

Clearfield Area School District



Faculty/Staff Handbook ***2023-2024 School Year***

Clearfield Area Elementary School

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Clearfield, PA 16830*

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www.clearfield.org

Clearfield Area Junior-Senior High School

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Clearfield Area School District
Board of Directors
2023

Mr. Gregory Clarke, President

Mrs. Shawna Rothrock, Vice President

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Ms. Kate Wood

Carter Chamberlain, Senior Student Body Representative

_____, Junior Student Body Representative

...Clearfield Area School District
2023-2024 CALENDAR

Mon	Tue	Wed	Thu	Fri	STUDENT DAYS	TEACHER DAYS	Mon	Tue	Wed	Thu	Fri	STUDENT DAYS	TEACHER DAYS
JULY 2023							JANUARY 2024						
3	4	5	6	7			1	2	3	4	5		
10	11	12	13	14			8	9	10	11	12	<u>21</u>	<u>22</u>
17	18	19	20	21			15	16	17	18	19	<u>102</u>	<u>105</u>
24	25	26	27	28			22	23	24	25	26		
31							29	30	31				
AUGUST 2023							FEBRUARY 2024						
	1	2	3	4						1	2		
7	8	9	10	11	<u>7</u>	<u>9</u>	5	6	7	8	9	<u>19</u>	<u>20</u>
14	15	16		18	<u>7</u>	<u>9</u>	12	13	14	15	16	<u>121</u>	<u>125</u>
			17										
21	22	23	24	25			19	20	21	22	23		
28	29	30	31				26	27	28	29			
SEPTEMBER 2023							MARCH 2024						
				1							1		
4	5	6	7	8	<u>20</u>	<u>20</u>	4	5	6	7	8	<u>18</u>	<u>18</u>
11	12	13	14	15	<u>27</u>	<u>29</u>	11	12	13	14	15	<u>139</u>	<u>143</u>
18	19	20	21	22			18	19	20	21	22		
25	26	27	28	29			25	26	27	28	29		
OCTOBER 2023							APRIL 2024						
2	3	4	5	6			1	2	3	4	5		
9	10	11	12	13	<u>22</u>	<u>22</u>	8	9	10	11	12	<u>20</u>	<u>20</u>
16	17	18	19	20	<u>49</u>	<u>51</u>	15	16	17	18	19	<u>159</u>	<u>163</u>
23	24	25	26	27			22	23	24	25	26		
30	31						29	30					
NOVEMBER 2023							MAY 2024						
		1	2	3						2	3		
									1				
6	7	8	9	10	<u>17</u>	<u>17</u>	6	7	8	9	10	<u>21</u>	<u>22</u>
13	14	15	16	17	<u>66</u>	<u>68</u>	13	14	15	16	17	<u>180</u>	<u>185</u>
20	21	22		24			20	21	22	23	24		
27	28	29	30				27	28	29	30	31		
DECEMBER 2023							JUNE 2024						
				1			3	4	5	6	7		
4	5	6	7	8	<u>15</u>	<u>15</u>	10	11	12	13	14		
11	12	13	14	15	<u>81</u>	<u>83</u>	17	18	19	20	21		
18	19	20	21	22			24	25	26	27	28		
25	26	27		29									

August 17-18
August 21-22
August 23
September 4
October 9
November 9
November 10
November 23-28

Kindergarten Days
Teacher In-Service
First Day for Students
Labor Day
Act 80 In-Service
Act 80/Parent Conferences
No School
Thanksgiving

December 22-Jan 1
January 15
February 16, March 8
February 19
March 27
March 28-April 2
May 27
May 30
May 31

Christmas Holiday
Teacher In-Service
Winter Break
Teacher In-Service
Act 80- Conf. Day
Easter
Memorial Day
Last Student Day/Graduation
Teacher In-Service



There will be a 2 hour early dismissal before Thanksgiving and Christmas

School Not In Session
First and Last Student Day
Teacher In-Service Days
Act 80 Day

PSSA Testing
Keystone Testing
New Teacher Induction

Days missed due to inclement weather may be made up in the following order:
Nov. 28, Dec. 22, Feb. 16; Mar. 8, 28
April 1, 2, and June as needed

Dear Clearfield Area School District Faculty and Staff:

This employee handbook is your reference manual that outlines specific policies, practices, and procedures of the school as well as the Clearfield Area School system. Please read carefully as everyone is expected to adhere to the policies and procedures in this guide.

