



2021 - 2022

WEST MIFFLIN AREA SCHOOL DISTRICT  
FACULTY HANDBOOK

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## INFORMATION AND PROCEDURES

### ACADEMIC STANDARDS

The purpose of academic standards is to establish rigorous assessments to facilitate the improvement of student achievement and to provide parents and communities a measure by which school performance can be determined. Curriculum planning and daily lessons must correlate to the PA common core standards. Standards are to continue to be displayed in classrooms and with student work.

#### Differentiated Instruction

Differentiated instruction is the adaptation of a curriculum to meet a student's needs which may include remediation or enrichment, and/or flexible grouping. In accommodating student needs, an emphasis is placed on all instructional strategies that support the continuous progress of each individual student. Although students may be in the same grade level, instructional strategies for remedial support and enrichment are provided. The use of resource personnel and their expertise in remediation and enrichment strategies also provide significant contributions in helping to meet the individual needs of students. Resource personnel model instructional strategies as they work directly with students, but also provide support through consultation with teachers on appropriate strategies to implement in the classroom.

#### Lesson Plans

Excellence in planning is a requisite to excellent instruction. Lesson plans are required to be submitted to the building principal before Monday at 7:30 a.m. and must show the lesson objective, Pennsylvania Common Core standards, page numbers, general procedure to be followed, and forms of assessment.

### ACCIDENT REPORTING

Athletes injured on the athletic field, during practice sessions, or during an interscholastic contest must immediately report directly to the athletic event coach for the completion of proper paperwork. All other students must immediately report accidents to the school nurse or one of the principals, so that the proper claims can be made and medical bills paid by the insurance company.

Teachers and all other staff members who are injured on the job must immediately file a report with the nurse or a principal. Even if you do not think the injury is serious, file the report and complete the appropriate form(s). In addition, please contact Ms. Arbasak (ext. 3016) to report it

for workers' compensation. Whether you seek medical attention or not still report it to Ms. Arbasak.

## ACCOUNTABILITY

Please remember that as a public employee you are accountable, by law, for your actions. Follow school district policies and if you are not certain about what to do in a given situation, ask for advice or help.

### Reporting Child Abuse or Neglect

Steps for reporting suspected child abuse (younger than 18 years of age)

- If you suspect a child is being abused, immediately report it to your supervisor and/or designee. It is not the responsibility of the teacher to determine abuse but it is your responsibility to report suspected abuse.
- If you are the person who first suspected and/or received information of possible child abuse, YOU must make the report by telephone and/or the PA Child Welfare Portal.
- If by phone, call 412-473-2000 or 1-800-932-0313\* with concerns about the well-being of a person under the age of 18 years. These numbers answer 24 hours a day, 7 days a week.
- If on-line, mandated reporters are requested to use the [PA Child Welfare Portal](#) to report suspected abuse.

When you report child abuse or neglect, you will be asked for information such as

- name of the child
- child's home address
- age of the child
- name of the child's primary caregiver
- concerns you have that prompted you to make the call

You can make the call anonymously and do not have to give your name or contact information.

The [Pennsylvania ChildLine and Abuse Registry](#) is known as "ChildLine." ChildLine accepts and assigns reports of child abuse to county children and youth agencies for investigation. ChildLine may also provide information and referral services for families and children.

### 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 Pupil Services, or by reviewing the information contained in the Mandated Reporting training materials.

### ACCOUNTING

All money collected for any purpose must be deposited daily in the school's internal account. No money is to be turned into the administrative assistant/secretary unless reported on a MONIES COLLECTED FORM. Please list date, account name, account number, student's name, and a receipt number if a receipt is issued. The person who signs for the receipt books should also sign all receipts and monies collected forms. Do not send money to the office with a student or leave money in or on a desk.

All students should be given a receipt for money collected from them over \$5.00. An official receipt book may be obtained from the administrative assistant/secretary. These receipt books are to be used only by individuals depositing funds into the internal account. Each individual person is responsible for his/her own receipt books and receipt books are to be turned in at the end of the school year to the administrative assistant/secretary.

District policy requires all fundraising projects to be accompanied by a FUNDRAISING APPLICATION. All fundraising projects must have prior approval of the administrator for activities. NO MONEY should be left in the classroom overnight. All funds should be secured in the school safe in the main office of each school campus immediately upon completion of the activity.

### ADMINISTRATIVE ASSISTANT/SECRETARIAL WORK

The secretaries are directed to accept work from the administration or designee only. Teachers are not to submit work to secretaries unless approved by the building principal(s).

### ARRESTS

All employees shall report in writing, within 72 hours to the Superintendent or designee, any arrests/charges.

### 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.

### ATTENDANCE AT SCHOOL FUNCTIONS

You are invited and encouraged to attend various school functions throughout the school year. These activities include games, parties, dances, plays, programs, and commencement activities. Please come out and support our students. Attending events is a great way to build relationships and interact with students and parents outside of the classroom setting.

### CAFETERIA ACCOUNTS

Eating from our cafeteria is a cost-effective way of eating breakfast/lunch without having to worry about packing something each night from home. While you can pay-as-you-go, you may also put money into an account which can be drawn from as needed. Under no circumstance should any professional employee take food/snacks and/or drinks from the cafeteria without paying for them.

### CELL PHONES/TELEPHONES

A telephone is provided in all classrooms for professional calls. Office telephones are not to be used for personal calls. Unless it is a personal emergency, teachers and staff should not be using their personal cell phones during the school day. This includes texting and/or utilizing applications on the phone. Work-related instructional employee-student communication should occur on School District owned devices only. Cell phone usage and personal calls shall not interfere with direct instruction and assigned supervisory responsibilities.

### CERTIFICATION

It is the responsibility of the school employee to maintain all appropriate subject area certifications and endorsements required for employment.

### CHILDREN OF STAFF

The children of faculty/staff members are not allowed to attend meetings and/or professional development activities. Child care arrangements must be made during these events/activities and on instructional employee workdays. The Principal and/or School District Administration shall manage any emergencies or exceptions at their discretion.

### CLASSROOM MANAGEMENT

It is the expectation that all teachers utilize and implement classroom management strategies that will enforce all school rules and help to create an environment that is conducive to learning. Individuals who are unable to control their classrooms and enforce the necessary rules need to ask for assistance from their building principals. Creating a culture of learning requires all teachers to

do their part so that the consistent enforcement of school rules takes place.

You have the authority at all times in each school building to correct and reprimand any student not conforming to school regulations. Teachers are also responsible to ensure no students are left behind in their classrooms at the end of the school day.

