7:30 a.m.-3:00 p.m.	(AESOP--5:30 a.m.)
Jr./Sr. High School	6:55 a.m.- 2:25 p.m.	(AESOP--4:55 a.m.)

- On Fridays and on days before a holiday in which school is not in session, teachers may leave 5 minutes after the dismissal of students.
- Teachers should be using the Raptor system for checking in/out of the building and when leaving the building 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.

Absences/Tardiness Procedures (Employees)

You were hired to perform an important function at the Sto-Rox School District. As with any group effort, operating effectively takes cooperation and commitment from all. Your attendance and punctuality are very important. The District expects employees to make every effort to be present for work and adhere to their assigned schedule.

- Employees who are unable to report to work shall follow the applicable procedures *(All absences from work shall be reported into AESOP) by calling 1-800-942-3767 or through the AESOP website no later than 2 hours prior to your scheduled start time.)* For reporting his/her absence.
- Any time spent not working during an employee's scheduled day must be accounted for in AESOP using the appropriate reasons.
- Teachers require administrative approval for any late arrivals or early dismissals.
- Breaks and meal periods may only be taken during times designated by the employee's supervisor/building administrator. Any deviation from assigned hours must have prior approval from the employee's supervisor/building administrator.
- **The District will monitor attendance and absence patterns. If a pattern is suspected, the employee will be asked to provide a physician's note for further absences.**
- If three (3) sick days are used consecutively, you must provide a medical excuse upon your return to your Building Principal or Supervisor.
- The use of sick days added to personal days is highly discouraged.

Absence Without Entitlement Time or Tardiness: Course of Corrective Action

- 1st incident – Written warning (placed in personnel file)
- 2nd incident – Loudermill Hearing, 1-day suspension w/o pay
- 3rd incident – Loudermill Hearing, 3-day suspension w/o pay
- 4th incident – Loudermill Hearing, discharge

Absences/Tardiness Procedures (Students)

- The homeroom/1st period teacher is responsible for taking daily attendance. This responsibility shall not be delegated to students.
- Attendance must be submitted to the main office: Jr.-Sr. HS by 7:45 a.m.; Upper Elem by _____ a.m.; Primary by _____ a.m. using the online gradebook each day.

- If the online gradebook is not working appropriately, you will send an email to the building Secretary and CC Tim Messina. You must also put in a helpdesk request to fix the issue with gradebook.
- Primary & Upper Elem: Students who are late to school shall be sent directly to the Main Office. Do not admit students to class without a pass from the office.
- Jr.-Sr. HS: Late students will report to the ISS Teacher.

Reporting Off (SREA Bargaining Unit Article XIV)

- 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 your Building Principal.
- 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 make sure to email your building Principal for approval. The Building Principal will arrange coverage.
- If you are requesting to attend a conference, make sure you fill out the Professional Development Form on the District Website under Staff Resources. Upon approval, follow the above reporting off procedures.
- At the start of the school year (Date will be given on the Inservice day by Building Principals), all teachers are required to submit 3 emergency lesson plans in case of any unforeseen absence when plans cannot be created for a substitute teacher.
- All teachers are required to maintain an up-to-date Substitute Folder on their desk that is easily visible and accessible for the person covering their class. This folder should include, but not limited to, up-to-date seating charts, all class lists, schedule, lesson plans, IEP/Health concerns, behavior management plans, notes, etc.).
- Always complete the appropriate paperwork when documentation is required for use of a day (Legal Leave, Jury Duty, Emergency Day, FMLA Day, Bereavement, Military Leave or Unpaid Day/Leave). *****If necessary, absences should follow short-term disability or FMLA laws.***
- All other absence inquiries **MUST** go through the Superintendent.
- Personal Days:
 - The use of personal days **MUST** receive prior approval.
 - A twenty four hour notice is required for all personal day requests prior to the day of the requested leave, your request must be submitted on AESOP. If the request is not within the twenty four time range staff must make a written request to the building principal.

Leaves of Absences

Please refer to Board Policies:

[334 Sick Leave](#)

[335 Family Medical Leave](#)

[336 Personal Necessity Leave](#)

[337 Vacation](#)

[338 Sabbatical Leave](#)

Coaches Early Release Procedures

- The athletic office will notify the principal in advance when a coach is to be released to assume his/her coaching responsibilities.
- The principal will provide the coverage for the specified periods the coach will be excused.
- Special circumstances requiring earlier releases from teaching duties must have the principal's approval.
- Coaches will not be released from duties to attend or prepare for practices prior to a time designated by the building principal.

Employee Clearances

- All employees must have current clearances as required by law ([Child Abuse](#), [FBI Clearance](#), [PA Criminal History](#)). NOTE: All clearances are completed on-line by the employee and at the employee's expense. If you have any questions regarding this issue or if you have updated clearances that are not on file, call the Human Resources Dept.

