

2016-2017  
Lakeland School District  
Employee Handbook



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## **I. Introduction**

### **EQUAL EDUCATIONAL OPPORTUNITY**

The Lakeland School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504.

### **LAKELAND SCHOOL DISTRICT BOARD OF EDUCATION**

- Mrs. Mary Retzbach, President
- Mr. Thomas Evans, Vice-President
- Mr. Thomas Walsh, Secretary
- Mr. Larry Catanzaro, Treasurer
- Mr. Stanley Stracham III
- Mr. Casey Patuck
- Mr. Gregory Kopa
- Mr. Henry Stachura
- Mr. John Yanochik

### **THE MISSION OF LAKELAND SCHOOL DISTRICT**

- Provide an excellent education that is meaningful for all students.
- Empower all students with the skills and knowledge necessary to maximize their learning potential.
- Instill in all students a passion for self-directed lifelong learning.
- Foster in students respect for themselves and for others in a nurturing and safe environment.
- Encourage all students to become community-minded and globally aware individuals.

## II. 2016-2017 School Calendar

Approved 4/20/2016

### Lakeland School District | 2016-2017 CALENDAR

<b>4 Independence Day (Closed)</b>	<b>JULY 2016</b>	<b>JANUARY 2017</b>	<b>16 Martin Luther King Day (Closed)</b>																																																																																																		
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<b>22-24 Teacher In-service</b> <b>25 First Day of School for Students</b>	<b>AUGUST 2016</b>	<b>FEBRUARY 2017</b>	<b>17, 20 President's Day Break (Closed)</b>																																																																																																		
<p>8 – Teacher Days (8) 5 – Student Days (5)</p>	<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	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				<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	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					<p>18 – Teacher Days (123) 18 – Student Days (119)</p>														
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<p>21 – Teacher Days (29) 21 – Student Days (26)</p>	<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </tbody> </table>	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		<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>	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		<p>23 – Teacher Days (146) 23 – Student Days (142)</p>														
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<b>10 Columbus Day (Closed)</b> <b>26 Teacher In-service</b> <b>31 Early Dismissal (Teacher In-service)</b>	<b>OCTOBER 2016</b>	<b>APRIL 2017</b>	<b>3-7 PSSA: English Language Arts (3-8)</b> <b>7 Early Dismissal (Spring Break)</b> <b>10-17 Spring Break (Closed)</b> <b>24-28 PSSA: Mathematics (3-8)</b>																																																																																																		
<p>20 – Teacher Days (49) 19 – Student Days (45)</p>	<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	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						<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	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							<p>14 – Teacher Days (160) 14 – Student Days (156)</p>
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<b>11 Veterans Day (Schools Closed)</b> <b>23 Early Dismissal (Fall Break)</b> <b>24-28 Fall Break (Schools Closed)</b>	<b>NOVEMBER 2016</b>	<b>MAY 2017</b>	<b>1-5 PSSA: Science</b> <b>15-19 Keystone Exams (Alg I, Bio, Lit)</b> <b>26-29 Memorial Day Break (Closed)</b>																																																																																																		
<p>18 – Teacher Days (67) 18 – Student Days (63)</p>	<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </tbody> </table>	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				<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	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				<p>21 – Teacher Days (181) 21 – Student Days (177)</p>														
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<b>23 Early Dismissal (Winter Break)</b> <b>26-30 Winter Break (Closed)</b>	<b>DECEMBER 2016</b>	<b>JUNE 2017</b>	<b>5 Last Day of School for Students</b> <b>9 Class of 2017 Commencement</b>																																																																																																		
<p>17 – Teacher Days (84) 17 – Student Days (80)</p>	<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table>	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	<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </tbody> </table>	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		<p><b>**If there are less than five(5) snow days, by March 15<sup>th</sup>, the BoE may move the last day of school/Commencement to June 2<sup>nd</sup>, and make May 26<sup>th</sup> a school day</b></p> <p>3 – Teacher Days (184) 3 – Student Days (180)</p>														
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Early Dismissal times: HS-11:50, ES-12:20p

Snow Day Make-Up Order: Jan 16, Feb 17, Apr 10, Apr 11, Apr 12, May 26, Jun 6, Jun 7, Jun 8, Jun 9.

### III. General Information for All Employees

#### OUR FACILITIES

Lakeland School District  
1355 Lakeland Drive  
Scott Township, PA 18433  
Phone: 570-254-9485  
Fax: 570-254-6730

Lakeland Junior/Senior High School  
1335 Lakeland Drive  
Scott Township, PA 18433  
Phone: 570-254-9485  
Fax: 570-254-7085

Lakeland Elementary School - Mayfield Campus  
501 Linden Street  
Mayfield, PA 18433  
Phone: 570-254-9485  
Fax: 570-876-3410

Lakeland Elementary School - Scott Campus  
1333 Lakeland Drive  
Scott Township, PA 18433  
Phone: 570-254-9485  
Fax: 570-254-6293

#### FAMILY MEDICAL LEAVE ACT (FMLA)

- All requests for leave shall be made in writing on the district form 30 days in advance of the necessary leave. Guides advising employees of their rights and responsibilities are posted throughout the District and shall be given to employees upon request; whenever an employee requests FMLA leave; and whenever the district designates a leave as a FMLA leave, requested or not.
- Limitations on taking leaves near the end of an academic term:
  - If an instructional employee begins leave more than five weeks before the end of a term. The employer may require the employee to continue taking leave until the end of a term if the leave will last at least three weeks or the employee would return to work during the three-week period before the end of the term.
  - If an employee begins leave for a purpose other than the employee's own serious health condition during the five week period before the end of a term. The employer may require the employee to continue taking leave until the end of a term if the leave will last more than two weeks or the employee would return to work during the two week period before the end of the term.
  - If an employee begins leave for a purpose other than the employee's own serious health condition during the three-week period before the end of the term, and the leave will last more than five working days. The employer may require the employee to continue taking leave until the end of the term.
- [For additional information see Lakeland School District Board Policy No. 335](#)

