



Scranton School District

EMPLOYEE HANDBOOK 2021-2022

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I. INTRODUCTION

EQUAL EDUCATIONAL OPPORTUNITY

The Scranton School District affirms that all employment practices, student enrollment practices, and curriculum offerings will be handled without discrimination based on sex, race, color, religion, age, national origin, handicaps, or disabilities in compliance with the Title IX of the Educational Amendments of 1972; Titles VI and VII of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act of 1990. For information regarding civil rights or grievance procedures, services, activities, programs, and facilities that are accessible to and usable by persons with disabilities, contact:

Mr. John Castrovinci
Title IX Compliance Officer
Scranton School District
425 North Washington Avenue
Scranton, PA 18503
570-348-3403

SCRANTON BOARD OF EDUCATION

Katie Gilmartin, President

Catherine Fox, Vice President

Tara Yanni

Sean McAdndrew

Sarah Cruz

Ro Hume

Jim Malloy

Gretchen Welby

Michelle Dempsey

SCRANTON SCHOOL DISTRICT CENTRAL ADMINISTRATIVE STAFF

Melissa McTiernan

Superintendent of Schools

Dr. Candis Finan

Chief Recovery Officer

Ann Grebeck

Director of Elementary
Education/Federal Programs

Paul Dougherty

Director of Secondary
Education/Technology

Robert Rucker

Director of Facilities, Ground,
and Operations

Robert Gentilezza

Director of Compliance

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Business Manager

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Director of Human Resources

Dr. Sharon Baddick

Director of Special Education
and Support Services

Julie Maloney

Supervisor of Transportation
and Technology

Kevin Kearney

Asst. Supervisor of
Transportation, Operations,
and Asset Mgmt. / Safety
Threat Assessment
Coordinator

Molly Abdalla

Title Program Manager

Maggie Cosgrove

ELD Program Manager

Megan Barrett

Director of Student
Management Systems/PIMS

Robert Butka

Cyber Program Supervisor

Katona Miller

STEMM Program Supervisor

Virginia Orr

Board of Education Secretary

SCRANTON SCHOOL DISTRICT

OUR MISSION:

The mission of the Scranton School District is to educate, inspire and empower students.



1 District Closed
4 Independence Day
5 Independence Day observed (district closed)
ALL SSD STAFF ON SUMMER 4 DAY WORK WEEK SCHEDULE EFFECTIVE 6/21/21.

JULY '21						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2-3 Principals' Leadership Retreat
5 DAY WORK WEEK EFFECTIVE 8/23/21-8/27/21

INSTRUCTIONAL DAYS: 0

AUGUST '21						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

3 Professional Development Day #1 (PDD #1-no school for students)
6 Labor Day (district closed)
7 First Day of School

INSTRUCTIONAL DAYS: 18

SEPTEMBER '21						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

8 Professional Development Day #2 (PDD #2-no school for students)
11 Columbus Day (district closed)
12 Interim Progress Reports (IPR)-qtr. 1
22 BP #1-Early Release

INSTRUCTIONAL DAYS: 19

OCTOBER '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

2 Election Day (district closed)
11 Veterans Day (district closed)
12 Quarter 1 ends/Midpoint semester
16 Elementary Parent Conferences-Early Release
17 Elementary Parent Conferences (afternoon/evening)- Early Release
18 Early Release for Elementary only!
22 Intermediate Parent Conferences (afternoon/evening)-Early Release
23 Early Release for Intermediate only!
24 Early Release
25-26-29 Thanksgiving Break (district closed)

INSTRUCTIONAL DAYS: 17

NOVEMBER '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1-15 Winter Keystone Exam-WAVE 1 (window)
17 Interim Progress Reports (IPR)-qtr. 2
23 Early Release
24-31 Winter Break (no school for students-28th-29th/district closed 24th, 27th, 30th & 31st)

INSTRUCTIONAL DAYS: 17

DECEMBER '21						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY '22						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3-14 Winter Keystone Exam-WAVE 2 (window)
14 BP #2-Early Release
17 M.L. King Day (district closed)
28 Quarter 2 ends/End, semester 1-90 day mark.

INSTRUCTIONAL DAYS: 20

FEBRUARY '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

18 Professional Development Day #3 (PDD #3-no school for students)
21 Presidents' Day (district closed)

INSTRUCTIONAL DAYS: 18

MARCH '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

8 Interim Progress Reports (IPR)-qtr. 3
25 BP #3-Early Release

INSTRUCTIONAL DAYS: 23

APRIL '22						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

5 Quarter 3 ends/Midpoint semester 2
8 Early Release for PSSA building plan/security meeting, K-8
13 Early Release
14-19 Spring Break (no school for students-14th & 19th/district closed 15th & 18th)
25-29 PSSA ELA Assessment window

INSTRUCTIONAL DAYS: 17

MAY '22						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2-13 PSSA Math/Science & Make-up Assessment window
6 Early Release for Keystone building plan/security meeting, 9-12
12 Interim Progress Reports (IPR)-qtr. 4
16-27 Keystone Exam-End of course (window)
17 Professional Development Day #4 (PDD #4-no school for students)/Primary Election Day
26 BP #4-Early Release
27-30 Memorial's Day weekend (no school for students-27th/district closed 30th)

INSTRUCTIONAL DAYS: 19

JUNE '22						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

16 Graduation #1-WSHS-5 PM/Graduation #2-SHS-8 PM. Last day of school for students (early release), Quarter 4 ends/End, semester 2-180 day mark
17 Professional Development Day #5 (PDD #5-no school for students)
ALL SSD STAFF ON SUMMER 4 DAY WORK SCHEDULE EFFECTIVE 6/20/22.

INSTRUCTIONAL DAYS: 12

Scranton School District — Bell Schedules

High School Regular Schedule

	Start Time	End Time	Length
Homeroom/Breakfast	8:05 AM	8:27 AM	22 min
Period 1	8:30 AM	9:17 AM	47 min
Period 2	9:20 AM	10:07 AM	47 min
Period 3	10:10 AM	10:57 AM	47 min
Period 4	11:00 AM	11:30 AM	30 min
Period 5	11:33 AM	11:47 AM	14 min
Period 6	11:50 AM	12:20 PM	30 min
Period 7	12:23 PM	12:37 PM	14 min
Period 8	12:40 PM	1:10 PM	30 min
Period 9	1:13 PM	2:00 PM	47 min
Period 10	2:03 PM	2:50 PM	47 min

High School Faculty Schedule

	Start Time	End Time	Length
Homeroom/Breakfast	8:05 AM	8:27 AM	22 min
Period 1	8:30 AM	9:11 AM	41 min
Period 2	9:14 AM	9:55 AM	41 min
Period 3	9:58 AM	10:39 AM	41 min
Period 4	10:42 AM	11:12 AM	30 min
Period 5	11:15 AM	11:23 AM	8 min
Period 6	11:26 AM	11:56 AM	30 min
Period 7	11:59 AM	12:07 PM	8 min
Period 8	12:10 PM	12:40 PM	30 min
Period 9	12:43 PM	1:24 PM	41 min
Period 10	1:27 PM	2:08 PM	41 min

High School Compressed Schedule (NO AM CTC)

	Start Time	End Time	Length
Homeroom/Breakfast	10:05 AM	10:26 AM	21 min
Period 1	10:29 AM	10:59 AM	30 min
Period 2	11:02 AM	11:32 AM	30 min
Period 3	11:35 AM	12:05 PM	30 min
Period 4	12:08 PM	12:38 PM	30 min
Period 6	12:41 PM	1:11 PM	30 min
Period 8	1:14 PM	1:44 PM	30 min
Period 9	1:47 PM	2:17 PM	30 min
Period 10	2:20 PM	2:50 PM	30 min

High School 3-Hour Delay

	Start Time	End Time	Length
Homeroom/Breakfast	11:05 AM	11:26 AM	21 min
Period 1	11:29 AM	11:47 AM	18 min
Period 2	11:50 AM	12:08 PM	18 min
Period 3	12:11 PM	12:29 PM	18 min
Period 4	12:32 PM	1:02 PM	30 min
Period 6	1:05 PM	1:35 PM	30 min
Period 8	1:38 PM	2:08 PM	30 min
Period 9	2:11 PM	2:29 PM	18 min
Period 10	2:32 PM	2:50 PM	18 min

