

GENERAL MCLANE SCHOOL DISTRICT
DISTRICT-WIDE TEACHER HANDBOOK

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(1) Faculty Attendance

Punctual and reliable attendance by administrative, professional and non-instructional employees is essential for the operation of district schools. Therefore, a prerequisite for efficient performance of job functions by employees is the punctual commencement and proper completion of all assigned duties.

The Board has the authority and responsibility to determine the hours during which district programs and services shall be available to students and the community, consistent with the applicable administrative compensation plan, individual contracts, collective bargaining agreements, and Board resolutions.

All employees are expected to report to work on time each day. If you are unavoidably delayed, please contact the office to get supervision for your class. If you must leave school prior to the end of the day, please discuss with a principal. In the case of an absence, all absences must be recorded via Aesop, the District's automated service that is available 24 hours, 7 days a week.

During the times students are in attendance, professional staff may be assigned extra or alternative duties, distributed equitably when possible, at the discretion of the building principal.

All professional staff members are expected to attend each faculty meeting unless specifically excused by the responsible administrator.

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

Official work days are as follows:

High School	7:50 a.m. – 2:50 p.m.
Middle School	7:35 a.m. – 2:50 p.m.
Elementary	8:45 a.m. – 3:45 p.m.

(1.1) Bereavement Leave

When an administrative or professional employee is absent from duty because of a death in the immediate family, there shall be no deduction in salary for an absence of five (5) school days.

The Superintendent may extend the period of absence, at his/her discretion. **Immediate family** shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, near relative who resides in the same household, or any person with whom the employee has made his/her home.

When an administrative or professional employee is absent from duty because of the death of a near relative, there shall be no deduction in salary for absence on the day of the funeral. The Superintendent may extend the period of absence, at his/her discretion. **Near relative** shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law.

(Policy 336)

(2) Confidentiality

Professional staff shall keep confidential all matters regarding their students' affairs learned in the course of fulfilling their professional duties.

Information regarding students is only to be shared with district employees who have a legitimate educational interest and on the condition that the employee will maintain the student's right to privacy under existing State and Federal laws and regulations. (FERPA – Federal Educational Right to Privacy Act)

Certain records are classified as “Directory.” These records include (but are not limited to) the student’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

FERPA allows disclosure of personally identifiable information from an education record of a student without a parent’s/guardian’s consent if the disclosure is to other school officials, including teacher and administrators within the agency or institution, whom the agency or institution has determined have a “legitimate educational interest” in the information.

Normally this information is released to the public in the form of news releases on student activities, honor rolls, athletic programs, clubs and other extracurricular activities. This data may be disclosed without consent, however, parents and eligible students have the right to have the directory file deleted.

In regard to student health information, student health records may be divulged only when necessary for the health of the child or at the request of the parent or guardian to a physician. Because schools are not health providers, HIPPA laws do not apply. Therefore, health records are handled under the guidelines of FERPA and may be handled by office staff in the course of duty.

(3) Copyright Issues

The Board emphasizes that federal law makes it illegal for anyone to duplicate copyrighted materials without permission. The Board acknowledges that severe penalties are provided for unauthorized copying of audio, visual, software, online or printed materials unless the copying falls within the bounds of the fair use doctrine.

Under the **fair use doctrine**, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. In order for the duplication or alteration of a product to fall within the bounds of fair use, four (4) standards must be met:

1. *Purpose And Character Of The Use* – The use must be for such purposes as teaching or scholarship and must be nonprofit.
2. *Nature Of The Copyrighted Work* – Staff may make single copies of: book chapters for use in research, instruction or preparation for teaching; articles from periodicals or newspapers; short stories, essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals or newspapers.

3. *Amount And Substantiality Of The Portion Used* – Copying the whole of a work cannot be considered fair use; copying a small portion may be considered fair use if appropriate guidelines are followed.
4. *Effect Of The Use Upon The Potential Market For Or Value Of The Copyrighted Work* – If resulting economic loss to the copyright holder can be shown, making even a single copy of certain materials may be an infringement; and making multiple copies presents the danger of greater penalties.

Staff may make copies of copyrighted school district materials that fall within the established administrative regulations. Where there is reason to believe the material to be copied does not fall within the administrative regulations, prior permission shall be obtained from the building principal.

Staff members who fail to adhere to this policy may be held personally liable for copyright infringement.

Staff members shall be responsible for instructing students in fair copyright practices and academic integrity, including guidance on citing resources appropriately.

Policy 814

Copyright law prohibits commercial movies from being used in a classroom or the school if the movie is not directly related to the curriculum.

This means that movies used for pure entertainment value to reward a class are not permissible (unless related to curriculum.)

Examples:

- a. A social studies teacher teaching the Civil War shows the movie, Glory, about a black Civil War Unit. ACCEPTABLE
- b. An economics teacher shows the movie, Glory. NOT ACCEPTABLE as it does not relate to the curriculum.
- c. Teacher tells class if they are good, they will have a movie day and shows the movie UP. NOT ACCEPTABLE.
- d. Teacher tells class if their essays on the book Wuthering Heights achieve a certain level, they will have a day to watch the movie version of the book. ACCEPTABLE.

(4) Crimes Against Students

Teachers are often in a position to observe or be told of problems which students are having or situations involving a violation of the law. In many cases the teacher, as a professional employee, is legally required to report these incidents. The requirements also extend to situations in which the teacher is approached in confidence by a student.

While this problem is a very sensitive one and demands careful professional judgment, the best policy is to discuss the situation with an administrator immediately. Failure to report such problems as child abuse can potentially result in legal liability.

The guidelines that follow must be used:

- Under PA Stat. Ann. tit. 11, 2204 (Purdons), the following persons are required to report suspected child abuse:
- Any persons who, in the course of their employment, occupation, or practice of their profession come into contact with children shall report. . .when they have reason to believe, on the basis of their medical professional or other training and experience, that a child coming before them in their professional or official capacity is an abused child.
- Persons required to report suspected child abuse include, but are not limited to, any licensed physician, registered nurse, licensed practical nurse, a Christian Science practitioner, school administrator, school teacher, school nurse, social services worker, mental health professional, day care center worker or any other child care or foster care worker. Any other person may report a suspected child abuse.
- Whenever you are required to report, you shall notify the principal or guidance counselor of your school, who will in turn report the incident to the appropriate officials.
- Any person who makes a report in good faith shall be immune from all liabilities—civil or criminal—for such action.

(5) Crimes Committed By a Student

The community sets forth standards of conduct by way of public laws and the School Board sets forth standards of conduct by issuing rules and policies. All professional personnel are expected to support and enforce such laws, rules and policies, personal conflicts notwithstanding. This responsibility includes reporting any significant incidents of student misconduct to the principal of your school for appropriate disciplinary action.