## CHILD PROTECTIVE SERVICES ACT 124

- Act 124, the Child Protective Services Act, mandates that teachers and educational personnel report suspected cases of child abuse. Under Pennsylvania law, “an abused child means a child under 18 years of age who exhibits evidence of serious physical or mental injury not explained by the available medical history as being accidental,” sexual abuse, or serious physical neglect, if the injury abuse or neglect has been caused by the act or omissions of the child’s welfare, provided, however no child shall be deemed to be physically or mentally abused for the sole reason he or she is in good faith being furnished treatment by spiritual means through prayer alone in accordance with the tenets and practices of a recognized church or religious denomination by a duly accredited practitioner thereof or solely on the grounds of environmental factors which are beyond the control of the person responsible for the child’s welfare such as inadequate housing, furnishings, income, clothing and medical care.
- School Procedure:
  - School staff members may initially question the child to determine if the child’s injuries were non-accidental and caused by a parent or caretaker. However, in no case should the child be subjected to undue pressure in order to validate the suspicion of abuse. Validation of suspected child abuse is the responsibility of Children Youth Services. Any doubt about reporting a suspected situation is to be resolved in favor of the child and the report made immediately. Inform your building supervisor.
- [For additional information see Lakeland School District Board Policy No. 806](#)

## EMPLOYEE PERSONNEL FILES

- To request access to your personnel file contact Mrs. Martin for an appointment. Employees may not make alterations to their record nor remove any material.
- Any changes of status in the form of name, address, telephone number, marital status or change in dependents needs to be brought to the attention of Human Resources.
- [For additional information see Lakeland School District Board Policy No. 324](#)

## DRESS AND GROOMING

- When assigned to district duties professional staff members shall be physically clean, neat, well-groomed, and dressed in a manner reflecting professional assignment.
- [For additional information see Lakeland School District Board Policy No. 325](#)

## SCHOOL CLOSING

- The automated call system is used to alert all stakeholders of school closings/delays/early dismissals. Additionally, announcements will be made *via* Twitter (@LakelandSD), Facebook, and to television stations WBRE, WYOU and WNEP.

## **JOB RELATED INJURIES**

- Any injury that occurs to a district employee on district property, no matter how small, must be reported immediately to the building principal who in turn will notify the District Office.
- Employees should contact Julie Martin (ext.1002) at the earliest possible time.
- [For additional information see Lakeland School District Board Policy No. 347](#)

## **HARASSMENT**

- The Board encourages employees who have been harassed to promptly report such incidents to the designated administrators on the District Form.
- [For additional information see Lakeland School District Board Policy No. 348](#)

## **TOBACCO USE**

- Tobacco use is prohibited by employees in school buildings, on any school property, buses, vans and vehicles that are owned, leased or controlled by the school district.
- Tobacco use is prohibited by district employees at school sponsored activities that are held off school property.
- [For additional information see Lakeland School District Board Policy No. 323](#)

## **DRUG AND SUBSTANCE ABUSE**

- The Lakeland School District will not tolerate any use of drugs.
- [For additional information see Lakeland School District Board Policy No. 351](#)

## **EMPLOYEE ABSENCES**

Employees must report all absences through the Aesop system, either by using a computer or by calling the automated system. Employees should also notify their supervisor.

- Using a computer:
  - Go to [www.kellyeducationalstaffing.com](http://www.kellyeducationalstaffing.com).
  - Click Aesop Login at the top and enter your ID and PIN.
  - Here you will create absences and modify existing absences.
- Using the automated phone system:
  - Call 1-800-942-3767.
  - Enter your ID and PIN and follow the prompts to create/manage absences.
- If you must report an absence late the night before, or in the early morning of the date of absence, call 1-866-kelly98 and report the absence to the live attendant.
- **SICK LEAVE**
  - Employees absent for four (4) or more consecutive days must submit a physician's statement to the district office.
  - [For additional information see Lakeland School District Board Policy No. 334](#)

- **PERSONAL LEAVE**

- Personal leave days shall be granted to district employees in accordance with applicable provisions of compensation plans, individual contract, collective bargaining agreement, or Board resolution.
- [For additional information see Lakeland School District Board Policy No. 336](#)

- **VACATION LEAVE**

- All vacation leave days require pre-approval by the employee's supervisor.
- [For additional information see Lakeland School District Board Policy No. 337](#)

- **UNCOMPENSATED LEAVE**

- Requests for uncompensated leave shall be made on the district form to the Superintendent prior to the leave.
- Applications for uncompensated leave, beyond ten (10) working days, require approval by the Board, upon recommendation of the Superintendent. Applications for less than ten (10) working days may be approved by the Superintendent.
- Employees on uncompensated leave shall reimburse the District for all insurance benefit costs for each day of uncompensated leave, unless protected by FMLA.
- [For additional information see Lakeland School District Board Policy No. 339](#)

## **REIMBURSEMENT FOR TRAVEL, CONFERENCES, & WORKSHOPS**

- An Employee Expense Reimbursement Form must be filled out prior to attending any pre approved conference/workshop in order to receive per diem for meals. The district will provide a per diem for meals at \$10.00 for breakfast, \$20.00 for lunch, and \$30.00 for dinner. Meal receipts are not required. Upon return from any pre-approved conference/workshop, employees shall submit an Employee Expense Reimbursement Form with all itemized receipts attached for expenses other than meals. Reimbursement will not occur without receipts.
- Use of a personal vehicle for approved purposes is reimbursable at the current IRS rate per mile approved by the Board.
- [For additional information see Lakeland School District Board Policy No. 331](#)

## **ACT 24 ARREST OR CONVICTION REQUIREMENTS**

- Employees must submit this form within seventy-two (72) hours after an arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) or (f.1). See Arrest/Conviction Form in the "Forms" section of this handbook.

## **FUNDRAISING**

- Any teacher or advisor interested in conducting a fundraiser for their activity must obtain prior approval by completing the Fundraiser Request form (Appendix I) and submitting it to your supervisor prior to making any arrangements for the fundraiser.
- Money collected must be turned into the Business Manager on a daily basis.



- A Post Fundraising Report must be submitted to the administration within two weeks of the completion of the fund-raiser.
- All fundraising forms must include the signature of the student treasurer.

## **COMMUNICATION AND CONTACT WITH STUDENTS**

All communication and contact (electronic, written, or verbal) with students must be done in a professional manner within the scope of the employee's professional responsibility. Refer all students to the appropriate professional (nurse, counselor, et al) if the student shares information that warrants that. Stay within the scope of your responsibility.

If any employee suspects an inappropriate relationship between student and employee, they must report that immediately to their supervisor, or other administrator.

## **ANNOUNCEMENTS**

Notices from outside organizations must first be cleared through the principal. Under no circumstances should notices be passed around our building or posted on the school walls. without that clearance.