High School Pep-Rally Schedule

	Start Time	End Time	Length
Homeroom/Breakfast	8:10 AM	8:26 AM	16 min
Period 1	8:30 AM	9:02 AM	32 min
Period 2	9:06 AM	9:38 AM	32 min
Period 3	9:42 AM	10:14 AM	32 min
Period 4	10:18 AM	10:48 AM	30 min
Period 5	10:52 AM	10:54 AM	2 min
Period 6	10:58 AM	11:28 AM	30 min
Period 7	11:32 AM	11:34 AM	2 min
Period 8	11:38 AM	12:08 PM	30 min
Period 9	12:12 PM	12:44 PM	32 min
Period 10	12:48 PM	1:20 PM	32 min

Intermediate School Regular Schedule

	Start Time	End Time	Length
Homeroom	8:45 AM	9:05 AM	20 min
Period 1	9:07 AM	10:03 AM	56 min
Period 2	10:05 AM	11:01 AM	56 min
Period 3	11:03 AM	11:33 AM	30 min
Period 4	11:35 AM	11:59 AM	24 min
Period 5	12:01 PM	12:31 PM	30 min
Period 6	12:33 PM	12:57 PM	24 min
Period 7	12:59 PM	1:29 PM	30 min
Period 8	1:31 PM	2:27 PM	56 min
Period 9	2:29 PM	3:25 PM	56 min

Intermediate School Faculty Schedule

	Start Time	End Time	Length
Homeroom	8:45 AM	9:05 AM	20 min
Period 1	9:07 AM	9:49 AM	42 min
Period 2	9:51 AM	10:33 AM	42 min
Period 3	10:35 AM	11:05 AM	30 min
Period 4	11:07 AM	11:16 AM	9 min
Period 5	11:18 AM	11:48 AM	30 min
Period 6	11:50 AM	11:59 AM	9 min
Period 7	12:01 PM	12:31 PM	30 min
Period 8	12:33 PM	1:15 PM	42 min
Period 9	1:17 PM	2:00 PM	43 min

Intermediate Compressed Schedule

	Start Time	End Time	Length
Homeroom	10:45 AM	11:05 AM	20 min
Period 1	11:07 AM	11:42 AM	35 min
Period 2	11:44 AM	12:19 PM	35 min
Period 3	12:21 PM	12:51 PM	30 min
Period 4	12:53 PM	12:59 PM	6 min
Period 5	1:01 PM	1:31 PM	30 min
Period 6	1:33 PM	1:39 PM	6 min
Period 7	1:41 PM	2:11 PM	30 min
Period 8	2:13 PM	2:48 PM	35 min
Period 9	2:50 PM	3:25 PM	35 min

Intermediate 3-Hour Delay

	Start Time	End Time	Length
HR	11:45 AM	11:57 AM	12 min
Period 1	11:59 AM	12:22 PM	23 min
Period 2	12:24 PM	12:47 PM	23 min
Period 3	12:49 PM	1:19 PM	30 min
Period 4	1:21 PM	1:25 PM	4 min
Period 5	1:27 PM	1:57 PM	30 min
Period 6	1:59 PM	2:03 PM	4 min
Period 7	2:05 PM	2:35 PM	30 min
Period 8	2:37 PM	3:00 PM	23 min
Period 9	3:02 PM	3:25 PM	23 min

Elementary School Regular Schedule

	Start Time	End Time	Length
Start	8:10 AM	—	—
Pre-K Dismissal AM Session	10:50 AM	—	—
Pre-K Begin PM Session	11:40 AM	—	—
Tuesday Dismissal	1:55 PM	—	—
Regular Dismissal	2:25 PM	—	—

























Elementary Compressed Schedule (PRE-K AM-CANCELLED)

























	Start Time	End Time	Length
Start Time	10:10 AM	—	—
Pre K-PM Start Time	11:55 AM	—	—
Dismissal	2:25 PM	—	—
Dismissal (Tuesdays)	1:55 PM	—	—

Elementary 3-Hour Delay (PRE-K AM-CANCELLED)

	Start Time	End Time	Length
Start Time	11:10 AM	—	—
PRE K PM START TIME	11:55 AM	—	—
DISMISSAL	2:25 PM	—	—
DISMISSAL (TUESDAYS)	1:55 PM	—	—

SCHOOL CONTACTS

<p align="center"><u>Scranton High School</u></p> <p>Principal: Mr. John R Coyle</p> <p>Assistant Principal: Dave Mitchell Assistant Principal: Michael Montoro</p> <p> (570) 348-3481  (570) 348-3561  63 Munchak Way Scranton, PA 18508</p>	<p align="center"><u>West Scranton High School</u></p> <p>Principal: Mr. Robert Deluca</p> <p>Assistant Principal: Ms. Nicole Coldren Assistant Principal: Mr. Jeffery Craig</p> <p> (570) 348-3616  (570) 348-3564  1201 Luzerne Street Scranton, PA 18504</p>
<p align="center"><u>Northeast Scranton Intermediate School</u></p> <p>Principal: Mr. Joseph P. Hanni</p> <p>Assistant Principal: Ms. Angela Keating</p> <p> (570) 348-3651  (570) 348- 3608  721 Adams Avenue Scranton, PA 18510</p>	<p align="center"><u>South Scranton Intermediate School</u></p> <p>Principal: Mr. Dan Gilroy</p> <p>Assistant Principal: Mr. Joseph Lalli</p> <p> (570) 348-3631  (570) 348-3609  355 Maple Street Scranton, PA 18505</p>
<p align="center"><u>West Scranton Intermediate School</u></p> <p>Principal: Ms. Danyel Boyce</p> <p>Assistant Principal: Mr. Richard Dempsey</p> <p> (570) 348-3631  (570) 348-3610  401 Fellows Street Scranton, PA 18504</p>	<p align="center"><u>Adams Elementary</u></p> <p>Principal: Ms. Lisa McConlogue</p> <p>Assistant Principal: Ms. Holly Scacchitti</p> <p> (570) 348-3655  (570) 348-3163  827 Capouse Avenue Scranton, PA 18509</p>
<p align="center"><u>Armstrong Elementary School</u></p> <p>Principal: Ms. Lisa McConlogue</p> <p>Assistant Principal: Ms. Holly Scacchitti</p> <p> (570) 348-3661  (570) 348-3599  1500 N. Lincoln Avenue Scranton, PA 18508</p>	<p align="center"><u>Isaac Tripp Elementary</u></p> <p>Principal: Ms. Shannon Rucker</p> <p>Assistant Principal: Ms. Amanda Deutsch</p> <p> (570) 558-2700  (570) 558-2707  1000 N. Everett Avenue Scranton, PA 18504</p>

<p align="center"><u>John F. Kennedy Elementary</u></p> <p>Principal: Ms. Nora Phillips</p> <p> (570) 558-8970  (570) 558-8972  2200 Prospect Avenue Scranton, PA 18505</p>	<p align="center"><u>McNichols Educational Plaza</u></p> <p>Principal: Ms. Mina Ardestani</p> <p> (570) 348-3685  (570) 348-3499  1111 South Irving Avenue Scranton, PA 18505</p>
<p align="center"><u>Robert Morris Elementary</u></p> <p>Principal: Mr. Michael Coleman</p> <p> (570) 348-3681  (570) 570-348-3160  1824 Boulevard Avenue Scranton, PA 18509</p>	<p align="center"><u>William Prescott Elementary</u></p> <p>Principal: Mr. Albert O'Donnell</p> <p> (570) 348-3683  (570) 348-3677  840 Prescott Avenue Scranton, PA 18510</p>
<p align="center"><u>Charles Sumner Elementary</u></p> <p>Principal: Mr. Brandon Budd</p> <p>Assistant Principal: Ms. Lisa Owens</p> <p> (570) 348-3688  (570) 348-3370  372 N. Sumner Avenue Scranton, PA 18504</p>	<p align="center"><u>John G. Whittier Elementary</u></p> <p>Principal: Mr. Tim Wolff</p> <p> (570) 348-3690  (570) 348-3674  700 Orchard Street Scranton, PA 18505</p>
<p align="center"><u>Lincoln Jackson Academy/Monticello</u></p> <p>Principal: TBD</p> <p>Program Director: Mr. Dennis Engles</p> <p> (570) 558-2731  (570) 207-1221  1739 Dickson Avenue Scranton, PA 18509</p>	<p align="center"><u>Frances Willard Elementary</u></p> <p>Principal: Mr. Brandon Budd</p> <p>Assistant Principal: Ms. Lisa Owens</p> <p> (570) 348-3692  (570) 348-1861  1100 Eynon Street Scranton, PA 18504</p>

II. EMPLOYEE INFORMATION

I. Employee Information

SSD EXPECTATIONS OF PROFESSIONAL EMPLOYEES

It is the expectation of the Scranton School District that all professional employees, teachers and administrators, abide by the [Pennsylvania Code Of Conduct For Educators](#).

