

Southmoreland School District Employee Onboarding Packet



Home of the Southmoreland Scotties

2351 Route 981, Alverton, PA 15612

"Cultivating Lifelong Learners Ready For An Ever-Changing World"

2026



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Welcome to the Southmoreland School District

The Southmoreland School District encompasses an area of approximately 51 square miles in southern Westmoreland County and northern Fayette County in Southwestern Pennsylvania. It includes the municipalities of East Huntingdon Township, Scottdale Borough, Everson Borough and Upper Tyrone Township. The district currently provides educational offerings to approximately 2,000 students on three sites. Southmoreland Primary Center, in Alverton provides instruction to our students in Kindergarten and Grade 1. The students in Grades 2 through 5 attend the Southmoreland Elementary School, in Scottdale. Sharing the Scottdale site is the Southmoreland Middle School, attended by students in Grades 6 through 8. Finally, students in Grades 9 through 12 attend Southmoreland High School in Alverton.





DR. JASON BOONE
SUPERINTENDENT
SOUTHMORELAND SCHOOL DISTRICT

2351 RTE 981
ALVERTON, PA 15612
724.887.2005

Dear New Members of the Southmoreland School District Family,

It is with great pleasure that I extend a warm welcome to each of you as you embark on your journey as part of our esteemed educational community. As the Superintendent of Southmoreland School District, I am delighted to have you join us in our mission to provide "High Quality Learning For All."

At Southmoreland, we believe that every individual within our district, whether student or staff member, possesses unique talents and strengths. Our unwavering commitment is to nurture and support these talents, empowering each individual to reach their full potential. It is this dedication that drives our educators, administrators, and staff to work tirelessly to ensure the best possible learning experience for our students.

To facilitate our vision of "Cultivating Lifelong Learners Ready For An Ever-Changing World," we have invested significantly in cutting-edge technology and modern infrastructure. These resources are designed to ensure that our students have access to the latest educational tools and materials, creating an environment where learning can flourish. In addition to our commitment to academic excellence, we offer a diverse range of extracurricular activities and programs to provide our students with a well-rounded education. These opportunities not only enrich their lives but also contribute to their personal growth and development.

Together, we can make a profound difference in the lives of our students and within our community. Your passion, expertise, and commitment are invaluable assets, and I look forward to witnessing the positive impact you will undoubtedly make. Your involvement, dedication, and unique contributions will play an instrumental role in shaping the future of our district. Thank you for choosing Southmoreland School District as your professional home. **Welcome to our family!**

Dr. Jason A. Boone
Superintendent
Southmoreland School District
boonej@southmoreland.net

"Cultivating Lifelong Learners Ready For an Ever-Changing World"

VISION & MISSION OF THE SOUTHMORELAND SCHOOL DISTRICT



WWW.SOUTHMORELAND.NET

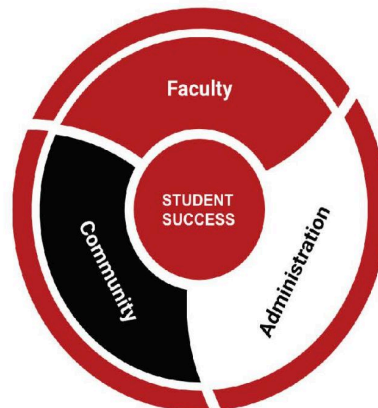


OUR VISION

OUR VISION AT
SOUTHMORELAND SCHOOL
DISTRICT IS TO CULTIVATE
LIFELONG LEARNERS READY FOR
AN EVER-CHANGING WORLD,
FOSTERING INNOVATION AND
OPPORTUNITIES TO MAXIMIZE
EACH STUDENT'S POTENTIAL.

