



DELAWARE VALLEY HIGH SCHOOL

TEACHER HANDBOOK

2019-2020

TITLE IX COMPLIANCE

To comply with Federal Laws (including Title IX of Education Amendments of 1972), and Section 504 of the Rehabilitation Act of 1973 and the amendments of 1974, state laws, and State Department of Education regulations concerning equal rights and opportunities and to assure their implementation, the Delaware Valley School District declares itself to be an Equal Rights and Opportunities Agency. As an Equal Rights and Opportunities Agency, it does not discriminate against individuals or groups because of race, color, national origin, religion, age, sex, marital status, or non-relevant handicaps and disabilities as defined by law. The Delaware Valley School District's commitment to nondiscrimination extends to students, employees, prospective employees, and the community. The professional staff is presently engaged in an evaluation of various aspects of the school district operations.

PROCEDURE FOR PUBLIC COMPLAINTS

Any parent, resident, or community group shall have the right to present a request, suggestion, or complaint concerning district personnel, the program, or the operations of the district. At the same time, the Board has the duty to protect staff from unnecessary harassment. It is the intent of this policy to provide a fair and impartial manner for seeking appropriate remedies.

If you have a particular complaint dealing with a staff member or program you should follow these steps:

1. Try to resolve the issue informally through discussion with the staff member directly involved.
2. If this discussion fails to resolve the matter, discuss the matter with the building principal or staff member's supervisor.
3. The principal will make the superintendent or designee aware of unresolved issues and further discussion can be held with the superintendent or designee.
4. Should the matter remain unresolved, the issue can be reviewed by the board or a committee of the board.

MISSION STATEMENT

Delaware Valley School District, in partnership with our community, stands committed to maximizing student potential, fostering life-long learning and responsible citizenship.

Delaware Valley School District - Educating for Life's Journey

CODE OF CONDUCT FOR EDUCATORS

CHAPTER 235. CODE OF PROFESSIONAL PRACTICE AND CONDUCT FOR EDUCATORS

SEC.

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Authority

The provisions of this Chapter 235 issued under section (5)(a)(10) of the act of December 12, 1973 (P.L. 397, No. 141) (24 P.S. 12-1255(a)(10)), unless otherwise noted.

Source

The provisions of this Chapter 235 adopted June 26, 1992, effective November 1, 1992, 22 Pa.B. 3176, unless otherwise noted.

235.1.Mission

The professional Standards and Practices Commission is committed to providing leadership for improving the quality of education in this Commonwealth by establishing high standards for preparation, certification, practice and ethical conduct in the teaching profession.

235.2 Introduction

- (a) Professional conduct defines interactions between the individual educator and students, the employing agencies and other professionals. Generally, the responsibility for professional conduct rests with the individual professional educator. However, in this Commonwealth, a Code of Professional Practice and Conduct (Code) for certificated educators is required by statute and violation of specified sections of the Code may constitute a basis for public or private reprimand. Violations of the Code may also be used as supporting evidence, though may not constitute an independent basis, for the suspension or revocation of a certificate. The Professional Standards and Practices Commission (PSPC) was charged by the act for December 12, 1973 (P. L. 397, No. 141) (24 P.S. 12-1251-12-1268), known as the Teacher Certification Law, with adopting a Code by July 1, 1991. See 24 P. S. 12-1255(a)(10).
- (b) This chapter makes explicit the values of the education profession. When individuals become educators in this Commonwealth, they make a moral commitment to uphold these values.

235.3 Purpose

- (a) Professional educators in this Commonwealth believe that the quality of their services directly influences the Nation and its citizens. Professional educators recognize their obligation to provide services and to conduct themselves in a manner which places the highest esteem on human rights and dignity.

Professional educators seek to ensure that every student receives the highest quality of service and that every professional maintains a high level of competence from entry through ongoing professional development. Professional educators are responsible for the development of sound educational policy and obligated to implement that policy and its programs to the public.

- (b) Professional educators recognize their primary responsibility to the student and the development of the student's potential. Central to that development is the professional educator's valuing the worth and dignity of every person, student and colleague alike; the pursuit of truth; devotion to excellence; acquisition of knowledge; and democratic principles. To those ends, the educator engages in continuing professional development and keeps current with research and technology. Educators encourage and support the use of resources that best serve the interests and needs of students. Within the context of professional excellence, the educator and student together explore the challenge and the dignity of the human experience.

235.4. Practices.

- (a) Professional practices are behaviors and attitudes that are based on a set of values that the professional education community believes and accepts. These values are evidenced by the professional educator's conduct toward students and colleagues, and the educator's employer and community. When teacher candidates become professional educators in this Commonwealth, they are expected to abide by this section.
- (b) Professional educators are expected to abide by the following:
 1. Professional educators shall abide by the Public School Code of 1949 (24 P.S. 1-101-27-2702), other school laws of the Commonwealth, sections 1201(a)(1), (2) and (4) and (b)(1), (2) and (4) of the Public Employee Relations Act (43 P.S. 1101.1201(a)(1), (2) and (4) and (b)(1), (2) and (4)) and this chapter.
 2. Professional educators shall be prepared, and legally certified, in their areas of assignment. Educators may not be assigned or willingly accept assignments they are not certified to fulfill. Educators may be assigned to or accept assignments outside their certification area on a temporary, short-term, emergency basis. Examples: a teacher certified in English filling in a class period for a physical education teacher who has that day become ill; a substitute teacher certified in elementary education employed as a librarian for several days until the district can locate and employ a permanent substitute teacher certified in library science.
 3. Professional educators shall maintain high levels of competence throughout their careers.
 4. Professional educators shall exhibit consistent and equitable treatment of students, fellow educators and parents. They shall respect the civil rights of all and not discriminate on the basis of race, national or ethnic origin, culture, religion, sex or sexual orientation, marital status, age, political beliefs, socioeconomic status, disabling condition or vocational interest. This list of bases or discrimination is not all-inclusive.
 5. Professional educators shall accept the value for diversity in educational practice. Diversity requires educators to have a range of methodologies and to request the necessary tools for effective teaching and learning.
 6. Professional educators shall impart to their students principles of good citizenship and societal responsibility.
 7. Professional educators shall exhibit acceptable and professional language and communication skills. Their verbal and written communications with parents, students and staff shall reflect sensitivity to the fundamental human rights of dignity, privacy and respect.
 8. Professional educators shall be open-minded, knowledgeable and use appropriate judgment and communication skills when responding to an issue within the educational environment.

9. Professional educators shall keep in confidence information obtained in confidence in the course of professional service unless required to be disclosed by law or by clear and compelling professional necessity as determined by the professional educator.
10. Professional educators shall exert reasonable effort to protect the student from conditions which interfere with learning or are harmful to the student's health and safety.

235.5. Conduct.

Individual professional conduct reflects upon the practices, values, integrity and reputation of the profession. Violation of 235.6-235.11 may constitute an independent basis for private or public reprimand, and may be used as supporting evidence in cases of certification suspension and revocation.