FAMILY MEDICAL LEAVE ACT(FMLA)

All requests for leave shall be made in writing on the district form 30 days in advance of the necessary leave. Guides advising employees of their rights and responsibilities are posted throughout the District and shall be given to employees upon request; whenever an employee requests FMLA leave; and whenever the district designates a leave as a FMLA leave, requested or not. Please check your appropriate CBA for more information.

CHILD PROTECTIVE SERVICES ACT 124

Act 124, the Child Protective Services Act, mandates that teachers and educational personnel report suspected cases of child abuse. Under Pennsylvania law, "an abused child means a child of age who exhibits evidence of serious physical or mental injury not explained by the available medical history as being accidental.

School Procedure:

School staff members may initially question the child to determine if accidental or caused by a parent or caretaker. However, in no case, should the child be subjected to undue pressure in order to validate the suspicion of abuse. Validation of suspected child abuse is the responsibility of Youth and Family Services. Any doubt about reporting a suspected situation is to be resolved in favor of the child and the report is to be made immediately. Inform your building supervisor.

EMPLOYEE PERSONNEL FILES

To request access to your personnel file, contact Mr. Castrovinci for an appointment. Employees may not make alterations to their record nor remove any material.

Any changes of status in the form of name, address, telephone number, marital status or change in dependents needs to be brought to the attention of Human Resources.

DRESS AND GROOMING

When assigned to district duties professional staff members shall be physically clean, neat, well-groomed, and dressed in a manner reflecting professional assignment.

SCHOOL CLOSING

The automated call system will be utilized to alert all stakeholders of school closings/delays/early dismissals. Additionally, announcements will be made *via* Twitter, Facebook, and to television stations WBRE, WYOU and WNEP and the SSD TV21 Educational Channel. School delays are typically 1.5 hours.

HARRASSMENT

The Board encourages employees who have been harassed to promptly report such incidents to the designated administrators on the District Form. Please refer to Scranton School District Policy 348 in Section IV.

TOBACCO USE

The Scranton City School District prohibits the use of tobacco in all forms (including vapor cigarettes) by school staff, faculty, visitors, and students. Students are prohibited from using and/or possessing tobacco products on school grounds, at school-sponsored activities, and in areas under school jurisdiction, including but not limited to school buses, sporting events, field trips, bus stops, and parking lots whether or not school is in session.

DRUG AND SUBSTANCE ABUSE

The Scranton School District will not tolerate any use of drugs. Please refer to Scranton School District Policy 351 in Section IV.

EMPLOYEE ABSENCES

To access the AESOP online system, go to <http://frontlinek12.com/aesop>. Your username will be phone number and your pin number will be sent via email. Contact the HR Department at 570.348.3403 for questions regarding the AESOP system. Any employee who, for emergency reasons only, must leave the workplace during the day, must inform their immediate supervisor. Teachers must inform and get approval from their principal. Principals must inform and get approval from their respective supervisor.

For information concerning sick days, personal days, bereavement days or vacation days, please refer to the respective collective bargaining agreement.

ACTIONS NOT SUPPORTED BY THE ADMINISTRATION

The following action cannot be supported by the School Principal:

- a. Corporal Punishment
- b. Any form of student ridicule
- c. Unreasonable homework assignments including written punishment work
- d. Excusing students from school early without confirmation by the office.
- e. Insufficient student supervision...
 - a. to, from and in the classroom
 - b. to and from recess
 - c. to the bus loading area
 - d. during fire drills
 - e. before and after school
- f. Smoking on school grounds.
- g. Teacher arguments or disagreements voiced openly in school in the presence of children or adults.
- h. Placement of students outside the classroom for any reason.
- i. Students sent back to classrooms by special teachers; the regular classroom teacher may not be there.
- j. Allowing students to wear unacceptable garments in school, including hats during class time.
- k. Disregard for school policies, rules and regulations.
- l. Unreasonable punishment assignments

TARDINESS

Please refer to Scranton School District Policy number 318 in Section IV on questions of tardiness.

CARE OF BOOKS AND EQUIPMENT

When books are distributed during the first week of school, be sure to see that the number is placed on the inside of the front cover of each book. When textbooks are handed out, record the number listed on the inside cover of all texts opposite the pupil's name in your class record book. This will aid in finding lost books.

Lost or destroyed textbooks should be reported to the Office. Parents will be expected to pay for these items. Every effort should be made to impress on the child the desire and necessity to protect school property. Pupils should not be permitted to place papers in their books or to write on or in them. Frequently emphasize the care of grounds, buildings, equipment, furniture, etc. The signs of normal wear on a book over a period of time are indications that a book has been read and enjoyed. This is expected, and efforts to preserve books should never prevent students from handling them themselves. However, it is of the greatest importance that children be taught how to handle books from the first moment they are exposed to them.

CARE OF CLASSROOMS

The care of the classroom rests largely with the teacher. The use of a large number of visual aids, bulletin board displays or materials pertaining to the units being taught and displays of student projects gives a classroom a workshop atmosphere and creates a very favorable Impression. It also has a definite effect on the quality of work done by the students working in the classroom.

Floors should be free of wastepaper at all times and window shades should be locked before leaving each day. Thorough desk inspection should be made on a weekly basis to eliminate excessive accumulation of waste materials. Room keys shall be turned in to the office at the end of each day. The teacher will lock the door, but not close the door. No additional furniture of any kind is to be added to classrooms other than that specifically assigned through Administration.

CELL PHONES

The use of cell phones by teachers during instruction and duty time is not permitted unless it is part of the instruction. At no time will employees use the Scranton School District Wi-Fi network for personal use.

CLASSROOM SUPERVISION

Teachers are reminded that they are responsible for their students from the start of the school day to its end. Students should not be left unattended in the room for even one minute. In case of an emergency, contact the building principal, so that an arrangement can be made to have one of the aides supervise your class. Phone calls or other personal business are to be carried on at recess time, lunch period or a free period. In the event of in-coming calls, a message will be taken by the secretary or aide and delivered to the teacher. Under no circumstances will teachers be called to the phone during class time unless an emergency arises.

COMPUTER LAB USE

Teachers need to contact the appropriate building personnel to schedule lab time.

DISCIPLINE

The Scranton School District will utilize the School Wide Positive Behavior System.

DUPLICATING/COPYING

High speed copiers/scanners are available in every school building for teacher's duplication needs. Teachers should act responsibly concerning the number of copies produced and the time needed to make copies — do not monopolize the use of the copier. Copy machines are not for personal use. If a malfunction occurs, inform the secretary in the office. Any large copy jobs should be sent to the Graphic Arts department for completion. For print jobs that are in digital format you can email those jobs to graphic.arts@ssdedu.org. Be sure to include the school, copy count, and teacher name in your email.

ELECTRONIC COMMUNICATION/E-MAIL

Teachers must check their e-mail each morning for pertinent information regarding the daily functioning of the school. All efforts will be made to distribute information electronically rather than on paper, in order to expedite the distribution and to reduce waste.

INTERNET POLICIES

Signature page for the *SSD Acceptable Use Policy* is in Section C of this handbook. Acceptable Use Policy for Network Services and Internet Access

Description of the Scranton School District Wide Area Network (SSD WAN)

The SSD WAN is an education/administrative computer network that is operated by the Scranton City School District. The purpose of this network is to provide our students, faculty, and staff access to educational resources that will enhance and support the work being performed in both the classroom and workplace.

SSD WAN provides connections to computers in educational institutions, administrative offices, and resources worldwide. This interconnected network of computers is commonly referred to as "the INTERNET". Through SSD WAN, educators, administrators, and students are able to access information from around the world and bring it to their computers via this electronic superhighway.

