DUBOIS AREA

HIGH SCHOOL

FACULTY HANDBOOK

Mission Statement

"Teaching today's learners to be tomorrow's leaders"

DUBOIS AREA HIGH SCHOOL

FACULTY HANDBOOK INDEX

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DUBOIS AREA SENIOR HIGH SCHOOL

TEACHER'S HANDBOOK

PHILOSOPHY

DuBois Area Senior High School is a comprehensive school that recognizes that individuals differ academically, physically, emotionally and socially. The DuBois Area Senior High School Administrative and faculty, in cooperation with the community it serves, are committed to a program, which enables the students to explore and develop in each of the areas.

We believe in assisting students in understanding themselves, in developing their potential, and in recognizing the responsibility they have in respecting the rights of others. We believe each student should acquire the knowledge to think, to judge critically, to act, and to accept the consequences of his/her actions in order to participate in the framework of a changing society.

We believe that cooperative efforts can affect the change indicative of the education process.

STAFF ABSENCES

When you must be absent from school, you are to call 1-800-942-3767 and utilize the **Aesop** on the District website under Staff Links.

If you are to be absent three or more days, both the employee and physician must fill out the Leave of Absence form. Also, if taking more than one personal day in succession, a Leave of Absence form must be completed with a written request attached. Both the principal and superintendent must approve the form.

Please have on the center of your desk before leaving each afternoon the following substitute information:

1. Current seating charts for classes.
2. Grade book, if needed.
3. Lesson plan book.
4. Instructions for opening exercises, attendance, etc.

This information should be left in the substitute teacher folder on your desk.

LEAVING THE BUILDING

Teachers may leave the building for their duty free lunch period. Please sign out/in at the Main office when leaving the building during the workday.

DELAYED OPENING

If conditions indicated the feasibility of operating the schools by delaying or cancelling, an announcement will be made through the DuBois Area School District **Skylert** system. Additional information will be available on local radio/TV stations or through the district's website.

EARLY CLOSINGS

In the event weather conditions worsen during the school day, the decision to close one or two hours early will be made by the superintendent. The transportation director will arrange for bus service. Teachers will be excused once the building has been evacuated of students ten (10) minutes after student dismissal.

PARKING AREAS/STAFF

All employees of the DuBois Area Senior High School will have assigned parking spaces, please be sure to utilize your assigned space.

Staff parking is located in the front of the building, on the Penn State side of the building,
E-wing and behind the pool area.

BUILDING SECURITY /WEEKEND ENTRY

****All teachers are responsible for securing their rooms at the end of the working day.**

PURCHASE ORDERS/SUPPLIES

Requests for textbooks and other instructional materials are submitted to the building principal in preparing the following year's budget. Forms requesting permission to purchase a budgeted item during the school year may be obtained from Mrs. Jen Lettie. The principal **must** approve these.

General supplies such as pencils, tablets, pens, tape and paper may be obtained through a request form submitted to the main office. During budget preparation, teachers are asked to estimate the general supplies which will be needed for the following school year.

VISITORS

All visitors to the high school are usually **NOT** permitted to sit in classes. Exceptions include Exchange programs and students who are planning to transfer to DAHS. The principal **must** approve these classroom visits in advance.

FIELD TRIPS

Education trips should be planned so that they are an integral part of the total school program. A field trip should be planned only if it is the most effective way to develop the desired concepts. Field trip applications are available in the Main Office.

Field trip requests must be routed through the building principal at least one (1) month in advance to afford time for board approval. Permission slips (see appendix A7) must be signed and secured from each student going on the field trip. It is recommended that at least one (1) adult chaperone be allotted for every ten (10) students going on the trip. All chaperones must have clearances on file at the District Office.

When the trip is approved, transportation arrangements should be made through the Transportation Director. Teachers must follow normal protocol for a staff absence. All Field trips must be scheduled between the hours of 7:50 A.M. and 2:10 P.M.

EVALUATIONS

Each year teachers are subject to evaluation on state form PDE-82-1 (See appendix A-1) As part of this evaluation, the District Observation form (See appendix A-2) is used for classroom visitations.

ACCIDENT REPORTING

If a student is injured in your classroom or while under your supervision, it is mandatory that you make a referral to the nurse and complete an accident report form. It may also be necessary to supply an additional written report. This procedure is for your protection and also for insurance purposes. (See appendix A-4)

****If you are a witness to an accident that occurs outside your classroom, you are also required to follow the above procedure. Reference may be made to DuBois Area School Board Policy #705 for further clarification and information.**

CHILD ABUSE

According to the "PA Child Protection Service Law" Act 124, we as school personnel are responsible for reporting cases of suspected child abuse. If you suspect a student of being subject to physical injury, physical neglect, mental injury or sexual abuse, refer the matter immediately to the school nurse or principal for follow-up. DuBois Area School Policy #806 outlines the formal procedure to be followed in such situations. Follow Mandating Reporting procedures as required by law. When in doubt report any incident.

CAFETERIA

Teachers are provided with a 30-minute duty free lunch period. Some teachers are assigned to cafeteria duty and will receive instructions in regards to cafeteria supervision.

DAMAGE TO SCHOOL PROPERTY

Each teacher should emphasize frequently the importance of care to school property. The law provides for the punishment of those who destroy, deface or mar school buildings and furniture. However, the development of pride in pupils so that they will wish to have an attractive school will accomplish more satisfactory results. Pupils must be responsible for damage to books, furniture, supplies and other school equipment.

UNSUPERVISED CLASSROOMS

Under **NO** circumstances should teachers leave their classrooms unattended or permit students to remain in classrooms not in use. If for some reason the need arises that you must leave your room unsupervised, please notify the principal or another classroom teacher so proper coverage can be supplied. **You as a classroom teacher are liable for the welfare of your students and if an accident would happen in your absence, without supervision, you could be held accountable for the incident.**

KEYS

All school employees are responsible for the keys issued to them. All keys are to be returned to the main office prior to leaving school at the close of the school year.

LIBRARY/MEDIA CENTER

The number of students allowed in the library will be limited when a class is scheduled in the facility. Research passes for students who have library assignments will be issued by the subject teacher.

Teachers are encouraged to bring their class to the library, but this must be scheduled in advance. Some classes will be scheduled by the librarian to orient students to the facilities as part of the state library/media curriculum.

NURSE'S PASS

A full time nurse is provided at the high school to assist students/parents in dealing with maladies, to assist in emergencies and to coordinate a program or medical and health evaluation. When a teacher makes a decision to send a student to the Nurse for evaluation or assistance, he/she will, except in an emergency, write a pass indicating the date, time and teacher's signature. A student should not go to the Nurse without a pass, except for a serious emergency.

The nurse will determine whether a student is to be sent home. A student sent home by the nurse will have their attendance code changed to "NU" through the attendance office. A student who goes home ill more than six (6) times during the school year must have a principal's signature and provide a physician's excuse for the balance of the school year each time he/she goes home ill.

TEXTBOOKS

The classroom teacher is responsible for issuing textbooks to his/her students and for collecting them at the end of the school year. The teacher is to judge the books, when issued, as new, good, satisfactory or fair. The designation and year – N12, G12, S12 or F12 – and the student's name should be recorded in ink inside the textbook cover. The condition and book number must be recorded in the grade book. You must, by the end of the second week of the school year submit your textbook list to Mrs. Jen Lettie.

Students should cover the books to keep them in good condition. They will be assessed for lost or damaged books. Board policy #224 requires that for the first three years cost to the students is the purchase price. A four-year old book is 80 % of the original cost while those five years or older are 70% if the purchase price.

The Board policy further states "Where damage or vandalism to textbooks is shown to be deliberate and beyond repair, actual cost shall be the replacement cost rather than the depreciated or original cost."

SCHOOL INSURANCE

Student insurance, which covers the medical expenses for **accidents** occurring either to, from or at school, is available at a small cost. Information and applications concerning school insurance will be sent home with the students at the beginning of each school year.

ATTENDANCE PROCEDURE SUMMARY

When addressing students who have skipped a class period:

- *Keep track of student's who have missed class in Skyward during each period.*
- *Check student's names throughout the day with the attendance sheet that comes out 2nd period.*
- *Reconcile the list of missing students with the nurse's list that comes out 8th period.*
- *Check the attendance sheet the following day for additional early dismissals.*
- *Speak with the students, and if needed, verify their responses.*
- *If you determine students cut/skipped class, write them up in Skyward.*

Please follow these attendance procedures:

LATE: If a student is late to school for any reason, he/she must sign in at the Attendance office. Excused reasons are a late bus, a dental or physician's appointment, illness, etc. A written note submitted within three (3) school days must accompany an appointment or illness. All other reasons for being late to School are considered "unexcused" and also "illegal" for those under the age of 18.

ABSENT: The parent/guardian must call prior to 8:30am on the day of the student's absence. He/She may call 24 hours a day and leave a message by dialing 371-8111. from a rotary phone leave a message on the office voice mail.

The parent/guardian must write an excuse which must be turned in within three (3) school days of the student's return. This must include the student's first and last name, grade, reason for absence, date of absence(s) and parent/guardian signature. The excuse should be given to the student's first period teacher. If no excuse is received, the absence will be listed as illegal/unexcused for those who are not yet 18 years of age.

EARLY DISMISSALS

When a student needs to be excused prior to dismissal time, he/she must bring a written note from the parent/guardian or an appointment card to their first period teacher. The note must include the first and last name of the student, grade, the reason i.e. doctor's appointment, dental appointment, driver's examination, etc. doctor/dentist's name, parent telephone number, the time to be excused and the expected time of return. Early dismissals are given for doctor's appointments, funerals and other urgent reasons which cannot be handled outside of school hours. The student will pick up his/her pass in the attendance office at the time of departure, sign-out in the appropriate book and have the pass signed. Students are given two (2) hours for early dismissals. If the student is unable to return in this time period, it must be stated on the permission request and an explanation from the physician/dentist must be given to the attendance office. If a student fails to bring in within three (3) school days a written excuse for an absence, the absence is classified as "unexcused", and "illegal" for those under the age of 18 (compulsory attendance age).

For those students of compulsory age, a "first notice" is sent to the parent/guardian when there are three (3) illegal days or their equivalent. If there are three or more illegal days, or equivalent, during the school year then a citation is issued to both the parent/guardian and the student through the magistrate's office and a referral is made to Children and Youth Services. Act 28 of Special Session No. 1 of 1995 effective 11/17/97 includes a fine of up to $300 plus costs and the suspension of the student's driver's license for 90 days.

MEDICAL EXCUSES: When a student accumulates a total of ten (10) days of absence or the equivalent, a notice is sent to the parent/guardian and a physician's excuse is required for each additional absence. After the notice is sent tardies to school due to illness also must be accompanied by a medical excuse or they, too, will be recorded as "unexcused". **For more detailed information, refer to Board Policy #204.**

CAFETERIA SUPERVISION

1. Students will enter the cafeteria through the entrance closest to their previous Class.
2. Students will form a single line leading to the serving area.
3. Students will pass through the cafeteria lines and exit from the kitchen taking seats at a table.
4. Upon finishing their meals, students will clean up their area, take trays, utensils and garbage to the disposal table and deposit them in the proper areas.
5. Teachers will monitor student behavior during the lunch period making sure students exhibit behavior appropriate to a cafeteria setting.
6. Students must remain in the cafeteria.
7. Students using the restrooms must sign out and only use the facilities near the cafeteria.
8. Students are not permitted to take their lunch from the cafeteria.

BUS SUPERVISION

1. Teachers will report to the area assigned for PM Bus duty. You will receive a schedule to show when and which location you are to report to at 2:35pm until all students have cleared your area.
2. Students are to report to their loading areas and board their buses in an acceptable fashion.
3. Students are instructed to behave in an acceptable manner while leaving or boarding busses.
4. Be sure to advise your sub to cover your assignment if you are out.
5. Students are to enter the building through the main doors and report either to the Gymnasium lobby, library or go directly to the cafeteria. Students are to enter the building **immediately** on arrival.

HALL SUPERVISION

1. Teachers are to move around in their assigned areas.
2. Students are to be encouraged not to loiter or block hallways.
3. Students are not to run or create other disturbances.
4. High teacher visibility is necessary.
5. Be alert to potential problems and eliminate them before they have a chance to develop.
6. Frequent checks of the restroom areas are advised.
7. All students need asked for a hall pass if they aren't carrying the pass in plain view.

FUNDRAISERS

The principal must approve fundraisers for sports or school activities in advance. Money collected is to be counted and prepared for deposit. All deposits must be given to Mrs. Jen Lettie on a daily basis for deposit in the activity account at the bank. Deposits should be turned in by 12:00 noon daily. **PROCEDURES, INCLUDING BIDS AND QUOTES WHERE NEEDED, MUST BE FOLLOWED.** See Mrs. Lettie for a copy of the procedures if you do not have them. All transactions involving student monies must be substantiated by the District's paperwork.

TESTING PROCEDURE

According to Board Policy #132, the following guidelines are established:

1. Test items should be designed to assess only those objectives of the lesson or unit.
2. Teachers should communicate to the students at the beginning of a unit what is to be learned and how they will demonstrate that learning.
3. Test Format questions should be consistent with the format of instruction.
4. Testing should be used in determining achievement/performance the need for correctives and additional teaching.
5. Tests should be returned and reviewed with students as soon as possible.
6. Unit tests should provide the student with an appropriate study guide for final, mastery evaluation.

Students must be given a minimum of two (2) days advance notice for all major exams at least a one (1) day notice of change should be given for minor tests and quizzes.
Students absent at the time notice was given shall be provided an opportunity to take the test on or after the date that the test was originally scheduled at the direction of staff member without prejudice or penalty.

The above shall not preclude the use of unannounced quizzes or test provided they have not been scheduled in a deliberate attempt to prevent or discourage students from participating in approved activities that have been sanctioned, in advance, by school Authorities.

Normal make-up procedures remain in force, where applicable.

HONOR ROLL

1. "A Honor Roll
   Grade average of percentage grade must be 93% higher with no individual grade lower than 76%.
2. "B Honor Roll
   Grade average of percentage grade must be 85% or higher with no individual grade lower than 76%.

EXTRA CURRICULAR ACTIVITY AND ELIGIBILITY

The following athletic activities are available for student participation:

Baseball	Basketball	Rifle
Cheerleading	Cross Country	
Football	Golf	
Gymnastics	Soccer	
Softball	Swimming	
Tennis	Track	
Volleyball	Wrestling	

Students must remain eligible in order to participate in these activities. Students must be in attendance by 10:30 a.m. in order to participate or compete. The student must be passing at least four (4) full credit subjects, or the equivalent. Eligibility shall be cumulative from the beginning of a grading period. This must be filed in the Athletic Office by 8:00 a.m. on the first day of each week.

Students who are suspended are not eligible to practice or participate in an event on the Day/days of the suspension.

SUBSTITUTE TEACHER GUIDELINES

The following information is to be used as a guide to good procedure not to cover the detail of every assignment. Use your good judgement and ask for direction when needed.

It is the obligation of the regular teacher to:

a. Keep an up-to-date attendance and seating chart where they can be easily found.
b. Include the plan book, additional assignments such as cafeteria duty, bus duty, hall duty, etc.
c. See that adequate instructional materials, supplies and lesson plans are available.
d. Indicate the lesson plan, fire drill and any other established procedures.
e. Reflect to your students beforehand that a substitute will be in charge of your classes and as such they should be on their best behavior.
f. List any students with unusual individual differences, i.e., hearing, reading perception, etc.

