# TABLE OF CONTENTS

- Administration ............................................................................. 3
- Bell Schedule .................................................................................. 4
- Extended Period 1 Activities (Day 1) ............................................. 5
- Operational Procedures ................................................................. 6
- Employee Information Sheet ......................................................... 8
- Period 1 Teacher Check-Off Form ................................................. 9
- Student Enrollment ........................................................................ 10
- Instructions for Period 1 Teachers ................................................ 11
- Explanation of Form Usage ........................................................... 12
- Classroom Instruction ................................................................... 13
- Duties ............................................................................................. 14
- Lunch Time Supervision ............................................................... 15
- Discipline ....................................................................................... 16
- Teacher Support ............................................................................ 16
- Miscellaneous .............................................................................. 17
- Textbook Procedures .................................................................... 18
- Teacher Responsibilities ............................................................... 19
- Emergency Procedures ............................................................... 20
- Maintenance Problems ............................................................... 20
- Disaster Drill ................................................................................ 21
- Emergency Evacuation ............................................................... 21
- School Medical Facilities ............................................................ 21
- Parking Lots and Traffic Flow ...................................................... 21
- Position Descriptions of Professional Employees ...................... 22
- General: For Professional Personnel .......................................... 24
- Smoking Policy ............................................................................. 25

2020 - 2021 School year
STEEL VALLEY MIDDLE SCHOOL
District Phone: (412) 464-3600 (x3500)

MIDDLE SCHOOL ADMINISTRATION

- Mr. Bryan M. Macuga - Secondary Campus Principal  X 2515
- Dr. Aaron E. Johnson - Associate Campus Principal  X 3505

GUIDANCE STAFF

- Mrs. Susan Large  X 3521

CLERICAL STAFF

- Ms. Sherri Titmus  X 3500
- Ms. Sara Hess  X 3501

HEALTH SERVICES

- Mrs. Amber Thomas  X 2530

CENTRAL ADMINISTRATION

- Mr. Edward Wehrer  
  Superintendent  X 1500
- Mr. Edward A. Colebank  
  Director of Academics, Information and Technology  X 1555
- Mrs. Diana L. Borges  
  Director of Pupil Personnel and Special Services  X 1900

STEEL VALLEY SCHOOL DISTRICT BOARD OF DIRECTORS

- James E. Bulger  
  President
- Daniel M. Rojtas  
  Vice-President
- Maya Adams  
  Member
- William E. Blick  
  Member
- David J. Colasante  
  Member
- Meghan Fitzgerald  
  Member
- Kathleen M. Ligeros  
  Member
- Colette R. Youngblood  
  Member
- Mary Yuhas  
  Member

2020 - 2021 School year
STEEL VALLEY MIDDLE SCHOOL
DAILY BELL SCHEDULE

Teachers Report (M-TH): 7:40 AM
Teachers Report (F): 7:50 AM
Students Starting Time: 8:22 AM
Teachers Dismissed (M-TH): 3:25 PM
Teachers Dismissed (F): 3:19 PM
Tardy Bell: 8:32 AM

Normal Daily Schedule

<table>
<thead>
<tr>
<th>High School</th>
<th>Middle School</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:05 AM</td>
<td>Teachers Report</td>
</tr>
<tr>
<td>7:15 AM</td>
<td>Students May Enter the Building</td>
</tr>
<tr>
<td>7:48 AM</td>
<td>Tardy Bell</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Period</th>
<th>HS</th>
<th>MS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7:48 - 8:43
8:46 - 9:27
9:30 - 10:11
10:14 - 10:55
10:58 - 11:39
11:42 - 12:23
12:26 - 1:07
1:10 - 1:51
1:54 - 2:35

* Lunch - Periods 4 - 6

Students must use the Middle School entrance for admittance to the school in the morning. Doors will be opened no earlier than 8:12 AM. Students dropped off earlier will not be admitted in the building.

Teachers will have an assigned duty each morning. The time may also be used for professional time (e.g., grade level meetings, team meetings, department meetings, data meetings, etc.).

Our Vision: Steel Valley Delivers Extraordinary Value to Families
By providing affordable housing, a strong educational system and a centralized location in the Pittsburgh area, the Steel Valley area is an attractive choice for families. The average home value in our community is $68,900, and Steel Valley is only 15 minutes away from the major employment districts in Pittsburgh: Downtown and Oakland. Amenities such as the Waterfront, the Greater Allegheny Passage, Kennywood, Sandcastle and the South Side are only minutes away. When you consider our location and affordability, Steel Valley does deliver extraordinary value to families.

Our Mission: Steel Valley Develops Agile, Life-long Learners
The complexity of the modern workplace demands that workers display the flexibility to learn quickly and to adapt continually. Our mission is to prepare our learners with a foundation of skills and knowledge to meet that requirement, and we instill a passion for learning that will continue throughout their lives.

Not only do we have those expectations for our students, but we also encourage our entire staff to grow professionally and personally through training and various learning opportunities. Everyone at Steel Valley, whether that person is a kindergarten student or the Superintendent, is a learner. We want to be better tomorrow than we are today!

