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INTRODUCTION

The policies, principles, and procedures of a school system are determined by the administration working with the Board of Directors. Our aim is to build the best possible education system for Scranton School District #33 and its community. This booklet is designed as an informational guide for teachers. We sincerely hope that you will find it a valuable source of information for knowing and understanding the function and operation of your school. We cannot print in this limited space all of the rules and regulations and policies necessary for the efficient operation of Scranton School. Please read this handbook carefully to familiarize yourself with the policies, principles, and procedures of the school.

All policies are subject to change. All policy changes will be added to the Scranton Public School Policy manual. Revisions to this handbook will be made each fall. Federal and State Law will supersede policy.

SCRANTON SCHOOL PHILOSOPHY AND OBJECTIVES

The Scranton Public School district hopes that its students will carry with them a desire to learn and grow. Education is a community function. While literacy and learning begin at home, it takes the combined effort of all members of the community to develop and maintain an educational program that creates open-minded curiosity, a spirit of cooperation, the vocational skills necessary to become a contributor to society, and appreciation of and participation in our culture. Quality education of our young people should be the top priority and the proudest achievement of our community. The objectives designed to meet the values delineated in the philosophy are as follows:

1. Maintain expectations that encourage self-discipline.
2. Develop educational programs consistent with individual needs.
3. Develop effective communication skills.
4. Design and foster programs for the development of lifetime skills
5. Enhance the vocational and occupational skills of the student.
6. Provide experience and sponsor activities which develop interest and skill in leisure time activities.
7. Provide experience and programs which promote physical well-being, sportsmanship, teamwork, and fair play.
8. Provide programs, materials, and experiences to promote mastery of the academic curriculum.
9. Develop the aspects of creativity, self-expression, critical thinking, and problem

solving within the range of each student's ability.

10. Sponsor, encourage, and direct activities that foster social development.

11. Develop useful citizens with a desire to contribute to society with an understanding of our cultural and political heritage.

12. Promote practical and realistic guidance and counseling.

13. Encourage and foster community education.

14. Develop effective study habits.

15. Promote programs which foster an awareness of the arts.

TEACHERS ARE EXPECTED TO:

1. Be sincerely and emphatically interested in their students.
2. Provide a climate for learning by direction, example, and specific individual instructions where needed.
3. Provide courteous and considerate correction and guidance, avoiding humiliating and dehumanizing control techniques.
4. Practice positive reinforcement of desirable behavior.

II.

GENERAL INFORMATION

A. TIME FOR RENEWAL OF TEACHER'S CONTRACT.

The Scranton School Board shall have the sole right to determine the necessity for and scope of a reduction-in-force for reasons including, but not limited to, lack of funds, uncertainty of funds, declining enrollment, cost-effective instruction, or other reasons of necessity. The determination shall not be arbitrary or capricious.

Reductions in staff will be made on the basis of what the Board considers to be least detrimental to the students. If a decision is made to reduce the teaching staff, any teacher affected thereby shall be given such notice as may be required by law. A conference prior to school board action will be held between the teacher and administration. The teacher reserves the right to waive such procedures.

Part-time teachers may be subject to reduction-in-force prior to full time teachers. Exceptions may be made when a part-time teacher possesses special endorsements or credentials needed by the school district to maintain curriculum, accreditation, or highly qualified teachers.

The selection of the teacher or teachers to be non-renewed because of reduction-in-force shall be

made in accordance with the following criteria:

1. Attrition, including retirements and resignations, shall be relied on to the extend possible.
2. When attrition is not sufficient to alleviate the necessity for reduction-in-force, then the policy of the district shall be to retain those teachers with the greatest adaptability, to meet the present and future staffing and educational needs of the District.
3. If equal adaptability exists, then the teacher with the superior academic and professional preparation, beyond minimum certification requirements in his or her teaching field, shall be retained.
4. When two teachers are deemed to have equal academic and professional preparation and have equal adaptability within their teaching fields, then the teacher who has taught in this district for the greater period of time shall be retained.

B. RENEWAL, NON-RENEWABLE AND EVALUATION OF FIRST YEAR TEACHER.

Each school district in this state shall have an established system through which two written evaluations are prepared during each school year for every teacher in his or her first three years of teaching. The evaluation must be in the form of written performance reviews, and the first review must be completed and available to first-year teachers no later than December fifteenth and the second review must be completed and made available no later than March fifteenth of each year. A school board contemplating not renewing the contract of a first-year teacher shall, after reviewing the evaluations, meet in an executive session with the teacher to discuss the reasons for the proposed nonrenewable. The teacher may be represented at the meeting by two representatives of the teacher's own choosing and the teacher's spouse or one other family member of the teacher's choice. No claim for relief for libel or slander may be brought for any statement expressed either orally or in writing at any executive session of the school board held pursuant to this section. If a school board determines not to renew the contract of a first-year teacher, written notification of the decision of nonrenewal must be given to the teacher not earlier than April fifteenth nor later than May first. Failure by a school board to provide written notification of nonrenewal to a first-year teacher by May first constitutes an offer to renew the contract

of the teacher for the ensuing school year under the same terms and conditions as the contract for the current year. The district shall follow procedures as outlined by ND law (15.1-15-02)

C. DISCHARGE OF TEACHERS. The school board contemplating discharging a teacher for cause prior to the expiration of the term of the contract shall follow provisions as outlined by law in NDCC sec. 15.1-15-07, 15.1-15-08.

