



2018-2019

Employee

Handbook

Welcome to Riverview School District

The Riverview School District is a small, suburban public school district serving the Pittsburgh suburbs of Oakmont, Pennsylvania and Verona, Pennsylvania. Riverview School District encompasses approximately 1.5 square miles and services approximately 1,000 students. It is comprised of 3 schools: one junior school/high school for grades 7-12, and two elementary schools for grades K-6. Our seventh and eighth grade students are supported in a separate wing of the JSHS.

STATISTICAL INFORMATION

General Information

Total Enrollment, K – 12 995
Tax Rate..... 23.0073 mills

Source of Funds

District Budget from Local Sources 70%
District Budget from State Sources 29%
District Budget from Federal Sources 1%
Free/Reduced Lunch.....54%

Teacher Qualifications

Faculty with Master's Degree or Above70%
Highly Qualified Teachers 100%
Percent of All District Teachers with Substitute or No Certificate 0%

Teacher/Student Ratio 10:1

District Office

701 Tenth Street, Oakmont PA 15139
412.828.1800 Opt. 9 Fax: 412.828.9346

Tenth Street Grades K-6

901 Pennsylvania Avenue, Oakmont PA 15139
412.828.1800 Opt 7 Fax: 412.828.7373

Verner Grades K-6

700 First Street, Verona PA 15147
412.828.1800 Opt 8 Fax: 412.828.8086

Jr Sr High School Grades 7-12

100 Hulton Road, Oakmont PA 15139
412.828.1800 Opt 6 Fax: 412.828.6296

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Section 1: District Overview

Mission

Serious Commitment to Student Success

Vision

Recognizing the importance of providing our students with lifelong learning skills, the Riverview School District's vision is to prepare each student for a successful collegiate education and/or employment within the global workforce. We pledge to do this through a commitment to competitive academic programming, personalized attention, and by providing our students with a variety of learning opportunities that assist each of them with discovering their talents and potential. By committing ourselves to this vision, we strive to be one of the most academically competitive school districts in the region.

Shared Beliefs

1. We believe in establishing systems to ensure a safe, respectful, learning community.
2. We are committed to data informed decision making, competitive academic excellence, and continuous improvement; we hold high standards and believe that effort and integrity are essential.
3. We are a community committed to providing diverse opportunities in academics, activities, arts and athletics to meet the unique talents and needs of our students.
4. We are an educational community that believes in the value of fostering leaders and lifelong learners.
5. We recognize the individual talents and needs of each student and support each child to reach their potential.



BOARD OF SCHOOL DIRECTORS

President Dr. Maureen McClure

Vice President Mr. David DiPietro

Board Members

Dr. Arlene Loeffler

Mrs. Lisa Ashbaugh

Mr. Alex DiClaudio

Mr. Jon Nehlsen

Ms. Jeanine Hurt-Robinson

Mrs. Freda Aughenbaugh

Mr. Ernest Tillman

Education Committee Mrs. Lisa Ashbaugh and Ms. Jeanine Hurt-Robinson

Chairperson Finance Committee Mr. Jon Nehlsen and Mr. David DiPietro

Student Life Committee Mr. Alex DiClaudio and Mrs. Lisa Ashbaugh

Forbes Road and Legislative Delegate Dr. Arlene Loeffler

Eastern Area Delegate Mrs. Freda Aughenbaugh

RSD Solicitor 2017 Maiello Brungo and Maiello

RSD Treasurer Mrs. Linda Tamburro

2018

School Board

MEETING SCHEDULE

All School Board Meetings are held at 7:00 PM

School board meetings are open to all staff members and residents of the District.

| | |
|--|----------------------|
| January 8 — Study Session | Tenth Street Library |
| January 15 — Regular Voting Meeting/Budget #1 | Tenth Street Library |
| January 22 —Education Committee/Student Life | Tenth Street Library |
| February 5 —Study Session | Tenth Street Library |
| February 12 —Regular Voting Meeting | Tenth Street Library |
| March 5 —Budget Meeting #2 | Tenth Street Library |
| March 12 — Study Session/Budget Session #3 | Tenth Street Library |
| March 19 —Regular Voting Meeting/ Budget Session #4 | Verner Library |
| April 9 —Study Session/ Budget Session #5 | Tenth Street Library |
| April 16 —Regular Voting Meeting/ Budget Session #6 | Tenth Street Library |
| May 7 —Study Session | Tenth Street Library |
| May 14 —Regular Voting Meeting | Tenth Street Library |
| June 4 —Open Budget Session #7/ Study Session | Tenth Street Library |
| June 11 —Regular Voting Meeting/Student Life | Verner Library |
| July 30 —Combined Study Session/Regular Voting Mtg | Tenth Street Library |
| August 20 — Study Session/Education Committee | Tenth Street Library |
| August 27 — Regular Voting Meeting | Tenth Street Library |
| September 10 —Study Session/Student Life | Tenth Street Library |
| September 17 —Regular Voting Meeting | Tenth Street Library |
| September 24 —Education Committee | Verner Library |
| October 15 —Study Session/Finance Committee | Tenth Street Library |
| October 22 —Regular Voting Meeting | Tenth Street Library |
| November 5 —Study Session | Tenth Street Library |
| November 12 — Regular Voting Meeting | Tenth Street Library |
| December 3 —Reorganization Meeting | Tenth Street Library |

BOARD POLICIES

No employee handbook can answer all your questions or anticipate every situation, replace or supersede Board Policy. Please refer to Board Policy for more details. Board Policy defines the principles by which the Riverview School District operates. These policies are approved by the School Board. Board Policy items are indexed according to the list below.

- 000 – Local Board Procedures
- 100 – Programs
- 200 – Pupils
- 300 – Employees
- 600 – Finances
- 700 – Property
- 800 – Operations
- 900 – Community

Board Policies are updated periodically, which is noted on the document. A full listing of board policies may also be found on our district website at www.rsd.k12.pa.us

The following is a list of Board Policies that are referenced in this handbook, are especially noteworthy and should be reviewed and understood accordingly. If you have questions regarding any item listed below or any other Board Policy, please ask your building administrator or immediate supervisor for assistance.

| | |
|-------|---|
| Duty | |
| 104 | Complaints of Discrimination/Discriminatory Harassment (see Appendix D) |
| 121 | Field Trips |
| 200 | Enrollment of Students |
| 204 | Student Attendance |
| 209.2 | Diabetes Management |
| 218 | Student Discipline |
| 229 | Student Fundraising |
| 233 | Student Suspension and Expulsion |
| 251 | Homeless Students |
| 305 | Employment of Substitutes |
| 309 | Assignments and Transfers |
| 310 | Abolishing a Position |
| 311 | Suspensions and Furloughs |
| 313 | Evaluation of Employees |
| 317 | Conduct/Disciplinary Procedures |
| 323 | Tobacco Use |
| 324 | Personnel Files |
| 325 | Dress and Grooming |
| 332 | Working Periods |
| 333 | Professional Development |
| 334 | Sick Leave |
| 335 | Family and Medical Leaves |
| 340 | Responsibility for Student Welfare |
| 342 | Jury |
| 351 | Drug and Substance Abuse |
| 707 | Use of Facilities |
| 806 | Child Abuse |
| 810 | Transportation-Video/Audio |
| 815 | Acceptable Use of Internet, Computers and Network Resources |
| 819 | Suicide Awareness, Prevention and Response |
| 828 | Fraud |
| 915 | Booster Organizations |

Central Office Administrators

Superintendent

Dr. Margaret DiNinno

mdininno@rsd.k12.pa.us 412.828.1800

- Strategic Leadership
- Academic Leadership
- Personnel Management
- Financial Management & Operational Standards
- Communication & Community
- Annual Goals