### Instructional Time

Professional employees are expected to make good use of instructional time. Poor classroom management results in the loss of instructional time, and consequently student learning. Instruction should begin at the scheduled time and should continue until the specified dismissal. It is recommended, that in most cases, the lights in the classroom remain on during times of instruction. The use of videos, movies, and other visual media should be related to the PA Common Core, a teacher's lesson plans, and be meaningful to the instructional goals being taught unless approved by the Building Principal.

### Movies & Videos

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. A movie or video that is longer than 10 minutes needs approval from the building principal.

In certain limited occasions, a movie or video 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 is deemed 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.

## CLEARANCES PROCEDURES

### Classification of Contract Employees:

#### School Employees:

Central Office Administrators, Confidential Administrative Assistants, Secretaries, Act 93 Administrators, Act 93 Service Employees, Teachers, Paraeducators, Maintenance, Nurses, Guidance Counselors, CLRS Counselors, Custodians, Coaches, Activity Sponsors, Lifeguards (over 18 yrs. old) Cafeteria workers, Cafeteria Substitutes, Custodian Substitutes, District Technology Personnel, ROTC instructors, Summer Employees (ESY, Summer School, etc.), and School Police.

#### Clearance Procedures:

- A. When an individual is applying for a paid position in the West Mifflin Area School District, they will be given an informational sheet as outlined in **APPENDIX A**. It is

expected that the individual begins to apply for the various background checks as required prior to employment. In most, if not all cases, the Confidential Administrative Assistant in charge of HR, will oversee and collect all of the necessary clearances during the application process. Once Board approved, the individual can NOT start employment until the Act 114 FBI clearance information and TB test has been received. Once the clearance information is received, vetted, and reviewed by the Superintendent/Designee, the individual may be allowed to begin employment. If there are any questions regarding the FBI fingerprint clearance information, the individual can NOT start until the clearance information is reviewed by the School District Solicitor. If the Solicitor approves the clearance information, at that point, the individual may begin their employment. It is also expected that all of the other information outlined in Act 153 and/or required by the district, be completed and turned into Central Office within 4 to 6 weeks from the individuals hire date. All clearance information will be kept on file in a secured location at Central Office.

Contractors/Individuals WITH “Direct contact with children”:

Bus Company\*\*, Security, School Dentist, School Psychologist, School Doctor, Substitute Service Employees, Mental Health Providers, District Food Service Director, Athletic Trainers, Student Teachers, Contracted Nurses, State/County Grant Approved Program Workers (Expect Respect), Allegheny County Funded Programs, School Board approved projects requiring clearances, and AIU Personnel.

Clearance Procedures:

- A. When individual(s) and/or contractors are approved to work in the West Mifflin Area School District, dependent upon their level of involvement with students and/or what is required contractually, will determine the number of clearances needed. In all cases, all three Act 153 clearances (Act 34, Act 151, and Act 114) will need to be received and vetted prior to the individual(s) and/or contractor(s) beginning work in the district. A TB test may also be required unless it is determined that one is not needed based upon the work being completed. The Superintendent and/or a designee will oversee and collect all of the necessary clearances prior to, during, or after the approval process. At minimum, the individual(s)/contractor(s) can NOT start working until the Act 114 FBI clearance information and TB test (if required) has been received. Once the clearance information is received, vetted, and reviewed by the Superintendent/Designee, then the individual(s)/contractors will be allowed to begin their work in the district. It is expected that whoever is designated to collect the clearances that it be done in an efficient/effective manner so that work in the district can start and be completed in a timely manner. If there are any questions regarding an individual’s FBI fingerprint clearance information, the individual(s) can NOT start until the clearance information is reviewed by the School District Solicitor. If the Solicitor approves the clearance information, at that point, the individual(s) may begin working in the District. It is also

expected that all other information outlined in Act 153 and/or required by the district, be completed and turned into Central Office within 4 to 6 weeks from the individual(s)/contractor(s) hire date. All clearance information will be kept on file in a secured location at Central Office.

- B. \*\*Bus Driver and Bus Monitor clearances and driving background information will be collected and vetted by the contractor. After it is reviewed and collect by the company, it will be forwarded to the District for review and kept on file in a secure location.

School Volunteers:

PTA mothers/fathers, Homeroom mothers/fathers, Volunteer Coaches, Tutors (Costco), Junior Achievement Personnel, Band Parent Officers, and College Student Observers.

Clearance Procedures:

- A. Effective July 1, 2015 Act 153 requires that all school volunteers will be required to provide certifications of background clearances to the school office that include FBI, State Police and PA Child Abuse Registry in the same manner as school employees before they are allowed to volunteer in any school function or to be a chaperone. The definition of a “volunteer” in Act 153 applies to an adult applying for an unpaid position as a volunteer responsible for the welfare of a child or having direct contact with children. A volunteer with clearances provided to and approved by the District may begin work as a volunteer in all organizations or groups within the District during the length of time of the certification of clearances.

The enclosed “Clearance Information Sheet” explains the process for obtaining these clearances by following the detailed instructions. The clearances needed by school volunteers are as follows:

- Act 34 Pennsylvania Criminal History Check
- Act 151 Pennsylvania Child Abuse Clearance

Additionally, if the volunteer is applying for a paid position; and/or the volunteer has lived outside the Commonwealth of Pennsylvania in the last 10 years an Act 114 FBI Clearance, a fingerprint based federal criminal history check, would be required for the paid position. Volunteers who are not required to obtain the FBI Clearance because they are applying for an unpaid position and have been a continuous resident of Pennsylvania for the past 10 years must swear or affirm in writing that they are not disqualified from volunteer service based upon a conviction of an offense. **(See APPENDIX B)**

Contractors/Individuals WITHOUT “Direct contact with children”:

Technology Contractors, Elevator Inspectors/Technicians, Grass Cutters, Plumbers, Electricians, Engineers, Construction Managers, Construction Workers, Flooring/Carpet Workers, Fire

Alarm/Sprinkler Contractors, Pool Maintenance Personnel, County Health Inspectors, HVAC Technicians, Employee Benefit Providers, Restoration Personnel, Door/Locksmith Personnel, Control (Siemens, Johnson, etc.) Contractors, FSMC, Vendors (Jostens, guest speakers, assembly providers), Musical Pit Performers, Resident Artists, Auditors, Field Trip Chaperones, \*\*Delivery Drivers, Photographer, Air Quality Control Technicians, Pest Control Technicians, Insurance Claims Adjuster, Utility Workers, and Copier/Print Management Service Personnel.