Through SSD WAN, the Scranton School District provides our faculty, students, and staff with access to Internet E-Mail capability, browsing tools, as well as Internet informational resources. This access is a privilege, not a right. It will be made available only as long as the account holder abides by the Scranton School District's Acceptable Use Policy. Inappropriate use may lead to suspension of user privileges and possible legal consequences. By signing the attached registration form, SSD WAN account holders unconditionally agree to abide by the terms and conditions of use of the Scranton School District Wide Area Network, as outlined below. Attached registration documents are legally binding and indicate signing party (parties) who have read the terms and conditions carefully and understand their significance.

Of primary importance to the School District is the safety of our students while utilizing the District network. The Scranton School District, as required by CIPA, utilizes a network content filter that blocks access to unacceptable material. This material includes, but is not limited to pornography, child pornography, sexual acts or conduct, and other obscene material that may be deemed harmful to minors. The school district will require all students to complete an Internet safety course. This course will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response.

Please Be Aware

The Scranton School District makes no guarantees about the service it is providing through its computer network system. The district will not be responsible for any damages you or your equipment may suffer from its use. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service

interruptions caused by its own negligence or your errors or omissions. Use of any and all information obtained via the internet is at the account holder's own risk. The Scranton School District denies any and all responsibility for the accuracy or quality of information obtained through the Scranton School District's Network Service.

The superintendent and his/her designees will deem what is considered inappropriate use and their decision is final. These designees may terminate an account at any time without advance notice. Faculty members and staff may request, deny, revoke, or suspend specific individual accounts. Each account holder is required to notify system administration of account information changes (address, employment, enrollment, etc.). Account holders may be required to submit a new registration form whether occasional or periodic. Presently there are no associated access fees for this service. The Scranton School District does not guarantee future access will remain free of any fees nor unlimited/unrestricted service. **Please note** — Electronic mail, although considered private, is not guaranteed to be private. Individuals operating the systems may have access to mail accounts. E-Mail relating to or in support of illegal activities may be reported to the appropriate authorities. All communication and information accessible via the network system should be assumed to be private property. In cases of misuse or suspicion of misuse of the network or services the Scranton School District Administration reserves the right to access any files on the system.

Outline for Acceptable Use of SSD WAN

Successful operation of the network requires that each account holder regard SSD WAN as a shared resource. It is important that each member conduct themselves in a responsible, ethical, and polite manner while utilizing the network. The following is a list of guidelines and behaviors that may lead to suspension and to termination of access privileges. In severe cases it is the intent of the Scranton School District to prosecute offenders to the fullest extent of the law. The following list not considered to be inclusive:

- When interacting on the Internet, you are expected to behave as you would in any other environment where you represent your employer/school.
- Students must never agree to "meet" with someone they met online without first discussing it with their parents/guardian. If the parents agree to the meeting, students must ensure that the meeting is in a public place and that one of their parents accompanies them.
- Using the District's Computers for illegal, inappropriate, or obscene activities, or in support of such activities, is strictly prohibited.
- Access shall be granted only to the authorized owner of the account. Account owners are responsible for all activity within their account. Do not use another individual's access account or allow another individual to use your account.
- Each account holder is obligated to notify system administrators of all potential and identifiable security problems. Do not inform or demonstrate security problems to anyone other than a system administrator. All users identified as a security risk or having a history of problems with other computer systems may be denied access to the system.

- SSD WAN is a shared resource and must be used in moderation. Please be aware that there are other users who will want to use this network. You are expected to utilize your access time efficiently.
- SSD WAN is intended for education and research. It is not to be used for private business concerns. The Scranton School District will not be responsible for any financial obligations arising from unauthorized use of the District network for the purchase of products or services.
- Account holders are to remove old electronic mail messages in a timely fashion and are advised that system administrators may remove such messages if not attended to regularly by the account holder.
- All account holders who access another network will be subject to the network's acceptable use policy.
- Any violation or attempts to violate, the security of the Scranton School District's network system will result in immediate termination of the account holder's access privileges and legal prosecution to the fullest extent allowable by law.
- Vandalism, defined as any malicious attempt to harm or destroy data of another account holder or any of the computers and networks connected to the Internet, inclusive of SSD WAN, will result in immediate termination of access privileges and prosecution to the fullest extent allowable by law. Inclusive to this, but not limited to, are the uploading, deliberate downloading and creation of computer viruses.
- The transmission or posting of threatening material or use of abusive, vulgar, profane, obscene, or other inappropriate language may result in suspension or termination of account holder's access privileges.
- The transmission of copyrighted material in violation of copyright laws may result in suspension or termination of account holder's access privileges.
- The transmission of personal addresses or telephone numbers of faculty, students, and staff is prohibited and may result in the suspension or termination of account holder's privileges.
- The participation in "CHAT" rooms without direct supervision from system administrators by students is prohibited and may result in the suspension or termination of account holder's access privileges.
- The transmission and or participation in any activity in violation of any Federal, State, or Local laws is strictly prohibited and may result in termination of account holder's access privileges as well as district disciplinary action. Violations will also be reported to appropriate legal authorities.

POLITICAL ACTIVITY

Please refer to Scranton School District Policy # 321 in Section III for any questions on political activity on school grounds.

PROFESSIONALISM

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

TELEPHONE USAGE

The telephones in each building are to be used for school business only. Toll calls must be approved by the Elementary Principal and the appropriate form completed. Teachers will not be called out of class to answer calls unless an emergency exists. Teachers should make return calls on their free time.

III. REFERENCED SSD POLICIES



Book	Policy Manual
Section	300 Employees
Title	Employment Contract/Board Resolution
Code	308
Status	Active
Legal	1. 24 P.S. 406 2. 24 P.S. 510 4. 24 P.S. 1101 5. 24 P.S. 1121 6. 24 P.S. 1108 7. Pol. 313 8. 24 P.S. 1089 9. 24 P.S. 1109.2 24 P.S. 1073
Adopted	June 16, 2014

Authority.

The Board has the authority under law to prescribe employment conditions for district personnel. [\[1\]\[2\]](#)
[\[8\]\[9\]\[5\]](#)

For the mutual benefit and protection of the district and its employees, the Board directs that, as the policy of this school district:

1. Professional employees, as defined in the School Code, shall sign an employment contract upon employment, which shall continue in force unless terminated by the employee by written resignation presented sixty (60) days in advance or terminated by the Board in accordance with law. The contract shall specify those issues required by law. [\[4\]\[5\]](#)
2. Temporary professional employees, upon attaining tenure status, shall sign a contract for professional employees. [\[6\]\[7\]](#)
3. Noncertificated administrative and support employees shall be employed through a contract or Board resolution which sets forth the conditions of employment and other matters necessary for a full and complete understanding of the contract or resolution. [\[2\]\[8\]](#)

The Board shall be notified promptly of any misunderstanding arising from the application of a given contract or resolution, or any error in salary paid to the employee.

Willful misrepresentation of facts material to employment and determination of salary shall be considered cause for dismissal of the employee.

308-AR-2-FormForAcceptOfResig.doc (27 KB)



Book	Policy Manual
Section	300 Employees
Title	Assignment and Transfer
Code	309
Status	Active
Legal	<ol style="list-style-type: none">1. 24 P.S. 5082. 24 P.S. 5103. 23 Pa. C.S.A. 6344.34. 23 Pa. C.S.A. 6344.45. 24 P.S. 1116. Pol. 3177. 20 U.S.C. 6312 23 Pa. C.S.A. 6301 et seq
Adopted	June 16, 2014
Last Revised	September 13, 2016

Authority

The assignment and transfer of administrative, professional and support employees within the district shall be determined by the management, supervisory, instructional and operational needs of the schools and the school district.

The Board shall approve the initial assignment of all employees at the time of employment and when such assignments involve a transfer from one building or supervisor to another, or involve a move to a position requiring a certificate or credentials other than those required for the employee's present position.[\[1\]](#)[\[2\]](#)

Each applicant for transfer or reassignment shall be required to submit an official child abuse clearance statement unless the applicant is applying for a transfer from one position as a district employee to another position as a district employee and the applicant's official child abuse clearance statement is current.[\[3\]](#)[\[4\]](#)

Each applicant for transfer or reassignment from a position without direct contact with students to a position with direct contact shall be required to submit criminal background checks as required by law. Such applicants shall report, on the designated form, arrests and convictions as specified on the form. Failure to accurately report such arrests and convictions may subject the individual to disciplinary action up to and including termination and criminal prosecution.[\[5\]](#)[\[6\]](#)

Delegation of Responsibility

The Superintendent or designee shall provide a system of assignment or reassignment for district employees that includes consideration of requests for voluntary transfers.