Charges/Convictions for Active Employees--Obligation to Report Criminal Record

- All District employees shall notify their immediate supervisor or administrator as soon as possible, but no more than three calendar days after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:
 - crimes involving school property or funds;
 - crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
 - crimes that occur wholly or in part on school property or at a school-sponsored activity;
 - a misdemeanor which involves moral turpitude [e.g. an act or behavior that gravely violates moral sentiments or accepted moral standards of the community]; or
 - a misdemeanor which violates the public trust.
- The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses. However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension must be reported if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle.
- Failure to report under this section may result in disciplinary action, up to and including termination. Such a report shall be made as soon as possible, but in no

circumstance more than three calendar days after the event giving rise to the duty to report.

The District may conduct criminal history and background checks on its employees. An arrest or indictment shall not be an automatic basis for an adverse employment action.

- Conviction of a non-felonious crime shall not be an automatic basis for an adverse employment action. The District shall consider the following factors in determining what action, if any, should be taken against an employee who is convicted of a non-felonious crime during employment with the District:
 - the nature of the offense;
 - the date of the offense;
 - the relationship between the offense and the position to which the employee is assigned.
- For any employee who is convicted of a felony and has not been pardoned, the District shall have discretion to terminate that individual's employment or to non-renew his/her contract.
- Nothing herein shall prohibit the District from placing an employee on administrative leave or from suspending an employee based upon an arrest, indictment or conviction.

Voicemails, e-mail, and cell phones

- 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 your Building Principal/Supervisor. If they are not available, contact the Building Secretary.
- Check your school voicemail at least 2 times a day. Phone calls should be returned within 24 hours from when the call was received.
- Check email regularly throughout the day.
- Cell phones should only be used during planning periods and lunch times. **Please set ringers/tones to silent or vibrate at all times.** Cell phone use is not permitted during class, **with the exception** of communication with or approval by a school administrator.
- Teachers are to use the District telephone to conduct school business.
- Teachers should limit incoming telephone calls that are not school related.
- Staff should model appropriate and comparable behaviors that we expect from students. If students' phones are to be powered off during the day/class, so are staff member's phones.
- Texting, emailing, and taking calls during staff meetings and inservice days is not permitted. It is unacceptable and unprofessional.

- Because all computer hardware, devices, and software belong to the District, all technology (including email logs, messages, etc.) can be reviewed by district administration at any time.

Confidentiality

- School district employees are subjected to the confidentiality provisions contained in state and federal law (FERPA).
- The district has policies and procedures in effect governing the collection, maintenance, destruction, and disclosure to third parties of this information.
- Employees are encouraged to review Board Policy for further information.

Social Media Usage

- Staff members are strongly prohibited from using social networking sites such as, Facebook and Twitter to negatively portray the Sto-Rox School District in any way. The process of Progressive Discipline will occur to those violating this directive.
- Also, these websites should not be accessed from a school computer.
- 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.

Mailboxes

- Mailboxes are located in the school office. Teachers must check and empty their mailbox twice on a daily basis.
- Due to confidential information that may be placed in mailboxes, sending students to retrieve mailbox items, or having the student ask the Secretary for the items, is not permitted.

Copy Machines

- Copy machines are located in teachers' lounges.
- Students are not permitted to use the copy machines or to retrieve copies from machines.
- Notify office secretaries if there is a problem with the machine(s) or assistance is needed.

Food

- Food kept in the classrooms must be properly stored in a sealed container off the floor.
- Be sensitive to food allergies others may have. Peanut products should be kept in staff lounges only.

Staff Lounge/Work Room Hygiene, Cleanliness

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

District Equipment/Property

- District employees are not permitted to borrow or loan out any school district owned equipment. In addition, no district employee may utilize any school district facilities, resources, equipment, tools, vehicles or supplies for personal reasons. School district telephones, fax machines and e-mail devices may not be used for personal business. Cellular devices issued to school district personnel may only be used for school district purposes. All school district property issued to or utilized by school personnel is to be maintained and not misused.

Viewing of Videos, Movies, and Other Audio-Visual Material

- All movies should be of an educational purpose and rated G or PG.
- 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, please refer to the building Principal for clarification.

Chain of Command/Channels of Communication

- 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.
- The channels that appear below have been developed to promote communication and resolution of concerns and problems in an efficient, sequential manner. At no time shall any form of formal communication exist outside the channels of communication.

1. Student issues – Teachers are encouraged to discuss student issues directly with the student and if necessary with the parent. If this fails to be effective, teachers may seek further assistance from the guidance counselor, principal and in extreme cases with the Superintendent.
2. Organizational issues – Teachers are encouraged to bring issues directly to the principal. If and only if the issue is not resolved at that level, the matter may be referred to the Superintendent.
3. Athletics – Coaches are encouraged to speak directly to players and if this fails to be effective, coaches may speak to parents. Failing that, coaches may initiate a dialogue with the athletic director or principal.
4. Departmental issues – Teachers are encouraged to bring issues directly to the principal. If the matter is not resolved at that level, the Superintendent may become involved.
5. Every effort should be made to resolve issues at the lowest level through ongoing discussion, conversation, and dialogue.