D. IMMEDIATE DISMISSAL OF TEACHERS.

The school board may dismiss a teacher, effective immediately, for any of the following reasons:

1. Immoral conduct, insubordination, or conviction of a felony.
2. conduct that is unbecoming a teacher which requires immediate removal.
3. Failure, without justifiable cause, to perform contracted duties.
4. Gross inefficiency, which the teacher failed to correct after reasonable written notice.
5. Continuing physical or mental disability which renders him/her unfit to perform the duties of a teacher.

E. TEACHER CONTRACT.

A teaching contract is not valid in North Dakota unless a teacher holds a North Dakota Certificate to Teach and has a copy on file in the school's office. Teachers should make application for a five-year certificate after 18 months of successful teaching.

F. STANDARD PAYROLL DEDUCTIONS.

1. Federal Income Tax: This tax is deducted in equal installments in accordance with Federal Tax guidelines. Teachers may request that more be withheld by contacting the business manager.
2. Social Security: Deductions are made from each paycheck at the existing rate until the maximum is reached. The school district matches equally.
3. Teacher Retirement: The District shall pay the instructor's share of the Teachers Retirement in addition to the salary schedule as per master teaching contract.
4. Flexible Benefits (optional)

G. NEGOTIATION'S AGREEMENT:

Negotiation teams shall be equal in number representing the Board and SEA. Negotiations shall be conducted according to state law and the negotiations agreement between the Board and the SEA. Meetings should be conducted on a friendly, adult basis, and every effort should be made to resolve problems on a district level.

H. OUTSIDE EMPLOYMENT.

No teacher shall hold outside employment, which in the judgment of the board is detrimental to him/her teaching position; nor shall it be permissible for a teacher to be employed by another agency during the regular school day.

I. REIMBURSEMENT.

Mileage will be reimbursed at the state rate per mile for approved trips. Other expenses will be paid by the district at the state rate with the approval of the superintendent. Receipts must be submitted along with the expense vouchers. Two or more employees attending the same workshop, meeting, or convention may not each collect mileage unless previously approved by the superintendent.

J. DEDUCTION FOR TEACHER ABSENCE FROM SCHOOL.

Teachers who miss time out of a school day will be subject to a deduction in the available/appropriate leave.

III.

PROFESSIONALISM

A. TEACHER'S ETHICS:

Staff members are expected, at all times, to maintain a high standard of professional ethics.

B. STAFF PROBLEMS AND CONFLICTS:

If a staff member is having problems in the classroom with particular students, or even experiencing conflict with a fellow worker, the administrators' doors are always open for advice and counsel. It is better to air a problem and get it out in the open. Most problems can be resolved if approached rationally and on a mature basis. Don't jump to conclusions before you first get the facts.

C. CONFIDENTIALITY, CONVERSATION AND GOSSIPING:

Discussing school problems in public is not conducive to a good educational atmosphere. Discussing student faults and gossiping about fellow employees is not indicative of a professional person and generally adds to existing problems. At no time discuss students and their problems with other students or the general public. The same holds true for fellow employees.

D. TEACHER'S CONVENTION:

All teachers are encouraged to attend their annual convention. Teachers attend such conventions at their own expense as two other paid professional development days are scheduled by the district.

E. HOURS EARNED:

All teachers must earn 4 semester hours every five years. Sixteen clock hours are equal to 1 in-service hour. All semester and in-service hours must be documented in the teacher's file in the superintendent's office, as per negotiated agreement.

F. ACADEMIC FREEDOM:

Like freedom in general, academic freedom implies corresponding duties and responsibilities. It does not, for instance, give any teacher the right to ignore the provisions set forth in the course of study adopted by the school or to circumvent school instructions. If changes in the course of study are desired for the improvement of the teaching efficiency, in fact and not in fancy, the teacher is free to offer any suggestions to the administration or in faculty meetings. When the majority of the faculty and administration approve the suggested changes, there may be deviation from the established course of study.

Academic freedom does not give the teacher the right to impose his or her own personal opinion on such controversial subjects a politics and religion or to discredit, in the presence of the students, either directly or indirectly, the policies adopted by the duly constituted authority. Nor does academic freedom, give the teacher the right to suggest to students, much less to encourage, activities contrary to the basic school policies. The teacher is free, at any mutually convenient time, to discuss school policies with school authorities

G. PROFESSIONAL STANDARDS:

In order to maintain high professional standards, teachers are improve themselves professionally by reading educational literature, attending available classes and workshops, and in participating in educational organizations.

Teachers shall cooperate with training-in-service programs of the school designated to improve instruction, to improve reporting, to improve public relations, to improve courses of study, or such other matters as are in the interest of the school.