(6) Curriculum Implementation

According to School Board Policies 106 and 107, curriculum documents have been prepared for all areas of instruction throughout the district. These curriculum documents are on file in the Curriculum Office and have been approved by the General McLane Board of Education. It is the responsibility of the classroom teacher to ensure that curriculum documents are being followed daily as the basis for classroom instruction. The administration of the General McLane School District is charged with ensuring that all curricula are being implemented in classrooms throughout the district. Curriculum and materials that have not been approved by the board may not be implemented in the General McLane School District.

(7) Curriculum Development and Revision

According to School Board Policies 102 and 107, curriculum documents are to be evaluated on a continuous basis. Development of any new instructional programs must be adopted by the General McLane School Board. In addition, all existing curricula will be fully analyzed and revised every seven years. Curriculum must be based on academic standards approved by the Pennsylvania Department of Education. Upon completion of revisions, curriculum will be presented to the school board for approval. Classroom teachers are an integral part of the curriculum development and revision process. The process, under the guidance of the Curriculum Coordinator, is a three year process. Teachers will be given time and resources to participate in the process. Each year has a different focus: (1) Research, (2) Writing, and (3) Implementation.

(8) Curriculum Purchases / Purchase Orders

Each year when a curriculum is revised, curriculum-related items are purchased. Our school Curriculum Coordinator will coordinate group workshops for each course being revised. When purchasing, a Curriculum Budget Requisition form, which can be found on our school website, is used. When completing your orders, enter as much vendor information as possible including; address, phone, fax, email, websites and contact person. Purchase orders will be emailed to most vendors. All requisitions are subject to approval by the curriculum coordinator and the superintendent. When orders are received all packing slip information should be forwarded to the curriculum department for payment processing.

(9) Daily Attendance Reporting

Reporting accurate student attendance is an important function of all instructional staff. Each building has procedures in place to report daily student attendance.

(10) Dress and Grooming

According to School Board Policy 325 requires administrative, professional and non-instructional employees to 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 law, for all district employees to prevent an adverse impact on the educational programs and district operations. 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 hair style does not cause a safety or health hazard.

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.

(11) Drugs and Substance Abuse

School Board Policy 351 states that the Board requires that each administrative, professional and non-instructional employee be given notification that, as a condition of employment, the employee will abide by the terms of this policy and notify the district of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

Any employee convicted of delivery of or possession of a controlled substance with the intent to deliver shall be terminated from his/her employment with the district.

Within ten (10) days after receiving notice of the conviction of a district employee, the district shall notify any federal agency or department that is the grantor of funds to the district.

(12) Duplication of Materials

Each building has procedures in place for the duplication of educational materials. Please be sure all copying is done in compliance with federal copyright laws. (See section on Copyright.)

(13) Emergency Procedures

Intruder Alert / Safety Check

All staff members in the building should be attentive to persons in the building without authorization. All properly recognized visitors should wear a visitor badge that is issued by the office.

If a staff member should encounter an unauthorized visitor, the following action should be taken:

1. Approach the visitor and ask if you can help direct him / her.
2. Tell the visitor that he / she must check in the office for a visitor's pass.
3. Keep the unauthorized visitor in visual contact as long as possible.
4. Phone the office to let someone know that a visitor is on the way.

If the unauthorized visitor is uncooperative or hostile, immediately contact the office. A safety check level II will be called.

Office Procedures

1. Visitors to the school must be issued a visitor's pass by the office. In the absence of administrators, guidance counselors may issue a pass. If the visitor has a specific person to visit, phone that person and announce the visitor's name to determine if that visit is wanted.

2. Visitors should be informed that failure to wear the visitors badge will result in being asked to leave the school.
3. When an emergency call is received in the office, a principal will return an acknowledgement call. If a safety check is warranted, it will be issued by the administrator.
4. Contingencies for emergency calls: no administrator present
 - a. If administrator is in the building, page via all call.
 - b. If administrators are not in the building, refer to guidance counselor.
 - c. If no counselor or administrator is available, refer to office secretary.

Safety Check Procedures

A Safety Check is a procedure designed to have all students accounted for in an area under the supervision of an adult staff member. Safety checks may be called to conduct searches or to keep students and staff out of harms way.

In the event the office calls for a safety check, the following actions are to be taken.

1. Teachers will not allow any student out of the classroom for any reason.
2. Teachers will not allow anyone other than GM students in the classroom. The classroom door should be locked.
3. Class changes will not occur until the safety check is cancelled.
4. Students who are out of the classroom should remain at their destination point or go into the nearest classroom until the safety check is cancelled. Students sent to the restroom should report to the nearest classroom possible. Any teacher who takes in a student that is not assigned to that classroom, should phone the teacher to whom the student is assigned.
5. If a student assigned to you does not check in within a reasonable amount of time (approximately 5 minutes), phone the office to notify them that the student is missing.

Levels of Safety Check

When a safety check is announced, a level will also be announced (level I or II).

Level I Safety Check

In addition to the procedures noted above, any faculty member who is free should report to the office conference room. Staff will be deployed from this area to help with searches or other issues.

Level II Safety Check

If a level II safety check is called, there is imminent danger and all staff and students should stay in assigned areas. Students should be moved so that they are not in plain sight of doors and windows.

Special Notes: Safety Check

In the event a safety check occurs while students are in the dining room (lunch or tutorial), monitors are to keep the students in the dining room while the perimeter of that area is searched.

Likewise, students in locker rooms and gymnasiums should remain in place.

If a safety check (level I or II) is called and accompanied by the message, "Mrs. Crenshaw, please report to the office," a critical incident has occurred and that procedure will also be implemented. (see critical incident procedure)

Medical Emergency

If you have a medical emergency in your classroom, call the office. Announce to the office staff:

"There is a medical emergency in room ____." The office staff will immediately contact the nurse.

If this emergency clearly requires an ambulance, announce, "Ambulance needed."

Response Procedures

1. Nurse will dial the classroom/area and say, "nurse responding"
2. Given no response from the nurse within two minutes, the office will announce the emergency on the school wide PA system. "NURSE _____ TO ROOM _____."
3. An administrator will respond and further direct phone calls from the office.
4. If the medical emergency notes, "ambulance needed," the office secretary will call 911 for help.

