

Mount Union Area School District

Mount Union



TROJANS

2023-2024

Teacher Handbook

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The intent of this handbook is to orient teachers and help them plan more diligently. The information is not exhaustive. Many additional items will be discussed in future bulletins and faculty meetings. Please feel free to submit any suggestions you may have for improvement in our educational system.

As a faculty member, you are responsible to be knowledgeable about the information contained within this handbook and see that the provisions are carried out to the best of your ability. Also, you are expected to interpret applicable information for students and see that it is observed. We are most effective when we are consistent in the administration of school policy. Please abide by the policies contained in this handbook.

Mount Union Area School District

ADMINISTRATIVE OFFICE

814-542-8631

SCHOOL COLORS – ROYAL BLUE & VEGAS GOLD

MASCOT – TROJAN



Alma Mater

Now we all march on together,
On through fair and stormy weather,
And when ere we have a fight to fight;
We'll win it for the blue and gold.

She our pride and spirit raises,
As we stand and sing her praises,
For we gladly do our school revere
And greet her with a rousing triple cheer.

For old M.U. High
To you your sons are ever loyal,

Old M.U. High,
Your name will ever cherished be.

Old M.U. High,
We'll give a cheer for that royal

Old M.U. High,
We'll love you evermore

MISSION

The Mount Union Area School District prepares all children for success and productivity in a global society by encouraging the fulfillment of individual hopes and dreams. Our mantra has become, “Proactive for Students!”

VISION

We envision the creation of a community of lifelong learners inspired to empower, explore, innovate, and contribute positively to our local communities and the world around them. We will realize this vision by ensuring ALL students have access...

- a safe, caring educational environment
- learning experiences of the highest quality
- community partnerships that support our district’s mission
- educational resources that will equip students with skills they need to be productive citizens in an ever-changing global society.

EDUCATIONAL VALUE STATEMENTS

STUDENTS

We believe all students can learn when they are provided access to inclusive environments – all students feel a sense of belonging and receive fair treatment. Student learning occurs most effectively when students attend and are motivated to achieve.

STAFF

We believe high-quality staff members are a result of engaging and purposeful professional development. Beyond the instruction provided in the classrooms, high quality staff members model respectful and responsible behaviors that positively influence students.

ADMINISTRATION

We believe high-quality administrators promote an effective educational program that focuses on the needs of the whole child. Curriculum should be rigorous in content, assessments, and data collection should inform teaching and learning, and all students should be engaged. In addition, the curriculum should be all encompassing to meet the needs of a changing, digital, and global society.

PARENTS

We believe a strong, effective partnership with parents strengthens our educational system. Diverse perspectives only work to enhance a well-rounded perception of learning. Public education is the responsibility of all stakeholders.

COMMUNITY

We believe community partnerships strengthen our educational system. Diverse perspectives only work to enhance a well-rounded perception of learning. Public education is the responsibility of all educational stakeholders.

Mount Union Area School District

Our Schools

Kistler Elementary, Grades K-2

154 School Street
Mount Union, PA 17066
Phone: (814) 542-2595
Fax: (814) 542-3465
????, Principal



Shirley Township Elementary, Grades 3- 5

14188 Second Street
Mount Union, PA 17066
Phone: (814) 542-9381
Fax: (814) 542-5424
Mrs. Sandra Rickabaugh, Principal

Mount Union Area Junior High School

706 North Shaver Street
Mount Union, PA 17066
Phone: (814) 542-9311
Fax: (814) 542-8376
Mrs. L. Hope Palm, Principal for Grades 6-8



Mount Union Area Senior High School

706 North Shaver Street
Mount Union, PA 17066
Phone: (814) 542-9311
Fax: (814) 542-8376
Mr. Chad Mickle, Principal for Grades 9-12

Mount Union Area School District 2023-2024 School Calendar

| July | | | | | | |
|------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| August | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |
| | | | | | | |

| September | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| | | | | | | |

08/21 Teacher In-Service
 08/22 1/2 day Teacher In-Service
 08/23 First Day for Students
 08/29 MS/HS Open House 6:00 PM to 7:00 PM
 08/30 Kistler Open House 6:00 PM to 7:00 PM
 08/31 Shirley Open House 6:00 PM to 7:00 PM

09/04 No School - Labor Day

| October | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
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| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| November | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |
| | | | | | | |

| December | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

10/09 Act 80 Day - No School for Students

11/09 Early Dismissal - Elem 11:10 AM High School 11:30 AM
 11/09 Parent/Teacher Conferences
 Elem 12:00 PM - 6:40 PM High School 12:20 PM - 7:00 PM
 11/10 No School
 11/22 Early Dismissal - Elem 11:10 AM High School 11:30 AM
 11/23 - 11/28 No School

12/22 Early Dismissal - Elem 11:10 AM High School 11:30 AM
 12/25 - 12/29 No School

| January | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | |
| | | | | | | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| February | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | | |
| | | | | | | |

| March | | | | | | |
|-------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

01/01 - 01/02 No School
 01/15 Act 80 Day - No School for Students

02/16 No School - possible 1st weather make-up day
 02/19 No School

03/08 Act 80 Day - No School for Students
 03/28 No School - possible 2nd weather make-up day
 03/29 No School

| April | | | | | | |
|-------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | |
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| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

| May | | | | | | |
|-----|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | |
| | | | | | | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| June | | | | | | |
|------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

04/01 No School - possible 3rd weather make-up day

05/24 Last Day of School

-  School begins/ends for students
-  Teacher In-Service or Act 80 Day
-  Early Dismissal
-  PSSA Testing Grades 3 - 8

-  School Closed-Possible Weather Make Up Day
-  School Closed
-  Parent-Teacher Conferences
-  Early Dismissal for Students
-  Keystone Testing

Make-up days will be utilized in this order:
 02/16, 03/28, 04/01

Bell Schedule

Junior and Senior High Students will be admitted to homeroom/first period at 7:45 AM. Any student arriving to school after the 7:55 AM late bell will be considered tardy. Any student arriving to school after 8:09 AM will be marked as an unexcused absence until excuse is received.