Dress and Grooming

Employees set the example in dress and grooming for students and the community at large. Compliance with reasonable standards for dress and grooming has a positive effect upon the district's operations and programs. All employees are expected to be physically clean, neat, and well-groomed and dressed in a manner consistent with the needs of the job or in a manner reflecting professional or administrative assignment. The District will not tolerate dress or attire from school employees that the principal or supervisor considers disruptive, inappropriate, or which adversely affects the educational atmosphere. The following guidelines have been set:

ACCEPTABLE:

- **MEN:**
 - Dress shirt and tie; Dress pants/slacks; Collared shirt (not applicable to custodians)
- **WOMEN:**
 - Dresses or skirts; Business suits; Dress slacks; Must have at least a cap sleeve shirt (not applicable to custodians); Must have a modest, moderate neckline on all tops and dresses
- **ALL:**
 - Shoes with back straps or fully enclosed (tennis shoes are permitted); Sto-Rox apparel is appropriate only if collared
- **UNACCEPTABLE:**
 - Flip-flops, backless Birkenstocks, ball caps, tank tops; leggings, yoga pants, or workout tights unless accompanied by a mid-thigh overdress/shirt; clothing depicting drugs, tobacco, or alcohol; clothing depicting profane, obscene or vulgar messages

Personal Injuries

- Teachers injured on school premises are to report the matter immediately to the Building Principal.
- Compensation insurance requires filing of the report within 24 hours.
- Forms are obtained from the school nurse or building secretary.
- Please be sure to be checked by the school nurse immediately after the injury occurs, and have the form signed by the Building Principal and turned into the Business Office.

Liability of Teachers

- 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 planners - or provide Hall Passes in the Primary Building - 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, whiteboard, or Smartboard.

Meetings/Faculty Meetings

- **District-Wide Meetings**
 - All members of SREA are required to attend.
 - If absent, that member must obtain all information presented and implement materials when necessary.
 - Remain present and engaged during in-service meetings. Please refrain from working on non-related items on laptops and cellphones until during breaks given by presenters.
- **Faculty Meetings**
 - All members of SREA are required to attend.
 - Please contact your building administrator if you must miss a meeting for any reason, as the absence must be approved by the principal prior to being granted.
 - Staff members who coach athletic teams or sponsor activities are required to attend all meetings.

- Please follow professional courtesy during all meetings. Maintain positive interactions and instances of communication. Seek out assistance from administrators or colleagues when needed.
- Remain present and engaged during in-service meetings. Please refrain from working on non-related items on laptops and cellphones until during breaks given by presenters.

Technology Help Desk System

- If there are any technological difficulties (broken laptop, difficulties getting items to work, etc.), please email the SRSD Helpdesk (helpdesk@srsd.k12.pa.us), and a ticket will be generated for the identified technology to be fixed.

Class Coverage (SREA Bargaining Unit Article VII C.)

- From time to time, teachers are out of the building due to absences, training, or personal reasons.
- Each morning, please check your email regarding absences announcements by your building administrator and coverage solutions that will be put forth.

Behavior Management of Students

- The belief of the Sto-Rox School District is to ensure positive relationships no matter the behavior or circumstance. We strive to follow restorative approaches in our disciplinary practices.
- Each school will follow the SWPBIS Program. Please make sure to refer to the Building matrix, definitions of behaviors, and PBIS Team Members for guidance or assistance with managing behaviors if necessary.
- All behavior referrals will be turned in through the online system SWIS following and adhering strictly to the PBIS guidelines set forth in each building.
- To establish or strengthen staff-family positive relationships, all teachers are required to make and document at least 2 positive phone calls per week by the end of business on Friday or last working day of the week. These calls will be documented in the Parent Communication Log given by the building administrators.

Textbooks - Inventory, Requests, and Lost Items

Book Inventory Assignment Sheet

The Textbook Inventory Form will be sent to teachers via Google Sheets and can be found here:

- [Sto-Rox Jr./Sr. High School Book Inventory Form](#)
- [Sto-Rox Upper Elementary Book Inventory Form](#)
- [Sto-Rox Primary Center Book Inventory Form](#)

On the Sheets, complete the following information:

- In the Sheets, teachers will identify the following information:
 - Name of Textbook
 - Subject and Grade
 - Text Publish Date
 - Class Period
 - Students' first and last names
 - Dates of distribution and collection
 - 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
- List class roster alphabetically (boys and girls mixed).
- Copy book numbers and condition in class record book.
- This is your record. Share the link with administration (copy and paste in an email) when completed at the beginning and end of the year. Keep in a secure place to be collected as part of the End of the Year Summer Checklist.

Book Inventory Request Form

- Requests for additional books needed throughout the school year shall be made via *Textbook Request* Google Form. Links to the form will be shared with staff at the beginning of the year.

Lost Inventory Form

- A Google Form for lost books will be sent to teachers at the beginning of the year. This form is to be completed for students with a lost or stolen book.
- Teachers are responsible to contact parents/guardians regarding the lost item and responsibility to pay.
- Teachers are then responsible to send home the Lost Item Payment Letter identifying the name of the student, name of the book, cost of the fine, and to where it is to be sent.