Acceptable methods of instruction which attain good results are expected and teachers will be expected to keep themselves informed of new developments in teaching techniques through the media of books and magazines, some of which will be supplied by the school district. Teachers' manuals, whenever available, are to be used in planned the teaching of subject matter.

H. ASSIGNMENTS:

Teachers shall be assigned to positions by the superintendent of schools and shall be responsible

to the principal(s) under whom they teach, and to the superintendent.

I. TRANSFERS:

Any employee may be transferred from one job to another, or from one school unit to another, at any time, upon approval of the board. Employees will be informed of such possibilities in advance.

J. CHAIN OF COMMAND:

If you have a problem, complaint, grievance, etc., first contact the principal, and then, if the problem is not resolved, see the superintendent of schools.

K. DRESS:

Teachers should dress neatly and attractively during school hours, keeping in mind the strong influence their example has on pupils. Male teachers should wear dress shirts, jacket, dress pants or comparable casual wear. Female teachers should wear dresses, pant suits, or comparable casual wear. Snowmobile suits will be acceptable clothing for teachers having outside duty. Exceptions to the above policy must be cleared through administration.

L. LESSON PLANS:

Weekly lesson plans are to be handed in as determined by the building level principal. These lesson plans are to be detailed and self-explanatory for the teacher's use and also for a substitute teacher's use, if needed. Teachers should check with the principal for specific instructions on the above plan. Teachers should also include a step-by-step routine for the day to be inserted in the front of the plan book for use by the substitute teachers. Failure to provide adequate lesson plans will be treated as a case of insubordination.

M. KEYS AND SCHOOL EQUIPMENT

No school property or equipment, including physical education or athletic equipment, projectors, tools, et., is to be loaned to any group or individual without the permission of the respective principal. School personnel should not loan their keys to anyone. Teachers who lose their keys are responsible for changing the locks and making new keys for those doors for which they have keys. Under NO circumstances should keys be made by anyone other than the administration.

N. RESIGNATIONS:

If a teacher rejects an offer of re-employment in the system for the coming year, he/she should submit a letter of resignation to the School Board so that it, in turn, can be properly recorded in the minutes. Employees are expected to give at least thirty (30) days notice of their intention to resign during the

school year.

O. LETTERS OF RECOMMENDATION:

Letters of recommendation may be written for teachers and students only after a formal request, in writing, is filed in the appropriate office. This request should be dated and signed.

P. SUMMER HOURS FOR CREDIT:

Proof of additional hours of college credit must be given to the business office prior to the preparation of the September payroll (September 1) if credit is to be given for advancement on the salary schedule for the current year.

Q. RECERTIFICATION:

Teachers should apply directly to the Education Standards and Practices Board to renew their present teaching certificates. It is the responsibility of each teacher to become highly qualified under NCLB. Failure to do so may result in nonrenewal.

R. EVALUATION OF PROFESSIONAL STAFF (TEACHERS):

The purpose of teacher evaluation as implied in Board policy to improve instruction through assessing teaching performance and helping teachers improve their approaches to students and instructional abilities. Therefore, principals and others who evaluate teaching performance must provide guidelines, suggest ways to overcome difficulties, make recommendations and give evaluations.

Formal evaluations shall be made by the principal or other administrative personnel authorized to do so.

Nothing in this policy shall be deemed or construed to assure or imply in any manner the renewal of contracts of employees, the right of employees to receive or retain particular assignment or position, or the establishment of any personal rights not explicitly established by statute or board policy. Neither shall anything in this policy be deemed or construed to establish in any manner any conditions prerequisite or similar factors relative to non-renewal on contracts, transfer, assignment, dismissal or any other personnel procedures relating to employees or the school district.

The matters described in the preceding paragraph shall remain within the sole and continuing discretion of the Board of Education, subject only to the conditions and limitations prescribed by North Dakota law.

THE BASIC PROCEDURES IN EVALUATION SHALL INCLUDE:

1. The result of all formal conferences and evaluative interviews, with recommendations the teacher might take to improve his or her performance, shall be recorded in narrative form with copies to the teacher and the principal. Both the teacher and the principal shall sign these reports.
2. Following each evaluative interview, the principal and the teacher will discuss matters pertaining to the teacher's professional growth and development.
3. In the event a teacher does not agree with the principal's evaluation, the disagreement may be submitted, in writing, to the superintendent of schools within one day, with a copy for the principal.
4. The Principal shall maintain a cumulative file of all pertinent data relating to each teacher. This file shall be available for the teacher's review and shall include any reports in disagreement by the teacher.

-IV-

GENERAL STAFF RESPONSIBILITIES

A. New Teachers:

All new instructors and those receiving five year certificates must provide copy of the certificate to the school office for their file prior to receiving their second pay check.

B. School Year:

The school year shall consist of 180 days plus up to two in-service days, of which 173 shall be days of classroom instruction. Teachers will be paid for 2 days inservice days and for 3 school holidays. Two parent teachers conference days are also contracted. (Labor Day, Thanksgiving, Veteran's Day, Christmas, New Year's Day, Good Friday and Memorial Day are all possible selections for the 3 paid holidays).