The information in this handbook has been compiled as a reference for the successful operation of the Clearfield Area School District. Please be familiar with your individual and school-wide responsibilities and keep this handbook available as a reference.

We are looking forward to a great year in the Clearfield Area School District.

Mr. Terry W. Struble, Superintendent

Mr. Samuel Maney, Business Manager

Mr. David Domico, Director of Curriculum, Assessment and Professional Development

Mrs. Mary Mike Sayers, Director of Intervention Services

Mr. Mark Bender, Director of Special Education

Mrs. Jackie Seger, Assistant Director of Special Education

Mr. Brian Hynds, Director of Technology

Mr. Jeffrey Kavelak, Director of Food Services

Mr. Scott Fenton, Director of Building and Grounds

Mrs. Shawny Bennett, Director of Transportation

Clearfield Area Junior Senior High School

Mrs. Heather Prestash, Principal

***Mr. Andy Brickley, Cyber and Assistant
Principal***

Mr. Eric Scaife, Assistant Principal

Clearfield Area Elementary School

Mr. Ken Veiheffer, Principal

Mr. Justin Hazelton, Assistant Principal

Dr. Shaina Franson, Assistant Principal

DAILY EXPECTATIONS

STUDENT ACADEMIC SUCCESS

Our goal is to see every student achieve their best. To help reach that goal the following is expected:

1. Engage every student every day.
2. The responsibility of student behavior and engagement lies in the hands of the teacher.
3. Assessment strategies should identify teaching and learning weaknesses and allow for future planning. Assessment will be frequent and varied.
4. The teacher is responsible for the academic success of every student in their class, and should reteach and reassess as needed.
5. Grades will be updated within Sapphire (Grades K-12) at least weekly, with two to three varied assignments a week.
6. When students are not being successful academically and/or behaviorally the following steps should be part of the solution: Student Meetings, Parent Contact and Meetings, Guidance, SAP/CST, Possible Evaluation
7. Regular contact with parents and guardians is expected. TEAMS and REMIND are both available resources. Phone calls and emails are also expected to be use to contact parents. Regular contact requires two-way communication. Leaving a message for a parent is not considered communication with the parent.

MORNING

Be at your duty stations or collaboration location by 7:30 (J-S High) 8:20 (CAE). Cordially greet students entering the building and in the hallways. Regularly remind students about rules, procedures and appropriate actions. Monitor student lockers for cleanliness and make arrangements for clean-out. All violations of school rules need to be addressed with a reminder and the opportunity to comply immediately. Students refusing or unable to comply will be immediately sent to the office, or asked to complete a reflection form at the elementary school. Students need to be in homerooms by 7:40 (J-S High) 9:05 (CAE).

Homeroom- All students need to be quietly sitting in assigned seats. Scan for obvious violations and address students with a reminder and an opportunity to comply. Take roll on Sapphire by 7:44 (J-S High) 9:10 (CAE). Send all excuses to the office directly following announcements. Quietly listen to all announcements from the office and stand for the pledge. CAE: students should be checking with with PBIS at this time.

BETWEEN CLASSES

Your presence is required in the hallways between classes. Take the opportunity to interact with the students in a positive manner. Regularly remind students about rules, procedures and appropriate actions. A one foot in/one foot out monitoring approach is necessary to ensure that classrooms and hallways are effectively monitored.

DURING CLASS

1. Take accurate daily attendance every day/every period and record it on Sapphire.
2. Be prepared to engage the students bell to bell. Your active participation and engagement with the students is necessary at all times during the instructional period.
3. Planning is the key to success. Plan for high engagement, high quality questions and stimulating discussions. The use of data to assess and plan is extremely important.
4. Your regular circulation and interaction is required at all times.
5. Students should not be removed from class for minor level behavior. Extreme classroom disruption and safety are the only reason for removal.

DISMISSAL TIME

(JSHS) Classes are in session until 2:50 p.m. You are expected to enforce all rules and ensure the safe and timely dismissal of all students by monitoring the hallway until all students have exited. The bell schedule must be followed as closely as possible to avoid confusion in the hallways. It is extremely important that students are not to exit the building prior to 2:50 p.m. for safety reasons. Please release students when the bell rings and ensure their engagement for the entire instructional period. Faculty should not exit the building prior to 3:00 PM.

(CAE) Classes are in session until 3:20 p.m. At this time, teachers will escort designated bus line to the appropriate buses. Teachers without a bus line will escort students to the student pick up areas.