The Superintendent, in considering any assignment or transfer, shall assure that low-income students and minority students are not taught at higher rates than other students by unqualified, out-of-field or inexperienced teachers.[\[Z\]](#)

Vacancies shall be publicized to all appropriate employees.

Employees shall be informed of their assignments at the earliest possible date preceding the school year in which the assignment will be effective.

This policy shall not prevent reassignment of an employee during the school year for good cause, as determined by the Board.



Book	Policy Manual
Section	300 Employees
Title	Evaluation of Employees
Code	313
Status	Active
Legal	1. 24 P.S. 510 2. 24 P.S. 1123 3. 24 P.S. 1108 24 P.S. 1122 Pol. 000
Adopted	June 16, 2014

Authority

Evaluation is a continuing process in which the administrative, professional and support employees and the respective supervisors cooperatively identify strengths and weaknesses in an individual's job performance. Employee evaluations shall be used to assess and improve performance, encourage professional growth, promote positive behavior, and facilitate attainment of district goals and objectives.

The objectives of the district evaluation plans for employees are:

1. To identify, improve and reinforce the skills, attitudes and abilities that enable an employee to be effective in achieving district goals.
2. To identify and suggest ways to improve on weaknesses that prevent an employee from achieving district goals.

The Board shall approve plans for regular, periodic evaluations of administrative, professional and support employees. The Board shall be informed periodically about the results of evaluations.[\[1\]](#)

The evaluation plan for tenured professional employees shall utilize the state-approved evaluation forms or district-specific forms approved by the Board.[\[2\]](#)

Delegation of Responsibility

Evaluations shall be conducted by administrators and supervisors designated by the Superintendent.

The Superintendent or designee shall ensure that evaluation procedures for district staff shall have the following characteristics:

1. Clear and unambiguous in intent and language.

2. Establish reasonable standards.
3. Apply in a consistent and uniform manner to all employees in the same class.
4. Available to employees for review before they are applied.
5. Reviewed and updated periodically.
6. Referred to the Board for information purposes.
7. Consistent with the applicable administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.

Each observation shall be followed by a conference between the evaluator and the employee. Both parties to the conference shall sign the evaluation form and retain a copy for their records.

Following the conference, the employee shall have the right to submit a written disclaimer of the evaluation; the disclaimer shall be attached to the report.

Temporary Professional Employees

Each temporary professional employee shall be observed by an appropriate supervisor and notified of individual progress and status at least twice each year during the first three (3) years of employment.
[\[3\]](#)

Administrators responsible for supervising temporary professional employees shall make every effort to assist such staff members in improving deficiencies disclosed by observation and evaluation, and may conduct additional observations and evaluations of employees who are marginally competent.

The Superintendent shall certify the evaluations of all temporary professional employees during the last four (4) months of the initial three (3) years of employment, as required by law.[\[3\]](#)



Book	Policy Manual
Section	300 Employees
Title	Penalties for Tardiness
Code	318
Status	Active
Legal	1. 24 P.S. 510 2. Pol. 332 3. Pol. 334 4. Pol. 335 5. Pol. 336 6. Pol. 339
Adopted	June 16, 2014
Last Revised	October 8, 2020

Authority.

Punctual and reliable attendance by administrative, professional and support employees is essential for the operation of district schools. Therefore, a prerequisite for efficient performance of job functions by employees is the punctual commencement and proper completion of all assigned duties.[\[1\]](#)[\[2\]](#)

The district shall establish processes for staff to report unexpected absences, which shall be addressed in accordance with Board policy and an applicable individual contract, collective bargaining agreement or Board resolution.[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

Delegation of Responsibility.

It shall be the responsibility of the Superintendent or designee to assess penalties when a district employee fails to meet attendance requirements.

The Superintendent is authorized to direct district employees who are repeatedly tardy not to report at all on those days when they do not report on time, and to suffer appropriate wage penalties.



Book	Policy Manual
Section	300 Employees
Title	Conduct/Disciplinary Procedures
Code	317
Status	Active
Legal	<ul style="list-style-type: none">1. 22 PA Code 235.102. 24 P.S. 5103. 24 P.S. 5144. 24 P.S. 11215. 24 P.S. 11226. 24 P.S. 11267. 24 P.S. 11278. 24 P.S. 11289. 24 P.S. 112910. 24 P.S. 113011. 2 Pa. C.S.A. 551 et seq12. Pol. 35113. 24 P.S. 115114. 24 P.S. 11115. Pol. 82416. 24 P.S. 2070.9a17. 23 Pa. C.S.A. 6344.324 P.S. 50122 PA Code 235.1 et seq23 Pa. C.S.A. 6301 et seq24 P.S. 2070.1a et seqPol. 000
Adopted	June 16, 2014
Last Revised	September 13, 2016

Authority.

All administrative, professional and support employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of district schools requires the

cooperation of all employees working together and complying with a system of Board policies, administrative regulations, rules and procedures, applied fairly and consistently.

The Board requires employees to maintain professional, moral and ethical relationships with students at all times.[15][1]

The Board directs that all district employees shall be informed of conduct that is required and is prohibited during work hours and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.[2][3]

When demotion or dismissal charges are filed against a certificated administrative or professional employee, a hearing shall be provided as required by applicable law. Noncertificated administrative and support employees may be entitled to a Local Agency Law hearing, at the employee's request.[10][11][4][5][6][7][8][9]

Delegation of Responsibility

All district employees shall comply with state and federal laws and regulations, Board policies, administrative regulations, rules and procedures. District employees shall endeavor to maintain order, perform assigned job functions and carry out directives issued by supervisors.[2]

When engaged in assigned duties, district employees shall not participate in activities that include but are not limited to the following:

1. Physical or verbal abuse, or threat of harm, to anyone.
2. Nonprofessional relationships with students.[15]
3. Causing intentional damage to district property, facilities or equipment.
4. Forceful or unauthorized entry to or occupation of district facilities, buildings or grounds.
5. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.[12]
6. Use of profane or abusive language.
7. Breach of confidential information.
8. Failure to comply with directives of district officials, security officers, or law enforcement officers.
[5]
9. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.
10. Violation of Board policies, administrative regulations, rules or procedures.[5]
11. Violation of federal, state, or applicable municipal laws or regulations.[5]
12. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, operations, administrative or disciplinary functions of the district, or any activity sponsored or approved by the Board.

The Superintendent or designee shall develop and disseminate disciplinary rules for violations of Board policies, administrative regulations, rules and procedures that provide progressive penalties, including but not limited to, verbal warning, written warning, reprimand, suspension, demotion, dismissal, and/or pursuit of civil and criminal sanctions.[13][5]

Arrest or Conviction Reporting Requirements

Employees shall use the designated form to report to the Superintendent or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.[\[14\]](#)[\[16\]](#)

Employees shall also report to the Superintendent or designee, in writing, within seventy-two (72) hours of notification, that the employee has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.[\[17\]](#)

An employee shall be required to submit new criminal history background checks if the Superintendent or designee has a reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by law, and the employee has not notified the Superintendent or designee.[\[14\]](#)

An employee shall be required immediately to submit a new child abuse history certification if the Superintendent or designee has a reasonable belief that the employee was named as a perpetrator in a founded or indicated report or has provided written notice of such occurrence.[\[17\]](#)

Failure to accurately report such occurrences may subject the employee to disciplinary action up to and including termination and criminal prosecution.[\[14\]](#)[\[17\]](#)



Book	Policy Manual
Section	300 Employees
Title	Outside Activities
Code	319
Status	Active
Legal	1. 24 P.S. 510
Adopted	June 16, 2014

Authority

The Board recognizes that administrative, professional and support employees do have the right to private lives and associations with others outside of school. However, the Board has a responsibility to evaluate employees' effectiveness in discharging assigned duties and responsibilities.

Therefore, when nonschool activities directly impact upon an employee's effectiveness within the school district, the Board reserves the right to evaluate the effect of such activities on the individual's completion of responsibilities and assignments. [\[1\]](#)

The Board does not endorse, support, nor assume liability for any district staff member who conducts nonschool, outside activities in which district students or employees may participate.