235.6 Legal obligations.

- (a) The professional educator may not engage in conduct prohibited by the act of December 12, 1973 (P.L. 397, No. 141) (24 P.S. 12-1251—12-1268), known as the Teacher Certification Law.
- (b) The Professional educator may not engage in conduct prohibited by:
 1. The Public School Code of 1949 (24 P.S.1-101-27-2702) and other laws relating to the schools or the education of children.
 2. The applicable laws of the Commonwealth establishing ethics of public officials and public employees, including the act of October 4, 1978 (P.L. 883, No. 170) (65 P.S. 401-413), known as the Public Official and Employee Ethics Law.
- (c) Violation of subsection (b) shall have been found to exist by an agency of proper jurisdiction to be considered an independent basis for discipline.

Cross References

This section cited in 22 Pa. Code 235.5 (relating to conduct).

235.7 Certification.

The professional educator may not:

- (1) Accept employment, when not properly certificated, in a position for which certification is required.
- (2) Assist entry into or continuance in the education profession of an unqualified person.
- (3) Employ, or recommend for employment, a person who is not certificated appropriately for the position.

Cross References

This section cited in 22 Pa. Code 235.5 (relating to conduct).

235.8 Civil rights.

The professional educator may not:

- (1) Discriminate on the basis of race, national or ethnic origin, culture, religion, sex or sexual orientation, marital status, age, political beliefs, socioeconomic status; disabling condition or vocational interest against a student or fellow professional. This list of bases of discrimination is not all-inclusive. This discrimination shall be found to exist by an agency of proper jurisdiction to be considered an independent basis for discipline.
- (2) Interfere with a student's or colleague's exercise of political and civil rights and responsibilities.

Cross Reference

This section cited in 22 Pa. Code 235.5 (relating to conduct).

235.9 Improper personal or financial gain.

The professional educator may not:

- (1) Accept gratuities, gifts or favors that might impair or appear to impair professional judgment.
- (2) Exploit a professional relationship for personal gain or advantage.

Cross References

This section cited in 22 Pa. Code 235.5 (relating to conduct).

235.10 Relationships with students.

The professional educator may not:

- (1) Knowingly and intentionally distort or misrepresent evaluations of students.
- (2) Knowingly and intentionally misrepresent subject matter or curriculum.
- (3) Sexually harass or engage in sexual relationships with students.
- (4) Knowingly and intentionally withhold evidence from the proper authorities about violations of the legal obligations as defined within this section.

Cross References

This section cited in 22 Pa. Code 235.5 (relating to conduct).

235.11. Professional relationships.

The professional educator may not:

- (1) Knowingly and intentionally deny or impede a colleague in the exercise or enjoyment of a professional right or privilege in being an educator.
- (2) Knowingly and intentionally distort evaluations of colleagues.
- (3) Sexually harass a fellow employee.
- (4) Use coercive means or promise special treatment to influence professional decisions of colleagues.
- (5) Threaten, coerce, or discriminate against a colleague who in good faith reports or discloses to a governing agency actual or suspected violations of law, agency regulations or standards.

“A copy of the Job Description, including essential functions and duties of a classroom teacher is on file in the main office.”

DELAWARE VALLEY HIGH SCHOOL – STAFF MEMBERSHIP BY DEPARTMENT

ADMINISTRATION

Dr. Brian Blaum Principal
Dr. Nicole Cosentino Assistant Principal for Academic Affairs
Lou DeLauro 11/12 Assistant Principal
Dr. Jayson Pope 9/10 Assistant Principal
Dr. Diana Bixby Principal of Special Education

BUSINESS EDUCATION

Maura Angle, Chairperson
& Work Study Coordinator
Audrey Dennis
Jo Anne Yanko

CAREER TECH

Barbara Coyle, Chairperson
Keith Fitzpatrick
Ryan Kuhn
Alexander Niosi
Justin Ryan

ENGLISH

Jackie Weston, Chairperson
Evan Bates
Margaret Chromey
Andrew Crawford
John Farrell
Sarah Fitzkee
Leslie Lordi
Bryan Pol
Ernest Sandonato
Chelsea Shatt
Michael Sotak
Crystal Wummer
Deanna Zarzecki

FAMILY CONSUMER SCI

Beth Pavinich, Chairperson
Jill Farr
Mercy Ross
Leslie Peters
Donna Stuchlak
Lisa Studsrud

FINE AND APPLIED ARTS

Tricia Kaylor, Chairperson
Dr. Irene Lantz
Christine Sweeney
KrystineThompson

WORLD LANGUAGES

Gary Cotroneo, Chairperson
Raycharlyn Krasulski
Donnel Leiva-Vazquez
Shannon Maino
Elke Miller
Michele Rojas

Robert Wyckoff

MATHEMATICS

Christine Marcial, Chairperson
Joel Davis
Gary Dennis
Kevin DeVizia
Jenelle Gunderman
Jessica Hubal
Elizabeth Katz
Petra Kluge
Jeff Krasulski
Scott Llewellyn
Jonathan McElhaney
Kimberly Orben
Laurie Osczepinski
Lori Simonelli-Yost
Joy Sohn
Sara Walsh

MUSIC

Richard Horst, Chairperson
Richard Bullock
Tina Krawcyk
Nathan Kroptavich
Kelly Craver

PHYS. ED/HEALTH

Jennifer Marchetti, Chairperson
James Donnelly
Sean Giblin
Angela Grady
Heather Holdrege
Kris Holtzer
Daniel Quinlan
Aaron Stark

READING

Kathy Farley, Chairperson
Susan Lemenille
Alison Newman

SCIENCE

Amanda Pope, Chairperson
James Albert
Marisa Avery
Lindsay Baker
Victoria Bednar
Robert Curtis

Mark Cykosky
Danielle Giordano
Patrick Ingulli
Nicholas Irwin
Stephen Rhule
Andrew Rupp
Chelsea Ryder
Bernadine Salak

SOCIAL STUDIES

Thomas Schaffer, Chairperson
Thomas Bailer
Anthony Bajor
Tyler Barnett
Dr. Nicole Cosentino
George Gelderman
Daniel Gonzalez
Michael Guzenski
Laurence Marcial
Michael Murray
Scott Nielsen
Keith Olsommer
David Peters
Alexis Polanis
Nick Quaglia
Jeff Rainear

SPECIAL EDUCATION

Erika Adames
Anthony Bergmann
Laura Butler
Nicole DeLauro
Donna Donegan
Cathy Kent
Catherine Knash
Denise Nikles
Linnette Pousley
Joseph Spinetta
Jerica Tallo
Thomas Walker
Patricia Ward

TECH ED

Thomas Moran, Chairperson
Eric Thiele

STUDENT SERVICES

Jennifer Cosentino, Counselor
Molly Blaut, Counselor

Colleen Corry, Counselor
Jessica Favorito, Counselor
Samantha Navitsky, Counselor
Carrie Keisling, Counselor
Crystal Ross, Counselor
Sharon Anderson, Librarian
Stacey Tidridge, Nurse
Brandie Woodley, Health Room Asst.
Amy Letwinsky, Social Worker
Matthew Vitale, School Psychologist