GLOSSARY OF EXPECTATIONS

ACCIDENT REPORTS

When an accident occurs, teachers are to aid the victim and notify the nurse and the office. An accident report must be filed with the nurse. If the accident should involve a staff member, you must fill out an accident report regardless if medical attention is needed. Please report the accident immediately to the main office.

ANNOUNCEMENTS

When school is in session, announcements related to school concerns will be made at designated times, a.m. and p.m., over the public announcement system. Times designated for announcements will be during morning homeroom and the five-minutes prior to dismissal. The office will avoid unnecessary announcements over the P.A. system so not to disrupt student learning.

ASSEMBLIES

Assemblies will be held throughout the year. Teachers are required to accompany students to the assembly area to help with supervision and monitoring. Teachers are to be in their assigned areas. If you are not sure of where to be, please ask.

ASSESSMENTS

Assessments and data are the key to success. It is the job of the educator to **ensure** the academic growth of every student. An assessment calendar will be distributed at the beginning of the year.

The District expects that DIBELS and the CDT's, or other District provided assessment, will be used as they are designed to be used and that the results will be utilized to guide classroom instruction. Data analysis during collaboration time should be used to guide instruction and learning.

BUILDING AND ROOM REGULATIONS

Teachers are responsible for room organization at all times during the school term. The classroom must be a neat, orderly and a safe environment for all students and staff. The teacher is responsible for organizing the classroom, turning off lights and other equipment and logging off their classroom computers. Rooms are to be locked when not occupied.

Teachers need to be in their classrooms whenever students are present. You are legally responsible if there are accidents or injuries to students left unattended. You are responsible for their supervision. If there is a personal emergency, call or notify the office or notify a teacher close to you to watch your class.

Remind students to take care of classroom furniture and equipment. Defacing school property will result in financial restitution and school discipline. Small appliances, such as coffee pots, microwaves, and refrigerators should not be in classrooms. If you have a unique need please address it with your building administrator.

BULLETIN BOARDS

Bulletin boards can be an important part of your classroom. The bulletin boards should be kept current and used appropriately to maintain student interest in a class or showcase student work.

CAFETERIA SUPERVISION

Elementary Lunch: Teachers are to walk/supervise their class to the cafeteria tables and pick up their students from assigned areas on time.

Breakfast: Professional staff members will be responsible for cafeteria supervision. A schedule has been created with the goal that assigned teachers have a fair and equitable amount of supervision time in the cafeteria. It is important that assigned cafeteria supervisors report in a timely fashion.

CLASSROOM VISITATION AND SUPERVISION

The administration will visit each classroom formally and informally as part of the teacher evaluation process. The purpose of these visits is to improve instruction and student learning. There will be announced and unannounced classroom visits. The office would appreciate being notified about any special projects or performances in your classroom so that we could attend/observe.

COLLABORATION TIME

Each teacher has been scheduled for collaboration time. Collaboration time shall be used for discussions about the craft of teaching, data analysis, reaching difficult students or finding ways to make the Clearfield Area School District a great place to work. Professionalism is expected. Grading papers and other work is not the priority during this time. Teachers are expected to be in the collaboration room in a timely fashion and ready to start as scheduled. Children should not be attending collaboration with you.

COMPUTER USE

Teachers and staff are required to follow the Clearfield Area School District "Acceptable Use Form" regarding computer use. Teachers and staff are to avoid inappropriate websites, or websites that have no educational relevance or value. Students should not access a teacher's computer. It's required that you log out of your computer when you are not in the room. Please be reminded that all computer/technology is property of the Clearfield Area School District and may be viewed by administration. Problems and requests should be submitted through the technology office's help desk. Any problems not being resolved in a timely fashion should be reported to the building principals.

CONFERENCES/PARENT CONTACT

Frequent parental contacts strengthen the relationship between school and home. Teachers should contact parents any time there is a problem with a student's academics or behavior. Teachers should also contact parents for purposes of positive interaction and to celebrate student successes. Remember that you are required to document all communication with parents/guardians. Please contact the guidance office and/or administration if assistance is needed in dealing with, or contacting, a student or parent/guardian. Your role with any parent contact is to only state the facts about the concerning behavior(s) or performance, ask for their support in helping with the student and look for answers as to why the parent thinks that they are acting/performing that way. Parent meetings may be one on one, but may also include administration, counselors and colleagues that also have the child in class. Teachers are to be the primary source of contact. This is something that should not be delegated to classroom assistants or aides. At all times, professional standards shall be maintained in reference to other professionals and administration.