2020 - 2021 School year
Extended Period 1 Activities (Day 1)

Please accomplish the following:

- Parents’ Tardy letter
- Distribute Students’ Schedules
- Review Bell Schedule
- Remind students that Breakfast is free and runs from 8:12 - 8:27 AM
- Remind students NOT to arrive before 8:00 AM
- Review the purpose of each form to be taken home and signed
- Review Locker Procedures (numbers, when they can use them, etc.)

Forms to be sent home for completion and Parent/Guardian’s signature:

<table>
<thead>
<tr>
<th>Form Description</th>
<th>Return Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Evacuation Procedures – VERY IMPORTANT FORM</td>
<td>Last two-sided page returned to you with Parent/Guardian’s signature. <strong>Be certain that you receive completed forms from each student.</strong></td>
</tr>
<tr>
<td>Parents’ Rights: Directory Information &amp; FERPA Notification</td>
<td>Last page returned to you completed and with Parent/Guardian’s signature.</td>
</tr>
<tr>
<td>Emergency Care</td>
<td>Returned to you completed and with Parent/Guardian’s signature.</td>
</tr>
<tr>
<td>Internet Etiquette Signature Page</td>
<td>Returned to you with Parent/Guardian’s signature.</td>
</tr>
<tr>
<td>Pesticide Prior Notification Request Form</td>
<td>Returned to you completed and with Parent/Guardian’s signature.</td>
</tr>
<tr>
<td>iPad Contract</td>
<td>Returned to you completed and with Parent/Guardian’s signature.</td>
</tr>
</tbody>
</table>

Other items for distribution: Medication Forms and Student/Parent Handbooks

Please make every effort to collect and review each form. Signatures, dates, names, phone numbers, etc. must be included to be sure that it is complete.

The REPORT OF MISSING PERIOD 1 DATA will be used on three consecutive Fridays to report students who have not returned their forms to you. Students not completing the forms will be contacted by the administration. This report should be updated and filed on August 30th, September 6th, and September 13th.
1. Regarding professional certification:
   a. Certification is the primary responsibility of the professional employee.
   b. All applications for teacher/educator certification(s) must be submitted online through the Teacher Information Management System (TIMS). The PDE website is www.education.state.pa.us
   c. Changes in certification should be reported to the Office of the Superintendent, and copies of new or changed certificates should be presented to the Superintendent immediately.
   d. Married names should be added where appropriate, or single names restored. There is no charge for this service.
   e. If you are still on a provisional certificate, check with the Department of Certification in Harrisburg or with the Superintendent’s Office concerning the procedures to secure permanent certification through TIMS.

2. Promptly notify the Superintendent’s office (ext. 1500) and the Payroll Office (ext. 1801) of changes of address, number of dependents, marital status, beneficiary for insurance or retirement, or other pertinent information needed for personnel and payroll records.

3. Teachers are reminded that Personal Day Requests are granted in the order in which they are registered in the building office. Personal days are subject to conditions and limitations (please refer to Article XIII of the Collective Bargaining Agreement). Teachers are still obligated to email the Frontline substitute service after registering their Personal Day Request.

4. Teachers are reminded that professional development days or attendance at workshops, staff development or any or all other meetings which require the employee to be away from his professional assignment must be submitted to the Principal, Director of Federal Programs, Director of Pupil Personnel and Special Services and Director of Academics, Information & Technology on the Professional Development Request Form. The Federal Programs Director must receive the form 14 days prior to the event. Any professional development request requiring travel of 25 or more miles must be submitted two weeks prior to a Board work session. No registration should be made until approval has been granted. Teachers are still obligated to email the Frontline substitute service after receiving approval for a professional development day. Forms are available in the office.

5. All fund-raising projects must be approved by the Athletic/Activities Director and the Board of School Directors prior to commencement of related activities. The Athletic/Activities Director will inform the Superintendent of all fund-raising projects and dates of all fund-raising activities.

6. Request for permission to participate in field trips should be presented to the Principal 30 days in advance. It is unlikely that a field trip will be approved with less than a 30-day notice. All requests must follow district policy. Field trip request forms may be obtained in building offices. Teachers are still obligated to email the Frontline substitute service when they will be out of the district on a field trip with students.

7. Except in self-defense, teachers may not physically handle students. Self-defense is interpreted as students pushing or striking a teacher or to quell a disturbance/fight between students. Corporal punishment is prohibited. (please refer to Policy No. 218).
8. Provide good news, informational items and high resolution photos, in a timely fashion, to the Social Media Webmaster, Elementary Associate Webmaster and/or Secondary Associate Webmaster to update the website and Facebook pages.

9. Good news and informational items for newspaper publication should be forwarded to Kim Watkins, confidential secretary to the superintendent (kjwatkins@steelvalleysd.org). Please remember to email high resolution digital photos. This is a wonderful opportunity to highlight our student learners to the entire community.