## **BOMB THREATS**

If at any time during the school day a note or phone call concerning a bomb threat is received, the Bomb Threat Routine must be followed.

## **CELL PHONES**

The use of cell phones by teachers during instruction and duty time is not permitted unless it is part of the instruction.

## **CHILD FIND**

Students who are consistently not making progress following evidence-based interventions may be candidates for Child Find. In the Lakeland School District, the Child Study Process is used to determine whether or not a student is a Child Find candidate. As part of this process, it is the teacher's responsibility to provide both student performance data and documentation of evidence-based interventions and the resulting data.

## **CLASSROOM SECURITY & KEYS**

All classroom areas, locker rooms, offices, storage areas, auditorium, etc. should be closed and locked when not in use, and at the conclusion of the school day. All doors, windows, and lights should be closed, locked, and turned off at the end of the day. All assigned keys should be secured in the main office at the conclusion of each day. Keys should never be provided to students to open doors.

## **CLASSROOM SUPERVISION**

Teachers are responsible for their students from the start of the school day to its end. Students should not be left unsupervised at any time. In case of an emergency, contact the building principal so that supervision can be provided. **This applies to coaches/advisors of after school activities.**

## **CONFIDENTIALITY**

Maintaining the confidentiality of situations, particularly the knowledge of who or what was involved, shall be the responsibility of all parties involved. Such information shall be limited to the initial parties who are in knowledge of a particular situation and may only be extended to the school. It is imperative that all information regarding students be maintained confidential in order to maintain the safe environment of the school.

## **CORPORAL PUNISHMENT**

The Lakeland Board of Education prohibits the use of corporal punishment in all schools by all school employees. Reasonable force may be used by teachers and school authorities:

1. to quell a disturbance
2. to obtain possession of weapons or other dangerous objects
3. for the purpose of self-defense
4. for the protection of persons or property

## **CORRESPONDENCE FROM PARENTS**

Correspondence from parents should be kept on file by each individual teacher. Notify your Principal about any questionable/inappropriate communications.

## **DISCIPLINE PROCEDURES**

All teachers/staff should follow all school-wide positive behavior and student code of conduct procedures as identified in the student handbook.

## **ATTENDANCE AND TARDINESS**

All teachers must maintain accurate attendance records of their students, in Sapphire, each period (high school only) and/or each day. When students are absent, or late to school/class, a note from the parent, office staff, or other teacher, should accompany the student.

If students are missing from your class, yet not reported absent, or vice versa, you should notify the office immediately.

## **EARLY DISMISSAL – STUDENT**

On occasion, a student may need to be excused from school during the instructional day. Children will only be released to parents, guardians or those listed on their emergency card. Requests for early dismissal must be in writing along with a phone call to the office. Photo identification is necessary, prior to the release of any child. Any change in the normally scheduled dismissal of a student such as from a bus rider to a private vehicle or walker must be in writing along with a phone call to the office (elementary school only).

## **TECHNOLOGY/MAINTENANCE SUPPORT**

If you are having a technology issue, or have a maintenance need, submit a ticket, using the HelpDesk (<http://helpdesk.lakelandsd.com>).

## **ELECTRONIC COMMUNICATION/E-MAIL**

Teachers should check their email daily. Most district communications are done electronically.

Email between teachers and students must be done using the school email system. It is recommended that any school employee or volunteer communicating with students via text messaging, should be in a group text format (including the entire team/class/club). All electronic communications with students should be related only to academic or school activity business.

## **FACULTY MEETINGS**

Faculty meetings are mandatory and will be held once per month in the respective schools.

## **CLASSROOM MATERIALS AND EQUIPMENT**

Teachers are required to maintain their materials and equipment within their classroom. Teachers must maintain a distribution list of books, including condition, which should be collected each year. Lost or destroyed textbooks should be reported to the Office.

## **DUTY SCHEDULES**

The building principal is responsible for setting up and providing the teachers with a copy of teacher supervision schedules to include but not be limited to arrival, bus duty, recess, lunch and dismissal.

## **FIELD TRIP POLICY**

1. All field trips must be teacher initiated and have approval of the Principal, Business Manager, Superintendent and Transportation Director.
2. Application for a field trip must be made electronically at <http://transfinder/Infofinderle/login.aspx> at least one month prior to the trip. The projected cost of a field trip should be included in the application. Any/all chaperones should also be included in the application.

3. Only when approval is granted by all parties should the teacher notify the students and the parents of the trip.
4. All students must present a written permission slip from home in order to participate in the trip. Forms will be provided by the office and must be returned to the school prior to departure. No students will be permitted to leave on a trip without the permission slip.
5. Dress on field trips will be determined by the principal.

## **LESSON PLANS**

All teachers are required to prepare and maintain weekly lesson plans in the Sapphire Student Information System. Such weekly lesson plans should be prepared one week in advance. These lesson plans should be available to the building principal each Friday

## **FIRE DRILLS**

Fire drills will be conducted monthly, per Section 1517 of School Laws of Pennsylvania. Teachers are responsible for accounting for each student in attendance. Notify your principal if a student is missing.

1. The exit shall be orderly from each teaching station.
2. The teacher or instructor is responsible for the direction and supervision of the class or group under his or her direction at the time when the alarm bell is sounded or announcement is made. This extends until the end of the emergency period.
3. Students shall line up in single or double file, under the direction of the supervisor, at the designated safety area.
4. Each teacher shall take his or her classroom roll book to the emergency area.
5. All personnel shall be responsible to aid in the orderly evacuation and control of students during a fire drill, bomb threat, or other emergency.

Building principals are to provide each teacher with a diagramed exit route from the building.

## **TEACHER MENTORS**

Periodically, experienced teachers become mentors for newly hired teachers. Mentor teachers are required to keep a detailed log of all meetings with their assigned mentee and topics covered. Completed forms must be submitted to the district office no later than May 31st.

## **USE OF SCHOOL BUILDING**

Regulations covering the use of school buildings and grounds were adopted by the [Lakeland School District Policy #707](#). This information may be received by concerned persons from the principal's office in any building. (Facility Use Request Form)

## **USE OF SCHOOL EQUIPMENT**

The Board establishes that school equipment may not be used by district staff for personal reasons; either on or off school property, without explicit authorization or administrative approval. [See School District Policy #708.](#)

## **PARENT-TEACHER CONFERENCES**

Periodically, conferences are scheduled in the evening for any/all parents to attend. Teachers may schedule additional conferences with parents at any time, as s/he deems necessary.