Critical Incident Procedure

In the event of a critical incident occurring during the school day (such as the death of a student or staff member) the following plan will go into effect:

1. A code will be called: "Mrs. Crenshaw, please report to the office."
2. A safety check may be called along with the code depending on the situation. Follow all procedures for the safety check if called.
3. All teachers who do not have students assigned to them at the time the code is called will report to the office (unless it is a Level II Safety Check).
4. All student support team members without students assigned to them will report to the office classroom. If SSP team members have a method of covering their classes the team members should call the office for directions. (HS and MS)
5. All media inquiries will be directed to the education center.
6. Office secretaries will do the following:
 - a. Receptionist - handle all calls; refer media to central office; issue only the information given by the principal
 - b. Attendance clerk - handle counter inquiries and phone back-up.
 - c. Principals' secretary -
 - (1) turn off bells;
 - (2) make phone calls according to the phone check list;
 - (3) coordinate per principals' instructions.
 - d. Guidance -
 - (1) coordinate with counseling staff
7. The school district psychologist will handle coordinating of agency psyche and counseling services.
8. Leadership coordination for the SSP teachers will be handled by buildings.

Bomb Threat Procedures General Information:

from the Bureau of ATF and Erie City EMA

1. A threat is just that - a threat. People who leave bombs don't usually call. If their purpose is to cause destruction and injury, they don't want someone finding it.
2. The people best qualified to search a facility are those familiar with it. They know what is normal and what is unfamiliar.
3. Most bombs are placed in public places, not in places where students and staff constantly occupy. Targets are usually doors, which can be used to trigger the device; bathrooms, trash cans, lobbies and other areas not normally occupied.

When a threat is received, three options are possible:

1. **Ignore it**- shows total complacency when, in fact, there may actually be a device and if the caller feels as though the threat is not taken seriously, may actually place a device.
2. **Evacuate immediately**- many negative factors with this approach. First being the interruption of classes. Second, the realization of any student that school will be interrupted by just making a phone call. Third, a real bomber realizing that an immediate evacuation is implemented could place a device near an exit normally used during evacuation.
3. **Search and Evacuate** - This is the most desired approach to dealing with a threat. It is not as disruptive, will satisfy the requirements of doing something when a threat is received and if a suspect device is found, an evacuation can be accomplish while at the same time avoiding the suspect area.

Building Procedures / Search and Evacuate:

1. If a threat is received, the person receiving the call will immediately report it to the building administrator and then fill out the Bomb Threat information card under each office phone.
2. A safety check, level I - Code blue will be called and all faculty who are free will report to the instructional planning center.
3. Faculty should follow procedures of the safety check (lock door, account for students) and then perform a visual inspection of their respective areas. Look for anything that is unfamiliar or out of place.
4. If anything suspicious is found, contact the office. An evacuation will be announced with the PA system or fire alarm system.
5. Faculty who gather in the office conference room may volunteer to help search the common areas. Instructions will be provided there.

Search Protocol for Bomb Threat

Please follow the following procedure:

1. Remember, you are looking to identify anything that looks unfamiliar.

2. Search the area to which you are assigned.
3. Check restrooms in your area. Take note of any ceiling tile that may be out of place.
4. Search any trash cans in your area.
5. Be particularly attentive to doorway areas. Many incendiary devices are detonated by opening a door.
6. If you find anything peculiar or out of the ordinary, call the office secretary and an administrator will be dispatched. Remember, it is not your task to determine what an unfamiliar object is, but to report it to be assessed by professionals.

Communication During Emergencies

All media inquiries and communication requests during any emergency situation should be channeled to your supervisor, superintendent and/or Public Relations Manager. These parties will be responsible to releasing information to the community and media in a timely manner.

(14) Extra Credit

Adopted in the 90's and again in 2013:

Extra credit points must be directly related to the current course content and cannot be worth more than 5% of the total points for the grading period.

(15) Field Trips

Field trips come under one of two categories:

- A. Those that are held within the time schedule of the academic day.
- B. Those which extend beyond the time schedule of the academic day and/or that travel over a one hundred (100) mile radius of the school district.

Category A field trips may get clearance at the building level. Request must be made to the administration at least three weeks prior to the proposed trip. Unless during your class period only, trips will not be approved for the final five (5) days of any grading period or on progress report days. The following issues will be addressed when approaching an administrator to gain field trip approval:

- The proposed trip must have educational benefit that warrants the time missed from other classes.
- The proposed trip must provide a learning experience that cannot be otherwise gained in a classroom.
- The request for the trip should be made to the administration at least three weeks before the proposed trip. The date requested must be available on the school calendar. Trips will not be approved for the last two weeks of the semester. Remember that the district has a limited number of busses and drivers so there may not be enough on a given day.

- A list of students going on the trip must be turned in to the office at least one day in advance. A form for this purpose is kept in the teachers room.
- All students must use school district transportation (students may not drive). Exceptions to this are provided only under extenuating circumstances with prior administrative approval.
- Be advised that the district has a limited number of extra busses and drivers for field trips so all trip approvals are subject to availability.
- **All expenses for the trip must be absorbed by the students.** The teacher is responsible for figuring the cost of the trip using the guidelines mentioned, collecting money from the students and turning all money in to Cheryl Lewis at the Education Center upon receipt of invoice from her.
- Students going on the trip must have a permission form signed by the parents. This form should note the nature of the excursion and point out any possible dangers (i.e. if the trip involved swimming, this should be noted).
- Due to the costs involved, students cannot be required to participate nor can their grade be negatively affected. However, an alternate assignment designed to achieve the same objectives as the field trip may be assigned.

Category B field trips must be approved by the superintendent or school board. Deadline will be the first Friday of each month for trips following that month's board meeting. Written proposals for board consideration must be submitted before any fund raising or definitive trip planning occurs. Proposals should be submitted on the appropriate form.

Once a preliminary approval for a Category B field trip is obtained, planning should proceed with final details to be approved by the building administration.

All items noted regarding Category A field trips apply to Category B field trips. In addition, please note that overnight trips require additional care and consideration in planning.

Teachers should clear any substitute teacher needs with the building principal.

Guidelines for Faculty Chaperone Quotas

Agreed by Board of Education (September, 1999)

Foreign trips:

Provide 1 teacher per 15 students, exclusive of faculty tour guide

Domestic and Day Trips:

Provide 1 teacher per 25 students, exclusive of faculty tour guide

This quota represents what the board is willing to pay for in terms of faculty substitute. It is suggested that there be one adult per ten students. For example, on a trip with 100 students, the board would pay for subs for four faculty members and the sponsor, but an additional six adults would be advised.

Approval of Faculty Chaperones:

Please submit a list of proposed faculty chaperones prior to their committal of any funds. We reserve the right to restrict who attends based on the year's attendance pattern.

(16) Fire Drills and Building Evacuations

(Consult diagrams in individual classrooms and other areas for details.)