OUR MISSION

IN SOUTHMORELAND SCHOOL DISTRICT, WE
PROVIDE A SAFE, SUPPORTIVE, AND ADAPTABLE
LEARNING ENVIRONMENT DEDICATED TO
NURTURING INDIVIDUAL GROWTH AND
FOSTERING ACTIVE CITIZENSHIP. OUR MISSION
IS TO INSPIRE EACH STUDENT TO ACHIEVE
PERSONAL EXCELLENCE, ENCOURAGING THEIR
JOURNEY AS LIFELONG LEARNERS, RESPONSIBLE
COMMUNITY MEMBERS, AND ENGAGED CITIZENS
IN SOUTHWESTERN PENNSYLVANIA AND
BEYOND.



GOALS

SSD 24-27 COMPREHENSIVE PLANNING SMART GOALS



Goal 1: Rigorous and Relevant Resources

Specific — The District will identify and implement standards-aligned resources based upon challenges identified in the Future Ready Index and establish a cycle for the adoption of resources.

Measurable — This can be measured by the publication of an adoption cycle and through documentation of board meeting minutes for purchasing.

Achievable — Stakeholders can prioritize updates through the use of technology, collaboration, data-driven decisions, advocacy, and continuous improvement for rigorous school resources.

Relevant — Having up-to-date and rigorous resources in schools is crucial for providing high-quality education, preparing students for the future, fostering critical thinking skills, maintaining relevance, and promoting equity and access.

Timebound — An adoption cycle will be created and implemented in the 2024-2025 School Year.

Goal 2: Innovative Scheduling Practices

Specific - The District will establish scheduling practices to ensure adequate time for instruction, ongoing data analysis, regular intervention group planning, and regular team meetings.

Measurable - This can be measured by analyzing the master schedules yearly and examining student opportunities and supports.

Achievable - The administrative staff can accomplish this task through professional development and the examining and identification of exemplary master schedules in the region that support this goal.

Relevant - This goal is relevant because it aims to optimize instructional time, ensure data-driven decision making, support effective interventions, and foster collaboration among educators, all of which are crucial for improving educational outcomes.

Timebound - Schedules will be researched and implemented in the 2024-2025 and 2025-2026 School Years.

Goal 3: Student Attendance

Specific - The District will implement a consistent approach to student attendance in all buildings that includes parent communication and accurate reporting based upon new state expectations on a yearly basis.

Measurable - The District will measure progress by implementing attendance policy, ensuring accurate reporting, aligning with state expectations, and conducting yearly reviews for improvement.

Achievable - The District can achieve the goal through collaborative policy development, effective communication, staff training, data management, alignment with state regulations, and continuous improvement efforts.

Relevant - Improving attendance ensures student engagement, academic success, and maximizes learning opportunities, aligning with educational objectives and state requirements.

Timebound - Reporting procedures will be accurate for the 2024-2025.

Goal 4: Student Showcase Events

Specific - The District will create a showcase event to be held each year for each school in the district.

Measurable - This can be measured through attendance, participation rates, feedback, exhibits, community engagement, consistency, and budget allocation to evaluate annual showcase event success.

Achievable - This goal can be achieved through careful planning, coordination with each school, securing necessary resources, and consistently evaluating and refining the event.

Relevant - This will promote community engagement, showcases school achievements, fosters pride, and strengthens ties between schools and the community.

Timebound - Yearly student showcase events will begin in the 2024-2025 School Year.



“CULTIVATING LIFE-LONG LEARNERS READY FOR AN EVER-CHANGING WORLD”



Policies

All Southmoreland School District policies including the 300 Employees Section can be accessed on BoardDocs at:

<https://go.boarddocs.com/pa/smrl/Board.nsf/Public#>

301	Creating a Position
302	Employment of Superintendent/Assistant Superintendent
304	Employment of District Staff
304.1	Nepotism
305	Employment of Substitutes
306	Employment of Summer School Staff
307	Student Teachers/Interns
308	Employment Contract/Board Resolution
309	Assignment and Transfer
309.1	Telework
311	Reduction of Staff
312	Performance Assessment of Superintendent
313	Evaluation of Employees
314	Physical Examination
314.1	HIV Infection
317	Conduct/Disciplinary Procedures
317.1	Educator Misconduct
318	Attendance and Tardiness
319	Outside Activities
320	Freedom of Speech in Nonschool Settings
321	Political Activities
322	Gifts
323	Tobacco and Vaping Products
324	Personnel Files