## **PROFESSIONALISM**

Teachers are expected to display a high degree of professionalism at all times and conduct themselves in a manner consistent with appropriate and orderly behavior. All professional employees shall comply with district policies, rules and regulations, attempt to maintain order, perform assigned job functions and carry out directives issued by supervisors.

## **MONEY**

All money collected by employees for school purposes, must be turned into the office to be counted each day. Teachers are not to maintain any money in their classrooms beyond the school day.

## **STUDENT RECORDS**

All student records are to be considered confidential and all professional staff members will keep this confidentiality as a safeguard to the student. If you are unsure about whether a student record should be provided to someone, contact your supervisor.

## **VISITORS**

Visitors to our school must report to the main office to obtain a visitor's pass during school hours. If a teacher sees a casual visitor in the building, the staff member should offer to help and try to determine the visitor's business. If there appears to be any problem, it should be reported to the office at once. [See School District Policy #907.](#)

## **LEAVING THE BUILDING**

Employees may leave for lunch and during planning periods. Employees need the permission of their supervisor, to leave at any other time.

## **PARTIES**

All classroom parties need administrative approval.

## IV. Information Specifically for Elementary Employees

### CAFETERIA PROCEDURES

#### **ENTRANCE**

1. Students are to enter the cafeteria accompanied by their classroom teachers when going directly from the classroom to the cafeteria (grades 1, 2, 5 and 6).
2. Students outdoors first are to be brought indoors approximately 10 minutes before the actual cafeteria period begins by the teachers on duty. They are to deposit their garments in the classroom, line up and proceed to the cafeteria under the supervision of these same teachers. (Grades 3, 4).
3. Students should proceed directly to the front tables, sit 12 to a table (6 to a side), until all tables have been filled.
4. Grades 1, 4 and 6 will enter through the main cafeteria entrance near the display case.
5. Grades 2, 3 and 5 will enter through the side entrance near the stage.
6. Upon cafeteria entrance, all students are to be seated and await their turn to go to the serving area, one table at a time.
7. Children from grades 4 to 6 are not allowed to slide their lunch boxes or hands along the wooden railing on their way to or from the cafeteria.

#### **TABLE ASSIGNMENTS**

1. There are no specific table or seat assignments except that classes are to stay together.

### GRADING

The Lakeland Elementary Schools use a letter grade system with the following explanation:

Grades 3-6 will be assigned the following:

A+	97-100	C+	81-84
A	93-96	C	76-80
B+	89-92	D+	73-75
B	85-88	D	70-72
		F	0-69

Grades 1 and 2 will be assigned O-Outstanding, S-Satisfactory, and U- Unsatisfactory in all areas except reading and math which will be assigned standard letter grades. In the reading and math areas, teachers also indicate by number whether the child is performing above, on, or below grade level. The # 3 accompanying a letter grade, as in D-3, indicates that the child is not keeping pace with the rest of the class and may be experiencing difficulty. A # 4 would indicate that adapted instruction and / or testing been provided. A conference with the teacher in is order to discuss the situation. Art, Music, Physical Education,

Handwriting and Library will also receive O, S and U evaluations at all grade levels. Spelling will receive evaluation in grade 1 during the 3<sup>rd</sup> and 4<sup>th</sup> marking periods.

### **GUIDANCE SERVICES**

Guidance services provided include orientations, continuing a cumulative record for each pupil, an organized testing program, individual counseling and group guidance activities. A cumulative record folder, which is maintained from Grades K-12, and passed along from grade to grade, contains such information as school marks, attendance, objective test data and basic family data.

### **GUIDELINES FOR EFFECTIVE SUPERVISION**

The following general sets of guidelines were established to aid the elementary staff in the supervisory process. More specific guidelines as established by each building principal are geared to the individual school in question.

#### Playground Duty

1. Teachers are to be in the immediate vicinity of the children.
2. Teachers on playground duty who stand and talk together during recess are considered to be not really supervising recess activities, even though they are present on the school grounds. Active supervision is imperative to maintain a safe environment.
3. Teachers are considered by law to be the parents (in loco parentis) of the children under their supervision, and should act in the reasonable way in which parents normally act; children's coats and hats are on and buttoned in cold weather, children are kept out of water or wet fields, and hazards of play and of the playground are looked for and eliminated.
4. Children should always enter and exit the building in lines as supervised by the staff.
5. Once on the playground, students are not to enter the building unless an emergency exists. Reason should be exercised where lavatory privileges are requested.
6. All injuries are to be reported by the teachers on duty to the office via the accident report forms.
7. Children are not to be sent to the office for complaints which can be handled by the duty supervisors.

#### Bus Duty

1. Teachers are to station themselves as near to buses as possible to aid the students in the loading and unloading process.
2. Children should not be allowed to run to their buses once outdoors.
3. Children should always enter and exit the building in lines as supervised by the staff.
4. Teachers assigned bus duty should exit the building accompanied by their class at the primary bell. Walkers are to be sent to another assigned teacher for supervision until the final dismissal.
5. Teachers are to remain on bus duty until all buses have departed.
6. Kindergarten teachers are responsible for their own bus duty and assisting other teachers until all buses have departed.

## Lunch Duty in Classrooms

1. Children are allowed to participate in low key games or activities (drawing, coloring, reading, writing, etc.)
2. Children are not permitted to run around the room or carry on in a boisterous manner.
3. Children should not be sent to the lavatory in groups but rather in pairs.
4. At all times, teachers should be aware of who is out of the room and for how long.
5. Teachers supervising two classrooms are to assemble the children into one classroom.
6. Teachers not on duty can help by having assignments ready for the group

## **HOMEWORK**

Homework may be defined as any work planned or approved by the teacher to be completed by the student outside of the regular classroom without the direct and immediate supervision of the teacher. Homework is a very important part of a child's education. It means all the assignments required to achieve goals set for the grade level or school. It implies a variety of assignments based on need and special interests as seen by the teacher and pupil. To be meaningful, homework should be related to class work. A good assignment stems directly from preceding class work and each student understands the relationship between what he is to do and what has to be done in class.