C. School Hours:

Students and teachers are at no time permitted to leave school grounds during school hours unless they are excused by the administration. Students are also required to have a pass slip assigned by the administration to leave the building.

D. Teacher's Hours:

The teacher contract day runs from 8:00 a.m. to 4:00 p.m. Teachers will be in their respective classroom areas 15 minutes before classes begin.

E. Pre-School Workshops:

Normally a pre-school workshop, not exceeding two days in length should be sufficient. However, this may be at the discretion of the superintendent. It is suggested that new teachers in this school, prior to opening term, acquaint themselves with the facilities and operations of the school.

F. Scheduling of Events:

For the sake of minimum conflict, all school affairs must be scheduled through the superintendent's office. Only those affairs listed on the school calendar will be considered as having official sanction. All functions must be listed at least 2 weeks prior to the event.

G. Faculty Meetings:

Faculty meetings will be held on the following schedule: Secondary meetings will be held once per week with the Elementary staff meeting at least once a month as scheduled by the principal. Other meetings may be called or canceled at the discretion of the administration.

H. Fire Drills and Severe Weather Drills:

During fire drills, teachers should be the first ones to leave the room to ascertain that the exits are clear and that no panic develops among the students. Teachers should then check the room to see that it is vacant. Teachers shall see that all students are familiar with fire drill procedure and that fire drills are conducted in an orderly manner. The same holds true for severe weather drills.

I. School Telephone:

The school office phone is to be used for school business only. Unnecessary calls will be charged to the person making them. All staff will be assigned a long distance calling code number.

J. Extra Curricular Admissions:

All teachers are encouraged to attend school functions. Passes are provided for teachers and their spouses for Scranton School sponsored activities.

K. Staff Lounge:

The staff lounge should be used as a preparation area for teachers.

L. Use of Preparation Periods:

Teachers may use their Prep period as needed. Lesson preparation, test corrections, and relaxation are some of the more appropriate uses.

M. Care of Building:

Although the general responsibilities of the custodians are to care for the building, each teacher is expected to share this responsibility by keeping his particular classroom or teaching area in a creditable condition. The teacher should assist the custodian by having students clean their desks and floor area of waste materials and refrain from marking desks. When janitorial service for a given room is not satisfactory, the teacher responsible for

that room or area should inform the superintendent. Janitors are to inform the superintendent of any room in which the students' or teacher's carelessness causes unnecessary work.

N. Board Policy Governing Students: (Student Handbook)

The teacher should create effective public relations for the school in his contacts with the students, parents, and community as evidenced by students, parental and community confidence in and respect for the teacher. This also involves the teacher's attitude toward the community and his participation in community activities.

Teachers should contribute to community life and develop normal interests outside their professional duties.

Teachers should remember that they are employed by the community and should avoid putting themselves in any embarrassing position. Teachers are expected to avoid words and actions, attitudes or prejudices which, innocently or otherwise, may bring discredit to other teachers, the school, its program, or themselves.

Teachers shall adhere to rules of good conduct, conducting themselves in a way appropriate to their responsibility toward youngsters.

O. Notice of School Closing:

Notice of school closing due to inclement weather, plant malfunction, or other adverse conditions will be broadcast over radio station KPOK-Bowman and KNDC-Hettinger. If school is already in progress, announcements of early dismissal will be made about 10 minutes before the buses arrive.

P. Final Pay Check:

Before the final check can be issued, all reports and inventories must be turned into the office, rooms must be put in order, books and supplies put in their proper places, and books for rebinding turned into the office.

Q. Church Night:

Wednesday night will be considered church night. Nothing should be scheduled during those nights. In some cases, exceptions can be made by obtaining approval from the principal and the clergy involved.

R. Personal Property:

Because of the additional cost for school insurance and the high deductible policy that the school carries, personal property of students and teachers is not covered.

S. News Releases:

All news releases must be cleared with the principal's office before publication of any information concerning school affairs. This includes club or class news and posters which are placed downtown or in the school building. Please spell correctly and use proper grammar.

SUPERVISION

Lack of proper supervision may legally involve a teacher, the administration, and the board. It is of the utmost importance that teachers do not leave their rooms or playground unsupervised at any time. Tests, etc. should be run off before and after class, not when class is in session. If, for some reason, a teacher must leave the classroom, the office would be notified and someone will be asked to supervise during the teacher's absence. Students must be supervised at all times, regardless of the area. Teachers will not be called out of the classroom unless the matter is of great importance. Teachers should also turn off lights when they leave an empty classroom after a class.

A. Rallies, Lyceums, and Other Group Events:

Instructors will be responsible for supervising pep rallies, lyceums, and other group events. All instructors are encouraged to attend these events. Teachers should help by being aware of student conduct and should reprimand students when it is necessary. The teacher in charge of such activity shall not leave until all students under his/her supervision have left the building.

B. Advisor Responsibility:

Organization advisors are to be in charge of events sponsored by the group. This includes making arrangements for chaperones. The advisor is responsible for being present at all meetings of the group and, whenever possible, at any planning and work sessions of the group. The advisor must be present at all after-school work sessions of the group and whenever the group is working in non-school-owned-buildings. At no time will students be permitted to go from room to room selling tickets, buttons, etc. without the principal's permission.