Curriculum Development

- Curriculum is reviewed and revised as needed annually.
- Each teacher is responsible for working with the Director of Curriculum and Instruction and their respective department members toward the completion of the curriculum revision process according to district and building timelines.
- All teachers should have access to EdInsight for lesson plans and curriculum map.
- No deviation from the Board of Directors adopted curriculum shall be implemented.

Observations/Classroom Visitation

Classroom visitors may include members of the Central Office staff (Superintendent) or the administrative staff of the building (Principal, Assistant Principal, Director of Curriculum and Instruction, Director of Pupil Services).

- 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.
- Observations can be announced or unannounced.
- The aforementioned visitors can conduct teacher/classroom observations for the purpose of evaluating and monitoring the instructional program.

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.

Morning Procedures

Student Arrival

- 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

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

Bus Passes

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

Hall and Cafeteria Supervision

- Please refer to SWPBIS lessons and Matrix for Hallway and Cafeteria to consistently implement positive behavior management strategies/restorative practices in these areas.

- 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 will 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 planner or Hall Pass.
- It is important to watch for students trying to leave the cafeteria during the lunch periods.
- If you are assigned breakfast or lunch duty, please **be active monitors** to prevent issues from occurring.
- Teachers should monitor all outside doors in the vicinity of their classroom and make sure they are completely closed. NO door, at any time, should be propped open. If you see a door propped open, please close the door and report to the office secretary so that Security and/or administration can perform a proper investigation.
- Teachers not assigned to a specific area are to move about the building during the assigned period. Check each student for a planner or Hall Pass escorting those who do not have a signed planner or Hall Pass 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 websites.
- 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 Sto-Rox School District.
- All photo release forms should be turned in to the main office and a list will be generated.

Student Supervision

- 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

- 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

- 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

- 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

- All students must follow the district medication policy.
- Students are not permitted to possess or ingest any medication without the authorization of the school nurse.
- Students having the need to take medicine during the school day must have the medication registered with the school nurse. Contact the nurse or principal if there are any questions about the policy.
- Students using over the counter medication, e.g. Tylenol, are required to have a new container clearly marked with the student's name and proper dosage. This must be turned into the nurse's office. Students are not permitted to bring medication in any container other than the original.
- 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

- No aerosols or sprays should be used around students (that includes air fresheners), unless pre-approved.
- No plug-ins or solid air fresheners should be used around students.
- No students should be utilizing chemical cleaners in the classroom, unless pre approved.

- Soap and water should be used to clean in the classrooms.

Suspensions of Abuse or Suicide

- 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

- Lesson Plans must be submitted electronically via EdInsight.
- 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, Learning Targets, 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, PowerPoint, videos and other media.

Materials for Substitutes

All staff members who teach classes or supervise students are **REQUIRED** to leave **DETAILED** substitute plans when you are absent in order that your routines can proceed as normally as possible in your absence. Please be sure to include the following in your plans: - a list of students for each class that you teach - a list of students with special needs and resources - a copy of your daily schedule (including any duties) - lesson activities for the day(s) - discipline procedures for your classroom Lesson plans are not to be dictated over the phone. It is your responsibility to see that plans are delivered to school prior to the start of the school day.

Grade Book

- All staff members K-12 are required to use the 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.

Grading Policy

**See [Board Policy 213](#)

The Superintendent shall develop procedures for grading. The present percentage grading system in the school district will be maintained in grades one through twelve:

<u>Percentage</u>	<u>Grade</u>
90-100	A
80-89	B
70-79	C
60-69	D
50-59	E

Kindergarten will utilize "Exceeding Expectations", "Meeting Expectations", and "Below Expectations".

- There is to be no grade given on a teacher grading sheet below fifty percent (50%). However, in rare instances where a student, through blatant noninvolvement with his/her academics, earned less than a fifty percent (50%), the building principal along with the teacher's recommendation has the authority to lower the fifty percent (50%) to whatever numerical grade is appropriate. It is to be understood that special circumstances may occur and adjustments will be made accordingly.

Report Card Procedures

- All teachers are expected to have grades entered by given deadlines and narrative comments about progress included in report cards.
- Report cards are sent home following the end of the marking period. The dates for the end of each grading period are noted on the School Calendar.

Progress Report/Report Card Comments

- All teachers are expected to have grades entered by the given deadlines.
- Progress Reports will be distributed to the students at designated times.
- Teachers are expected to collect signed Progress Reports.
- When a student begins to experience difficulties (grades are dropping, missed assignments, poor test scores, etc.), it is the teachers responsibility to contact the parents and make notes in the Edinsight Parent Note portal.

Communication to Community or Parents

Teacher/parent contact provides the District with one of our best avenues for positive community relations.