It is the obligation of the substitute teacher to:

a. Report to Mrs. Barr at least fifteen (15) minutes prior to the start of classes except in the case of an emergency.
b. Get the regular teacher's mail and absentee envelope before going to the classroom.
c. Be aware of rotations in the daily announcements that are scrolled on the TV.
d. Leave a written report for the regular teacher as to what occurred during the period of placement.
e. Go to assigned area(s) unless excused by an administrator.

DUBOIS AREA SENIOR HIGH SCHOOL EMERGENCY PLAN

Staff members are asked to be more alert for irregularities in the rooms or other areas of the building. Do a visual and auditory scan of the room each time you enter. Report any problems to the Main office immediately. Lock your room when it is not in use. Take attendance each class and keep a sign-in sheet for those who leave the room during the period. Stress to students the seriousness of the matter. It is nothing to joke about.

***PHASE I Lockdown**

If there is an emergency, we will initiate Phase I with a review of the situation by the SPO. When a phase I is announced, we ask each staff member to scan the room again and report any problems to the Main office. Please check the hallway for any of **YOUR** students who may be on a hall pass and within retrievable distance. Close and lock your door. Please resume instruction. Students will remain with you until otherwise instructed. Lockdown will continue until an all-clear is given via the PA system.

If any classes are in an unsecured area, they are to go to a secured area immediately. If students are out of the classroom, they are to go immediately to any secured are.

***Phase II Secured Lockdown**

Same as Phase I except all classroom doors are to be locked and students and staff should not be visible through the doors.

***Phase III Movement to Secured Areas**

Phys. Ed classes go to the Library upon a Phase III announcement.

Before students are moved to a secured area, the following sweeps will be made:

a. Girls locker room and auxiliary gym – Guidance Counselors
b. Boys locker room and Health room/Wrestling room - Probation
c. Main gym and auxiliary gym – Asst. Principal & SPO

Teachers will move with their classes to the following locations:

a. C-wing classrooms to the Auxiliary gym and enter through the doors nearest the Pool.
b. A-wing classrooms to the Main gym and enter through the doors near the pool.
c. E-wing classrooms to the Auditorium.

Sweep teams will check lockers and classroom areas as follows:

a.	A-wing upstairs	Custodian & Mr. Volpe
b.	A-wing downstairs	Principal
c.	A-wing front of building	Principal
d.	C-wing upstairs	SPO
e.	C-wing downstairs	Asst. Principal
f.	E-wing upstairs	Probation
g.	E-wing downstairs	Asst. principal/Probation
h.	Shop, Alternative Ed area, Cafe'	SPO
i.	Office area	Principal
j.	Alternate	Athletic Director

Declare "all clear" for dismissal or to return back to classrooms (students may be sent home directly form restricted areas).

Students should take personal items i.e. books, purses that they have with them. Students are **not permitted** to go to their lockers.

***Phase IV Evacuation of Building**

The evacuation of the building will be by utilizing the fire drill procedure. Once the Evacuation is complete, the fire chief and/or chief of police will assume responsibility of the situation.

***Phase V Limited Alternative Emergency Procedure**

Evacuate the building to the Penn State DuBois Campus gymnasium or other Emergency facility and await further directions. Prior to the need, teachers are to review the following Phase V Emergency Procedures with the class:

a. After the announcement of an emergency evacuation, students will walk or be bused in an orderly fashion with the teacher they have that period, to the PSU gymnasium or other emergency facility.
b. All students are to remain quietly inside the gymnasium until further instructions are issued.
c. If the order from District Office is to dismiss, then those who walk to school or drive are to leave in an orderly manner. Vehicles are to exit via Second Avenue past the campus. Sixth Street is reserved for buses while the streets in front of the High School are for emergency vehicles. Remember, 15 miles per hour is the speed limit. If only the High School is dismissed, students are not to be on other school property, such as the Middle School.
d. Buses will arrive as soon as possible and will use Sixth Street. Students will wait quietly in the east parking lot of Penn State until one's bus arrives.
e. Students are reminded to listen to the radio (WOWQ, Sunny 106.5, WCED, WDBA) for further information.

Administrative assignments for Phase V are as follows:

Command Post	Principal
Traffic – West side of High school & Penn State	Asst. Principal

Volunteer staff members are needed at the following locations:

Intersection of Second Ave. & Sixth St	Guidance Counselor
Second Ave. at PSU gymnasium exits	Guidance Counselor
West exit of PSU gymnasium	Guidance Counselor
Ramp/stairs on PSU campus	SPO
East parking lot at PSU campus	Athletic Director
Hall in PSU gymnasium for rest rooms	Probation
Lobby of PSU gymnasium	Guidance Counselor

***Phase VI Alternative Emergency Procedure**

1. Call Transportation Director for transportation
2. Return to homeroom (time remaining)
3. Approximately two (2) classrooms will board each bus with teacher Supervision
4. Transport to Middle School
5. Grades 9 and 12 will be in the Middle School gymnasium and grades 10 and 11 will be in the auditorium.

***Phase VII Full Emergency Procedure**

Evacuation procedures will be the same as in Phase VI except the buses will transport to Brockway. Delivery procedures will depend on the Superintendents' communication.

*The administrative team may make the decision to move from one phase to another as the situation unfolds. All communications will be made through the PA system.

***Phase VIII Cancelation of School**

Students will return to homeroom and await dismissal times from the Transportation Director and/or Superintendent.

Administrative Team responsibilities are as follows:

1. Superintendent will participate on the Threat Assessment Team and will decide specifically, which Phase level of action will be implemented.
2. Assistant Superintendent will act as director of communications in case of an emergency situation.
3. High School principal will manage the command post at the building level.
4. SPO will manage communications with emergency personnel.
5. Assistant Principal will manage the movement of students and staff.
6. Custodian will manage the building concerns (utilities and security).
7. Director of Assessment & Student Services will manage all needed counseling and mental health referral.

DUBOIS AREA SCHOOL DISTRICT GRADING SYSTEMS GRADES 6-12

Percentage Grading:

A or 4 = 93% - 100%
B or 3 = 85% - 92%
C or 2 = 76% - 84%
D or 1 = 70% - 75%
F or 0 = 69% & below (no credit)
I = Incomplete

1. All full-scale percentage range – 100% will be used for grading periods 2, 3 & 4, for the first nine weeks grading period, the minimum grade to be given is a 60% except for courses of one semester or less. For the second and third nine week grading periods, the minimum grade to be given is 50% except for courses of one Semester or less.
2. Percent will be used to calculate class rank.
3. Semester and final tests, when used, will count for 1/5 of the semester grade based on four nine-week marking periods per year.
4. Grades below 60% or 50% will require the instructor to notify the guidance department prior to issuing the grade.
5. Credit will be determined on the basis of total class hours. Partial credit may be awarded in some cases. (120 hours = one Carnegie unit)
6. Remedial teachers will provide anecdotal progress reports to parents/guardians. (Reading, Mathematics).

7. The report cards will contain the course number and name, instructor's name, credit value, letter grade, percentage, quality point conversion scale and coded components.
8. It is expected that grading will be accomplished through a combination of tests, homework and classroom recitation.
9. For conversation purposes, when students transfer to DuBois with other than percentage grades, the grades are converted as follows:

    A=96%
    B=89%
    C=80%
    D=73%
    F=65%

10. Grading will be completed every 45th day. **ALL** work is due for **regular education** students on the 40th day. Students who received special education services or students who have had extended illness (days or longer) may have until the 45th day.

11. All classroom grades due on the 45th day. If the 45th day falls on a Friday staff will be given the weekend to work on grades and they will be due on the 46th day (Monday morning at 8 am).

12. Progress reports will be completed 23 days into the marking period.

13. All final averages will be rounded to the nearest whole percent.

14. Any student intending to register for summer school must have a final average grade of 60% or greater to be eligible.

INCOMPLETE GRADES

Incomplete grades should be given sparingly. To give an incomplete grade, the teacher must first have the request **approved by the Principal.** When the incomplete is approved, the student will be expected to complete his/her responsibilities within five (5) school days unless an extension is issued. Extensions are available for up to three weeks. Incompletes will not be issued for the final marking period.

The student's counselor is contacted first by the teacher to begin the incomplete grade process. An incomplete is not a grade, but an indication that certain class requirements have not been completed due to extenuating circumstances. An incomplete grade will **not be** issued for the final grading period without the expressed written consent of the principal and a written note from the teacher stating the work that must be done to clear incomplete.

OTHER DASD POLICIES

"The DuBois Area School District policies can be found on the District website. Please visit www.dubois.school and click the "resources" tab to view our policies. The policy manual is also available in the main office for parents and students to review."

Along with any member of the faculty to review.

All staff members should review the following procedures:

1. Child/Student Abuse	806
2. Student Rights/Survey	235
3. Nondiscrimination	103
4. Professional Employees	401-460
5. Weapons	218.1
6. Locker Search	226
7. Student Discipline	218
8. Controlled Substances/Paraphernalia	227
9. Class Rank	214
10. Graduation Requirements	217
11. Harassment	248, 348, 448, 548
12. SAP (Student Assistance Program)	236
13. Terroristic Threats	218.2
14. Student Complaint Process	219
15. Tobacco	222
16. Hazing	247
17. Bullying/Cyberbullying	249
18. Dating Violence	252
19. Attendance Policy	204

Residency/Guardianship/Custody – School staff should notify the appropriate secretary or guidance counselor if they become aware of a student experiencing a change in residency, guardianship or custody. Because of this, changes may need made in our record keeping regarding an address/phone number, etc. There could be possible changes in custodial parent, emergency contact, guardianship, non-residency status. There could be a need to make a referral to access additional student services for homeless, etc. or to have a meeting in which to identify the barriers to learning that may limit a student's success in school. There are some situations when eligibility for continued enrollment at DASD is affected too. With a change in residency/guardianship/ custody, there most likely will need to be a "response" of some kind from the school

EQUAL OPPORTUNITY

The DuBois Area School District, an equal opportunity employer and provider, will not discriminate in employment, educational programs or activities based on race, color, national origin, sex, disability, age or because a person is a disabled veteran or a veteran of the Vietnam Era.

This policy on non-discrimination extends to all other legally protected classifications. Publication of this policy is made in accordance with state and federal laws, including the Title IX of the Educational Amendments of 1972 and Section 503 and 504 of the Rehabilitation Act of 1973.

GUIDELINES FOR GRADING AND EVALUATION FOR STUDENTS WITH EXCEPTIONALITIES

A. Grading Guidelines

1. Students who have been identified in need of special education must be graded according to their functioning level, goals and objectives as described in their IEP.

2. If they are participating in general education classes and by the very nature of their disability cannot complete the work on the same level or standard as their classmates, they cannot be graded according to their grade level expectations. Appropriate grading and curriculum modifications will be made. All teachers responsible for the child's instructions have access to the IEP. A student in this situation will have a "modified curriculum."

   A modified curriculum is one in which a student with an Individualized Educational Program (IEP) is expected to master fewer learning outcomes that are identified in the school curriculum. Modified curriculum (and grading) is designated by subject areas according to the abilities and needs of the individual student. The IEP identifies those subject areas where the student's curriculum (or grading) is modified to meet the student's needs for age-appropriate socialization. When a student's curriculum is modified, then report card, report forms, and IEP are so noted ("modified curriculum"). This is a way for professionals and parents to be informed that the child's unique needs are being met.
   The term "modified curriculum" will not be placed on the permanent record.

   The adaptations, modifications and functioning level of the student are described in the IEP and that document provides the framework for grading decisions and their programs as compared to the same age peers or classmates.

3. A student's IEP contains the programs and services necessary to meet the child's needs. The school district must make every effort to implement the IEP.

4. Whether a student with exceptionalities will be measured on grade level will be determined by the IEP team.

B. Failing Student's with IEP's

1. If a student with an IEP is being measured according to his/her own personal IEP objectives with necessary adaptations and modifications and he/she consistently refuses to complete the work, he/she can be failed.

2. If the student is failing, the MDE/IEP team should convene to determine the appropriateness of the educational plan.

3. All adaptation, modifications, and strategies should be documented if used to help the student.

Note: If a grade was questioned in litigation, the courts would ask for a copy of the IEP and MDE and would require documentation that the IEP had been followed with all necessary adaptations and support.

C. Testing, strategies and modifications

All of the following are permissible to be used with students who are exceptional regarding test taking:

Allow extra time for test completion (modification). Allow student to have test read to him/her.

Allow someone to transcribe student's verbal response for content, not grammar and mechanics, and no penalty for spelling errors. Provide word bank for completion.

Allow student to take an open-book test. Student can take test orally.

No paper/pencil tests. Use alternative forms of evaluation. Take test in resource room.

Use multiple choice spelling test.

The list of testing strategies/modifications is not intended to be exhaustive. Depending upon a student's individual needs, additional types of modifications for testing may be appropriate as indicated in the student's IEP.

D. Comments on the Report Card or Permanent Record

1. Comments cannot refer in any way to the student's IEP.

2. Comments cannot in any way refer to a specific exceptionality.

3. The comment "Modified Curriculum" can be used on report cards if agreed to by the IEP team.

4. Titles for classes cannot be identified "Learning Support English" or "Emotional Support Math". These titles may be used as a reference for "in-house" scheduling and should not be used as course titles on report cards or permanent record cards.

5. No information can be recorded on the permanent record card of a student with an IEP if the same information is not systematically recorded for students in general education.

E. Evaluation Criteria

1. Students with exceptionalities can be graded by the regular education teacher.

2. Students with exceptionalities can be graded by the special education teacher even if enrolled in a regular education class.

3. Students with exceptionalities can be graded by both regular education and special education teachers. These options will be discussed and decided.

The multi-disciplinary team evaluator or re-evaluation of each disabled student must include information related to enabling the child to be involved in and to progress in the general curriculum.

The parents of disabled students must be informed at least as often as parents of non-disabled students are informed of annual progress and the extent of which that rate of progress is sufficient to enable the student to attain an annual goal by the end of the year.

In addition to the general education report card, the District will provide reports to parents indicating progress toward the annual IEP goals for disabled students.

F. The Right to a High School Diploma

All exceptional students in Pennsylvania have the right to earn a regular high school diploma. Children who have disabilities can earn a diploma by completing the same kind of courses and earning the same number of credits as regular education students. A high school diploma will be awarded to a student with disabilities who completes the special education program developed by the IEP team.

Exceptional students have the right to stay in high school through the school year in which they turn twenty-one years old or until they meet the goals of their IEP. A plan for completion of necessary goals for graduation must be developed at least three years prior to the anticipated graduation for each exceptional student.

Graduation is considered a change in educational placement for exceptional students and the District must comply with all the state-mandated procedures for a change in educational placement including a multi-disciplinary team re-evaluation, an IEP team meeting and parent notification. If the parents do not agree with the decision to graduate the student, they may initiate the due process procedures.

In the event that the parents challenge the decision regarding graduation, a diploma will not be issued and the student will continue to attend school until these procedures are complete or until the end of the school year in which the student turns twenty-one, whichever comes first. Once a student has graduated and the above indicated procedures have been followed, the student is no longer entitled to receive special education services from the District.

G. Basis for these Guidelines:

These guidelines reflect the opinions of legal experts throughout the commonwealth.

They are in compliance with these federal laws:

P.L. 94-142-I.D.E.A.
Section 504 of the Rehabilitation Act
Americans with Disabilities Act

They are in compliance with these state laws:

Chapter 14 and Chapter 342
Protective Handicap Act

PUPIL SERVICES/SPECIAL EDUCATION

What we believe…….