Attendance taken and announcements made at 7:55 AM

| A Lunch | | | B Lunch | | | C Lunch | | |
|---------|---------|----------------------|---------|---------|----------------------|---------|---------|----------------------|
| 7:55 | HR 1 | 14 Mins. 52 Mins. | 7:55 | HR 1 | 14 Mins. 52 Mins. | 7:55 | HR 1 | 14 Mins. 52 Mins. |
| 9:01 | | | 9:01 | | | 9:01 | | |
| 9:04 | | 52 Mins. | 9:04 | | 52 Mins. | 9:04 | | 52 Mins. |
| | 2 | | | 2 | | | 2 | |
| 9:56 | | | 9:56 | | | 9:56 | | |
| 9:59 | | 52 Mins. | 9:59 | | 52 Mins. | 9:59 | | 52 Mins. |
| | 3 | | | 3 | | | 3 | |
| 10:51 | | | 10:51 | | | 10:51 | | |
| 10:54 | | 30 Mins. Lunch | 10:54 | | 50 Mins. | 10:54 | | 50 Mins. |
| | A | | | 4 | | | 4 | |
| 11:24 | | | 11:44 | | | 11:44 | | |
| 11:27 | | 50 Mins. | 11:47 | | 30 Mins. Lunch | 11:47 | | 50 Mins. |
| | 4A | | | B | | | 5 | |
| 12:17 | | | 12:17 | | | 12:37 | | |
| 12:20 | | 50 Mins. | 12:20 | | 50 Mins. | 12:40 | | 30 Mins. Lunch |
| | 5 | | | 5 | | | C | |
| 1:10 | | | 1:10 | | | 1:10 | | |
| 1:13 | | 50 Mins. | 1:13 | | 50 Mins. | 1:13 | | 50 Mins. |
| | 6 | | | 6 | | | 6 | |
| 2:03 | | | 2:03 | | | 2:03 | | |
| 2:06 | | 50 Mins. | 2:06 | | 50 Mins. | 2:06 | | 50 Mins. |
| | 7 | | | 7 | | | 7 | |
| 2:56 | | | 2:56 | | | 2:56 | | |

2:51 PM Announcements

2:56 PM Dismissal

Bell Schedule 3-hour delay

Junior High Students will be admitted to homeroom/first period at 7:45 AM. Senior High Students will be admitted to homeroom/first period at 7:45 AM. Any student arriving to school after the 7:55 AM late bell will be considered tardy. Any student arriving to school after 8:09 AM will be marked as an excused absence until excuse is received.

Attendance taken and announcements made at 7:55 AM

| | | A Lunch | | | B Lunch | | | C Lunch | |
|-------|----|----------|--|-------|----------|---------|-------|----------|---------|
| 10:55 | HR | 2 Mins. | | 10:55 | HR | 2 Mins. | 10:55 | HR | 2 Mins. |
| 10:57 | | | | 10:57 | | | 10:57 | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| 10:57 | | 30 Mins. | | 11:00 | 44 Mins. | | 10:57 | 44 Mins. | |
| | A | Lunch | | 4 | | | 4 | | |
| 11:24 | | | | 11:44 | | | 11:44 | | |
| | | | | | | | | | |
| 11:27 | | 50 Mins. | | 11:47 | 30 Mins. | | 11:47 | 50 Mins. | |
| | 4A | | | B | Lunch | | 5 | | |
| 12:17 | | | | 12:17 | | | 12:37 | | |
| | | | | | | | | | |
| 12:20 | | 50 Mins. | | 12:20 | 50 Mins | | 12:40 | 30 Mins | |
| | 5 | | | 5 | | | C | Lunch | |
| 1:10 | | | | 1:10 | | | 1:10 | | |
| | | | | | | | | | |
| 1:13 | | 50 Mins. | | 1:13 | 50 Mins. | | 1:13 | 50 Mins. | |
| | 6 | | | 6 | | | 6 | | |
| 2:03 | | | | 2:03 | | | 2:03 | | |
| | | | | | | | | | |
| 2:06 | | 50 Mins. | | 2:06 | 50 Mins. | | 2:06 | 50 Mins. | |
| | 7 | | | 7 | | | 7 | | |
| 2:56 | | | | 2:56 | | | 2:56 | | |

2:51 PM Announcements

2:56 PM Dismissal

I. GENERAL INFORMATION

A. ABSENCE FROM WORK

Each morning school is in session, teachers are to be in their assigned areas no later than 7:25 (elementary)/7:40 (secondary) a.m. **If our school system is to function well, it is imperative that teachers be at their respective duty stations prior to the arrival of students. If an emergency arises that will not permit you to be at your duty station at the assigned time, communication with the administration is required.** If you need a substitute, please use the Staff Portal before 6:00 a.m.