- When an alarm sounds direct the students in your class to leave the building in a calm and orderly manner but as quickly as possible. Tell them that they are to go directly to the assigned exit. They are not to stop at the restroom, their locker or anywhere else.
- Make certain that you close all windows, turn off the lights and shut the door as you leave.
- If your assigned exit is blocked, direct your class to the nearest alternate exit.
- Teachers are to remain with their class and keep their class together during the drill. Take your grade book with you. As soon as you are clear of the building take roll. You must be able to verify that every student who was in your classroom is with you. Report any missing students to an administrator as soon as possible.
- Teachers and staff members who do not have a class at the time of the drill should check restrooms and hallways and remain in the building until students are out.
- Teachers should be able to verify that all students are out of the areas for which they have responsibility. For example, physical education teachers should check locker-rooms, music teachers check the auditorium, etc.
- If fire equipment or other emergency vehicles arrive at the school, teachers should take their classes to the student parking lot area. If this area is involved, move to the designated area.
- Teachers and students should remain outside until given further directions by the administrators. Keep your class together and do not allow anyone to leave.

(17) Freedom of Speech

The Board acknowledges the right of administrative, professional and non-instructional employees as citizens in a democratic society to speak out on issues of public concern. When those issues are related to the school district and its programs, however, the employee's freedom of expression must be balanced against the interests of this district.

Board Policy 320 cites that in situations in which a district employee is not engaged in the performance of assigned duties, s/he shall:

1. Refrain from comments that would interfere with the maintenance of student discipline.
2. Refrain from making public statements about the district known to be false or made without regard for truth or accuracy.
3. Refrain from making threats against co-workers, supervisors or district officials.

(18) Fund Raising

The Board acknowledges that solicitation of funds from students must be limited because compulsory attendance laws make the student a captive donor and such solicitation may disrupt the educational program of the schools.

For purposes of this policy, **student fundraising** shall include solicitation and collection of money by students in exchange for 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.

Collections by students on behalf of nonschool organizations may be permitted only by the building principal. (Policy 229)

(19) Gifts

It is the policy of the Board (Policy 322) that staff members not accept gifts of significant value, as determined by the immediate supervisor. A letter to the Board or the employee's supervisor commending the staff member is considered a more appropriate expression of gratitude.

The Superintendent or designee may approve acts of generosity to individual district employees in unusual situations but shall report such instances to the Board on a timely basis.

(20) Jury Duty

Board Policy 342 provides regularly employed administrative, professional and non-instructional employees protection against loss of employment for time served on jury duty.

When an employee is notified of jury duty, s/he shall inform the principal and enter it into Aesop. If an employee finds out that he/she is not needed for jury duty, he/she can go into Aesop the day before and delete the job.

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, but any compensation received from jury duty in excess of actual expenses shall be credited against such pay.

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.

(21) Keys and Key Cards

Staff members are responsible for all keys and key cards issued to them. Any changes (i.e. coaches' keys at the end of a season, teachers trading desks, storage cabinets, filing cabinets, etc.) must be approved by the building principal or designee. Keys should not be given to students. Doors should be locked when you are not in the room. Teachers will be charged for the cost of re-keying locks when keys are lost and for damaged/lost key cards. Keys may not be duplicated. If there are any problems or questions regarding keys, or if you should lose yours, see the office secretary.

(22) Leaving the Classroom

A teacher is legally responsible for everything that happens in the classroom; however, there are times when a teacher must leave a class for a few moments. It must be understood that the teacher's responsibility is the same whether or not the teacher is physically present in the room. In the unlikely event that a problem occurs, the teacher's absence from the room could legally be considered as negligence. Asking another teacher to "keep an eye on things" does not absolve the teacher of responsibility if the teacher is not physically present.

(23) Maintenance Procedures & Pest Management

Maintenance Work Requests must be submitted using School Dude. As always, if there is an emergency, notify the office immediately.

Integrated Pest Management Plan is a plan that establishes a sustainable approach to managing pests (includes insects and weeds) by combining biological, cultural, physical and chemical tools in a way that minimizes economic, health and environmental risks.

The School District has adopted an Integrated Pest Management Plan for district buildings and grounds that complies with policies and regulations promulgated by the Department of Agriculture.

Where pests pose an immediate threat to the health and safety of students or employees, the district may authorize an emergency pesticide application and shall notify by telephone any parent and guardian who has requested such notification.

The district shall maintain detailed records of all chemical pest control treatments for at least three (3) years. Information regarding pest management activities shall be available to the public at the district's administrative office.

The proper procedure for reporting a pest:

1. Report pest sighting to the school office.
2. School office personnel will report pest sighting to the maintenance office at the Service Center.
3. School office personnel will then enter the proper information in the school office's Pest Sighting Log. (Kept at each building's main office)
4. Maintenance will enter the proper information in the Master Pest Sighting Log. (Kept at the Service Center)

(24) Medication Procedures

All medications are drugs and should be given only with supervision by parents.

Those medications that cannot be given any other time can be brought to school and given by the nurse. In accordance with PA state guidelines, medications should be given before and/or after school. However, when this is not possible, prior to receiving medication at school, each student must provide the nurse with a Consent Form signed by the parent/guardian and Medication Order from a licensed prescriber.

All medication must be in the original container/bottle from the pharmacy.

Students must register all medicines with the nurse. This includes prescriptions as well as over the counter products.

Any medications not registered with the nurse may be considered a violation of the Drug Abuse Policy 227 which includes disciplinary sanctions up to and including expulsion and referral for prosecution.

(25) Outside Activities

According to Board Policy 319, the Board has a responsibility to evaluate employees' effectiveness in discharging assigned duties and responsibilities.

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

The following guidelines are provided for the direction of all employees:

1. No employee shall sell or have a financial interest in the sale of any book or supplies to the school district. Copyrights to materials or equipment developed, processed, or tested by district employees when performing assigned activities in fulfillment of the terms of employment reside with and may be claimed by the district.
2. Do not use school property or school time to solicit or accept customers for private enterprises.
3. Do not use school time for outside activities when there is no valid reason to be excused from assigned duties.

(26) Politics

School Board Policy 321 prohibits district employees from engaging in political activities during assigned work hours on property under the jurisdiction of the Board.

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

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

(27) Postvention Plan

- The death of a student or staff member, whatever the cause, is an intensely emotional event in the life of a school. When the cause is suicide the emotional reaction is compounded by many other personal and societal questions.
- The school is often the first place where students and staff hear the news of an unexpected death, and the school has traditionally been asked to play a major role including doing such things as announcing funeral arrangements and excusing students for services. However, the critical reasons which demand that the school play a central role are much more significant. First, for many students and perhaps the entire school, effective education cannot continue until the issues of grief and loss have been confronted. Secondly, the dangers of serious emotional reactions and even sympathetic or serial suicides exist. The school, staffed with professional teachers trained in the observation and analysis of adolescent behavior, is in an excellent position to identify "at risk" behavior and quickly find appropriate referral help.