1. All students can learn.
2. All students must be challenged.
3. Education is a life-long process.
4. Professional development of all staff is vital.
5. Educational facilities should accommodate changing educational programs.
6. Educational facilities should be safe, attractive and well maintained.
7. The District must provide appropriate financial support.
8. The program should enable students to acquire the knowledge, skills and attitudes necessary to live in society.
9. Community involvement is essential.
10. The integration of a diverse student population into the educational setting is of benefit to all.

What we know……

1. Anything that can be taught in a segregated program can be taught in an integrated program but there are things that can be taught in an integrated program that can't be taught in a segregated program.
2. Human beings learn to respect individual differences better in Integrated learning environments.
3. Disabled students acquire academic and social skills better in integrated learning environments.
4. Normal and disabled children learn from one another in integrated learning environments.

5. All children have a better chance of reaching their potential in Integrated learning environments.

6. Least restrictive environment involves options.
7. Individual needs must be addressed.
8. Implementation should evolve.
9. Educational programs are not only cognitive but affective.
10. Appropriate resources must be available for programs to be successful.
11. Program development requires a commitment and involvement by Students, teachers, administration and community-a team effort.
12. Success is measured in many different ways.
13. Goals are best determined by those who are affected by them. To accomplish integration we need to encourage positive perceptions and responses among students, educators, parents and the entire community.
14. Flexibility will be necessary in planning, implementing and evaluating programs for students with special needs.
15. Community based instruction, in addition to school based instruction, can be appropriate for students with moderate/severe disabilities.

DUBOIS AREA SCHOOL DISTRICT – 216.2B
Notification of Rights under the Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.

   Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   Parents or eligible students who wish to ask the school to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. These records will be forwarded upon request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

    Student Privacy Policy Office
    U.S. Department of Education
    400 Maryland Avenue, SW
    Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*3*) are met. (§ 99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))

- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))

- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))

- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

Family Educational Rights and Privacy Act (FERPA)
Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that our school, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information (PII) from your child's education records. However, our school may disclose appropriately designated "directory information" without written consent, unless the parent or eligible student has advised the school to the contrary in accordance with school procedures. The primary purpose of directory information is to allow the school to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

If you do not want the school to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify our school in writing by September 30th of each school year. Our school has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of enrollment
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

Teacher Information: Printing Health Information from Skyward

Teachers will be given student Health Care Plans by the nurse, as has been done in previous years. The Health care plans are completed for students with significant and potentially life-threatening conditions.

Teachers will need to access other health information regarding their students electronically through health alerts in Skyward and will not be given hard copies of this information. Information that will be in Skyward for access include items such as special restroom privileges, special classroom seating for vison or hearing condition, non-life threatening food allergies, animal allergies, etc.

Please print the health information for your own information and also for your substitute folder.

As new students enroll throughout the year and health information is added to Skyward, teachers will receive an e-mail asking them to review that student's health information in Skyward. Any critical information will be brought to your attention immediately by the nurse. This will include time sensitive information such as a student not being permitted physical education, etc.

To Access Health Information from Skyward, teachers should follow the instructions below:

1. Log into Skyward
2. Click on Educator Access Plus
3. Click on "my students"
4. You will need to double click on each individual student
5. Click on "information report" at the bottom left of the screen
6. Keep "student profile info" checked
7. View the report for the student. It will appear in your Print Queue
8. Display report. Health alert will appear
9. Click on printer at the top or bottom of the page and print range will need to be "current view"
10. Print

See the nurse in your building if you have any questions or concerns regarding printing the information.

See the nurse in your building if you have any questions or concerns regarding any health information you have received regarding your students. You may also see the nurse to verbally receive the health Information regarding your students.

LIST OF FIRE EVACUATION EXITS

No.	Name	Description/Destination
1	Main Office	Proceed into parking lot beyond fire lane
2	Main Gym	Proceed beyond fire lane into student parking lot
3	Girls locker room stairwell	Proceed beyond fire lane into student parking lot
4	Auxiliary gym exit	Proceed beyond fire lane into student parking lot
5	Girls team locker room	Proceed beyond fire lane onto sidewalk to PSU
6	Boys team locker room	Proceed beyond fire lane onto sidewalk to PSU
7	Laundry ramp	Proceed beyond fire lane onto sidewalk to PSU
8	Pool emergency exit	Proceed to rear parking lot by tennis courts
9	Pool mechanicals	Proceed to rear parking lot by tennis courts
10	Pool exit	Proceed to parking space 54
11	Locker room stairwell	Proceed to handicapped spot near tennis courts
12	Electrical service	Proceed to rear parking lot by tennis courts
13	Boiler room	Proceed to rear parking lot by tennis courts
14	Wood technology lab	Proceed to van accessible spot near tennis courts
15	Wood technology storage	Proceed to van accessible spot near tennis courts
16	Fitness center	Proceed to handicapped sport near tennis courts
17	Technology classroom	Proceed to ticket shed (up ramp towards field)
18	Technology lab (overhead door)	Proceed to rear parking lot
19	Technology lab	Proceed to rear parking lot
20	Cafeteria hallway exit	Proceed to rear parking lot
21	Cafeteria storage (overhead door)	Proceed to rear parking lot
22	Back cafeteria doors	Proceed to rear parking lot (to designated area)
23	Rear C-wing stairwell	Proceed to rear parking lot (to designated area)
24	E-wing stairwell	Proceed to employee parking lot at base of grass hill (east)
25	Rear handicap exit	Proceed to rear corner of asphalt parking lot adjacent to parking Space #10
26	E-wing exit across from courtyard	Proceed to employee parking lot at base of grass hill
27	Home Ec exit straight out through	Proceed to employee parking lot at base of grass hill
28	Home Ec stairwell	Out the doors to the base of stairwell and proceed across Parking lot onto grass base of hill
29	MIS room	Across parking lot to grass adjacent to Church of Christ
30	Band room	Across parking lot to grass adjacent to Church of Christ
31	Rear Auditorium doors	Across fire lane to front parking lot

FIRE/EVACUATION EXITS

Cafeteria Hallway

			EXIT NUMBER
A240	Bill Hanzley	Van accessible /Tennis Ct	14
A244	N. Green/Weight Room	Handicapped Space Tennis Ct	16
A243	Cheyenne Kanouff	In front of Ticket shed	17
A245	Cafeteria Office	Rear parking lot	20
Cafeteria		Rear parking lot	20

B-WING/ATHLETICS

		EXIT NUMBER
Pool	Parking space 54	10
Main gym	Front half-Main entry	2
	Back half – Laundry ramp	7
	Combined Gym-Main door	2
Auxiliary gym	Out exit (4)	4
Boys locker room	Handicapped spot/tennis court	11
Boys team room	Team room exit	6
Girls locker room	Team room exit	5
Girls team room	Team room exit	5
B124	Handicapped spot/tennis court	11

A-WING FIRST FLOOR

			EXIT NUMBER
A203	Virtual Academy	Rear Auditorium door	31
A204	Virtual Academy	Rear Auditorium door	31
A205	Kyle Bish	Rear Auditorium door	31
BAND	Melinda Swauger	Band room exit	30
CHOIR	Nicholas Kloszewski	Band room exit	30
A215	Home Ec.	Home Ec. straight out	27
A220	Dan Minns	Home Ec. straight out	27
A221	Lauren McLaughlin	Home Ec. straight out	27
A222	Open	Home Ec. straight out	27
FACULTY ROOM		Home Ec. straight out	27
A227	Beau Bash	Main office doors	1
A228	Linda Rankus	Main office doors	1
A229	TV Studio	Main office doors	1
LIBRARY	Megan Nelen	Laundry ramp	7
A235		Laundry ramp	7
A238	Rod Thompson	Main office doors	1

A-WING 2nd FLOOR

			EXIT NUMBER
A300	Robin Craig	Home Ec. stairwell	28
A302	STEM Robot	Home Ec. stairwell	28
A303	Chris Taylor	Home Ec. stairwell	28
A304	STEM Robotics	Home Ec. stairwell	28
A305	Dorothea Hackett	Home Ec. stairwell	28
A306	Sophie Riddle	Home Ec. stairwell	28
A307	Gretchen Clark	Home Ec. stairwell	28
A308	Heidi Woods	Home Ec. stairwell	28
A309	Denise Sloan	Laundry ramp	7
A310	Lisa Benn	Laundry ramp	7
A311	Patti Micknis	Laundry ramp	7
A312	Rob Burns	Laundry ramp	7
A313	Nikki Clark	Laundry ramp	7
A314	Liz Drahushak	Laundry ramp	7
A315		Laundry ramp	7
A316	Luke Bundy	Laundry ramp	7
A317	David Volpe	Laundry ramp	7
A318	Athletic Office	Laundry ramp	7
A319	Copier Room	Laundry ramp	7

A-WING 2nd FLOOR Cont.

A320		Laundry ramp	7
A322	TJ Wingard	Laundry ramp	7
A323	Jackie Norris	Laundry ramp	7
A326	Tracy Chewning	Laundry ramp	7
A327	Mandi Bell	Laundry ramp	7

C-WING 1ST FLOOR

			EXIT NUMBER
C100	Nancy Chelgren	Main Office doors	1
C103	Mike Yoha	Main Office doors	1
C105	John McDermott	Main Office doors	1
C106	Guidance	Main Office doors	1
C107	Health Room	Main Office doors	1
C108	IT Department	Main Office doors	1
C109	Diane Minns	Back Cafeteria doors	22
C110	Brian Clinger	Back Cafeteria doors	22(tennis courts)
C111	Kelly McCall	Back Cafeteria doors	22(tennis courts)
C128	Carlie Gritzer	Back Cafeteria doors	22
C151	Micah Wolfe	Main Office doors	1
C152	Scott Sullivan	Main Office doors	1
C114	Audrey Null	Back Cafeteria doors	22
C101	Spec. Ed Office Back	Cafeteria doors	22
C102	Deidre Smith	Main Office doors	1
C114A/B	Judy Simmons/Guid.	Back Cafeteria doors	22

C-WING 2nd FLOOR

			EXIT NUMBER
C200	Todd Shindledecker	Main Office doors	1
C201	Megan Yohe	Main Office doors	1
C202	Dave Martin	Main Office doors	1
C203	OPEN	Main Office doors	1
C204	Computer Lab	Main Office doors	1
C205	SAP	Main Office doors	1
C206	Mike Gressler	Back Cafeteria doors	22
C207	Michelle Snyder	Back C wing stairs	23(space 55)
C209	Danna Billotte	Back C wing doors	23(space 56)
C210	Dawneen Good	Back C wing doors	23(space 57)
C211	Leann Fuller	Back C wing doors	23(space 58)
C212	Heidi Shindledecker	Back C wing doors	23(space 59)
C213	Julie Burkett	Back C wing doors	23(space 60)
C214	Kelly Stringer	Back C wing doors	23(space 61)
C215	Bill Barton	Back C wing doors	23 Tennis CT
C216	Storage	Back C wing doors	23 Tennis CT
C217	Scott Creighton	Back C wing doors	23 Tennis CT

C-WING 2nd Floor Cont.

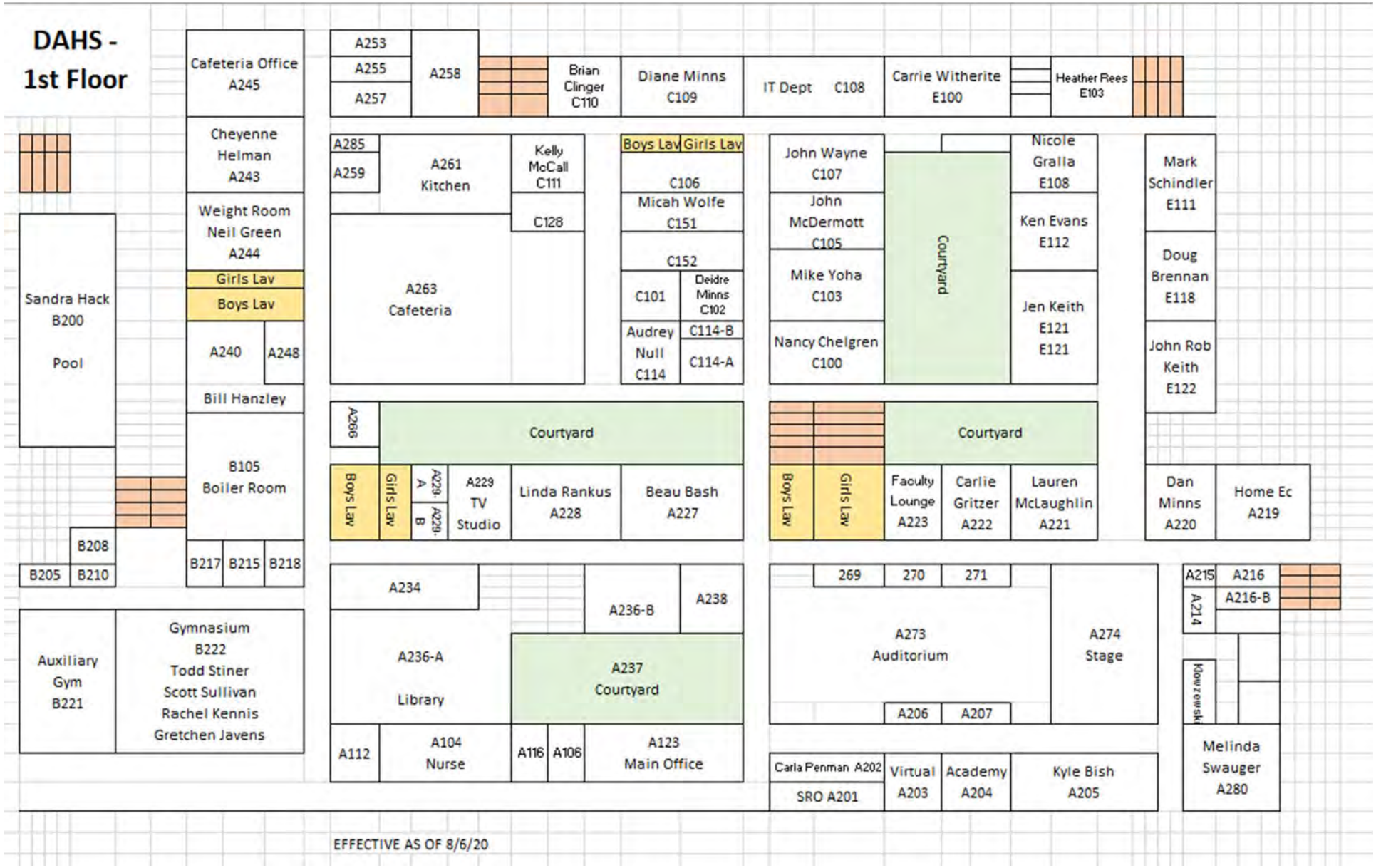
C218	Open	Back C-wing doors	23 Tennis Ct
C219	Todd Stiner	Back C-wing doors	23 Tennis Ct