If calling off work after 6 a.m., please call

Mrs. Shelly Fortney Cell Phone: 302-423-6810

If you know of a planned absence, such as a field trip or conference, please enter this as soon as you know. This must be done at least 24 hours in advance of the absence. If you fail to do so, and a sub is not found, you will not be permitted to attend the event.

Emergency sub plans must contain class rosters, seating charts for each period with pictures (if possible) of the students, 3 emergency lesson plans (and any materials needed or where the material can be found), and Safety Binder.

When submitting for a conference, write in the Notes Section what conference you are attending. If you are submitting for bereavement, write in the Notes Section the relationship of the deceased.

B. BUILDING CARE AND USE

Maintaining the building and its furnishings in good condition depends on students' pride in the school plus good teacher supervision and alertness. Homeroom is an excellent opportunity for developing pride in students.

Each teacher must be on the alert to spot, correct, and report student conduct that is destructive. Teachers will be expected to do this at any time and at any place in the building or on the school grounds irrespective of the grade level of student or students involved. Teachers should report immediately to the administration, in a discipline referral on PowerSchool or by email, any act of destruction or marking of furniture, and make every effort to determine the person damaging any furniture or equipment.

Arrangements for use of the building after school hours and on weekends should be made in advance at the building's office. No students are permitted to use school facilities without teacher supervision. This includes the stage, auditorium, gymnasium, locker rooms, classrooms, cafeteria, and shop areas.

C. BULLETIN BOARDS AND DISPLAY CASES

The bulletin boards and display cases in the corridors and classrooms are for general information and display items of interest to the student body and the public. Bulletin board facilities are available for all teachers to help motivate and promote their programs.

D. CUSTODIANS

Teachers and pupils are asked to cooperate with the custodians. Good school housekeeping is good training. Keeping the floors clear of paper, the lockers clean, and the shades adjusted at the close of the day are helpful to the custodians and will be appreciated. They are very important people in our school system and need the help and cooperation of pupils and teachers.

Please direct all complaints to the administration. Do not reprimand the custodian.

E. FLEXIBLE INSTRUCTION DAYS

As a 1:1 district, the Mount Union Area School District provides all students and staff members with a district-owned laptop that they may take home with them. The Microsoft Office 365 suite of applications, particularly Microsoft Teams, will be the primary means by which teachers will deliver instruction to students. **Via Microsoft Teams, teachers will connect with groups of students on live video calls/meetings.** While engaged in a video call, students may be grouped into small learning groups with the "breakout rooms" feature on MS Teams.

A typical daily schedule during a FID will follow the following format:

- 1) Students log in to Microsoft Teams and join a virtual meeting set up by their homeroom teacher.
- 2) Homeroom teachers take attendance based on students who are present virtually on MS Teams Meeting. Attendance will be recorded using PowerSchool, the same system used to track student attendance during a traditional school day.
- 3) Students report to classes virtually according to the same bell schedule that they would typically follow on a traditional in-person school day.
- 4) Students will receive a break for lunch during the time when they would typically eat lunch on a traditional school day.
- 5) During instructional time, teachers will engage students with live direct instruction, individual and group learning activities facilitated by MS Teams, and assignments posted to the MS Teams "Assignments" tab. FID lessons will be designed utilizing program modifications, specially designed instruction, and supplementary aids and services identified in the student's individualized education plans.
- 6) Upon return from a FID, teachers of students with IEPs will meet with their students to review work submitted, checking for completion and understanding. If related services (physical therapy, occupational therapy, speech, etc.) are unable to meet with students in a virtual format, then those services will be rescheduled according to the student's individualized education plan frequency requirements.

During a FID, all paraprofessionals and special education teachers assigned to work with students with special needs or disabilities will meet with those students virtually in small groups via the MS Teams breakout rooms feature. During these small group sessions, teachers and paraprofessionals will ensure accommodations and modifications are delivered appropriately. All students will be provided with paper copies of assignments that are expected to be completed during a FID in the event that the student is unable to access the internet at home. Completion of these assignments and submission upon the return to school will be used for attendance tracking purposes. These paper-based assignments are also to be completed by students in the event that their teacher does not have adequate Internet access at home. Teachers will instruct students to utilize these paper assignments in the event that they are unable to connect with their teachers virtually during an

FID. Teachers who are aware that their home is not equipped with reliable Internet access will instruct students to use the paper assignments during FIDs for their classes. Teachers who typically have reliable Internet access at home but who experience an Internet outage during FID can expect students to complete the paper assignments for their class. In addition, students without home internet access may be able to access Wi-Fi hotspot devices from the Mount Union Public Library free of charge. There are a limited number of these devices available to the public.