Delegation of Responsibility

The Superintendent or designee shall disseminate this policy and administrative regulations so that employees may avoid situations in which personal interests, activities, and associations may conflict with the interests of the district.

Guidelines

The following guidelines are provided for the direction of employees:

1. Do not utilize school material for personal gain. Copyrights to materials or equipment developed, processed, or tested by district employees in the performance of district activities in fulfillment of the terms of their employment reside with and may be claimed by the district.
2. Do not use school property or school time to solicit or accept customers for private enterprises.
3. Do not use school time for outside activities when there is no valid reason to be excused from assigned duties.



Book	Policy Manual
Section	300 Employees
Title	Political Activities
Code	321
Status	Active
Legal	1. 24 P.S. 510
Adopted	June 16, 2014

Authority.

The Board recognizes and encourages the right of administrative, professional and support employees, as citizens, to engage in political activity. However, district time, resources, property or equipment, paid for by taxpayers, may not be used for political purposes by district employees when performing assigned duties.

Employees shall not engage in political activities during assigned work hours on property under the jurisdiction of the Board.[\[1\]](#)

Collection of and/or solicitation of campaign funds or campaign workers by employees is prohibited on school property during assigned working hours.

The use of students or staff for writing, addressing, or distributing partisan political materials is forbidden.

District employees who hold elective or appointive office are not entitled to time off from their school duties for reasons incident to such offices, except as such time may qualify under the leave policies of the Board.

The following situations are exempt from the provisions of this policy:

1. Discussion and study of politics and political issues when applicable to the curriculum and appropriate to classroom studies.
2. Conduct of student elections and connected campaigning.
3. Conduct of employee representative elections.



Book	Policy Manual
Section	300 Employees
Title	Sick Leave
Code	334
Status	Active
Legal	1. 24 P.S. 1154 2. 24 P.S. 510 3. Pol. 317
Adopted	June 16, 2014
Last Revised	October 8, 2020

Authority

Board policy for certificated administrative and professional employees shall ensure that eligible employees receive paid sick leave days annually, in accordance with law, administrative compensation plan, individual contract, collective bargaining agreement, or Board resolution. Unused leave shall be cumulative.[\[1\]](#)

Board policy for noncertificated administrative and support employees shall ensure that eligible employees receive paid sick leave days annually, in accordance with the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution. Unused leave shall be cumulative.

The Board reserves the right to require any employee claiming paid or unpaid sick leave pay to submit sufficient proof, including documentation from a licensed physician- certified registered nurse practitioner or a licensed physician assistant, of the employee's illness, disability or need to quarantine.[\[1\]](#)[\[2\]](#)

Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.[\[3\]](#)

The Board shall consider the written request of any eligible employee for an extension of sick leave or other paid or unpaid leave has been exhausted pursuant to law or collective bargaining agreement provisions where applicable.[\[1\]](#)[\[2\]](#)

The Board approves the use of Sick Leave Banks, and directs the Superintendent or designee to establish administrative regulations or procedures to ensure they are operated in accordance with the provisions of law, Board policy and an applicable administrative compensation plan, collective bargaining agreement, or Board resolution.

Delegation of Responsibility

The Superintendent shall report to the Board the names of employees absent for noncompensable cause or whose claim for sick leave pay cannot be justified.

Guidelines

Whatever the claims of disability, no day of absence shall be considered a sick leave day if the employee has engaged in or prepared for other gainful employment, or has engaged in any activity that would raise doubts regarding the validity of the sick leave request.

Records

The district's personnel records shall show the attendance of each employee; and the days absent shall be recorded, with the reason for such absence noted.[\[1\]](#)[\[2\]](#)

A record shall be made of the unused sick leave days accumulated by each district employee, which shall be reported to the employee.

The Board shall pay a specified amount for each unused sick leave day, up to a designated number of days, upon the retirement or death of an employee, as provided in the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.



Book	Policy Manual
Section	300 Employees
Title	Sabbatical Leave
Code	338
Status	Active
Legal	<ol style="list-style-type: none">1. 24 P.S. 11662. 24 P.S. 11673. 24 P.S. 11714. 24 P.S. 11685. 24 P.S. 11706. 24 P.S. 1169
Adopted	June 16, 2014

Authority

This policy shall establish the district's parameters for granting sabbatical leaves for restoration of health to certificated administrative and professional employees.

The Board shall grant sabbatical leaves to eligible administrative and professional employees for the purpose of restoration of health and for other purposes at the discretion of the Board.[\[1\]](#)

The Board reserves the right to specify the conditions under which sabbatical leaves for restoration of health or other purposes may be taken, consistent with law.

Guidelines

Eligibility

To qualify for sabbatical leave, an eligible employee shall have completed ten (10) years of satisfactory service in the public schools of the Commonwealth; at least five (5) consecutive years of such service shall be in this school district.[\[1\]](#)

A sabbatical leave may be taken for a half or full school term or for two (2) half school terms during a period of two (2) years, at the employee's option.[\[1\]](#)

The total number of administrative employees on sabbatical leave at any one time shall not exceed ten percent (10%) of the number of eligible employees. The total number of professional employees on sabbatical leave at any one time shall not exceed ten percent (10%) of the number of eligible employees.[\[2\]](#)

Application

Requests for sabbatical leave shall be submitted on the approved district form and forwarded with medical documentation to the Superintendent or designee as soon as possible.

The Board shall review each application for sabbatical leave and shall approve those meeting the requirements of Board policy and applicable law.

Documentation

Applicants for sabbatical leave shall submit with the application form a supporting medical statement and recommendation from his/her physician.

At both the approximate midpoint of the leave and at least thirty (30) days prior to the conclusion of the leave, a physician's statement shall be submitted to the Superintendent or designee, indicating the extent to which the purpose of the leave has been achieved and evaluating the health status of the employee relative to his/her ability to return to employment.[\[3\]](#)

The Board reserves the right to require at its own expense additional examinations and reports by physicians of its choice to determine whether the leave is being used for the purpose for which it was granted.[\[3\]](#)

Commitment of Employee

Acceptance of a sabbatical leave incurs a commitment by the employee to return to active duty in this district immediately following the sabbatical leave for one (1) full school term, unless prevented by illness or physical disability.[\[4\]](#)

The Board reserves the right to require at its own expense additional examinations and reports by physicians of its choice to determine the employee's ability to return to work.

Commitment of Employer

At the expiration of the sabbatical leave, the employee shall be reinstated in the same position held at the time of the granting of the leave.[\[4\]](#)

Time on sabbatical leave shall be counted as time on the job for purposes of seniority and for retirement fund purposes, but for no other purpose.[\[5\]](#)

Compensation

During the period of sabbatical leave, an employee shall be compensated at least one-half the salary to which s/he would have been entitled had the employee not taken leave.[\[6\]](#)

While on leave, the employee shall be entitled to insurance benefits provided other employees of a similar classification if s/he pays the premiums and the insurance carrier approves.

A sabbatical leave granted for restoration of health shall also serve as a leave of absence without pay from all other school activities.[\[1\]](#)

Compensable employment may not be engaged in while the employee is on sabbatical leave.



Book	Policy Manual
Section	300 Employees
Title	Vacation
Code	337
Status	Active
Legal	1. 24 P.S. 510
Adopted	December 21, 2015
Last Revised	July 10, 2019

Authority

Administrative and support staff employed to work twelve (12) months or other schedules considered full-time shall be provided paid vacation.

The Board shall provide vacation days for eligible employees, consistent with the employee's request and convenience while considering the district's management and operational needs.[\[1\]](#)

Vacation time shall be granted in accordance with applicable provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.

Eligible employees must request scheduled vacation to the immediate supervisor in advance of the requested date.

Vacations normally will be scheduled at times when they will not interfere with the normal operation of the school.

All vacation schedules are subject to final approval by the Superintendent or designee.

Employees will be allowed to carry over vacation days beyond the end of the calendar year in order that year end operations including budget preparation, be carried out in a smooth and orderly fashion. It is understood that these days must be used prior to the end of the first quarter of the new calendar year or they will be lost to the employee.

If separation of employment occurs prior to the end of the first quarter of the calendar year no cash payments will be made for accrued but unused carry over vacation days.