Advisors must get approval from the superintendent before committing their organization to interests or events within and outside of school.

C. Playground Supervision and Other Duties:

Playground supervisory duties will be shared. Elementary teachers will supervise elementary children in the halls when they are going to or coming from class or on the playground from 8:00 AM to dismissal.

Hall, playground, and other duties shall be assigned

by the principal in as equitable a manner as possible. These duties are a part of the teacher's job and not just added chores. Teachers so assigned are responsible for the children in their charge during that time. They are expected to be in the proper place at the appointed time and to remain there until the duty is completed.

D. Hall Behavior

Teachers shall be in the halls between classes and before and after school to supervise pupils.

E. Health:

A responsibility rests on each instructor to immediately report to the principal all cases involving contagious diseases among the school pupils. All administrators are required by law to report facts or suspicions that lead one to believe that a child has been abused or neglected. Failure of a teacher or administrator to make a report concerning child abuse or neglect is punishable by law, and the courts shall establish where the blame lies. Any report of this nature should be made to the school counselor, nurse, or the administration.

F. Medication:

Refer to Scranton School's Drug and Alcohol Policy before administering any medications, including aspirin.

G. Student Absences from Building:

Teachers shall not excuse pupils from school nor permit them to leave the school grounds at any time during the school day. If it is necessary for a pupil to leave the building or grounds, permission must be secured from the principal.

Teachers should not allow pupils to be taken from school by persons unfamiliar to the teacher. If such a request is made, the parents will secure permission from the office, and the office will then notify the teacher as soon as possible.

H. Pupil Accidents:

All accidents occurring on school property should be reported to the administration immediately after rendering first aid. Any building damage should be reported so that it may be repaired as soon as possible. Accidents which may require medical care should be promptly reported to the principal. Children should not be taken to a doctor without first securing the permission of a parent or guardian, except in emergencies. If an emergency exists the principal will decide the correct course of action. If a principal is not available, the teacher shall use his/her judgement in determining the best course of action for the child's welfare.

I. School Parties:

1. Scheduling -- Proposed parties must be approved by the group advisor and then with the principal, two weeks in advance.
2. Planning -- All party arrangements and invitations are to be handled by student committees under the supervision of the group advisor.
3. Chaperones -- All parties must be chaperoned by at least one teacher and two adults approved by the advisor. Names of chaperones are to be turned in to the principal one week in advance.
4. Hours -- All school parties shall not last past midnight. The doors will be closed one hour after the party has begun and no one will be admitted after that time.
5. Dates -- Parties may be held on Friday and Saturday nights during the school week.
6. Who may attend -- Students may invite guests, one per student. All guests who attend a party are governed by the same rules that govern the high school student.
7. Seventh and eighth grades -- It is the suggestion of the board that parents, older brothers or sisters of the immediate family pick up the 7th and 8th grade student.
8. Conduct -- All students will be expected to conduct themselves in a proper manner and abide by the rules established for governing all school affairs and the rules of the advisor or the group in charge.

J. Non-Related Academic Activities:

Athletic teams, musical groups, etc. may leave the City only after all arrangements have been made for proper direction and guidance by a teacher or other approved chaperone. Students who are taken out of the classroom for any school activity such as class play, music, annual, etc., SHOULD BE IDENTIFIED BY A LIST PLACED IN EACH TEACHERS MAILBOX THREE DAYS IN ADVANCE OF THE ACTIVITY. This list is to be cleared with the principal. The advisor shall make sure that all students on the list meet the eligibility requirements for that group. Normal class activities will exist, even though the students are gone from the class. Students are required to make up what is missed on their own. Advisors must accompany out of town groups. Instructors are to take time to prepare these trips and to try, in all possible instances, to have these activities on weekends. Avoidance of the use of school time for travel is advised as a minimally acceptable practice.

K. Trips:

Before taking any students on any trips, a teacher must obtain approval from the superintendent. This request must be made in reasonable advance so that the superintendent can make necessary

adjustments. This policy also applies to any situation in which a teacher takes students out of the building for any reason.

L. Fund Raising Projects:

All fund raising projects must have the approval of the Superintendent. There are no exceptions to this policy.

M. Ticket Takers:

All teachers will be scheduled to take tickets for athletic events. The duties are as follows:

1. Be on hand 1/2 hour before game time.
2. Get the cash box from the superintendent or principal.
3. Stop selling tickets at the end of the first half of the last game or the first game of a varsity volleyball match.

N. Extra-Curricular Supervision:

From time to time, instructors will be asked to supervise at extra curricular activities. during this time, instructors are to move freely about the building to insure that school rules are being enforced. Students are not to loiter in the halls or the multi-purpose room during these activities. Supervision occurs in the halls as well as in the bleachers.

O. Money Collections:

Advisors are to take two students to count money immediately after an event is completed. The money is to be tallied and the amounts put on the sheet provided. This sheet is to be initialed by all three individuals and then presented to the administrator on duty so that it may be put in the he safe.