If teachers are able to have sufficient advance notice of a planned FID (i.e. in the event of forecasted inclement weather), they will be instructed to prepare hard copies of instructional materials and resources to send home with students for use on the FID. In this way, there will be recourse if there should be issues with the availability of technology or student access to the materials and instructors during a flexible instructional day. Additionally, during in-service days early in the school year, teachers will develop folders of hard copies of instructional materials and resources that can be distributed to students to take home for use during a FID if there should be issues with technology availability or student access and there is not enough advance notice for teachers to prepare hard copies the day before the FID. In order to ensure that emergency hard copies are relevant when the FID is initiated, folders will include materials and resources related to instructional units that are representative of the wide variety of topics included in each teacher's course curriculum. This way, regardless of the time of year when a FID may be initiated, students will be able to complete work that is relevant to their in-class learning. In the event that the Internet or other technology fails, students may contact their teachers for support via phone. Upon return from a FID, teachers will meet with their students to review work, checking for completion and understanding. Regarding attendance in the event that there are issues with technology on a FID, attendance reporting will be based on student completion of hard copy assignments/activities returned to teachers on the next traditional in-person school day in which the student is in attendance following the FID. For students with home internet access who are able to participate in the primary FID plan, attendance will be tracked according to participation in live video calls on Microsoft Teams.

During a flexible instruction day, professional staff will be responsible for: 1) providing instruction to students on the Microsoft Teams platform, 2) implementing learning activities and assignments that are relevant to course curriculum, 3) promptly responding to student questions and requests for help, and 4) recording attendance for students on class rosters. Health office staff (nurses, etc.), guidance staff, technology department staff, and administrative staff members will be responsible for administrative tasks relating to their respective roles that can be completed virtually. Technology department staff members will also be on-call to assist with any technological issues that may arise during the FID. Support staff members who are typically assigned to work in classrooms supporting students will be expected to join classes virtually on Microsoft Teams to provide the same kinds of support to students that they would during a traditional school day. They may do this via breakout rooms or one-on-one virtual calls with students. **All staff members will be available for student support during their contracted working hours. All staff members will be accessible via email and phone.**

Microsoft Teams will be the primary means by which teachers will deliver instruction to students on a FID. Via Microsoft Teams, teachers will connect with groups of students on live video calls/meetings. Teachers will record which students are present on each Teams video call for attendance tracking. MS Teams also allows teachers to download attendance reports of each video call for record-keeping purposes. During live video calls, teachers will assign learning activities to students via the "Assignments" feature found on MS Teams. Teachers will monitor completion/participation of these assignments to assign grades and keep track of students' participation. Students who do not participate in live video calls or complete hard copies of pre-distributed FID assignments will be reported as absent for the FID. Parents/guardians must submit

an absentee excuse within three (3) days of the FID or the absence will be considered unexcused.

F. MUAHS CLUB GUIDELINES/EXTRACURRICULAR ACTIVITIES ACCOUNT POLICY

For Club Advisors

1. Schedule one meeting per month during school times.
2. Limit classroom pullouts for club projects or meetings as needed, with classroom teacher's prior permission.
3. Contact classroom teacher personally when you wish a student to do something on class time.
4. Select and schedule fund-raisers and club projects in coordination with other club advisors.
5. Provide supplies or tell students specifically how to attain supplies for posters, projects, decorating, etc.
6. Make and put up posters before school (8 a.m.) or after school (2:45 p.m.).
7. Provide after school time with supervision for a limited number of days for decorating projects.
8. Inform your club members of their responsibilities and guidelines regarding club attendance.
9. Post list of each club guidelines and submit to office and distribute to other teachers.
10. Periodically revise club rosters and submit lists to the office.

For Teachers

1. Cooperate with club advisors. If the class project (work, test, etc.) could be made up, please allow students to participate in monthly meetings.

For Students

1. Ask your teacher politely ahead of time if you will be permitted to attend your club's scheduled monthly meeting and be responsible for any assignments.
2. Report to class for attendance and assignments prior to club meetings.
3. Make up any work missed (while attending a meeting) the next day.
4. Allow your advisor to request your presence if needed for special projects, etc.
5. Do not ask Art Department for materials for club projects.
6. Student must maintain a passing grade in the classes from which they wish to be excused.

STUDENT ACTIVITIES ACCOUNT

The high school student activities fund accounts for all money received and disbursed through a club is audited annually and is directly supervised by the high school principal. Accurate and current records for each class, club, and organization must be kept. The responsibility of faculty advisors and student officers is a major consideration in the proper execution of the fund. A list of officers and club members is to be turned in to the senior high office as soon as

possible at the beginning of each year and throughout the year as members are added.

1. All school organizations (classes, clubs) desiring to make local purchases must obtain a purchase order from the office prior to committing to purchasing goods or services. The administrative signature will validate the purchase. No purchases will be honored without prior approval and a purchase order.
2. Local business firms have been notified that teacher or student purchases for activity purposes are not to be honored unless all purchases are accompanied by a proper purchase order.
3. Projects to raise money must be approved by the principal, superintendent and the school board. This implies that the project must be approved before orders are placed with any firm.
4. Sponsors of groups collecting money are responsible for seeing that collections at the student level are channeled promptly (daily if necessary) to the District office until such time as the totals can be calculated and deposited into the account.
5. Organizational treasurers and advisors should double-check accounts with the District office periodically.
6. Advisors and student offices need to sign a payment voucher before payment can be disbursed.

G. MESSAGES AND MAIL

Teachers are asked to keep their mailboxes emptied. Please check your mailbox, e-mail, and voice mail for messages in the morning, at lunch if possible, and at the end of the day. Except in the case of an emergency, messages will not be delivered.