10. A teacher may not leave a class unattended. If an emergency arises, the teacher in the adjoining classroom should be asked to assist and the principal's office promptly notified.

11. District email is for professional use only (Policy No. 815).

12. All teachers and staff members shall project a professional appearance at all times. Teachers and staff members should dress appropriately each day. Your dress and appearance should not be of a leisurely nature. Shorts, T-shirts, jeans, flip-flops, casual sandals, etc., are not to be worn to school. Often parents/guardians or others may visit the school to meet with staff members. Male faculty members are requested to wear ties but are required to wear a collared shirt each day. Female faculty members are requested to wear appropriate slacks and/or dresses, etc. You are the professional, and your appearance will help to set the daily tone in your classroom. It helps to demonstrate the respect you have for your profession and your students.

13. SVSD devices issued to teachers are to be used by teachers only. Students are not permitted to use teachers' devices at any time.

14. SVSD devices must be locked up at all times. Individuals who are issued computers are fully responsible for their care and safety.

15. Staff members are not permitted to use cell phones during the school day.

16. Students are not permitted to use classroom phones.

17. Staff members are responsible for all equipment within their classroom. Any items that are damaged, lost or stolen must be reported to administration. Staff members will be responsible if damaged or missing items are not reported.

18. Staff members are obligated to contact Frontline on the internet at http://www.aesoponline.com to record their absence. You can also call Frontline toll free at 1-800-942-3767. Simply follow the voice menu to enter and manage absences. Notification should be given to the Frontline service as soon as you know you will be absent. If prior notice is not possible, then all members should call off by 6:00 AM of that given work day. The substitute answering service is also operational at 412-461-0697 to report absences.

Revised 7/27/2020
STEEL VALLEY SCHOOL DISTRICT

Employee Information Sheet

Voluntary Deductions

The following voluntary deductions are available to all employees of the Steel Valley School District.

Credit Union – All employees are eligible to become members of the ALCOSE (Allegheny County School Employees) Credit Union

Tax Sheltered Annuity Programs – Employees are eligible to enroll in tax sheltered annuity programs offered by the following companies:

Aetna Life Insurance Co. (ING)  Metropolitan Life
Michael Cooper  412-454-5600  Tracey Dedrick  212-578-5140
MikeC@NARetirementServices.com

Kades-Margolis
Ray Dunegan 1-800-433-1828 Ext. 107  Plan Member Services (403B)
rdunegan@4kmc.com  Marsha Diament
Todd Seagrave 724-934-1770  412-833-3112
tseagrave@4kmc.com

Kevin Tataar 412-367-3835  Deborah Turley 866-403-9642 Ext. 4495
ktataar@LNC.com  Deborah_turley@conseco.com

Flexible Spending Account - Pretax money used for certain medical and dependent care expenses
Kades-Margolis
Ray Dunegan 1-800-433-1828 Ext. 107  800-242-1421
rdunegan@4kmc.com

AFLAC (American Family Life Assurance Company) – Policies are available for the following types of insurance:
  Cancer Expense Program
  Home Health Care Insurance Protection
  Long-term Care Insurance
  Hospital Indemnity Insurance Plan – Direct Cash

Optional Group Life Insurance

Direct Deposit

The Consortium for Public Education (formerly Mon Valley Education Consortium)
“Change for Children” – Donation of the cents from your paycheck to the Steel Valley School Action Committee to fund the district’s Great Idea Mini Grant program

For more information on any of the above options, please contact Mrs. Joyce Eagle in the Business Office (Ext. 1801).

2020 - 2021 School year
STEEL VALLEY SCHOOL DISTRICT

PAYDAYS FOR 2020-2021

September 4 and 18
October 2, 16 and 30
November 13 and 25
December 11 and 23
   January 8 and 22
   February 5 and 19
   March 5 and 19
   April 1, 16 and 30
   May 14 and 28
   June 11 and 25
   July 9 and 23
   August 6 and 20
Period 2 Teacher Check-Off Form

2020 -2021

Teacher

Building

Period 2

Check date of submission

Return to the office on September 11th
September 18th

Date Document Returned by Student

<table>
<thead>
<tr>
<th>Name of Student</th>
<th>Emerg Card</th>
<th>Internet Sign off</th>
<th>Stud Hdbk Signature</th>
<th>Emerg Evac</th>
<th>PPRA Ltr</th>
<th>Pest Notif</th>
<th>Parent Rights/Lk FERPA Card</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2020 - 2021 School year
STUDENT ENROLLMENT

To the Teacher:

Please fill in the blanks and submit to the Office of the Principal on the date indicated. The information should be compiled by the Principals and reported to the Superintendent’s office by grades.