VI

TEACHER-STUDENT RELATIONS

A. Teacher-Student Relationships:

Student progress is determined by the extent to which there is a mutual respect between teacher and pupil. The effective teacher has a genuine liking for and understanding of young people. A good relationship is evidenced by "mature friendliness" on the part of the teacher and a mutual concern for the effective learning situation by teacher and student.

Leaving the classroom for any reason other than an emergency should be discussed with and approved by the principal. If a teacher is called from the classroom for administrative reasons, the principal will provide the replacement teacher. The beginning and ending of the classes will be regulated by a bell. Instructors should not detain

students in the class after the class bell rings. If, at any time, such detention is necessary, the instructor may not excuse students from any class except his own, either for conferences or any other reason. Conducting class is your most important function. Do not interrupt or have your students interrupt another instructor's class unless it cannot possible wait until dismissal time.

Students are not allowed to leave classes to do something for another instructor or practice for coming events unless they have permission from the teacher in question.

Do not excuse any student to leave the school grounds until he/she has been given permission from the principal's office.

B. Attendance Slips

All teachers are required to take attendance at the beginning of first and sixth hours. Slips will be picked up at this time. Tardy slips are to be made any period that a tardy occurs. They are to be picked up with the absence slips.

C. Student Absence or Tardiness

Any student who has been absent from school must present an admittance³ slip to the teacher to be signed for the period or periods absent. The same holds true for a student who came late to class. Students who are tardy will be given assignments. Failure to do assignments will be deducted from their grade.

D. Prearranged Absence

Prearranged absence by students may be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside school hours. The student must make application for a prearranged absence two days prior to the absence. The student will be required to obtain the assignments from teachers prior to leaving, and will be required to turn in the assignments at the beginning of each class when he/she returns. Students will be allowed makeup time for tests missed in accordance with regular absence procedures.

E. Make-Up Work

All work missed by the student must be made up within a period of time corresponding to the length of the absence. Failure to do so will result in failing grades for the day or days missed.

F. Class Lists

Teachers shall furnish to NO ONE, other than school officials, any list of names or addresses of pupils or staff members. Valentine lists or similar lists may be exempted from this policy by prior approval of the respective principal.

G. Deficiencies

Notices of unsatisfactory scholastic work may be given at any time, but must be given at the end of the third and sixth week of each grading period. Eligibility will also be taken at this time and notices will be sent to parents if the student is ineligible to participate. Midterm progress reports will be sent out after the fourth week of the term. Teachers are encouraged to send progress reports when students are doing significantly better than they had previously done. These may be sent at any time. Teachers can phone parents of any student that is failing at any time.

H. Permanent Records and Reports

Permanent record forms are kept for each student from kindergarten through high school. Each teacher should make use of the information available in these records; however, contents of pupil files are to be kept strictly confidential, particularly those items dealing with personal problems and intelligence test scores. Elementary teachers are responsible for keeping cumulative records up to date at all times and for seeing that they are properly filed in the designated place. In the Junior-Senior High School, permanent records are handled by the office staff, but are available to professional staff immediately concerned with the students education. They are also available to parents and students age 18 or older (see Scranton School Policy and FERPA).

I. Collection of Fines or Other Monies

Money or other valuables should not be left in a teacher's desk or room even though they are locked. Teachers will be responsible for funds collected until they are turned into the office.

Fines should be assessed at the end of the year against pupils for damaged textbooks or library books and for any damage to desks, chairs, or other equipment. Book fines for lost books should be assessed as:

- Books new this year
80% of original cost
- Books two years old
60% of original cost
- Books three years old
40% of original cost
- Books four or more years old
20% of original cost

Teachers should notify the office of any student that has an outstanding bill or fine.

VII

DISCIPLINE

All school employees must be active in maintaining discipline in the school building and at school functions. A good policy to remember is that the discipline in a school is only as good as its teachers. Some teachers assume that they need not concern themselves with student behavior, especially outside the class room since it's the administrators responsibility. This assumption is entirely incorrect, since all school personnel are responsible for student discipline.

Detention is often an effective means of disciplining students. You need not make concessions for students who ride the bus; however, allow them a reasonable length of time to make arrangements for transportation home. If a teacher elects to keep a student after school, they are responsible for their supervision. Most detention will be enforced the following day.

Corporal Punishment According to state law, corporal punishment is not permissible.

Suspension of a student from a classroom or school will be handled by the administration. The administrator, after consultation with the teacher, is to notify the parent of the classroom suspension. Remember that students are allowed "due process" and can request a hearing on the school suspension with a lawyer present. Students will be required to make up time lost during a suspension, in full, at the discretion of the administration. Incomplete will be given to students until the time has been made up.

Refer to Scranton School Policy for Suspension and Expulsion of students with Disabilities.

A Discipline is not Punishment

The best and most important things which students learn, they learn without being taught. When students must be controlled, the most important thing is to act with sureness and dispatch. What they do is not as important as the way they do it. Behavior is purposeful. Children act in accordance with their feelings. To punish a child will only increase his need for affection; to give more affection and understanding will help him grow toward self-discipline. Students lose self-respect if they are getting away with something. Firmness and kindness together create one kind of atmosphere. The firmness that becomes hard and sharp through anger and vindictiveness creates an entirely different atmosphere with different results.