#### Clearance Procedures:

A. While clearances may be obtained in advance when a School Board approved project is being completed (see classification #2), often times, with the periodic maintain/inspection of various systems or when an emergency, unexpected, or last minute event occurs, time does not permit for all necessary clearances to be secured. In addition, when the nature of the work being conducted/completed is in such areas where there is limited or no student contact, the following procedures will be utilized:

- Attempt to arrange for the work to be done before/after school hours, weekends, and/or during the summer time where individuals will have limited and/or no contact with students.
- If work must be done during school hours and the contractor has to enter a building with students, the contractor/visitor MUST enter through the main office/security and/or be met by a designated school district employee. The school district employee should identify the individual, have them sign-in, have their license screened through the Visitor's Management System, and escort them to their work location. If possible, a district employee should remain with them while they complete their work. If it is not possible for a district employee to remain with them, they should be checked upon periodically to see if they need assistance. When the individual leaves, they should sign-out with a time of their departure. If an infraction of a serious nature is reported through the Visitor's Management System, the School Police, Principal, and/or Superintendent/Designee should be notified prior to the individual entering the building.
- If work is being completed outside of a school building, a designated school district employee, shall check on the individuals on a periodic basis to ensure the work is being conducted in a safe and responsible manner.
- \*\*Delivery drivers who arrive prior to the beginning of school should ring the bell and/or "A" phone at loading dock doors, be met by a school employee (Food Service and/or Custodian), and be monitored until the delivery is completed. For deliveries during school hours, the driver MUST check in through security/main office, have their license screened through the Visitor's Management System, and then unload their boxes at the appropriate location (loading dock, etc...). If an infraction of a serious nature is reported through the

Visitor's Management System, the School Police, Principal, and/or Superintendent/Designee should be notified prior to the individual entering the building.

\*\*For continued employment in the District, Act 153 clearance background checks must be completed every five years. It is the responsibility of the contracted employee to make sure they are completed and sent into Central Office in a timely manner.

### COMMUNICATION WITH PARENTS

Communication with parents is encouraged and is an essential part of a student's success. It is the School District's expectation that all employees shall return correspondences within twenty-four (24) hours of receipt. Always keep a copy of any correspondence that you have with parents/guardians. Documentation is required to be placed into PowerSchool. It is also recommended to keep a log of all phone calls.

#### Email

Individual teachers and departmental groups are afforded email accounts through the school district. All employees are required to follow the Acceptable Use of Internet and Technology Policy #815. School District business conducted by e-mail must be done using the e-mail account that the School District supplies. The e-mail system and the hardware are owned by the School District and intended for School District business use only. Email is not personal and is subject to Right to Know.

#### Student Progress/Teacher Parent Conferences

Teachers should promptly respond to a parent's request for a conference and/or for information regarding the student. Teachers should clearly indicate if a student is at risk of failing and notify the parents immediately. Remember to follow any student's educational plan that falls under the three federal statutes; The Individual with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Family Educational and Privacy Rights Act.

The optimal time for giving parents an outline of the teacher's grading policies and expectations would be during Open House, but notices may be sent home as well.

#### Voicemail

All professional staff members are encouraged to check their voicemail accounts twice daily: first thing in the morning and last thing in the afternoon. It is your professional responsibility to return parental phone calls in a timely manner. Please see your building secretary in the main office if you need help to set-up an account and/or for instructions on accessing your voicemail account.

## CONDITIONS OF CLASSROOMS

It is very important for teachers to strive to maintain well-kept and attractive classrooms that stimulate student learning and accentuate high academic standards. During transition times, teachers will stand outside their door and welcome students to class. In an effort to keep our buildings looking good and running well, teachers are expected to adhere to the following:

- Lights are to be turned off when the room is vacant
- Shut down all computers
- Have students clean up their work space and remove all of their materials from the floor
- Keep the faculty room clean (i.e., pick-up after self; keep refrigerator and microwaves clean; wash mugs, plates, and utensils.) STUDENTS ARE NOT PERMITTED IN THE FACULTY ROOM.
- Repairs and cleaning issues should be reported in writing to the principal.
- Appliances (coffee makers, toaster ovens, microwaves, refrigerators, etc.) are prohibited in your classroom.
- Personal property (furniture, carpets/rugs, filing cabinets, etc.) in your classroom is prohibited.

### Disposal of Unused 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 the building principal.

### Inventory

All teachers are expected to keep an updated inventory of all school district furniture, textbooks/materials, software, computers, and technology equipment in their classroom. Furniture, computers, or technology equipment shall not be moved from classrooms without the approval of an administrator. An accurate inventory of each room must be maintained, updated, and submitted to the Building Principal annually by each teacher prior to departing for the summer.

## CONDITIONS OF THE SCHOOL BUILDING

Teachers are promptly to report to the principal and fill out a District work request on any conditions in the school building or on school grounds that appear to threaten the health and/or safety of the students and staff.

## CONFIDENTIALITY

All staff members must comply with the 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.

### COPIER USE

Copiers have been placed in all buildings for the benefit of all employees. If paper becomes jammed in the copier and/or a malfunction occurs, report it to the building secretary and/or principal immediately. Do not walk away from a jammed machine without reporting it to the appropriate personnel. No students should use the copiers unless approved by the principal. The copier is for school use only.

### DAILY WORK HOURS AND SIGN-IN

All staff is expected to swipe in and swipe out when entering or leaving the building, per the hours set by the building principals and as per the contract. Anyone who falsifies sign-in times/information, may be subjected to disciplinary action. Please also keep in mind that ALL employees should stay for the entire 8-hour day unless approved by the building level principals and/or it is stated within the contract.

#### Identification/Access Cards for Employees

Proper identification is an issue of safety and security for all students and employees of the West Mifflin Area School District. It is with this premise in mind that identification cards will be issued and/or worn by each employee every school year.

The West Mifflin Area School District identification card represents the official identification of employees within the West Mifflin Area School District. Upon being issued, the identification card must be carried at all times while on school property and presented upon request to school district officials. The identification card is the property of the West Mifflin Area School District and is not transferable. It is subject to the rules and regulations of the West Mifflin Area School District.

Each employee is responsible for maintaining and securing his/her identification/access card. Lost, stolen, or mutilated cards must be reported immediately to the Building Principal’s office who should then report it to the Building and Grounds office for replacement.

ALL Visitors must enter through the captive entrance of the building and receive a visitor’s badge upon entering the school.