FRIDAY, SEPTEMBER 18, 2019 AT NOON

1. Teacher

2. Building __________________________ Room No. ______________
   • Grade ____________________

3. Total Number of Pupils
   _____ Male   _____ Female
   • Number of Seats __________________

---------- REMOVE HERE ----------

UNACCOUNTED ASSIGNED PUPILS FROM YOUR CLASSES

ROOM: _____   BUILDING: _______   TEACHER: ______________

<table>
<thead>
<tr>
<th>PUPIL’S NAME</th>
<th>ADDRESS</th>
<th>AGE</th>
<th>ASSIGNED GRADE</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please complete this form and return it to the Office of the Principal by Friday, September 21, 2020. The names of all pupils on the assigned list who have not reported should be on the list.
INSTRUCTIONS FOR PERIOD 2 TEACHERS

The following basic procedures are to be followed by Period 2 teachers:

1. Teachers should be at their Period 2 or other assigned area by 8:20 AM.

2. The students will start moving into the classroom at approximately 8:20 AM and the tardy bell sounds at 8:32 AM.

3. After 8:32 AM, a student who reports without a tardy slip should be sent to the tardy desk where late arrivals will be issued a tardy slip by the tardy monitor.

4. Period 2 (Attendance time included) runs from 8:32 AM to 9:27 AM. During this time the following should be accomplished:

5. ATTENDANCE CHECK – Teachers will be utilizing the morning attendance folder throughout the school year during Period 1.

6. STUDENTS RETURNING TO SCHOOL FROM AN ABSENCE – After being absent, students returning to school will present their excuse to the office. The office will issue an admission pass (blue slip) marked excused and also record the absence as excused in Sapphire. The student will present this pass to each class teacher throughout the day. Any student who does not have an admission slip should have the absence treated an unexcused – the student may not be permitted to make up oral and written work, receive participation credit, or take tests missed as a result of the unexcused absence.

   a. The office will retain all excuses for each student.

7. UNEXCUSED ABSENCES – A legitimate excuse is to be presented by the third day of attendance following an absence. Any excuse submitted beyond the three-day limit must be forwarded to the Building Principal for review/approval. Absences beyond five consecutive days require a doctor’s excuse or approval from the Building Principal before a blue slip may be issued. The office is encouraged to monitor closely the attendance of their assigned students.

8. Period 2 should be a time for silence, organization, information dissemination, and the flag salute. All students are expected to be courteous during the flag salute. Please insist on appropriate student behavior and courtesy during the morning announcements.
EXPLANATION OF FORM USAGE

1. Admission Slip – When a student is returning from an absence, they can turn in their excuse to the Teacher/Counselor during breakfast for their blue slip or they can turn it into the office.

2. Pass – Students will not be excused from class unless an emergency or a health problem exists. When such emergencies arise, students are to be sent immediately to the nurse’s office with a pass signed by the teacher. Students must have a pass if they are to travel from one part of the building to another. Students will be given a few minutes to arrive at their destination. Students in the halls without passes can face immediate disciplinary action. If a student arrives to your class tardy without a pass they are to be issued a detention. A student sent from class by a teacher must report directly to that destination. Any student sent from their classroom due to inappropriate behavior must report to the office.

3. Office Request – Students may be asked to report to the office when necessary. Students should not be sent to the guidance office or main office without a request unless there is urgent need for IMMEDIATE action. The office will only issue a pass when a student is called to the office.

4. Early Dismissal – To receive an early dismissal a student must present a written request to the office before 9:17 AM. Please stress that parents and students should make every attempt to schedule appointments: (a) after school hours, (b) early AM appointments or, (c) late PM appointments. The written request must include the date, time and reason for the early dismissal. A pass will be presented for signature to the appropriate teacher at the time of dismissal. The office will contact the student’s classroom when their parent/guardian arrives to school.

5. Tardy Slip – Students that arrive after 8:32 AM are to sign in at the High School security desk and then proceed to Middle School late desk or the office to sign in and receive a tardy slip.

6. Students Schedule Change – A form will be issued by the guidance office then presented to a teacher when a student is dropping or enrolling in a class. Students will return the forms to the guidance office after presenting it to the teachers and obtaining a parent/guardian signature. If the student does not return the form to the guidance office, the schedule change will not be completed.

7. New Student Enrollment Slip – The new student will receive a copy of their daily schedule. Prior to admitting the student please ensure the student is in the proper class at the appropriate time.

8. Field Trip Permit – This must be issued to each student participating in a school-associated trip. These may be requested from the Main Office. Teachers must also be sure to complete the Field Trip Request form and submit it to the Principal 30 days in advance.

9. Library Preferential Form – Students must present to the Library Staff a signed pass before he/she may be admitted to the library.

2020 - 2021 School year
10. **Discipline Referral Form** – Teachers should use the Discipline Referral Form to refer students for administrative intervention. It is expected that teachers will employ their own classroom management strategies to address minor infractions that do not jeopardize the health/safety/welfare of staff or students. Strategies should include but are not limited to establishing parent contact, conducting student conferences, detentions and developing behavior management plans. Students should not be sent out of class for immediate administration intervention unless their behavior poses a threat to the health/safety/welfare of staff or students or their behavior is so disruptive that teaching/learning is halted. Parent contact **MUST** be made prior to the completion of a disciplinary referral. If a child is removed from class a disciplinary referral form and parent contact must be completed by the end of the school day.