### Purpose of Homework

1. PRACTICE
2. To help learn responsibility.

### The Teacher

1. All homework should be checked in a timely fashion, with meaningful feedback provided to students. If feedback is not going to be provided, it should not be assigned.
2. The teacher should notify parents if a student consistently fails to complete homework assignments.
3. The teacher should include as homework those activities which a child can carry on outside the school, but have direct application to the things being studied at school.
4. The teacher should be specific in making homework assignments; students should know what is expected and the task should be within the child's ability.
5. The teacher should ensure that assignments will not require the use of materials which are not available in the home.
6. Major assignments (writing assignments, projects, etc.) should be announced far enough in advance to enable students to plan a sensible time schedule for their overall workload and after school activities.
7. No homework assignment should ever be given as punishment.
8. In the intermediate grades 4-6, homework will be given consideration in the determination of a student's final grade for each quarter; however, it will count toward a small portion of the overall grade.



**PROGRESS REPORTS**

Teachers are to send home progress reports – academic or behavior – to parents any time during the school year as the need arises. Teachers are to fill out the report in duplicate and keep one copy on file in the child’s office folder. At any time during the school year when a child’s performance drops below their normal level of performance teachers are to send home a progress report to inform the parents of the progress. This should eliminate a parent’s response “I was not informed” to a drop in performance as well as to help in properly planning for their child’s academic improvement.

**PROMOTION POLICY**

Promotion shall be on an individual basis.

**RECESS**

Recess is considered a very important part of the school day because it provides the students with a much-needed break in the school routine. Teachers are discouraged from keeping children indoors during the recess periods except for disciplinary action, project work or illness. In any case, the teacher must be in the room to supervise the children. Also during inclement weather – rain, muddy playground, or extreme cold – keep the children indoors. Each teacher will be responsible for his or her own class at this time. Only the building principal may cancel recess. Students are not to remain indoors for illness unless an emergency arises or they have presented a note from home indicating illness. Disciplinary action should always be in a manner, which corrects the behavior. No disciplinary action should ever demean or bring attention to a student.

**REPORT CARDS**

All report cards are to be signed by a parent / guardian and returned to the student’s respective homeroom teacher no later than 5 days from distribution.

**SCHOOL DAY ELEMENTARY**

Teacher Day 8:00 – 3:15

- Teachers requesting to leave the building for any reason, including illness must first check with the building principal.
- Students are not to be kept after school hours without parent permission and transportation arrangements.

## **TEACHER OBSERVATIONS**

Observations will be conducted throughout the school year. Do keep the following in mind concerning classroom observations:

1. Supervisory visits will be focused upon all elements of the teacher – learning situations, not merely upon the teacher.
2. The chief purpose of supervisory visits is the improvement of learning; they should be inspirational and instructive rather than inspectional and repressive.
3. Supervisory visits should afford each teacher a definite and concrete basis for improvement.
4. The Principal is responsible for the rating of teachers.
5. The Principal's first concern is for the safety, welfare and development of the students; and then for the development of the staff.
6. Teachers should feel free to discuss their problems and to make suggestions

## V. Information Specifically for Jr-Sr High School Employees

### ANNOUNCEMENTS

All announcements will be made over the P.A. system during homeroom and at 2:30 p.m. Announcements must be submitted in writing to the main office by 7:30 a.m. for morning announcements and/or 2:00 p.m. for afternoon announcements. All announcements must be approved by a building administrator prior to reading. When an announcement involves a specific organization it should come from the advisor, or approved/signed by the advisor. The intercom phones may be used when reporting students who have been sent to the office or in emergencies.

The paging system will only be used during the school day for emergencies. Calling a last-minute meeting for a club/sport IS NOT an emergency.

### ASSEMBLIES

Each homeroom teacher will receive a chart showing the seating arrangements of the students. This should be posted on the bulletin board in homeroom. Teachers are required to accompany their classes to all class meetings and assemblies called during the school day and assist the administration in maintaining order and supervising the students by adhering to the following procedures:

1. Wait for an announcement to be made over the PA system to report to the auditorium.
2. Students will generally be called to assemblies by grade level. Teachers of mixed-grade classes are to escort the entire class to the assembly at one time unless notified otherwise by the administration.
3. Escort your students into the auditorium in order to direct them into the appropriate seating.
4. Sit or stand next in the area assigned for the length of the assembly.
5. If the duration of the assembly is longer than one period, teachers who may have been on their planning period for the beginning of the assembly are to report to the assembly at the end of their scheduled planning time.

### ATHLETIC INJURY PROCEDURE

In athletics, injuries will occur even with all the safety precautions and supervision we provide. When they do occur, they must be handled in a responsible and professional manner.

### PRECAUTIONS:

1. Ascertain that all participants have had a physical before the first practice. A record of such physical examinations must be on file with the Athletic Director.
2. Insure a parent or guardian has provided permission for the students to participate before he/she practices. A record of such parent permission must be filed with the Athletic Director.
  - a. Insure student school insurance has been provided for.
  - b. Avoid playing overly fatigued or injured players.
  - c. Inform all players to notify you immediately if they are injured.

3. Be certain that supplies frequently used in sports medicine are near at hand during all practice sessions and interscholastic contests.

### TREATMENT PROCEDURES:

If a player needs immediate emergency treatment and the school nurse, athletic trainer, or team physician is not present, then the coach should proceed with the most logical action for the welfare of the injured player.

1. Administer first aid if the situation requires it and you are qualified.
2. If transportation to the hospital is necessary and the injury is of the nature that only an ambulance should be used, call the emergency number.
3. Call the parents or guardians.
4. For injuries which do not need immediate emergency treatment call the parent or guardian to see what procedure they wish to be taken.

IN ALL CASES, A SCHOOL ACCIDENT REPORT FORM MUST BE SUBMITTED TO THE BUILDING PRINCIPAL IMMEDIATELY AFTER THE ACCIDENT OR ON THE FOLLOWING SCHOOL DAY.

### ATTENDANCE PROCEDURES

Homeroom teachers are responsible to enter daily attendance using the designated computer system prior to the end of homeroom every day. Should a teacher not have access to a computer, a student should be sent to the office with the class absences to be entered by the attendance secretary.

Students who have excuses to leave early must have their note to the office by 8:30 a.m. or give it their homeroom teacher to place in the homeroom folder. Early excuses will be entered into the computer system by the main office. Names of students who have been withdrawn, suspended or excused will be entered on the daily attendance by the main office. Teachers are advised not to read attendance information to their classes. This information is for staff use only!

**Teachers must input their attendance into Sapphire for each period.**

Teachers are to continue to report a student absent from school until notified by the office of the student's withdrawal.