## DISCIPLINE

The overall discipline of the West Mifflin Area School District is a shared responsibility in maintaining an orderly, safe environment in which students can learn and feel comfortable, secure, and respected.

Students must know what academic and behavioral expectations you hold for them. Inform them of your requirements, procedures, rules, rewards, and consequences. Be careful not to create rules so numerous that they lose impact, and emphasize student accountability. As adults and as educators, we must consciously model and promote respect and responsibility.

In working with students, be fair, positive, consistent, open, and friendly. Handle problems logically and rationally without yelling, arguing, or demeaning remarks, and make valid efforts to remain non-confrontational. If a student uses rude or hostile language, do not tolerate and be careful not to respond with similar language or remarks.

Keep in mind that most of the time what a student says or does is not a personal attack on you, so refrain from interpreting it as such. When we respond personally, rather than professionally, we lose control. If we remain calm and refuse to argue or be sidetracked from the problem at hand, we keep focus, control, and in most cases lessen the tension and anxiety for everyone concerned.

Deal with student problems individually in a conference before or after class or school. This provides students with privacy and also prevents the loss of instructional time.

Situations of a most serious nature (i.e., drugs, alcohol, fighting, weapons, attendance, leaving school without permission, etc.) must be referred to a principal. Chronic disruptors must also be referred after exhausting classroom management plans. When these instances occur, please submit a detailed account of the situation on a misconduct form. Students whose behavior indicates a problem that may require special attention should immediately be referred to a guidance counselor and/or the Student Assistance Program.

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 Pupil Services.

All teachers are expected to uphold the code of conduct.

### Removing Students from Class, Study Hall, or Building

Students may not be removed or inhibited from any class, study hall, or school by anyone who is not authorized to do so. Students should not be placed in the hallway for disciplinary reasons. If a student is disrupting class, contact the office and let them know you are sending a student down. The referral and/or documentation for sending the student to the office should immediately follow so it can be promptly addressed by the building principal.

## DISCRIMINATION

The School Board desires to maintain an academic and work environment in which all employees, volunteers, and students are treated with respect and dignity. A vital element of this atmosphere is the Board's commitment to equal opportunities and the prohibition of discriminatory practices.

### Americans with Disabilities ACT (ADA)

Title I of the Americans with Disabilities Act of 1990 (ADA), prohibits private employers, state and local governments, employment agencies and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment. An individual with a disability is a person who:

- Has a physical or mental impairment that substantially limits one or more major life activities;
- Has a record of such an impairment; or
- Is regarded as having such impairment.

A qualified employee or applicant with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the job in question. Reasonable accommodation may include, but is not limited to:

- Making existing facilities used by employees readily accessible to and usable by persons with disabilities.
- Job restructuring, modifying work schedules, reassignment to a vacant position;
- Acquiring or modifying equipment or devices; adjusting or modifying examinations, training materials, or policies; and providing qualified readers or interpreters.

An employer is required to make an accommodation to the known disability of a qualified applicant or employee if it would not impose an "undue hardship" on the operation of the employer's business. Undue hardship is defined as an action requiring significant difficulty or expense when considered with other factors such as an employer's size, financial resources, and the nature and structure of its operation

### Sexual Harassment

The Board's prohibition against discriminatory practices includes sexual harassment, or any other form of harassment based upon a person's membership in a protected class and specifically prohibited by applicable state or federal law. The School Board forbids and will not tolerate sexual harassment, or any other form of illegal harassment, of any employee,

student, volunteer, or visitor. More information about this topic can be found in the District's Discrimination/Title IX Sexual Harassment Affecting Staff Policy #104.

### Title IX

The West Mifflin Area 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.

### DUE PROCESS

All employees shall be guaranteed due process and no disciplinary action shall be taken without just cause.

### DUTIES

Teachers that have duty assignments have supervision responsibilities beyond their regular classroom assignments. Assigned teachers must be in their designated areas at the appropriate times and carry out all the responsibilities associated to that duty. If a teacher is assigned an extra duty during their planning period, make sure appropriate paperwork is filed with the office.

### EARNED COMP TIME

Earned Comp Time should only be earned and used per Article 27 (C) of the current WMFT contract.

### EMERGENCY PROCEDURES

It is everyone's responsibility to ensure the safety and well-being of our students while students are on School District property. Safe and Secure Schools, active shooter lockdown, fire, and severe weather emergency drills shall be conducted throughout the school year to ensure that everyone on campus is familiar with the safety procedures. At no time should any door be propped open. Instructional employees should refer to the Emergency Action Guides for detailed instructions on emergency procedures as well as details provided by school administrators. It is the employee's responsibility to be aware of these policies and to apply them consistently.

#### Emergency School Closings/Delays

The "All-Call" system will be utilized to notify you of any school closings or delays. During this call, you will be notified of your reporting time. If conditions are perceived to be

hazardous, teachers and staff may be delayed as well. It is expected that you listen carefully to the information being presented in the "All-Call."

### Fire Drill Information

The purpose of a fire drill is to familiarize students and staff with procedures and guidelines that are essential in safely evacuating the building in case of a fire. All rooms must have fire exit signs posted giving students directions to follow in exiting the building.

#### Rules in Evacuating the Building:

- The principal and/or his designee only have authority to sound the alarm for a fire drill. In the case of an actual fire, the person detecting the emergency should immediately sound the alarm.
- The teacher assumes the responsibility to signal the students to quietly line up and begin exiting the room in an orderly fashion. They are not to talk, laugh, or push while exiting the building.
- The teacher is to make certain that the windows are closed, lights are off, and all students are lined up for exiting the building. The teacher is also reminded to close the classroom door after all persons have exited.
- The teacher MUST carry the student roll book/roster and check the roll after the class reaches the designated assembly area a safe distance away from the school.
- After careful check is made of the building, a signal to return to class is given by the principal.
- In the event that a student has been sent elsewhere from your class and a fire/drill were to occur, it is imperative that you immediately notify the Building Principal once you have reached your "safe" area. Also, if a student is MISSING from your class upon arrival to your "safe" area, that too should be immediately reported to your principal.

### EMPLOYEE ASSISTANCE PROGRAM (EAP)

- The School District's Employee Assistance Program (EAP) is a valuable part of the employee benefits package. The program is a resource that employees can voluntarily turn to for help in dealing with personal and work-related problems. At the direction of the Human Resources Officer, the program also performs "employee involuntary evaluations" as to determine employee fitness for duty.
- Benefits are provided through the School District's approved vendor. Internal services are prepaid by the employer and offered as a benefit to employees and their families.
- EAP offers confidential, short-term counseling that is solution focused. Where necessary EAP counselors provide guidance and referral services to secure quality care for long term problems.