Children are not to be subjected to ridicule or sarcasm because of race, religion, lack of intellectual ability, or for any other reason, not shall

any discrimination shown.

Classes are to be conducted in such a way that good learning conditions are provided for pupils. Good classroom control is essential if students are to progress. All teachers are expected to require respect and consideration of others from every child, whether in the classroom, in the halls, or on the playground. While teachers are expected to maintain a friendly relationship with students, based on mutual respect, they are urged to remember that too much intimacy between their students and themselves may result in the loss of respect so necessary for classroom control.

B. Classroom Housekeeping

1. Have students, at the end of the period, remove all papers and their items from the shelves underneath their individual desks. Though you are not expected to clean the floors, student should pick up bulky items such as paper, pencils, magazines, et. This is particularly important at the end of the day or during your last period, if someone else uses the room after you leave. It sets a better climate in the room, however, to have each class cleaned prior to leaving.
2. At the close of the day, rooms should be left with doors and windows locked and lights turned off.
3. Chairs, desks and furniture should be left in proper order.
4. Books and materials on bookshelves, cupboards, tables, and desks should be neatly arranged.
5. All safety hazards should be reported immediately to the principal's office.

In general, keep your room neat and tidy within the limits of the activity of your class. If your room has not been properly cleaned at night, report it to the superintendent.

VIII

GRADES AND PURCHASING

A. Grade Books (Paper or Electronic)

Grade books are for teachers use only, and students should not be allowed to see any grades other than their own. Remember, the student and his parent or guardian is allowed to see his grades anytime, upon request.

B. Confidential Records

Only factual information may be contained in a student's confidential record; opinion and judgmental statements are restricted by law. The school cannot release any information from the

student's record to any agency unless parental consent is obtained, for any student under 18 years of age. Each accumulative folder must contain a record sheet, and any individual who inspects the folder must sign this sheet. Teachers and administrators do have access to the student's file any time the need arises.

C. Reports and Permanent Records

Each elementary teacher is required to keep an attendance register under the supervision of the elementary principal, and is responsible for marking and distribution of report cards. The secondary school uses one report card for all classes taken by the student.

D. Semester Tests and Grading

All teachers are encouraged to give nine weeks tests. The Board strongly recommends that teachers take a quality sampling of test grades and daily grades to justify grades to the parents. Exceptions to the testing must be cleared through the principal. (The grading system shall be as follows: A - 94-100; B - 87-93; C - 78-86; D - 70-77; F - Below 70.

E. Textbooks

Textbooks are to be issued by numbers corresponding with the student's name in the teacher's grade book. Textbooks should be checked periodically for any damage or misuse of any kind. Report any such damage or misuse to the principal immediately. Textbooks are to be collected before final tests are administered, checked carefully, and then placed in their assigned area. The administration should be notified of books that need to be rebound.

F. Classroom Materials and Equipment

Teachers are responsible for textbooks, desks and other equipment and materials in their rooms. Periodic inspection should be made of desks, textbooks, etc. Any writing on desks or in textbooks is absolutely forbidden, and this policy by students should be reported to the principal, immediately. With the aid and cooperation of the staff, violators can often be tracked down and reprimanded.

G. Purchasing Materials

Purchase order forms are available in the office for any teacher who would like to order material. There are district order blanks and activity sheets. Any material purchased must have a purchase order made out for it **in advance** and it must have the signature of the superintendent. Anyone purchasing material without the superintendent's approval can be held liable for the cost.

H. Purchase Orders

Under no circumstances shall teachers incur any debt against the school district without a purchase order, regardless of whether there is a departmental budget or not, nor shall a teacher permit any pupil to purchase materials without a purchase order. Requisition forms must be approved by the superintendent of schools for issuance of a purchase order. IF A PURCHASE IS MADE WITHOUT A PURCHASE ORDER, the person making such a purchase shall be responsible for payment. Individual checks to personnel will not be made to cover items purchase.

I. Promotion, Retention, and Acceleration of Students

See the Scranton Public School Policy manual for processes and considerations for retention.

The basis for promotion should be as follows: 1) Scholastic achievement, 2) Mental ability, 3) Social-emotional maturity, 4) Promoting on conditional acceptability. Simply being present in a classroom does not earn the right for promotion or receiving a unit of credit.

The Scranton Public School wishes to maintain the highest academic standards, therefore, a teacher should not hesitate to fail a student who has not earned the right to promotion or credit for a subject. Instructors should follow standard school procedures in failing students.

J. Office Regulations

Mail boxes for teachers are located in the main office. Teachers are to clean them out daily. Teachers are also reminded that they are not to go in the vault. You will need to ask the secretary or whoever is on duty for what you need.

K. Computer/Internet Use and Supervision

Students shall use school computers and access the Internet under the direct supervision of the teacher. At no time shall teachers permit students to work in unsupervised areas.