For these reasons the General McLane High School Student Support Program has put together these guidelines. Every possible situation or combination of events cannot be anticipated. However, the actions suggested should provide at least a basis for responding to any suicide or unexpected death situation. Every staff member should be aware of this plan and be thoroughly familiar with the role he or she will have if the plan is needed.

GENERAL GUIDELINES

- Communication and factual information are extremely important. All faculty should rely on the information which is provided by the Principal and the SSP Core Team. All other information should be carefully verified.
- Faculty should observe students carefully for several days. "High risk" characteristics should be noted and reported to the SSP Team.
- Whenever possible, specific announcements will be made by individual teachers based upon the written information provided by the SSP team. This procedure is more personal than a PA announcement and assures that all students hear the same information and have a chance to ask questions immediately.
- Every attempt will be made to maintain a sense of order and normal routine. School assemblies and memorial services will generally be discouraged. Every attempt will be made to deal with the situation sensitively and permit students and staff to grieve but to avoid sensationalizing or glorifying the death. Each teacher is encouraged to permit students to discuss their feelings in class. The teacher, however, must feel comfortable in doing this and must conduct the class in a sympathetic but objective manner. Normal class routine should be re-established as soon as possible.
- The approach of the school at all times should be to work with the family, church, funeral home, and other people and organizations which are properly involved. At no time should the school attempt to or allow itself to be portrayed as being the central organizational/leadership force. In other words, the school must not take ownership of the situation. During the first few days the school should cooperate as fully as possible with family, church, etc. Following the immediate

crisis every attempt should be made to deflect continuing problems to the appropriate persons (i.e. parents, churches, agencies, etc.) and the school should return to its proper educational function.

- Outside agency counselors/consultants will be used. However, every attempt should be made to restrict the number of counselors and to use only counselors familiar with the school and familiar to the students. This would include the county-provided mental Health counselor and Drug and Alcohol counselor, and the I. U. School Psychologist. If it becomes apparent that additional help is needed, counselors would first be requested from these agencies.
- It is important that professional help be available for staff and students. It is also important that a "crisis" atmosphere not be created and that, as much as possible, the routine of the day and the people the students see be as familiar to the students.
- In the event that the media becomes involved, all statements will be issued by the Principal. Faculty and staff should direct members of the media to talk to the Principal for all specific factual information.

SPECIFIC PLAN OF ACTION

DAY ONE

- As soon as any staff member becomes aware of the death of a student, faculty member, or anyone closely associated with the school he or she **must immediately** report the situation to the Principal.
- The Principal will gather as many facts regarding the death as possible. The Principal will then telephone the Student Support Core Team, other administrators, and support staff supervisors. The SSP Core Team will be responsible for calling others on the high school faculty and staff. Each person will be given the facts that have been verified at that time.
- District support staff employees will be informed by their supervisors.
- The representatives from county-provided Mental Health and drug and alcohol. who counsel students in the school will be contacted, informed of the situation and asked to be at the school on Day Two.
- The Principal will contact substitute teachers to be available to cover SSP Core Team members' classes as needed.
- A SAP contact person or the Principal of neighboring high schools will be contacted and given essential information.

DAY TWO

- The SSP Core Team will meet at 7:00 am. The Principal will provide members with a written statement of all the facts that are known. The Team will plan specific strategies for the day. The "at risk" students with whom each Team member has been working will be discussed. Team

members will talk personally with each of these students early in the day. Plans for dealing with the media will be discussed and a written statement will be prepared.

- A general faculty meeting will be held at 7:30 am. Teachers will be given the same written statement, which was given to the SSP Core Team. Homeroom teachers will also be given a brief statement to read to their homeroom. This statement will summarize the facts, which are known and inform the students that further facts, including funeral arrangements will be announced as soon as possible. The statement will also inform the students of the availability of the SSP Core Team and others to talk with any student who feels a need to do so.
- The SFAE Advisors will meet during the first period of the day to identify high-risk students and discuss how to work with their advisees.
- All administrators, the guidance counselor, and the county-provided counselors will be available throughout the day to meet with students. Substitute teachers will cover Core Team members' classes while they talk with their "at risk" students.
- All absent students will be telephoned as soon as possible in the day to determine the reason for the absence.
- Team members will contact all local resource people (ministers, counseling agencies, etc.) to inform them of the situation.
- The Principal will contact the family to offer support, verify the facts, and to discuss the school's role.
- The Principal will meet individually with such persons as the Yearbook editor and advisor, the School Newspaper editor and advisor, the class president, club leaders, team captains, coaches, etc., to discuss appropriate forms of remembrance.
- The Core Team will meet at 1:00 pm to discuss all students seen that day. Specific plans of action will be set for each "at risk" student. The parents of these students will be contacted by telephone and informed of the situation.
- A general faculty meeting will be held immediately following dismissal of students. The faculty will be updated on any facts which were not known at the 7:30 meeting. Reactions, which were observed during the day, and specific students who appeared to be having difficulty will be discussed. Plans for the next day will be given.
- The Core Team will meet immediately following the faculty meeting to review the entire day and plan specific strategies for the following day.

DAY THREE

- The faculty will meet, if necessary, at 7:45 am to receive a written statement concerning any new facts which are now known including funeral or other arrangements which have been made and a statement to read to students. The statement for students will include instructions on procedures for being excused from school to attend the viewing or funeral. Teachers will also be informed of "at risk" students to account for and observe during the next several days. The principal will be

informed immediately if any student on that list is absent, misses a class, or exhibits any atypical behavior.

- Administrators, the guidance counselor and the agency counselors will continue to be available to students throughout the day.
- A substitute teacher will cover Core Team members' classes as they again follow-up with "at risk" students.
- The Principal and at least one representative of the Core Team will visit the family personally if appropriate.
- The Core Team will meet at 1:00 pm for continued planning.

DAY FOUR

- The Core Team will meet at 1:00 pm to plan follow-up activities to take place over the next week.
- Parents of students who have remained on the "at risk" list will be contacted and advised of the school's concerns.
- Every attempt will be made to have the school back to "normal" by the end of Day Four.

(28) Responsibility for Student Welfare

Board Policy 340 deems district employees responsible for the safety of students in their charge within school buildings and on district property. 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.

Each employee has the responsibility to report immediately to the principal an accident or a safety hazard.

Professional employees shall be responsible for the appearance of the room in which they work and shall report to the building administrator any damage by students or needed repairs and/or replacements.

Employees may not send students on any personal errands.