- EAP provides live telephone counseling. When inpatient treatment is required, EAP's inpatient network provides quality discounted inpatient services that are carefully monitored by EAP's case management team.

### EMPLOYEE BENEFITS

As an employee of the West Mifflin Area School District, you are afforded a number of benefits. It is the employee's responsibility to review annually any items that may affect changes in service. If a change and/or error is made, please let the appropriate individual(s) in Central Office know the discrepancy. It is required that the following be reported when they occur:

- Any changes to name, address, telephone number. (Personnel and payroll).
- Any changes to beneficiaries/dependents (marriage, divorce, death, birth, adoption) for health and life insurance purposes. (Personnel; proof through documentation may be requested)
- Any changes to certification and/or degrees obtained. Be sure to verify on TIMS through PDE that this information is up to date and active. (Personnel)
- Any discrepancies in pay. (Payroll)

Please know that if an employee is "enriched" as a result of not reporting a payroll and/or benefit change, they may be held accountable for the repayment to the District.

### FIELD TRIPS

Any activity that requires students to leave the campus may be considered a field trip. Any student who does not have parent permission to attend must be provided an alternative educational experience. There should not be any scheduled field trips during standardized testing. Any overnight trip must receive Board approval and must be submitted to the building principal for approval at least six weeks in advance of the trip.

Teachers are to plan ahead and to schedule any trips throughout the year. Trips should be scheduled with enough advance notice to secure appropriate transportation, to be properly organized, and have the recommended number of approved chaperones.

Prior to departure, attendance must be taken and a copy must be submitted to the building principal. If utilized, bus seating charts are also to be submitted on the day of departure in accordance with district safety precautions.

### FREE APPROPRIATE PUBLIC EDUCATION (FAPE)

Free Appropriate Public Education (FAPE) is an educational right of all children in the United States that is guaranteed by the Rehabilitation Act of 1973 and the Individuals with Disabilities Education Act (IDEA). Under the IDEA, FAPE is defined as an educational program that is individualized to a specific child, that meets that child's unique needs, provides access to the general curriculum,

meets the grade-level standards established by the state, and from which the child receives educational benefit.

To provide FAPE to a child with a disability, schools must provide students with an education, including specialized instruction and related services, that prepares the child for further education, employment, and independent living.

Students with learning and other disabilities will receive services in the Least Restrictive Environment (LRE) as required by the law. The district will provide a continuum of services to meet the individual needs of students in the least restrictive environment. The continuum of services may vary from year to year and semester to semester depending upon the individual needs of the student.

### FUNDRAISING

Fundraisers are school-related events and school rules/policies apply. All fundraising must be approved by the superintendent. Any collection of money by approved school organizations may be permitted by the building principal. All fundraising finances must be handled through the building principal. Any club sponsor who collects money should submit the monies to the administrative assistant/secretary. Teachers must not take money home or keep it in a car or classroom. Advertisement of a fundraising event may be circulated with the prior approval of the principal. Collections on behalf of school organizations outside the schools may be permitted only by the Superintendent. Fundraising by non-school organizations, groups, or individuals is prohibited on school property or in the name of the school.

### HOMEWORK

Homework is an opportunity for children to learn and for families to be involved in their children's education. Homework usually falls into one of three categories: practice, preparation, or extension. Each school shall have homework guidelines. The homework guidelines should address the purpose of homework, the amount and frequency, along with school, instructional employee, and student responsibilities. The roles of parents and others assisting in homework may be addressed.

#### Guided Practice

Prior to assigning homework, teachers should spend a considerable amount of time on guided practice. Guided practice is the time a teacher spends checking the students' level of understanding and monitoring student work to ensure that students have obtained the required skills necessary to complete homework assignments successfully. This process will help to ensure higher levels of student engagement and will afford each student the opportunity to practice a new skill while in the classroom under the direct supervision of the teacher.

#### Homework Non-Compliance

At times you may have incidents of homework non-compliance. When non-compliance

occurs, please follow your classroom management/homework plan and/or the buildings plan.

### Homework at the Elementary Level

A “no-homework” philosophy is not appropriate for our school vision and mission. As a guideline, homework for elementary students should follow the “ten-minute rule” multiplied by their grade level for both math and reading.

### IDEA

IDEA is the federal law that provides protections for students with learning and other disabilities. Among the key provisions are the right to a free and appropriate education, placement in the least restrictive environment, and parent participation. The law also establishes safeguards to ensure enforcement. As a teaching professional, it is your responsibility to read every child’s IEP that is assigned to you and implement the specially-designed instructional (SDI) plan outlined within it. If you have questions, ask the child’s case manager or your building principal for help.

All IEP’s will be placed in EdInsight. It is the teachers’ responsibility to review any student on their roster.

### Inclusion

All identified students participating in the general education setting are to have the appropriate adaptations/modifications being implemented. General education teachers must understand and implement all of the provisions in the student’s IEP (Special Education), GIEP (Gifted IEP), or Section 504 Accommodations Plan. Building administrators may have regular education teachers sign-off that they have reviewed and understand the “Specially-Designed Instruction” section of the IEP. Specially designed instruction (SDI) means adapting, as appropriate, to the needs of an eligible child under this part, the content, methodology, or delivery of instruction to address the unique needs of a child that results from the child's disability; and to ensure access of the child to the general curriculum, so that he or she can meet the educational standards adopted by the State.

This includes all identified learning, emotional, speech, hearing, and gifted support students.

### KEYS

1. Door keys, desk keys, file cabinet, and other keys should be kept on a special ring for school use only.
2. Teachers are not to ask for outside door keys.
3. Use of keys:
  - a. Lock your classroom door when you leave.
  - b. Lock your desk at the end of the day.

- c. Keep all keys on one school key ring.
- d. Keys are not to be issued to nor loaned to students.

## LEGAL IMPLICATIONS

Throughout the school term, many problems develop with parents and students that may have legal implications. If a parent, a guardian, an attorney, or a student contacts you, regarding such matters as child custody, guardianship, legal residence, child abuse, or similar matters, please refer the individual to the principal.

The School District has policies governing personnel and district operations. Before undertaking any activity with which you are not familiar, or before making statements or a personal commitment to students, parents, or others in the school community, check to determine district policy on the matter.