If the contact information in Sapphire is not correct for a student, please notify the guidance office so that efforts can be made to correct the information.

CONFIDENTIALITY

The Clearfield Area School District recognizes the need to protect the confidentiality of personal identifiable information in the education records of students with disabilities. The teacher is responsible to ensure that all student confidential remains confidential.

What is confidential information?

Any and ALL student information/knowledge that involves academic, behavioral, social, emotional, medical, psychological, family background, child abuse/neglect, or disciplinary data is CONFIDENTIAL INFORMATION et. Seq. FERPA

- The name of the student, the student's parents/guardians or other family members.
- The address of the student or student's family.
- A personal identifier, such as the student's social security number, student number, or biometric record (computer data).
- Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name.
- Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

Who can discuss or access confidential information?

Discuss information only with faculty and staff directly involved with the student (student's instructor, principal, nurse, etc.) in a location that is private and NOT in front of student or peers.

- Refer a parent/guardian to discuss information with the student's instructor.
- Parents/guardians have the right to access their child's records (per FERPA: Family Educational Rights Privacy Act); this includes any and all documentation on a student. This may include: School-Based ACCESS logs, emails, anecdotal notes, etc.
- When a parent request is made for any educational record(s) notify the student's caseload teacher.

- Compliance to The Health Insurance Portability and Accountability Act (HIPAA) is mandatory. These regulations must be followed for all communication regarding the students. According to HIPAA, electronic communications regarding students are restricted to approved sites and e-mail which has been assigned by the Clearfield Area School District.

Where should it NOT be discussed?

Faculty room, school office, hallways, cafeteria, library, gym, playground, arrival/dismissal at the locations, community outings, social media, or classrooms. **It is never appropriate to discuss information outside the school setting.** In other words, confidential information may never be discussed in areas where those who are not privileged to the information can overhear the conversation.

COPIES

Please follow all copyright laws. Students are never permitted to make copies in the copy rooms. If a copier is not working correctly, please notify the school's office. Do not assume someone else has.

DISCIPLINE

(CJSHS) Teachers are responsible for handling discipline problems in their classroom. Before a problem becomes serious, please make every effort to identify the problem, meet the needs of the students and also contact student's parent(s) to discuss the problem. Frequent contact with parents/guardians is imperative to maintaining good discipline. Administration or guidance should be contacted if the incident of disruption reaches a point where safety or the educational process is threatened. It is VITAL that all of our teachers are consistent with enforcing the rules in a positive manner without creating a negative confrontation or escalating the situation.

(CAE) Clearfield Area Elementary teachers, are expected to implement the School-wide Positive Behavior expectations and procedures at all times. Teachers shall teach and re-teach expectations and focus on positive behavior.

Reporting discipline on Sapphire: On level 1 offenses please document first offense as an "incident" and have a discussion with the student. On the second offense, please document as "incident" and notify guardian. On third offense, document as a "referral", notify guardian and an administrator will deal with it accordingly. On level 2 or above offenses, please record as "referral" on Sapphire and notify guardian.

**** Referrals are visible to parents/guardians. Please refrain from using other students' names, personal information and personal remarks. ****

EMERGENCY DRILLS AND PROCEDURES

Teachers are responsible for making sure their students know what to do during emergency situations. Instructions should be posted in each room. Teachers should practice with students regularly. Teachers are to take roll and account for their students. Missing students should immediately be reported to office staff.

FACULTY DRESS

The examples set by teachers and staff in large measure establishes the climate for the school and influences the manner in which students conduct themselves and the lessons they take from their educational experience. Further, all school personnel can rightly be expected by the school community to give a

professional appearance during the conduct of their duties. The appearance of teachers and staff, instructional assistants, and office staff influences the way in which they are viewed by students, parents, and the community. In-Service and Act 80 days faculty are permitted to dress down in an appropriate manner. All professional staff members shall groom and dress themselves during their assigned duties according to the following guidelines:

- Be physically clean, neat, and well groomed.
- Dress in a manner reflecting professional assignment.
- Proper attire for male professionals shall be at least an appropriate collared shirt, dress slacks, and shoes which complement the rest of the outfit.
- Proper attire for female employees include dress, blouse, and skirt or an appropriately coordinated slacks outfit. Culottes skirts may be worn if they give the appearance of a skirt.
- Physical education teachers may wear clothing appropriate to their activity, but are required to change to proper attire when leaving the physical education area. A tasteful warm-up outfit is sufficient.
- Shorts, jeans, leggings and flip flops are examples of prohibited clothing.
- Male professionals are required to be clean shaven except for a well-trimmed beard and/or mustache.
- Exceptions to these regulations will be made sparingly and only for very specific reasons by the respective principals.
- Body/facial piercings should not be visible to students and staff.
- Hair colorings are to be of natural hair colors.
- Reference Policy #325

FIELD TRIP PROCEDURE

The board shall approve, annually, a list of potential field trips. All field trips must be presented to the board on the approved field trip request form. Attire should be appropriate for the trip.

Field trip requests will be made to building administration by the 1st day of the month prior to the approval meeting. Trips will not be approved if paper work is not completed properly. Students on field trips remain under the supervision and responsibility of this board and are subject to its rules and regulations.

Please refer Clearfield Area School District Policy Manual 121.1

FUNDRAISING

Please clear all fundraising project proposals with the office administration. Please remember that all fundraising efforts is limited to one per club or organization unless approved by the administration. All funds should be handled as per the activity guidelines. Fundraisers are to be compliant with the District's wellness plan and policy.

GRADING – Junior Senior High School

A=90%-100%

B=80%-89%

C=70%-79%

F=0%-69%

Minimum quarterly grades on report cards:

1st qtr = 60%

2nd qtr = 55%

3rd qtr = 50%

4th qtr = no minimum

Elementary School

Elementary grading is completed by the quarters for grades K-6 All grades must be updated in Sapphire, on a weekly basis. Report cards are to be reviewed before being sent to the office for distribution.

RECORD KEEPING/ GRADES/ ATTENDANCE

1. Accurate attendance must be taken on Sapphire during homeroom by 7:44 a.m. (Jr/Sr) and 9:10 (elem)
2. Accurate attendance must be taken on Sapphire during every class period. (Jr/Sr)
3. Grades must be updated on Sapphire and kept current at least weekly. (Jr/Sr and Elem)
4. Communication logs must be maintained and available upon request by building administration.
5. Ineligibility reports will be pulled every Friday at 9:00 am. Weekly grades must be up to date prior to 9:00 am. If, after 9:00 am you have a failure it must be reported directly to Ms. Bailor in the office. (Jr/SR)
6. Mid marking reports must be generated in Sapphire for each marking period and sent to the parents via students (if as an assignment to sign and return) or electronic administrators approved method. (Jr/Sr)
7. Final grades must be submitted within the time frame as shared on the marking period calendar.
8. Teachers are responsible to keep time sheets for additional payment(s). Timesheets are to be turned in as specified by payroll dates. Failure to submit in a timely fashion may result in the forfeiture of pay.
9. Teachers are responsible to document Act 48 hours for verification.
10. Teachers are responsible to keep accurate classroom inventory.
11. Teachers are responsible to keep accurate sign in/sign out sheets.
12. Teachers are responsible to keep tuition reimbursement documents.

HALL PASSES (Jr/Sr High)

The teacher is responsible to see students do not leave class without a pass specifically stating the destination along with the date and time. It will be assumed that students without a hall pass, or without complete information filled out, have left your supervision without your knowledge. It is encouraged that only one student at a time be allowed to leave your class. Teachers must keep a sign out/sign in sheet in designated area and keep on file.

HOMEWORK

Teachers should decide on a reasonable amount of homework to assign students. Homework should enhance the learning in the classroom. Homework should never be the reason for academic success or failure. Homework should be available for pick-up if a student misses 3 consecutive days. All homework requests need to be honored in a timely fashion.

IDENTIFICATION BADGE

Faculty and staff are required to wear their district identification badge during the school day. If you lost your identification badge, contact the administrative office (ext. 6000) so building access associated with the card can be suspended immediately. You may be charged a card replacement fee after your first replacement. Identification badges are not permitted to be given to other people to use, for any reason.

INVENTORY

Teachers should keep an up-to-date and accurate inventory of materials and equipment in their classroom. Remember, technology equipment is assigned to rooms, not teachers. Please do not remove any technology item from a room. You must contact our tech department and they will make appropriate changes.