Employees may not transport students in a personal vehicle, except when specifically permitted.

Employees shall not require a student to perform work or services that may be detrimental to the student's health.

Building principals shall monitor employee's adherence to this policy to ensure the maintenance

(29) School Board Requests

Requests to go before the Board of Education should be in the Education Center two Thursdays prior to the business meeting of the board. These meetings are usually the third Wednesday of the month so usually this means the first Thursday of the month (meetings vary in the summer and holiday months). Please have your request to the building principal by three Tuesdays prior to the business meeting so your principal may get it to the Education Center on time.

(30) Seating Charts

A seating chart for each class should be readily available for substitutes.

(31) Severe Weather Evacuation

In the event of a tornado or other severe weather, our severe weather teachers are responsible for students in their classes and to accompany them to the area designated. Custodians and other personnel should take cover in the nearest available sheltered area. Persons taking cover should sit with their back to the wall with knees to chest away from path of doors which open outward. Persons in restrooms or locker room areas should sit in the same manner but should fill the entire area.

(32) Sexual Harassment/Bullying

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 bullying by district students.

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside 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 this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

The Board prohibits all forms of bullying by district students.

The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

The Board directs that 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.

If a student or other employee comes to you with a complaint, treat the complaint seriously. Remember you are the first step in the complaint procedure.

Get as much information about the incident as possible:

- What happened?
- When did it occur?
- What is the background of the incident?
- What documentation do you have?
- Did anyone see or hear the incident?
- Did you talk to anyone about it?

Take the information you've gathered and share it with your building administrator. Never brush aside a student complaint about bullying until you have asked appropriate questions.

(33) Smoking/Tobacco Policy

In accordance with School Board Policy 323, the Board prohibits smoking and the use of tobacco in school buildings, on school buses and on school grounds. No one is permitted to smoke on school premises or facilities.

A violation of this policy shall be punishable by a civil fine of not more than fifty dollars (\$50.00). Incidents of possession, use and sale of tobacco by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.

This policy has been enacted by the Board of the General McLane School District to implement the terms of the 1988 amendments to the Fire and Panic Act, which amendments are set forth in Title 35, Section 1223.5, Section 1230.1, Section 1235.1, and other related Sections. Enforcement of this policy shall be accomplished through the commencement of summary criminal proceedings before the district justice.

(34) Student Produced Videos

- The teacher will review all videos before any presentation.
- No videos shall diminish the self-worth of anyone.
- All interviewees must give prior consent. The District has its own Authorization and Consent form that is used for students used in videos or photography. This waiver is available in the Superintendent's Office.
- Interviewers must identify themselves and their purpose before taping.
- All video content and production must reflect high ethical standards of behavior.
- When in doubt, ask the teacher first.

(35) Student Support

In every school, there are administrators, counselors and teachers trained to deal with non-academic issues that may interfere with student learning. Teachers should be aware of symptoms of these issue and make a referral to the appropriate building personnel when seeing areas of concern.

Warning Symptoms of Anorexia Nervosa:

- Relentless pursuit of thinness while never being thin enough.
- Dieting with relish when not overweight.
- Claiming to "feel fat" when not overweight--feeling fat after consuming even small quantities of food.
- Loss of menstrual period.

- Preoccupation with food, calories, dieting, cooking, nutrition.
- Denial of hunger.
- Excessive exercise and over-activity.
- Frequent weighing, frequent body checks in the mirror searching for any sign of fat.
- Use of laxatives and/or vomiting to control weight.
- Leaving for the bathroom after meals--secret vomiting.
- Feeling bloated or nauseated even after eating small amounts of food.
- Attempts to control the family eating habits.
- Initial improvement in school performance.
- Withdrawal from friends as illness progresses.

Alliance for Creative Development

Warning Symptoms of Bulimia

- Excessive concern about weight.
- Strict dieting followed by eating binges.
- Frequent overeating especially when emotionally upset.
- Binging on high calorie food in sometimes huge quantities.
- Disappearing after meals for purpose of vomiting.
- Great sense of relief immediately after vomiting followed by shame and guilt about whole episode.
- Being secretive about binging and purging.
- Planning binges or opportunities to binge.
- Depressive moods.

Alliance for Creative Development

Warning Signs for Suicide

Risk Factors:

- *Mental Illness and substance abuse
- *Previous suicide attempts
- *Firearms in the household
- *Non-suicidal self-injury (i.e. cutting)

- *Exposure to friend's or family member's suicidal behavior
- *Low self-esteem (sense of self-worth/'ego strength')

Protective Factors:

- *Family connectedness and school connectedness
- *Reduced access to firearms
- *Safe schools
- *Academic Achievement
- *Self-Esteem (sense of self-worth/'ego strength')

Early Warning Signs for Suicide/Classic Signs of Depression

- *Difficulties in school
- *Feeling Sad, angry
- *Drug/Alcohol Abuse
- *Sleep disturbances (too little or too much)

- *Eating Disturbances
- *Disinterest in usual activities
- *Restless, agitated, anxious
- *Feeling like a failure/worthless
- *Hopelessness, helplessness
- *Pessimistic

- *Moodiness-more frequent and prolonged than normal
- *Overly self-critical
- *Persistent Physical Complaints
- *Difficulties Concentrating
- *Pre-occupation with death (music, videos, poetry, their own writing)

Late Warning Signs

- *Direct Verbal Cues
- *Talk of suicide, death
- *Neglect of appearance, hygiene
- *Dropping out of activities/Withdrawing from others
- *Isolating self from friends, family
- *Feeling life is meaningless, feeling unlovable
- *Hopelessness, helplessness increases
- *Perceived burdensomeness
- *Refuses help, feels beyond help
- *Puts life in order
- *Picks a fight, argues
- *Gives away favorite possessions
- *Verbal clues
- *Sudden improvement in mood, behavior after being down or withdrawn

(36) Student Teachers

It is the obligation of the profession to raise up future teachers who will be of sound character and high quality. It is recognized that the only way the art of teaching is perfected is through practice under the mentorship of a skilled professional.

Teachers in the General McLane School District are free to take on the responsibility of mentoring a student teacher from any of the colleges and universities that provide them.

Teachers who choose to take on this obligation should be aware of the following:

1. While independence is something important for the student teacher to achieve, the cooperating teacher is still completely in charge and responsible for the behavior and academic development of the class.
2. Cooperating teachers are encouraged to find a balance of having the student teacher feel free to teach, but should step in when incorrect information is being presented.
3. Cooperating teachers who become aware of any significant character flaws of a student teacher, should confer with the building principal to determine if any action, including contact of the university supervisor, is necessary.
4. Cooperating teachers who have an ineffective student teacher and recognize that no amount of practice will change that, should contact the university supervisor and principal early on. A limited time period will be allotted for improvement, but cooperating teachers should know that the district will fully support the termination of a student teacher who is negatively impacting our students by virtue of the student teacher's poor performance.
5. Teachers at certain levels and in core disciplines are encouraged to limit student teachers to one per year. In certain disciplines, this is not an issue.