SECRETARIES

Robin Adelfio, 9/10 Office
Joyce Batista-Parker, 11/12 Office
Carol Cordova, 9/10 Office
Donna Lipari, 11/12 Office
Susan Mandzy, 11/12 Office
Linda Neidig, 11/12 Office
Leslie Thompson, 11/12 Guidance
Karen Verde, 9/10 Guidance

INSTRUCTIONAL ASSISTANTS

Lisa Bulkley
Christine Brockmann
Anastasia DeGroat
Diane DelGaizo
Melissa Ellis
Tamara Eshelman
Christopher Galimi
Eve Jaworowski
Anthony Lanfrank
Pamela Lawler
Cindy Luna
Christopher Maslin
Cathy Negron
Michelle Phillips
Jim Pollard
Ray Poskonka
Christine Protsko
Stephanie Sluck
Susan Thomas
Ralph Ventre
John Zirpoli
Michelle Zirpoli

ATHLETIC DEPT

Christopher Ross, Athletic Dir.
Susie Prisco, Athletic Dept

ATTENDANCE

1. All teachers are present and considered "on duty" for all of the periods daily. Additional time either before or after the regular day should be provided, as necessary, for helping individual students, participating in conferences and consulting with parents.
2. All teachers are expected to appear at least 30 minutes prior to the beginning of their sessions. Teachers are advised to check their mail boxes, voice mails, and e-mails, and be present in their respective homerooms or duty assignments by 7:38 a.m. All teachers must remain in the building until 3:08 p.m. unless permission to leave earlier is granted by the principal or an assistant principal.
3. All teachers are provided a duty-free lunch period and some preparation time. It is a professional obligation to use unassigned time in reading literature in the field, updating method and content, writing proposals for curriculum improvement, or working with students on individual instruction sessions.
4. Teachers may leave school at 3:08 p.m. provided they are not scheduled for committee(s), faculty meetings, parent conferences or detention coverage. Teachers are to use the Teacher Sign-Out Book if they wish to leave the building during lunch.
5. Teachers are required to complete an Employee Absence Form upon returning from each extended bereavement absence or leave without pay absence. Forms are available in the office.
6. Teachers are required to call the school prior to 7:30 a.m. if they are going to be late for any reason.

It is important that we know when a teacher will be absent as far in advance as possible so we can make arrangements for coverage of the class. Teachers must use the following guidelines:

1. All teachers are asked to keep absenteeism to the minimum.
2. If you are unable to assume your teaching responsibilities, please follow these procedures:
 - a. Log on to <https://login.frontlineeducation.com>. Here, you will be able to enter absences, check your absence schedule, update personal information, and exercise other features such as uploading your lesson plans for substitutes to view online. You can also call Aesop toll free at 1-800-942-3767. Simply follow the voice menu to enter and manage absences and access other features. We recommend that you call in to check the computer recording of your name and title. To do this, press Option 5 and follow the prompts. Please report your absence the night before, or before 5:30 a.m. the day of your absence, to allow sufficient time for a substitute to be notified.
 - b. Please report personal days, conference days, leave without pay days, etc. as soon as possible. **All absences must be reported, even if a substitute is not required.** Please do not call or make arrangements with substitute teachers directly.
 - c. The School Code permits the Board and/or the superintendent to request an excuse from a licensed physician for any illness. If you are absent three or more days, you are required to present a doctor's note.

FOR YOUR SUBSTITUTE:

Each teacher MUST have emergency plans prepared for the substitute in your substitute folder kept in your classroom.

1. Each teacher shall report on the performance of the substitute the day he/she returns. This is necessary in order to avoid recalling unsatisfactory substitutes.
2. A substitute folder also must be available for the substitute containing:

Class lists (revised to be current)	Hall passes
Attendance - taking instructions	Discipline Referrals
Bell Schedule	Teacher's schedule
Fire drill information	
Bomb scare information	
Seating charts	
Routine teacher procedures	
Report sheet on special problems (health or discipline)	
Schedule of activities	
Duty assignments	

ATTENDANCE RECORDS

1. Teachers must take attendance in each class most conscientiously and maintain accurate records. At any future given time, a teacher must be prepared to verify whether or not a student was present in a given class or other assigned areas.
2. **Teachers should call the main office for students not present in class whose names are not marked absent on the computer. (Grades 9/10 – Ext. 2001) (Grades 11/12 – Ext. 1854)**

At the end of the day teachers should check the student sign-out sheet to see if any of these students left school for some reason. Also check with the appropriate nurse. Before turning in additional absences to Mrs. Batista-Parker, be sure these students were not on special lists e.g.. driver's ed, field trip, athletics, etc.

FIRST PERIOD ACTIVITIES - Homeroom will be used for:

1. Attendance Pledge of Allegiance
2. P.A. Announcements
3. Distribution of written notices to students, i.e. guidance, nurse
4. Posting Daily Bulletins
5. Special Activities, i.e. voting, surveys, etc.

With these realities in mind, please take note of the following:

1. It is **imperative** that you remember to submit your attendance **for every class that you have every day**. Understand that **if a student is absent all day and you fail to indicate he/she as absent from your class**, the computer will count he/she present for the period. The result is the student **will get credit for being present in school for a ½ day when in fact he/she was not present at all**.
2. **You are still responsible for checking on students who may have cut your class**. If you mark a student absent who has been present for other periods that day, report the student to the main office. The student's absence from your class may be legitimate; you will receive a call back from the office to let you know if it is legitimate. **If the absence is not legitimate, you will need to write a referral for cutting. The computer cannot do this checking and referring for you**.
3. **If a student enters your class late, you must go back sometime during the class period and mark the student either tardy (with no pass) or present (with a legitimate pass)**. This will help you in assigning class participation points for that day, and will let us know that the student did in fact arrive at the class.
4. **Homebound students who are listed on your class roster should be marked absent** since they are not physically in your class each day.
5. At the end of the day, please check the accuracy of your attendance by going into Power School attendance. Go to **Full Day** and use the drop down menu and check each period that you teach. Quickly scroll down and see if you see any student with several A's and one or two blanks (present values). Check and see if this student is yours (hold the mouse over the blank period, it will show you the student's class and teacher). If you marked them present in error, please change it accordingly. Since the system calculates the attendance the following morning, if you make any changes after that day, you must make the change and call Mrs. Batista-Parker at 1852 and tell her to change the student's attendance and log code. Also, check to see if there are several blank values, (present) and only 1 or 2 A's (absent) or a few A's at the end of the day. This student may have cut classes. See previous section.

CLASS CUTS

If you suspect a student is cutting class, contact the main office (ext. 2001 for grades 9/10; ext. 1854 for grades 11/12) . The hall monitors will attempt to locate the student.

CLASSROOM PROCEDURES

1. Teachers must take attendance in each class every day and must record it in Power Teacher attendance within the first 5 minutes of class.
2. Teachers should accept a new student only on WRITTEN confirmation by a guidance counselor or other authorized person.
3. When leaving a classroom for any purpose, while classes are in session, a student must have a pass from a teacher.