### AUDIO-VISUAL EQUIPMENT & PROCEDURES

#### EQUIPMENT:

Expensive audio/visual equipment is available to all teachers from the Technology Coordinator

**PROCEDURES:**

1. Teachers can obtain any of this equipment on a short-term basis by e-mailing their request to the high school principal at least one week in advance. The form should include the following information:
  - Equipment wanted
  - Date wanted
  - Room where it is to be delivered
  - Any special request such as extension cord, table, etc.
2. Teachers who wish to sign out equipment, such as overhead projectors, on a long-term basis, should email the principal with the same information as listed in Item 1.
3. If you do not know how to operate any equipment, please include this information on your request to the principal and he will arrange with the Technology Coordinator to demonstrate its operation.
4. The Technology Coordinator provides many special services such as videotaping in class, and providing special lighting and audio effects in the auditorium. These services must also be requested by e-mailing the principal at least one week in advance so that they can be coordinated properly.

**CLASSROOM MANAGEMENT**

Teachers are expected to be master of the classroom at all times. Your class is yours to handle and you must recognize and assume that responsibility. Be on hand when your students arrive and do not leave your room except in an emergency. Invaluable advice for attaining proper discipline are:

1. For each course, every teacher should have a written syllabus. In addition to course description information, this syllabus should include classroom expectations and RULES. Create 5 to 10 simple, clear, enforceable rules for your classroom. Review the syllabus with your students on the first day of class and POST on your class website.
2. Be fair and consistent
3. When “writing-up” a student for a handbook violation you MUST inform that student! A student should never be surprised when called in for a discipline consequence.
4. Communicate with parents when a student is giving you trouble or falling behind academically. It is also a good practice to communicate positive moments with parents.
5. PLAN, PLAN, PLAN. All classes should be well planned and keep students engaged the entire period. Teach “bell-to-bell”. You may want to give independent work/reading time, but remember that you have to be accountable to maintain good student behavior. You should NEVER give full “free periods” or “study periods”.
6. Removing a student from the classroom:
  - a. Removing a student from your room should only occur as an absolute last resort.
  - b. A student should only be removed from class if:
    - i. That student has become violent or has threatened violence toward you, him/herself or other students, or...
    - ii. That student has become verbally abusive toward you or another student, or...
    - iii. That student has become so disruptive that class cannot continue and every attempt at stemming poor classroom behavior has been attempted with no success.
  - c. When removing a student from your class you MUST communicate with the parents as soon as possible after the incident to explain what happened. Document the date, time, and contents of this communication and then relay this information to the principals as soon as possible.

d. **IF A STUDENT NEEDS TO BE REMOVED FROM CLASS:**

- i. Call the office and inform the staff member that you are sending a student to the office. Briefly explain why so we are not surprised when a student arrives. **DO NOT SIMPLY THROW THEM OUT.**

In order to assist the administration with being consistent in enforcing your classroom rules and regulations, a written copy of your rules, regulations, consequences, and grading procedures should be provided to the assistant principal by the first day of school.

### **CLASS INTERRUPTIONS**

Every effort should be made to eliminate class interruptions. Pupils should not be out of class to run errands or for disciplinary measures. It is our responsibility to eliminate every situation or an occasion that may reduce their class time.

Pupils being excused from a class must have a hall pass from the teacher in charge.

If a student requests to leave your class or study hall to report to another teacher, he/she must obtain a pass from that teacher prior to reporting to you. The only exception would be a student seeking Learning Support Services. In this case, you are to contact the LS teacher to inform him/her that the child is requesting to be seen.

Under no circumstances are students to be sent on personal errands.

### **COMPUTER LAB USE**

The computer lab in the library is available to all faculty members and their classes. A scheduling calendar allows a teacher to schedule classes using this technology. Teachers need to contact the principal to make arrangements for their classes who will in turn schedule with the library science teacher.

A teacher using the lab should have defined goals and instructions for their students which are reflected on the lesson plan, and should monitor what each student is doing while in the lab. This will prevent students from gaining access to programs and files which they have no authority to open, and from printing unnecessary and unauthorized material. Before using a printer, the student must ask permission from the teacher. Teachers should insure that the print settings are correct for the program being used to avoid the waste of paper.

A seating chart is mandatory. Each computer has its own internal identification number which is helpful in identifying computer misuse.

### **CORRIDOR/LAV PASSES**

No pupil is to be excused from a room unless he has a Student Corridor/Lav Pass or a pre-printed slip instructing him to come to the office. It should be remembered that using the hall/lav pass is a privilege, not an obligation. Only emergencies should warrant excusing a student from a classroom.

## **CORRIDOR SUPERVISION**

It is imperative that all teachers be at the classroom door during the change of classes. This is the only way in which disorderly conduct can be prevented. If students become boisterous between classes, it will take precious class time to quiet them after the class bell rings. General hall supervision and supervision of restrooms are responsibilities all professionals share. Teachers assigned to an administrative duty (AD) are not to use this time to complete class work, i.e. marking papers, etc. This assignment involves supervision of the lavs and halls to insure that all students in the corridor during class time have the proper pass and do not abuse the privilege.

## **EMERGENCY MEDICAL PROCEDURES**

This procedure will be followed only in those cases where it is necessary for the nurse to go to the student. Remember, when in doubt, do not attempt to move a student or send a student to the office alone. It is better to be safe than sorry. Do not attempt to diagnose injuries or illness – this is the responsibility of the nurse.

In case where the illness or injury is of a minor nature and the student is capable of reporting to the nurse, be sure that a second student accompanies an ill or injured student to the nurse – do not allow any student who has been injured or ill to proceed alone to the nurse. Teachers in the Lakeland School District will complete an accident report form as soon as possible.

Parents should be notified immediately, but tactfully, about a child's sudden illness or serious accident; especially head injuries. If the parent cannot come for the child, the child should be taken home, to a doctor of the parent's choice, or to the hospital by the nurse. If the emergency is grave, there should be no delay in securing medical attention.

## **GUIDANCE IN THE JUNIOR-SENIOR HIGH SCHOOL**

Guidance in the Junior-Senior High School is based upon the needs of the students and the philosophy of our schools. It is a service that can be used by all students in ways which will foster their ultimate growth as individuals. This service is furnished through the principal, the counselors, the school nurse, the homeroom teacher and other faculty members. The close cooperation of all members of the staff is needed to operate the program effectively. Teachers have basic guidance responsibilities. These are evident in their functions of understanding, motivating, and directing the learning of students, in diagnosing difficulties, in handling disciplinary problems, in stimulating interests, in fostering techniques of study, in providing leadership in the homeroom, and in sponsoring extracurricular activities.