**CLASSROOM INSTRUCTION**

A substitute binder will be made available to all substitute teachers. This binder will be placed on the teacher’s desk and will include:

- Lesson Plans
- Seating Charts (Period 1 and all classes)
- Location of Teacher’s Edition and/or Special Texts
- Location of Worksheets or Alternative Plans
- A Copy of the Assertive Discipline Plan or Specific Teacher Plan
- A Copy of the District Discipline Policy
- A Copy of the Bell Schedule
- A Copy of the Fire Drill Procedure is posted in each classroom.
- A Copy of Board Approved Bullying Policy.

**STUDENT EVALUATION**

Students should be evaluated using the District Grading Scale:

- A  =  100% - 90%
- B  =  89% - 80%
- C  =  79% - 70%
- D  =  69% - 60%
- E  =  59% - below

Some students with IEP’s will be graded based on progress toward their goals.
REPORT CARDS OR PROGRESS REPORTS

Teachers must inform all students via an oral presentation and a written handout on how students will be evaluated in each class. Syllabi must be turned in by September 20th for addition to the District website.

Parent/Guardian Reports
1. A report card will be issued at the end of every 9-week period.
2. A grade summary progress report will be printed at the halfway point of every 9-week period.
3. Teachers will post weekly reports to Sapphire to facilitate online parent access by noon on Fridays.
4. Teachers must make contact with parents/guardians if there has been a significant change in student progress.
5. Parents/guardians must be called if their student is failing a class or in danger of failing or has dropped two or more letter grades.
6. Parents/guardians should be called when a student is doing very well.
7. Teachers need to submit Communication Logs to the Building Principal by the Progress Reports and Report Card deadlines.
   * See district calendar for Report Card and Progress Report distribution dates

HOMEWORK

All homework assignments and procedures should be recorded in the weekly lesson plans. You can put your daily homework assignments on Apple Classroom or other District approved sites.

DUTIES

The following are a list of possible duties and their responsibilities that may be part of a teacher's schedule. These duties and their responsibilities may be adjusted by Administration.

1. **Lunchroom:**
   Duties include monitoring lunch lines, moving around cafeteria and ensuring proper student behavior for a clean and safe eating environment.

2. **Outside Duty:**
   Duties include ensuring students enter the building in a safe and organized manner. Monitoring students and their possessions as they pass through the metal detector.

3. **Hall Duty:**
   Duties include walking or monitoring all school areas.

4. **LAC:**
   Duties include reporting to the assigned LAC room immediately, ensuring rules of LAC are followed by students and assist students with class assignments.

5. **Breakfast Duty:**
   Duties include monitoring breakfast lines, student movement within the cafeteria, and ensuring students report to Period 1 in a timely manner.
BREAKFAST / LUNCH TIME SUPERVISION  
CAFETERIA AND HALLS

A. One of our basic beliefs is that we should have respect for one another and for ourselves. We believe that all students want, and have a right to a cafeteria environment that is clean, orderly and free from poor behavior. To support this position, the following regulations are in effect:

- Students who are assigned to eat lunch first will report directly to the cafeteria. All other students will report to class as assigned.

- Students not reporting to the cafeteria as assigned, or who leave the cafeteria without permission, will be considered as cutting.

- Once a student has reported to the cafeteria the only lavatory facilities that are to be used will be those located adjacent to the cafeteria area.

- All students are expected to be courteous to one another and to cafeteria personnel. This includes the following:
  1. Waiting patiently for their table to be served.
  2. Clean up their area when done eating.
  3. Maintaining an acceptable noise level.
  4. Using respectful language towards others.

B. Students who violate the rules will be subject to a range of disciplinary options as per the Student Code of Conduct. Students who engage in this kind of behavior may be suspended and/or referred to local law enforcement for consideration of disorderly conduct charges.

C. Lunch monitors have the following responsibilities:

- Report to the cafeteria prior to the late bell.
- Monitor your assigned section.
- Circulate throughout your assigned section of the cafeteria.
- Carefully observe students behavior.

D. Everyone should assume responsibility for care of the cafeteria. All trash and lunch remnants must be cleared from each table area. If a cafeteria proctor asks a student for help in cleaning refuse from the table, he or she is expected to cooperate.

E. During lunch, monitors should remain in the cafeteria until all students have been dismissed. Monitors should oversee students using the restrooms and each student should receive a pass before they exit the cafeteria.

F. Students are reminded that before the first bell rings in the morning, they are not to be in any part of the building other than in the cafeteria or middle school gym unless they have a pass. If a teacher needs a student in the morning, they will be required to write a student pass noting students name, time and destination.
DISCIPLINE

Discipline should be administered to any student who interferes with the normal workings of the classroom. Discipline can be defined as any or all of the following: verbal warning, detention, parent contact and office referral and should be applied according to the severity of the conduct. Each staff member should prepare a brief classroom management plan that includes consequences for actions. This should be visible within the classroom and a copy placed on file in the office.