4. No teacher may excuse a student from another teacher's class except when authorized to do so by the principal. When a teacher has been requested and authorized to excuse a student, he/she is asked to do so promptly.
5. Classes are to be started and dismissed at the stated times only. Students are to be excused promptly in order to arrive at their next class on time. Teachers are to be in the halls outside their classrooms helping to clear the halls.
6. Teachers must check at least twice each semester (marking periods may be a good time) to be certain the pupil is using the textbook charged to him/her. Teachers must keep accurate textbook inventories at all times.
7. When a pupil is directed to leave a classroom for disciplinary reasons, he/she must be sent to the principal's office. A discipline referral, explaining the reason or reasons for dismissal from class must be submitted by the teacher to the assistant principal. Do not send students out of your class to stand in the hall. The teacher will contact a parent and the guidance counselor about the student and the incident.
8. Visitors are not permitted in class without written authorization from the main office.
9. The principal has the authority to permanently remove a student from class.
10. To avoid difficulty in locating a student in the event of an emergency at home, all teachers are to request permission from a high school administrator or designee before they move their class from its scheduled meeting place for whatever reason.
11. Students are not to be sent from your classes as a means of relieving your supervisory responsibilities. If they are sent, they should be engaged in work which is a natural extension of your curriculum. The librarian, Media Center monitor, or receiving teacher, should always be advised when a group is to be sent to the Library, Media Center, or classroom prior to sending them to the destination.
12. POLICY ON MAKE-UP WORK WHILE SUSPENDED- a student who has been suspended will be allowed to make up his/her work at a time prescribed by the teacher. It is a dual responsibility to implement this process. However, in suspension cases, the student must initiate the process by going to the teacher to make arrangements. Suspended students must use the homework hotline to stay abreast of classwork.

ROUTINE RESPONSIBILITIES

1. Teachers are expected to enforce rules of good conduct at all times. A quiet and orderly atmosphere is to prevail during all public address announcements.
2. Teachers will be assigned duties such as: hall duty, coverage, in-school suspension monitor, lunch duty, lavatory duty etc. These assignments will be made by the principal.
3. While classes are in session, a teacher is expected to check on any student or other person found loitering in the building. Unauthorized presence in school buildings and on school grounds is illegal. Report the presence of any stranger to the main office immediately.

4. Teachers who wish to have pupils in school for activities when school is not in session, must notify the principal. Such groups must be responsibly supervised by the appropriate sponsor. When the teacher leaves for the day, his/her pupils are to leave with him/her.
5. Smoking by teachers in school buildings, on school grounds and on school busses, etc. is prohibited.
6. CHEATING - All incidents of cheating should be reported to the office.
7. LESSON PLANS - Lesson plans are to be made out at least once a week in advance. Plan books, class books, current class rosters, and seating charts must be left available for substitute teachers. A photo copy of the teacher's lesson plans for the following week is to be submitted to the principal's office by the end of the school day each Monday.
8. DRESS - Teachers should wear appropriate professional attire.

ACCEPTABLE USE PROCEDURE FOR STAFF NETWORK/COMPUTER/INTERNET USE

The purpose of this Acceptable Use Procedure (AUP) is to set guidelines for use of the school district computer system and use of the Internet. The district's system shall be used only for educational purposes consistent with the Delaware Valley School District's mission and goals. The school district expects that the faculty will incorporate the use of technology throughout the curriculum providing guidance and instruction to students in their use.

The use of the school district system and access to the Internet is a privilege, not a right. The individual in whose name a system account is issued is responsible at all times for its proper use. Unacceptable use may result in one or more of the following: suspension or cancellation of use of access privileges and/or disciplinary action as defined by the existing discipline code.

GENERAL NETWORK/COMPUTER USER RESPONSIBILITIES AND PROCEDURES

1. Rules apply relative to staff member rights and responsibilities.
2. Staff members are given their own personal IDs. These IDs and their passwords give them access to disk space in their home directories. Staff members are responsible for maintaining the privacy of their passwords. Staff members are responsible for their individual accounts and should take reasonable precautions to prevent others from using their accounts.
3. Staff members have full rights in their own home directories. Staff can read, write, create, delete, modify, and access data of their own creation in these directories. Home directories need to be maintained by deleting any files that are no longer needed.
4. Staff members should not sign on or attempt to sign on the network with an ID other than the one assigned to the staff member. Users will not misrepresent others on the network or attempt to modify files or passwords belonging to others. Misuse of passwords, unauthorized copying of other's work, and attempting to access files maintained by others is forbidden.
5. Staff members are the managers of all hardware and software utilization. They are responsible to report to the administration any violations.

6. Staff members are not to illegally install copyrighted software or files. Copying, uploading, and downloading on district computers is prohibited.
7. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files in the system. Users should expect only limited privacy in the contents of personal files on the school district system. Routine maintenance and monitoring of the school district system may lead to the discovery that a user has violated this policy. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of school district policy.
8. Staff members must monitor and supervise any individual to whom you have granted access to technology resources.
9. Violations of the AUP may result in but are not limited to restricted network access, loss of network access, and/or disciplinary action as defined by the existing discipline code.
10. The school district makes no guarantee that the function or services provided by or through the district system will be error free or without defect. The district is not responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. Delaware Valley School District is not responsible for the accuracy or quality of the information attained through or stored on the system. The district will not be responsible for financial obligations arising from unauthorized use of the system.

INTERNET ACCESS AND USE

Delaware Valley School District has an established connection to the Internet. Staff will be able to access the vast resources of the Internet for purposes relating to the instructional program. Staff members' use of the Internet shall be governed by the following:

1. The Internet is to be used for research and other activities which directly relate to the instructional program and/or professional enrichment. Unauthorized nonwork or nonschool related activity is prohibited.
2. Electronic mail (E-mail)
 - a. Is provided for the purpose of exchanging information consistent with the mission of the Delaware Valley School District.
 - b. Is not guaranteed to be private and E-mail messages may be subject to Delaware Valley School District review at any time.
 - c. Cannot be used for private or commercial offerings of products or services for sale or to solicit products or services.
 - d. Cannot be used for political or religious purposes.
3. Inappropriate language, images and/or profanity is prohibited.

4. Do not establish connections to sites that contain pornographic, perverse, or profane material, or establish connections to other unacceptable sites. Although there is a possibility that a staff member may inadvertently connect to such a site, it is the responsibility of the staff member to exit that site immediately and inform a member of the technology department. This may assist in protecting you against a claim that you have intentionally violated this policy.
5. Do not use the Internet to violate copyright laws (including inappropriate reproduction and/or distribution of music, movies, computer software, copyright text, images, etc.) or usage licensing agreements, or to otherwise use another person's property without the person's prior approval or proper citation.
6. Never reveal your name, home address, school address, and personal phone number nor the names, addresses, and phone numbers of any other person unless authorized to do so.
7. The Internet will not be used for commercial purposes such as offering, providing, or purchasing products or services, advertising products, or political lobbying. The district will not be responsible for financial obligations arising from unauthorized use of the system.