- Information may be shared with parents through telephone calls, parent/teacher conferences, voicemail, e-mail, websites or other electronic means.
- Communications should be maintained on a professional level at all times. If the tone of the discourse disintegrates, the situation should be referred to the building principal so the matter can be resolved jointly in a positive manner.
- All messages must be returned within 24 hours of the call (excluding weekends and holidays).
- Any letters sent to parents or the community as a group or of a sensitive nature, must have the principal's approval.
- Any letter that you send home, please give (either paper or electronic) a copy to the building Secretary so they can field questions as they may arise.
- All parent communication must be kept in Edinsight Parent Note Portal.

Homework Policy

Please refer to [Board Policy 130](#)

- Students should be given homework as deemed appropriate. All teachers must have a written homework policy that is communicated to parents the first week of school. A copy must also be given to the Building Principal by the second Friday of school.
- Make sure the assignment given for homework is meaningful and worthwhile and not busy work.
- Keep assignments reasonable in length.

Make-up Work

- Students who have been absent for legitimate reasons are allowed to make up missed school work without penalty. The student should be given an amount of time equivalent to the amount of time absent to make up their work.
- Homework requests for long-term illness require, at least, a one day notice to procure work (initiated by parent request).
- Please consider that students who are absent for extended periods of time often have a large amount of makeup work. Therefore, special accommodations may need to be considered.

Home/School Communication

Beginning of School

- Parent Letter introducing yourself and include your expectations, school, class rules and procedures, about Google classroom and homework policy.

During the School Year

- Make contact with parents by phone or email
- Return all communication within 24 hours
- 2 positive phone calls are required on a weekly basis
- All communication is to be kept in Edinsight Parent Portal Notes.

Field Trip and Program Procedures

Please refer to [Board Policy 121](#)

- Student field trips are an extension of the classroom.
- Field trips, however, are not to be regarded as an entitlement but a student privilege.
- Sponsors are expected to provide appropriate supervision on field trips and enforce school rules and standards for conduct.
- Sponsors of field trips shall submit a completed Field Trip/Bus request to the principal for preliminary approval. No field trip should be considered approved until written notification is received from the principal's office.
- All school rules and regulations that apply to conduct in school and at school events at home or away are equally applicable on field trips. The sponsor is responsible for reporting all disciplinary infractions immediately upon return to the school.
- The ratio of faculty/adult chaperones to students is 1-20. It is the sponsor's responsibility to be sure the 1-20 ratio is maintained.
- Field trips must have relevance to the curriculum.
- An accurate list of students who will be attending the field trip shall be submitted with the request form. A copy of this list must be sent to the attendance office at least one week prior to the trip.
- Teachers are responsible to ensure that all field trips conform in content and activity to the prescribed curriculum and learning. Exposure to experiences involving drugs, alcohol, sex, violence, vulgarity, nudity, etc. are inappropriate to a captive high school audience and should be avoided.

Items for Room Display

- Evacuation route
- Lockdown procedure
- Bullying & Attendance policies
- Mission & Vision Statements
- Standards & Objectives- listed and visible
- Substitute folder (emergency plans too)
- Classroom rules
- Bell schedule
- Student Profile (when you receive the poster)

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 records.
- Do a headcount 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.
- Evacuations 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.
- After the drill is complete, return to class and attendance must be taken.
- Problems concerning the fire drill should be reported to the office.

District Safety Policies

Unlawful Harassment

- The policy of the district is to maintain a working environment in which harassment in any form is not tolerated. The Board prohibits all forms of unlawful harassment of employees and third parties by district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. Employees who feel they have been harassed are encouraged to promptly report such incidents. Complaints of harassment shall be investigated promptly and corrective action taken when allegations are substantiated.

Discrimination and Harassment

Please refer to [Board Policy 348](#)

Violence/Bullying in the Workplace

- The Sto-Rox School District is strongly committed to providing a safe workplace. The purpose of this information is to minimize the risk of personal injury to employees and their personal property, and the organization.
- Employees are discouraged from engaging in any physical confrontation with a violent or potentially violent individual.
- Employees are expected and encouraged to exercise reasonable judgment in identifying potentially dangerous situations.

Drug-, Alcohol-, and Tobacco-Free Workplace

The District seeks to provide a safe drug-free workplace for all of its employees.

A. Prohibited Acts - Drugs and Alcohol: Therefore, the manufacture, distribution, dispensation, possession, use of or presence under the influence of alcohol, inhalants, controlled substances or substances represented to be such, or unauthorized prescription medication, is prohibited on school premises or at school activities. In addition, the District will not condone the involvement of any employee with illicit drugs, even where the employee is not on District premises. Employees of the school system shall not possess, use, or distribute any illicit drug or alcoholic beverage while on school premises or while responsible for chaperoning students on school-sponsored trips. Any employee who possesses, uses, or distributes any illicit drug or alcoholic beverage on school premises, or while responsible for chaperoning students on a school-sponsored trip may be disciplined, up to and including discharge. All school employees shall cooperate with law enforcement agencies in investigations concerning any violation of this provision.