Classroom teachers are expected to be aware of a variety of developmentally appropriate behavioral modification strategies and to use them as needed. Students should be referred to the office only after steps have been taken to correct the negative behavior and the teacher has conferred with the parents. Any students referred to the office MUST receive a parent phone call and a completed discipline referral by the end of the school day.

Consequences for Violations:

1. If a student is tardy to school, the office will assign the detention if appropriate. If a student is tardy to class, the classroom teacher will issue the detention. The administration and the parent must approve detentions issued to a student by a teacher. Teachers MUST make contact with a parent/guardian prior to holding a student after school hours.

2. A student may be required to eat lunch alone (isolation) due to negative behaviors.

3. Students may be suspended from extracurricular activities, including sports.

4. Students found to be in unauthorized areas of the building at any time will be referred to the Principal.

5. A more detailed explanation of the discipline policy can be found in the Student Handbook.

PBIS

The Middle School utilizes a Positive Behavioral Intervention Support system, in order to acknowledge and implement positive student engagement, throughout specified areas of the school environment. Staff members are strongly encouraged to utilize and reinforcement the day to day aspects of the PBIS system. These aspects can include reward systems, positive phone calls, school-wide engagement programs, and other areas that promote a positive school culture.

Teacher Support

1. Teachers are expected to inform parents when a pattern of negative behavior, either academically or behaviorally, is occurring.

2. Teachers are requested to be at their doors between classes to assist in hall monitoring. This is very important. It helps to reduce inappropriate behavior in the halls.
3. No student is to be sent to a special program teacher (e.g. counseling, etc.) without written permission from that special program teacher unless personally escorted.

4. Teachers are expected to handle routine disciplinary offenses. Severely disruptive students should be escorted to the office when possible and should be accompanied by a written referral as soon as possible.

5. A daily list of all students excused from each class period should be recorded on an in/out log.

**MISCELLANEOUS**

**Learning Adjustment Center (LAC) – Formerly In-School Suspension:**

Learning Adjustment Center (LAC) will be used as one of our disciplinary options given by administration. In-school suspension will operate in the designated area from 8:32 AM until 3:19 PM. Subject teachers will be required to send work for each day in the Learning Adjustment Center (LAC). Students are not permitted to sleep, but are to work during LAC time.

**Field Trips:**

Teacher must obtain a field trip request form from the secretary, complete the form, and have it signed by the building principal at least thirty (30) days before the trip is to take place. Once the building principal signs the form, it is the responsibility of the teacher/sponsor to send the form and appropriate information to Central Administration for approval. If approval is given, a letter must be sent to the parents of the students describing the nature of the activity, the departure and estimated return time, and a parent’s permission slip must be attached and returned.

**Assembly Procedures:**

When an assembly takes place at the Middle School, students will be directed to the gym or auditorium via the public address system. Teachers will sit with their respective rooms. All other staff members are to assist with seating and to help maintain order.

**Cafeteria Procedures:**

Teachers on lunch duty are to line up students, make sure that students are orderly in the lunch line, oversee behavior while students eat in the cafeteria, monitor that students return trays and clean up their eating areas. Any problems should be brought to the attention of the Administration or Dean of Students.

**Fundraising Activities:**

Any student group, athletic, cheerleading, student council, etc, who would like to have a fundraising activity must discuss the fundraiser with the activities office (x 2400). Steel Valley’s Activities Director or the activities’ secretary (x 2400), will discuss the procedures for fundraising activities at the Middle School and may be contacted at the High School at the listed extensions.
Library:

Library use will generally involve an entire class, with arrangements being made in advance by the subject teacher and the librarian.

TEXTBOOK PROCEDURES

The orderly safeguarding, assignment, recording and collection of textbooks is an essential part of school. Students must pay for any lost books before they are issued a new book in that same class. Students who are experiencing financial hardship should be referred to the Building Principal for a review of their options.

1. A TEXTBOOK LOAN RECORD MUST BE COMPLETED and kept on file.

2. A textbook for each course being must be sent to LAC by September 18th.

3. Extra books must be kept under lock and key. Your cooperation will facilitate our lost and found efforts, obligation collections, attempts to control theft and the promotion of student responsibility for assigned materials.

4. At the close of the year, you will be asked to provide the names of students who have not returned their assigned textbooks. It is almost impossible to recoup the replacement costs when book numbers have not been recorded.
TEACHER RESPONSIBILITIES

Teachers are aware that their professional responsibilities extend beyond the instruction of subject material. The pursuit of educational excellence and student achievement requires a commitment to support and enforce school rules.

In order to achieve learning goals, teachers must:

1. Know all the rules and regulations for student behavior established by school authorities and seek interpretation of items not understood.

2. Make students aware of the discipline code as it applies in the classroom.

3. Show by example a respect for school community rules and enforce the rules in all areas of the school.

4. Develop an atmosphere of mutual respect and dignity and encourage a positive self-image and sense of self-worth for each student.