IX

TEACHER ABSENCE

If it is necessary for a teacher to be absent from school, arrangements should be made in the school office as far in advance as possible. In case of illness, elementary teachers should call the superintendent. Junior/senior High School teachers should call the high school principal the night before, if possible, but no later than 7:00 AM on the day the teacher will be absent. Teachers who consistently call late will be subject to losing a

day's pay.

A teacher who has been absent shall call the principal prior to 3:30 PM and indicate whether he/she plans to return the following day. If no communication is received prior to 3:30 PM, it shall be assumed that the teacher plans to return and the substitute will not be retained.

A Substitute Teachers

A class that is well organized, well taught, and well handled may become a shambles in one day's work unless you leave good plans to be followed when you are out of school and your class is being handled by a substitute. Observance of the following suggestions will help to ensure good progress in your class while you are away and will make the substitute's job easier and more pleasant.

1. Acquaint your entire class early in the year with the procedure to be followed by the substitute and with their responsibilities relative to these procedures.
2. Encourage students to exhibit the same courtesies and good attitude that you expect during a regular day's work.
3. Appoint student hosts whose responsibility it is, another other assigned duties, to help the substitute with the details of the operation of your particular class.
4. Provide written lesson plans, specify textbooks, page numbers and specific activities.
5. Leave a current seating chart in the center drawer of the teacher's desk. This is a valuable help to the substitute.
6. Have the class roll and record book readily available. If you do not wish to leave it in your desk, leave it with the principal the day before an anticipated absence.
7. A mutually beneficial plan for helping substitute teachers is to have an arrangement with a fellow teacher, whose classroom is near yours, who will show the substitute the ropes.

Remember, the fact that you are absent or even taken unexpectedly ill does not relieve you of the responsibility of your teaching assignment until the necessary tools, materials, and ideas are in the hands of the substitute. If you have taken your roll book, plan book, or other essential items with you, please arrange for your spouse, a friend, or a fellow teacher to pick them up at your home and take them to school.

SUBSTITUTE TEACHERS

Upon entering the building, stop in the office to pick up lesson plans, books, materials, etc., from the principal. When you are finished for the day, be

sure to check with the principal before leaving the building. Fill out a Substitute Teacher's Voucher. You will receive your pay check at the next pay period.

SCRANTON SCHOOL FIRE DRILL

NOTICE: The following points must be followed:

1. Do not panic and run!
2. Students must file out in single column.
3. The first two students in any column must see to it that the doors are latched open or hold them open until all have left the school.
4. Each room supervisor must see to it that the room is cleared quickly and safely as possible. Arrange for windows to be closed, lights off, etc.
5. All closets, storage rooms, and lavatories must be double-checked.
6. Students K-6 must leave the building and meet in groups east of the school building. From North to South: Kindergarten, grade 1, grade 2, grade 3, grade 4, grade 5, grade 6.
7. Students in Grade 7-12 must leave the building with their supervising teacher and assemble at the east of the school building

STAFF ASSIGNMENT:

The following personnel are to carry out these assignments. Time and location of teachers will play a factor, this is a guideline. Teachers are responsible for their current class or their last class (in the case that a fire occurs while students are in the hall).

Science Teacher: Will be responsible for checking out the science room, equipment chemical room, and ITV room.

Music Teachers: Will be responsible for checking the music room, practice rooms, and the music room lavatories.

Math Teacher: Will be responsible for checking the English room, math room, and the two business rooms

Paraeducator: Will be responsible for checking the elementary lavatories, storage area & Resource room

HS PRINCIPAL: Will be responsible for checking the lavatories, library, and lounge.

SECRETARY: Will be responsible for checking the girls locker-room, basic skills room and multi-purpose room.

CUSTODIANS: Will be responsible for checking the custodial areas.

HEAD COOK: Will be responsible for checking the kitchen, area.

SUPERINTENDENT: Will be responsible for checking the office, gym, boy's locker room, stage,

and coaches room.

EVACUATION NOTICES

GYM: File out the two North doors.

ALTERNATE: through the MP room and out the North hallway door.

MP Room: File out the two west. the North hallway door, and the two East doors and the North gym doors.

ROOM # 8: File out the Southwest door.

ALTERNATE: Northwest door.

ROOM # 6: File out the right front door

ALTERNATE: Southwest door.

ITV Room: File out the southwest doors

LIBRARY: File out the right front door.

ALTERNATE: North hallway door.

HOME EC ROOM: File out the left North hallway door. ALTERNATE: front door.

SHOP: File out the West door. ALTERNATE: North hallway door.

BAND ROOM: File out the Northwest exit door and then out the Northwest door. ALTERNATE: Southwest door.

ROOM #9A : File out the right Southwest door. ALTERNATE: Northwest door.

ROOM #9B: File out the right Southwest door. ALTERNATE: Northwest door.

ROOM #10: File out the left Northwest door. ALTERNATE: Southwest door.

Room 11: Same as Room 10

GUIDANCE OFFICE: File out the North Vo Ag classroom door. ALTERNATIVE: Southwest door

STAFF ROOM: Same as guidance office

Kindergarten: File out the front door. ALTERNATIVE.. East hallway door

Elementary Classrooms Grades 1-6 and Resource room: File out the East doors. ALTERNATIVE: Front Doors