B. Tobacco Products: Tobacco use during school hours and on school property presents a health and safety hazard that can have serious consequences for the user and the non-user and the safety of the schools. For purposes of the policy, tobacco use shall mean all use of tobacco, including cigars, cigarettes, e-cigarettes, pipes and smokeless tobacco. Tobacco use by employees in a school building and on any school property, buses, vans and vehicles that are owned, leased or controlled by the school district is prohibited. Employees who violate this policy will be subject to disciplinary action, up to and including termination from employment.

C. Reasonable Suspicion Testing: All employees shall be required to undergo alcohol and drug testing at any time the District has reasonable suspicion to believe that the employee has violated the District's policy concerning alcohol and/or drugs. Reasonable suspicion alcohol or drug testing may be conducted when there is reasonable suspicion to believe that the employee has used or is using drugs or alcohol prior to reporting for duty, or while on duty, or prior to or while attending any District function on or off District property. The District's determination that reasonable cause exists must be based on specific, contemporaneous, accurate observations concerning the appearance, behavior, speech or body odors of the employee. A trained supervisor must make the observations. Refusal to consent to testing will result in disciplinary action, up to and including termination of employment.

D. Consequence for Violation: Employees who violate the District's policies and rules regarding alcohol or drug use shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, discipline or discharge from employment with the District, and referral to appropriate law enforcement officials for prosecution. See Board policy 4162. Compliance with the District's policies and rules is mandatory and is a condition of employment.

E. Notification of Conviction: As a further condition of employment, an employee who is engaged in the performance of a federal grant shall notify the District Administrator of any criminal drug statute conviction for a violation occurring in the

workplace no later than three days after such conviction. Within ten days of receiving such notice – from the employee or any other source – the District shall notify the federal granting agency of the conviction. After receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency.

Student Abuse

- Under the Child Protective Services Law, all school employees are required to report suspected child abuse. An employee who has reasonable cause to suspect that a student is a victim of serious bodily injury, sexual abuse, or sexual exploitation is required to immediately make a report to ChildLine and inform their building principal. The employee making the report has immunity from civil and criminal liability under the law. Willful failure of a school employee or administrator to report student abuse is a violation of the law. The Director is required by law to notify police officials and the District Attorney in the locality where the abuse may have occurred and does not have discretion in this matter. Law enforcement officials will work with the appropriate child protective agency to conduct an investigation, the results of which will be forwarded to the Department of Education. School district employees reporting student abuse should maintain the confidentiality of the student and member of the staff. The employee, according to the law, should not discuss details of the event with any other employee or person. It is the responsibility of the school district administration to notify those with a need to know, including the parents, of all allegations.

Weapons Policy - Employees

Please refer to [Board Policy 218.1](#)

- In order to provide for an orderly school environment and safe workplace, the possession of weapons, firearms, and dangerous instruments and/or look-alike weapons and dangerous instruments by employees while on school grounds or at school sponsored activities, either on their person or in any vehicle operated by and employee, or provided by the Sto-Rox School District is strictly prohibited, regardless if the employee has a right-to-carry permit.

Complaint Process

- Any concerns should initially be resolved at the lowest level possible
- Ensure that with any concerns or complaints that solutions and suggestions are provided to participate in the problem solving process as a team.

- When necessary, the employee should seek union representation or complete the grievance process when requests or demands are outside of contractual obligations
- Please refer to previous pages to find more information on the **Chain of Command**.

Whistleblower Employee Protection

A. Complaint Procedure: If any employee of the District reasonably believes that some policy, practice, or activity of the District is in violation of law, a written complaint must be filed by that employee with the District Administrator. If the complaint is about a practice or activity of the District Administrator, the complaint must be filed with the Board President.

B. Purpose: It is the intent of the District to adhere to all laws and regulations that apply to the District, and the underlying purpose of this provision is to support the District's goal of legal compliance. The support of all employees is necessary to achieve compliance with various laws and regulations.

C. Anti-Retaliation: An employee is protected from retaliation only if the employee brings the alleged unlawful policy, practice, or activity to the attention of the District and provides the District with a reasonable opportunity to investigate and correct the alleged unlawful policy, practice, or activity pursuant to the District's chain of command or complaint policies. The protection described below is only available to employees who comply with this requirement. The protection against retaliation that is described below does not limit the District from taking disciplinary or other employment action, including termination, against an employee where that discipline or employment action is not based on the employee's filing of a good faith complaint under this policy. The District will not retaliate against an employee who in good faith has made a protest or raised a complaint against some policy, practice, or activity of the District, or of another individual or entity with whom the District has a business relationship, on the basis of a reasonable belief that the policy, practice, or activity is in violation of law or a clear mandate of public policy. The District will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any policy, practice, or activity of the District that the employee reasonably believes is in violation of law or a rule or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment. Nothing herein shall limit or diminish an employee's protections against retaliation for filing a complaint, or participating in an investigation or legal proceeding, if such actions are protected by state and/or federal law.