5. Plan and conduct a program of instruction that will stimulate interest in learning, while recognizing that while important, his/her subject is only a part of the total school program.

6. Handle minor infractions of the school Code of Conduct. Report to the Principal any student who jeopardizes his own safety or the safety of others who seriously interferes with the instructional process.

7. Develop a cooperative relationship with parents and students for the educational benefit of the student.

8. Recognize changing behavior patterns, be available to discuss problems with students, strive to help students overcome negative peer pressure and, when necessary, make referrals to a counselor or administrator.


10. Know and understand all regulations with students’ with special needs.
EMERGENCY PROCEDURES

FIRE DRILL INSTRUCTIONS

Teachers should have the fire drill procedure posted in their room. When the alarm sounds or when directed by PA announcement, teachers are to gather their attendance books, emergency folders and move their students toward the building exists, following the posted plans.

When leaving the classroom, the teacher is responsible for ensuring that:

1. Classroom lights are on.
2. Classroom doors are closed.
3. Classroom doors are unlocked.

Once it appears that all students have safely evacuated the building, each teacher is required to take roll to verify that all students are present and accounted for. The names of any/all students must be reported immediately to an administrator or a crisis team member.

LOCK DOWN

Should the Building Principal receive information leading him to believe that the health/safety/welfare of the students or staff may be in jeopardy the principal will follow the Districts protocol for informing staff and students; all students are to remain in the class until further notice. Teachers who are on a prep period or are serving hall duty are to report to the closest available classroom and remain there until further notice.

SUSPICION OF ALCOHOL OR DRUG USE

Keep student in room. Send for Principal, Guidance Counselor, or School Nurse.

SICKNESS OR ACCIDENT

1. Isolate injured or ill student.
2. Send other students to closest classroom.
3. Contact nurse and office personnel.
4. Do not leave student alone.

MAINTENANCE PROBLEMS

See school secretary for maintenance forms.

DISASTER DRILL

Teachers are asked to use the fire evacuation procedures for classroom exit. However, instead of exiting the building, you are asked to escort your class to the hallway, have your students sit with legs folded, their backs to the wall opposite the room and remain quiet.
EMERGENCY EVACUATION

Students will report to Griffin Field with their classroom teacher. Students will be divided according to their grade level; fifth and sixth grade students/teachers report to the backside of the field closer to Woodlawn Avenue, seventh grade students/teachers report close to the dugouts, and eighth grade student/teachers are positioned on the right side of the field. All teachers will be required to take student attendance and notify Administration and/or Counselors of missing students. Teachers will remain with their students until the evacuation is completed.

SCHOOL MEDICAL FACILITIES

The purpose of the school health office is to provide emergency medical care to the faculty and student body. Please follow the regulations below:

1. Give pass to the student.
2. Have him/her report directly to the nurse’s office or the main office if the nurse is unavailable.
3. If it is necessary for a student to take any form of a prescribed medication, a medical form signed by a medical doctor must be presented by the parent/guardian to the office prior to the dispensing of the medication. All medications including aspirin and cold remedies must be kept in the Nurse’s office and dispensed by the Nurse or building Principal.

The School Nurse will not diagnose or prescribe.

PARKING LOTS AND TRAFFIC FLOW

During the 2020-2021 school year, all staff members should have their issued parking passes. All faculty members will need to complete a registration form and submit the form to the secretary in the main office prior to Friday, September 18, 2020. Upon receipt of your registration form, you will be issued a parking pass.

As a staff member of Steel Valley School District, you will have access to park in lot 1 and the designated staff area in lot 2. For safety reasons, we ask that your parking tag is visible in case we need to contact you. Additionally, staff are prohibited to park in the student section of lot 2, lot 3 and around the side/back of the building

Please abide by the following traffic flow and parking plan.
POSITION DESCRIPTIONS OF PROFESSIONAL EMPLOYEES

A. General Descriptions: TEACHERS shall:

1. Be certified by the Department of Education and shall be responsible to the Board of School Directors through the Superintendent and his staff (Section 1210).
2. Serve under the direction of the Principal for the effective performance of all general and assigned responsibilities.
3. Become temporary professional or professional employees (Section 1108 and 1101) whose time, talents, energies and actions are directed toward his/her individual teaching assignment, the total program of the school, and continuing professional growth.
4. Show responsibility for effective teaching and be accountable for the progress or failure of each pupil who is assigned to him/her.
5. Have the authority and responsibility to make and enforce, by reasonable means, rules and regulations to govern the behavior and promote learning in their respective classrooms within the guidelines of existing policies and procedures.
6. Assume legal authority to act in place of the parents in the matters relating to the conduct and behavior of pupils (Section 1317).
7. Professional personnel assigned to Period 1 duty shall assume the responsibility for recording daily attendance.