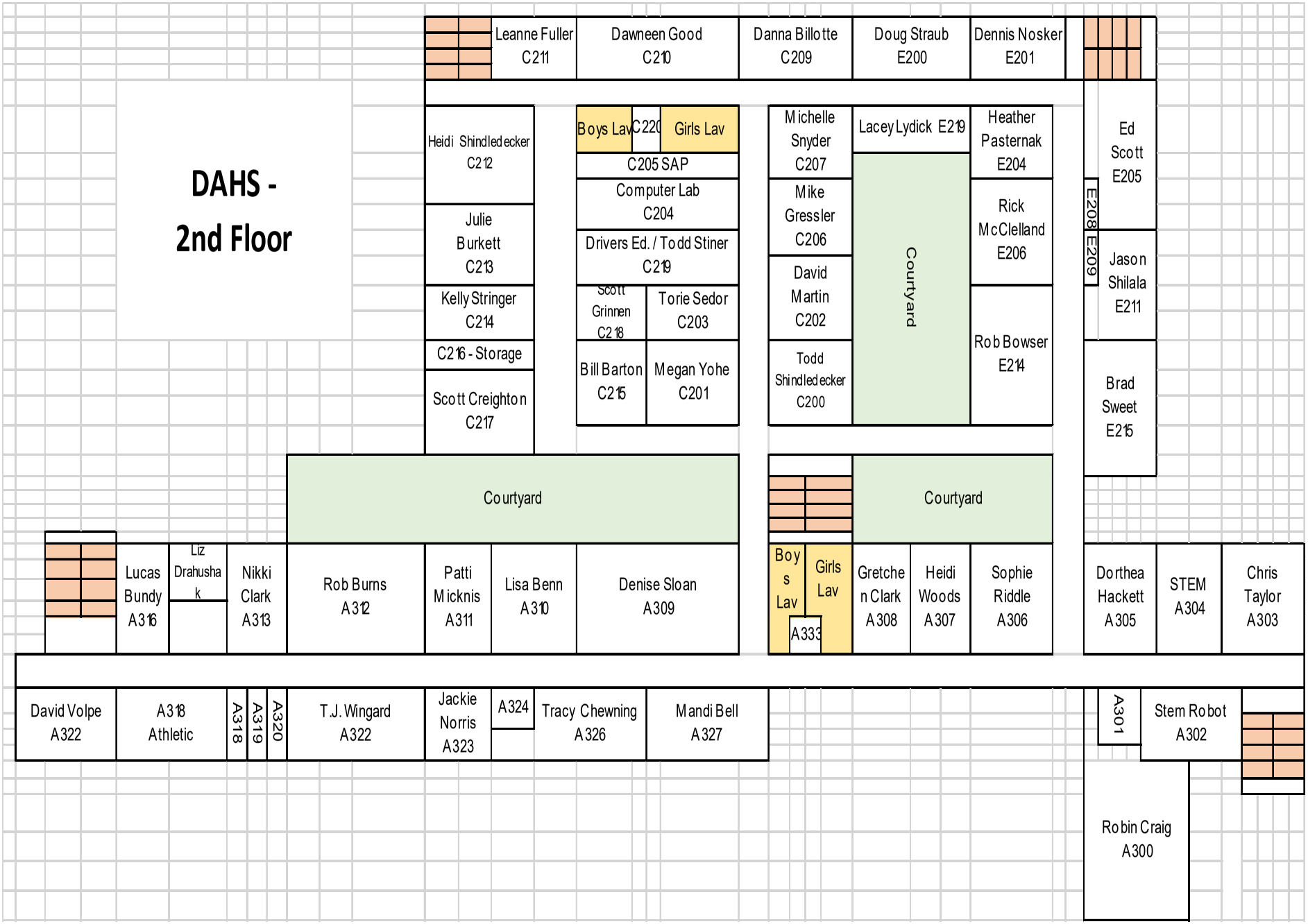
E-WING 1st FLOOR

			EXIT NUMBER
E100	Carrie Witherite	E-wing handicap exit	25
E103	Heather Rees	E-wing handicap exit	25
E108	Nicole Gralla	E-wing courtyard/east exit	26
E111	Mark Schindler	E-wing courtyard/east exit	26
E118	Doug Brennan	E-wing courtyard/east exit	26
E122	John Keith	E-wing courtyard/east exit	26
E112	Ken Evans	E-wing courtyard/east exit	26
E121	Jen Keith	E-wing courtyard/east exit	26

E-WING 2nd FLOOR

			EXIT NUMBER
E200	Doug Straub	E-wing stairs	24
E201	Denny Nosker	E-wing stairs	24
E204	Heather Pasternak	E-wing stairs	24
E205	Ed Scott	E-wing stairs	24
E206	Rick McClelland	E-wing stairs	24
E211	Jason Shilala	E-wing stairs	24
E214	Robert Bowser	E-wing stairs	24
E215	Brad Sweet	E-wing stairs	24
E219	Lacy Lydick	E-wing stairs	24


DAHS -
1st Floor
Cafeteria Office
A245
A253
A255
A257
A258
Brian Clinger
C110
Diane Minns
C109
IT Dept C108
Carrie Witherite
E100
Heather Rees
E103
Cheyenne Helman
A243
Weight Room
Neil Green
A244
Girls Lav
Boys Lav
A285
A259
A261
Kitchen
Kelly McCall
C111
C128
A263
Cafeteria
Boys Lav
Girls Lav
C106
Micah Wolfe
C151
C152
C101
Deidre Minns
C102
Audrey Null
C114
C114-B
C114-A
John Wayne
C107
John McDermott
C105
Mike Yoha
C103
Nancy Chelgren
C100
Courtyard
Nicole Gralla
E108
Ken Evans
E112
Jen Keith
E121
E121
Mark Schindler
E111
Doug Brennan
E118
John Rob Keith
E122
Sandra Hack
B200
Pool
A240
A248
Bill Hanzley
B105
Boiler Room
A266
Courtyard
Boys Lav
Girls Lav
A229-A
A229-B
A229
TV
Studio
Linda Rankus
A228
Beau Bash
A227
Courtyard
Boys Lav
Girls Lav
Faculty Lounge
A223
Carlie Gritzer
A222
Lauren McLaughlin
A221
Dan Minns
A220
Home Ec
A219
B208
B205
B210
B217
B215
B218
A234
A236-A
Library
A236-B
A238
A237
Courtyard
269
270
271
A273
Auditorium
A274
Stage
A206
A207
A215
A214
A216
A216-B
Klowzewski
Auxiliary Gym
B221
Gymnasium
B222
Todd Stiner
Scott Sullivan
Rachel Kennis
Gretchen Javens
A112
A104
Nurse
A116
A106
A123
Main Office
Carla Penman A202
SRO A201
Virtual
A203
Academy
A204
Kyle Bish
A205
Melinda Swauger
A280
EFFECTIVE AS OF 8/6/20


DAHS -
2nd Floor
Leanne Fuller C211
Dawneen Good C210
Danna Billotte C209
Doug Straub E200
Dennis Nosker E201
Heidi Shindledecker C212
Julie Burkett C213
Kelly Stringer C214
C216 - Storage
Scott Creighton C217
Boys Lav
C220
Girls Lav
C205 SAP
Computer Lab C204
Drivers Ed. / Todd Stiner C219
Scott Grinnen C218
Torie Sedor C203
Bill Barton C215
Megan Yohe C201
Michelle Snyder C207
Mike Gressler C206
David Martin C202
Todd Shindledecker C200
Lacey Lydick E219
Courtyard
Heather Pasternak E204
Rick McClelland E206
Rob Bowser E214
Ed Scott E205
E208
E209
Jason Shilala E211
Brad Sweet E215
Courtyard
Courtyard
Lucas Bundy A316
Liz Drahushak
Nikki Clark A313
Rob Burns A312
Patti Micknis A311
Lisa Benn A310
Denise Sloan A309
Boys Lav
Girls Lav
A333
Gretchen Clark A308
Heidi Woods A307
Sophie Riddle A306
Dorthea Hackett A305
STEM A304
Chris Taylor A303
David Volpe A322
A318 Athletic
A318
A319
A320
T.J. Wingard A322
Jackie Norris A323
A324
Tracy Chewning A326
Mandi Bell A327
A301
Stem Robot A302
Robin Craig A300

DAHS Bell Schedule

Period 1	7:45 – 8:26	(41) *Bell but no movement
Tutoring	8:26 - 8:50	(24)
Period 2	8:54 - 9:35	(41)
Period 3	9:39 – 10:20	(41)
Period 4	10:24 – 11:05	(41)

Lunch Group A	**Lunch Group B**	**Lunch Group C**
5A 11:05 – 11:35 (30)	5 11:09 – 11:50 (41)	5 11:09 – 11:50 (41)
5 11:39 – 12:20 (41)	**5B 11:50 – 12:20 (30)**	6 11:54 – 12:35 (41)
6 12:24 – 1:05 (41)	6 12:24 – 1:05 (41)	**6C 12:35 – 1:05 (30)**

Period 7	1:09 – 1:50 (41)
Period 8	1:54 – 2:35 (41)

The Pledge of Allegiance will take place at the beginning of first period.

Announcements will occur at the end of tutoring period.

1-Hour Delay Bell Schedule

School Opens 8:38

Warning Bell 8:41

Period 1	8:45 – 9:27	(42)
Period 2	9:31 – 10:11	(40)
Period 3	10:15 – 10:54	(39)

Lunch A

5A	10:58 – 11:28	(30)
5C	11:32 – 12:02	(30)
6	12:06 – 12:58	(30)

Lunch B

5	10:58 – 11:28	(30)
5B	11:32 – 12:02	(30)
6	12:06 – 12:36	(30)

Lunch C

6	10:58 – 11:28	(30)
6A	11:32 – 12:02	(30)
6C	**12:06 – 12:36**	**(30)**

Period 4	12:40 – 1:19	(39)
Period 7	1:22 – 1:59	(37)
Period 8	2:04– 2:35	(31)

Dismissal 2:35

2 Hour Delay
BELL-SCHEDULE A

Schedule A

Period 1 9:45 – 10:18 (33)
Period 2 10:22 – 10:54 (32)

Lunch 5A	10:58 – 11:28 (30)	Period 5	10:58 – 11:28 (30)	Period 5	10:58 – 11:28 (30)
Period 5	11:32 – 12:02 (30)	**Lunch 5B**	11:32 – 12:02 (30)	Period 6	11:32 – 12:02 (30)
Period 6	12:06 – 12:36 (30)	Period 6	12:06 – 12:36 (30)	**Lunch 6C**	12:06 – 12:36 (30)

Period 3 12:40 – 1:06 (26)
Period 4 1:10 – 1:36 (26)
Period 7 1:40 – 2:05 (25)
Period 8 2:09 – 2:35 (26)

- Announcements will be via the television.

2 Hour Delay
BELL-SCHEDULE B

Schedule B

Period 1 9:45 – 9:50 (5)
Period 3 9:54 – 10:22 (28)
Period 4 10:26 – 10:54 (28)

Lunch 5A	10:58 – 11:28 (30)	Period 5	10:58 – 11:28 (30)	Period 5	10:58 – 11:28(30)
Period 5C	11:32 – 12:02 (30)	**Lunch 5B**	11:32 – 12:02 (30)	Period 6A	11:32 – 12:02 (30)
Period 6	12:06 – 12:36 (30)	Period 6	12:06 – 12:36 (30)	**Lunch 6C**	12:06 – 12:36 (30)

Period 1 12:40 – 1:06 (26)
Period 2 1:10 – 1:36 (26)
Period 7 1:40 – 2:05 (25)
Period 8 2:09 – 2:35 (26)

- Announcements will be via the television.

FLEX DAY SCHEDULE

Period 1	7:45 – 8:10	(25 min)
Period 2	8:14 – 8:38	(24 min)
Period 3	8:42 – 9:06	(24 min)
Period 4	9:10 – 9:34	(24 min)
Period 7	9:38 - 10:02	(24 min)
Period 8	10:06 -10:30	(24 min)

Lunch 5A	**Lunch 5B**	**Lunch 6C**
5A 10:30 – 11:00	5 10:30 – 11:00	5 10:30 – 11:00
5C 11:00 – 11:30	**5B 11:00 – 11:30**	6A 11:00 – 11:30
6 11:30 – 12:00	6 11:30 – 12:00	**6C 11:30 – 12:00**

12:00 Dismissal

- **Announcements will be at end of 1st period.**

DUBOIS AREA SCHOOL DISTRICT

Business Office

500 Liberty Boulevard **Phone: 814-371-2700**

DuBois, PA 15801 **Fax: 814-371-2544**

2021-2022 PAYROLL SCHEDULE

PAYROLL PERIOD COVERED BEGINNING	ENDING	**PAYROLL DATE**	PAY CTRL
June 28, 2021	July 9, 2021	**July 9, 2021**	A2
July 12, 2021	July 23, 2021	**July 23, 2021**	B2
July 26, 2021	August 6, 2021	**August 6, 2021**	C2
August 9, 2021	August 20, 2021	**August 20, 2021**	D2
August 23, 2021	September 3, 2021	**September 3, 2021**	E2
September 6, 2021	September 17, 2021	**September 17, 2021**	F2
September 20, 2021	October 1, 2021	**October 1, 2021**	G2
October 4, 2021	October 15, 2021	**October 15, 2021**	H2
October 18, 2021	October 29, 2021	**October 29, 2021**	I2
November 1, 2021	November 12, 2021	**November 12, 2021**	J2
November 15, 2021	November 26, 2021	**November 26, 2021**	K2
November 29, 2021	December 10, 2021	**December 10, 2021**	L2
December 13, 2021	December 24, 2021	**December 24, 2021**	M2
December 27, 2021	January 7, 2022	**January 7, 2022**	N2
January 10, 2022	January 21, 2022	**January 21, 2022**	O2
January 24, 2022	February 4, 2022	**February 4, 2022**	P2
February 7, 2022	February 18, 2022	**February 18, 2022**	Q2
February 21, 2022	March 4, 2022	**March 4, 2022**	R2
March 7, 2022	March 18, 2022	**March 18, 2022**	S2
March 21, 2022	April 1, 2022	**April 1, 2022**	T2
April 4, 2022	April 15, 2022	**April 15, 2022**	U2

	April 18, 2022	April 29, 2022	**April 29, 2022**	V2
	May 2, 2022	May 13, 2022	**May 13, 2022**	W2
36	May 16, 2022	May 27, 2022	**May 27, 2022**	X2
	May 30, 2022	June 10, 2022	**June 10, 2022**	Y2
	June 13, 2022	June 24, 2022	**June 24, 2022**	Z2

DuBois Area School District
Maintenance/Custodial Department
30 Sones Road
DuBois, PA 15801
ph: 814.371.0383
fx: 814.371.0272

To: All Employees - DuBois Area School District

From: Steve Dunlap, Maintenance/Custodial Supervisor

Date: July 16, 2021

Subject: Integrated Pest Management

The DuBois Area School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office, and teaching staff and includes our students. Pest sightings are reported to our IPM coordinator who evaluates the "pest problem" and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use pesticides registered by the Environmental Protection Agency to manage a pest problem. A pesticide will only be used when necessary, and will not be routinely applied. When a pesticide is necessary, the school will try to use the least toxic product that is effective. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents or guardians of students enrolled in the school, as well as staff members, may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school's notification registry. If you would like to be placed on this registry, please e-mail sdunlap@dubois.school. When notifying the district, you must include your name, address, phone number, school(s) that you are located. Please include an e-mail address if you would like to be notified electronically.

If a pesticide application must be made to control an emergency pest problem, notice will be provided by telephone or electronic mail, to any staff member, parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and antimicrobial products; self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices or voids; and swimming pool maintenance chemicals.

Each year the district will prepare a new notification registry.

If you have any questions, please contact me at 814-371-0383.

LOCKER ASSIGNMENTS 2021 – 2022

Please return to Lori Miller C-108

Student Name & Grade	Locker #

Teacher: _____ Room #: _____

Teacher Locker Assignment List 21-22
AS OF 8/4/21

Room #	Teacher	Lockers
A205	K. Bish	None
A219	Megan Nelen	902-908, 200-201
A220	Dan Minns	139-151, 162-165
A221	Lauren McLaughlin	211-239
A222	Carlie Gritzer	None
A227	Beau Bash	640-662
A228	Linda Rankus	663-667, 745-759, 697
A236		
A238	Rod Thompson	None
C103	Mike Yoha	619-639, 361-363
C105	John McDermott	116-136
C107	Gretchen Javens	1591-1601, 245, 767
C110	Brian Clinger	676-681
C111	Kelly McCall	682-696
C114	Audrey Null	739-744
C151	Wolfe	None
C152	Scott Sullivan	668-675, 254-266
E100	Carrie Witherite	Rees, Witherite, Gralla will select their lockers and submit their list.
E103	Heather Rees	
E108	Nicole Gralla	
E111	Mark Schindler	471-491
E112	Ken Evans	511-518
E118	Doug Brennan	None
E121	Jen Keith	549-570
E122	JR Keith	267-291
A240	Bill Hanzely	1629-1637, 1639-1651, 768-770, 298-299
PE/Gym 5 C217	Rachel Kennis	1626-1628, 977-987, 246-252
Pool/A204	Sandra Hack	771, 300-303
A244/A238	Neil Green	1431-1434, 772-781, 305-309
Chorus A213	Nicholas Kloszewski	1435-1438, 909-914, 182-187
Band A211	Melinda Swauger	None
A243	Cheyenne Kanouff	1602-1610, 760-766, 297, 1625
A300	Robin Craig	None
A303	Chris Taylor	915-938, 941-942
A305	Dorothea Hackett	Library
A306	Sophie Riddle	None
A307	Heidi Woods	None
A308	Gretchen Clark	None

A309	**Denise Sloan**	**1602-1624, 939-940**
A310	**Lisa Benn**	**995-1009**
A311	**Patti Micknis**	**A221**
A312	**Rob Burns**	**1016-1039**
A313	**Nikki Clark**	**1041-1048**
A316	**Lucas Bundy**	**PREP**
A322	**TJ Wingard**	**1098-1115, 242-243**
A323	**Jackie Norris**	**1136-1140, 137-138**
A326	**Tracy Chewning**	**1157-1161**
A327	**Mandi Bell**	**1424, 1162-1180**
C200	**Todd Shindledecker**	**1010-1015, 1049-1054, 200-208**
C201	**Megan Yohe**	**None**
C202	**David Martin**	**PREP**
C206	**Mike Gressler**	**1481-1491, 1155-1156**
C207	**Michelle Snyder**	**1466-1467, 1522-1532**
C209	**Danna Billotte**	**1505-1521**
C210	**Danna Good**	**1492-1504**
C211	**Leann Fuller**	**98-115, 240-241**
C212	**Heidi Shindledecker**	**1492-1504, 1468-1469**
C213	**Julie Burkett**	**1562-1577**
C214	**Kelly Stringer**	**1578-1590, 1454**
C215	**Bill Barton**	**None**
C217	**Scott Creighton**	**Coffee Kiosk**
C219	**Todd Stiner**	**1445-1453, 1141-1154, 153-156**
E200	**Doug Straub**	**152, 1345-1348, 1357-1365**
E201	**Denny Nosker**	**PREP**
E204	**Heather Pasternak**	**1325-1344**
E205	**Ed Scott**	**1439-1444, 1313-1324**
E206	**Rick McClelland**	**1470-1480, 1349-1355, 188-193**
E211	**Jason Shilala**	**PREP**
E214	**Rob Bowser**	**1425-1430**
E215	**Brad Sweet**	**157-161, 173-176**
E219	**Lacey Lydick**	**None**
Campus & Principal		

DuBois Area School District

504 Service Agreement

DEMOGRAPHIC INFORMATION: Student ID _____

Student Name _____ Grade Level _____ Date of Birth ___/___/___

Substantial Limitation(s): _____

TIMELINE:

Initial 504 Agreement Date ___/___/___ Modified 504 Agreement Date ___/___/___

Date the 504 Service Began ___/___/___ Date this 504 Service Ends ___/___/___

Annual Review Date ___/___/___ 3 Year Re-Evaluation Date ___/___/___

Date of Next 504 Meeting ___/___/___

ACCOMMODATIONS:

Below is a summary of our recent evaluation concerning your child as well as our recommendations and agreements for aids, services or accommodations:

Nature of mental or physical impairment:

_____

_____

Aids, services or accommodations:

_____

_____

_____

Procedures to follow in the event of a medical emergency:

_____

_____

The attached letter outlines your rights to resolve any disputes you may have concerning the recommended aids, services or accommodations. If you have any questions concerning your rights or the aids, services or accommodations recommended, please feel free to contact me.

_____ ___/___/___

School District Administrator Signature Date

DIRECTIONS: Please check one of the following options, sign, date and return this form to the School Counselor:

_____ I agree and give permission to proceed as recommended.

_____ I do not agree and do not give permission to proceed as recommended.

_____ I would like to schedule an informal conference to discuss the following concerns: _____

_____

_____ ___/___/___

Parent(s) Signature Date

DuBois Area School District

REVISED CALENDAR FOR 2020-2021

M	T	W	T	F
July 2020				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
August				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
				6/180
September				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
				27/180
October				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
				47/180
November				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				
				64/180
December				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
				81/180
January 2021				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
				100/180
February				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
				119/180
March				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
				142/180
April				
		1	2	
	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
				162/180
May				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
				180/180
June				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Full-day Teacher In-service	August 18 and 19, 2020
First Student/Teacher Day	August 24, 2020
Labor Day	September 7, 2020
Flex Day (Act 80)	October 21, 2020
Full-day Teacher In-service	October 22 and 23, 2020
End of 1st Quarter	October 28, 2020
Veterans' Day	November 11, 2020
Thanksgiving Break	November 26-30, 2020
Winter Break	Dec. 24, 2020-Jan. 1, 2021
End of 2nd Quarter	January 14, 2021
Full-day Teacher In-service	January 18, 2021
Flex Day (Act 80)	February 18, 2021
Full-day Teacher In-service	February 19, 2021
End of 3rd Quarter	March 22, 2021
Flex Day	April 1, 2021
Spring Break *	April 2-5, 2021
* Spring Break or Snow/Make-Up Day	April 5, 2021
Last Student Day/Flex Day	May 26, 2021
End of 4th Quarter	May 26, 2021

First Student Day	
No School	
Non-student Day	
District-wide Flex Day/Last Student Day	
Flex Day	
One hour early dismissal	
Spring Break or Snow/Make-Up Day	

Snow/Non-PDE Approved Emergency Days will be added to the end of the school year.

Graduation will be held on the last student day.

Local Holidays (Section 1502): December 28, 29, 30 and 31, 2020

ADOPTED: January 23, 2020
REVISED: April 23, 2020

DuBois AREA SD PRICE LIST
SECONDARY

STUDENT LUNCH	1 FREE DAILY
ADULT LUNCH (includes 2 entrees if desired)	$3.90
STUDENT BREAKFAST	1 FREE DAILY
ADULT BREAKFAST	$1.90
BREAKFAST ENTRÉE	$1.45
LUNCH ENTREE	$1.90
EXTRA LUNCH	$2.40
HOT DOG, TOASTED CHEESE, PB&J OR SOUP	$1.50
SIDE ITEMS	$.85
ROLL / BREADSTICK	$.50
CHIP SNACKS	$.85
MINI DONUTS	$1.45
BAKED GOODS	$.85
ICED TEA – 10OZ	$.90
GATOR ADE G2	$1.25
WATER	$1.00
MILK	$.70
JUICE	$.55
LG. GARDEN SALAD W/ROLL	$3.25
LG. SPECIALITY SALAD W/ROLL	$3.65
FRESH FRUITS	$.65
ICE CREAM	$ .90
PUDDING PARFAITS	$1.35
COFFEE 16OZ (BREAKFAST ONLY)	$1.00

THESE ARE THE NEW PRICES FOR THE 19/20 SCHOOL YEAR

ADULT LUNCHES INCLUDE: 2 ENTREES, FRUIT/ VEGETABLE

1/DRINK – MILK, WATER, OR ICED TEA

ANY SALAD FOR ADULT MEAL ONLY COMES WITH 1 SALAD

TOM KOSCIENSKI
GENERAL MANAGER FOODSERVICES

METZ CULINARY MANAGEMENT

DuBois AREA SCHOOL DISTRICT

ALL STUDENTS 1 FREE BREAKFAST & 1 FREE LUNCH DAILY

MUST HAVE ALL REQUIRED COMPONENTS

MUST HAVE AT LEAST 1 FRUIT AND OR 1 VEGETABLE TO QUALIFY FOR THE FREE MEAL

DUBOIS AREA SCHOOL DISTRICT – 216.2B

Notification of Rights under the Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

5. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.

   Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

6. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   Parents or eligible students who wish to ask the school to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

7. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an

attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. These records will be forwarded upon request.

8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

    Student Privacy Policy Office

    U.S. Department of Education

    400 Maryland Avenue, SW

    Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*3*) are met. (§ 99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))

- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))

- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))

- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

Family Educational Rights and Privacy Act (FERPA)
Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that our school, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information (PII) from your child's education records. However, our school may disclose appropriately designated "directory information" without written consent, unless the parent or eligible student has advised the school to the contrary in accordance with school procedures. The primary purpose of directory information is to allow the school to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

If you do not want the school to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify our school in writing by September 30th of each school year. Our school has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of enrollment
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

PENNSYLVANIA'S CODE OF PROFESSIONAL PRACTICE AND CONDUCT FOR EDUCATORS

S
T mmission is committed to providing leadership for improving the q establishing high standards for preparation, certification, practice and ethical conduct in the teaching profession.

Section 2. Introduction

(a) Professional conduct defines interactions between the individual educator and students, the employing agencies and other professionals. Generally, the responsibility for professional conduct rests with the individual professional educator. However, in this Commonwealth, a Code of Professional Practice and Conduct (Code) for certificated educators is required by statute and violation of specified sections of the Code may constitute a basis for public or private reprimand. Violations of the Code may also be used as supporting evidence, though may not constitute an independent basis, for the suspension or revocation of a certificate. The Professional Standards and Practices Commission (PSPC) was charged by the act of December 12, 1973 (P. L. 397, No.
141) (24 P. S. § § 12-1251—12-1268), known as the Teacher Certification Law, with adopting a Code by July 1, 1991. See 24 P. S. § 12-1255(a) (10).
(b) This chapter makes explicit the values of the education profession. When individuals become educators in this Commonwealth, they make a moral commitment to uphold these values.

Section 3. Purpose

(a) Professional educators in this Commonwealth believe that the quality of their services directly influences the Nation and its citizens. Professional educators recognize their obligation to provide services and to conduct themselves in a manner which places the highest esteem on human rights and dignity. Professional educators seek to ensure that every student receives the highest quality of service and that every professional maintains a high level of competence from entry through ongoing professional development. Professional educators are responsible for the development of sound educational policy and obligated to implement that policy and its programs to the public.
(b) Professional educators recognize their primary responsibility to the student and the development of the student's potential. Central to that development is the professional educator's valuing the worth and dignity of every person, student and colleague alike; the pursuit of truth; devotion to excellence; acquisition of knowledge; and democratic principles. To

those ends, the educator engages in continuing professional development and keeps current with research and technology. Educators encourage and support the use of resources that best serve the interests and needs of students. Within the context of professional excellence, the educator and student together explore the challenge and the dignity of the human experience.

Section 4. Practices

(a) Professional practices are behaviors and attitudes that are based on a set of values that the professional education community believes and accepts. These values are evidenced by the professional educator's conduct toward students and colleagues, and the educator's employer and community. When teacher candidates become professional educators in this Commonwealth, they are expected to abide by this section.
(b) Professional educators are expected to abide by the following:

(1) Professional educators shall abide by the Public School Code of 1949 (24 P. S. § § 1-101—27-2702), other school laws of the Commonwealth, sections 1201(a)(1),
(2) and (4) and (b)(1), (2) and (4) of the Public Employee Relations Act (43 P. S. § § 1101.1201(a)(1), (2) and (4) and (b)(1),
(2) and (4)) and this chapter.
(2) Professional educators shall be prepared, and legally certified, in their areas of assignment. Educators may not be assigned or willingly accept assignments they are not certified to fulfill.

Educators may be assigned to or accept assignments outside their certification area on a temporary, short-term, emergency basis. Examples: a teacher certified in English filling in a class period for a physical education teacher who has that day become ill; a substitute teacher certified in elementary education employed as a librarian for several days until the district can locate and employ a permanent substitute teacher certified in library science.
(3) Professional educators shall maintain high levels of competence throughout their careers.
(4) Professional educators shall exhibit consistent and equitable treatment of students, fellow educators and parents. They shall respect the civil rights of all and not discriminate on the basis of race, national or ethnic origin, culture, religion, sex or sexual orientation, marital status, age, political beliefs, socioeconomic status, disabling condition or vocational interest. This list of bases or discrimination is not all-inclusive.
(5) Professional educators shall accept the value of diversity in educational practice. Diversity requires educators to have a range of methodologies and to request the necessary tools for effective teaching and learning.
(6) Professional educators shall impart to their student’s principles of good citizenship and societal responsibility.
(7) Professional educators shall exhibit acceptable and professional language and communication skills. Their verbal and

written communications with parents, students and staff shall reflect sensitivity to the fundamental human rights of dignity, privacy and respect.
(8) Professional educators shall be open-minded, knowledgeable and use appropriate judgment and communication skills when responding to an issue within the educational environment.
(9) Professional educators shall keep in confidence information obtained in confidence in the course of professional service unless required to be disclosed by law or by clear and compelling professional necessity as determined by the professional educator.
(10) Professional educators shall exert reasonable effort to protect the student from conditions which interfere with learning or are harmful to the student's health and safety.

Section 5. Conduct

Individual professional conduct reflects upon the practices, values, integrity and reputation of the profession. Violation of § § 235.6—235.11 may constitute an independent basis for private or public reprimand, and may be used as supporting evidence in cases of certification suspension and revocation.

Section 6. Legal obligations

(a) The professional educator may not engage in conduct prohibited by the act of December 12, 1973 (P. L. 397, No. 141) (24 P. S. § § 12-1251—121268), known as the Teacher Certification Law.
(b) The professional educator may not engage in conduct prohibited by:
(1) The Public School Code of 1949 (24 P.
S. § § 1-101—27-2702) and other laws relating to the schools or the education of children.
(2) The applicable laws of the Commonwealth establishing ethics of public officials and public employees, including the act of October 4, 1978 (P. L. 883, No. 170) (65 P. S. § § 401—413), known as the Public Official and Employee Ethics Law.
(c) Violation of subsection (b) shall have been found to exist by an agency of proper jurisdiction to be considered an independent basis for discipline.

Section 7. Certification

The professional educator may not:
(1) Accept employment, when not properly certificated, in a position for which certification is required.
(2) Assist entry into or continuance in the education profession of an unqualified person.
(3) Employ, or recommend for employment, a person who is not certificated appropriately for the position.

Section 8. Civil Rights

The professional educator may not:
(1) Discriminate on the basis of race, National or ethnic origin, culture, religion, sex or sexual orientation, marital status, age, political beliefs, socioeconomic status; disabling condition or vocational interest against a student or fellow professional. This list of bases of discrimination is not all-inclusive. This discrimination shall be found to exist by an agency of proper jurisdiction to be considered an independent basis for discipline.
(2) Interfere with a student's or colleague's exercise of political and civil rights and responsibilities.

Section 9. Improper personal or financial gain

The professional educator may not:
(1) Accept gratuities, gifts or favors that might impair or appear to impair professional judgment.
(2) Exploit a professional relationship for personal gain or advantage.

Section 10. Relationships with students

The professional educator may not:
(1) Knowingly and intentionally distort or misrepresent evaluations of students.
(2) Knowingly and intentionally misrepresent subject matter or curriculum.
(3) Sexually harass or engage in sexual relationships with students.
(4) Knowingly and intentionally withhold evidence from the proper authorities about violations of the legal obligations as defined within this section.

Section 11. Professional relationships

The professional educator may not:
(1) Knowingly and intentionally deny or impede a colleague in the exercise or enjoyment of a professional right or privilege in being an educator.
(2) Knowingly and intentionally distort evaluations of colleagues.
(3) Sexually harass a fellow employee.
(4) Use coercive means or promise special treatment to influence professional decisions of colleagues.
(5) Threaten, coerce or discriminate against a colleague who in good faith reports or discloses to a governing agency actual or suspected violations of law, agency regulations or standards.

The Code of Professional Practice and Conduct for Educators can be found at 22 Pa. Code §§235.1 - 235.11.

All questions should be directed to the Professional Standards and Practices Commission at (717) 787-6576.

Book	Policy Manual
Section	300 Employees
Title	Tobacco and Vaping Products
Code	323
Status	Active
Adopted	June 20, 2019
Last Revised	April 23, 2020

Purpose

The Board recognizes that tobacco and vaping products, including the product marketed as Juul and other electronic cigarettes, present a health and safety hazard that can have serious consequences for users, nonusers and the school environment. The purpose of this policy is to regulate use of tobacco and vaping products, including Juuls and other electronic cigarettes, by district employees and contracted personnel.

Definition

State law defines the term **tobacco product** to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following:[1][2]

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.

2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.

3. Any product containing, made or derived from either:

    a. Tobacco, whether in its natural or synthetic form; or

    b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.

4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term **tobacco product** does not include the following:[1][2]

1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled.

2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act.[3][4][12][13]

Authority

The Board prohibits use of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, by district employees and contracted personnel at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; or on property owned, leased or controlled by the school district.[2][5][6]

The Board also prohibits use of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, by district employees at any time while responsible for the supervision of students during school-sponsored activities that are held off school property.[2]

Delegation of Responsibility

The Superintendent or designee shall notify employees and contracted personnel about the Board's tobacco and vaping products policy by publishing information in handbooks, newsletters, posters, and other efficient methods such as posted notices, signs and on the district website.[2]

Reporting

Office for Safe Schools Report –

The Superintendent shall annually, by July 31, report incidents of prohibited possession, use or sale of tobacco and vaping products, including Juuls or other e-cigarettes, on school property to the Office for Safe Schools on the required form.[7][8]

Law Enforcement Incident Report –

The Superintendent or designee may report incidents involving the sale of tobacco and vaping products, including Juuls or other e-cigarettes, to minors by employees on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the school police, School Resource Officer (SRO) or to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[1][2][3][7][8][9][10][11]

APPENDIX

FORMS/POLICIES

Commonwealth of Pennsylvania	DEPARTMENT OF EDUCATION	333 Market St., Harrisburg, PA 17126-0333

CLASSROOM TEACHER RATING FORM

PDE 82-1 (12/14)

Last Name	**First**	**Middle**
District/LEA	**School**	
Rating Date	**Evaluation (Check One)**	☐ Periodic ☐ Semi-annual ☐ Annual

(A) Classroom Teacher Observation and Practice

Domain	Title	*Rating* (A)	Factor (B)	Earned Points (A x B)	Max Points
I.	Planning & Preparation		20%		0.60
II.	Classroom Environment		30%		0.90
III.	Instruction		30%		0.90
IV.	Professional Responsibilities		20%		0.60
(1) Classroom Teacher Observation and Practice Rating					3.00

Domain Rating Assignment 0 to 3 Point Scale (A)	
Rating	Value
Failing	0
Needs Improvement	1
Proficient	2
Distinguished	3

(B) Multiple Measures - Building Level Data, Teacher Specific Data, and Elective Data

Building Level Score (0 - 107)	
(2) Building Level Score Converted to 3 Point Rating	

(3) Teacher Specific Rating	
(4) Elective Rating	

(C) Final Classroom Teacher Effectiveness Rating - All Measures

Measure	Rating (C)	Factor (D)	Earned Points (C x D)	Max Points
(1) Observation and Practice Rating		50%		1.5000
(2) Building Level Rating (or substitute)*		15%		0.4500
(3) Teacher Specific Rating (or substitute)*		15%		0.4500
(4) Elective Rating (or substitute)*		20%		0.6000
Total Earned Points (truncated to two decimal places)				3.00

* Substitutions permissible pursuant to 22 Pa. Code §§ 19.1 (IV)(a)(5), (b)(2)(ix), (b)(3)(vi), (c)(3), or (d)

Conversion to Performance Rating	
Total Earned Points	Rating
0.00 - 0.49	Failing
0.50 - 1.49	Needs Improvement
1.50 - 2.49	Proficient
2.50 - 3.00	Distinguished
Performance Rating	

☐ **Rating: Professional Employee,** OR ☐ **Rating: Temporary Professional Employee**

I certify that the above-named employee for the period beginning _____ and ending _____ has received a performance rating of:
(month/day/year) (month/day/year)

☐ **Distinguished** ☐ **Proficient** ☐ **Needs Improvement** ☐ **Failing**

resulting in a final rating of:

☐ **Satisfactory** ☐ **Unsatisfactory**

A performance rating of Distinguished, Proficient or Needs Improvement shall be considered satisfactory, except that the second Needs Improvement rating issued by the same employer within 10 years of the first final rating of Needs Improvement where the employee is in the same certification shall be considered unsatisfactory. A rating of Failing shall be considered unsatisfactory.

Date _____ Designated Rater / Position: _____ Date _____ Chief School Administrator _____

I acknowledge that I have read the report and that I have been given an opportunity to discuss it with the rater.
My signature does not necessarily mean that I agree with the performance evaluation.

Date _____ Signature of Employee _____

Charlotte Danielson's FRAMEWORK FOR TEACHING

DOMAIN 1: Planning and Preparation

1a Demonstrating Knowledge of Content and Pedagogy
- Content knowledge • Prerequisite relationships • Content pedagogy

1b Demonstrating Knowledge of Students
- Child development • Learning process • Special needs
- Student skills, knowledge, and proficiency
- Interests and cultural heritage

1c Setting Instructional Outcomes
- Value, sequence, and alignment • Clarity • Balance
- Suitability for diverse learners

1d Demonstrating Knowledge of Resources
- For classroom • To extend content knowledge • For students

1e Designing Coherent Instruction
- Learning activities • Instructional materials and resources
- Instructional groups • Lesson and unit structure

1f Designing Student Assessments
- Congruence with outcomes • Criteria and standards
- Formative assessments • Use for planning

DOMAIN 2: The Classroom Environment

2a Creating an Environment of Respect and Rapport
- Teacher interaction with students • Student interaction with students

2b Establishing a Culture for Learning
- Importance of content • Expectations for learning and achievement
- Student pride in work

2c Managing Classroom Procedures
- Instructional groups • Transitions
- Materials and supplies • Non-instructional duties
- Supervision of volunteers and paraprofessionals

2d Managing Student Behavior
- Expectations • Monitoring behavior • Response to misbehavior

2e Organizing Physical Space
- Safety and accessibility • Arrangement of furniture and resources

DOMAIN 4: Professional Responsibilities

4a Reflecting on Teaching
- Accuracy • Use in future teaching

4b Maintaining Accurate Records
- Student completion of assignments
- Student progress in learning • Non-instructional records

4c Communicating with Families
- About instructional program • About individual students
- Engagement of families in instructional program

4d Participating in a Professional Community
- Relationships with colleagues • Participation in school projects
- Involvement in culture of professional inquiry • Service to school

4e Growing and Developing Professionally
- Enhancement of content knowledge and pedagogical skill
- Receptivity to feedback from colleagues • Service to the profession

4f Showing Professionalism
- Integrity/ethical conduct • Service to students • Advocacy
- Decision-making • Compliance with school/district regulations

DOMAIN 3: Instruction

3a Communicating With Students
- Expectations for learning • Directions and procedures
- Explanations of content • Use of oral and written language

3b Using Questioning and Discussion Techniques
- Quality of questions • Discussion techniques • Student participation

3c Engaging Students in Learning
- Activities and assignments • Student groups
- Instructional materials and resources • Structure and pacing

3d Using Assessment in Instruction
- Assessment criteria • Monitoring of student learning
- Feedback to students • Student self-assessment and monitoring

3e Demonstrating Flexibility and Responsiveness
- Lesson adjustment • Response to students • Persistence

DUBOIS AREA SCHOOL DISTRICT
REPORT OF ABSENCE

----- ALL PERSONNEL -----

This form must be submitted for all cafeteria employee absences. All other employees must submit this form for jury duty, bereavement leave and absence reason changes made in Aesop. It is to be submitted immediately upon the employee's return to work.

Payroll Number	Last Name	First Name	Date(s) of Absence(s)

Please indicate the number of days absent beside the appropriate reason (s)

Total Days Absent

_____ Sick Day (s)

_____ Personal Day (s)

_____ Bereavement Leave Relationship _____

____/____/____ Date of Death ____/____/____ Date of Funeral

_____ Jury Duty _____ County Court ($9.00/day) _____ Federal Court ($50.00/day)

Aesop absence reason change From: _____ To: _____

_____ Pay Requested

_____ Pay NOT Requested - *(All Requests For Days Without Pay Must Be Approved In Advance By Using the Districts Leave of Absence Form).

_____
(Employee's Signature)

(Substitute's Name) _____

_____ _____
Date (Building Location)

APPROVAL: _____ _____
(Immediate Supervisor or Administrator) Date

District Office Use Only	RECORDED_____ (Date)	Daily Rate	Amount To Be Deducted

Revised 9/5/2018 536.A

PROFESSIONAL EMPLOYEES

DUBOIS AREA EDUCATIONAL ASSOCIATION

ARTICLE IX - LEAVES OF ABSENCE

A. BEREAVEMENT LEAVE:

1. Teachers shall be granted up to five (5) days, including the day of the funeral, at any one time in the event of death of a teacher's spouse, child or step child, parent, brother, sister, parent-in-law, grandchild or any other member of the immediate household. These days begin no later than one (1) day after notification of the death has occurred and said days shall be taken in a seven (7) calendar day period (unless waived by the board).
2. Teachers shall be granted up to three (3) days, including the day of the funeral, in the event of a death of a teacher's grandmother, grandfather, brother-in-law, sister-in-law, son-in-law and daughter-in-law (Taken in five (5) calendar day period).
3. Teachers shall be granted the day of the funeral in the event of the death of a teacher's first cousin, aunt, uncle, niece and nephew.

B. PERSONAL DAYS

1. Three (3) personal days per year accumulative to five (5). Personal days in excess of five (5) will be added to the employee's sick leave. No more than five (5) personal days can be accumulated or used per school year.
2. If more than one (1) consecutive personal day is to be used, the employee will give a minimum of 48 hours notice to their building administrator and person calling substitutes, unless waived by an immediate supervisor in case of an emergency.

DUBOIS AREA EDUCATIONAL SUPPORT PERSONNEL ASSOCIATION – PSEA-NEA

ARTICLE VIII - PAID LEAVES OF ABSENCE

Section 3. BEREAVEMENT LEAVE

A. IMMEDIATE FAMILY – Employees will be granted up to five (5) days, including the day of the funeral, at any one time in the event of death of an employee's spouse, child or step child, grandchild or parent or parent-in-law, brother, sister, or any other member of the immediate household. Said days shall be taken in a seven (7) calendar day period no later than one (1) day after notification of the death has occurred.

B. REMAINING IMMEDIATE FAMILY – Employees will be granted up to three (3) days, including the date of the funeral, at any one time in the event of death of an employee's grandfather, grandmother, brother-in-law, sister-in-law, son-in-law or daughter-in-law (taken in a five (5) calendar day period).

C. NEAR RELATIVE – Employees will be granted the day of the funeral in the event of death of an employee's first cousin, aunt, uncle, niece or nephew.

PART-TIME EMPLOYEES (Less than 1309 hours per year) – shall be granted three (3) days of bereavement leave for immediate family and one (1) bereavement leave day for death of a near relative.

Section 8. PERSONAL DAYS

All full-time employees will be granted three (3) personal days per school year accumulative to five (5). The employee shall give twenty-four (24) hour notice to his/her supervisor, except in case of emergency. The personal days cannot be taken in conjunction with sick leave. Payment for the personal day for part-time employees shall be based on the actual number of hours scheduled for the day taken off. Personal days in excess of five (5) will be added to the employee's sick leave. No more than five (5) personal days can be accumulated or used per school year.

DUBOIS AREA CUSTODIAL, MAINTENANCE AND CAFETERIA EDUCATIONAL SUPPORT PERSONNEL ASSOCIATION

ARTICLE VIII, PAID LEAVES OF ABSENCE

Section 3. BEREAVEMENT LEAVE

A. IMMEDIATE FAMILY – Employees will be granted up to five (5) days, including the day of the funeral, at any one time in the event of death of an employee's spouse, child or step child, grandchild or parent or parent-in-law, brother, sister, or any other member of the immediate household. Said days shall be taken in a seven (7) calendar day period no later than one (1) day after notification of the death has occurred.

B. REMAINING IMMEDIATE FAMILY – Employees will be granted up to three (3) days, including the date of the funeral, at any one time in the event of death of an employee's grandfather, grandmother, brother-in-law, sister-in-law, son-in-law, or daughter-in-law (Taken in five (5) calendar day period).

C. NEAR RELATIVE – Employees will be granted the day of the funeral in the event of death of an employee's first cousin, aunt, uncle, niece, or nephew.

Section 8. PERSONAL DAYS

All full-time employees will be granted three (3) personal days per school year. The employee shall give twenty-four (24) hours notice to his/her immediate supervisor, except in case of emergency. The personal days cannot be taken in conjunction with sick leave. Payment for the personal day for part-time employees shall be based on the actual number of hours scheduled for the day taken off. Any unused personal leave days of full-time employees shall be converted to sick leave days each year of this agreement. Any unused personal leave days for part-time employees shall be converted to sick leave days based on the number of hours scheduled to work.

CONFIDENTIAL EMPLOYEES

BEREAVEMENT LEAVE

A. PARENT, SPOUSE, CHILD, OR GRANDCHILD – Employees will be granted up to five (5) days, including the day of the funeral, at any one time in the event of death of an employee's spouse, child, grandchild, parent, brother, sister, parent-in-law, or member of immediate household. Said days shall be taken in a seven (7) calendar day period.

B. REMAINING IMMEDIATE FAMILY – Employees will be granted three (3) days, including the day of the funeral, at any one time in the event of death of an employee's grandfather, grandmother, brother-in-law, sister-in-law, son-in-law, and daughter-in-law. Said days shall be taken in a five (5) calendar day period.

C. NEAR RELATIVE – Employees will be granted the day of the funeral in the event of death of an employee's first cousin, aunt, uncle, niece, or nephew.

ALL CLASSIFICATIONS

Note: The misuse of sick leave or personal days, and/or the filing of false information may result in disciplinary action and/or dismissal.

JURY DUTY/SUBPOENA

Please make reference to your individual contracts regarding jury duty/subpoena. Also, refer to the Policy Manual, numbers 442 and 542 for further information. Note: Normally, if proper procedures are followed, a paid leave is granted to answer a subpoena, when it is school related.

DASD STUDENT ACCIDENT FORM

In order for all claims to be filed correctly, this form must be filled out completely and accurately.

Name of Injured: _____ Today's Date: _____
Last First Middle Initial

School: _____ Grade: _____

Homeroom Teacher: _____ Supervising Teacher: _____

Injury Date: _____ Time: _____ a.m. or p.m. Date Reported: _____

Name of Parent or Guardian: _____ Time Parent/Guardian Notified: _____

Work Phone Number: _____ Home Phone Number: _____

Name(s) of Witness(es) to accident or injury: _____

Signature of Person Completing Report: _____ Date: _____

NATURE OF INJURY		PERIOD		LOCATION	
BURN		AFTER SCHOOL		ATHLETIC FIELD/PLAY FIELD	
CONCUSSION (possible)		BEFORE SCHOOL		AUDITORIUM/MULTIPURPOSE	
CONTUSION		CLASS CHANGE		BUS LOADING AREA	
CUT/LACERATION/PUNCTURE		CLASS TIME		CAFETERIA	
DENTAL INJURY		FIELD TRIP		CLASSROOM	
DISLOCATION (possible)		LUNCH PERIOD		CORRIDOR/HALL	
EYE INJURY		P. E. CLASS		FIELD TRIP	
FRACTURE (possible)		RECESS		GYMNASIUM/POOL	
SPRAIN/STRAIN/TEAR (possible)		SCI LAB/FAMILY & CONSUMER SCI & TECH ED CLASS		PLAYGROUND	
OTHER		OTHER		RESTROOM	
				SCHOOL BUS/PUBLIC BUS	
				SCI LAB/FAMILY & CONSUMER SCI & TECH ED CLASS	
				SIDEWALK	
				STAIRS/RAMP/ELEVATOR	
				STREET/DRIVEWAY/PARKING	
				OTHER	

How did accident occur? (Explain what student was doing): _____

_____

_____

Did equipment malfunction? ___No ___Yes Explain: _____

_____

Did any unsafe conditions contribute to this accident? _____

_____

Student's Name: _____

MEDICAL:

Nature and extent of known injuries: _____

_____

_____

Have medical services/first aid been rendered to the student? ___ No ___ Yes, Explain: _____

_____

_____

If yes, list name and address of all doctors, hospitals, medics or other medical personnel consulted: _____

_____

_____

If medical services were sought at a later date, explain: _____

_____

_____

Any previous disabilities: _____

_____

Student sent to: ___ Class ___ Home ___ Hospital ___ Doctor ___ Other: _____

Did student require ½ or more days' absence from school? ___ No ___ Yes

SUPERVISOR'S ACCIDENT INVESTIGATION REPORT

(MUST BE COMPLETED BY AN ADMINISTRATOR)

What immediate action was taken to prevent a similar occurrence? _____

_____

_____

What future action will be taken to prevent a similar occurrence? _____

_____

_____

Recommend a permanent solution: _____

_____

_____

Name of Investigator: _____ Date Investigated: _____

Signature of Investigator _____

Absence ☐ Treatment ☐ EMS ☐

Student Health Specifics for Staff

1. **Do NOT send students to Nurse alone** in the following situations (must be sent with adult or request Nurse to come to scene):

   A. **Diabetic Students** with any complaints of not feeling well. (Including but not limited to: If a student says they "feel low", or are dizzy, lightheaded, do not seem themselves, shakiness, nervousness or anxiety, irritability or impatience, confusion, rapid or fast heartbeat, hunger and nausea, sleepiness, blurred vision, headaches, weakness or fatigue, anger, stubbornness or sadness, crying easily, lack of coordination, seizure, unconsciousness).

   B. Any student with complaint of **Dizziness.**

   C. Students with **Symptomatic Cardiac Conditions** – including but not limited to complaints of chest pain, rapid heart rate, chest feils funny, heart feels funny, dizziness, lightheadedness, or any symptoms included on a student's care plan.

   D. Students with **Asthma attacks** – symptoms include but are not limited to wheezing, coughing that will not stop, very rapid breathing, chest pain or pressure, tightened neck and chest muscles, difficulty talking, feelings of anxiety or panic, pale and sweaty face, and blue lips.

   E. **Possible Anaphylactic Allergic Reaction** – Symptoms of allergic/anaphylactic reactions may include but are not limited to: hives, itching (of any part of the body), swelling (of any body parts), red, watery eyes, runny nose, vomiting, diarrhea, stomach cramps, change of voice, coughing, wheezing, throat tightness or closing, difficulty swallowing, difficulty breathing, sense of doom, dizziness, fainting or loss or consciousness, change of skin color.

   F. Signs of **Head Trauma/Concussion** – Symptoms including but not limited to complains of being excessively tired, vomiting, abnormal behavior, complaints of severe headache or stiff neck, pupils of unequal sizes, loss of consciousness – even briefly, unable to move arm or leg, dizziness or loss of balance, blurred vision, ringing in ears, sensitivity to light, seizure, clear fluids draining from nose or ears. Symptoms may appear almost immediately or within a few hours to days after a head injury. **The nurse needs to evaluate every student with a head injury, no matter how slight the head injury and contact parent.**

   G. Any student stung by a bee with a known **allergy to bee stings. The nurse needs to evaluate any student stung by a bee and monitor that student for at least 20 minutes, following contact with parent.**

2. **PE and Recess Restrictions** – students cannot participate in PE class with current injuries that require casts, splints, crutches, slings, or other assistive medical devices as per district procedure.

3. **Seizure Care** – students with known Seizure disorders will have a care plan in place that will direct us with doctor's orders' regarding their care. 911 is NOT always called in these situations. Staff can help keep a student safe by following these steps – until Nurse arrives – note the *TIME* that the seizure began, remove all objects away from student, protect head especially from injury (cushion with blanket, sweatshirt, etc. if possible when convulsing, place student on floor lying on their side – when possible. If suspected head, neck or back injury – do NOT move student.) Call 911 immediately for any student having a seizure without a known seizure disorder.

4. **Epi-Pen usage** – Epi-pens are kept in a special cabinet both in the Nurse's Office and Cafeteria. Students having a known allergy and care plan in place will have their own Epi-pen for use. DASD also has stock Epi-pens for use in situations with an unknown allergy. **Staff trained in the use of an Epi-pen would be permitted to administer an Epi-pen, in absence of a Nurse when following a student's care plan to students with a known anaphylactic (severe-life-threatening allergy reaction only)** (found on clipboards in the Nurse's Office & Cafeteria). Possible Signs of Anaphylaxis – flushing, hives, swelling, or itching of face, lips, mouth, eyes, tongue or throat. Difficulty breathing or swallowing, tightness in chest, mouth or throat – drooling, coughing, sneezing, wheezing. Difficulty talking, change in voice, runny nose. Fear or apprehension, feeling of impending doom. Change in skin color, chills, or rapid pulse. Nausea, vomiting, abdominal pain, diarrhea. Dizziness, fainting, collapse, or convulsions. **If you think that a student with a life-threatening allergy came allergy came in contact with a known allergen, INFORM THE NURSE IMMEDIATELY. This would be a student with a care plan, for example the student has listed in the care plan that he/she is allergic to peanuts and the student states he/she thinks he/she ate peanut butter. This student will require immediate medical attention.**
5. **Injuries** – the following situations require a Nurse to come to scene for an injury – **DO NOT MOVE the student and keep student still:**
   A. **Suspected Head/Neck/Back Trauma** – symptoms including but not limited to student confusion or disorientation, complaints of numbness or tingling of extremities, extreme back pain or pressure in neck, head, or back; weakness, in coordination or paralysis of any part of body; numbness, tingling, or loss of sensation in hands, fingers, feet, or toes; loss of bladder or bowel control; difficulty with balance or walking; trouble breathing after injury; an oddly positioned or twisted neck or back.
   B. Student is **unable to bear weight** and walk safely to Nurse's Office.
   C. If a laceration results from an **object penetrating the skin** and the object remains embedded – DO NOT REMOVE the object.

****It is extremely helpful in any situation when calling for the Nurse – give the NAME of the student and note the TIME when illness/injury began, and provide a description of the injury/student's complaints. For example: did the student fall off the playground equipment and is now complaining of tingling of legs and feet, or was the student stung by a bee and now cannot breathe. This information will assist in the nurse in bringing the proper equipment to the scene to help the student.**

Please review student care plans and follow-up with the nurse with any questions regarding student care plans or regarding any of the above information.

Teacher Information: Printing Health Information From Skyward

Teachers will be given student Health Care Plans by the nurse, as has been done in previous years. The health care plans are completed for students with significant and potentially life-threatening conditions.

Teachers will need to access other health information regarding their students electronically through health alerts in Skyward and will not be given hard copies of this information. Information that will be in Skyward for access include items such as special restroom privileges, special classroom seating for vision or hearing condition, non-life-threatening food allergies, animal allergies, etc.

Please print the health information for your own information and also for your substitute folder.

As new students enroll throughout the year and health information is added to Skyward, teachers will receive an e-mail asking them to review that student's health information in Skyward. Any critical information will be brought to your attention immediately by the nurse. This will include time sensitive information such as a student not being permitted physical education, etc,.

To Access Health Information From Skyward, teachers should follow the instructions below:

1. Log into Skyward
2. Click on Educator Access Plus
3. Click on "my students"
4. You will need to double click on each individual student
5. Click on "information report" at the bottom left of the screen
6. Keep "student profile info" checked
7. View the report for the student. It will appear in your Print Queue
8. Display report. Health alert will appear
9. Click on printer at the top or bottom of the page and print range will need to be "current view"
10. Print

See the nurse in your building if you have any questions or concerns regarding printing the information.

See the nurse in your building if you have any questions or concerns regarding any health information you have received regarding your students. You may also see the nurse to verbally receive the health information regarding your students.

DASD EMPLOYEE ACCIDENT REPORT

In order for all claims to be filed correctly, this form must be filled out completely and accurately.

Name of Injured: _____ Today's Date: _____
Last First Middle Initial

Address: _____

Home Phone Number: _____ School/Building: _____

Person to Notify in Case of an Emergency: _____ Emergency Phone Number: _____

Position: _____ Normal Starting Time: _____

Injury Date: _____ Time: _____ a.m. or p.m. Date Reported: _____

Last day employee worked: _____ If no time was lost, state "Same" _____

Date Returned: _____ Name of person reporting accident: _____

Name of Witnesses to accident or injury: _____

Report Prepared By: _____ Title: _____ Date: _____

NATURE OF INJURY		PERIOD		LOCATION	
BURN		AFTER SCHOOL		ATHLETIC FIELD/PLAY FIELD	
CONCUSSION (possible)		BEFORE SCHOOL		AUDITORIUM/MULTIPURPOSE	
CONTUSION		CLASS CHANGE		BUS LOADING AREA	
CUT/LACERATION/PUNCTURE		CLASS TIME		CAFETERIA	
DENTAL INJURY		FIELD TRIP		CLASSROOM	
DISLOCATION (possible)		LUNCH PERIOD		CORRIDOR/HALL	
EYE INJURY		PHYS ED CLASS		FIELD TRIP	
FRACTURE (possible)		RECESS		GYMNASIUM/POOL	
SPRAIN/STRAIN/TEAR (possible)		SCI LAB/FAM & CONSUMER SCIENCE/TECH ED CLASS		PLAYGROUND	
OTHER		OTHER		RESTROOM	
				SCHOOL BUS/PUBLIC BUS	
				SCIENCE LAB/FAM & CONSUMER SCI/TECH ED	
				SIDEWALK	
				STAIRS/RAMP/ELEVATOR	
				STREET/DRIVEWAY/PARKING	
				OTHER	

How did accident occur? _____

_____

What was employee doing when accident occurred? _____

_____

Did equipment malfunction? ☐ No ☐ Yes, Explain: _____

_____

Did any unsafe conditions contribute to this accident? _____

_____

MEDICAL:

Nature and extent of known injuries: (please include specific body part, i.e. right arm, left leg, lower back, etc.)

_____

_____

_____

Have medical services/first aid been rendered to the employee? ☐ No ☐ Yes, Explain: _____

_____

_____

If yes, list name and address of all doctors, hospitals, medics or other medical personnel consulted:

_____

If medical services were sought at a later date, explain: _____

_____

_____

Any previous disabilities: _____

_____

_____

Person notified if emergency: _____ Time Notified: _____

Signature of employee: _____ Date: _____

SUPERVISORS ACCIDENT INVESTIGATION REPORT
(MUST BE FILLED OUT BY AN ADMINISTRATOR)

What immediate action was taken to prevent a similar occurrence? _____

_____

_____

What future action will be taken to prevent a similar occurrence? _____

_____

_____

Recommend a permanent solution: _____

_____

_____

Name of Investigator: _____ Date Investigated: _____

Signature of Investigator: _____

Absence ☐ Treatment ☐ EMS ☐

A copy of this from must be provided to the supervisor of maintenance, special education, or cafeteria should this report be written on behalf of an employee he/she supervises.

DUBOIS AREA SCHOOL DISTRICT

School Sponsored Athletics/School Activities Permission Form

Sport/Activity: _____ Coach/Sponsor: _____ Dates of Activity: _____

PARENT AUTHORIZATION (please print)

Student's Name _____ Date of Birth _____ Grade _____

Parent's Name _____ Phone # _____ Emergency # _____

I hereby release DuBois Area School District, its staff and sponsors, from responsibility and liability for any injury or illness that my child may sustain during or as a result of this activity. In the event of an emergency, I hereby authorize an adult leader of this activity, as an agent for me, to consent to any x-ray examination, medical, dental or surgical diagnosis; treatment; and hospital care advised and supervised by a physician, surgeon or dentist (as appropriate) licensed to practice under the laws of the state where services are rendered, either at a doctor's office or in any medical facility. I expect to be contacted as soon as possible. Students will follow directives given by chaperones and will be subject to all school rules while on the trip. Also, students needing sent home from the trip early are sent at the parent's expense. DASD will not be responsible for any loss of funds due to trip cancellation.

Parent/Guardian Signature_____ Date_____

MEDICAL INFORMATION

Please list any **medical diagnosis, limitations** or **allergies** affecting your child while participating in the above activity: _____

_____

My child requires medication or special needs while participating in this school sponsored activity. **YES or NO**

If "NO" Please Sign & Date: _____ **Return to athletics/sponsor.**

If "YES" PLEASE LIST ANY MEDICATIONS (PRESCRIPTION OR NON-PRESCRIPTION) OR SPECIAL NEEDS YOUR STUDENT REQUIRES OR MAY REQUIRE WHILE PARTICIPATING IN THIS SCHOOL SPONSORED ACTIVITY: _____

_____

_____

By answering "YES" above, you are required to answer the following questions by CIRCLING YES OR NO:

1. I will be available at all practices to provide the needed medical care to my child. **YES or NO**
2. I will be at all "home" scheduled events to provide the needed medical care to my child. **YES or NO**
3. I will be at all "away" scheduled events to provide the needed care to my child, including following the bus to and from the event if my child has an emergency life-saving medication prescribed for him/her. **YES or NO**

*** If I answered NO to any of the above 3 – Please answer #4 and #5.**

4. I have asked another responsible parent or adult, who is NOT a DuBois Area School District employee, and will be attending the event(s) to provide the needed care for my child in my absence. I will provide the coach or the sponsor of the event with their name when needed. I have asked the designee giving my child the medication to inform the coach/sponsor of the event when the medication is given. **YES or NO**
5. I am unable to meet my child's medical needs; I am requesting a licensed nurse (RN or LPN) to be available to meet my student's medical needs. This nurse may or may not be a DuBois School District employee. I understand if a licensed nurse is not available to provide the appropriate care for my child, the event, etc. may be POSTPONED OR CANCELLED. **YES or NO**

By signing this form, you have agreed to abide by all aspects of the DASD medication policy as outlined in the DASD student handbook.