325	Dress and Grooming
326	Complaint Process
328	Compensation Plans/Salary Schedules
330	Overtime
331	Job Related Expenses
332	Working Periods
333	Professional Development
334	Sick Leave
335	Family and Medical Leaves
336	Personal Necessity Leave
337	Vacation
338	Sabbatical Leave
338.1	Compensated Professional Leaves
339	Uncompensated Leave
340	Responsibility for Student Welfare
341	Benefits for Part-Time Employees
342	Jury Duty
343	Paid Holidays
347	Workers' Compensation Transitional Return-to-Work Program
351	Drug and Substance Abuse
352	Drug, Alcohol and Substance Abuse Testing



Administrative Directory

Superintendent of Schools

Dr. Jason Boone

boonej@southmoreland.net

Lorie McTavish, Confidential Administrative Assistant to the Superintendent

724-887-2005, Ext. 7201

Assistant to the Superintendent

Dr. Daniel Clara

clarad@southmoreland.net

Lori Herman, Administrative Assistant

724-887-2000 Ext. 7202

Director of Special Education

Mrs. Jennifer Lucia

luciaj@southmoreland.net

Michele Shawley, Special Education Administrative Assistant

724-887-2009

Southmoreland High School

Mrs. Charity Colebank, Principal

colebankc@southmoreland.net

Ms. Kaely Potochnik, Asst. Principal

potochnik@southmoreland.net

Kelly Vance, Principal Secretary, Ext. 2162

Amy Clawiter, Building Secretary, Ext. 2163

724-887-2010

Southmoreland Middle School

Mr. James Klugh, Principal

klughj@southmoreland.net

Kris Leonard, Secretary, Ext. 3023

724-887-2029

Southmoreland Elementary School Grades 3-5

Mr. Dan Krofcheck, Principal

krofcheckd@southmoreland.net

Sonya Zahrobsky, Principal Secretary, Ext. 5202

Amanda Springer, Building Secretary, Ext. 5203

724-887-2020

Southmoreland Primary Center & Elementary School Grades K-2

Mr. Ron Heitchue, Principal

heitchuer@southmoreland.net

Tiffany Beltz, Secretary, Ext. 6026



724-887-2026

Business Manager

Ms. Pamela Mondock

mondockp@southmoreland.net

Mrs. Joanne Lane, Secretary to the Business Manager

Ms. Roxanne Hanning, Payroll Secretary

Mrs. Amy Yezek, Benefits Secretary

724-887-2003

Transportation Director

Ms. Pamela Mondock

mondockp@southmoreland.net

Shera Barnhart, Secretary Ext. 2144

724-887-2036

Food Service Director

Mr. Zachary Malavite, Director

malavitez@southmoreland.net

Mrs. Amy Yezek, Food Service Secretary, Ext. 5315

724-887-2015

Director of Technology

Mr. Steve Smithula

smithulas@southmoreland.net

724-887-2031, Ext. 5100

Director of Facilities and Operations

Mr.

@southmoreland.net

Shera Barnhart, Secretary, Ext. 2144

724-887-2036

Supervisor of School Police

Mr. Greg Keefer

keeferg@southmoreland.net

Athletic Director

Mr. Brian Pritts

prittsb@southmoreland.net

Georgia Speer, Secretary, Ext. 2146

724-887-2018



SOUTHMORELAND SCHOOL DISTRICT

2026-2027 SCHOOL CALENDAR - ADOPTED 2/17/26

Aug-26

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	S: 1 T: 7				

Kindergarten Orientation - Aug 12-14
 SPC 1st Grade Meet The Teacher - Aug 17
 SES Grades 4/5 Meet The Teacher - Aug 17
 SES Grades 2/3 Meet The Teacher - Aug 20
 SMS Meet The Teacher Night - Aug 19 SHS
 Freshman Orientation and Meet The Teacher - Aug 20