Security

Please refer to [Board policy number 709](#)

Emergency Preparedness

Please refer to [Board Policy number 805](#)

Benefits and Related Subjects

Information is available through the Human Resources/Business Office regarding:

- Direct Deposit
- Dental, Health, Vision Insurance
- Tax-Sheltered Annuity (TSA)
- Sick, Personal, Vacation & Holiday Days
- AFLAC
- Bereavement Leave
- Liability Insurance
- FMLA
- Life Insurance
- Workers' Compensation
- Long-Term Disability
- Garnishments
- Tuition Assistance
- Employee Assistance Program
- Change of Payroll Deductions/Discrepancies
- Unemployment Compensation/Reasonable Assurance
- COBRA Law Continuation of District Health Plan Participation
- The Public School Employees' Retirement System (PSERS)

Benefits Eligibility

Please refer to SREA Professional Negotiation Agreement Appendix B Insurance coverage.

Employee Assistance Program

- We recognize that a variety of personal problems can have a negative effect on an employee's job performance. Sometimes we can solve these problems on our own, whereas, at other times we need assistance.
- The Sto-Rox School District encourages you to utilize the benefits of our EAP program through Lytle EAP Partners. Services are offered to you at no cost and provide confidential counseling and information services. For more information call 1-800-327-7272.

Nepotism

- Applicants for employment in the District shall be selected without regard to a relationship by affinity or consanguinity, which they may have with a current employee of the District.
- To avoid possible conflicts of interest, which may result from employment procedures, an employee who is related by affinity or consanguinity to another employee or applicant shall not participate in any decision to hire, retain, promote, evaluate or determine the salary of that person.

Covid-19

Covid-19 has had an effect on all Districts in Pennsylvania. With the opening of schools, each District was required to create a plan for conducting operations on a day-to-day basis.

The link to this plan is below. Please visit the site for specific information pertaining to [Covid-19](#).

SRSD Administrative/Clerical Staff Phone Listing

DISTRICT - WIDE

Frank Dalmas	Superintendent	5236	fdalmas@srsd.k12.pa.us
Susan Gratton	Secretary to Superintendent/ Board Secretary	5236	sgratton@srsd.k12.pa.us
Paul Sroka	Business Manager	5248	psroka@srsd.k12.pa.us
Tina Nagel	Secretary to Business Manager/ Transportation Secretary	5217	tnagel@srsd.k12.pa.us
Sophie Shuhilo	Accounts Payable Secretary	5275	sshuhilo@srsd.k12.pa.us
	Payroll/Personnel/Benefits Secretary	5263	@srsd.k12.pa.us
HELPDESK	Helpdesk for Computer Issues		helpdesk@srsd.k12.pa.us
Brian Worst	Network Specialist	5277	bworst@srsd.k12.pa.us
Paul Schell	Computer Technician	1125	pschell@srsd.k12.pa.us
Dayna Sikora	Director of Pupil Services	4010	dsikora@srsd.k12.pa.us
William Schleicher	Director of Curriculum and Instruction and Federal Programs	4050	wschleicher@srsd.k12.pa.us

JR.-SR. HIGH SCHOOL, 1005 Valley Street, McKees Rocks, PA 15136

Sam Weaver	Assistant Principal of Student Affairs	1020	sweaver@srsd.k12.pa.us
Chris Captline	Assistant Principal of Academic Affairs	1030	ccaptline@srsd.k12.pa.us
Beth Harvey	Secretary	1000	bharvey@srsd.k12.pa.us
Joe Herzing	Sr. Guidance Counselor	4103	jherzing@srsd.k12.pa.us
Stacey Huber	Jr. Guidance Counselor	4104	shuber@srsd.k12.pa.us
Marsha Hansberry	Central Registration/ Jr.-Sr. Guidance Secretary	4100	mhansberry@srsd.k12.pa.us
Toni Daloiso	Pupil Services/Special Educ. Secretary	4000	tdaloiso@srsd.k12.pa.us
Gail Piole	School Nurse	1040	gpiole@srsd.k12.pa.us
Dave Coleman	Probation Officer	1045	dcoleman@srsd.k12.pa.us
Tim Messina	Attendance Officer/Home-School Visitor	4020	tmessina@srsd.k12.pa.us
Lisa Hatton	Food Services Director	1055	lhatton@srsd.k12.pa.us
Tammy Eberlein	Food Service Secretary	1055	teberlein@srsd.k12.pa.us
LaRoi Johnson	Athletic Director	4200	jlroi@srsd.k12.pa.us

UPPER ELEMENTARY SCHOOL, 298 Ewing Road, McKees Rocks, PA 15136

Heather Johnston	Principal	2010	hjohnston@srsd.k12.pa.us
Patty Pielt	Secretary	2000	ppielt@srsd.k12.pa.us
Robin Cato	Dean of Students	2210	rcato@srsd.k12.pa.us
Katie Couch	Guidance Counselor	4105	kcouch@srsd.k12.pa.us
Gail Piole	School Nurses	2040	gpiole@srsd.k12.pa.us
Clare Teti	School Psychologist	4070	cteti@srsd.k12.pa.us