FACULTY TELEPHONES

The telephone system is operational with voicemail features. Each teacher is assigned an individual voice mail number. Teachers are responsible to record the proper greeting, use the homework hotline or other acceptable form of communication to students and families (Remind, Edmodo, etc) daily, and check their voicemail.

Calls should not go to classrooms during class periods. Office personnel can call through to a room, but this situation should be rare. (During class periods, the telephone should be forwarded to the voicemail access number 3650.) Calling between rooms should be rare. (A teacher can, however, cancel the forwarding of calls to permit receiving calls. This can happen as long as they forward the telephone back to voicemail when they can no longer accept calls. To forward a classroom to telephone voicemail, lift the handset, press*, 1, 3650, and hang up. To cancel the forward feature, lift the handset, press #, 1 and hang up.)

It is the responsibility of all teachers and staff to check their voicemail once each day. (Teachers should then forward the telephone in their room to the voicemail access number 3650.) You can check your voicemail regularly during the day by calling 3650 and entering your voicemail box number and password. If you just want to send a voicemail to someone, call 3655 and enter that person's voicemail box number and provide a message.

As a reminder, the Homework Hotline is available for all teachers to use. Please leave the daily homework assignment information for your students.

SUPERVISORY DUTIES

1. Supervisory assignments are required to keep the school program running as smoothly as possible and to ensure safety and comfort. It is difficult to define these duties explicitly. The emergencies of the moment will necessitate use of common sense by all members of the faculty. All members of the faculty have the same authority in and around the school as do administrators and all reasonable authoritative decisions will be supported by the administration.
2. It is the responsibility of all faculty members to make certain that rooms are kept clean of writing, drawing, etc. and that chairs and desks and other equipment are not damaged. Do not paint the walls or ceilings within your classroom without permission from an administrator.
3. Special assignments for supervision of busses, in-school suspension, corridors, grounds and cafeteria are made as the need for supervisory personnel arises.
4. Students improperly attired are to be addressed and, when appropriate, referred to the administration (refer to policy on Student Dress Code).
5. All teachers will be supervising in some manner between 7:38 a.m. and 8:04 a.m. Please consult the assignment schedule for specific instructions.
6. Some teachers will be assigned supervisory duties after school from 2:38 p.m. to 3:08 p.m. throughout the school year. Please consult the assignment schedule for specific instructions.
7. During emergencies, please communicate to the appropriate staff (administrator, athletic director, athletic-trainer, etc.) the nature of the emergency. Custodians are usually available to assist in gaining access to a telephone, if necessary.

TEXTBOOKS

1. Teachers are responsible for the return of textbooks issued by them. A pupil who does not return his/her book must pay for it.
2. Before accepting returned books, each teacher should see that all markings made by pupils have been erased. Fines must be levied on mutilated books. Pupils are to be charged for books torn from covers according to the condition of the book. Lost book fees and book fines are paid in the main office. Charges for lost or damaged books are determined by and noted on book receipts by the teacher who issued the books. Costs for replacement books may be obtained from the department chairpersons. Records must be kept from year to year because the fines follow the students from 9th to 12th grade.
3. The names of students having fines for lost or damaged books will be submitted to the office by the end of the year with charges noted thereon. Senior student fines should also be reported to the graduation coordinator. The names of students having outstanding financial or equipment obligations by the end of the year will be submitted to the office. Deadlines for the submission of the names of students with financial obligations must be met. Senior student obligations at the end of the year should also be reported to the graduation coordinator.

4. Each student must accept responsibility for all books and supplies given to him/her. Check at the end of each marking period to see if he/she is using the book issued to him/her. Special accounting at the end of semesters is required.
5. Teachers will be responsible for accounting for all books charged to them. Teachers should make every effort to work with the students, parents, department chairs, and administrators to resolve issues of lost or damaged textbooks or school equipment throughout the year, including obtaining financial restitution when necessary.

REPORT CARDS AND STUDENT EVALUATION

1. HOMEWORK

- a. Assignments should generally average about one half hour daily for each subject.
- b. Teachers must use the Homework Hotline or other acceptable alternative (Remind, Edmodo, etc.) and provide daily updates for each of their classes.

2. GRADES AND REPORT CARDS

- a. Specific procedures to follow in reporting grades will be given to teachers toward the close of each marking period.
- b. All grades are designated as indicated on the report card.
- c. Incomplete grades are only to be given in emergency situations dealing with hospitalization or related health problems.

3. PROCTORING EXAMINATIONS

- a. A test situation should be well organized so that it is not possible for a student to be in a position which encourages cheating.
- b. If it is necessary to take a test paper away from a student, the teacher should report the incident and give the test paper to the assistant principal.
- c. Organization of the test situation and atmosphere to prevent opportunities for cheating includes the following as a minimum:
 - I. A seating arrangement that allows a proctor full vision of every student from several spots in the room.
 - II. Complete and clear directions on the test paper to eliminate as many questions from students as possible.
 - III. Handing out the complete test at once rather than one sheet at a time.
 - IV. If a question is asked by a student and it appears to be one that several will ask, explain the directions to the entire class. To repeat, if the test is properly designed and directions are clearly given, these questions should be minimal.

- V. A vigorous approach to proper testing procedures must be assumed from the beginning with your rules and regulations and disciplinary actions clearly explained.
- VI. Teachers should continuously move about the examination area and should not be doing his or her own work or reading.

4. SUCCESS OR FAILURE IN COURSE

Success or failure in a course is determined by the average of all grades. In full year courses, it is the average of four grades; in half-year courses the average of the two quarter grades. To pass, students must achieve a cumulative average of 65 or above.

5. SUMMER SCHOOL ELIGIBILITY

Students who have failed subjects during the regular school year may remediate the failure in summer school. To be eligible for summer school credit, a student may not have a final failing average below 55 in the Delaware Valley course and the summer school course must be equivalent to the course presented at Delaware Valley High School. The Delaware Valley High School Principal will determine the equivalency of summer school courses for issuing of Delaware Valley credit.

GRADING FOR CLASS PARTICIPATION

A class participation mark will be part of all teachers' grading systems for the school year. The weight of the class participation mark may differ from course to course. There are obviously courses that already place great emphasis on class participation: physical education, music, art, career-technical, computer applications, etc.

There are some common factors for grading class participation:

1. arrived on time for class;
2. came prepared for class (brought textbook, notebook, pen, pencil, etc.);
3. participated in the class discussion;
4. displayed proper behavior in class (respectful, cooperative, etc.).

Some teachers use a numerical point system to grade class participation; e.g., assign two points per day for achieving the above four factors. Two (2) points per day (x) times 45 days of a marking period (=) equals 90 points; plus ten (10) bonus points would equal 100 points. The net points a student achieves for class participation would be the equivalent of a major test. A teacher could also use a demerit system; i.e., start with 100 points and deduct two (2) points per day for poor or no class participation.

The above examples are only suggestions. Teachers may develop their own grading systems for class participation along with their department/PLC.

Students will be notified at the start of the school year that class participation will affect their grades. The student handbook will also address grading for class participation. You will be asked to submit a brief description of your system for grading class participation which the administrators and counselors will use when speaking to students and parents.

Below is another example for assigning a class participation grade.

1. CLASS PREPARATION

- Textbook
- Notebook
- Pen/Pencil
- Handouts, worksheets, other materials

2. HOMEWORK ASSIGNMENTS

- Always completed
- Usually completed
- Seldom completed
- Never completed

3. ATTENDANCE

- Frequently absent
- Chronically tardy
- Truant

4. DAILY CLASS WORK

- Participates in discussions and/or other classroom activities
- Is prepared to answer questions
- Takes notes
- Pays attention

5. CLASSROOM DECORUM

- Is courteous and cooperative
- Creates disruptions or distractions
- Is disrespectful
- Displays negative attitude

REQUISITIONS

1. All requisitions for the purchasing of supplies, texts, etc. must be approved by the department chairperson and the administration before purchase orders will be issued. The Board of Education is not responsible for material purchase without official order. This regulation is necessary for budgetary control. All requisitions are to be signed and approved by the department chairperson.
2. The petty cash fund will not be used for purchasing supplies for instruction.
3. Requests for school supplies, such as paper, pencils, etc., which we have on hand should be left in the main office.

SPECIAL SERVICES AND FACILITIES

1. AUDIO-VISUAL INFORMATION

A complete list of equipment is available in the library.

All equipment is available to teachers. All teachers should familiarize themselves with equipment they intend to use. Any questions should be directed to the library or media center staff.

All requests for audiovisual equipment must be submitted to the library or media center staff in advance. All equipment must be returned on time on the due date.

2. BUSINESS EDUCATION DEPARTMENT

Students will act as clerical assistants to members of the faculty by doing such jobs as filing, typing, etc. All work to be done must be cleared through the office assistant teacher and the principal, if necessary. Faculty members are asked not to give work to be done on business education department machines directly to students.

Permission to use any business equipment must be obtained from the business department chairperson.

3. GUIDANCE DEPARTMENT

Counselors and social worker are available for consultation in regard to all pupils. Teachers are to meet with counselors to secure as much information as possible about their pupils.

Pupils who appear to have problems are to be referred to the guidance counselors. School psychological services are also available and can prove very helpful with certain students.

It is assumed that each teacher will provide students with a certain degree of guidance at all times.

GUIDELINES FOR CLASS CHANGES AFTER THE START OF A NEW SCHOOL YEAR

It is standard operating procedures that class changes have to be completed prior to the start of the new school year.

If it is necessary to change a class after the start of the new school year, then the following guidelines must be followed:

1. After the start of the new school year, students will not be allowed to change classes without an administrator's permission.
2. In the event of a student being misplaced in a class, the teacher will meet with the department chairperson, the parent, and the counselor. The counselor will review the student's academic history, standardized test scores, and progress in other classes prior to any recommendation for a class change. Tutoring may be suggested before a change of placement is considered. For special education students

who need a class change, be sure to include the case manager and the Principal of Special Education in the discussion.

3. Do not send parents or students to the office to initiate class changes. Teacher contacts with parents are mandatory prior to any action by the principals.
4. Students withdrawing from a class may have either withdrawn/failing or withdrawn/passing placed on their transcripts if the placement was the result of a parental override.

THE CLASSROOM TEACHER, AN ACTIVE PARTICIPANT IN THE GUIDANCE PROCESS

The Guidance Department would like you, the classroom teacher, to familiarize yourself with the guidance process and, thus, become a contributing member of the guidance team.

1. **REQUESTS FOR INFORMATION ON A STUDENT** - This enables the counselor to "pool" all teacher information on a student and thus provides an adequate background for working with a particular student. It is also very helpful to a particular teacher who may want another teacher's reaction to a student with whom there may be a problem or lack of understanding. This also serves as a springboard for a teacher or parent conference.
2. **TEACHER RECOMMENDATIONS FOR SCHEDULING STUDENTS** - Before student programs are completed for the next school year, teachers recommend the next course in their particular subject matter. This recommendation is instrumental in establishing the student's program.
3. **CONFERENCES** - Parent conferences with the classroom teacher are processed through the guidance office. Parents often prefer speaking directly to the classroom teacher in discussing the student's work. Your evaluation is respected by the parents and proves helpful to the counselor as well as the student.
4. **INTERIM NOTICES AND FAILING REPORT CARD GRADES** - No student should receive a failing grade without some written and/or verbal communication with the parent. This may occur at any time during the quarter, but should always be communicated as early as possible.

If your course is structured such that a student might fail a course by not completing a long range project due 2-3 days prior to the end of the marking period, you should have developed some means of checking and reporting the progress of students to the students and parents.

5. A classroom teacher may initiate an application for referring a student to a guidance counselor, social worker, or school psychologist for any of the following reasons:
 - a. Educational
 - b. Underachievement
 - c. Emotional Disturbance
 - d. Intellectually Disabled
 - e. Conduct Disturbance
 - f. Mentally Gifted
 - g. Physically Handicapped

- h. Environmental Conditions
- i. Parental Referrals
- j. Teacher/Admin. Referral

6. All teachers should be fully aware of their obligations and duties in the implementation of recommendations by psychological or psychiatric services. A copy of the step-by-step procedure, detailing the role of all concerned professionals will follow.

HEALTH SERVICES

1. The School Health Service Department is part of the educational system, and is not a hospital or dispensary. Our nurse is not expected nor allowed to treat any illness incurred by students or teachers. Our nurse, however, can and will administer first aid as necessary.
2. Medication
 - a. It is the policy of the Delaware Valley School District not to distribute medication of any kind without the written permission of the doctor and parent. This includes medication such as aspirin, over-the-counter cough medicines, and prescription medications.
 - b. Medications of any type in the student's possession without written permission is against school policy.
 - c. All medications to be administered by the school nurse are to be brought to the school nurse in a sturdy container with the prescription label or physician's label, noting the name of the student, medication, dosage, and time to be given.
3. Accidents and sudden illness occurring in school
 - a. Teachers shall submit written reports of all accidents and injuries occurring to pupils while under their supervision.
 - b. Forms may be secured from the nurse's office.
4. If the school nurse is not available, notify the office immediately.
5. Except in an emergency, or when summoned, a pupil must have a pass to go to the health office.
6. Keep constantly alert for signs of illness, such as defects of eyes and ears, undue fatigue, excessive use of toilet, etc., and report any unusual observations to the school nurse.
7. Report all known or suspicious cases of contagious diseases to the school nurse.

8. Report any knowledge of unusually poor home conditions, indigent cases, and any need for social services or welfare investigation which might involve the school nurse.
9. Keep rooms well lighted and ventilated.
10. Because children are quick to observe and learn by precept and example, an occasional check on a teacher's own personal health and safety habits helps to make health teaching more effective.
11. Pupils who are absent because of illness or correction by defect for 3 or more consecutive days, must report to the school nurse upon return to school.
12. Teachers are encouraged to make use of students' health records, but it must be understood that all information contained therein is confidential and should be treated accordingly.
13. A list of students who have remained in the nurse's office for one or more periods, or have been sent home because of illness or injury is documented in the nurse's office.