Sep-26

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			
		S: 21 T: 21				

Sept 7 - Labor Day - No School
 Sept 18 - 2 Hour Early Dismissal for Data Meetings

Oct-26

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
		S: 22 T: 22				

Oct 23 - 2 Hour Early Dismissal for Data Meetings

Nov-26

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					
		S: 16 T: 17				

Nov 11 - Veterans Day - No School
 Nov 12 - PT Conferences After School
 Nov 13 - Act 80 Day (AM PT Conferences 11/13)
 Nov 26-Nov 30 - Fall Recess

Dec-26

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		
		S: 14 T: 15				

Dec 11 - 2 Hour Early Dismissal for Data Meetings
 Dec 21 - Act 80 Day - No School for Students
 Dec 22-31 - Winter Recess

Jan-27

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			S: 19 T: 19			

Jan 1-3 - Winter Recess
 Jan 15 - 2 Hour Early Dismissal for Data Meetings
 Jan 18 - Martin Luther King Jr Day - No School

Feb-27

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						
		S: 18 T: 19				

Feb 12 - 2 Hour Early Dismissal for Data Meetings
 Feb 15 - Presidents Day - No School

Mar-27

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			
		S: 20 T: 20				

Mar 12 - 2 Hour Early Dismissal for Data Meetings
 Mar 15 - Act 80 Day - No School for Students
 Mar 25-28 - Spring Recess

Apr-27

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	
		S: 21 T: 22				

Apr 16 - 2 Hour Early Dismissal for Data Meetings
 Apr 23 - In-Service Day - No School For Students

May-27

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	S: 20 T: 20				

May 31 - Memorial Day - No School

Jun-27

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			
		S: 0 T: 4				

NOTE: This calendar may be altered

or extended in case of emergency

closing of schools

Total Days		
Students	172	Teachers 186

"CULTIVATING LIFELONG LEARNERS

READY FOR AN EVER-CHANGING WORLD"

Key	
	Student First/Last Day
	In-Service Day
	Tentative Progress Reports Due
	Tentative End of Quarter
	Tentative Grades Due
	Act 80 Day
	No School
	2 Hour Early Dismissal - Data Meetings
	Parent Teacher Conferences
	Curriculum Development Days
#	Teacher Clerical Day
#	Early Dismissal
Reminder: SSD is approved for Remote Instruction Days to be used in the event of an unusual circumstances that affect the buildings or staffing.	

Building Start Times

Here are the employee start times for each building including half day times if you were to take half a day.

Primary 8:30:00 AM 12:15:00 PM 12:15:00 PM 4:00:00 PM

Elementary 8:30:00 AM 12:15:00 PM 12:15:00 PM 4:00:00 PM

Middle 7:45:00 AM 11:30:00 AM 11:30:00 AM 3:15:00 PM

Senior High 7:05:00 AM 10:50:00 AM 10:50:00 AM 2:35:00 PM



ALL HAIL! **SOUTHMORELAND**,
THE SCHOOL WE LOVE
WE WILL STRIVE TO HONOR YOU.
OUR HOPES, OUR VICTORIES THAT WE
TREASURE NOW,
IN OUR HEARTS WILL STILL BE TRUE.
OUR BANNER, **RED**, AND BLACK,
WE PROUDLY RAISE,
FOREVER SYMBOLIZING
HIGH SCHOOL DAYS,
OUR ALMA MATER, ALMA MATER
PROUDLY WE WILL SING YOUR PRAISE.
ALL HAIL! **SOUTHMORELAND**,
THE SCHOOL WE LOVE
MAY OUR CHORUS ALWAYS BE,
A SONG WHICH NEVER CEASE TO RING
OF ETERNAL LOYALTY!

HIGH QUALITY LEARNING FOR ALL





IMPORTANT INFORMATION FOR:

Name

Assigned Building(s):

Parking Options:

System Login(s)

Shift Times:

eSchool Book

Username:

Password:

Other:

Username:

Password:

Other:

Username:

Password:

Mentor & Contact Info:

Other notes:
