

SCHOOL DISTRICT OF BRISTOL TOWNSHIP
5 Blue Lake Rd
LEVITTOWN, PA 19057-4014



2019 - 2020
STAFF HANDBOOK

SUPERINTENDENT AND CENTRAL OFFICE STAFF

Melanie Gehrens, Ed.D.....	Superintendent
Lou deFonteny.....	Director of Special Education and Pupil Services
Karen Snedeker.....	Supervisor of Curriculum and Instruction, Elementary
Catherine Newsham, Ed.D.....	Supervisor of Curriculum and Instruction, Secondary
Audrey Flojo.....	Federal/State Programs Coordinator
Joshua Sweigard.....	Business Manager
Oksana Pomerlian.....	Fiscal Services Manager
Alison Buchan.....	Personnel Coordinator
Robert Pfau.....	Technology Director

Elementary School Administrators

Jacqueline Cubberly	Principal	Brookwood
Kenneth Melton	Assistant Principal	Brookwood
Mark Wilicki	Principal	Keystone
Aaron Quarterman	Assistant Principal	Keystone
Theresa Giardine	Interim Principal	Mill Creek
Chris Schoettle	Assistant Principal	Mill Creek

Secondary School Administrators

Edward Dayton	Principal	Armstrong
TBD	Assistant Principal	Armstrong
Kevin Boles	Principal	Roosevelt
John Baradziej	Assistant Principal	Roosevelt
Lyndell Davis	Principal	Truman
George Kramarenko	Assistant Principal	Truman
Ryan Oessenich	Assistant Principal	Truman
Joseph Crane	Assistant Principal	Truman
Jon Craig	Assistant Principal	Truman
Gretchen Cammiso	Athletic/Student Activities Spvr.	Truman

Specialists

Christopher Polzer	Supervisor	Special Education
Jennifer Zahor	Supervisor	Special Education
Jessica Kelch	Supervisor	Special Education

Service Departments

Regina Jones	Coordinator	Health Services
Christopher Hunt	Supervisor	Custodial
Robert Maloney	Manager	Operations
Richie Webb	Director	Food Services
Dave Jayne	Coordinator	Security
Traci Williams	Coordinator	Transportation

Bristol Township School District Proposed Reporting and Conference Schedules 2019-2020

Report Period	Conference Schedule	Report Cards Issued
<u>Progress Reports Issued</u> Monday October 14, 2019 <u>First Marking Period Ends</u> Friday November 15, 2019	Elementary Conferences will be scheduled for parents/guardians in the afternoon as follows: Monday November 25, 2019 Tuesday November 26, 2019 Wednesday November 27, 2019 Monday December 02, 2020 Tuesday December 03, 2020 Brookwood, Keystone, and Mill Creek students in grades K through 5 will be dismissed at 1:15 p.m.	* Elementary report cards will be shared with parents during conferences and available online at the close of conferences. * Secondary report cards will be available on-line Wednesday, November 27, 2019.
<u>Progress Reports Issued</u> Friday, December 20, 2019 <u>Second Marking Period Ends</u> Monday, February 03, 2020	No Conferences scheduled. Parents who want to speak with teachers may call for an appointment.	* Elementary report cards will be available on-line Thursday, February 13, 2020. * Secondary report cards will be available on-line Thursday, February 13, 2020.
<u>Progress Reports Issued</u> Monday, March 09, 2020 <u>Third Marking Period Ends</u> Wednesday April 08, 2020	Elementary Conferences will be scheduled for parents/guardians in the afternoon as follows: Monday May 04, 2020 Tuesday May 05, 2020 Wednesday May 06, 2020 Thursday May 07, 2020 Friday May 08, 2020	* Elementary report cards will be shared with parents during conferences and available online at the close of conferences. * Secondary report cards will be available on-line Wednesday, April 22, 2020.
<u>Progress Reports Issued</u> Thursday, May 14, 2020 <u>Fourth Marking Period Ends</u> Tuesday, June 16, 2020	No Conferences scheduled. Parents who want to speak with teachers may call for an appointment.	* Elementary report cards will be available on-line the last day of school. Tuesday, June 16, 2020* * Secondary report cards will be available on-line Tuesday, June 30, 2020

*Paper copies will be provided to parents upon written request

INTRODUCTION

This handbook of operational regulations contains the highlights of important policies and practices by which all staff members are bound. It has been prepared to provide quick access to information that will assist you in carrying out your job responsibilities.

It is not all-inclusive. Your principal or any other administrator will be happy to clarify any questions you may have about school operations or policies. For more complete information, staff members are encouraged to refer to the School Board Policies online or other sources listed below. Consequences for non-compliance range from reprimand to dismissal.

Other sources of information about the Bristol Township Schools available to you are:

1. **School Board Policies** – School Board Policies adopted by the Board of School Directors are available on the BTSD website at www.bristoltwpsd.org. They must be adhered to by all employees of the District. All School District policies and administrative operational regulations of the District are subject to change without advance notice. All policies and regulations will be interpreted and applied as is consistent with the law and any changes in the law, even if the policy or regulation has not yet been amended to reflect those changes.
2. **School Laws of Pennsylvania** - The Public School Code of 1949 ("The School Code") as amended is available on line at:
http://www.portal.state.pa.us/portal/server.pt/community/school_code_and_regulations/17229
3. **State Board of Education Regulations** - Complete set is available in the office of the Superintendent and is also available online.
4. **Collective Bargaining Agreements**
5. **Building Handbooks** - Principals may issue building handbooks for the use of staff members within that building.
6. You can log on to the following BoardDocs link for information regarding approved agenda items: <https://www.boarddocs.com/pa/btsd/Board.nsf/public>
7. **School District Website** - www.bristoltwpsd.org conveys the latest news and calendar information. The home page is the place to go for District-wide announcements, calendar information, current events, frequently-used administrative forms and other data. Each school is responsible for maintaining its own web page, including school news and calendar information. Teachers are expected to maintain a page on their school's website.

ACCIDENTS/INJURIES

All accidents which occur on School District property must be reported immediately or as soon as practicable to a school nurse.

Student accidents/injuries: Student accidents are reported to the school nurse or staff nurse who will fill out the "Student Accident Form," if necessary.

Parents of students are to be notified if there is a serious injury.

Employee accidents/injuries: All employee accidents must be reported to the nurse and also be reported on the Work Related Incident Report.

Injuries sustained by employees of the District while they are actively engaged in the performance of their duties may be covered by State Workers' Compensation (as required by the law of the state). Employees must report accidents to their supervisor and school nurse immediately or as soon as practicable or some benefits may be forfeited. If the injury requires care beyond that offered by the school nurse, the employee should seek medical care from one of the District approved physicians or hospitals.

Employees injured while they are performing duties are required to visit an approved doctor or hospital, and shall continue to visit that doctor for a period of ninety (90) days from the date of the first visit. Failure to do so may result in expenses for which the District will not be responsible.

Please contact the Personnel Office for procedures to be followed in filing a Workman's Compensation Claim. If you have any additional questions concerning your claim contact the Personnel Office.

ADMISSION OF STUDENTS

(School Board Policy Nos. 201, 202)

The Superintendent or designee shall require that the parent/guardian of each student who registers for entrance to school shall submit a birth certificate or similar documentation as proof of age, birth date, proof of residency, and proof of required immunizations. Staff should be familiar with District policies and direct any questions or concerns regarding student admission to the Director of Special Education and Pupil Services.

1. Kindergarten

- A child is eligible for admission to kindergarten if s/he has attained the age of five (5) years and no months before the first day of September. A student who has not met the age requirement and is attending a private kindergarten program (fully accredited or not) will not be admitted to a district kindergarten program. A student who is currently attending a public kindergarten program but does not meet the age requirement may be admitted to kindergarten.

2. First Grade

- Beginners are students entering the lowest grade of the primary school above the kindergarten level. They shall be admitted to school only during the first two (2) weeks of the annual school term and thereafter at the District's discretion. A child who is eight (8) years of age shall be admitted to school at any time during the school year. Children who transfer from another school district will be admitted at any time.
- A beginner is eligible for admission to first grade if s/he has attained the age of six (6) years and no months before the first day of September. A student who has attended and successfully completed a fully accredited private kindergarten program but does not meet the age requirement may be admitted to first grade. A student who has attended and successfully completed a public school kindergarten program may be admitted to first grade. A student who is currently attending a fully accredited private or public first grade program, but does not meet the age requirement, may be admitted to first grade.

3. Non Resident Students

- Students residing with an adult other than the natural parent shall be enrolled and placement made in the appropriate school following receipt of documents from the resident that are required by Pennsylvania law and one (1) of the

following:

- Verification that the student resides at a federal installation.
- Appropriate legal documentation (court order) to show dependency or guardianship.
- Sworn statement of full residential support (notarized), indicating that the signer is a resident of the District, is supporting the child gratis (without personal compensation or gain), will assume all personal obligations for the child relative to school requirements, intends to keep and support the child continuously and not merely through the school term, and, when required, any reasonable information submitted by the resident to substantiate the sworn statement in accordance with guidelines issued by the Department of Education.

4. Future Residents

- A student eligible for attendance whose parents/guardians has executed a contract to buy, build or rent a residence in this District for occupancy may be enrolled without payment of tuition for no more than fifteen (15) calendar days.
- Parents/Guardians of students who claim admission on the basis of future residency shall be required to demonstrate proof of the anticipated residency.

5. Former Residents

- Regularly enrolled students whose parents/guardians have moved out of the school district may be permitted to finish the school year without payment of tuition provided that:
- The student is in the 12th grade and the parents/guardians move from the District.
- The student is not in the 12th grade and there is one (1) calendar month or less remaining in the school year.
- The parent(s)/guardian(s) of a 12th grade student must put the request in writing to the building principal. Written permission must also be obtained from the Superintendent or designee.

AESOP - SUBSTITUTE SERVICE

All substitutes are handled exclusively through the AESOP Substitute System. You are not authorized or permitted by the District to call your own substitute. Only principals are permitted to request a substitute through the AESOP Substitute System.

All prearranged substitutes must be approved and entered into the AESOP system by the building administrator. You can reach AESOP at 1-800-94-AESOP (1-800-942-3767) or online at www.aesoponline.com. Your user ID is your home phone number, including area code. Your PIN is the last four digits of your social security number. Once you have accessed the system, follow the prompts to report your absence.

AGGRAVATED ASSAULT OF EMPLOYEES

(School Board Policy No. 218.4)

Aggravated assault shall mean an attempt to cause or intentionally or knowingly cause bodily injury to a teaching staff member, Board member, or other employee, including a student employee, of any school within the District while acting in the scope of his/her employment or because of his/her employment relationship to the school.

ATTENDANCE – STAFF REPORTING PROCEDURES

Elementary School Staff Members: Absences are to be reported no later than 7:00 a.m. on the day of the absence.

Middle School Staff Members: Absences are to be reported no later than 6:30 a.m. on the day of the absence.

High School Staff Members: Absences are to be reported no later than 6:00 a.m. on the day of the absence.

ATTENDANCE – STAFF

(School Board Policy No. 318)

The District sincerely appreciates and expects regular employee attendance. We recognize that illness, or other necessary excused absences, at times will take you away from your assigned responsibilities. All absences have a negative effect on the daily workload. Teacher absences also have a negative effect on the achievement level of students. There is no substitute available who can do the job of the regular classroom teacher.

Staff attendance reports are developed by the Payroll Department and shared with the building principals. Individual attendance reports are shared with staff members in our continuing efforts to keep absenteeism to a minimum. Excessive absenteeism may be reflected in an employee's rating. Please note that District policy requires us to ask for a doctor's note for absences of three (3) days or longer.

Whenever you are absent, an Absence Report must be submitted indicating the date(s) and reason(s) for the absence(s). An employee's signature on the form certifies that the date(s) and reason(s) are true and accurate. Approval signature of the supervisor constitutes confirmation of the date(s) of absence(s). It does not constitute confirmation of the accuracy of the reason given by the employee, nor does it signify approval of variance from District agreements. Falsification of absence reports may result in discipline and possible dismissal.

Employees are expected to provide accurate information; therefore, completion of the absence report should be done with care. An employee's signature affixed to a report with inaccurate information may be considered falsification of an official document. Principals are required to submit daily attendance reports to central administration.

ATTENDANCE – STUDENTS

(School Board Policy No. 204)

The Commonwealth of Pennsylvania requires children to attend school regularly in accordance with state laws until they are seventeen (17) years of age. We ask parents to cooperate in carrying out this regulation.

Enforcement of compulsory school attendance is the responsibility of the school principal. It is the responsibility of the teacher to report all attendance problems to the principal for remedial action.

The review board may require the student to attend and pass a credit completion program in order to receive credit for his/her course or courses. Students must complete credit by attending special classes after school, Saturdays, or summer school. Students without the necessary credits may be retained in their present grade level.

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence. Excuses received after

three (3) days but before fifteen (15) days will be considered by an attendance committee.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts in any state, commonwealth or territory.

The Board shall report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The Board shall authorize the Superintendent to issue notice to those parents/guardians who fail to comply with the requirements of compulsory attendance that such infractions will be prosecuted according to the law.

Parents/Guardians who fail to comply with attendance procedures and their student accrues 3 or more unexcused absences, will be issued an Official First Notice. This Notice is issued once in a student's school career informing the parents/guardians of the PA State Law. Additionally parents/guardians will be required to complete a S.A.I.P (Student Attendance Improvement Plan). Any further unexcused absences will be prosecuted without further notice.

In cases of death in the family, use the same policy that applies to employees.

Students who are transported should be expected to wait a reasonable length of time if the bus is delayed. Missing the school bus is not an excuse for missing school.

Educational Tours and Trips, Not School Sponsored

The Board requires that school age students enrolled in District schools attend school regularly, in accordance with state laws. The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

RELIGIOUS TRAINING

Upon written request by a parent/guardian, an absence occasioned by observance of a student's religion on a day approved by the Board as a religious holiday, shall be excused. A penalty shall not be attached to an absence for a religious holiday.

The Board shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board. Such instruction shall not require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child's attendance record.

The Board shall not provide transportation to religious instruction. A penalty shall not be attached to an absence for religious instruction.

UNEXCUSED ABSENCES

After three or more days of unexcused absence, an Official First Notice must be served to the parents of the offending child. Should the child be out continuously for a period of more than three days and the parents are not at home, as in the case of family vacation, the Notice should not be served until the child returns to school and presents an excuse. The First

Official Notice should be delivered either personally or by registered mail so that proof of delivery can be established.

The next day of unexcused absence occurring more than three days after the parents received the First Official Notice is the basis for filing for a citation with the District Justice (Second Notice), citing the parent with violation of Section 1327 of the School Code.

Each additional day of unexcused absence is considered another offense and should be filed with the District Justice unless the child is beyond the control of the parents. If beyond the control of parents, actions should be taken against the student in the Bucks County Juvenile Court.

Cases of irregular or poor attendance must be referred to the Home and School Visitor by the principal or administrator in charge of attendance. Though an agent of the District, he/she does not relieve the teacher or principal of the responsibility to determine if the absence is unexcused.

Referrals to various family service agencies for further assistance are made when appropriate.

BENEFITS (INSURANCE/MEDICAL)

It is the responsibility of each staff member to review and update his/her beneficiary on the life insurance policy and the dependents on the hospitalization policy. Please check with the Personnel Office.

BRISTOL TOWNSHIP EDUCATIONAL ADMINISTRATORS' ASSOCIATION (BTEAA)

Administrators and supervisors are represented by the Pennsylvania State Education Association in matters affecting terms and conditions of employment.

BRISTOL TOWNSHIP EDUCATION ASSOCIATION (BTEA)

The BTEA is the sole and exclusive representative of the certified employees of the Bristol Township School District. It is the responsibility of the BTEA to negotiate with the Board of School Directors in those matters affecting the terms and conditions of employment for BTEA members.

BRISTOL TOWNSHIP EDUCATIONAL SUPPORT PERSONNEL ASSOCIATION (BTESPA)

The BTESPA is the sole bargaining agent for instructional assistants, staff nurses, hall monitors and inclusion paraprofessionals. It is the responsibility of the BTESPA to negotiate with the Board of School Directors in those matters affecting the terms and conditions of employment of the above employees.

BRISTOL TOWNSHIP SCHOOL POLICE/SECURITY OFFICERS ASSOCIATION

The Bristol Township School Police/Security Officers Association provides security and safety services to the Bristol Township Schools' community in compliance with PA Safe Schools Act, PA Code, and the Bristol Township District policies.

OFFICE & PROFESSIONAL EMPLOYEES INTERNATIONAL UNION

The OPEIU is the sole bargaining agent for secretarial, payroll, accounting, office, clerical, and cafeteria employees (excluding confidential secretaries and cafeteria managers). It is

the responsibility of the OPEIU to negotiate with the Board of School Directors in those matters affecting terms and conditions of employment for the above employees.

TEAMSTERS UNION LOCAL 115 – (AFFILIATED WITH THE INTERNATIONAL BROTHERHOOD OF TEAMSTERS - “TEAMSTERS”)

The Teamsters are the exclusive bargaining agent for all bus drivers, fuelers, washers, school bus aides/monitors employed by the Bristol Township School District (excluding contract managers, maintenance foreman, guards and supervisors). It is the responsibility of the Teamsters to negotiate with the Board of School Directors on those matters affecting the terms and conditions of employment for Teamsters’ members.

TRANSPORTATION WORKERS’ UNION (TWU)

The TWU is the bargaining agent for custodial and maintenance employees employed by the Bristol Township School District.

BUILDINGS AND GROUNDS

(School Board Policy No. 707)

Each principal and his/her staff are responsible for orderliness of the building she/he supervises. Storage space shall be maintained in an orderly condition. Windows shall be closed, the shades adjusted, and lights turned off at the close of the day by the teacher last in charge of the room. Lights shall be turned off at any time the room is to remain unoccupied. Energy conservation must be practiced by all.

The use of school buildings for non-school activities is desirable as far as it is practical and without interrupting the school program. In order to avoid confusion, however, it is necessary to schedule the use of buildings and rooms well in advance of the desired date. This scheduling is to be the responsibility of the building principal. Board Policy No. 707 governs the use of school facilities.

The rental of buildings and grounds is the responsibility of the Manager of Operations. Applications for use rental of School District facilities are to be made by the responsible person (age 21 or older) at least 30 days prior to usage and submitted to the Operations office for approval.

Losses, destruction or misuse of property caused by extra-school organizations using the building or property should be referred to the Operations office (267-599-2350) immediately.

BULLYING/CYBERBULLYING

(School Board Policy No. 249)

The Board is committed to providing a safe, positive learning environment for District students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits all forms of bullying by District students. Staff members should report incidents of bullying to the building supervisor.

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occur in a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student’s education
2. Creation of a threatening environment

3. Substantial disruption of the orderly operation of the school

Bullying, as defined in School Board Policy No. 249, includes cyberbullying.

Complaints of bullying shall be investigated promptly and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Any student who violates this policy shall be subject to disciplinary action consistent with the Discipline and Attendance Guidelines. Some instances of bullying may result in a report of the incident to local law enforcement authorities. The decision to report an incident to law enforcement shall be made by the building principal or designee in conjunction with the Superintendent. The complete bullying policy is located on the website at www.bristoltpsd.org.

BUS SAFETY RULES (Bus Conduct Report) ***(School Board Policy No. 810)***

Riding the bus is a privilege. In accordance with Board policies and guidelines and contractor regulations, each school bus driver is authorized to implement safety and behavior standards on his/her bus. Drivers are to report any discipline or safety concerns to the Transportation Coordinator in writing who will share with Administrators for the discipline of students. The driver, as well as the contractor and the administrator in charge of transportation, shall maintain a list of students assigned to the bus, and the driver shall assume responsibility of informing the students of standards required of them. Each student may board and depart from their **assigned** bus only at the stop designated for him/her. Any alternate transportation needs are to be done in the car line. The district reserves the right to withdraw the privilege of transportation from any student after presenting to the student and parent/guardian just cause for the withdrawal. Failure to follow the rules can create an unsafe environment on or around the bus, which increases the risk of injury or accident for all the other riders and drivers. These rules help insure safe bus transportation for students and bus drivers.

Buses may be equipped with cameras or other recording devices. The recordings will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents/guardians are hereby notified that the content of the recordings may be used in a student disciplinary proceeding. Students who violate these Bus Safety Rules may be excluded from riding the bus and may be subject to further disciplinary action. Parents/guardians are responsible for transporting their child to and from school if the child has been excluded from bus transportation.

Email Transportation concerns or issues to: transportation@bristoltpsd.org
For immediate attention call 267-599-2390

Students must follow the following Bus Safety Rules:

Three General Rules

- Always follow the directions of the bus driver.
- Obey all safety rules.
- Be courteous to all passengers and respect what belongs to them.

Waiting for the Bus

- Help the buses run on time. Be at your stop **at least** 5 minutes before and 5 minutes beyond your assigned stop time.
- Be considerate of private property. Stay off the lawns of homes near the bus stop.
- Stay off the road while waiting for your bus.
- Do not approach the bus while it is still moving.
- Do not push or crowd when getting on the bus.
- If you are late, never run after a moving bus. Turn around and go home.

Danger Zone

- Students who must cross the street must wait for a signal from the bus driver.
- Walk at least 10 feet out from the front bumper of the school bus and you will stay outside the danger zone surrounding the school bus.
- Students must always remain where the driver can see them.
- Students must always cross **in front** of the school bus.

Riding the Bus

- Keep all parts of your body inside the bus at all times.
- Help keep the bus clean. Don't throw any objects on the floor or out the windows.
- Talk quietly and avoid loud, boisterous behavior, including singing, clapping, stomping or yelling that would be distracting to the driver.
- Live animals, glass containers, firearms, or any items that could be considered a weapon (i.e. toy guns, knives, razors, etc.) , explosives, or any other dangerous or objectionable item may not be taken on the bus. Balls for sports are not allowed on the bus unless they fit in the student's school bags and stay there at all times. No scooters, hoverboards or skateboards.
- Keep objects out of the aisle. Gym bags, instruments, school projects, etc.that do not fit on your lap or underneath your seat, will not be allowed on the bus.
- Find a seat as soon as you board the bus. Bus drivers can assign seats. Do not leave your seat while the bus is moving. Face the front of the bus at all times and stay seated until it stops.
- Share your seat with others. Three small students may fit in a seat as long as a student is not hanging out into the aisle.
- Absolute quiet is required when the bus approaches a railroad crossing so the driver can listen for an approaching train.
- No smoking, vaping, electronic cigarettes, lighted matches, or open flames are permitted on the bus.

- You, the student, will have to pay for the repair of any damage you may cause to the bus.
- No spitting, eating or drinking on the bus.
- No inappropriate use of any electronic device that cause a disruption on the bus and distraction to the driver will not be permitted at any time.

Example: video or photographs of other passengers, postings on social media, inappropriate or audible music or videos.

- Do not ride a bus you are not assigned to.
- No spraying of cologne, deodorant, body spray or any other type chemicals or aerosols, pump spray or lotion while on the bus.
- Never tamper with emergency exits, or equipment unless an actual emergency exists.
- No profanity, verbal abuse, harassment, teasing, obscene or sexual gestures.

Leaving the Bus

- Always cross the street 10 feet **in front** of the bus where the driver can see you.
- Stay 10 feet away from the side of the bus, unless you are approaching the entrance door.
- Drivers are allowed to drop off passengers only at the student's regularly scheduled bus stops.
- Kindergarten and designated special needs students must be met at the bus stop by a parent, guardian or responsible older sibling. If no parent is available after a series of attempts to drop off, the driver will contact the school and transportation office and the child will be returned to school per school Board Policy No. 810.

CHARITY DRIVES

(School Board Policy No. 618)

School Groups

School clubs, classes and other student organizations may, with the principal's permission, conduct internal drives involving part or all of the student body. All such fund-raising must comply with School Board Policy No. 618.

Non-School Groups

All non-school organizations/groups/individuals must adhere to the guidelines of School Board Policy No. 913.

CHILD/STUDENT ABUSE

(School Board Policy No. 806)

Compliance with the Child Protective Services Law ("CPSL") is important and many school employees have a legal obligation to report or cause a report to be made concerning child abuse. All employees are encouraged to speak with their supervisors and/or administrators with questions and concerns related to compliance with CPSL. The Child Abuse Policy, No. 806 is subject to amendment as the CPSL is revised.

With some limited exceptions, the term "child abuse" includes intentionally, knowingly or recklessly doing any of the following:

1. Causing bodily injury to a child through any recent act or failure to act.
2. Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the

- child through any recent act.
3. Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act.
 4. Causing sexual abuse or exploitation of a child through any act or failure to act.
 5. Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.
 6. Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.
 7. Causing serious physical neglect of a child.
 8. Engaging in any of the following recent acts: (i) Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child; (ii) Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of restraint or confinement; (iii) Forcefully shaking a child under one year of age; (iv) Forcefully slapping or otherwise striking a child under one year of age; (v) Interfering with the breathing of a child; (vi) Causing a child to be present at a location while a violation of 18 Pa.C.S. § 7508.2 (relating to operation of methamphetamine laboratory) is occurring, provided that the violation is being investigated by law enforcement; (vii) Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known: (A) Is required to register as a Tier II or Tier III sexual offender under 42 Pa.C.S. Ch. 97 Subch. H (relating to registration of sexual offenders),¹¹ where the victim of the sexual offense was under 18 years of age when the crime was committed; (B) Has been determined to be a sexually violent predator under 42 Pa.C.S. § 9799.24 (relating to assessments) or any of its predecessors; (C) Has been determined to be a sexually violent delinquent child as defined in 42 Pa.C.S. § 9799.12 (relating to definitions).
 9. Causing the death of the child through any act or failure to act.

A school employee is mandated to make a report of suspected child abuse if the person has reasonable cause to suspect that a child is a victim of child abuse under any of the following circumstances:

1. The mandated reporter comes into contact with the child in the course of employment, occupation and practice of a profession or through a regularly scheduled program, activity or service.
2. The mandated reporter is directly responsible for the care, supervision, guidance or training of the child, or is affiliated with an agency, institution, organization, school, regularly established church or religious organization or other entity that is directly responsible for the care, supervision, and guidance or training of the child.
3. A person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of child abuse.
4. An individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse.

Independent contractors who are responsible for the care, supervision, guidance or control of children, and volunteers or other individuals responsible for a child's welfare or having direct contact with children may similarly be required to report instances of child abuse. A school administrative or support employee who does not have direct contact with children, may be exempted from the mandatory reporting requirements. When in doubt, always speak with the building principal or your supervisor.

When a school employee is required to report an instance of child abuse, they shall immediately notify the school principal, who shall immediately notify the Superintendent that a child abuse report has been made. The Superintendent or designee shall facilitate cooperation of the School District with any investigation performed by the state or county agency, including permitting authorized personnel to interview the child while in attendance at school. The school employee shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the employee's responsibility to prove that the child has not been abused or neglected or to determine whether the child is in need of protection.

When a report of suspected child abuse has been made by a school employee, independent contractor or volunteer as required by law, the School District is not required to make more than one report.

The school employee making a report of student abuse or injury by another employee shall not reveal the existence or content of the report to any person other than those to whom reporting is required under this policy.

Any person required to report child abuse who, in good faith, reports or causes the report to be made shall have immunity from civil and criminal liability related to those actions. A school employee or principal who refers a student abuse report shall be immune from civil and criminal liability arising out of the report.

A person who is required to report child abuse may be subject to discipline and criminal prosecution when they willfully fail to make a report, intentionally or knowingly make a false report or induce a child to make a false report, or engages in intimidation, retaliation or obstruction in the making of a child abuse report or conducting an investigation into suspected child abuse.

COMMUNICABLE DISEASES

(School Board Policy No. 203.1)

Any concerns related to contagious conditions of a student or staff member shall be directed to the school nurse. The school nurse will determine the needs of the student and staff and direct the appropriate action. In the event of a pandemic or widespread problem the school nurse may consult with the District physician, District health service coordinator, public health department, and/or family physician to determine the appropriate action(s).

CONTRACTS – INDIVIDUAL EMPLOYEES

All principals should report in writing to the Superintendent three months prior to the time a teacher is to be on tenure whether his or her services have been satisfactory or unsatisfactory. A teacher whose status changes from a temporary professional employee to a permanent professional employee will be so informed by the office of the Superintendent or his/her designee.

Teachers planning to leave the school system shall submit to the Superintendent in writing a statement declaring their intention to be released from contractual services on a specified date. A sixty (60) days notice is required under the terms of the contract.

CONTROLLED SUBSTANCES/PARAPHERNALIA

(School Board Policy No. 227)

The administration and staff are committed to the enforcement of all existing laws, regulations, and guidelines adopted by federal, local, and School District authorities. The following procedures will be used if students are found using, possessing, distributing or being under the influence of controlled substances on school property; any school sponsored activity, and during the time traveling to and from school and school sponsored activities:

- All faculty and staff members are required to report to the building principal or his designee any such activities.
- The building principal or designee is required to immediately report such information to the Superintendent.
- The building principal or designee will, in all instances, immediately notify the appropriate law enforcement authorities of the use, possession, or distribution of controlled substances/paraphernalia.

Look-alike drugs, drug paraphernalia, and substances that provide a euphoric effect are similarly subject to School Board Policy No. 227.

Off-Campus Activities:

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exists:

- The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not School District furnished transportation.
- The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
- Student expression or conduct materially and substantially disrupts the operation of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
- The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to and made in school that would violate the Code of Student Conduct if conducted in school.
- The conduct involves the theft or vandalism of school property.
- There is otherwise a nexus to the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Discipline will be consistent with District policies, disciplinary guidelines and the Code of Student Conduct.

DISCIPLINARY PROCEDURE/PERSONNEL

(Please refer to collective bargaining agreements and Board Policies including, but not limited to **School Board Policy No. 317.**)

DISCIPLINE - STUDENTS

(School Board Policy No. 218)

The Board prohibits the use of corporal punishment to discipline students for violations of Board policies and District rules or regulations.

Teaching staff and other District employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

Reasonable force may be used by teachers and school authorities under any of the following circumstances; to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.

Students shall not be subject to disciplinary action because of race, sex, color, religion, sexual orientation, or national origin or handicap/disability.

Employees are to deal kindly and justly with every student as an individual without prejudice or partiality. Employees are to respect the student as an individual as well as a member of a group or class. **Demeaning students in any way will not be tolerated.**

The professional employee is to maintain a classroom which is conducive to teaching, as well as to learning, through practices which are based upon educational research.

The principal or his/her designee may temporarily suspend a student because of misconduct or disobedience. An informal hearing is required and must be scheduled with students' parents or guardians present. The principal shall promptly notify his/her supervisor or the Superintendent. In every instance, the principal or his designee shall take active steps to return the student to school as soon as possible. Building administrators may suspend students for up to three (3) full days. Suspensions of more than three (3) days require the approval of the Superintendent or his/her designee.

Due process rights of students must be upheld in each case.

Service employees, including but not limited to support staff, cafeteria workers, maintenance and custodial employees are to cooperate with the professional employees to contribute positively to the education of students. Service employees are not to discipline students but are to report, as soon as possible, any misconduct to the principal or designee.

Students are to obey all rules and regulations of the school, the policies of the Board of School Directors, and the Code of Student Conduct.

Students are to conduct themselves in a manner which will show respect to the school, fellow students, and all employees of the School District, as well as not to cause any damage to any property of the School District.

The Board of School Directors desire that parents and school personnel cooperate to help students become self-disciplined individuals.

Whenever a question arises concerning discipline, parents are encouraged to confer with the principal for clarity. District employees should refer inquiries about student discipline to the principal.

Recommended Procedures for Teachers

In the event that a student needs additional help in conforming to established group standards, it is recommended that classroom teachers follow the suggestions written below:

1. Take the student aside and talk to him/her privately.
2. Isolate the student within the room so that contact with other students is minimized during a timeout period.
3. If the student's misbehavior is consistent, an attempt should be made to locate underlying causes for misbehavior. These may lie within the home situation, the classroom itself or other aspects of the student's personal life. In carrying out this procedure, the following recommendations may be helpful:
 - A. Keep brief anecdotal notes on the student's daily behavior. These notes should be written (typed) in an objective manner. They may become subject to disclosure.
 - B. Refer to the cumulative folder for such information as:
 - (1) Test scores
 - (2) Reading level
 - (3) Scholastic achievement
 - (4) Behavior descriptions
 - C. Discuss the problem with an administrator or counselor. They may have additional information or suggestions which will be helpful.
 - D. Prior to any office referral, the teacher is expected to contact the student's parents.
 - E. If the above procedures do not result in a solution to the problem, refer the matter to the building principal.

The progressive levels of action (see Guidelines) do not preclude immediate action to the highest level if the case is a severe infraction of school rules. However, in most instances, it is important to build the facts and actions in a professional, logical, progressive sequence. This is done through accurate and complete notations on classroom anecdotal records and office files. This also helps everyone, including the student, parent, teacher and administrator, to know the current status of a case and the implications of the next step in disciplinary action.

The goal is to promote success in school by encouraging individual responsibility and accountability for behavior.

Once referred to the principal, disposition of the case belongs to the principal.

DISMISSAL OF STUDENTS

Students can only be dismissed during the school day by the principal or his/her designee. Students must identify the parent or person to whom they are released. They should not be released on the basis of an unconfirmed phone call, nor should they be released to any person not known to them or to school personnel. **The school office must verify identification.**

DRESS AND GROOMING

(School Board Policy No. 325)

Authority

Administrative, professional and support employees set an example in dress and grooming for students and the school community. Employees' dress should reflect their professional status and encourage respect for authority in order to have a positive influence on the district's programs and operations.

The Board has the authority to specify reasonable dress and grooming requirements, within the law, for all district employees to prevent an adverse impact on the educational programs and district operations.[\[1\]](#)

As professionals in our schools, we realize and value the public's perception of our roles as mentors and models for students. Therefore, the following dress code will apply to all teachers, counselors, aides, secretaries, and administrators throughout the school district.

General:

Unacceptable: Clothing that has a halter/tank/crop/tube top, camisoles, spaghetti straps, and frayed/torn clothes

PANTS

Acceptable: Dockers

Dress Pants

Capris

Unacceptable: Yoga Pants

Pajama bottoms

Sweatpants

Joggers

Jeans

Leggings (unless worn with a dress/tunic)

Shorts

SHIRTS

Acceptable: Shirts with collars

Blouses

Sweaters

Unacceptable: Sweatshirts

Hoodies

T-shirts

Tank tops, camisoles, spaghetti straps, halter tops, crop tops, and pajama

tops

SHOES

Unacceptable: Beach Shoes (flip-flops, athletic slides, bare feet)

OTHER

Acceptable: Skirts/dresses no shorter than 4 inches (10.16 cm) above the knee

Unacceptable: Dresses that have: tank tops, camisoles, spaghetti straps, halters

Tight, revealing, or low-cut clothing

Torn or frayed clothes

Exceptions made for on the job related and/or outside projects/class activities/field trips/ with administration approval.

- Physical Education teachers may wear shorts or pants, not mesh.

Exceptions will also be considered for religious beliefs and needs for accommodations in clothing due to an individual's disability.

NOTE: School district staff members who do not, in the judgment of the principal/supervisor, reasonably conform to this dress code shall receive a notice from their principal/supervisor. Repeat violations or refusal to comply with the directions of the principal/supervisor by an employee could result in disciplinary action.

When assigned to district duties, employees shall be physically clean, neat, well-groomed and dressed in a manner consistent with assigned job responsibilities.

Employees shall be groomed so that their hairstyle does not cause a safety or health hazard.

Designated support employees and school police shall be required to wear a designated work uniform and utilize safety gear when performing assigned duties.

Delegation of Responsibility

If an employee feels that an exception to this policy would enable him/her to carry out assigned duties more effectively, a request should be made to the immediate supervisor.

DRUGS AND SUBSTANCE ABUSE (School Board Policy No. 351)

The Board requires that each employee abide by Policy 351 as a condition of employment.

Employees are responsible for reviewing the Policy and being familiar with its requirements. Any questions about the policy should be directed to Personnel Coordinator. Certain categories of Employees may be subject to additional requirements pursuant to District policy and applicable law.

Policy 351 requires, among other things, that an employee must notify the District of any criminal drug statute conviction for a violation occurring in the workplace and/or on school district premises no later than five (5) days after the conviction. An employee or prospective employee must notify the District immediately of an arrest or conviction for an offense designated as a felony under the Controlled Substance, Drug, Device and Cosmetic Act, an offense related to the solicitation of minors to traffic drugs, and/or any other felony offense for the manufacture, distribution, dispensation, use or possession of a controlled substance, with such notification occurring no later than seventy-two (72) hours after an arrest or conviction. Failure by an employee to notify the District of such a conviction within the aforementioned time periods will result in disciplinary action, including possible termination of employment.

Additionally, the Policy requires that any employee convicted of (1) delivery of a controlled substance (2) possession of a controlled substance with the intent to deliver, (3) solicitation of minors to traffic drugs, and/or (4) any other felony-level offense under the Controlled Substance, Drug, Device and Cosmetic Act shall be terminated from employment with the District, regardless of where said violation and conviction occurred, in accordance with applicable law.

Where there is reasonable suspicion that an employee is under the influence of drugs or alcohol while performing their job duties or otherwise carrying out District activities, the District shall require such employee to submit to drug and/or alcohol testing. If such employee refuses this testing, the District will regard this refusal as a positive test result and may take appropriate action accordingly as permitted under District policy and applicable law. The District may conduct additional drug and alcohol testing of specific categories of employees as required and/or permitted by District policy and applicable law.

Where there is reasonable suspicion that an employee is using or is in possession of drugs (other than as necessary for authorized medical purposes) or alcohol while performing the employee's job duties or otherwise carrying out District activities, the District may search the employee's work area, as permitted under District policy and applicable law.

EDUCATOR DISCIPLINE ACT **(24 P.S. § 2070)**

Certified District employees are required to comply with the Code of Professional Practice and Conduct and the requirements of the Educator Discipline Act.

An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct shall file a mandatory report with PDE within 15 days of the discovery of the sexual abuse or exploitation or sexual misconduct, and shall report such misconduct to the Superintendent and immediate supervisor.

An educator who is arrested or indicted for or convicted of any crime enumerated under Section 111(e) and (f.1) of the School Code shall report the indictment, arrest or conviction to the school entity at which the educator is currently employed within 72 hours of the

indictment or conviction pursuant to the designated form (Act 24 Form). A copy of the form is attached.

The Superintendent or designee is required to report certain incidents related to educator conduct to PDE in accordance with the Educator Discipline Act, including but not limited to: notices of intent to dismiss or not renew an educator's employment; where an educator has been arrested, indicted or convicted of a misdemeanor or felony; allegations of sexual abuse or exploitation or sexual misconduct; where an educator is subject to a child abuse investigation or has been named as a perpetrator of child abuse; and other conduct enumerated by the Act.

Failure to comply with the reporting requirements under the Educator Discipline Act may result in discipline by the School District and/or professional disciplinary action.

Except as otherwise provided in the Educator Discipline Act, all information related to any complaint, complainant, or any proceeding related to professional discipline shall remain confidential unless or until public discipline is imposed.

Questions regarding employee reporting requirements under the Educator Discipline Act may be brought to your supervisor, or employees may contact the Professional Standards and Practices Commission. The Educator Discipline Act can be found at 24 P.S. §2070.1.

ELECTRONIC DEVICES

(School Board Policy Nos. 237, 317)

Electronic devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide an unfiltered connection to the Internet. Examples of these electronics include, but shall not be limited to: radios, CD players, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs), cellular telephones, Blackberries, and laptop computers, as well as any new technology developed with similar capabilities.

The Board prohibits the use of electronic devices by students during the normal school day hours in District buildings; on District property; on District buses and vehicles; and in locker rooms, bathrooms, health suites and other changing areas at any time.

Please refer to School Board Policy No. 237, Disciplinary Guidelines and the Code of Student Conduct for disciplinary procedures related to possession and use of electronic devices by students. An exception will be made for use of electronic devices for approved educational purposes.

Staff members should refer to School Board Policy No. 317 for Use of Communication Device Guidelines.

EMERGENCY CALL SYSTEM

The principal of each school will set up a telephone calling chain for notifying staff when school has been unexpectedly cancelled. This call system should be set up no later than the first week of school.

The principal may use Shout Point as a means of notifying staff.

The principal shall also set up a PTO telephone calling chain for emergencies which may arise.

EMPLOYEE ASSISTANCE PROGRAM

(School Board Policy No. 352)

The Board of School Directors and Administration of the Bristol Township School District recognizes that a variety of personal problems can significantly impact upon an employee's life and job performance. Therefore, the District provides an Employee Assistance Program through QUANTUM services.

Employees may access a myriad of services by dialing 1-800-525-8300. These services include but are not limited to problems arising in the areas of: physical or mental illness, finance, marital or family distress, alcoholism or other substance abuse, and other issues affecting our lives. The initial session is provided by the District at no cost to the employee. Additional services are available on a reduced fee schedule. All calls and visits are confidential between Quantum and the employee.

EMPLOYEE BACKGROUND CHECKS, CLEARANCES & REPORTS

(School Board Policy Nos. 304, 317)

School employees and candidates are required by law to obtain certain clearances as a condition of employment, including a state report of criminal history and a child abuse clearance certification. A federal criminal history report which includes a requirement that the individual be fingerprinted may also be required pursuant to the School Code and/or CPSL. School employees and candidates are also required to complete a designated criminal history form (Act 24 Form) indicating whether or not they have been arrested for, or convicted of an offense enumerated in Section 111 of the School Code. A copy of the Act 24 Form is attached.

The District is required to perform an employment history review in compliance with state law prior to issuing an offer of employment to a candidate. Where the documentation indicates that the employee has been named as a perpetrator of child abuse within the prior five years, or where it demonstrates that the employee had been convicted of certain enumerated crimes and offenses, the School District shall immediately dismiss their employment.

School employees must update their child abuse certifications every 60 months. School employees are required to complete an Act 24 Form to report to the Superintendent or designee any arrest or conviction required to be reported by law, including where the employee has been listed as a perpetrator of child abuse. In such circumstances, the PDE Form 6004 must be completed and submitted within seventy-two (72) hours of the qualifying conduct.

Failure of an employee to obtain these clearances or comply with reporting requirements may result in discipline including, and up to dismissal from employment with the School District. Employees are encouraged to contact the personnel office with questions concerning these documents and reporting requirements.

EMPLOYEE RECORDS/PERSONNEL FILES

(School Board Policy No. 324)

Records related to the employment of all staff members are kept in the personnel office.

Employees are responsible for notifying the personnel office immediately of the following:

1. Any change in name, address, or telephone number
2. Change of dependency
3. Any other personal information which may be of importance to your records*

*Teachers are reminded that their certificate should always reflect their current legal name. Please provide personnel with a copy of any new certificate.

All current employees have the right, upon request, to review the contents of his/her personnel file(s) whenever such files are maintained. The employee may have a union representative to accompany her/him during such review. Personnel office staff will be present during every record review.

Employees shall make no alterations or additions to the record or remove any materials therefrom.

To arrange a records review, telephone the personnel office for an appointment.

ENDORSEMENT OF ITEMS FOR SALE

It is the policy of the District not to permit the use of the name of the Bristol Township School District, your school, or your position as an employee, to promote the sale or distribution of any article, book, pamphlet, or other advertising material, or allow it to be used by any other person or organization for sales promotion.

EQUIPMENT AND SUPPLIES

All employees are responsible for books, equipment, teaching aids, work tools, and materials provided by the District. Every effort is to be made to conserve school property and to avoid wastefulness.

Part of the responsibility for teaching all students the importance of taking proper care of the school building, books, materials, supplies and equipment rests with all teachers and administrators.

FACULTY MEETINGS

Faculty meetings are called at the discretion of the school principal. Meetings held after school shall last no longer than one and one-half hours.

Teachers may be required to attend three evening meetings or functions of the principal's choosing per year. High school staff members are expected to participate in graduation ceremonies whether or not they are held on Saturday, Sunday, or vacation days.

It is expected that all faculty members will attend regularly scheduled and/or announced meetings. Faculty members who are unable to attend any announced day or evening meeting for urgent reasons shall notify the principal and the reason for the absence. Such notice shall be given before the date and time of the meeting, unless it is impossible to do so.

FIELD TRIPS

(School Board Policy No. 121)

The principal is responsible for ensuring appropriate supervision during field trips. An

administrator must accompany any trip that includes 125 or more students.

Teachers and coaches are responsible for student discipline in transit to and from the destination, as well as during the activity at the site. Only five adults, in addition to the driver, may ride a school bus.

Field trips, when used for teaching and learning are integral to the curriculum, are an educationally sound and important component of the instructional program of the schools. Properly planned and executed field trips can:

1. Supplement and enrich classroom learning by providing educational experiences in an environment outside the schools.
2. Arouse new interests among students.
3. Help students relate academic learning to the reality of the world outside of school.
4. Introduce community resources, such as natural, cultural, industrial, commercial, governmental, and educational.
5. Afford students the opportunity to study real things and real processes in their actual environment.

Requirements for Requesting Overnight Field Trips

In order to have an overnight trip (or any Board request) approved, the following information must be submitted to the Superintendent's office no later than noon on the Wednesday before a School District Planning Meeting. (For dates, see Bristol Township School District's calendar) Otherwise, request will not be placed on that month's agenda, and will have to wait until the following month. The description of the trip must include:

1. Dates
2. List of chaperones
3. Name of administrator chaperoning (An administrator **must** be named.)
4. Number of students attending
5. Cost to District (including substitute cost)
6. Cost per student (optional)
7. Itinerary or back-up information (such as brochure, etc.)
8. Professional leave form(s) per chaperone (Form can be found on district website.)
9. Copy of field trip/bus transportation request form (if using). (Form can be found on district website.)

Field Trips Using School Buses

All requests must be submitted on the District form and must be received at the administrative offices **at least two weeks prior** to the day of the trip. In case of cancellation, schools are responsible for notifying the transportation department.

Field Trips Using Common Carriers

All field trips requiring the use of chartered buses must be approved by the Superintendent prior to the event. All such requests must be forwarded to the appropriate supervisor on the District form at least **one month** prior to the event.

The company must also send a copy of a valid insurance certificate covering the date(s) of the trip.

You must secure three quotes if you use a common carrier. Indicate on the form the company you selected. If it is **not** the low bid, a brief explanation is necessary.

FIRE DRILLS

Fire drills are required, a minimum of once a month, in all schools. A record shall be kept of the date and time of the fire drill, as well as the number of minutes required for evacuating the building. This record shall be available for inspection by the local fire marshal and school officials. Teachers are to accompany the class groups outdoors in order to maintain order.

- **Everyone** must evacuate the building during a fire drill.
- Students should **not** stop for outerwear during a fire drill.
- All windows should be closed and all the lights turned off. The teachers shall be the last to leave the room, and should close the door.
- Teachers must bring roll books when the building is evacuated. As soon as the students reach a safe place, the teacher shall call the roll from the register and be certain to account for all students.
- Teachers must report any missing students to Principal or designee.
- A teacher must remain with the group at all times during a drill.

FOOD IN CLASSROOMS AND OTHER LOCATIONS IN BUILDING

(School Board Policy Nos. 246, 808)

It is the goal of this District that all foods offered to students are made with consideration for promoting student health and wellness and reducing childhood obesity. At the direction of the state and federal governments, Bristol Township has adopted a wellness policy that includes all food offered on the School District campus. All food items available in vending machines, the school cafeteria, the school store, classrooms, and playing fields must meet the Federal Nutritional Standards.

Foods that do not meet nutritional standards shall not be used in District schools as rewards or punishment. Teachers are encouraged not to offer non-nutritional food items as rewards or encouragement for academic needs.

Physical activity shall not be used in District schools as a reward or punishment.

The storage, preparation and consumption of food in classrooms and other locations in the building, where such use was not intended, must be monitored to decrease the health hazards caused by insects and to decrease fire loss caused by defective and/or unattended appliances. Principals and supervisors will enforce these regulations. Everyone's cooperation will be needed to keep problems to a minimum.

Staff food is to be stored and consumed in areas designated for such purpose.

GIFTS, PERSONAL GAINS

(School Board Policy No. 322)

Employees shall not use their position or information obtained in the discharge of their duties to solicit or sell products or services to students for personal gain. A copy of School Board Policy No. 322 is available on the website at www.bristoltpsd.org.

GRADUATE/PROFESSIONAL DEVELOPMENT REIMBURSEMENT

Eligibility for graduate/professional development reimbursement will be determined by the

Collective Bargaining Agreements. All forms are located on the B.T.S.D. website. Request for Pre-Approval forms must be submitted prior to registering for Act 48 & individual graduate level courses.

GUIDANCE SERVICES

(School Board Policy No. 112)

The major objective of the guidance program is to help each student make the requirements for Future Ready Standards and make the most of his/her educational opportunities. All teachers may directly refer a student to a counselor.

The guidance program shall be directed toward the growth and improvement of all students, recognizing that some students however are in greater need of individual guidance than others. The guidance program attempts to provide each student with a sense of belonging, self-respect, emotional security, achievement, recognition and the ability to develop an appreciation and understanding of the world. This is accomplished by allowing students to contribute in a classroom and school environment where effective learning and good behavior take place.

A counselor is available for any student who wants to discuss personal problems, academic planning, occupational planning, etc. Counselors can help students to identify their strengths, interests and limitations and to work toward appropriate goals. They can help teachers to better understand their students to guide them toward worthwhile learning experiences. A more comprehensive list of services is listed in School Board Policy No. 112, "Guidance Services."

HARASSMENT/DISCRIMINATION

(School Board Policy No. 348)

The Board prohibits all forms of unlawful harassment by all District students and staff members, parents, contracted individuals and vendors, volunteers in the schools, or community members. The Board encourages staff members and third parties who have been harassed to promptly report such incidents to the designated administrators.

The term harassment includes but is not limited to repeated unwelcome and offensive slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age, or handicap/disability which creates an intimidating, hostile or offensive educational environment, as well as retaliation for having reported the harassment or discrimination.

When an employee believes that she/he is being harassed, the employee should immediately inform the harasser that his/her behavior is unwelcome, offensive, or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, the employee shall follow the established complaint procedure.

Any person who alleges harassment by a staff member or student in the District may use the District's complaint procedure or may complain directly to his/her immediate supervisor, building principal, guidance counselor or other individual designated to receive such complaints. Filing of a complaint or reporting of harassment will not reflect upon the individual's status nor will it affect future employment, grades or work assignment.

A substantiated charge against a staff member in the District shall subject such staff member

to disciplinary action which may include termination.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation is prohibited. Suspected retaliation should be reported in the same manner as harassment.

A copy of School Board Policy No. 348 and the complaint form are available on the website at www.bristoltwpsd.org and are attached to this handbook.

HEALTH SERVICES

The purpose of health services is to implement the state mandated screening, complete disease surveillance, implement health awareness programs, offer first aid for school related illness or injuries and work with the teaching staff to make sure that the student is as healthy as possible to facilitate the learning progress.

During the school year every student will be screened according to the state mandated schedule.

Teachers are directed to discuss with the school nurse any student health concerns.

HOME AND SCHOOL VISITOR

The Home and School Visitor serves to establish positive relationships with and/or between students, parents, professional school personnel, and community agencies. This service enforces compulsory education laws, child labor laws, and assists school personnel in planning for those students confronted with problems of adjustment.

Cases of irregular or poor attendance should be brought to the attention of the Home and School Visitor by the principal or administrator in charge of attendance.

Referrals to various family service agencies for further assistance are made when appropriate.

The Home and School Visitor may also serve citations for violations of the PA Compulsory Attendance Law.

HOMEBOUND INSTRUCTION ***(School Board Policy No. 117)***

The Board shall provide, pursuant to law and regulations, homebound instruction to students confined to home or hospital for physical disability, illness, injury, urgent reasons, or when such confinement is recommended for psychological or psychiatric reasons. The period of homebound instruction for an individual shall not exceed three (3) months.

Referrals for homebound instruction must come from the principal or guidance counselor of the school the student attends. Instruction begins only after proper medical certification is received. Periodic evaluations and reports are required from the treating physician when homebound instruction is provided for an extended period.

The Board shall provide homebound instruction only for those confinements expected to last at least fifteen (15) days. Exceptions may be recommended by the Superintendent or designee.

Whenever possible, teachers who know the student are employed to do the teaching. Teachers interested in working during non-school hours as homebound instructors should contact the District Health office. The hourly pay is provided in the Collective Bargaining Agreement. Homebound teachers are responsible for assigning grades for work the student does while on homebound instruction. Regular classroom teachers must accept these grades for that period of time. A copy of the record for homebound instruction must remain in the student's cumulative record as a permanent record. All requests for homebound instruction are processed through the District Health office. Teacher pay and student evaluations are also coordinated by Health Services office of the District.

IDENTIFICATION BADGES **(School Board Policy No. 345)**

As a vital part of our security system, A Bristol Township School District (BTSD) identification badge (ID) with your name, photo and department has/ or will be issued. The ID badge is your electronic key to enter the buildings and other secured areas as needed. The ID badge is used for daily attendance and use for digitally signing-in. Everyone is required to wear their ID badge in plain view above the waist while on any BTSD campus.

If your identification badge is lost or stolen, you must obtain a replacement. There is a \$5.00 fee for lost and stolen badges. If it is damaged and needs to be replaced you must turn in the old badge for a free replacement. Failure to wear your ID badge can lead to disciplinary action. Upon termination, employees will be required to return ID badges to Human Resources as part of the Exit Interview.

INCLEMENT WEATHER AND CLOSING OF SCHOOL DURING SCHOOL HOURS

In case of inclement weather and the inability of our transportation system to operate, the closing of school will be announced on the school website, www.bristoltwpsd.org, Shout Point, and over radio station WBCB-AM (1490), as well as Philadelphia radio and television stations. The Bristol Township School District code number used by Philadelphia stations is **774**.

The one/two hour delay is to allow staff a longer period of time to get to school. It is expected that staff will report as close to the regular starting hour as possible when school opens one or two hours late for students.

Delays in opening school, closing school, or early dismissal will be made over radio station WBCB-AM (1490). Teachers living outside of the WBCB range should listen to the Philadelphia area radio and television stations. Shout Point may be used by the principal or administration to announce inclement weather.

When school is closed because of inclement weather, all service staff members, secretaries, and 12 month certified employees are required to be on duty unless an emergency is declared by the Superintendent. If a staff member chooses not to report, then such days of absence may be taken as personal leave, vacation, or excused leave without pay.

The procedure for closing **during school hours** is as follows:

When school is closed during school hours, the decision will be made by the Superintendent,

after conferring with the Transportation Supervisor relative to the availability of bus transportation.

The Operations Manager shall inform the local police department to alert crossing guards to report for duty.

Teachers will be requested to remain on duty until all students are transported from the school grounds, or until he or she is excused by the administrator in charge.

When school is closed early, all after-school activities are cancelled, unless specifically approved by the principal.

All staff whose contact information is entered in Infinite Campus will be notified by phone through the Shout Point system. **Please make sure your information is correct in Infinite Campus.** If your phone number has changed, please notify your building secretary.

IN-SERVICE TRAINING FOR TEACHERS NEW TO THE DISTRICT

A New Teacher Induction Program for teachers new to the District will be held during the first year of employment. The Induction program will consist of a Summer Institute during the month of August and monthly meetings throughout the school year. The program will be conducted by the District. All teachers new to the District must attend. The Pennsylvania Department of Education requires participation as a condition of teacher certification. The Superintendent is required to certify in writing that each new teacher has or has not satisfactorily completed the District's approved program. There are no provisions for waiving this requirement.

INSURANCE PLAN FOR EMPLOYEES

All insurance plan descriptions or summaries are available in the Personnel office. They may include medical, life, worker's compensation and income protection insurance coverage for the employee and, in some cases, dependents. Questions relating to these plans should be referred to the Personnel office. All employees are periodically required to update insurance information related to spouses and changes in dependent status.

Refer to actual plan documents as they are controlling.

INTERMEDIATE UNIT

The Bucks County Intermediate Unit #22 offers a wide array of programs, including consulting and professional development in curriculum, instruction and technology, as well as special education services, to the 13 school districts and 3 career and technical high schools in Bucks County. Professional development opportunities and other services can be found at <http://www.bucksiu.org>.

The Division of Instructional Materials & Technology offers several instructional resources for Bucks County public educators:

- Safari Montage is another K-12 online collection of over 2,500 digital resources that are fully segmented and searchable, as well as downloadable images and audio clips. Website: <https://safari.bucksiu.org/SAFARI/montage/login/login.php>. Login credentials are the same as the teacher district username and password.
- The Professional Library consists of 1,000 professional education titles relevant to

educational pedagogies, policies, initiatives and instructional practices. Patrons of the library can also access EBSCO; Educational Research Complete Collection, which consists of over 2,500 periodical titles that can be accessed online. Please visit <http://www3.bucksiu.org/proflib> to become a patron of the library.

INVENTORY

The School District maintains a continuing inventory of all equipment, material and supplies in each building. The purpose of this inventory is to establish the value of property in individual buildings and to provide information regarding the location and quantity of those items. No inventoried item is to be removed from the building without the principal's prior knowledge and consent.

JOB RELATED EXPENSES

(School Board Policy No. 331)

Reimbursement for travel expenses should be completed on the forms provided and submitted to the Superintendent's office for signature and processing for approval and payment. When recording the distance traveled by automobile, mileage should be rounded to the nearest whole mile.

Turnpike travel, meals, hotel lodging, and automobile parking expenses must be accompanied by receipts. An explanation of travel, sufficient to meet the requirements of the auditor, must be included.

Expenses the employee incurs while on District business are reimbursable to the employee, provided that they are reasonable and are supported by the proper documentation and receipts. If no receipt is submitted to support the expenditure, the reason for the omission should be stated. Reasonable items for reimbursement are as follows:

1. Transportation – Auto - The cost factor per mile as determined by the IRS on a yearly basis, but if air coach is less expensive, only the price of round trip air coach will be paid. In addition, transportation from the airport to the hotel will be reimbursed by the District. Rental cars will be reimbursed by the District provided that the request for use of the rental car has been approved in advance by the Superintendent/Board. Rental cars not approved in advance will not be reimbursed by the District.
 2. Meals - Meals, excluding alcoholic beverages, will be reimbursed by the District, including fifteen percent (15%) gratuities, not to exceed thirty-five dollars (\$35.00) per day. **Detailed meal receipts are required.**
 3. Lodging - The room price range shall be the moderate available price where the convention or meeting is being held within reasonable proximity.
 4. Registration Fees, etc. – (As supported by brochure and receipts)
 5. Gratuities and Tolls - Requested by itemized list with receipts, where available.
- Attendance at approved events outside the District shall be without loss of regular pay, unless otherwise stipulated prior to attendance.

JURY DUTY

(School Board Policy No. 342)

Regularly employed administrative, professional and support employees shall be protected against loss of pay for time served on jury duty.

When an employee is notified of jury duty, s/he shall inform the Superintendent or designee. Employees called for jury duty shall normally be permitted to serve and will not be penalized

in any way. They shall receive normal pay for the period of jury duty. Any compensation received from jury duty in excess of actual expenses may be credited against such pay in accordance with the provisions of the administrative compensation and benefits plan, individual contract, applicable collective bargaining agreement or Board resolution.

Time spent on jury duty will not be charged against personal leave and will count as time on the job.

Employees must submit to their supervisor a record from the court of the number of days served.

Witnesses/Election Officials

An employee who is called to serve as a witness or who participates as an election official may be permitted to do so in accordance with the provisions of the administrative compensation and benefits plan, individual contract, applicable collective bargaining agreement or Board resolution.

An employee who is called to serve as a witness on behalf of the District will not be charged against personal leave and will count as time on the job.

KEYS/LOCKS

School keys shall be duplicated by the District Business office **only**. Duplication of keys by individual staff members is a violation of District policy. Keys to be duplicated shall be sent to the office of the Operations Manager in an envelope, indicating the number of keys needed, the lock which this key opens, and the reason why a duplicate is needed. Your adherence to this key policy is necessary for reasons of security. Any unregistered master key in circulation is to be confiscated and sent to the office of the Operations Manager immediately upon detection.

No employee is permitted to install locks, clasps, or other locking devices on any doors or equipment owned by the School District without the approval of the Operations Manager. Such locks, if installed will be removed by District maintenance personnel with labor costs being charged to the person who violated this District regulation. Other disciplinary actions may be taken.

Keys given to employees are to be kept in their possession at all times and never given to students or left in the lock, desk drawer, or filing cabinets.

LATENESS – STAFF

(School Board Policy No. 318)

Each employee is expected to arrive at work on time every day. If, due to extenuating circumstances, a staff member is late in arriving, a phone call must be made to the principal's office in order to secure the appropriate coverage. Repeated lateness will result in disciplinary action.

LATENESS - STUDENTS

Lateness to Class

Unexcused lateness to class will not be tolerated. Teachers are to assign appropriate disciplinary measures to correct the behavior. Should the behavior persist, teachers are to

follow the directives of their building principal in handling lateness. In all cases, a record must be kept of attempts you have made as the classroom teacher to correct the situation.

MORNING LATENESS

It is the responsibility of every student to arrive at school on time every day. When a valid emergency occurs which does not permit the student to arrive on time, a written excuse from the parent/guardian must be submitted to the attendance office upon the student's arrival at school.

LEAFLETS, BROCHURES AND ANNOUNCEMENT DISTRIBUTION

The administration encourages correspondence between parents, teachers, and school officials about students and programs. Any announcement or other written communication, except for that which is sent to the parent of an individual student or small group, i.e., up to 6 students, must be reviewed and approved by the principal **before** it is distributed to students.

All communication from the principal to the parents must be reviewed and approved by the Superintendent.

The administration also approves of the distribution of materials from the Board of School Directors and Parent Teacher Organizations.

LEAVE OF ABSENCE

School Board Policy Nos. 335, 336, 337, 338.1, 339 concerning FMLA, vacation, personal, sabbatical, compensated and uncompensated leaves are available on the website at www.bristoltwpsd.org. Employees should consult their Collective Bargaining Agreement or other contracts for full details.

LESSON PLANS

(School Board Policy No. 111)

The Board requires professional staff members to develop and maintain daily lesson plans. The purpose of lesson plans is to provide the teacher with a convenient and systematic way of organizing and planning classroom work to ensure continuity of instruction.

To facilitate more effective instruction, lesson plans must be prepared at least one (1) week in advance. Plan books may be requested for review at any time and must conform to the guidelines established by the building principal.

Teachers shall make thorough preparation for all daily lessons and shall prepare written plans reflecting such preparation.

Teachers are to provide adequate directions for substitutes, the purpose of which shall be to continue, if possible, the ongoing instructional program or provide, if more appropriate, a meaningful educational alternative that relates to the subject area.

Plan books must remain in the teacher's desk overnight to be available to substitute teachers at all times.

LIABILITY COVERAGE

The District has liability coverage for staff members who are acting within the scope of their duties. Each member of the staff is prohibited from using his/her own vehicle to transport students. If a District vehicle is operated with permission of the District, the District's coverage may be extended to that individual. Accidents incurred while driving a District

vehicle should be reported to the Transportation office as soon as possible.

LUNCHES FOR STUDENTS/ADULTS

What children eat affects the way they learn. School lunches provide the nutrition needed for optimum performance and health. This is a federally subsidized program designed to help students learn to eat nutritionally. Lunch and certain "A la carte" foods are available to employees but, since subsidy is not paid for lunches, the price is higher. Salad bar is available at the middle schools and the high school.

Cost of food sold is determined by the School Board Directors based on the recommendation of the Business office, in accordance with the profit and loss statement. The Food Service department is expected to be self-supporting and non-profit.

Elementary Student Breakfast	\$1.30
Elementary Student Lunch	\$2.75
Elementary Adult Breakfast	\$3.50
Elementary Adult Lunch	\$4.50
Elementary Reduced Breakfast	\$.30
Elementary Reduced Lunch	\$.40
Milk for Students	\$.60
Milk for Adults	\$.60
Secondary Student Breakfast	\$1.55
Secondary Student Lunch	\$3.25
Secondary Adult Lunch	\$4.50
Secondary Reduced Breakfast	\$.30
Secondary Reduced Lunch	\$.40

MAILING

U.S. Mail and a District-operated interschool mail service operate daily throughout the District.

Interschool mail envelopes for sending bulletins, memoranda, and other materials from one building to another are available in the school office. The envelopes are identified in such a manner that they do not become intermingled with U.S. Post Office mail. These envelopes may be used several times simply by crossing out the previous name and writing the new addressee.

The mailing of personal correspondence at District expense is strictly prohibited.

Materials to be mailed to the School Board Directors may be sent to the Superintendent's office for distribution.

(USE OF) MEDICATIONS

(School Board Policy Nos. 210, 210.1)

All medications brought to school must be kept in the Health office in a locked cabinet or drawer and must be administered in that office by a licensed nurse.

The school nurse will notify teachers if a student is to receive medication during the school day.

All personnel are directed to report to the principal any student observed taking medication anywhere other than in the Health office unless that student has a medication pass.

Principals are directed to investigate and take appropriate action.

A student may be allowed to carry an asthma inhaler/epinephrine auto-injector that is needed for immediate relief of a medical condition on his/her person, in accordance with School Board Policy Nos. 210 and 210.1.

The school nurse will assess a student's capabilities for self-administration and for ability to act responsibly.

Students who are allowed to carry and self-administer asthma inhaler/epinephrine auto-injector must carry a medication pass that the student must show to any inquiring school personnel to verify that s/he has school permission for carrying and taking the medication. The pass must designate the name of the medication, dosage, times to be taken and any other special considerations. The asthma inhaler/epinephrine auto-injector itself must be labeled with the student's name. Copies of School Board Policy Nos. 210 and 210.1 are available on the website at www.bristoltwpsd.org.

NONDISCRIMINATION IN EMPLOYMENT AND CONTRACT PRACTICES

(School Board Policy No. 104)

It is the policy of this District to provide to all persons equal access to all categories of employment in this District, regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, handicap/disability, or genetic information. The District shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages employees and third parties who have been subject to discrimination to promptly report such incidents to designated employees. A full copy of School Board Policy No. 104 with complaint forms and procedures are available on the website at www.bristoltwpsd.org and are attached to this handbook.

NONDISCRIMINATION IN SCHOOL & CLASSROOM PRACTICES

(School Board Policy No. 103)

The policy of this District is to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The District will provide to all students, without discrimination, course offerings, counseling, assistance employment, athletics and extracurricular activities. The equitable distribution of resources is one means the District will use to ensure all students receive a quality education. The District will make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

All District employees are required to act consistently with the District's non-discrimination policies.

Students and third parties who have been discriminated against are encouraged to promptly report such incidents. To see the full policy and complaint procedures, please review School Board Policy No.103 which is available on the District website at www.bristoltwpsd.org. Report forms are also available on the District website.

Compliance Officer
Melanie Gehrens, Ed.D. - Superintendent
5 Blue Lake Road, Levittown, PA 19057

NONDISCRIMINATION- QUALIFIED STUDENTS WITH DISABILITIES **(School Board Policy No. 103.1)**

The policy of this District is to ensure that all District programs and practices are free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally students with and without disabilities.

The District will provide to each qualified student with a disability enrolled in the District, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). This includes provision of education and related aids, services, or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations.

All District employees are required to act consistently with the District's non-discrimination policies.

Students and parents/guardians who have been discriminated against or harassed are encouraged to promptly report such incidents. To see the full policy and complaint procedures, please review School Board Policy No. 103.1 which is available on the website at www.bristoltwpsd.org. Report forms are also available on the District website.

Compliance Officer
Melanie Gehrens, Ed.D. – Superintendent
5 Blue Lake Road, Levittown, PA 19057

OBSERVATIONS AND EVALUATIONS

As part of the ongoing process of supervision, staff is evaluated regularly by principals and supervisory personnel.

I. Statement of Purpose

The Bristol Township School District strongly believes that each staff member is committed to performing his/her assigned duties in a highly effective manner and with a focus on the improvement of student achievement. Lifelong learning is required to continually incorporate new ideas, concepts, and skills into one's daily performance. Staff member commitment and continued support and encouragement from the administration are also required.

II. Introduction

The professional supervision and evaluation process provides for continuous professional growth, determines adherence to standards, promotes or directs professional growth, and provides a basis for staff member rating. This system provides a means to recognize areas of strength in employee performance, develop priorities for growth, improve communication, and provide assistance when needed.

III. Rationale

Performance expectations of professional personnel in the Bristol Township School District focus on:

- A. Growth and development achieved in an environment reflecting mutual respect and trust
- B. Danielson's Framework for Teaching
- C. Student achievement data
- D. Fulfillment of professional responsibilities as a member of the Bristol Township School District
- E. Teachers providing a caring classroom environment in an atmosphere that facilitates learning for all students
- F. Reflection and analysis as essential for the professional growth of teachers and the successful practice of teaching.

Professional Appraisal Plan Process

The primary purpose of the Bristol Township Professional Supervision and Evaluation Plan is to enhance professional performance. Formal observations and Professional Growth options have been incorporated in a differentiated plan of supervision. Participation in the process provides an opportunity for growth through staff working with others and with an administrator.

Professional evaluation is an accountability measure, which provides information concerning personnel decisions (e.g., tenure) regarding a staff member's ability to meet district and state standards. Therefore, accountability is a necessary part of this appraisal plan. The appraisal is divided into two parts: (a) that which is required by the State of Pennsylvania; and (b) that which provides for assessment of a staff member's capability of meeting school district standards.

Please see Differentiated Supervision Professional Manual for more Information found on the district website under Staff > Handbook.

Instructional Staff

All new staff filling a permanent vacancy shall be on probation for (45) forty-five days. During this time period, the employee shall have several informal observations, and (1) one formal observation within (30) thirty days. A rating form shall be completed by the building principal.

Tenured teachers should be observed each year. Non-tenured teachers and teachers new to the District should be observed a minimum of 4 times each year. The employee signs and receives a copy of each observation report after an observation conference.

Minimally, once each year, all tenured members are evaluated by the immediate supervisor. Non-tenured teachers and staff new to the District are evaluated at least twice each year.

The employee signs and receives a copy of each evaluation on a District and state form at a conference with the immediate supervisor.

Staff members may be observed informally at any time.

Administrators

All administrators should be evaluated once a year by their immediate supervisors.

Non-Professional Staff

Non-professional staff members should be evaluated once each year by the immediate supervisor. The employee receives a copy of the evaluation at a conference held between the employee and the supervisor to discuss the evaluation.

OFFICE & TELEPHONE STANDARDS AND REGULATIONS

Clear and concise notes shall be made of telephone messages and personal requests which are to be referred to staff members. All telephone calls for administrative and teaching staff members will be referred to the person requested, if available. Should the person requested be in class, a study hall, or similarly occupied with duties which should not be interrupted, the name and telephone number of the caller shall be obtained. The caller will be informed that the person requested will return the telephone call as soon as possible. Except for emergencies, the message will be placed in the employee's mailbox.

Teachers will not be called from their classes to answer the telephone unless it is an emergency request or one that cannot be deferred until the teacher is free of his/her teaching responsibilities.

OPEN HOUSE

Open House nights are scheduled at each school. It is mandatory for staff to be in attendance at these functions to meet with parents and review the District's program. Please inform your principal in advance if you are unable to participate for extenuating circumstances.

Open House programs are scheduled, whenever possible, on evenings that do not conflict with School Board meetings. They are also coordinated by both elementary and secondary principals to minimize or eliminate conflicts with after school activities.

OPENING EXERCISES

All classes in all schools, elementary and secondary, will conduct opening exercises at the beginning of each school day. The exercises will, at a minimum, provide an opportunity for each student and teacher to exercise the right to Pledge of Allegiance to the Flag of the United States of America. Students may refrain from saluting the flag and reciting the Pledge of Allegiance due to personal belief or religious conviction by standing silently, sitting silently or being excused from class.

OUTSIDE ACTIVITIES

(School Board Policy No. 319)

Teachers will not engage in any activity that will interfere with their teaching assignment or their preparation time. Staff members will not be excused from the scheduled work day to participate in non-school employment. Out-of-school activities which are related to District programs will receive consideration from the principal, should a staff member request release

time; however, our first responsibility is to our students. A copy of the full policy can be found on the website at www.bristoltwpsd.org.

PARENT TEACHER ORGANIZATIONS/BOOSTER CLUBS

(School Board Policy Nos. 915, 915.1)

Each school in the District has an established parent or community group. These organizations exist as service organizations. The active participation, cooperation, and support of all adults concerned with the school should be encouraged at all times. It is through our cooperative effort that the community will know and support the schools, the staff, and the program.

If parent teacher organizations participate in fundraising activities, an external audit of accounts is required at the end of each school year.

Equipment or other property that is purchased by parent-teacher organizations for use in the school must be offered as a gift to the Board pursuant to Board policy. Given acceptance of the gift, the equipment shall then become the property of the School District.

PAYROLL - CALENDAR/DEDUCTIONS

All paydays are Fridays unless otherwise noted.

Payroll deductions will continue at prevailing rates unless revised in accordance with collective bargaining. If you wish to make a change in any deduction, please notify the Payroll Office, using the appropriate form.

Typical payroll deductions are:

Mandated:

Federal Income Tax; State Income Tax; Unemployment Compensation Tax (UC); Social Security (FICA); Local Service Tax; Medicare (MED); Local Municipality (EIT); PA Retirement

Miscellaneous Deductions/Contributions:

Tax Sheltered Annuity (403B); United Way Fund; Foundation for Excellence; CREATE; AHTN;

Health Insurance; Retirement Conversion; AFLAC; Dollar Amount Net ;100% of Net; Group Term Life; Madison National; Union/Association Dues; Teachers' Health & Welfare Trust.

When Required:

Child Support; Tax Levies

Additional payroll deductions may be made by written approval of staff member or as required by law.

POLICE ACTIVITIES

Bristol Township Police desiring to take students into custody during school hours shall do so only with the consent of the principal or the assistant in charge. In such instances, parents of the students taken into custody will be informed immediately of the police action. School administrators or school police may call upon Bristol Township Police for assistance in investigating instances of criminal activity or damage to school property. Such instances should be reported to the central office so that an official record may be kept.

PROFESSIONAL CERTIFICATION

(School Board Policy No. 303)

Professionals are responsible for keeping their certification updated and permanent. If you are qualified for additional certification, have it processed in Harrisburg and have it added to your personnel file.

Anyone who permits certification to lapse assumes responsibility for the consequences of that action. The District assumes no responsibility for forewarning a staff member of the need to update a certificate.

New personnel are reminded of the need to complete 24 hours of graduate credit in order to secure permanent certification. Department of Education and Intermediate Unit courses are no longer eligible for increases on the salary scale. Teachers are encouraged to enter into graduate programs. Courses are reviewed by the Pennsylvania Department of Education for certification purposes.

PDE requires all certified professional staff members to maintain their certification by participating in staff development activities that equal 180 hours or are equal to 6 graduate credits every 5 years. After each District-sponsored program, Act 48 hours are uploaded to the Department of Education. Professional staff members are responsible for their own records.

Professional employees required to maintain Act 45 hours are required to complete and submit credits in the time and manner prescribed by PDE.

PROFESSIONAL LEAVE

Conferences, workshops, and in-service programs are offered by various agencies and organizations. It is the responsibility of administrators to carefully screen staff members' requests to attend these improvement programs. **Consideration for attendance will be dictated in accordance with District needs, monies budgeted, and time away from job responsibilities.** In order to avoid any misunderstanding of school practices and policies, the following guidelines must be followed:

1. Approval to attend conferences and workshops must be obtained from the Superintendent at least six weeks in advance. Those requiring more than one day of attendance must have Board approval. A professional leave form must be submitted in a timely fashion to be considered. **All professional leave reports must be typed.**
2. If a staff member wishes to take a workshop/conference in order to acquire graduate credits for salary evaluation, there will be no reimbursement for any expenses incurred. No school budgeted money may be used to defray any of these expenses for which consideration for salary adjustments is involved. Many workshops are offered through the Bucks County Intermediate Unit #22. The online registration website is: www.bucksiu.org.

To obtain approval for a professional leave day(s), the employee must:

Six weeks before the workshop:

1. Complete both the "Professional Leave form" and the "Estimated Expense Claim form." (These forms can be found on the Bristol Township School District Website

- under “Staff>Forms”) **All forms must be typed.**
2. Attach a flyer or brochure describing the workshop.
 3. Submit to building principal for approval.
 4. If approved, forms will be sent to the Supervisor of Curriculum and Instruction for final approval/denial.

Thirty days after the workshop:

1. Complete “Final Expense Claim form”. **Must be typed.**
(See School Board Policy No. 331 Job Related Expenses.)
2. Complete “Professional Leave Report”. **Must be typed.**

PROGRAM/PLANNED COURSE AND TEXTBOOK APPROVAL

Each year, requests from administrators, department chairpersons, counselors, supervisors, and teachers are made to either add new courses, new textbooks, or to make changes in the program offerings of the District. A plan has been adopted to ensure that these requests receive careful consideration by the appropriate approval groups and that a prescribed timetable is followed.

The Steps in the Program/Planned Course Approval Process are:

1. Planned courses must be completed using the District format. The Curriculum must be submitted to the Curriculum office for review one week prior to Curriculum meeting.
2. The Curriculum Supervisor & Building Principal will present the planned course or program to all principals. The teacher or department will present the program/planned course to the Curriculum committee at the monthly Curriculum meeting for review.
3. Recommended to Superintendent for approval and inclusion in budget.
4. Recommended to Board Curriculum committee.
5. Recommended for Board approval.
6. Costs associated with the course or program will be included in the upcoming budget.

The Steps in the Textbook Adoption Process are:

1. Curriculum is rewritten by committees which may include teachers and administrators.
2. Criteria are established for materials to be used to deliver the curriculum.
3. Chairperson invites publishers to submit sample materials, complete Text Selection form, and inform appropriate administrators of proposed adoption.
4. Principals, teachers, and appropriate District Curriculum committee members preview sample texts, review research, consult with other Districts; make a recommendation to the Superintendent for adoption.
5. Superintendent presents recommendations to the School Board of Directors at a Curriculum committee meeting for adoption.

During the summer following School Board approval and adoption of the District budget, applicable workshops are held to prepare materials or to in-service staff. Textbooks are ordered. In September, new courses are taught and new textbooks utilized. Staff development is provided throughout the school year to support the initiative.

The above plan is in effect to ensure that staff involvement is secured, that the School Board approval is granted, and that funds are allocated in the budget for the approved program and/or texts. Once approved, it is the responsibility of the principal to ensure the implementation of the curricula.

PROMOTION AND RETENTION **(School Board Policy Nos. 215, 217)**

A student shall be promoted when she/he has successfully completed the curriculum requirements and has achieved the academic standards established for the present level, based on the professional judgment of the teachers and the results of assessments. A student shall earn the right to advance to the next grade by demonstrating mastery of the required skills and knowledge.

Academic achievement, attitude, effort, work habits, behavior, attendance and other factors related to learning shall be evaluated regularly, communicated to students and parents/guardians, and utilized in making a final decision for promotion or retention.

The District shall utilize multiple measures of academic performance as determined in promotion and retention decisions.

No student shall remain longer than two years at any given grade level.

No student shall be retained in the middle school if the age of 16 years is attained on or before January 31 of the school year. Exceptions may be made in unique situations by the building principal, counselor and receiving principal, with approval from the Superintendent or designee.

A student who will be 14 years of age by January 31 must be in the 7th grade or higher. Exceptions may be made in unique situations by the building principal, counselor and receiving principal, with prior approval from the Superintendent or designee.

Teachers shall attempt to identify potential repeaters as early as possible in the school year. Contact should be made with the parents/guardians of such students and conferences held. Retention shall not take place unless it has been preceded by adequate conferences or there has been adequate means of communication between parents/guardians, teachers and the building principal or designee.

The recommendation of the classroom teacher shall be required for promotion or retention of a student.

In cases where the cause for poor student achievement and/or what corrective action is most appropriate is not clear, the building principal shall make a referral for comprehensive educational and/or psychological evaluation.

The classroom teacher and building principal shall meet and agree upon those students to be promoted or retained, though the final responsibility rests with the principal. Students usually should not skip grades in elementary schools.

Graduation Requirements are described in School Board Policy No. 217, which is available on the website at www.bristoltpsd.org.

PROPERTY - DESTRUCTION OF

(School Board Policy No. 110)

Each building principal and his/her staff shall be responsible for all textbooks. The teacher should instill in the students the sense of responsibility for their use and care. All textbooks shall be furnished by the District and shall be coded and accounted for.

Each teacher shall assign textbooks by number to each student. Textbooks shall not be used if mending is necessary. Reasonable depreciation is expected as a result of daily use; however, all students who return unreasonably damaged textbooks will be assessed accordingly.

Statements from each building principal shall be sent home at the beginning of the school year explaining that each student is assigned textbooks and is expected to return them upon completion of the school year. Report cards may be withheld until the books are returned or payment is made.

PSYCHOLOGICAL SERVICES

The school's psychologists function is to help teachers, counselors, and administrators better understand and work with the social, emotional, and learning problems of students. Our District has its own full time staff.

The psychological services program is an integral part of the district's Pupil Services. As such, it shall conduct psychological assessments of students which may be required for special placements, complete individual assessments as referred by the building principal, provide consultative services to improve understanding of the social, physical, emotional and academic needs of students and their relationship to an effective educational program, assist staff in the use of the results of diagnostic tests to improve instruction, and complete examinations as required by law. Reports of psychological assessments as a part of the student's school records shall be subject to all conditions set forth in Board policy.

School Psychology Services shall consist of individual student assessment and consultation with staff and parents/guardians about child development as development relates to the learning process. Psychologists shall work cooperatively with other Pupil Personnel staff to help enhance the learning environment.

Provide individual or group counseling as appropriate.

PUBLIC RELATIONS

(School Board Policy No. 901)

The School District has partnered with Communication Solutions Group to manage relationships with the media. Please direct all news ideas relating to our educational programs, preferably in writing, to your principal. To increase chances of media coverage, it is best to alert the principal at least two weeks prior to an event. All queries from the media should be redirected to the principal and/or Superintendent's office.

Recognizing that public relations extend well beyond our relationships with the media, every staff member must be a goodwill ambassador for the School District. For people who come in direct contact with the schools, and among neighbors and friends, it is desirable to promote a constructive image of our School District. Whatever you do to present the schools favorably to the public will be helpful to you and to the school in which you are working.

PUPIL PERSONNEL SERVICES

Emphasis on the importance of the individual has contributed to a variety of specially trained staff members coming to work within the schools of Bristol Township. These staff members are an integral part of our school system's efforts to help each individual develop to the maximum of her/his potential. Included in this group are counselors, psychologists, home and school visitors, speech therapists, hearing and vision specialists, school nurses, and medical consultants.

PURCHASES FOR PERSONAL REASONS

Employees shall not purchase items for personal use using the school or School District name, nor have such purchases delivered to the school or School District address. It is illegal to attempt to avoid paying the Pennsylvania Sales Tax or to receive any discounts which are otherwise intended for school or School District purchases.

PURCHASING, REQUISITIONING, AND BUDGET PREPARATION

(School Board Policy No. 610)

All purchases made by staff that involves payments from School District funds shall be covered by a purchase request that has been approved prior to the order being placed. All orders must be approved by the appropriate principal or supervisor and forwarded to the central office where they will be reviewed for final approval. Failure to follow the standard procedure may subject the employee to payment for the item ordered. Materials requested on a trial basis should be handled in the same manner. A purchase request should be completed and marked "for trial purposes."

To meet the legal requirements of the Pennsylvania School Code, and to obtain the best possible price, most items, which are purchased, are subject to the bidding procedure. When two or more vendors can supply an item or its equivalent, it is generally most beneficial to the District to solicit bids or quotations on the item(s) needed.

Principals are responsible for keeping textbooks, library books, and general supply orders within the limitations of the budget.

Librarians shall keep an accurate record of all fines and receipts from students to be deposited in the General Fund of the School District through the Business office.

All purchases made by organizations and groups within the District, which are to be paid by such organizations, shall carry the name of the organization or group and not the name of the School District, as for example: "PTO," "Truman Band Boosters," "Student Council." This will help in directing bills to the appropriate place for payment.

RELEASING NAMES OF STUDENTS AND SCHOOL PERSONNEL

No student or employee of the District shall release or distribute lists of student names or addresses, or names or addresses of employees, except at the request or upon authorization of the Superintendent. Other personal information can only be released: (1) with the written permission of the student's parent or guardian, or by an emancipated student; or (2) court order.

REPORTING SYSTEM

The reporting system is an educational device which: (1) communicates academic progress to parents and students; (2) communicates a student's progress to outside agencies and

institutions; and (3) results in a permanent record of a student's school achievement. **Teachers are required to update iCampus gradebook at least weekly or consistent with building guidelines.**

Secondary School Grading System

There are four marking periods for each full year course, with a fifth grade as the final grade. Semester courses have two marking periods with a third grade as a final grade. Final examinations are also included on high school report cards. Each marking period will be distinct from every other marking period--not cumulative. The final grade for the course shall be the average of the grades previously given.

Students must successfully pass 3 out of the 5 grading periods to receive credit for a full year course, and 2 out of the 3 grading periods for a semester course. The overall course average must be greater than 60%.

Progress reports are available at midpoint of each marking period. The reports are available on-line on the parent portal at: <https://icampus.bristolwpsd.org/campus/bristol.jsp>. Paper copies will be available on request. Teachers are expected to report any downward trend in a student's performance as well as successes.

A student enrolled 15 days within one marking period must receive a grade **for that marking period**. If a student is enrolled less than 15 days **during a marking period**, a grade of "NG" (no grade) may be given. **In addition, "NG" may be used when a student is present less than 30 days within a marking period due to a documented serious illness.**

1. Report cards will be issued four times a year and will be available on the parent portal. Parents may request a printed copy.
2. Parents desiring a conference are advised to call the guidance office.
3. Teachers who want to schedule a conference with a parent should contact the parent personally or request the guidance secretary to schedule an appointment for a mutually agreeable time. Teachers may also make a request for a parent conference on the report card.

Elementary School Grading System

Report cards for grades K to 5 are posted electronically four times a year. The reports are available on-line on the parent portal at: <https://icampus.bristolwpsd.org/campus/bristol.jsp>. Paper copies will be available on request. In addition to reporting academic progress, the report card also provides the parent with information concerning the child's work habits and social behavior. Opportunity is also provided for the teacher to record informal comments concerning any phase of a student's development. Report card conferences with parents and teachers are held twice a year.

Other Means of Reporting Student Progress

1. All teachers keep day-by-day records of student achievement and work habits.
2. Results of all teacher-made tests and other assessments are to be sent home with the students.
3. Results of standardized tests must be reviewed, analyzed and properly recorded in the student's records and shared with parents.
4. Parents should see homework, reports, and other assignments after they are marked.

5. Conferences with parents are scheduled as needed.
6. All students will receive a progress report.

NOTICES TO PARENTS OF STUDENTS DOING UNSATISFACTORY WORK

It is in the best interest of effective education and of good community relations for teachers and parents to cooperate in helping students to succeed in school. Teachers shall communicate with the parents of students who are doing unsatisfactory work or who are in danger of failing, at the midpoint of the marking period to address the problem. This applies regardless of the student's age or grade.

Telephone calls or parent conferences should occur whenever a student is performing poorly, especially if a downward trend occurs after the progress report. It is essential and necessary that teachers communicate with parents. Parents want and need to know their children's progress, especially if it is unsatisfactory. The District also encourages teachers to report successes to parents on a regular basis.

At the secondary level the parents have access to the Parent Portal to view their student's progress, grades and attendance. Progress and grades must be updated at least weekly.

RESIGNATION OF EMPLOYEES

Letters of resignation should be written to the Superintendent as soon as the employee learns that he/she is going to leave the School District. The letter should state the reason the employee is severing his/her relationship with the District, and the effective date of resignation. Employees subject to collective bargaining agreements or other contracts must provide notice as required under those agreements.

REVISION 12/21/17

RESPONSIBILITY FOR STUDENT WELFARE

(School Board Policy 340)

District employees are responsible for the safety of students in their charge within school buildings, on district property, on authorized school trips, or at authorized school activities.

Each employee shall maintain a standard of care and concern for supervision, control and protection of students, commensurate with assigned duties and responsibilities.

An employee should not voluntarily assume responsibility for duties s/he cannot reasonably perform. Voluntary assumption carries the same responsibilities as assigned duties.

Teachers shall provide proper instruction in the safety matters presented in assigned curriculum guides. Each employee has the responsibility to report immediately to the principal an accident or a safety hazard. Employees may not send students on any personal errands. Employees may not transport students in a personal vehicle, except when specifically permitted by the district. Employees shall not require a student to perform work or services that may be detrimental to the student's health.

Delegation of Responsibility- Building principals shall monitor employee adherence to this policy to ensure the maintenance of standards that protect student welfare.

SAFETY

All employees are encouraged to offer suggestions to improve safety or identify potential hazards which should be studied. Direct them to your principal or immediate supervisor, or to either the Director of Operations or Personnel Coordinator.

SALARY INFORMATION

Refer to individual collective bargaining agreement or other contract agreements.

SALES TAX

The state has provided some specific exemptions and some specific regulations concerning exemptions to the Pennsylvania Sales and Use Tax. Some of those affecting school and District operations are:

1. The District is a political subdivision of the state and, as such, is exempt from paying the tax on all items which it purchases for its own use.
2. Tax numbers are assigned to organizations within a School District if they purchase and resell items which are taxable. For example, a school store uses the District's tax identification number; therefore, it is exempt from the payment of sales tax on items which it purchases. In turn, however, it must charge the sales tax on items which it sells. It must remit the tax collected through Student Activities to the state under the prescribed reporting procedure, using the tax number assigned.
3. Parent teacher organizations are not exempt from sales tax.
4. Items purchased by student groups, such as the senior class, for resale are not tax exempt. If, for example, the senior class purchases greeting cards to be sold in the community, it must pay the sales tax to the company from whom the cards are purchased. It would, therefore, automatically build this cost into the sale price of the cards and recover it along with the profit.
5. There is **no** exemption from the six percent sales tax paid for hotel rooms in the Commonwealth.
6. Meals:
 - A. If a purchase order is issued to a restaurant and meals are billed directly to the District, the purchase is tax exempt.
 - B. If an employee pays for a meal, s/he must include in her/his payment the tax, even though she/he will be placing the cost on an expense voucher for subsequent reimbursement.
7. Purchases by school groups within the School District from funds other than those of the School District are not exempt. For example, the purchase of meals by a senior class in connection with its prom is subject to sales tax.
8. Employees shall not make purchases of items for personal use using the school or School District name, nor have such purchases delivered to the school or School District address, to avoid paying the Pennsylvania Sales Tax or to receive any discounts which are otherwise intended for school or School District purchases.

SCHOOL ACTIVITIES

All teachers shall provide assistance to school plays, musicals, career nights, Open House nights, and other activities, as directed by the building administrator, and consistent with the collective bargaining agreement and District policy. Consistent with the concept of equality of educational opportunity, school activities shall be open and available to all students on an equal basis. Certain exceptions may apply.

Principals are responsible to see that students are appropriately supervised for all school activities including trips away from the school site and other school-related activities outside of the normal instructional program.

Principals impress upon teachers, parents and students that the latter's behavior reflects

upon the School District. Accordingly, behavior that reflects positively is expected of our students. All school rules and regulations are in effect at these activities.

SCHOOL BOARD POLICIES MANUAL

A copy of the School Board Policies is available on the District website: www.bristoltpsd.org.

SCHOOL HOURS

The following hours are established for the elementary and secondary schools of the District:

Student Day

School Level	Start	Dismiss
High School	7:13 a.m.	2:13 p.m.
Middle Schools	8:00 a.m.	2:45 p.m.
Elementary Schools	9:20 a.m.	3:45 p.m.

Teacher Day

School Level	Start	Dismiss
High School	7:05 a.m.	2:35 p.m.
Middle Schools	7:50 a.m.	3:20 p.m.
Elementary Schools	8:30 a.m.	4:00 p.m.

Each teaching day teachers are required to:

- Sign the sign-in sheet.
- Check mailbox in the morning upon arrival and in the afternoon at the end of the workday.
- Check email.

SICK LEAVE/SICK LEAVE BANK

(School Board Policy No. 334)

Eligible employees receive paid sick leave days annually, in accordance with law, administrative compensation and benefits plan, individual contract, collective bargaining agreement, or Board action.

Unused sick leave shall be cumulative.

An employee absent on sick leave may be required to submit a physician's written statement certifying his/her illness.

Misuse of sick leave shall be considered a serious infraction subject to disciplinary action in accordance with Board policy.

The Sick Leave Bank is a voluntary program for BTEA and BTESPA members. Each participating member donates one or more of his/her ten personal illness days each year to become part of the bank. The bank is for the protection of staff members who may suffer serious, long-term illnesses who participate in the program.

There are restrictions placed on the use of the bank. These restrictions are designed to

protect all staff members, the newly employed with no accumulated days, as well as the person with long tenure in the District who has accumulated many sick days.

Further details can be obtained by contacting your BTEA or BTESPA building representative or the Personnel office. A copy of School Board Policy No. 334 is available on the website at www.bristoltwpsd.org.

SMOKE-FREE SCHOOL DISTRICT/TOBACCO

(School Board Policy Nos. 222, 323, 904)

Staff, Students and Visitors

Tobacco use shall mean all use of tobacco, including but not limited to lighted or unlighted cigars, cigarettes, pipes or other smoking product or material, and smokeless tobacco in any form. "Vaping" devices and e-cigarette products are prohibited on school premises and shall be treated the same and subject to the same prohibitions as "tobacco" products.

To protect students and staff from a harmful environment, and because the Board cannot condone the use of tobacco, the Board prohibits smoking at all times by all students, employees and visitors, employees in all District buildings and District owned or leased vehicles, including school buses, as well as on district grounds, including stadiums and sports fields, and at District sponsored activities, field trips and events.

The Superintendent or designee may report required incidents involving the sale of tobacco to minors by employees on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state and federal laws and regulations, the procedures set forth in the Memorandum of Understanding with local law enforcement, and Board policies.

Students caught using or possessing tobacco products should be immediately reported to the building principal. Parents/guardians shall be immediately notified by the administrator.

A copy of School Board Policy No. 323 is available on the website at www.bristoltwpsd.org.

SOCIAL MEDIA

(School Board Policy No. 815.1)

The School District maintains a policy governing employees' use of social media. All employees should familiarize themselves with School Board Policy No. 815.1, which can be accessed on the School District website at www.bristoltwpsd.org.

SOLICITOR

(School Board Policy No. 344)

If criminal or civil proceedings are brought against an administrative, professional or support employee, alleging any wrongdoing in connection with his/her employment or in carrying out any policy of the District, the employee may request that the District furnish legal counsel through its solicitor to defend him/her in such proceedings.

If, in the opinion of the solicitor in hearing the facts of the case, it is legal to do so, the services of the solicitor will be made available to the employee at no cost.

SPECIAL EDUCATION

(School Board Policy Nos. 113, 113.1, 113.2, 113.3)

Bristol Township School District is proud to offer a full continuum of special education services for students with disabilities who require specially designed instruction. Students in need of a Multi-Disciplinary Evaluation to determine their eligibility for special education services may be identified through the Response to Instruction & Intervention process or medical documentation provided by the parent(s) guardian(s) that states that the student has a medical condition that may be impacting their education. In either case, students will be evaluated to determine if they have a disability and require specially designed instruction.

The disability categories recognized by the state of Pennsylvania are: Autistic/Autism, Deafness, Deaf/Blindness, Emotional Disturbance, Hearing Impairment, Intellectual Disability, Multiple Disabilities, Orthopedic Impairment, other Health Impairment, Specific Learning Disability, Speech and Language Impairment, Traumatic Brain Injury, and Visual Impairment including Blindness.

Following an evaluation, a Multi-Disciplinary Team meets with the family to determine if the student is eligible to receive special education services and, if necessary, to develop an individualized program for the student. The District's special education services are designed to offer various levels of service with an emphasis on providing instruction to special needs students in the Least Restrictive Environment.

Policies are available on the website at www.bristoltwpsd.org.

STUDENT ASSISTANCE PROGRAM

(School Board Policy No. 236)

The Student Assistance Program (SAP) is designed to identify any student, K-12, who may develop or is currently having problems in school because of the use of tobacco, drugs, or alcohol, or due to mental health issues. The primary purpose of the SAP is to help students overcome barriers in order that they may achieve, remain in school and advance.

The core of the SAP is the Student Assistance Team (Team). This group of school personnel has been specially trained to identify problems, determine whether or not the problem can be resolved through District resources, and make recommendations to assist the student and parent/guardian.

- **Referral**

Anyone can refer a student to the SAP when they are concerned about a student's behavior that could place the student at risk in the learning process, including administrators, teachers, school staff, parents/guardians, family members or other students. The students themselves can go directly to any member of the Team for help.

- **Consent, Disclosure & Confidentiality**

The Team may involve school personnel at every appropriate level. The confidentiality between students and the Team shall be respected, and no confidential information will be given to persons in the District, except as governed and required by applicable state regulations.

No confidential information shall be released to persons and agencies outside the District, except where authorized or required by law.

STUDENT FUNDRAISING

(School Board Policy Nos. 229, 618)

The School Board of Directors recognizes that student organizations occasionally find the need to raise funds for activities and/or projects. These funds are controlled and managed under the terms of the School Board Policy No. 618. Any student organization, club, or class group that wishes to raise monies or maintain a Student Activity Fund account must follow the rules and procedures of School Board Policy No. 618.

Student fundraising shall include solicitation and collection of money by students in exchange for tickets, papers, advertising, or any other goods or services.

The Board prohibits the collection of money by a student for personal benefit in school buildings, on school property or at any school-sponsored activity.

Collection of money by approved school organizations may be permitted by the building principal.

Revenue earned by the student organization must be approved by the Board; that is, it must be an approved method of raising funds for the particular activity. In addition, a record of how all revenue was earned must be maintained by both the student officers and the faculty sponsor of the organization. Funds collected by District employees and student treasurers shall be handled with good and prudent business procedures, both to demonstrate the ability of employees to operate in that fashion and to teach such procedures to students.

MONIES IN SCHOOL BUILDINGS

Monies collected by District employees and student treasurers shall be handled with good and prudent business procedures, both to demonstrate the ability of District employees to operate in that fashion, and to teach such procedures to students.

All monies collected shall be receipted and accounted for and directed without delay to the proper location of deposit.

In no case shall monies be left overnight in schools except in safes provided for safekeeping of valuables, and even then no more than a few dollars should be so kept. All school banks shall provide for making bank deposits after regular banking hours in order to avoid leaving money in school overnight.

Be sure to review the policy and consult with your principal if you are involved with a student activity which raises money for some purpose.

STUDENT RECORDS

(School Board Policy No. 216)

It is of the utmost importance that the confidentiality of student records is maintained by all employees. Cumulative records of students actively enrolled are housed and maintained in the school the student attends. They include reports of scholastic achievement, attendance, standardized test data, family information, and other general information. All student records are confidential and kept in locked file cabinets in the office. Teachers or other staff who have a **legitimate educational interest** * may have access to those records. Contact the principal or guidance counselor when the need for the records arises. Educators reviewing a student's record for any purpose must sign the log at the front of the folder, stating their name, date of review, and purpose of review. All information about students must be kept

confidential.

Anyone other than a professional staff member with a legitimate educational interest is to be referred to the principal before access to a record is permitted. If there is some question of legitimate educational interest or whether a person has authority to see a record, refer the case to the principal before granting access.

* **Legitimate Educational Interest** means a purposeful educational involvement with a student in which there is a direct responsibility for providing instruction or supportive services.

STUDENT-TEACHER PROCEDURES

(School Board Policy No. 307)

All requests from an educational institution for the placement of student teachers are to be directed to the curriculum supervisor who will coordinate the assignments.

1. All cooperating teacher assignments are to be made with the concurrence of the building principal who is directly involved.
2. Student-teachers should be assigned to staff members willing to assist them in their growth and development as a professional.
3. Non-tenured teachers are not to be considered for student teacher placements.
4. Any remuneration or tuition credit given to the cooperating teacher will be handled directly between the educational institution and the cooperating teacher. The school will not serve as an intermediary in this matter.
5. No cooperating teacher should be given a student-teacher assignment to exceed one semester in length in any school year.
6. Any contemplated termination of the student teaching experience before the designated end of the assignment must be discussed with the building principal.
7. Any student-teacher assigned to our schools who is performing unsatisfactorily and shows that probable growth is not forthcoming, will be removed.
8. It is the obligation of the student and the cooperating educational institution to abide by District and school policies and practices.

STUDIES/RESEARCH PROJECTS INVOLVING STUDENTS

Studies or research projects involving students or student records are not approved unless prior permission is granted in writing from the office of the Superintendent.

SUICIDE AWARENESS, PREVENTION AND RESPONSE

(School Board Policy No. 819)

The School District is committed to protecting the health, safety and welfare of its students and school community. In furtherance of that commitment, and consistent with federal, state and local efforts, the School District will provide education to its employees and students on youth suicide awareness and prevention, in addition to establishing methods of prevention, intervention, and response to suicide and suicide attempts.

School District procedures, guidelines, and resources will become available in School Board Policy No. 819, and will be made available on the School District website and in the main offices of each building. Questions concerning suicide education, prevention and response procedures should be directed to the Director of Special Education and Pupil Services.

SUPERVISION OF STUDENTS

(School Board Policy No. 340)

Every staff member is responsible for the supervision of students. This responsibility extends to the entire school. Adult presence is the greatest deterrent to student misconduct. Therefore, it is expected for teachers to be present outside the doorway of their respective classrooms and in the hallways before and after school and during class changes. The only exceptions would be those teachers moving to another location for their next class. Teachers must sit with their classes during assemblies, take roll, and supervise those students accordingly. **At no time are students to be left unsupervised.**

Should a staff member see student misbehavior in public areas such as the hallway, lavatory, or school grounds, he/she should intercede, so long as there is no threat to his/her safety, and bring the student(s) to the office. If there appears to be a threat to the staff member's safety, he/she should seek assistance of the administration and other staff members at once. Do not let the incident go unreported. Be assured that staff members will receive full support of the administration as they carry out their responsibility for student supervision.

SURVEILLANCE SYSTEM

Bristol Township School District has installed a video surveillance systems throughout the schools which provides a visual recording of all monitored areas 24 hours a day. The purpose is to promote the safety and security of the school population, the protection for BTSD property, deterrence, and prevention of criminal activities and the enforcement of school rules.

TAX SHELTERED ANNUITIES

The Board of School Directors has approved deductions from the salaries of employees for tax sheltered annuities enrolled in the program. For full information, the employee should contact the Payroll office.

TEACHER MAILBOXES

Teacher mailboxes are the property of Bristol Township School District. All teachers are assigned an in-school mailbox located in the office area. Teachers' mailboxes are off limits to students. Do not send students to the office to remove or insert materials of any nature in teachers' mailboxes. Money or other valuable items are not to be placed in the mailbox.

Telephone messages, other than for emergencies, will be placed in the mailbox. Teachers are to check their mailboxes at least twice a day. No unidentified or unapproved materials may be placed into mailboxes. If they are found, they will be removed and discarded. Mailboxes are to be used for school business.

TECHNOLOGY RESOURCES/USE OF INTERNET **(School Board Policy No. 815)**

All staff who accesses the Internet must conduct themselves in a responsible, ethical, legal, and polite manner while using the network. On the Internet, however, there are many resources that are inappropriate or not designed for use with elementary and secondary education. Use of the Internet shall be limited to educational and instructional purposes related to the class curriculum of the particular user and for no other purpose. Email and other electronic communications transmitted by district equipment, systems and networks are not private or confidential, and they are the property of Bristol Township School District. Therefore, BTSD reserves the right to examine, monitor and regulate email and other electronic communication, directories, files and all other content, including internet use,

transmitted by or stored in its technology systems, whether onsite or offsite.

The staff has the responsibility to respect and protect the rights of every other user in the district and on the Internet.

Use of the computer system and network must be in support of education and research and be consistent with the educational objectives of the District. Use of networks or commuting resources of other organizations must comply with the rules appropriate for that network. Transmission of any material in violation of federal or state law is prohibited; this includes but is not limited to copyrighted material, computer fraud or abuse, threatening material, material protected by trade secret and any material that is obscene, child pornography, and/or material harmful to minors.

The use of electronic information resources is a privilege, not a right, and inappropriate, unauthorized and illegal use will result in a cancellation of those privileges and appropriate disciplinary action. There is no expectation of privacy in any information or activity conducted, sent, performed, or viewed on or with district equipment or Internet access. The District may monitor, inspect, copy, and review any and all usage of District technology resources including information transmitted and received via the internet to ensure compliance with this and other District policies, and state and federal law. All e-mails and messages, as well as any files stored on District technology resources may be inspected at any time for any reason.

Teachers will explain proper use of the network and Internet to students who have access to the Internet. The District's network administrator and/or designee will determine what is inappropriate use, and their decision is final. Also, system administrators may deny access at any time, as required by the District. The administration, faculty, and staff of the District may request the system administrator to deny, revoke, or suspend specific users.

Security on any computer system is a high priority, especially when the system involves many users. System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or District files. Installing unauthorized software is prohibited as it can compromise network security, if you need access to applications not installed on your computer, an IT work order must be submitted. All reasonable requests will be considered.

Disciplinary action on violations shall also be subject to existing Board policy on discipline, as determined by the administration.

If warranted, an administrator may refer the case to an appropriate school, local, state, or federal authority for further disposition.

Evidence of attempted hacking into actual system security and integrity or performance related incidents will be cause for immediate access denial. The purpose of access denial in these cases is to prevent further damage to the system or data while an investigation is conducted. The user(s) involved will be required to meet with the building principal. After investigation, the case may be referred to the Superintendent or designee for further disciplinary action.

Demonstrated intent to violate this policy will be considered the same as an actual policy violation. Demonstrated intent means evidence of actions that if successful, or if carried out

as intended, would result in a policy violation.

TELEPHONE – USE OF COMMUNICATION DEVICES

(School Board Policy Nos. 710, 717)

Phones are to be used for school business purposes only.

Phones are not to be used by students unless permission from the teacher or building administrator.

Calls to parents shall be restricted to destinations within the local calling area, except in cases of extreme emergency. Students whose parents work outside of the local area should have a local contact person identified on their emergency cards.

Incoming phone messages for staff members will be taken and a note will be placed in the teacher's mailbox. A teacher will not be called from class to answer the phone, except in an emergency. **Cell phones are not to be used by staff during class, meetings or workshops except in emergency situations.**

TENURE

(School Board Policy No. 308)

The Pennsylvania School Code governs the application of the tenure laws as they pertain to professional employees. All professional employees shall be familiar with and understand such provisions and abide by their responsibilities under the School Code.

Contracts with professional employees shall be in writing and executed on behalf of the Board of School Directors, by the president and secretary, and signed by the professional employee, after the employee has satisfactorily completed 3 years of service. The contract shall continue in force year after year, unless terminated by the professional employee by written resignation **presented 60 days before resignation**, or by the Board of School Directors by official written notice presented to the professional employee. Said notice from the Board shall designate the cause for termination and shall state that an opportunity to be heard will be granted within ten days after receipt of termination notice if said professional employee presents a written request for such hearing. The hearing may be closed or open to the public at the request of the employee.

The law specifies reasons or causes for which a teacher's contract may be terminated. Refer to School Code located on line at:

<http://www.pacode.com/secure/data/022/chapter351/chap351toc.html>

TESTING PROGRAM

The School District tests all students periodically to assess aptitude, achievement, ability, and interest. Test results can help the professional staff better understand students' daily performance. They also present a composite picture of total District performance and thus, serve as a tool to evaluate total basic educational programs.

In addition, test results:

- ✓ Help identify students strengths and weaknesses
- ✓ Help parents understand their child's strengths and weaknesses;

- ✓ Serve as an aid to students formulating educational and vocational plans;
- ✓ Help teachers diagnose learning problems;
- ✓ Help professional staff members better group students.

Following are some of the standardized tests commonly used by the School District:

- ✓ American College Test (ACT): Optional - Grades 11 and 12
- ✓ Advanced Placement Test: Optional - Grade 11 and 12
- ✓ Preliminary Scholastic Aptitude Test (PSAT): Optional - Grades 10 and 11
- ✓ Scholastic Aptitude Test (SAT) and Achievement Tests: Optional - Grades 11 and 12
- ✓ PSSA (Pennsylvania System of School Assessment): Mandatory - Grades 3, 4, 5, 6, 7, and 8
- ✓ Grade 12 Workshop Proficiency Exams
- ✓ Keystone State Assessments 8-12
- ✓ LinkIt! PA Core Benchmark Tests – Grades 3-8
- ✓ Universal Screening for Multi-Tiered Systems of Support (MTSS)
- ✓ Quarterly Assessments – 7-12
- ✓ Dibels Grade K-6
- ✓ GRADE Grades K-5

TEXTBOOKS AND LIBRARY BOOKS – DISPOSAL PROCEDURES

Books which are useful should not be destroyed or disposed of, even though they may have an older copyright date. At times, such books can be useful as references.

Textbooks and library books should not be destroyed until they have been examined and deemed obsolete. When it is determined that books are no longer useful, they are to be disposed of in the following order:

1. Offer to students
2. Offer to parochial or private schools or public agencies
3. Offer to the public
4. Sell for scrap
5. Dispose of them

All such books are to be stamped "OBSOLETE" or "OUTDATED" before disposing of them.

TRANSFERS

(School Board Policy No. 309)

Assignment of staff to buildings is a District responsibility. Staff members may be transferred from one building to another either voluntarily or involuntarily. Procedures are determined by the various collective bargaining agreements.

Assignment of staff within a building is the responsibility of the building principal. In making such assignments, the principal gives primary consideration to the program needs of the school. The preferences and strengths of the employee are weighed.

TRANSPORTING STUDENTS

Transportation of students in employee-owned vehicles is prohibited. (See Liability Coverage)

TRAVEL REIMBURSEMENT

(School Board Policy No. 331)

Travel expenses are reimbursed to staff members who represent the District at pre-approved workshops, seminars, or other educational programs. **All overnight travel must be pre-approved by the Board of School Directors.**

Reimbursement for travel expenses must be completed on the forms provided and submitted to the principal's office for approval and payment monthly. All requests must be submitted within a timely manner and prior to June 30 (close of the fiscal year).

When recording the distance traveled by automobile, mileage should be rounded to the nearest whole mile.

Registration and fees, travel, meals, hotel lodging, and automobile parking expenses must be pre-approved and accompanied by receipts. Include explanation on travel sufficient to meet the requirements of the auditor. All staff should refer to School Board Policy No. 331 for requirements and limitations to reimbursement.

TUTORING**(School Board Policy No. 116)**

The Board recognizes that some students may require special help beyond the regular classroom program. Wherever possible within the working day, each teaching staff member shall assist assigned students in the remediation of individual learning difficulties.

The District does not maintain a list of approved tutors or recommend tutors to parents/guardians or students.

Should tutoring be necessary, it is strongly suggested that teachers do not privately tutor students in their assigned class/classes during the time students are assigned to the teacher. Any private tutoring services provided by District teachers must be done outside of the teacher workday. Also, our teachers may not evaluate Bristol Township home schooled students.

The District may maintain its own tutoring services K-12 funded through grants.

VANDALISM

Vandalism to school property and equipment is costly. All employees are requested to take appropriate safeguards to protect the investment in our schools. The District will seek restitution from those persons committing acts of vandalism, when such persons are known. Such acts may be reported to the local law enforcement agency.

VISITORS**(School Board Policy No. 907)**

Visitors are welcome in District schools; however, in order to prevent interference with the educational program, building principals shall use their discretion when inviting or curtailing such visits. All visitors are required to report to the office and present a photo ID. Visits to classes will be granted only upon special permission from the office prior to the day of visitation. All visitors must obtain a visitor's ID badge from the office, which must be worn and visible at all times. Badges must be returned to the office before the visitor's departure. Volunteers such as PTO members, tutors, and members of non-student organizations must wear a volunteer ID badge. Each school will display its name on the volunteer and visitor ID

badges.

Parents are encouraged to visit the schools. Arrangements must be made through the school office. This regulation applies to anyone who is not on official School District business, wishing to observe in our schools. Any visit must be with the approval of the principal or his/her designee.

Parents shall be informed that they must make arrangements with the secretary to talk with their children or a teacher. Parents are requested not to call their children at school.

VOLUNTEERS

(School Board Policy No. 916)

Individuals volunteering in District schools must comply with certain criminal background check, child abuse clearance, and other District and legal requirements. All inquiries concerning volunteers should be directed to the Director of Special Education and Pupil Services.

WEAPONS

(School Board Policy No. 218.1)

It is unlawful for any person to possess a weapon in the buildings, on the grounds of, or in any conveyance providing transportation to or from any school.

Students may not possess, handle, transmit or bring weapons or replicas of weapons, bring to any school-sponsored activities, events or functions, or onto any public or private conveyance providing transportation to or from school, including to a school-sponsored activity before, during or after school hours.

As required by law, any student determined to have violated the Weapons Policy shall be reported to the Bristol Township Police and expelled for a period of not less than one year.

Staff members are to immediately report any weapons violations to the building principal.

A complete copy of School Board Policy No. 218.1 is available on the website.

WORKERS' COMPENSATION - See "Accidents" – Page 9

WORKSHOP DAYS

During the course of the year, certain days are set aside as workshop days. Students do not come to school on these days. Secondary and elementary teachers meet jointly or separately depending on the program planned for the day.

All teachers are required to participate in programs designed to update their instructional skills, enhance curriculum, and develop collaborative solutions to educational challenges. In addition to in-service days, individuals may apply for professional leave to attend workshops, meetings, and seminars in their subject areas. A professional leave form that is available in school offices must be completed at least one month before the staff development offering. **All overnight conferences and seminars must be approved at a board meeting prior to the event.**

STAFF HANDBOOK DOCUMENTATION

This handbook of operational regulations contains the highlights of important policies and practices by which all staff members are bound. It has been prepared to provide quick access to information that will assist you in carrying out your job responsibilities.

It is not all-inclusive. Your principal or any other administrators will be happy to clarify any questions you may have about school operations or policies. For more complete information, staff members are encouraged to review the School Board Policies on the District Website: www.bristoltwpsd.org. Consequences for non-compliance range from reprimand to dismissal.



Bristol Township School District

5 Blue Lake Road, Levittown, PA 19057-4014

Dear Parent/Guardian:

On December 10, 2015 a new federal education law was signed by the President. This law, the Every Student Succeeds Act (ESSA), requires schools that received federal Title 1 funding ensure that all teachers teaching in a program supported with Title 1 funding must hold appropriate state certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification.

The new law also requires us to notify parents if their child is being taught for four or more consecutive weeks by a teacher in a Title 1 school or program who does not yet meet the definition of "appropriate state certification".

This letter is to inform you that your child's teacher, _____, is in the process of meeting these requirements, and we are providing him/her the support necessary for success.

Your child's teacher is dedicated to the success of every child in the class. While report cards are an important measure of student success, it is not the only opportunity you have to access your child's achievement and growth. As the year progresses please feel free to contact us and request additional information regarding your child's progress.