B. Punctuality and Substitute Regulations

1. Teachers shall be punctual in reporting for duty at the proper time. In the case of tardiness, the teacher should report directly to the Principal before going to the teaching station. The time shown on the sign-in sheet will be the actual time of arrival. In the case of emergencies, the professional employee shall make every effort to inform the office that the possibility of tardiness exists. In instances of tardiness, an explanation shall be given to the Principal, who in turn shall file the explanation.
2. Further information concerning reporting off for work can be found in the AGREEMENT between the Association and the District.
3. When a substitute teacher takes the place of a regular teacher for part of a day or more, it shall be the duty of the regular teacher to provide the substitute teacher with a daily schedule of classes, lesson plans for each class and seating charts. These items should be in a binder and left on your desk or with the secretary so that the substitute will receive it. These three things are essential to the satisfactory operation of the class under the direction of a substitute teacher and should be available at all times to take care of any emergency.
C. **MIDDLE SCHOOL TEACHERS shall:**

1. Have a thorough knowledge of all subjects that you are assigned to teach.
2. Possess patience, understanding and a keen interest in the general welfare of his/her pupils.
3. Have the desire to motivate pupils so they may achieve to the pupils' potential.
4. Make every effort to become acquainted with the parents of the pupils and assume the responsibility of knowing the community. (Maintain phone log.)
5. Strive constantly to improve his/her methods of instruction.
6. Be prompt and accurate in preparing reports and records requested by the Principal.
7. Be available and encourage individual students to seek help in problems in instruction and guidance.
8. Keep on hand lesson plans for each day's classes containing clearly defined objectives and procedures for each lesson. These plans should be handed in to the Principal and assistants weekly.
9. The Principal or Administrator shall be kept informed in writing with lesson plans when employing any of these courses of action for disciplining pupils:
   a. Student-teacher conferences
   b. Teacher-parent telephone calls
   c. Temporary removal of privileges.
10. Respect the rules, regulations and requirements of the Board, transmitted through the Superintendent of Schools, and assume the responsibility to carry out all duties in the best possible manner.
11. Perform such other duties as may be assigned by the Principal.
12. Send Progress Reports when necessary.
GENERAL: FOR PROFESSIONAL PERSONNEL

1. Teacher’s day by definition of the teacher contract extends from 7:40 AM to 3:25 PM (M-T-W-H), and 7:50 AM to 3:19 PM (F). All teachers must be signed in by 7:40 AM and be prepared to start their workday. Teachers will be available until 3:19 PM / 3:25 PM. This schedule will be revised to reflect modified start and end times.

2. Teachers will personally “sign in” and “sign out” on a sheet in the Main Office. Those teachers who have shared responsibilities in both the High School and Middle School are to sign in/out in the office that corresponds with their first teaching assignment of the day.

3. We are bound by law to monitor who accesses our students’ files. Pupil records are available to teachers on a need to know basis. Folders may not be removed from the school office. Furthermore, anyone who accesses a student file must register his/her name on the tracking sheet included in each file.

   Pupil’s records and folder materials are confidential.
   Pupil’s personal data and information should NEVER be discussed publicly.
   Personal information about pupils is not given by phone.
   It is essential that records be complete and accurate for permanent record files.

4. Please alert students to secure their materials in a locker. Do not agree to hold valuables for students because you may be liable for loss, breakage, or damage. Holding valuables may also expose the school to the same liabilities.

5. All teachers are required to complete four (4) progress report and four (4) report card grades a year. The timeline for these reports are provide by Steel Valley administration.

6. Teachers have a professional responsibility to forward class assignments to students who have been suspended or excused absence from school. Please promptly comply with requests from the office or the counselor.

7. Teaching materials must be organized and accessible to substitute teachers. These materials must include class rosters, seating charts, evacuation route, and a sample lesson to be followed in the event of an emergency absence.

8. In accordance with fire regulations and codes, no small appliances, such as microwaves, coffeemakers, and etc. may be installed in classrooms.

9. Unless directed by an Administrator, all classroom doors are to remain unlocked whenever anyone is in the room. Only vacant rooms are to be locked, this is a safety issue.

10. Window panels in classroom doors must be free of any/all obstructions.

11. With prior administrative approval, teachers, occasionally, may allow students to have food and beverages in the classroom/study hall. Otherwise, it is expected that teachers will enforce building regulations that prohibit students from carrying open food and...
beverage containers outside the middle school cafeteria after 8:32 AM. Only those students having documented medical conditions may, with prior approval from the Building Principal, carry food/beverages/water after the school day has begun.

SMOKING POLICY

There is no smoking within 50 feet of any school properties in Pennsylvania. A fine can be given by the local authorities along with disciplinary action according to the student handbook.

**Purpose:** The Board recognizes that smoking in school buildings presents a health and safety hazard, which can have serious consequences for the smoker and the nonsmoker and the safety of the district and is, therefore, of concern to the Board.

**Definition:** For purposes of this policy, “smoking” shall mean all uses of tobacco, including but not limited to cigars, cigarettes, pipes, and smokeless tobacco. (Clean Indoor Air Act, Sec. 10.1)