### Gifts

Gift means anything accepted by a person or on that person's behalf, whether directly or indirectly, for that person's benefit, and for which equal or greater consideration is not given. The term includes real property, tangible personal property or the use of such property; a preferential rate or term on a transaction which is not available to others similarly situated; forgiveness of a debt; transportation (unless provided by an agency in relation to officially approved governmental business); lodging; parking; food or beverage, including a meal which is consumed at single sitting or event; dues, fees, and tickets; plants and flowers; personal services for which a fee is normally charged by the provider; and any other thing or service having an attributable value. The term gift does not include salary, benefits, services, fees, gifts, commissions, or expenses associated primarily with one's employment as an officer or director of a corporation or organization; campaign contributions or expenditures pursuant to the election laws; an honorarium or honorarium expense; an award, plaque, or certificate given in recognition of public, civic, charitable or professional service; honorary membership in a service or fraternal organization; and the use of a public facility or public property made available by a governmental agency for public purpose.

## MAILBOXES

Each teacher is assigned one mailbox. Due to the ever-increasing amount of communication that transpires throughout the school day, each teacher should check his/her mailbox once in the morning and once in the afternoon.

## MEMOS

All teachers are responsible for follow through with the performance criteria directed to them through memos/emails during the school year. It is recommended that each teacher keep all

memos on file for future reference.

### NETWORK ACCEPTABLE USE POLICY

All employees are required to follow the School District's Acceptable Use Internet and Technology Policy #815. Any violation of these policies can result in the suspension of access privileges or other disciplinary action, including employee dismissal. All non-school related email and Internet activities should only take place when the staff member is not on duty; this would be during planning, breaks, lunch, or before or after duty hours.

### OBSERVATIONS/EVALUATIONS

Tenured teachers will have at least one formal observation with a narrative each year using the 82-1 or 82-3. Teachers who do not have tenure status will have a minimum of two (2) formal evaluations with narratives. Notification of formal evaluations will be given. Informal classroom visits will be unannounced.

### PROCEDURES FOR CLASS PERIODS

Admit to your classes only those students scheduled for them. Dismiss students promptly at the end of the class period unless important information is taking place and necessary for the students to hear. If you hold students back, please make sure passes are distributed to each student to prevent them from being late to their next class. Do not dismiss them prior to the end of the period for any reason unless approved by the building principal.

### PROFESSIONAL APPEARANCE

The faculty is expected to maintain an acceptable professional appearance in a school setting. The District standard dress code is business casual. Professional appearance is critical to a teacher's success and to the overall image of our school. "Jean" days must be approved by the building principal and central office. While teachers are encouraged to participate in all school "theme days" designed to foster school-spirit, it must be done according to building and district standards.

#### Non-Acceptable Items

- Hats
- Flip-flops
- T-shirts
- Leggings/yoga pants
- Athletic clothes
  - Sweatpants, gym shorts
- Torn Apparel/Jeans
- Wireless earphones/AirPods

## PROFESSIONAL EMPLOYEE ATTENDANCE

As a teaching professional, your attendance is critical to the academic achievement of our students. Sick days, PTO days, and other benefits have been provided to teachers to take when sick and/or emergencies arise. PTO days should ONLY be taken as outlined in your contract. Sick days should ONLY be taken as outlined within the Pennsylvania School Code. These days should NOT be abused. When entering any type of absence into Aesop, you should use your personal account. Your personal account information should not be given to anyone.

For individuals who habitually take all or the majority of their days each year or form a pattern of repeated absences, documentation of chronic illness and/or a medical excuse may be requested. If documentation cannot be provided, it may impact your yearly evaluation and/or disciplinary action may occur. When recording an absence in Aesop for funeral, indicate the relationship of the deceased in the comments section and adhere to the number of days you're entitled to as outlined in your contract. Bereavement days are not to be intermittent.

### Jury Duty

School employees, when called for jury duty, shall be considered on temporary duty elsewhere (TDE) and shall receive pay for the time while on jury duty. The On-Site Leave Form must be filled out with a copy of the summons and turned into the school or department secretary. Employees must have official paperwork provided by the Clerk of the Court to receive an excusal for work.

### School Business Days

School Business Days will only be approved for those activities designated and approved by the Building Principals and Central Office. When utilizing School Business Days, the employee must enter it into Aesop and provide an explanation in the comment section of the activities and/or reason of using school business.

### Sick Leave

Any member of the staff who is unable to perform their duty because of a personal illness or because of the illness or death of father, mother, brother, sister, husband, wife, child, or other close relative, or member of his/her own household, and consequently has to be absent from work, shall be granted leave of absence for sickness. Absence because of illness beyond accumulated sick leave is considered personal leave without pay.

## PROFESSIONAL SCHOOL COMMUNITY

For the West Mifflin Area School District to be successful, a high degree of cooperation must exist on all levels and throughout every phase of the school. All teachers are invited to see the

administration to offer suggestions, discuss concerns, or request advice. It helps all parties to address issues in a friendly, informal way so the school can function as a closely-knit community. We're all in this together.

## PROHIBITED CONDUCT

### 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, etc. 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.

District email or other district provided or approved communication 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.

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.

Allegations of inappropriate conduct shall be promptly investigated in accordance with the procedures utilized for complaints of harassment.

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.

## Staff/Student Electronic Communication

Communication between a teaching staff member and a student through social networking websites or other Internet-based social media websites is only permitted provided the website has been approved by the Building Principal or designee and all communications or publications using such websites are available to: every student in the class, every member of the co-curricular activity and their parents, and the building principal or designee. All emails between a teaching staff member and a student must be sent or received through the school district's e-mail system. The content of all emails between a teaching staff member and a student shall be limited to the staff member's professional responsibilities regarding the student. Non-school approved electronic communications between a teaching staff member and an individual student are prohibited.

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. 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.