Administrative employees shall be entitled to the amount of vacation as indicated below:

Upon	2
Employment	weeks
After 5	3
years*	weeks
After 10	4
years*	weeks

**Length of service shall be determined as of January 1 of each year.*



Book	Policy Manual
Section	300 Employees
Title	Uncompensated Leave
Code	339
Status	Active
Legal	1. 24 P.S. 1154 24 P.S. 1182
Adopted	June 16, 2014

Authority

The Board recognizes that in certain situations an administrative, professional or support employee may request extended leave for personal reasons, and the district could benefit from the return of the employee. This policy establishes parameters for granting uncompensated leaves of absence.

The Board reserves the right to specify the conditions under which uncompensated leave may be taken. All applications for uncompensated leave require approval by the Board, upon recommendation of the Superintendent.[\[1\]](#)

Uncompensated leave shall be granted in accordance with provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.

Guidelines

Period of Leave

An uncompensated leave may be granted for a period of up to one (1) school year.

Extensions for up to one (1) school year may be considered upon proper application.

Commitment of Employee

The employee granted an uncompensated leave of absence shall inform the Board of his/her intentions prior to the scheduled return date.

Commitment of Employer

At the expiration of uncompensated leave, the employee shall be offered the same position previously held or a like position to that previously held.

Time on uncompensated leave shall not count as time on the job, and fringe benefits shall not be provided, unless the employee provides payment for benefits.

Rescinding of Leaves

Any person on an approved leave of any type, who requests to have the leave rescinded or return to work earlier than expected by the original application for leave, shall submit a request in writing to the Personnel Office no less than six (6) weeks prior to the new date upon which the employee wishes to return to work. The Board may grant or refuse such requests for rescission when it is in the best interests of the educational program of the school district.

[339-AR-1-ReqForUncompLeave.doc \(28 KB\)](#)



Book	Policy Manual
Section	Procedures
Title	Unlawful Harassment
Code	248-AR
Status	Active
Adopted	September 6, 2016

PROCEDURE

SAFE AND RESPECTFUL LEARNING ENVIRONMENT

PURPOSE

The Board believes that a working and learning environment that is safe and respectful is essential for all staff and students to achieve success. Any form of harassment, bullying, and/or discrimination interferes with the ability of teachers to teach in the classroom and pupils to learn. This procedure and the associated governing documents shall establish the commitment by the Scranton School District to create a safe and respectful working and learning environment, and to investigate accusations of harassment, bullying, and discrimination.

GUIDELINES

1. The District shall provide an environment in which persons of differing beliefs, characteristics, and backgrounds can realize their full academic and personal potential.
2. All persons are entitled to maintain their own beliefs and to respectfully disagree without resorting or being subjected to harassment, bullying, and/or discrimination.
3. By declaring this goal, the Board is not advocating or requiring the acceptance of differing beliefs in a manner that would inhibit freedom of expression. The Board does require that any persons with differing beliefs be free from harassment, bullying, and/or discrimination.
4. All students, administrators, faculty, and other District staff shall demonstrate appropriate behavior by treating other persons, including students, with civility and respect and by refusing to tolerate harassment, bullying, and/or discrimination.
5. Use of the internet and other technology by staff and students shall be in a manner that is ethical, safe and secure in accordance with the District Acceptable Use Policy.
6. The Board ensures the aforementioned by enacting the following:

- a. All members of the Board, administrators, teachers, support personnel, and other staff employed by the District are recommended to:
 - i. Participate in training regarding the appropriate methods to facilitate positive human relations among students and staff without the use of harassment, bullying and/or discrimination as well as methods for reporting suspected violations. School administrators shall also receive training in:
 - 1. Methods for recognizing harassment and bullying behaviors;
 - 2. Effective intervention and remediation strategies regarding harassment and bullying;
 - 3. The prevention of violence and suicide associated with harassment, bullying, and/or discrimination as well as the appropriate methods to respond to such incidents; and
 - 4. Employing strategies to improve the climate of schools and the overall District environment in a manner that will facilitate respectful positive human relations among students, families and staff.
 - ii. Using positive behavioral interventions and supports to foster and guide student learning of skills to replace harassment, bullying, and/or discrimination;
 - iii. Reporting allegations of harassment, bullying, and/or discrimination to school police and school administration immediately to ensure cases are investigated and harmful behavior stopped.
- b. It is recommended that each school will establish a school safety team to help to support and promote safe school environments including investigation of harassment, bullying, and/or discrimination in addition to the implementation of crisis management and emergency response duties and site support.
- c. The District prohibits the active or passive support for acts of harassment, bullying, and/or discrimination. Both students and staff are expected to support attempts to constructively prevent and/or stop such acts and, thereby, promote safe schools.

7. Notice

- a. The District shall inform students, parents/guardians, faculty/staff, and other interested parties of the District's "Safe and Respectful Learning Environment" procedure and student complaint process. Such notice shall be included on the District's website (attached), the District's harassment reporting website and posting of anti-discrimination notices in all District buildings and the parent/student handbook.
- b. Reports of student discrimination based on race, national origin, disability, sex or religion may also be filed with the U.S. Department of Education's Office for Civil Rights.

8. The District prohibits the retaliation against any person who reports an act of harassment, bullying, and/or discrimination, or against any person who has testified, assisted, or participated in the investigation of a report. Such retaliation is itself a

violation of law and may lead to disciplinary or other appropriate action against the offender.

9. This procedure applies to harassment, bullying, and/or discrimination, by any individual on school district property, including a school bus, at a school-sponsored event, or while acting on school district business. This includes a member of a club or organization which uses a District facility, regardless of whether the club or organization has any connection to the District.

DEFINITIONS

For purposes of this procedure, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

For purposes of this procedure, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendos; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

DESIRED OUTCOMES

1. The District will implement consistent processes for the intervention and prevention of harassment, bullying, and/or discrimination.
2. Training in the prevention and/or recognition of harassment, bullying, and/or discrimination will take place for all employees and, when appropriate, students.
3. This procedure and its accompanying regulations and operating procedures will align with the School Safety Teams.
4. Students, parents and staff will be empowered with information about District mechanisms to prevent and intervene related to harassment, bullying, and/or discrimination situations.

[REPORT FORM FOR COMPLAINTS OF UNLAWFUL HARASSMENT.doc \(30 KB\)](#)

REPORT FORM FOR COMPLAINTS OF UNLAWFUL HARASSMENT

Complainant: _____
Home Address: _____
Home Phone: _____
School Building: _____
Date of Alleged Incident(s): _____

Alleged harassment was based on: _____

Name of person you believe violated the district's unlawful harassment policy:

If the alleged discrimination was directed against another person, identify the other person:

Describe the incident as clearly as possible, including what force, if any, was used; verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved. Attach additional pages if necessary: _____

When and where incident occurred: _____

List any witnesses who were present: _____

This complaint is based on my honest belief that _____ has harassed me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

Complainant's Signature

Date

Received By

Date



Book	Policy Manual
Section	PSBA Procedures
Title	Drug-Free Workplace Notice
Code	351-AR-0
Status	Active
Adopted	January 4, 2017

Drug use in the workplace is a danger to all students and employees. District schools and property are designated by federal and state laws and Board policy and district administrative regulations as drug-free workplaces.

All district employees shall receive this notice in accordance with applicable law and Board policy.

You are hereby notified that Board policy prohibits all district employees from the unlawful manufacture, distribution, dispensing, possessing and/or use of controlled substances in district schools, facilities and property.

The district shall take appropriate disciplinary action, up to and including termination of employment and referral for prosecution, of an employee who is convicted of a drug violation. An employee who is convicted of delivery of a controlled substance or of possession of a controlled substance with the intent to deliver or sell shall be terminated from district employment.

You are further notified that as a condition of district employment, you must comply with Board policy and notify your building principal, immediate supervisor or Superintendent of your conviction of a criminal drug statute violation occurring in the workplace no later than five (5) days after such conviction.

Each employee must acknowledge that s/he has read the above statement and understands the provisions stated. Complete and sign the acknowledgement form on the following page and return it to your building principal or immediate supervisor.

Employee Acknowledgement Form

This is to acknowledge that I have received a copy of the Drug-Free Workplace Notice, and I have been informed of the Board policy prohibiting employees' drug and substance abuse in district schools and on district property. I agree to abide by Board policy and this notice in all respects.