Please inform the nurse & coach/sponsor if there is a change in your child's medical needs in the event this plan may need modified.

Parent/Guardian Signature_____ Date_____

Revised 10/17/2017
121.A2

TRAVEL APPLICATION

DUBOIS AREA SCHOOL DISTRICT

500 Liberty Boulevard, DuBois, PA 15801 Phone: 814-371-2700

Name of Applicant(s) _____ Building _____

Signature of Applicant(s) _____ Date _____

I have read the back side of this application and acknowledge the procedures set forth.

Conference/Meeting/Field Trip, etc. – Title _____

Purpose of Conference/Meeting/Field Trip, etc. _____

Location where held _____ Date(s) of Conference/Meeting/Field Trip, etc. _____

Address (required for out-of-district field trips) _____

Total number of days for conference/meeting including travel time _____ Number of school days absent for meeting _____

☐ Self-Pay (please check box)

	Estimated Cost Teacher	Student	District Office Use Only
Travel @ $.57.5 cents per mile (round trip)	$ _____	_____	
Lodging	$ _____	_____	
Food **(overnight stays only)**	$ _____	_____	
(Refer to back of form for breakdown of meal reimbursement)			
Registration fee	$ _____	_____	
Other (taxi, tolls, etc.) Explain _____	$ _____	_____	
Substitute(s) (if needed) _____ # days _____			Total Cost $ _____

Field Trip Information In Case of Emergency: Cell Phone # of Applicant **(required)** _____

Depart from (location) _____ Time of departure _____
Arrival time _____

Return to (location) _____ Time of departure _____
Arrival time _____

Additional Stops _____

_____ # Students _____ # Chaperones* _____ # Teachers _____ # Buses needed

** Clearances Required*

Cost $_____ Date Transportation Director Contacted _____
(to be completed by Transportation Director)

☐ Anticipate Nurse (please check box)

Account #: _____
(required to bill for cost of nurse)

Note: ☐ **** Administrators must verify (please check box) that all chaperones have current clearances on file at the District Office.***

Approved by (Administrator Signature) _____ Budget Account Number _____

Approved by (Transportation Director Signature) _____ Club Account (if applicable) _____

Invoice to (Organization) _____

Contact Person & Billing Address _____

At the regular meeting of the DuBois Area School Board held on _____, the above request was approved.

On the reverse side of this sheet you will find information regarding your obligations as well as the school policy which must be adhered to. Please read this information carefully.

Attached is the ACTUAL EXPENSE SHEET, which must be completed with all vouchers attached, and returned to the district office within 15 days of your return from a conference/meeting. There will be no reimbursement for any expenditure in excess of approved amounts or any expenditure for which there are no valid receipts. Please keep an accurate reading of your odometer. **Any expenses for books or materials purchased at a conference will not be reimbursed unless approved as a specific expense on this application or by a purchase order.**

Should you have any questions regarding the above, please contact my office.

Sincerely,

_____
Superintendent

C: Applicant(s); Building Principal; Transportation Director; Business Manager

Revised 1/30/20

DUBOIS AREA SCHOOL POLICY

ACTUAL COSTS - FIELD TRIPS - CONFERENCES - WORKSHOPS - ETC.

1. Purpose

   Payment of the actual and necessary expenses, including travel expenses, which any employee of the district incurs in the course of performing services for the district, will be made in accordance with policy.

2. Delegation of Responsibility

   Use of a personal vehicle for approved school purpose is reimbursable at the rate of $.57.5 per mile. Such use requires that liability insurance be provided.

   Actual and necessary expenses incident to attendance at functions outside the district shall be reimbursable to the employee if approval has been obtained in advance from the School Board.

   The superintendent shall prepare procedures for the reimbursement of travel expenses which shall include:

   Each request shall set forth expenditures and shall itemize expenses. There shall be no reimbursement for any expenditure in excess of approved amounts or any expenditure for which there are no valid receipts. **Meal reimbursement (overnight stays only): Breakfast - $10.00 per day Lunch - $15.00 per day Dinner - $20.00 per day *Tips are not reimbursed.**

   Advances against anticipated travel expenses must be submitted in writing 48 hours prior to departure and approved by the appropriate administrator.

   A written report is to be submitted to your building principal to be forwarded to the School Board within ten (10) work days of your return.

3. Travel Application Procedures

   The person completing the travel application must complete all pertinent information, including the back side of the travel application.

   The building secretary or the person completing the travel application will forward to the principal in charge of the building for building level approval.

   If a charter bus, rental van or car, wheel chair bus or regular school bus is being used, please indicate that on the travel application.

   The principal must review, indicate the budget account number on the travel application, sign the travel application and forward it to the transportation director. Walking field trips do not need to be forwarded to the transportation director, forward them directly to the District Office.

   The transportation director will forward the completed travel application to the District Office, or return the application to the building principal if it is incomplete.

   All travel applications must be received at the District Office in accordance with the deadlines established by the superintendent's office to be placed on the agenda.

→ Please Note: On the day of travel, a manifest must be left in the main office prior to departure from school property. This may require assigning students to buses prior to the day of departure. The manifest will include the student name, parent name and contact phone number (more than one if applicable). The manifest must be legible.

It is your responsibility to make all necessary arrangements pertaining to your conference, such as registration, hotel reservations, applying for advances of expense money, etc. If you need any assistance, please contact the accounts payable department at the District Office. Normally disbursement of the advance will be made on or before 2:00 p.m. the day prior to departure or your last work day.

Purpose of Field Trip:

Brief Program Description and Itinerary:

DUBOIS AREA SCHOOL DISTRICT
LEAVE OF ABSENCE FORM

The following information is necessary to determine your eligibility for a leave of absence as well as the District's compliance with applicable laws (including but not limited to FMLA), collective bargaining agreements and policies. Your failure to provide this information may result in denial of your requested leave and/or health benefits. **Whenever possible, this form should be completed prior to an anticipated leave.**

Name _____ **Date** _____

Building _____ **Position** _____

1. **Please indicate the reason for your request:** _____

2. **List the dates for your leave:**

   Beginning Date: _____ End Date: _____

3. This form must be completed when an employee is requesting the types of leave indicated below. If you are using more than one type of leave (i.e. sick leave and unpaid) please indicate the number of days of each type of leave you intend to take. (**Please check the appropriate box**):

   - ☐ Unpaid Leave (beginning with first day) ***# of Days Requested:*** _____
     **Board approval required for any unpaid days exceeding 10 days in a school year.*
   - ☐ Sabbatical Leave (please indicate type) ☐Medical ☐Professional Development
   - ☐ Sick Leave* exceeding three (3) days (use of sick days) ***# of Days Requested:*** _____
     **Please note that sick days can only be used for the employees own personal illness*
     **A Physician's note/release is required PRIOR to returning to work.*
   - ☐ Personal Days* (all personal days must be used prior to unpaid leave) ***# of Days Requested:*** _____

   FMLA - If your leave is for any of the following reasons and you meet the employee eligibility requirements, please check the appropriate box. Additional documents will be required.

   - ☐ Leave for the birth/care of a child of the employee.
   - ☐ Leave for placement with the employee of a son or daughter for adoption or foster care.
   - ☐ Leave for a serious health condition that you need care.
   - ☐ Leave to care for a spouse, child or parent with a serious health condition
   - ☐ Qualifying exigency arising from my spouse, son, daughter or parent is on active duty or ordered to active duty status as a member of the National Guard or Reserves in support of a contingency operation.
   - ☐ Need to care for a covered service member who is my spouse, son, daughter, parent, or next of kin of a current member of the Armed Forces, with a serious injury or illness

Employee Signature _____ Date _____

Supervisor's Signature _____ Date _____

Superintendent's Signature (*required for 10 or < unpaid days*) _____ Date _____

☐ Approved ☐ Disapproved

Board Approval Date: _____ (*Board approval required for unpaid days in excess of 10 per school year*)

Revised 2017 *** *All forms are to be submitted to the Human Resources Department****

STUDENT TEXTBOOK ASSIGNMENT SHEET
2021-2022

TEACHER: _____ ROOM: _____ INITIALS: _____

COURSE # & NAME: _____

TEXT TITLE: _____ ISBN #: _____

PUBLISHER: _____ COPYRIGHT: _____

Return a copy to Jen Lettie please.

STUDENT NAME	BOOK NUMBER	CONDITION		
		NEW	GOOD	POOR
1.				
2.				
3.				
4.				
5.				
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10.				
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28.				

233.B1 - DAHS DETENTION REFERRAL FORM

Name _____ **Grade** _____ **Student #** _____

Teacher contact with Parent/Guardian: _____ _____
Date Time

___ **Warning** _____ _____
Date Warned Principal's Initials

____ **Detention** _____ _____
Date Assigned Principal's Initials

This offense occurred during period _____**on** _____.

_____ **001 Failure to Follow School Rules**
_____ *** **Sleeping in class**
_____ *** **Misuse of Pass**
_____ **006 Non-Compliant**
_____ **005 Dress Code Violation**
_____ **006 Cheating**
_____ **007 Lying**
_____ **008 Out of Assigned Area**
_____ **010 Repeated tardies to class (3 or more) Dates:** _____
_____ **013 Skipping Class - Period** _____
_____ **015 Minor Misbehavior**
_____ **017 Minor Disruption**
_____ **019 Minor Vandalism**
_____ **020 Falsification of Records**
_____ **021 Inappropriate Language/Gesture**
_____ **022 Inappropriate Touch/Comment**
_____ **033 Public Display of Affection**
_____ **035 Disrespect to Staff**
_____ **037 Cell Phone Violation**
_____ **038 Bus Discipline**
_____ *** **Other**

Comments/description:

_____ _____
Teacher's Signature Date

233.B2 - DAHS SUSPENSION REFERRAL FORM

Name _____ **Grade** _____ **Student #** _____

Teacher contact with Parent/Guardian: _____ _____
Date Time

- **Community Service** _____
  Date Assigned/Completed
- **Saturday Suspension** _____
  Date Assigned
- **Out-Of-School Suspension** _____
  Date Assigned
- **Tobacco Cessation Program** _____
  Date Assigned/Completed

This offense occurred during period _____ **on** _____.

_____ **S01* Simple Assault**
_____ **S03* Simple Assault on Staff**
_____ **S16* Other Forms of Harassment**
_____ **S17* Fighting**
_____ **S18* Minor Altercation**
_____ **S22* Threatening Official/Student**
_____ **S23* Reckless Endangering**
_____ **S25* Theft**
_____ **S27* Bullying**
_____ **S32* Vandalism**
_____ **S38* Disorderly Conduct**
_____ **S42* Possession of Knife**
_____ **S47* Possession of Controlled Substance**
_____ **S48* Sale/Distribution of Controlled Substance**
_____ **S49* Sale/Possession/Use/UI Alcohol**
_____ **S50* Possession/Use/Sale of Tobacco**
_____ **001 Failure to Follow School Rules**
_____ **012 Leaving School w/o Permission**
_____ **014 Missed Detention on** _____
_____ **016 Major Misbehavior**
_____ **018 Major Disruption**
_____ **029 Truant/Skipping School**
_____ **030 Misuse of Computer or Internet**
_____ **034 Insubordination**
_____ **036 Profanity Towards Staff**
_____ ***** Other**

_____ _____
Teacher's Signature Date

For Office Use Only

_____ _____ _____
Parent/Guardian Contact Phone # Date/Time

8/18

STUDENT COMBINATION LOCK INTENT FORM

Teacher: _____ Room #: _____

Please list all students in your first period class that are interested in receiving a school issued lock for their locker for 2021 - 2022 school year.

Thank-you,
Lori Miller @ C-108

STUDENT NAME	GRADE	STUDENT ID #	LOCK # *(Office Use Only)*

Hall pass report for the week beginning _____/_____/_____

Teacher: _____

DATE	Student's Name (First & Last)	Destination	Time Leaving	Time Returning

DATE	Student's Name (First & Last)	Destination	Time Leaving	Time Returning

DUBOIS AREA SCHOOL DISTRICT

PUBLIC MEDIA RELEASE FORM

- This form must be completed at the time of registration and will remain in effect throughout the time the child is a student in the DuBois Area School District or until the parent/guardian notifies the school district in writing that consent has been revoked.

We believe celebrating and sharing our students' accomplishments is an effective way to promote teaching and learning. On a regular basis, the school district provides public media releases which feature students involved in projects, participating in school events, or receiving awards. We ask for your permission before your child will be permitted to participate in any of these releases. Please indicate below with a Yes or No to have your child participate in any video, to have his/her picture taken for print news release, social media post or to be posted on the district website and return this form promptly to your child's school.

The copyright of these publications belong entirely to the DuBois Area School District, so that DASD may duplicate, distribute, broadcast, exhibit, or otherwise use the materials either in its entirety or in portions. By giving permission, I waive any rights to compensation or ownership of this material. I release DASD from liability arising from my child's participation in the program and authorize the use of my child's name, voice, and performance for project purposes.

Under no circumstances will a child be pressured into participating even if parental permission is given.

_____ NO – I DO NOT GIVE PERMISSION

_____ YES – I DO GIVE PERMISSION

Student's Name _____

Grade _____

Homeroom _____

School _____

Signature (parent/guardian) _____

Date _____

Additionally, student teachers from higher education are often asked to video/photograph their lessons so that it may be used for self study purposes. If you object to a student teacher, upon principal approval, to video or photograph your child, please check here. ☐

For office use only: File this original document in the student's permanent record. For all "NO's" send a copy to the principal's office.

Revised: May 2013
Newly Revised: July 2018
(200.E10-form)

DUBOIS AREA SCHOOL DISTRICT

Actual Expense Report

Name _____ Date _____

Conference or Workshop Attended _____ Dates Attended _____

Funding Source _____

(Indicate building and grade level or subject unless special funding source such as: IDEA, Title I, Title II, Drug Free Schools, etc...)

EXPENSES

All expenses must be vouchered or an explanation provided.
Reimbursement will not exceed the amount approved by the Board of Education as per board policies 331, 431, and 531.
(All vouchers and a copy of the approved travel application must be attached to this report.)

			Pre-paid (X)
Rail or Airline		$ _____	☐
Automobile (Number of miles)	@ $.58/Mile	$ _____	
Travel shall be the most direct and economical route. (as per policy)			
Meals (Complete Form on Reverse)	_____	$ _____	
Hotel (Number of days)	_____	$ _____	☐
Incidentals: Miscellaneous (List)	$ _____		
Registration Fee	$ _____		☐
Taxi	$ _____		
Tolls (Highway)	$ _____		
Subtotal		_____	
Less Pre-paid Amount		_____	
Total		☐	
Pre-Approved Total		☐	

District Office Use:

Amount Approved: _____

Date Paid: _____

Account Number: _____

Signature _____

Recommended for Approval:

_____

Administrator Signature **(Required)**

_____

Date

Revised 12/26/18

DUBOIS AREA SCHOOL DISTRICT

Actual Expense Report

Meal Reimbursement:

Date								
Breakfast								
Lunch								
Dinner								
								TOTAL
* Total								

Notes: Meals will be reimbursed as outlined below:

Breakfast	$10.00
Lunch	$15.00
Dinner	$20.00

Reimbursement will not exceed the amounts indicated.

Tips are not reimbursed.

Itemized receipts are necessary for reimbursement. Credit card receipts are not accepted.