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

- Sexual physical contact.
- Romantic flirtation, propositions, or sexual remarks.
- Sexual slurs, leering, epithets, sexual or derogatory comments.
- Personal comments about a student's body.
- Sexual jokes, notes, stories, drawings, gestures, or pictures.
- Spreading sexual or romantic rumors.
- Touching a student's body or clothes in a sexual or intimate way.
- 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.
- Restricting a student's freedom of movement in a sexually intimidating or provocative manner.
- 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:

- Disclosing personal, sexual, family, employment concerns or other private matters to one or more students.
- Exchanging notes, emails or other communications of a personal nature with a student.
- 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.
- 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).
- Singling out a particular student or students for personal attention or friendship beyond the ordinary professional adult-student relationship.
- Taking a student out of class without a legitimate educational reason.
- Being alone with a student behind closed doors without a legitimate educational reason.
- Initiating or extending contact with a student or students beyond the school day or outside of class times without a legitimate educational reason.
- Sending or accompanying a student on personal errands.
- Inviting a student to the adult's home.
- Going to a student's home without a legitimate educational reason.
- Taking a student on outings without prior notification to and approval from both the parent/guardian and the building principal.
- 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.
- Addressing students or permitting students to address adults with personalized terms of endearment, pet names, or otherwise in an overly familiar manner.
- Telling a student personal secrets or sharing personal secrets with a student.
- 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.
- Furnishing alcohol, drugs or tobacco to a student or being present where any student is consuming these substances.
- Engaging in harassing or discriminatory conduct prohibited by other district policies or by state or federal law and regulations.

### PURCHASES/SUPPLIES

All supplies and services will be requisitioned through the office. Anything ordered for which the school is liable for payment must be approved prior to placing the order by obtaining a requisition

approved and signed by administration. This includes clubs, classes, etc. Items bought for cash cannot be reimbursed. Check with the building administrative assistant/secretary for supplies such as chalk, pens, staples, etc.

### REASONABLE SUSPICION

School officials may conduct a warrantless search of a student's person, book bag, locker, motor vehicle, or any other storage area on School District property, if such official(s) have a reasonable suspicion that illegal, prohibited, stolen, obscene, inappropriate or harmful items or substances exist. The building administration must conduct all student searches.

### RECORDS

Teachers are to keep accurate records of attendance and achievement for each student. Students are never to be delegated the responsibility of maintaining attendance and/or academic records for teachers.

### SCHOOL PUBLICITY

All statements, scheduled dates, contracts and agreements, and news releases which concern any phase of the school are to be issued by or cleared through the principal's or superintendent's office. This is not intended to suppress such releases but to ensure that they conform to established school policy.

### SOCIAL MEDIA

All forms of social media must be used responsibly. The use of social media to express unfavorable opinions of colleagues, students, and/or other employees of the West Mifflin Area School District may result in disciplinary action. The use of an employee's personal social media account is prohibited during all instructional times and during periods of student supervision. Even though you may be on your own personal time, the public perceives you as a representative of their child and/or of the district, please use caution with all posts on social media.

### STUDENT BUS ASSIGNMENTS

In the beginning of the year and for new students during the year, it is critical to make sure that they receive accurate bus information, especially when going home for the first few days. Please take the time to provide each student with the information you receive from the building principal and/or main office. If you believe the information is incorrect, do not hesitate to question it or ask. It is better for you to keep a child back then to put them on a bus that is incorrect.

### STUDENT EMERGENCY CARE CARD FILING

1. School emergency cards will be sent home and returned every school year.

2. All cards will be sent home for the required information and parent/guardian signatures.
3. A new card shall be completed for each student enrolled within the district.
4. Emergency cards will be on file in the Nurse's office.

### STUDENT LOCKERS

1. Require students to keep clean and neat lockers.
2. Require students to have and use locks on their lockers.

### STUDENT TEACHERS

Supervisors of student teachers are responsible for the actions of their student teacher. All forms, grades, and discipline should be maintained by the supervisors. Supervisors should sign all of the necessary paperwork.

### SUPERVISION OF STUDENTS

Since maintaining accurate attendance records is a serious obligation, be especially careful when taking the roll. When teachers become careless about reporting attendance, students quickly discover means by which they can cut class. Teacher consistency and accuracy when taking the 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 PowerSchool.

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 to their first class, students must present a tardy slip from the office.

At no time during the day or night is an unsupervised group of students to be in a school building. This includes, but is not limited to the following: classes, clubs, committees, decoration groups, parties, dances, practices, and rehearsals.

At the time a group requests the use of a building or room, a sponsor or supervisor must be named and will be held accountable for the actions of the group/organization. That named individual must be present for the duration of time that the group occupies the building.

However, we recognize that situations arise where teachers need to leave the classroom. If this happens, the teacher must arrange with another teacher in an adjacent room to supervise the students in both rooms. If an emergency arises and the teacher must leave the building, the teacher is to notify the office immediately so that proper supervision of classes may be instituted in lieu of his/her absence.

## TECHNOLOGY

Employees are responsible for the appropriate use of School District computers and communications resources and for taking reasonable precautions to secure the information and equipment entrusted to them. Employees are responsible for reporting inappropriate use of School District computers and breaches of computer security. Employees are responsible for adhering to policies and practices to ensure that computer and communication resources are used acceptably and that practical measures are taken to prevent loss or damage of computer information and equipment. More information can be found in the District's Acceptable Use of Internet and Technology Policy #815.

### Guidelines

In order to accommodate all of the teachers, planning and preparation are required:

- Students will be made aware of the rules through the Technology Handbook. There should be absolutely no open liquids containers when students are using technology.
- Students need to respect the technology equipment that is available for them. It is the teachers' responsibility to make sure that students do not damage any of the equipment when students are using computers in their rooms.
- Students who do not adhere to the rules and who jeopardize the work and/or safety of others as well as the use of computer equipment may receive disciplinary consequences.
- The objective of these guidelines is to create a productive environment that addresses students' needs and promotes accurate skills necessary for success.

## TEXTBOOK DISTRIBUTION

The subject area teacher will issue textbooks to students. Be certain that all students are issued textbooks. If you need more student textbooks, you are to see your department coordinator or administration.

- In issuing books, record the book number. Check textbooks frequently and carefully and document damages prior to student distribution. Students are to write their name and class period in the front of their textbooks in pencil.
- Students should not be permitted to stuff paper between the pages of books and to write on pages.
- Every effort should be made to protect school property and to instill in students the desire to care for school property.
- Students who deface books and/or school property should be referred for disciplinary action.

Be careful to explain to students that when you issue textbooks that the books are the property of the school district and that if the books are lost or destroyed while in their possession they will be

held responsible for the same. In all cases they will be asked to pay for the cost of the book.

### TOBACCO FREE ENVIRONMENT

All uses of tobacco products in any form are prohibited in any School District owned facility or property, vehicle, or at School District sponsored or regulated events.