H. NURSING SERVICES

The nurse's office will be staffed from 7:30 am – 2:30pm at Elementary and 8:00 – 2:45pm at the Jr. and Sr. High School. Students must secure a pass from the classroom teacher to report to the nurse. In the event of an emergency, the student should be escorted immediately to the nurse.

I. PROFESSIONAL DRESS

Staff are expected to wear professional clothing that is clean and presentable at all times. Professional dress may include appropriate length skirts/dresses, khaki pants, dress pants, button-up shirts, collared shirts, and blouses/tops/sweaters with sleeves covering the shoulder. Non-professional dress includes shorts, athletic gear/leggings, tank tops, flip flops, sneakers, t-shirts, and sweatshirts. Teachers who contribute to Dress Down Days are permitted to wear jeans (defined as clean jeans without stains or rips) on Fridays. Dress Down Days (prior approval) do not include theme days or half days. Field Trips/Special Events require appropriate attire. **The only exception to this policy would be physical education teachers, who need to wear appropriate clothing for their subject area.**

J. PARENT CONFERENCES WITH TEACHERS

Conferences are encouraged and may be arranged with parents upon request from parents or teachers. Parents are sincerely interested in the educational development of their children, and we should welcome this interest. Teachers are encouraged to use after school time for conferences. Courteous and agreeable conferences should be held with any parent who asks. Next to the student, the teacher is the best and most effective public relations agent for the school. Please use the phone or use

email to communicate with parents. *A communication log should be maintained and shared with your immediate supervisor, on a digital template to document all parent contacts (phone conversations, emails, and conferences, etc.).*

Do not interrupt class to communicate with parents. Parents should be advised to report to the office, and arrangements will be made to notify the teacher involved and determine a meeting place.

K. SAP TEAM

This committee of teachers, school nurse, guidance counselors, administrators, and supervisors will take action on the concerns that teachers, parents, or students have about at-risk students. Referrals may be made confidentially to the Guidance Office using the appropriate forms. The action taken on these concerns may be recommendations to outside agencies, testing and evaluation for special services, medical services, or tutoring.

In order for this committee to be successful, each teacher must help. This help may take on many forms such as: teacher recommendations of students, filling out and returning promptly student survey forms, and meeting with parents and the SAP Team when necessary. A parent communication log should be kept to document conversations, emails, and phone calls with parents about student behavior and academic concerns. *(See Student Handbook for additional details.)*

L. OUTSIDE VISITORS AND CALLS

Salesmen and/or friends may not meet with teachers during school time unless arrangements have been made with the school office. **All visitors, including alumni, should report to the office, sign-in and make sure the visitor's pass is visible.**

Teachers need to get approval from the principal for visitors/guests to visit the classroom at least two school days prior to the visit. The office will not permit visitors unless prior notification and approval has been given.

Students are not permitted to use classroom phones to make calls unless teacher judgment dictates otherwise. Classroom phones are not to be used for student personal business. Students are not permitted to answer phone calls in the classroom, if someone is calling your room, it may be regarding a student or private situation. Have your phone in a location where you can access and hear it during class time.

Personal calls are discouraged. Teachers may make school business calls at their convenience.

M. CELL PHONE USE DURING THE SCHOOL DAY

Employees will only be permitted to make personal calls, texts or Internet usage on their cell phones before or after school, during their duty-free lunch period, or during their preparation period. Cell phones need to be out of sight of students during the school day.

N. TRANSPORTATION

School vans are available to professional staff members to attend various school functions in the line of duty.

Any staff member wishing to drive a district vehicle must complete the appropriate forms through the District Transportation Department and be board approved.

Permission to use the vehicle must be secured by submitting a transportation request.

The log form must be properly filled out indicating destination, mileage, etc. Rules of safety should be observed - e.g., seat belts buckled; no more than nine passengers. Do not exceed the speed limit.

It is the responsibility of the professional staff member to see that the vehicles are clean following a trip.

Park the vehicle in the gated area located beside the District Office. Make sure they are locked and turn in the key to the office or appropriate lockbox as soon as possible. No school vehicles are to be taken home overnight.

All accidents or fines must be reported to the administration. The operator and passengers of the van are fully covered by insurance.

Band members, student athletes, etc., riding school vehicles to school events are to return the same way. The only exception is a request by a parent or guardian, in person, to supply return transportation, or a pre-approved written request. The teacher in charge must give permission. Students representing the school shall not be permitted to drive to events.

If a van or school vehicle is available for an event, conference, or trip and a staff member chooses to drive their personal vehicle, **there will be no mileage reimbursement.**

O. LEAVING THE BUILDING

During the school day, **if a teacher is leaving the building they must sign out in the Main Office.**

If at all possible, make doctor and dentist appointments after school hours.

P. TECHNOLOGY SUPPORT

If you are experiencing technology issues, please submit a Technology Job Ticket which can be found on the MU Homepage – muasd.org.

II. SCHEDULES

A. MEETINGS

Teachers are expected to attend all appropriate meetings unless prevented from doing so by illness or other emergency of which the administration should be notified in advance. Meetings will include PLC, Content, Seminar and Faculty Meetings. Administrative meetings held outside of the school day, will be included as part of the 15 contractual hours.

- **Please note that utilization of the 15 contractual hours will be assigned by the administration.**

B. PROGRESS REPORTS

As a concerted effort to communicate to parents all information that should be available in the interest of students, **teachers will update grades in PowerSchool for all graded subject areas weekly.** Each marking period must have a **minimum** of 3 grades per week per student.