Other considerations for the use of student teachers are difficult to address. We would like to assure that students at the secondary level do not have 3 of 4 teachers in a semester be a student teacher. This is particularly important in the area of core subjects tested by the state, but it is recognized this is nearly impossible to prevent due to individual student scheduling.

Teachers at the high school may want to consider the “vertical progression” of students in a particular track. For example, alternating years of taking a student teacher may assure that an accelerated student does not have four years of a student teacher in that subject field. Again, hard to do but worth considering.

(37) Supervision Between Classes

A significant percentage of discipline problems happen outside the classroom. During class changes teachers should be standing at their doors. This is not always possible, but an honest effort should be made. As frequently as possible, teachers should check the student restrooms in their area.

As a general rule it is best not to leave the classroom unless it is necessary.

(38) Subpoenas

Policy 352 provides direction for school district employees requested or subpoenaed to testify or provide district-maintained records for a judicial, quasi-judicial or administrative proceeding.

The Superintendent or designee shall be responsible for ultimately receiving notification of all subpoenas and requests to testify and/or produce records received by any school employee and for approving and coordinating the provision of such testimony and/or records.

Any school district employee who receives a subpoena or request to testify or to produce records for any purpose related to his/her employment by the school district shall immediately inform the building administrator or designated supervisor. The building administrator or designated supervisor shall immediately inform the Superintendent or designee that the employee has received a request or a subpoena to testify and/or produce records.

Unless the Superintendent or designee after consultation with the Solicitor determines otherwise in a particular case, upon a school district employee's receipt of a request to testify or produce records without a subpoena, the Superintendent or designee shall request that a subpoena be

issued to the employee for the protection of the employee and the school district.

The Superintendent or designee, in consultation with the Solicitor, may seek to oppose the subpoena or request and/or otherwise limit the scope of the requested testimony or records as the Superintendent or designee deems appropriate based on the circumstances of a particular case.

If a school district employee is requested or subpoenaed to testify and provide expert opinion testimony, the Superintendent or designee may, in his/her discretion, request that payment be made to the school district for such testimony. Payment shall be made in accordance with a schedule to be established by the Superintendent or designee from time to time.

No employee may release student, personnel, or any other school record data without consultation in advance with the Superintendent or designee. All such data shall only be released in accordance with applicable federal and state law and school district policies, including this Policy 352.

(39) Teacher Absence

The district uses an automated service that greatly simplifies and streamlines the process of recording and managing absences and finding substitutes. This service (AESOP) is available 24 hours a day, 7 days a week and can be accessed via the internet or phone. Contact information is as follows: 1-800-942-3767 or <http://www.aesoponline.com>. Please see the AESOP pamphlet for further usage instructions.

(40) Technology Acceptable Use Policy

The following activities are, in general, prohibited. Certain Users may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production

services). Under no circumstances are Users authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing the Information Systems. The list below is by no means exhaustive, but is intended to provide a framework for activities which fall into the category of unacceptable use.

The following activities are strictly prohibited:

1. Violations of the rights of any person or entity protected by copyright, trademark, trade name, trade secret, patent or other intellectual property, laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not approved and licensed for use by GMSD, subject to the exception for "fair use" as may be explained in GMSD's Fair Use Policy. This includes reproducing software for use on more than one (1) computer when GMSD is not licensed to do so by the software developer or supplier.
2. The copying or transmission of any copyrighted material, without the prior written authorization of the owner and then only with recognition and credit to the holder of the copyright protection, subject to the exception for "fair use" as may be explained in GMSD's Fair Use Policy. Examples of the unauthorized use of copyrighted material include, but are not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, the transmission or copying of copyrighted music, and the installation of any copyrighted software for which GMSD or the end user does not have an active license. If a User did not create material, does not own the rights to it, or has not secured authorization for its use, it may not be transmitted through or placed on the Information Systems. The installation of any software on GMSD Information Systems without the prior approval of GMSD is strictly prohibited.
3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws.
4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
5. Allowing use of a GMSD User account or GMSD assigned computer by unauthorized Users. This means that you may not let your family, other household members and/or friends use your GMSD account or your GMSD assigned computer.
6. Using the Information Systems to engage in procuring or transmitting material that is in violation of sexual harassment, discrimination laws, including but not limited to laws respecting hostile workplace conditions.
7. Making offers of products, items, or services originating from any GMSD account or utilizing GMSD Information Systems without the prior approval of GMSD.
8. Accessing, displaying or transmitting sexually explicit images, messages, cartoons, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment, defamation, or showing disrespect for others.
9. Engaging in unauthorized transactions that may incur a cost to GMSD or initiate unwanted internet services, transmissions or voicemail traffic. GMSD shall not be responsible for any unauthorized charges or fees resulting from access to the Information Systems.
10. Attempting to gain unauthorized access into a computer or other Information System of another organization or person.
11. Passing off personal views as representing those of GMSD.
12. Sending unsolicited email or voicemail messages, including the sending of "junk mail" or

13. other advertising material to individuals who did not specifically request such material (e-mail spam).
14. Any form of harassment via email, telephone or paging, whether through language, frequency, or length of messages.
15. Unauthorized use, or forging, of e-mail header information.
16. Solicitation of e-mail for any e-mail address, other than the poster's account, without the prior approval of that account holder.
17. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
18. Use of unsolicited e-mail originating from within the Information Systems of other Internet/ Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by GMSD or connected via the Information Systems of GMSD.
19. Posting the same or similar nonschool-related messages to large numbers of Usenet newsgroups, email list-servs and/or e-mail groups (newsgroup spam).
20. Unauthorized use of e-mail or voicemail to solicit others for commercial ventures, religious or political causes, outside organizations, or other nonschool matters.
21. Any use of the Information Systems of GMSD which is prohibited in the administrative regulations promulgated from time to time pursuant to this policy, or is unlawful under any applicable federal or state law or regulation.
22. Bullying/Cyberbullying.
23. Intentional obtaining or modifying of files, passwords, and data belonging to other Users.
24. Impersonation of another User, anonymous use, and/or the use of pseudonyms.
25. Disruption of the work of other Users.
26. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
27. Users shall not reveal their passwords to another individual.
28. Users are not to use Information Systems that have been logged in under another User's name.
29. Users shall not reveal personal information to any other individual on the Information Systems.
30. Access by students and minors to material that is harmful to minors or is determined to be inappropriate for minors in accordance with Board policy.