### 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.

### VISITORS

- Any person entering the premises of a school shall report to the principal or designee and make known the purpose of the visit.
- This policy does not apply to routine deliveries or scheduled maintenance visits.
- A student not enrolled in the school or a student not accompanied by a parent or guardian is prohibited from visiting a school unless otherwise approved by the principal.
- Parents or guardians are invited to visit the schools. To avoid interrupting the daily program, the parent should request a conference for after school hours or during an instructional employee's planning period. Parents or guardians are encouraged to plan such conferences with instructional employees and shall sign in at the principal's office and be issued a visitor's badge at the time they arrive on the campus.

### WEST MIFFLIN APPAREL

The guidelines below are to be followed to alleviate any apparel concerns:

- Any athletic apparel must be approved by the athletic director prior to order and purchase.
- Any school-based apparel must be approved by a Building Principal prior to order and purchase.
- Coaches and/or sponsors are liable for representational materials of the team/organization.
- Violations of these procedures may result in disciplinary action.

We continue to encourage your enthusiasm and school spirit as coaches and/or sponsors of West

Mifflin Area School District Programs.

## WEST MIFFLIN AREA SCHOOL DISTRICT POLICIES AND PROCEDURES

A copy of all school district policies and procedures are available on the District's website. It is the responsibility of each teacher/employee to understand and follow the policies and procedures of the West Mifflin Area School District.

### WORKER'S COMPENSATION

The School Board shall provide Worker's Compensation insurance for all employees for properly reported injuries received in the discharge of their duties. The employee shall notify the employee's administrator/supervisor and/or school or department secretary immediately once an injury has been sustained.

\*\*As a professional employee, it is your responsibility to review the contents of this handbook. If you have questions after reviewing it, please meet with your Building Principal for clarification.

**APPENDIX A**  
CLEARANCE INFORMATION SHEET

Current/New Hires/Potential Hires

When a candidate is considered for hire, they are given the following:

Act 153 Clearance Information Sheet

ACT 114 – FBI Clearance - *Please submit your UEID Number (the receipt) after your prints are scanned.*

<https://uenroll.identogo.com>

Register/schedule an appointment with Identogo through the above site. Use the service code 1KG6XN for Department of Education FBI clearance. The website will assist you in finding a service center location and what documents you must take with you when you proceed to your appointment. Once you have had your prints scanned, you will receive a receipt.

Please return this receipt to the Administration Office attention Mikelene Teter or email to [teterm@wmasd.org](mailto:teterm@wmasd.org).

ACT 34 – Pennsylvania Criminal History Check - *Please use the website for this clearance not the printed form.*

<https://epatch.state.pa.us/Home.jsp>

Go to “New Record” and follow the instructions through to the Certification Page. Once the Search Results Table appears, click on the Control Number. (*Hint: Write down the Control Number for future reference.*) The Record Check Details page is opened. Click on the Certification Page to access your official Clearance. The Record Check Details page is only a receipt and not acceptable as a ‘clearance’. Print 2 Certification Pages, 1 for you and one for your Personnel File.

Please submit the clearance to the Administration Office attention Mikelene Teter or email to [teterm@wmasd.org](mailto:teterm@wmasd.org).

ACT 151 – Pennsylvania Child Abuse Clearance - *Please use the website for this clearance not the printed form.*

*NOTE:* Effective December 31, 2014 an electronic form will be available to apply for your Child Abuse clearance online at <https://www.compass.state.pa.us/CWIS>

Please submit the clearance to the Administration Office attention Mikelene Teter or email to [teterm@wmasd.org](mailto:teterm@wmasd.org).

ACT 24 of 2011/Act 82 Of 2012 – Arrest/Conviction Report and Certification Form

This form is a self-completed form that requires no additional cost or procedure.

Please return this to the Administration Office attention Mikelene Teter or email to [teterm@wmasd.org](mailto:teterm@wmasd.org).

ACT 168 – Commonwealth of Pennsylvania Sexual Misconduct/Abuse Disclosure Release

One of these forms must be completed for your current employer, and any and all past employers where you worked with children (under the age of 21) in any capacity. I can provide you with any number of copies that you request.

Please submit the forms to the Administration Office attention Mikelene Teter or email to [teterm@wmasd.org](mailto:teterm@wmasd.org).

ACT 126 – Recognizing and Reporting Child Abuse Mandated Reporting

This is web-based training provided through the University of Pittsburgh. Please use the following link to access the training:

[https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab\\_group\\_id=91\\_1](https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_group_id=91_1)

Please submit the Certificate of Completion to the Administration Office attention Mikelene Teter or email to [teterm@wmasd.org](mailto:teterm@wmasd.org).

## APPENDIX B

### DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS

#### Required by the Child Protective Service Law

#### 23 Pa. C.S. Section 6344.2 (relating to volunteers having contact with children)

I swear/affirm that I am seeking a volunteer position and **AM NOT** required to obtain a certification through the Federal Bureau of Investigation (FBI), as:

- The position I am applying for is unpaid; **and**
- I have been a resident of Pennsylvania during the entirety of the previous ten-year period.

I understand that if I have not been a resident of Pennsylvania during the entirety of the previous ten-year period, but have received certification from the FBI since establishing residency, I must provide a copy of the certification to my employer and am not required to obtain any additional FBI certifications.

I swear/affirm that, if providing certifications that have been obtained within the preceding 60 months, I have not been disqualified from service as outlined below or have not been convicted of an offense similar in nature to a crime listed below under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

Chapter 25	(relating to criminal homicide)
Section 2702	(relating to aggravated assault)
Section 2709.1	(relating to stalking)
Section 2901	(relating to kidnapping)
Section 2902	(relating to unlawful restraint)
Section 3121	(relating to rape)
Section 3122.1	(relating to statutory sexual assault)
Section 3123	(relating to involuntary deviate sexual intercourse)
Section 3124.1	(relating to sexual assault)
Section 3125	(relating to aggravated indecent assault)
Section 3126	(relating to indecent assault)
Section 3127	(relating to indecent exposure)

Section 4302	(relating to incest)
Section 4303	(relating to concealing death of child)
Section 4304	(relating to endangering welfare of children)
Section 4305	(relating to dealing in infant children)
Section 5902(b)	(relating to prostitution and related offenses)
Section 5903(c) (d)	(relating to obscene and other sexual material and performances)
Section 6301	(relating to corruption of minors)
Section 6312	(relating to sexual abuse of children), or an equivalent crime under Federal law or the law of another state.

I swear/affirm that I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that if the person responsible for employment decisions or the administrator of a program, activity or service has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current certifications obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of certifications shall be borne by the employing entity or program, activity or service.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.

I understand that certifications obtained for the volunteering purposes can only be used for that purpose and cannot be used for employment purposes.

I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my certifications.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_