SECURITY OF EQUIPMENT

Teachers are responsible for the security of equipment. Each shop **MUST** have an up-to-date inventory and system for readily checking tools and equipment. Systems may vary from shop to shop, but all should incorporate the following:

1. A monitorial organization designed to make students responsible for maintaining tools and equipment.
2. Devices such as color codes, silhouettes, and tool boards for quickly checking missing tools.
3. A check by instructors at the beginning and close of each instructional period.

The loss of any item should be reported immediately and steps taken to recover or replace all missing items. Positive tool control and equipment maintenance is the reflection of good teaching.

All equipment must be secured in locked shops and classrooms when not in use. This applies to lunch periods as well as to hours before and after regular sessions.

PUBLIC RELATIONS

Every employee is a public relations person and every pupil is a public relations medium. Most adverse public and parent relationships are the result of misunderstanding, ignorance, or prejudice.

Be cautious what you post on social media outlets in regards to the Delaware Valley School District. You may be held accountable for your postings.

Every employee should do everything within their power to build up the prestige of the school, to give parents and patrons complete and honest answers to their questions, to interpret and explain the philosophy of the school system, and to do their work in a manner that pupils and parents will admire and respect.

Constructive suggestions and criticism should be encouraged and accepted with the focus on constant improvement of the school program.

PUBLICITY RELEASES

Teachers are encouraged to do publicity work. Our students are involved in many outstanding activities that never receive recognition. Contact the assistant principal or public relations coordinator to publicize your classroom activities. Please send submissions regarding upcoming events, student activities, student achievements, etc. to the assistant principal via e-mail for the DVHS e-Newsletter.

VOCATIONAL ADVISORY COMMITTEES

All programs shall have and maintain active Occupational Advisory Committees. It is the responsibility of each instructor to, twice a year assemble, maintain, and lead these groups. These meetings must be prearranged. The administration should be notified of particulars, e.g., tentative agenda, location, etc. Minutes must be taken and a report submitted. The principal will assist if needed. All new advisory members must be approved by the board.

The teacher should seek the recommendations of the Occupational Advisory Committee as to how the program's objectives and curriculum relate to the job market, latest techniques, equipment and any assistance for placing graduates.

CLASS & CLUB ADVISORS' RESPONSIBILITIES

1. All class advisors, with the help of other teachers, are expected to supervise the social activities of the class.
2. Before deciding on a tentative date for any event, consult the activities calendar in the principal's office, then have the date approved by the principal.
3. All class funds are deposited into an account maintained by the principal's office. A procedure for depositing and withdrawing funds into and from this account is established. All bills must be paid by check. See Activity Fund Procedure.
4. All advisors must be familiar with the student eligibility policy.
5. All advisors must submit a roster to Carol Cordova after their first meeting/event. Advisors are responsible for updating their rosters through Mrs. Cordova when any changes occur.

STUDENT ACTIVITY FUND PROCEDURE

Student Activity Fund accounting will be handled by the High School Office.

DEPOSITS:

Fill in the DEPOSIT ACCOUNT SHEET. This should be turned in with the deposit to the appropriate secretary, who will then sign the receipt. This money will be deposited daily before noon. Therefore, all receipts should be turned in by 11:30 a.m. Any money turned in after noon will be deposited the next day.

REQUEST FOR FUNDS:

Fill in the REQUEST FOR FUNDS and turn it in to the secretary. Be sure there are proper signatures, invoices attached, and instructions as to the distribution of the check. When the check has been completed, the instructions will be followed, and a copy of the REQUEST FOR FUNDS will be returned to the advisor, along with a check, if applicable.

ACCOUNT BALANCES CAN BE VERIFIED IN THE HIGH SCHOOL OFFICE.

EXTRA-CURRICULAR ELIGIBILITY - GUIDELINES FOR STAFF MEMBERS

This policy is a tool we have to help promote academic achievement with students involved in extra-curricular activities. These guidelines will help with the enforcement of the policy:

1. A list of students currently not passing one or more classes will be emailed to the staff every Wednesday.
2. If a student is in fact failing, you need to contact the parent/guardian to discuss.
3. Then, email Chris Ross (athletes) or Nicole Cosentino (non-athletes) by 10 AM on Wednesday.
4. A student who is failing one subject will be placed on Academic Warning.
5. A student failing two or more subjects will be declared ineligible for the following week (Sunday-Saturday).
6. Since this is a weekly monitoring, please provide student with opportunities to demonstrate improvement and passing grades via class participation, homework, individual help, quizzes and tests, projects, etc.
7. Coaches and advisors are responsible for keeping an accurate and updated roster of participation including managers, statisticians, student athletic trainers, etc.

PERSONAL LEAVE

Personal leave time, with pay, is provided by contract for the conducting of personal business, emergencies, etc. In an emergency situation, **INFORM THE PRINCIPAL, WHO WILL PROVIDE APPROPRIATE COVERAGE.** The teacher will complete the necessary forms upon returning to school (see contract). Teachers should make every attempt to have prepared a lesson plan. Teachers are to notify Beth Shomaker that they have a personal leave day and will require a substitute.

VISITING DAYS

1. Teachers are encouraged to visit other schools, but it is expected that these visitations will have taken place prior to March 15th. Requests for visiting days must be submitted in writing to the principal.
2. A written report covering visiting day activities must be submitted to the principal within one week of the teacher's return.

CONFERENCE ATTENDANCE POLICY

1. All conference attendance requires prior approval by the principal and superintendent.
2. Any conference for which the staff member is to be reimbursed by the school district and which involves overnight travel status, must be preapproved. All trips approved by the superintendent must also be approved by the Board of School Directors.
3. A CONFERENCE, WORKSHOP, AND SEMINAR FORM must be submitted to the principal or supervisor for approval.
4. All portions of the form must be completed (with the exception of those items referring to final expense information) when requesting permission to attend a conference. The application must be signed by the principal or supervisor and submitted to the Business Office at least two (2) weeks prior to the board meeting preceding the conference in order to be considered for approval.
5. The application will be forwarded to the superintendent for approval upon authorization by the Business Administrator. After approval, the form will be returned to the applicant.

In accordance with the Collective Bargaining Agreement by and between the Board of Education for the Delaware Valley School District and the Delaware Valley Education Association (Article XVIII, Item C), all requests for expense advances to attend an education conference will be funded at a level of 75% of the total estimate.

If an advance is requested, indicate the date the check is needed in the space provided. The advance check will be available at the District's business offices by the date requested provided all conditions, procedures and timelines are met.

To receive reimbursement for incurred expenses the CONFERENCE, WORKSHOP AND SEMINAR FORM must:

1. Be completed by itemizing final expenses in the space provided.
2. Have the signature of the claimant certifying the expenses.
3. Have receipts attached to document all expense claims.
4. Have the principal's or supervisor's signature indicating that the itemized expenses are reimbursable and are properly documented.
5. The application for conference reimbursement should then be forwarded to the Business Office so that a check may be processed.