Employee Signature

Date

HOW DO I ACCESS THE EAP?

570.207.7919 or 570.963.2079

Call one of the above numbers and provide the Office Manager with your name, state that the **Scranton School District** is your EAP sponsor, and request assistance,

WHAT IF IT'S A CRISIS SITUATION?

EAP assistance can be accessed after normal work hours, on weekends and holidays, and in emergency situations via either of these numbers:

570.207.7919 or 570.963.2079

Provide the answering service with your name, identify the Scranton School District as your EAP sponsor, and indicate that it is a crisis situation. Your call will be returned promptly by the on-call EAP specialist.



LOCATION

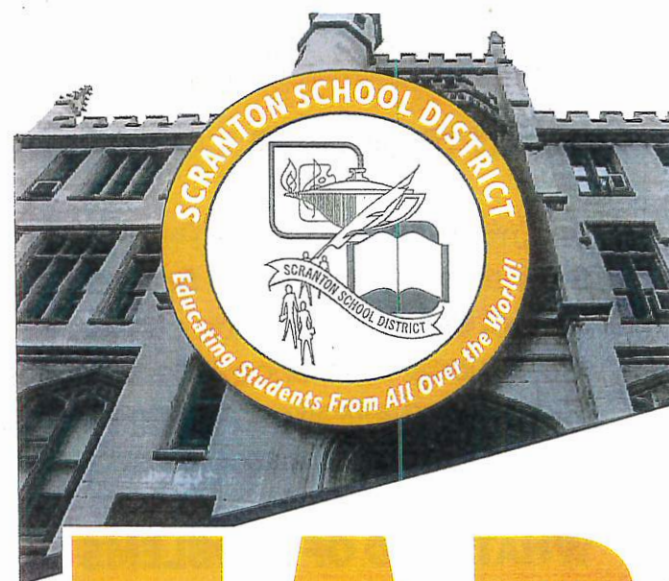
ADVANCED COMMUNITY SERVICE ASSOCIATES

**Suite 2
1141 Clay Ave.
Dunmore, PA**

*Advances Community Service Associates
is a subsidiary of*



**Scranton
Counseling
Center**



EAP

EMPLOYEE ASSISTANCE PROGRAM

570.207.7919

570.963.2079

WHAT IS AN EAP?

An Employee Assistance Program is a benefit provided by the **Scranton School District** to provide confidential, professional assistance for employees and dependents experiencing personal and/or professional problems.

WHAT KIND OF PROBLEMS CAN THE EAP HELP ME WITH?

Juggling the demands of work and family can be a challenge. The **Scranton School District Employee Assistance Program** can help you achieve balance. Your EAP can assist you with the following:

- Emotional Health/Wellness
- Parenting/Child problems
- Alcohol & Drug Abuse/Dependency
- Marital Conflict
- Family Concerns
- Grief
- Eating Disorders
- Job Stress
- Personal Loss
- Depression
- Other Life Stress



WHAT ABOUT CONFIDENTIALITY

All activities are records of the EAP are kept confidential. No information about your personal matters will be shared with your employer unless you authorize such a disclosure in writing. Participation in the EAP will not jeopardize an employee's job security or future opportunities.

HOW DOES THE EAP WORK?



GETTING HELP FROM YOUR EAP IS EASY: Just Call 570.963.2079 or 570.207.7919 to schedule an appointment with one of the EAP professionals. At the first meeting, you and the EAP specialist will thoroughly discuss your concerns. Recommendations will be made as to how you might best resolve your problem.

That recommendation may include a continued number of sessions with the EAP specialist, or possible referral to a community-based provider of your

WHAT ABOUT COST?

All EAP services are provided to covered employees at no charge. These include telephone consultation, a maximum of four evaluations and/or counseling sessions per year, and in-service training. If community-based services are recommended following your EAP involvement, the cost of these services is your responsibility. Depending on the nature of your problem, some or all of these costs may be covered by your medical insurance plan.

WHO ARE THE EAP STAFF?

Your EAP specialists are highly trained professionals with degrees in social work, psychology, or related fields. They also have extensive clinical and counseling experience in helping with a variety of personal problems. They are committed to helping you receive the caring support you need to manage life's many challenges.

Scranton School District

Your Workers' Compensation Insurance Carrier is:

Excalibur Insurance Management Services LLC

213 Smith Street Dunmore, PA 18512

Phone: 570-969-4074

NOTICE TO EMPLOYEES IN CASE OF WORK-RELATED INJURIES

1. If you suffer a work-related injury, your employer or its insurance company must pay for reasonable surgical and medical services and supplies, orthopedic appliances and prosthesis, including training in their use.
2. In order to insure that your medical treatment will be paid for by your employer or the insurance company, you must select from one of the following health care providers. You must continue to visit one of the providers listed below, if you need treatment, for ninety (90) days from the date of your first visit.
3. If one of the providers below refers you to another licensed specialist, your employer or their insurer will pay the bill for these services.
4. After this ninety- (90) day period, if you still need treatment and your employer has provided a list as set forth below, you may choose to go to another health care provider for treatment. You should notify your employer of this action within five days of your visit to said provider.
5. If a physician on the list prescribes invasive surgery, you may obtain a second opinion from any physician of your choice. If the second opinion is different than the listed physician's opinion, you may determine which course of treatment to follow; however, the second opinion must contain a specific and detailed treatment plan. If you choose the second opinion, the procedures in that opinion must be performed by one of the physicians on the list for the first ninety- (90) days. Therefore, in this situation, the employee may be required to treat with an employer-designated provider for up to 180 days.
6. If you are faced with a medical emergency, you may secure assistance from a hospital, physician, or health care provider of your choice for your work related injury. However, when the emergency is resolved, you must seek treatment from a provider listed below.

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Area of Specialty</u>
Regional Hospital of Scranton	746 Jefferson Avenue Scranton, PA 18510	570-770-3000	Emergency Medicine
Geisinger - Community Medical Center	1800 Mulberry Street Scranton, PA 18510	570-703-8000	Emergency Medicine
Mid-State Occupational Health Services (Multiple Locations)	1000 Meade Street, Medical Plaza Dunmore, PA 18512	570-209-7160	Occupational Medicine
Northeastern Rehab Rapid Care	5 Morgan Highway, Suite 4 Scranton, PA 18508	570-207-0950	Occupational Medicine
Allied Physical Therapy	475 Morgan Highway Scranton, PA 18508	570-348-1300	Physical Therapy
Pro Rehabilitation Services (Multiple Locations)	3356 Birney Avenue, Birney Plaza Moosic, PA 18507	570-347-7790	Physical Therapy
Pro Rehabilitation Services (Multiple Locations)	1157 Lackawanna Trail Clarks Summit, PA 18411	570-586-7764	Physical Therapy
Mackarey & Mackarey Physical Therapy	240 Penn Avenue Scranton, PA 18503	570-558-0290	Physical Therapy
Northeastern Rehab Physical Therapy	5 Morgan Highway, Suite 2 Scranton, PA 18508	570-558-7293	Physical Therapy
Cawley Physical Therapy	1150 South Main Avenue Scranton, PA 18504	570-208-2787	Physical Therapy
Coordinated Health Scranton Orthopedics	334 Main Street Dickson City, PA 18519	570-307-1767	Orthopedics
Czulada Chiropractic (Multiple Locations)	1201 Wheeler Avenue Dunmore, PA 18510	570-343-0400	Chiropractic
Brown Chiropractic	1767 Quincy Avenue Dunmore, PA 18509	570-341-5544	Chiropractic
Carl O'Hara, DC (Multiple Locations)	301 West Grove Street Clarks Summit, PA 18411	570-586-8525	Chiropractic

* Follow-up at a panel Occupational Medicine provider for continuing treatment.

CONVENIENT NETWORK LOCATIONS LISTED BELOW

Premier Comp PT Network	Call Toll Free for Closest Location	1-888-594-4001	Physical Therapy
Premier Comp MRI Network	Call Toll Free for Closest Location	1-888-594-4001	MRIs
Allus Health, LLC	Prescription Card Accepted at All Pharmacies	1-844-661-4463	Pharmacy RX

Panel Date: 9/1/2020

I have read all of the above regarding treatment for my Workers' Compensation injury.

Employee Signature _____

Date _____