C. OPEN HOUSE

Open House is currently scheduled for the start of the 2023-2024 school year. MUASD students and families are invited to attend Open House from 6:00-7:00 pm to meet their teachers and walk through the student's daily schedule:

Jr./Sr. High Schools, August 29th

Kistler Elementary, August 30th

Shirley Township Elementary, August 31st

D. PARENT CONFERENCES

Attendance is required for Parent Conferences on **Thursday, November 9th**. Conference letters are available in the Offices. In addition, the conferences can be used for other concerns or to compliment a student for outstanding work or marked improvement.

E. DAILY TEST TAKING SCHEDULE

It is important that all teachers be conscientious of the other tests that students might be taking in various subjects.

III. SUPERVISION OF LEARNERS

A. FIRST AID

The school nurse will be in charge of the health services of the school. Problems of pupil health or drug abuse should be referred to school nurse for further study or action.

Teachers are cautioned not to give medication to school children. In the event of an accident, you should exercise your best judgment and notify the school nurse or the school office immediately. **You are able to administer an EpiPen or inhaler in the case of an emergency.**

Students may carry inhalers and EpiPen prescribed by their doctor and proper documentation is provided to the school nurse. Non-prescription medications will not be permitted in school. If administration of non-prescription drug is determined to be necessary, the school nurse will follow in-house medication

procedures.

B. CRITICAL INCIDENT PLAN (CIP)

The Critical Incident Plan folder must be located near the door to each classroom. It is imperative that each teacher and substitute teacher is familiar with the location and contents of this folder. In the event of a critical Incident, refer to the folder for appropriate actions.

Teachers must take their CIP folders with them when there is an evacuation and during drills.

Items in the CIP folder

- Chain of Command
- Emergency Evacuation Checklist
- Student Accountability (Attendance) Form
- **Updated** Class Rosters with Pictures for **all classes and homeroom**
- Emergency procedures

C. EVACUATION INSTRUCTIONS

Check to locate the EXIT for your room in case of a fire drill. Things to remember:

1. Each teacher is to remain with his or her group. **Be sure to take your CIP folder with you out of the building.**
2. Keep good discipline.
3. Keep moving until everyone is out of the building.
4. Teachers in charge of the first group out of each door should assign two individuals to hold the doors open.
5. **Be sure that the windows and classroom doors are closed.**
6. Move rapidly; however, do not run
7. Keep students off the grass, if possible.
8. Account for students using paper forms within the CIP folder as directed by school personnel/administration.

D. DUTIES

Teachers are required to report to their duties on time and stay for the entirety of the duty. It is imperative that students are monitored to prevent misbehavior and incidences. It is your responsibility to keep track of what duties you have and when they are. A schedule regarding duties will be issued at the beginning of the year. Staff will be notified of any changes made.

Lunch is to be duty-free. Students are not to eat with you; they must be in the cafeteria during their assigned lunch period.

E. MORNING ANNOUNCEMENTS

Following the flag salute, student announcers will make the morning announcements. Be sure that all students remain quiet and in their seats during the announcements.

F. HOMEROOMS AND LOCKER ASSIGNMENTS

Locker assignments will be printed on the student's schedule.

Each student has been assigned a locker. Locker numbers are listed on homeroom rosters. Periodically, lockers should be inspected by the homeroom teacher and irregularities reported to the office.

G. LUNCH DUTY SUPERVISION

Students are not permitted to eat their lunch in teacher classrooms or the library. Students should not be carrying a food tray or food out of the cafeteria. Students with permission are allowed to leave the cafeteria to use the restroom, see the nurse, or come to the office. At no point, should students be freely walking out of the cafeteria during lunch; only two students will be permitted to leave the cafeteria during the same time period. Teachers on lunch duty should be vigilant and stop any student attempting to leave the cafeteria with food or without permission.

If your schedule allows, teachers on lunch duty must report a few minutes early to the cafeteria. During lunch duty, circulate to interact with students and to make sure the cafeteria floor is clean. At the end of the lunch period, students should remain seated and not be permitted into the hallway until the bell rings.

H. RESTROOM SUPERVISION

Each year smoking, vaping, and vandalism occur in our restrooms. In order to reduce these unfortunate activities, teachers are requested to check restrooms periodically.

Under no circumstances should the boys' and girls' locker rooms be used as restrooms for students not directly assigned. **Students not assigned to the locker room and are found without supervision should be sent directly to the office.**

I. CLASSROOM CONDUCT

Teachers should expect all students to conduct themselves in a courteous and respectful manner. Students should be in their seats when the bell rings to begin class, and they should remain seated until they are dismissed by the teacher at the end of the period. It is recommended that all teachers use a bell ringer activity (example: Keystone Anchor, Do Now, Informal Formative Assessment) to transition students at the beginning of class.

J. HALL CONDUCT

Teachers are expected to monitor the halls between class periods for proper student conduct. Teachers should stand in their doorways to greet students and observe student conduct. When inappropriate behavior is observed, students should, at a minimum, be verbally reprimanded for the behavior. Repeated acts of misconduct should be referred to the office.

K. SUPERVISION - AFTER SCHOOL HOURS

Students who remain for any after-school activity must be supervised by a teacher. Under no circumstances will students be permitted in the building unless properly supervised. This is particularly applicable to all extracurricular activities. Please enforce this practice.