THE FINAL EXPENSES MUST BE SUBMITTED ON ALL CONFERENCES NO LATER THAN THE END OF THE MONTH IN WHICH THE CONFERENCE WAS HELD.

A CONFERENCE REPORT FORM must be submitted to the principal with the final expenses.

Air and train travel will be reimbursed at coach rate only. All transportation will be reimbursed at the most economical rate, i.e., coach travel or at the per mile reimbursement rate determined by the Board, whichever is the lesser of the two.

Priorities which will be considered when determining conference attendance shall be as follows:

1. Officers of an organization
2. Persons invited to chair committees, present papers, or give speeches
3. Persons chosen to receive a particular honor that will bring credit to the school district
4. Persons who are members of the organization sponsoring the conference
5. Personal benefits in a subject specialty or a field of interest
6. Emergency (example: participation on an evaluation team)

ALTERNATE IN-SERVICE DAYS

The obligation for in-service/teacher work days may be met through means other than defined scheduled days. Alternatives may be developed on an individual or building wide basis and should be submitted to the building principal for approval. The superintendent's authorization will be necessary for the plan to be implemented. Activities to be considered should be scheduled after school or on non-pupil days.

All alternate in-service requests **must** be accompanied by conference request forms.

FIELD TRIPS

Properly selected and planned field trips can provide experiences rich with meaning which can often influence student ideas, emotions, and values. Since the field trip takes considerable class time, it must always justify itself in terms of educational gains. Therefore, the teacher shall be guided by the following:

1. Justify the field trip in terms of course outline.
2. Prepare the class for the trip. Little learning takes place unless the student is somewhat familiar with what he/she will see.
3. Make all necessary arrangements, such as transportation, contacts with industry or business, provisions for students' lunches, etc.
4. Prepare a follow-up lesson discussing highlights of the trip tying it into curriculum and ascertain if the objective of the trip has been reached.
5. **NO FIELD TRIPS AFTER APRIL 30TH UNLESS GRANTED AN EXCEPTION BY THE PRINCIPAL.**

FIELD TRIP PROCEDURE

1. Complete and submit the form TEACHER REQUEST FOR FIELD TRIP at least twenty-one (21) days prior to the proposed date of the trip to obtain approval.
2. Transportation arrangements are to be made by the teacher with the transportation secretary.
3. Once the TEACHER REQUEST FOR FIELD TRIP is approved, he/she will be provided with other required forms, i.e., Parental Permission, etc.

BUS ACCIDENT PROCEDURES

Coaches/Advisors must give an updated, accurate roster to the Athletic Office/Principal's Office/Transportation Office the day **before** the trip. This roster must include everyone going on the trip along with their contact telephone numbers.

In the event of an accident, the following procedures **must** occur:

1. Driver **must** contact 911, which will contact police and EMT.
2. Driver **must** contact Rohrer Bus Company.
3. Rohrer **must** contact Transportation Department***
4. Transportation Department **must** contact all parents – This is the district's responsibility.

5. If able, the coach/advisor should contact parents (two calls are better than none).
6. Transportation Department **must** contact the Superintendent.
7. Transportation Department **must** contact the Athletic Director/Building Principal.
8. Rohrer Bus Company, Delaware Valley School District, or both **will** report to the scene.
9. Driver will never leave the scene of an accident.
10. Coach/Advisor should **never** give any directions to the driver.
11. In the event of a minor accident, the police may not come, but students **must** be examined by EMT.
12. Once students are cleared by the EMT and police, return to the school.

When notifying the parties listed above, please report details about the accident:

1. Any injuries.
2. The location of the accident.
3. The approximate time of the accident.
4. Whether or not the bus is drivable.
5. A telephone number (cell number) to contact the coach/advisor if there are any additional questions

***NOTE: When contacting the Transportation Department, please identify the students from your roster who **are not** on the bus.

TUITION REIMBURSEMENT

The "Preapproval and Application for Reimbursement for Graduate Credits" form is to be used to request PREAPPROVAL for graduate credits and also for reimbursement for these credits. The procedure is as follows:

BEFORE TAKING THE COURSE

1. Complete "Preapproval and Application for Reimbursement for Graduate Credits" form.
2. Give completed form to Linda Neidig who will forward the form to the district office.
3. After the superintendent has approved the reimbursement, you will be given a copy of the application.

AFTER COMPLETION OF THE COURSE

1. Submit final grade report to Linda Neidig.
2. She will prepare a voucher for your reimbursement and submit it to the district office for payment.

DO NOT SEND THE FORM DIRECTLY TO THE DISTRICT OFFICE AS THIS MAY DELAY YOUR REIMBURSEMENT.

DEPARTMENT CHAIRPERSON/SUBJECT AREA COORDINATORS

1. DEPARTMENT CHAIRPERSONS' LEVELS OF RESPONSIBILITY

K-12 AREAS OF RESPONSIBILITY:

Art
ESL
Guidance
Library
Music
Physical Education/Health

7-12 AREAS OF RESPONSIBILITY:

Business
English
Family & Consumer Science
Foreign Language
Mathematics
Science
Social Studies
Technology Education

2. JOB DESCRIPTION

- a. Analyze department suggestions on strengths and weaknesses which exist in a particular program area. These suggestions will be shared with the appropriate district office staff and principals.
- b. Budget:
 - I. Initiate department budget requests, including textbooks, equipment, software, etc., and facilities requests for instruction. These activities will be conducted within the parameters established by the building principals.
 - II. Review all requests with department members. Recommendations for the budget will then be presented to the principal with a priority listing and a rationale for various budget expenditures within the department.

3. Keep informed of current curriculum developments. Appraise the appropriate district office administrators and building principals of these developments as they arise. In addition, any pertinent information the department chairperson feels is essential will be distributed to various staff members within their departments.
4. Communicate staff requests for school visitations to the building principal. Include an outline of the specific purposes and objectives for the visitation. Following the visitation, a written report will be completed by the staff member and submitted to the department chairperson who will then distribute the report to the principal, the appropriate district office administrators and department members.
5. Participate in the interview process for prospective departmental members at the request of the building principal.
6. Convene periodic department meetings. These will be conducted in a manner defined by the administration. The department chairperson will be responsible for keeping the building principals and the appropriate district office administrators informed of these meetings.
7. Contact necessary personnel for the repair of equipment within the department and follow up on these repair requests to see that they are completed.
8. Discuss effective utilization of department personnel and share these ideas and/or suggestions with the appropriate building principal.
9. Work with staff members to implement new programs in the curriculum. Offer assistance to new staff members.
10. Aid in planning appropriate in-service programs.
11. Meet as necessary with appropriate district office administration to coordinate information related to curriculum and to share other concerns.
12. PDE approval for certification purposes conditioned as follows:
 - a. Incumbent must hold the appropriate PA Instructional Certification.
 - b. The incumbent in this non-supervisory position may not make judgmental decisions affecting other certificated, professional staff.
 - c. Planning Time
 - d. One period per day for departmental business.
 - e. One period per day for individual planning.
 - f. Requests for department business days must be submitted to the superintendent for approval.

District Policy

Pennsylvania school districts shall not discriminate in their education programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the school district.