A more detailed version of monitoring and enforcement can be found in Board Policy 815.

(40.1) Social Media and Digital Communication Guidelines for Staff

Purpose of guidelines

The district understands the value of social media and the benefits offered by digital communication devices for providing quick and easy interaction among peers, students, families and community members. The district also understands the impact technology can have on enhancing classroom learning and the power to communicate with constituents.

These guidelines are intended to support staff by ensuring that all staff members clearly understand the many factors and possible ramifications to consider and use communication tools in a district-approved manner within district-approved platforms or spaces. These guidelines are in addition to, and complement, existing and future Board of Education policies.

Guidelines

When using social media or digital communication devices to communicate with students and/or families, district staff should always comply with all Board of Education Policies including, but not limited to, policies related to:

- Student Records
- Acceptable Use Policy
- Mandatory Reporting of Suspected Abuse or Neglect
- Copyright
- Maintaining Professional Adult/Student Boundaries
- Unlawful Harassment
- Bullying / Cyberbullying

District-supported vs. personal media

- The district does not take a position on an employee's decision to participate in blogs, wikis, social media pages, etc. for personal use on personal time.
- Follow all rules established by social media provider (i.e. age requirements, profile restrictions).
- Be aware that even with the most stringent privacy settings, photo tagging and other tools may make personal information regarding students and their families publicly available.
- When using social media sites/products for school or GMSD-related purposes, use district-supported and/or district-created platforms, (e.g. GMSD Facebook page).
- Communicate with families and students through district-provided devices on district systems.
- Do not use district equipment, the district network or the district time to maintain personal accounts.

Social media in the classroom

- Communicate clearly and meaningfully with families and students before using social media within the classroom so that families understand what, if any, information regarding their children may be available on the internet.
- Promote the District's vision, mission and history.
- Understand which parents have opted-out and do not want their students pictures or information posted online.
- Staff should inform their supervisor and Marissa Orbanek when creating social networks for any school-related use.
 - If you create a social media network for your class, you must monitor closely the interaction between students and discipline inappropriate use immediately.
- Always use common sense and professional judgment when contacting students through social media.

Standards of professional conduct

Your online behavior must reflect the same standards of professionalism, respect and integrity as your face-to-face communications.

When using personal social media sites, even with the most stringent privacy settings, when posting online comments that are related to school, students, families or the district, even in a personal capacity, staff should act as if all comments/postings are in the public domain.

Use caution when posting any comment and/or images to the internet that may reflect negatively on your professional image. Presence in cyberspace should be a professional representation as our students, staff and parents can readily see it. As professional applications of social media and similar applications are readily visible, employees are advised to use ultraconservatism when using them for personal/social reasons. Anything that could be professionally or personally embarrassing should be excluded. Be advised that failure to adhere to these guidelines may result in disciplinary action.

Remember also that the laptop/iPad provided by the school district remains property of the district and everything done with that laptop, professional and personal, comes within the purview of the district. For questions about the guidelines contact your building principal or supervisor.

(41) Travel - Conference/Workshop

When attending a conference/workshop, complete Conference Request forms (both pages) that can be found on our school website under Central Office/Forms/Curriculum Department. The Superintendent prior to your attending MUST approve each conference attended. Once you have completed the forms have your building principal sign the form and indicate where the funds will be applied. If a sub is needed for just part of a day, please indicate the times the sub will be needed. Send all conference requests to the Education Center for approval. If you are attending a conference that is paid as per teacher contract, you will only be reimbursed \$175 for that conference and travel and you will be responsible for making all travel arrangements and registrations. You will be notified when your request has been approved via email. All other conference arrangements will be handled through the Education Center (lodging, air-travel, reservations and all reimbursements). Conference information must accompany all requests. When returning from your conference you will need to fill out a travel expense form and have your building principal sign it and attached all “detailed” receipts and send them to the Education Center. Also, complete the Conference Feedback form and send to the superintendent’s office. At no time are alcoholic beverages permitted on any receipts.

(42) Wellness

General McLane School District recognizes that student wellness and proper nutrition are related to students’ physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a

healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement. (Policy 246)

Wellness among staff is also important and the district encourages staff to eat healthy and exercise regularly. Wellness can be promoted among faculty and staff by only using classroom snacks that have nutritional value.

Business Dress Guidelines

BUSINESS CASUAL is a description for a type of appropriate business dress in a professional office environment. Many companies in today's workforce have created more lenient dress policies, allowing business casual dress to be the standard. Other companies only allow business casual dress on Fridays. In most cases, though, employees who dress more professionally act more professionally. An office in which all employees are dressed professionally does have a more professional atmosphere, which leads to more success. Many types of industries, such as law or banking or upper level management positions (CEO, VP, CFO) require the utmost in professional attire, called **EXECUTIVE DRESS**, which means suits everyday of the week! Remember, you should dress for the position you want, not the one you have!

APPROPRIATE BUSINESS CASUAL ATTIRE

GENTLEMEN:

Dress Slacks

- Docker-style pants in either khaki, navy, green, black or gray
- Dress slacks in either khaki, navy, green, black or gray
- No jeans of any color; no cargo pants

Dress Shirt

- Collared polo-type shirt
- Collared Dress shirt
- Button-down collared oxford
- BPA or business/Medical Academy polo-type collared shirt
- Any GMHS club, organization or sports collared shirt -- not a T-shirt
- Shirts must be tucked in
- When a sweater is worn over a shirt, sweater can be un-tucked but must look neat
- No t-shirts

Dress Shoes & Belt

- Loafers/Docker Style Shoes
- Tie or slip-in dress shoes
- No tennis shoes or sports shoes, sandals, clogs, flip-flops, etc.
- Match belt to shoe color

Dress Socks

- Dark socks -- black or matching pants color. No white or sport type socks in dress shoes.

Business Dress Guidelines (cont.)

LADIES:

Attire

- Business type dress or skirt and blouse/sweater
- Long dress pants and blouse/sweater
- Coordinated pants suit
- Khaki pants or longer-style khaki shirt with polo shirt
- No cargo pants, cargo skirts, short capri pants or denim skirts or pants
- No skin-tight pants or skirts
- No mini-skirts; No “after 5” attire
- No ‘sleeveless’ dresses, blouses, or sweaters (school policy) -- cover with matching sweater or jacket
- No skin-tight, low cut or see-through blouses or sweaters
- No shorts, skirts, capris, gaucho, crops or high split skirts

Shoes

- Dress shoes -- flats or heels
- No clogs or flip-flops
- No tennis shoes or other type shoes

Source: Dr. Phillips High School Business Academy