L. SUPERVISION - PRIOR TO SCHOOL COMMENCING

Students are not permitted to be in the building until 7:30 a.m. (Elementary) and 7:45a.m. (Secondary) unless under the supervision of a teacher for a scheduled extracurricular activity or tutoring. All students should be reporting directly to their homeroom at the start of the day. Under no circumstances are students permitted in the boys' or girls' locker rooms unless under the direct supervision of a teacher.

M. HALL PASS POLICY

Except during the changing of classes, a student must have a pass to be out of his/her assigned area.

1. In order for a student to go to another room to make-up a test or for other reasons, a pass must be secured from that teacher requesting the student prior to the beginning of class.
2. A student who requests to see the nurse must have a pass signed by the teacher, and the nurse will sign the pass and return it to the teacher.
3. Teachers will not issue a pass for a student to see other students or teachers.
4. Students must follow teacher sign-out procedures when leaving their designated classroom or assigned area.

RESTROOM PASSES AND LOCATION

Students should use the restroom between class periods and passes from classrooms will be restricted to emergency use only. Students are to use restrooms closest to their classroom.

School administrators reserve the right to limit or restrict the amount of passes issued to a student, or designate specific restrooms to be used, for students that abuse the privileges previously mentioned.

N. ASSEMBLY PROGRAMS

Assembly programs, in addition to those already scheduled, will be added at appropriate times. All pupils and teachers will attend unless notification is given to the contrary. Teachers will accompany their class groups to the assembly, will be seated with them, and be charged with the responsibility for their conduct going to and from the assembly, as well as during the assembly period.

Unless otherwise assigned, all teachers will be expected to attend assemblies and occupy an assigned area so that student conduct can be monitored. Check frequently for damage to the seats your group has been assigned.

IV. CURRICULUM AND INSTRUCTION

A. PLANNING

You will be evaluated using the Danielson framework. When planning, there are many resources that can assist you. **Helpful Resources**

- Danielson Framework
 - <https://danielsongroup.org/framework/>
- PDE SAS
 - <http://www.pdesas.org/>
- Edutopia
 - <http://www.edutopia.org>
- PA-etep
 - https://www.paetep.com/huntingdonarea/en-us/home_public.aspx
- eDirect
 - <https://pa.drceirect.com/>
- PVASS
 - <https://pvass.sas.com/>
- eMetric
 - <https://solutions1.emetric.net/PA/>

B. LESSON PLANS

1. Lesson plans will be available on your desk when an administrator enters the room.
2. Below is an example of a Lesson Plan Template which identifies essential components for lessons.

Lesson Plan Template

Topic:

Course:

Teacher:

| | |
|--|--|
| <p>Knowledge of Content and Pedagogy: What is the content to be taught? What prerequisite learning is required?</p> | <p>Knowledge of Students: Characterize the class. How will you modify the lesson for groups of individual students?</p> |
| <p>Instructional Outcomes: What do you want students to learn during the lesson?</p> | <p>Standards: PA State standards and PA Common Core Standards</p> |
| <p>Coherent Instruction: Include procedures, how students will be intellectually engaged, and level of depth of knowledge. A checklist is provided to the right for reference and documentation.</p> <p>Homework: What homework has been assigned to reinforce student learning?</p> | <p>Depth of Knowledge Checklist Check off Depth of Knowledge that are addressed in this lesson</p> <p>Recall List, Define, Tell, Calculate, Identify, Draw, Match</p> <p>Skill/Concept Infer, Cause/Effect, Interpret, Summarize, Compare, Construct</p> <p>Strategic Thinking Assess, Construct, Formulate, Cite Evidence, Differentiate, Formulate</p> <p>Extended Thinking Design, Synthesize, Critique, Create, Prove, Apply Concepts</p> |
| <p>Student Assessment: What will your evidence be whether or not students have learned the instructional outcome(s)?</p> | <p>New Vocabulary: Include any new vocabulary terms that students need to know in order to meet the instructional outcome, and/or new terms introduced in the this lesson.</p> |
| <p>Knowledge of Resources: What resources were considered for this lesson and rejected? Why? What resources will be used and why?</p> | <p>Reflection: 1 2 3 4 5 Circle the number indicating how well the lesson went (5 being the best) Notes: Explanation of number chosen. What would you change? How could you make it better for next time?</p> |

C. CLASSROOM DIAGNOSTIC TOOLS (CDT)

The purpose of the CDT is to provide information that will help guide instruction. The CDT reporting system is fully integrated in the Standards Aligned System (SAS). It assists educators in identifying students' academic strengths and areas that need improvement by providing links to classroom resources.

CDT's will be given at the beginning, midpoint, and end of the year. Teachers will review data from the CDT's with students and hold conferences and set goals. These goals will be reviewed after the second test to see if they have reached them and what improvements were made and had. The following link provides useful information and charts for conferences.

D. TEXTBOOKS

In an effort to secure the greatest value for the text, the following procedures have been developed.

1. **Textbook Inventories** - All books need to be marked with an identifying number and a log should be kept by the teacher. At the end of the semester or year, collect the books, checking to see the proper number assigned to the student is in the returned book.
2. **Lost or Damaged** - Students writing in, marking, or defacing a book may be charged for the damage. Students who have damaged or lost a book should be sent to the office by the teacher who issued the book in order to pay for it. Students who lose or destroy a textbook will be charged the full replacement cost.