PRIMARY CENTER, 300 Ewing Road, McKees Rocks, PA 15136

	Principal	3030	@srsd.k12.pa.us
Cindy Alexander	Secretary	3000	calexander@srsd.k12.pa.us
Julie Blanc	Dean of Students	3314	jblanc@srsd.k12.pa.us
Celeste Sicilia	Head Teacher	3313	csicilia@srsd.k12.pa.us
Desire Krawchyk	Guidance Counselor	4106	dkrawchyk@srsd.k12.pa.us
Michelle Jacobs	School Psychologist	4080	kpaolicelli@srsd.k12.pa.us
Gail Piole	School Nurse	3040	gpiole@srsd.k12.pa.us

Appendix A - Term Start and End Date Calendar

Sto-Rox School District 2021-2022 Calendar

AUGUST 2021						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

16 Prof. Development (Act 80)
 17 Prof. Development (Act 80)
 18 Clerical Day
 19 First Day for Students

I S
12 9

FEBRUARY 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

21 Presidents Day (No School)

I S
19 19

SEPTEMBER 2021						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

06 Labor Day (No School)
 29 Prof. Development (Act 80)
 (No School for Students)

I S
21 20

MARCH 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

18 End of 3rd Nine Weeks
 21 Clerical Day
 (No School for Students)

I S
23 22

OCTOBER 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

22 End of 1st Nine Weeks
 25 Clerical Day
 (No School for Students)

I S
21 20

APRIL 2022						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 Prof. Development (Act 80)
 (No School for Students)
 14-18 Easter Break
 ??? Standardized Testing

I S
18 17

NOVEMBER 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

24-29 Thanksgiving Break

I S
18 18

MAY 2022						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

27 Last Day for Students/
 Graduation
 30 Memorial Day
 31 Clerical Day for Teachers
 ??? Standardized Testing

I S
21 20

DECEMBER 2021						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

23-31 Christmas Break

I S
16 16

JUNE 2022						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

TBD Kennywood

JANUARY 2022						
S	M	T	W	Th	F	S
2	3	4	5	6	7	1
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

11 End of 2nd Nine Weeks
 12 Clerical Day
 17 MLK Day/Professional
 Development (Act 80)
 (No School for Students)

I S
21 19

School Hours
 Primary Center (Grades K-3) 8:30 a.m. to 3:30 p.m.
 Upper Elementary School (Grades 4-6) 7:45 a.m. to 2:45 p.m.
 Jr.-Sr. High School (Grades 7-12) 7:20 a.m. to 2:13 p.m.
 X = No School

Board Approved: April 29, 2021

Appendix B - Progress Reports/Report Card Calendar

**STO-ROX SCHOOL DISTRICT
PROGRESS REPORTS / REPORT CARD SCHEDULE**

September 20, 2021	Mid-way point of nine weeks
Week of September 20, 2021	Progress reports sent home
October 22, 2021	End of 1 st nine weeks
Week of October 26, 2021	1 st quarter report cards sent home
November 23, 2021	Mid-way point of nine weeks
Week of November 30, 2021	Progress reports sent home
January 11, 2022	End of 2 nd nine weeks /1 st semester
Week of January 18, 2022	2 nd quarter report cards sent home
February 14, 2022	Mid-way point of nine weeks
Week of February 14, 2022	Progress reports sent home
March 18, 2022	End of 3 rd nine weeks
Week of March 22, 2022	3 rd quarter report cards sent home
April 26, 2022	Mid-way point of nine weeks
Week of April 26, 2022	Progress reports sent home
May 27, 2022	End of 4 th nine weeks /2 nd semester
May 27, 2022	Graduation
Week of May 31, 2022	4 th quarter report cards sent home Jr.-Sr. High School students only

I, _____, have received the Sto-Rox SREA Employee Handbook for the 2021-2022 school year, and I agree to follow the rules and regulations of the handbook. I further agree to follow all Board policies and procedures which are on the District website at www.srsd.k12.pa.us.

NETWORK AND INTERNET ACCESS: EMPLOYEE CONSENT AND WAIVER

1. My use of the Sto-Rox School District's network must be consistent with the District's primary goals.
2. I will not use the Sto-Rox School District network for illegal purposes of any kind.
3. I will not use the Sto-Rox School District network to transmit threatening, obscene, or harassing materials. The District will not be held responsible if I participate in such activities.
4. I will not use the Sto-Rox School District network to interfere with or disrupt network users, services, or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer viruses, or using the network to make unauthorized entry to any other machine accessible via the network.
5. It is assumed that information and resources accessible via the Sto-Rox School District network are private to the individuals and organizations which own or hold rights to those resources and information unless specifically stated otherwise by the owners or holders of rights. Therefore, I will not use the Sto-Rox School District network to access information or resources unless permission to do so has been granted by the owners or holders of rights to those resources or information.

Employee Signature

Date

***** DETACH THIS FORM AND RETURN TO YOUR
BUILDING PRINCIPAL/ADMINISTRATOR *****