KEYS

Teachers are responsible for their classroom key. Do not make duplicates of any key. A master key will be available for substitutes if you cannot leave your key. Keys to all storage cabinets, lockers and filing cabinet must be left in your mailboxes during the summer months. Keys are not permitted to be given to other people to use for any reason.

LESSON PLANS

Lesson plans are required daily for you or a substitute to refer to. Quality lesson plans lead to quality classes and quality performance. Lesson plans must be available upon request.

MAILBOXES

Teachers should check and empty their mailbox at least once a day. All mail to be placed in mailboxes shall be done by a secretary or approved by the office. Staff is not permitted in the Jr/Sr HS mail room. The key to the mailbox should not be left in the mailbox door.

MONEY/CLUB or ACTIVITIES ACCOUNTS

All money received by teachers, clubs, classes, or any other organization under the direction of the school is classified as school money and must be accounted for in bookkeeping. Money is not to be left in your room during the day or overnight. All money should be turned in to the main office and placed in the safe.

Student clubs and accounts will be monitored by the designated office assistant and advisor.

1. All monies/accounts will be reviewed and verified monthly
2. Purchases/expenses must be made via purchase orders through the office assistant.
 - a. Purchase orders must be signed by the advisor and treasurer of the organization
 - b. All purchase orders will be reviewed and approved by building administration
 - c. Purchases greater than \$1000 must have at least 3 bids for the specific item(s).
- b. Club or activity purchases must be proposed to the entire student group and voted on. Minutes of the proposal/intended purchase must be included with the purchase order.
Please include all dates and specifics concerning the intended purchase.

NIR (Non-Instructional Responsibility)

NIR's will be assigned as needed to ensure the safe and smooth operation of the building. Consider every minute not included in regular bell-to-bell instruction, duty free lunch or plan as NIR time. During this time it is your duty to actively monitor the safety, security and behavior of all students.

PARENT CONTACT

Teachers are expected to make parent contact throughout the year and keep a contact log for documentation. Sapphire does allow for contact to be recorded within the student information system, under meetings and should be the preferred method of record keeping. Parent contacts should be made with favorable progress as well as concerns that you may have with the student. Frequent parent contact can help deter classroom discipline issues. Parent contact is expected with re-occurring concerns.

PARKING

Jr/Sr HS - Faculty parking is located in the front of the building. Parking in the rear of the building is reserved for the custodial and cafeteria staff. Please observe all laws (one way, speed limit, etc.) and never drive across grassy areas or through cross walks. Use of the handicapped parking space(s) requires a handicap permit. Every vehicle must have a parking permit, be registered with the main office and be parked in designated faculty parking areas. There are spaces available for emergency needs – please contact the school office.

CAE – Faculty parking is available in front of the building, around the building as well as the lower lot. Parking should only take place in designated parking spots.

PARTIES

Teachers are responsible for classroom parties for special occasions. Teachers will observe the Clearfield Area School District's health and wellness policy. Also, teachers must be aware of student food allergies.

PLANNING AND LUNCH

All staff must sign out/in in the main office if leaving the premises during planning or lunch time. The staff member is required to personally sign out/in and not permitted to appoint a designee to do so.

PLEDGE OF ALLEGIANCE

The flag and the *Pledge of Allegiance* to the flag are important symbols of the democratic heritage of the United States of America. The Clearfield Area School District will say the *Pledge of Allegiance* at the beginning of every day during morning announcements.

The *Pledge of Allegiance* will be recited by standing with the right hand over the heart.

Students who, because of religious reasons or other personal convictions, do not participate in the *Pledge of Allegiance* will stand or sit quietly. Students who do not participate in the *Pledge of Allegiance* will not be disciplined.

PROFESSIONALISM

CELL PHONE USE- Please limit cell phone use to times outside of class. Texting or talking on the phone during class time is forbidden except in emergency situations. Offering personal contact information to students or parents is highly discouraged.

CHAIN OF COMMAND PROTOCOL Breach of Chain of Command Protocol is defined as the unauthorized or improper conveyance of an issue or concern to a district authority above the level of an employee's immediate supervisor.

Examples: Examples include, but not limited to, the following: Bringing a problem to a district level supervisor that could have been directly addressed at the building or site level or encouraging others to do so: failing to follow established

grievance channels; or requesting that a higher level supervisor overrule an operational decision by a lower level supervisor that was within his or her scope of authority to make.

EMAILS- Please interact on all professional issues through school email. Offering or using personal email accounts is highly discouraged. Please be reminded that school email accounts may be accessed or recovered if needed for documentation.