Teachers should notify the office if a debt is not paid. A cumulative record is kept. The student will not receive a diploma nor have any records released until the debt is paid. Teachers should also notify the office if the item is returned.

E. ESSAY AND SPEECH CONTESTS

Essay and speech contests must be approved in advance by the building principal.

F. FIELD TRIP PROCEDURES

Teachers shall secure pre-approval for field trips or other activities that take students from school. School Board approval is necessary for all field trips. Field Trip Request Forms and Transportation Request Forms are required and should be completed and returned to the administrative office prior to the school board's monthly work session.

All students will be required to have a completed permission slip before going on an excursion or field trips.

Staff attending field trips are requested to put this in the Staff Portal listing their absence as a Field Trip request. If staff other than you are attending the trip, you must request permission from the principal ahead of time.

Failure to follow any of these procedures will result in cancellation/rescheduling of the trip in order to get proper approval.

Staff is required to have pre-made bus lists and attendance rosters, which should be shared with the building administrator prior to the event. Attendance must be taken prior to leaving for the trip before loading the buses, once the students are on the buses, when you have arrived at your destination, before heading back to MUASD, and when you have arrived back at MUASD. **It cannot be stressed enough how important it is to take attendance of your students MULTIPLE times while on trips.**

G. CLASSROOM OBSERVATIONS

Classroom observations are a critical component of the traditional supervision model. Teachers being observed will have the opportunity to share their planning and preparation with the administration. The administration will conduct the observation and complete appropriate forms in PA-EETEP. The teacher and supervisor will conduct a post-conference to reflect on teaching practices and student learning.

H. CLASSROOM WALK-THROUGHS

An informal method to observe classroom practices. Teachers can expect administration to visit their classrooms regularly to collect data on student learning and the 4 Domains/practices of the Danielson Framework.

V. GRADING POLICY AND PROCEDURES

A. GRADING GUIDELINES

1. All teachers will submit a minimum of 3 grades per student per week. This will not include grades for homework, bell ringers, etc. A teacher should be able to justify every grade given in terms of a quantitative system.
2. Grades will be updated weekly to include a variety of assignments and a minimum of three different types of academic assessments per marking period (projects, labs, tests, quizzes, writing, etc.)
3. Point value of assessments should reflect the rigor of the task.
4. Teachers will inform parents and students of grading practices on the course overview (when the class first meets) with percentages of assessments being used and homework policy.
 - Homework – 25% maximum (Skills)
 - Tests, Labs, Quizzes, Writing, Projects – 75% minimum (Academics)
5. Class overview should include but not limited to: course practices, grading procedures, homework policy, and teacher contact information.
6. Teachers should contact parents of students who are in danger of receiving a D or F prior to the end of the marking period.
7. All teachers will set up their gradebooks in PowerGrade during the Inservice day at the beginning of the school year. One of the following models should be utilized by teachers throughout the year:

- No Mid-Term/No Final – 25% each marking period
- Mid-Term / No Final – 12% Mid-Term, 22% each marking period
- No Mid-Term / Final – 12% Final, 22% each marking period
- Mid-Term and Final – 6% Mid-Term, 6% Final, 22% each marking period

VI. DISCIPLINE & POSITIVE SCHOOL WIDE BEHAVIOR SUPPORT

A. DISCIPLINE (GENERAL)

Students involved in attendance irregularities, cafeteria, restroom, corridor, or other infractions of school rules outside the classroom will be subject to disciplinary action deemed appropriate and reasonable by the administration. This may include staying after school, suspension, restriction of privileges or other measures necessary as punishment.

Faculty and staff have the responsibility for control of students while school is in session. This includes between classes, lunch hour, at dismissal, etc. Having good discipline requires the efforts of all staff members. Before we can begin to teach, students must be well disciplined.

If a teacher needs help with disciplining students, please consult with the administration. A discipline referral must be filled out in PowerSchool explaining the circumstances and nature to why the referral was written. Referrals should be as detailed as possible.

Students moving through the halls individually, in large, or small groups must be extremely quiet in the process. Teachers not accompanying students should remind them of their responsibilities. Only by doing this can we avoid interruption of class.

B. DISCIPLINE (CLASSROOM)

Discipline is the responsibility of everyone. Students misbehaving in the classroom should not be sent to the office until the teacher has made every effort to correct the behavior in a professional manner. Students who frequently misbehave or, in the opinion of the teacher, are urgently in need of counseling by the administration, should write a discipline referral. Do not leave your room to escort a student to the office. After the offense has been reviewed, administration will determine the appropriate consequence. During this time, administration may counsel the student(s) in the presence of the teacher.

OUT-OF-SCHOOL SUSPENSION

Students assigned OSS are not allowed to participate in extracurricular activities until their probation period is over. Administration will notify teachers of students' probation.

When a student receives suspension, teachers should send any work from the classroom for the days he/she will miss that can be done independently by the student. If the assignment cannot be completed without first having instruction, an alternate assignment should be sent. These assignments should be an extra practice for Keystones, previous lessons from class, etc. They should be lengthy and take up a great deal of time. Suspension is a consequence for a negative behavior. It is not to be enjoyable or easy; it is to deter students from repeating the consequence.