## **GUIDANCE SERVICES**

Guidance services provided include orientations, individual counseling, and group activities.

In addition to the guidance services provided by the school, specialists from the N.E. Intermediate Education Unit are scheduled for vision and hearing, and for students evidencing such needs.

At critical times when choices of courses or electives must be made, assistance with educational and vocational planning is carried on through group guidance activities and through individual counseling.

After each marking period a conference is held with students failing a subject. These conferences may be conducted jointly with parents, and/or the teacher or merely between the counselor and the student. An effort is made to analyze the failing situation and make suggestions for improving a student's work. Sometimes a weekly report is suggested as a way for the student and his parents to know whether he is doing better. This is discontinued when he improves sufficiently.

School policy states that a Progress Report must be submitted quarterly on the designated computer system by the due date provided by the principal. Students failing courses are to receive a progress report sent through the U.S. Mail to their parent or guardian. Counselors will meet students who have a failing grade average.

### REFERRALS

Students may be directed to the counselors by their teachers for aid in solving problems. Teachers desiring to make a referral should complete the Guidance Department Observation Sheet available from the counselor.

Counselors will schedule a meeting with referred students. Information furnished by the teachers on the Observation Record Sheet will be invaluable during the conference or if needed in preparing the Request for Psychological Services Form required before a referral is made and psychological testing results will be explained fully to parents.

Before counselors make a referral to the Psychologist, they will consult with the principal, and explain the problem fully and realistically to the student and his parents. Parental permission is required before a referral is made and psychological testing results will be explained fully to parents.

The psychological services offered assist counselors to gain insight into the learning process and the adjustment problems of students. Because of the effect individual differences in personality, home background, and intelligence have on school adjustment, it is important for the counselors to have an accurate assessment of the student while providing guidance services.

### OCCUPATIONAL/EDUCATIONAL INFORMATION

The Guidance Department keeps up-to-date vocational information on file. The vocational files are continually being used and expanded.

Up-to-date catalogs on colleges, trade schools, nursing schools, etc. are maintained. Students may examine catalogs in the office or may Sign Out for them if they so desire.



**RECORDS**

All records on students are to be considered confidential and all professional staff members will keep this confidentiality as a safeguard to the student. The Lakeland School District record policy is in keeping with federal and state regulations regarding the collection and dissemination of student records.

**TESTING**

Testing at Lakeland is an integral part of the Guidance Program. The District is very generous in the budget allowed for this activity, and we believe we have a testing program suited to our needs. Mental ability, achievement, aptitude testing, and interest inventories are given in a planned program.

Tests, at best however, provide information which must be properly interpreted to be really valuable. Tests are given at Lakeland for the following reasons: To help teachers understand the ability or special interests of a student; to help the Administration in planning and evaluating the curriculum; to help students understand their individual abilities, to assist them in course and subject selection, and in vocational counseling; and to identify pupils who may need specialized instruction.

The results of tests are summarized for faculty and administration use and are made available in the guidance office. Upon request, counselors will review test results with teachers. Whenever possible test results are given to students and parents after a thorough explanation so that they may recognize their academic strengths, weaknesses, and needs.

**SUMMARY OF GUIDANCE DEPARTMENT FUNCTIONS**

1. Conduct a comprehensive testing program and discuss results with students involved.
2. Have at least one counselor-initiated conference for each student every school year. (Additional conferences resulting from faculty referral, counselor request, or student choice will be arranged).
3. Conduct planned group counseling.
4. Call special conferences with failing students and students who want to drop out of school.
5. Assist all students in planning schedules that will meet their college/career goals.

**SAFE-MODE PROCEDURE**

The safe-mode procedure will be used for general search and/or in the event of a potential intruder in the school.

- Upon announcement from administration that the school is now in “safe-mode”; all employees will find a secure area immediately, close and lock classrooms, and cover all windows.
- The teachers will immediately notify the main office of any unaccounted for students.
- No students are permitted to leave rooms until safe-mode has ended by announcement.
- No one will be allowed entry to your classroom unless properly identified by administration or legal authorities.
- If evacuation becomes necessary, an announcement will be made. All staff will follow the guidelines for “Fire Drills.”
- Safe-Mode will end by general announcement from the administration.

**MARKING SYSTEM AND REPORT CARDS**

The marking system for all grades will be as follows:

A – 93 – 100 – Excellent	I - -- --- - Incomplete
B – 85 - 92 – Commendable	P - - - - - Pass
C – 76 - 84 – Average	F - - - - - Fail
D – 70 - 75 – Passing	WP - - - - - Withdrawal Passing
F – 0 - 69 – Failure	WF - - - - - Withdrawal Failing

Students will be allowed two (2) weeks to make up an incomplete grade. Report cards are issued every nine (9) weeks.

**Online Gradebook**

1. Within two weeks of the end of each marking period teachers are required to update any incomplete grades on the designated online system and provide an update to the student's guidance counselor.
2. All student assignments and evaluations are to be graded and updated on the designated online gradebook system within five days of student submission.
3. Teachers are to maintain daily student progress information on the secured site for parent/student review.

**EXAMS**

Midterm and final exams will each represent 10% of the final grade for a total of 20% and be factored in at the end of the school year. A decision will be made by the department as to whether final exams are cumulative or not.

**PROGRESS REPORTS**

Teachers are to regularly update their students' grades on the online grading system (a minimum of once per week, but daily is recommended) in order for the parents to monitor their child's progress.

Teachers are to quarterly submit their progress reports on the grading system as directed by the building administration. All teachers are strongly encouraged to include at least two comments for each child in order to provide the parents with a greater understanding of their child's progress in your class.

**PURCHASE ORDERS**

All purchase requests should be made to the department head on the proper requisition form. The Department chairperson to the Secondary Principal. No faculty member is to contact the Administration Office directly for such request.