I thank you for your continued support of your child's education and encourage you to communicate with his or her teacher on a regular basis so that together we can provide your child with the best education possible.

Sincerely,

Principal

ARREST/CONVICTION REPORT AND CERTIFICATION FORM
(under Act 24 of 2011 and Act 82 of 2012)

Section 1. Personal Information

Full Legal Name: _____

Date of Birth: ____/____/____

Other names by which you have been identified: _____

Section 2. Arrest or Conviction

☐

By checking this box, I state that I have NOT been arrested for or convicted of any Reportable Offense.

☐

By checking this box, I report that I have been arrested for or convicted of an offense or offenses enumerated under 24 P.S. §§1-111(e) or (f.1) ("Reportable Offense(s)"). See Page 3 of this Form for a list of Reportable Offenses.

Details of Arrests or Convictions

For each arrest for or conviction of any Reportable Offense, specify in the space below (or on additional attachments if necessary) the offense for which you have been arrested or convicted, the date and location of arrest and/or conviction, docket number, and the applicable court.

Section 3. Child Abuse

☐

By checking this box, I state that I have NOT been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

☐

By checking this box, I report that I have been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

Section 4. Certification

By signing this form, I certify under penalty of law that the statements made in this form are true, correct and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to criminal prosecution under 18 Pa.C.S. §4904, relating to unsworn falsification to authorities.

Signature

Date

PDE-6004 03/01/2016

INSTRUCTIONS

Pursuant to 24 P.S. §1-111(c.4) and (j), the Pennsylvania Department of Education developed this standardized form (PDE-6004) to be used by current and prospective employees of public and private schools, intermediate units, and area vocational-technical schools.

As required by subsection (c.4) and (j)(2) of 24 P.S. §1-111, this form shall be completed and submitted by all current and prospective employees of said institutions to provide written reporting of any arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) and (f.1) and to provide notification of having been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

As required by subsection (j)(4) of 24 P.S. §1-111, this form also shall be utilized by current and prospective employees to provide written notice within seventy-two (72) hours after a subsequent arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) or (f.1).

In accordance with 24 P.S. §1-111, employees completing this form are required to submit the form to the administrator or other person responsible for employment decisions in a school entity. Please contact a supervisor or the school entity administration office with any questions regarding the PDE 6004, including to whom the form should be sent.

PROVIDE ALL INFORMATION REQUIRED BY THIS FORM LEGIBLY IN INK.

LIST OF REPORTABLE OFFENSES

- **A reportable offense enumerated under 24 P.S. §1-111(e) consists of any of the following:**

- (1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:

<ul style="list-style-type: none"> ▪ Chapter 25 (relating to criminal homicide) ▪ Section 2702 (relating to aggravated assault) ▪ Section 2709.1 (relating to stalking) ▪ Section 2901 (relating to kidnapping) ▪ Section 2902 (relating to unlawful restraint) ▪ Section 2910 (relating to luring a child into a motor vehicle or structure) ▪ Section 3121 (relating to rape) ▪ Section 3122.1 (relating to statutory sexual assault) ▪ Section 3123 (relating to involuntary deviate sexual intercourse) ▪ Section 3124.1 (relating to sexual assault) ▪ Section 3124.2 (relating to institutional sexual assault) ▪ Section 3125 (relating to aggravated indecent assault) ▪ Section 3126 (relating to indecent assault) ▪ Section 3127 (relating to indecent exposure) ▪ Section 3129 (relating to sexual intercourse with animal) ▪ Section 4302 (relating to incest) ▪ Section 4303 (relating to concealing death of child) 	<ul style="list-style-type: none"> ▪ Section 4304 (relating to endangering welfare of children) ▪ Section 4305 (relating to dealing in infant children) ▪ A felony offense under section 5902(b) (relating to prostitution and related offenses) ▪ Section 5903(c) or (d) (relating to obscene and other sexual materials and performances) ▪ Section 6301(a)(1) (relating to corruption of minors) ▪ Section 6312 (relating to sexual abuse of children) ▪ Section 6318 (relating to unlawful contact with minor) ▪ Section 6319 (relating to solicitation of minors to traffic drugs) ▪ Section 6320 (relating to sexual exploitation of children)
---	---
- (2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act."
- (3) An offense SIMILAR IN NATURE to those crimes listed above in clauses (1) and (2) under the laws or former laws of:
 - the United States; or
 - one of its territories or possessions; or
 - another state; or
 - the District of Columbia; or
 - the Commonwealth of Puerto Rico; or
 - a foreign nation; or
 - under a former law of this Commonwealth.

- **A reportable offense enumerated under 24 P.S. §1-111(f.1) consists of any of the following:**

- (1) An offense graded as a felony offense of the first, second or third degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (10) ten years has elapsed from the date of expiration of the sentence for the offense.
- (2) An offense graded as a misdemeanor of the first degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (5) five years has elapsed from the date of expiration of the sentence for the offense.
- (3) An offense under 75 Pa.C.S. § 3802(a), (b), (c) or (d) (relating to driving under influence of alcohol or controlled substance) graded as a misdemeanor of the first degree under 75 Pa.C.S. § 3803 (relating to grading), if the person has been previously convicted of such an offense and less than (3) three years has elapsed from the date of expiration of the sentence for the most recent offense.

Status Active

Legal 1. 20 U.S.C. 1681 et seq

2. 29 U.S.C. 206

3. 29 U.S.C. 621 et seq

4. 29 U.S.C. 794

5. 42 U.S.C. 1981 et seq

6. 42 U.S.C. 2000e et seq

7. 42 U.S.C. 2000ff et seq

8. 42 U.S.C. 12101 et seq

9. 43 P.S. 336.3

10. 43 P.S. 951 et seq

16 PA Code 44.1 et seq

28 CFR 35.140

28 CFR Part 41

29 CFR Parts 1600/1691

Adopted November 15, 2010

Last Revised July 29, 2013

Authority

The Board declares it to be the policy of this district to provide to all persons equal access to all categories of employment in this district, regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, handicap/disability, or genetic information. The District shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages employees and third parties who have been subject to discrimination to promptly report such incidents to designated employees. The Board directs that complaints of discrimination shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals nor retaliation shall occur as a result of good faith charges of discrimination.

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Superintendent as the district's Compliance Officer. The Compliance Officer or designee shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public. Nondiscrimination statements shall include the position, office address and telephone number of the Compliance Officer.

The Compliance Officer or designee is responsible to monitor the implementation of nondiscrimination procedures in the following areas:

1. Development of position qualifications, job descriptions and essential job functions.
2. Recruitment materials and practices.
3. Procedures for screening, interviewing and hiring.
4. Promotions.
5. Disciplinary actions, up to and including terminations.

The building principal, direct supervisor or designee shall be responsible to complete the following duties when receiving a complaint of discrimination:

1. Inform the employee or third party of the right to file a complaint and the complaint procedure.

2. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
3. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

Guidelines

Complaint Procedure – Employee/Third Party

Step 1 – Reporting

An employee or third party who believes she/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal/direct supervisor. If the building principal/direct supervisor is the subject of a complaint, the employee or third party shall report the incident directly to the Compliance Officer. The complainant is encouraged to use the report form available, but oral complaints shall be acceptable.

Step 2 – Investigation

Upon receiving a complaint of discrimination, the building principal/direct supervisor shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal/direct supervisor to investigate the complaint, unless the building principal/direct supervisor is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation. The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

Step 3 – Investigative Report

The building principal/direct supervisor shall prepare and submit a written report to the Compliance Officer within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint. The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition.

Step 4 – District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the District shall take prompt, corrective action to ensure that such conduct ceases and will not recur. Disciplinary actions shall be consistent with Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant and the accused.

REPORT FORM FOR COMPLAINTS OF DISCRIMINATION

Complainant: _____

Home Address: _____

School Building: _____

Date of Alleged Incident(s): _____

Alleged discrimination was based on: _____

Name of person you believe violated the District's nondiscrimination policy:

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

Describe the incident as clearly as possible, including any verbal statements (i.e. threats, derogatory remarks, demands, etc.) and any actions or activities. 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 discriminated against 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

300 Employees

Title

Unlawful Harassment

School Board Policy Number 348

Status

Active

Legal

1. 20 U.S.C. 1681 et seq
2. 42 U.S.C. 2000e et seq
3. 42 U.S.C. 2000ff et seq
7. Pol. 104
8. Pol. 317
9. 43 P.S. 951 et seq
10. 29 CFR 1606.8
11. 29 CFR 1604.11
- Pol. 000

Adopted

September 16, 2013

Authority

The Board strives to provide a safe, positive working climate for its administrative, professional and support employees. Therefore, it shall be the policy of the District to maintain an employment environment in which harassment in any form is not tolerated.

The Board prohibits all forms of unlawful harassment of employees and third parties by all District students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages employees and third parties who have been harassed to promptly report such incidents to the building principal/direct supervisor. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[9\]](#)[\[10\]](#)

The Board directs that complaints of harassment shall be investigated promptly, and corrective action taken when allegations are substantiated. Confidentiality of all parties shall be maintained to the greatest extent possible, consistent with the district's legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

Definitions

For purposes of this policy, 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, religion or genetic information when such conduct: [\[3\]](#)[\[10\]](#)

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to perform job functions or creates an intimidating, threatening or abusive work environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work performance.
3. Otherwise adversely affects an individual's employment opportunities.

For purposes of this policy, 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:[11]

Acceptance of such conduct is made, explicitly or implicitly, a term or condition of an individual's continued employment.

4. Submission to or rejection of such conduct is the basis for employment decisions affecting the individual.

5. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the employee's job performance or creating an intimidating, hostile or offensive working environment.

Delegation of Responsibility

In order to maintain a work environment that discourages and prohibits unlawful harassment, the Board designates the Superintendent as the District's Compliance Officer.[7]

The Superintendent or designee shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

The District shall be responsible to provide training for students and district employees regarding unlawful harassment.

Each employee shall be responsible to maintain a working environment free from all forms of unlawful harassment.

The building principal/direct supervisor or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the employee or third party of the right to file a complaint and the complaint procedure.
2. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
3. Refer the complainant to the Superintendent if the building principal/direct supervisor is the subject of the complaint.

Guidelines

Complaint Procedure – Employee/Third Party

Step 1 – Reporting

An employee or third party who believes she/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal/direct supervisor.

If the building principal/direct supervisor is the subject of a complaint, the employee or third party shall report the incident directly to the Superintendent.

The complainant is encouraged to use the report form available from the building principal/direct supervisor, but oral complaints shall be acceptable.

Step 2 – Investigation

Upon receiving a complaint of unlawful harassment, the building principal/direct supervisor shall immediately notify the Superintendent. The Superintendent shall authorize the building principal/direct supervisor to investigate the complaint, unless the building principal/direct supervisor is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The Investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

Step 3 – Investigative Report

The building principal/direct supervisor shall prepare and submit a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition of the complaint.

Step 4 – District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be consistent with Board policies, administrative regulations and procedures, applicable collective bargaining agreements, and state and federal laws.

If it is concluded that an employee has knowingly made a false complaint under this policy, such employee shall be subject to disciplinary action[8]

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, s/he may submit a written appeal to the Superintendent within fifteen (15) days.

2. The Superintendent shall review the initial investigation and the investigative report and may also conduct a reasonable investigation.

3. The Superintendent shall prepare written responses to the appeal within fifteen (15) days of receipt of appeal. A response shall be provided to the complainant and the accused.

REPORT FORM FOR COMPLAINTS OF UNLAWFUL HARASSMENT

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

Alleged harassment was based on: (circle those that apply)

Race	Color	National Origin
Sex	Age	Disability
Religion	Sexual Orientation	Genetic Information

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

If the alleged harassment 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

STUDENT APP & INTERACTIVE WEBSITE APPROVAL WORKSHEET

WEBSITE OR APP NAME : _____

WEBSITE URL (if applicable): _____

Briefly describe the purpose of the website or app:

Briefly describe how the app or website relates to the school district curriculum:

PRIVACY / DATA SECURITY:

	YES	NO	NOTES
1. Does the website/app require parent consent?			
2. Does the website/app have the ability to publish student information on a public website?			
3. Does the website/app require student registration (i.e. username and password)?			
4. Does the website/app collect or store confidential student data?			

If YES to No. 2, does the website/app **Privacy Policy or Terms of Use** contain:

	YES	NO	Cite Paragraph(s)
Obligation for provider to keep student personal information confidential and limit access to personal information?			
Obligation for provider to use reasonable industry standard data security practices			
Obligation for provider to notify school district in the event of a data breach?			

COST:

	YES	NO	NOTES
1. Does the website/app cost money up front? How much?			
2. Does the website/app require a subscription that automatically renews?			
3. Does the app offer in-app purchases?			
4. Do you anticipate in-app purchases?			

SAFETY:

	YES	NO	NOTES
1. Does the website/app allow students to communicate with individuals other than the teacher/classmates?			
2. Does the website/app utilize a camera?			
3. Does the website/app record student images, video, or audio?			

School District Staff Review by:

Name

Date

Approved

☐

Denied

☐

Explanation if Denied:

School District of Bristol Township

INTERNET USE AGREEMENT For Students and Employees

Internet access is now available to students and employees of the Bristol Township School District. We are very pleased to bring this access to our school district. We believe the Internet offers vast, diverse, and unique resources to both students and employees. Our goal in providing this service to employees and students is to promote educational excellence in our schools by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Our students and employees may have access to:

1. Electronic mail communication.
2. Information and news from NASA as well as the opportunity to correspond with the scientists at NASA and other research institutions.
3. Public domain software and shareware of all types.
4. Discussion groups on a plethora of topics ranging from Chinese culture to the environment, to music, to politics.
5. Access to many University Library Catalogs, the Library of Congress and ERIC.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Bristol Township School District has taken precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials and an industrious user may discover controversial information. We (BTSD) firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users, who must adhere to strict guidelines. These guidelines are provided so that you are aware of the responsibilities you, and/or your child, are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a BTSD user violates any of these provisions, his/her account will be terminated, the student may be disciplined, and future access could possibly be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

INTERNET TERMS AND CONDITIONS

1. Acceptable Use – The purpose of the Internet in our buildings is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the BTSD. Transmission of any material in violation of federal or state law is prohibited; this includes but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret.
2. Privileges – The use of the Internet is a privilege, not a right. Inappropriate use will result in a cancellation of those privileges. Each student who receives an account will be part of a discussion with a BTSD faculty member pertaining to the proper use of the network. The system administrator will determine what is inappropriate use and that decision is final. Also, the system administrator may close an account at anytime, as required. The administration, faculty, and staff of BTSD may request the system administrator to deny, revoke, or suspend specific user accounts.
3. Network Etiquette – A user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - A. Be polite. Do not get abusive in your messages to others.
 - B. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
 - C. Do not reveal your personal address or phone number, or that of other students/colleagues.
 - D. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to, or in support of illegal activities may be reported to the authorities. According to Board policy, personal use is forbidden.
 - E. Do not use the network in such a way that you would disrupt the use by others.
 - F. All communications and information accessible via the network should be assumed to be private property.
 - G. Loading or use of unauthorized games, programs, files, or other electronic media is prohibited.
 - H. Any attempt to circumvent system security or in any way gain unauthorized access to local or network resources is forbidden and will result in denial of access privileges to the offender.
4. BTSD makes no warranties of any kind, whether expressed or implied, for the service it is providing. BTSD will not be responsible for any damages you suffer; this includes loss of data resulting from delays, non deliveries, misdeliveries or service interruptions caused by negligence, errors or omissions. Use of any information obtained via the Internet is at your

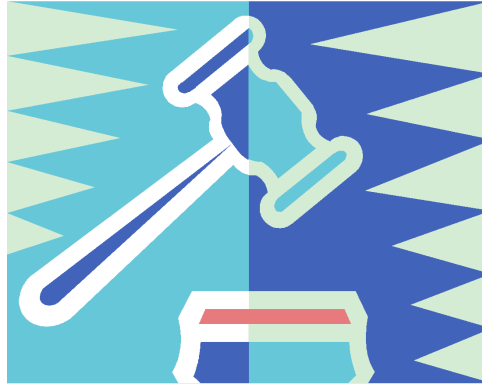
own risk. BTSD specifically denies any responsibility for the accuracy or quality of information obtained through its services.

5. Security – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem in the Internet, you must notify the system administrator. Do not demonstrate the problem to other users. Attempts to logon to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

6. Vandalism – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user; this includes but is not limited to the uploading or creation of computer viruses.

BRISTOL TOWNSHIP SCHOOL DISTRICT BOARD OF SCHOOL DIRECTORS

2019-2020



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