INTERACTION/LANGUAGE- Interaction with students and other staff should always be professional in nature. Inappropriate language or comments of racial, discriminatory, or sexual nature will not be tolerated.

MEETINGS/WORK SESSIONS- Please be attentive and actively engaged during all meetings and work sessions. Staff members should come prepared with proper documentation and materials just as we want our students to come prepared for class. Please limit side bar conversations/activities during meetings.

If for some reason you are unable to fulfill your contractual obligations associated with meetings/work sessions/expectations beyond the school day due to an unforeseen emergency, please notify the building principal as soon as possible prior to the meeting. All meeting dates have been provided since the start of the school year to help eliminate any conflicts.

PERSONAL WEBSITES/FACEBOOK- Please use discretion with social media sites. Your interaction with students or display of personal information on public social media sites is highly discouraged. Comments against your colleagues, profession or professional setting on social media sites could be a violation of professionalism. At all times you should be representing your school in a positive light in any public forum.

WORK DAY- Please be reminded that your professional obligation includes arriving and leaving in a timely fashion according to contract language and/or administrative direction.

SAP/ESAP/CST

Students who experience ongoing academic/behavioral difficulties are to be referred to their respective guidance counselor. The counselor may recommend a host of interventions ranging from peer tutoring, schedule change, referral to the Child Study Team, Beacon Light – School Based Mental Health Services or a complete evaluation for special education services. Information and data from the referring teacher is critical in making the best decision for the student. The teacher is required to make contact with parent/guardian regarding concerns before a referral to a counselor is made.

SEXUAL/UNLAWFUL HARRASSMENT

As outlined in board policy no. 348 the Clearfield Area School District will provide its staff with a pleasant non-hostile work environment which encourages efficient, productive and creative work. Such an incident should be reported promptly to your immediate supervisor. If the supervisor is the accused, the report should be filed with their supervisor.

STUDENT HANDBOOK

Handbook rules and procedures have been created to ensure the safe operation of the Clearfield Area School District. Teachers are responsible to clearly define and enforce all rules identified in the student handbook. Consistent application of the handbook helps everyone.

SUBSTITUTE FOLDERS

Substitute folders including daily lesson plans that actively involve the students, emergency procedures, updated class rosters and teacher schedules **must** be available on the teacher's desk at all times. Failure to have materials ready for a substitute can result in discipline action.

SUPERVISION

Students must be supervised at all times. This includes curricular and extracurricular times. Teachers/staff are not permitted to leave the room while occupied by students if no other staff member is present. In case of an emergency please contact the main office for assistance. If the emergency is immediate please ask a neighboring teacher for assistance and have them contact the main office while supervising both classes. Teachers should not send students on errands to vehicles unattended. Student teachers are not staff and cannot be left alone with any number of students.

TEACHER EVALUATION/OBSERVATIONS

CASD uses PAETEP. All teachers are required to submit a SPM according to the dates administration sets. It is the responsibility of the teacher to be sure to update both at mid and end of year with data and supporting documentation.

All non-tenured professional staff will be formally observed using PAETEP each semester. All tenured professional staff will be formally observed using PAETEP at least once a year. Pre and post conferences with the administrator doing the observations should be expected. If there is a concern regarding the performance of any professional staff, more than the required formal observations may take place.

TOBACCO and DRUG FREE WORKPLACE EAP

The Clearfield Area School District is a tobacco free facility. The use of any tobacco, e-cigarette or vaping device and/or products is prohibited and clearly outlined in board policy No. 323. Being under the influence, or in possession, of alcohol or other restricted drugs will result in discipline up to and including termination. These requirements would apply at any time you would be in the role of a school district employee.

VISITORS

All visitors need to report directly to the main office to sign in. All visitors must display a visitor tag clearly identifying them. Please make the office aware of anyone in the building without a visitor tag. If you are

planning to have a visitor or classroom guest, please notify the administration at least 24 hours in advance. The visitor should be there to provide classroom support and should at no time be a hindrance to classroom instruction.

VOLUNTEERS/GUEST SPEAKERS/CLASS LEVEL ASSEMBLIES

Volunteers may be used from time to time. All volunteers must enter through the office, sign in and are required to wear visitor tags at all times. All teachers need to clear all guest speakers, trips, and meetings with administration before scheduling and make final notification at least 24 hours in advance. FERPA