**REPORTING TIME**

Reporting time to school is 7:30 a.m. All teachers should be in their assigned area ready for students at 7:30 a.m

**RESPONSIBILITIES OF THE INDIVIDUAL FACULTY MEMBER**

1. Each faculty member is responsible for the supervision of all students at all times during the school day.
2. Each faculty member is directly responsible for the development of his/her instructional area into the best possible learning experience for his/her students. Included in this development would be, to:
  - a. Coordinate his/her instructional area with the other areas in his department and the total program of the school.
  - b. Develop appropriate scope and sequence that relates learning in his/her area to other areas and continues the learning in a logical and orderly manner.
  - c. Make decisions regarding what is to be learned, how it is to be learned, and under what conditions the learning is to take place.
  - d. Develop and implement innovative practices and methods into the learning process.
3. Each faculty member is to determine and administer a budget for his/her instructional area. He/she will work closely with the Principal in requesting the purchase of all equipment and expenditure of all funds for his/her instructional area. The administrator must give final approval for expenditure of district funds. This includes the following:
  - a. Purchase of equipment and supplies
  - b. Purchase of textbooks
  - c. Securing of funds for field trips, professional travel, and special instructional activities.
4. Each faculty member shall see that the students are working under the best learning conditions possible. Safety in the classroom shall be the instructor's direct responsibility.
5. Each faculty member shall be responsible for the evaluation of his students. He/she must determine whether credit is to be given or withheld at the completion of a course.
6. Each faculty member is the administrator of his/her own instructional area. He/she is responsible for the direction, development, and coordination of his/her area. He/she shall work closely with the Principal in the development, coordination, and administration of their program. He/she must make definite decisions regarding the nature of his/her instructional area.
7. Each faculty member is responsible to the Principal to keep them informed regarding his/her instructional area, for requesting final approval in financial matters, for coordinating his/her area with the total school program, for working closely with the Principal in the evaluation of himself as an instructor and in the evaluation of the curriculum.
8. Each faculty member is a member of the community taking interest in the welfare of all its citizens.
9. Each faculty member must maintain a positive attitude toward the school and the community. Each member must reflect the attitudes and standards they desire others to possess.
10. Close and lock all windows and doors when you leave.

## **RESPONSIBILITIES OF THE INDIVIDUAL FACULTY MEMBER REGARDING SUBSTITUTES**

1. All teachers should have a lesson plan in their substitute folder. They should be complete, accurate, and specific. It should also have lessons planned for a few days.
2. A seating chart should be included in the substitute folder.
3. Special information regarding fire drills and transportation should be located with the lesson plans. Leave instructions for what to do in case of sickness or accident.
4. Any attendance forms or special forms which have to be sent to the office daily should be located with the lesson plans.
5. If your desk or cupboards are locked; the keys for these pieces of equipment should be attached to your door key and kept in the keybox.
6. Be sure that substitute lessons contain specific directions and time allotments for each class period each day; include a list of duties and a time and class schedule.
7. Include classroom routines, including lunchroom periods and the schedule of bells for class periods, opening exercises, and dismissal.
8. Provide information concerning location of supplies and materials.
9. Complete the Substitute Teacher Evaluation Form and send to the the principal each time.

## **STUDENT ASSISTANCE PROGRAM**

The purpose of the Lakeland Student Assistance Program is to provide early identification and intervention to students who demonstrate self-destructive behaviors. A team of trained school personnel working with the student's parents will provide detection and help for those students who are demonstrating at-risk behaviors. Additional guidance, education, and support services will be secured through the appropriate community agencies.

## **STUDY HALLS**

A study hall is designed to provide an opportunity for pupils to study. It is important that ALL students are quiet and working at their lessons. It is the monitor's responsibility to see that an atmosphere for study is maintained. Food and drink are prohibited.

## **SUPPLIES**

A teacher shall be entitled to request to the administration miscellaneous supplies and materials. Wherever possible a teacher shall be expected to order all supplies, materials, and texts in advance of the school year.

## **TEACHER OBSERVATIONS**

1. Observational visits will be focused upon all elements of the coaching-learning situations, not merely upon the teacher.
2. The chief purpose of observational visits is the improvement of learning; they should be inspirational and instructive rather than inspectional and repressive.
3. Observational visits should afford each teacher a definite and concrete basis for improvement.

4. The Principal is responsible for the rating of teachers. The Principal is responsible for what transpires in the classroom and for the improvement of instruction in all areas at all levels.
5. The Principal's first concern is for the safety, welfare, and development of the students and then for the safety, welfare, and development of the staff.
6. Teachers should feel free to discuss their problems and to make suggestions. The Principal will respect the opinions and points of view of the professional staff.

### **TEACHERS USE OF BUILDING**

Teachers are welcome to use their assigned facilities both evenings and on days when classes are not in session.

1. Teachers must submit a building use form with their principal, ONLY if scheduling to use any other space other than their normal classroom.
2. No one should be in the building between the hours of 11:00 p.m. and 7:00a.m.
3. Teachers should not be in unauthorized areas

### **TERRORISTIC THREATS**

The Lakeland School District recognizes the danger that terroristic threats and acts by students present to the safety and welfare of district students, staff, and community. The Lakeland School District acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

Terroristic Threat shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause a serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

Terroristic Act shall mean an offense against property or involving danger to another person.

Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat or act.

## VI. District Forms

(All forms below can be found on our website [HERE](#))

- [Annual Employee Policy Acknowledgement](#)
- [Fundraising Request Form](#)
- [Post Fundraising Activity Form](#)
- [Activity Fund Deposit Form](#)
- [Activity Fund Expenditure Request Form](#)
- [Conference/Workshop Pre-Approval](#)
- [Conference Evaluation Form](#)
- [Pre-approval for Graduate Credits](#)
- [Employee Extra Pay Form](#)
- [Employee Expense Reimbursement Form](#)
- [Employee Direct Deposit Form](#)
- [Salary Reduction Agreement for 403 B](#)
- [PSERS Nomination of Beneficiaries](#)
- [Facility Use Request Form](#)
- [FMLA Request Form](#)
  - [FMLA Rights & Responsibilities](#)
- [Workplace Accident Form](#)
  - [Workers' Compensation Procedure w/Physician Panel](#)
- [Sabbatical Leave Application](#)
- [Insurance Enrollment & Dependent Audit Form](#)
- Insurance Enrollment Forms
  - [Health](#)
  - [Vision](#)
  - [Dental](#)
  - [Life](#)
- [Uncompensated Leave Request Form](#)
- [Teacher Transfer Request Form](#)
- [Return to Work Medical Certification](#)
- [Arrest Conviction Form](#)
- [Sick Leave Transfer Authorization Form](#)
- [EOY Personal Leave Transfer Form](#)
- [Kelly Services - Substitute Teacher Evaluation Form](#)
- [Kelly Services -Aesop Quickstart Guide](#)
- [Harassment Complaint Form](#)