Business Manager

Ms. Tammy Good

tgood@rsd.k12.pa.us 412.828.1800 x4020

- School Finance and Budgeting
- Board Secretary
- Transportation
- Food Service
- Custodial Employee Facilitation
- Grant Writing as relevant and appropriate

Director of Special Education/ Customized Services

Dr. Christina Monroe

cmonroe@rsd.k12.pa.us 412.828.1800 x4070

- District Special Education Director
- Strategic Plan-Superintendent Support
- District Assessment Coordinator
- Student Achievement Data collection, analysis, response
- Wellness Coordinator- student/staff
- Act 48
- RCEP District Facilitation
- Title IX Coordinator
- Home School Coordinator
- Cyber Charter School Outreach
- Suicide Prevention Coordinator
- Grant Writing as relevant and appropriate

Director of Technology/ School Safety

Mr. Robert Rizzo

rrizzo@rsd.k12.pa.us 412.828.1800 x4400

- District Technology Plan
- Technology Support and Coordination
- PIMS Coordinator
- Website Technical Support
- Community Emergency Calling System
- State Reporting Oversight
- Emergency Management/POD Coordination
- Safe School Coordination-State School Safety Plan
- Facilities Use Processes-Swipe Card Processing
- Grant Writing as relevant and appropriate

Building Administrators

Tenth Street Principal

Mr. David Zolkowski

dzolkowski@rsd.k12.pa.us

412.828.1800 x2021

- Principal
- ESL
- Federal Programs Coordinator
- Safety Care Trainer
- Grant Writing as relevant and appropriate

Verner Principal

Mrs. Mary Ann Plance

mplance@rsd.k12.pa.us

412.828.1800 x3021

- Principal
- K-6 Curriculum/Chapter 4
- Kindergarten Registration
- New Teacher Induction
- Grant Writing as relevant and appropriate

Jr/Sr High School Principal

Mr. Eric Hewitt

ehewitt@rsd.k12.pa.us

412.828.1800 x1022

- Secondary Principal
- Student Life & Athletics
- Overseas Athletic Director (Title IX Athletics)
- Secondary Curriculum (Chapter 4)
- Technology Integration and STEAM K-12 (including online programming, blended learning, cyber school programs)
- Education Foundation/Alumni Support Liaison
- Grant Writing as relevant and appropriate

Jr/Sr High School Instructional Principal

Dr. Neil English

nenglish@rsd.k12.pa.us

412.828.1800 x1021

- Instructional Secondary Principal
- Pupil Services Facilitation including Guidance department Curriculum, Nursing Services, Middle school Transition programming
- Alternative Education
- Gifted Coordinator
- High School Career Transition/Mentoring Programs
- Act 126 Training and Facilitator
- K-12 Bullying Programs
- Grant Writing as relevant and appropriate

Areas of Support Quick Reference Chart (Administrators)

If you need help with...

Please contact.....

| | |
|---------------------------------------|---------------------------------------|
| Act 126 Training and Facilitation | Dr. Neil English |
| Act 48 | Dr. Christina Monroe |
| Alumni Support Liaison | Mr. Eric Hewitt |
| Alternative Education | Dr. Neil English |
| Assessment | Dr. Christina Monroe |
| Assistant Jr/Sr High School Principal | Mr. Neil English |
| Athletics | Mr. Mario Rometo |
| Board Secretary | Ms. Tammy Good |
| Community Emergency Calling System | Mr. Robert Rizzo |
| Custodial Employee Facilitation | Ms. Tammy Good |
| Cyber Charter School Outreach | Dr. Christina Monroe |
| Data Analysis | Dr. Christina Monroe |
| District Online Learning Needs | Mr. Eric Hewitt |
| District Technology Plan | Mr. Robert Rizzo |
| Education Foundation | Mr. Eric Hewitt |
| Emergency Management | Mr. Robert Rizzo |
| ESL | Mr. David Zolkowski |
| Facilities Use Processes | Building Principal |
| Federal Programs Coordinator | Mr. David Zolkowski |
| Food Service | Ms. Tammy Good |
| Gifted Coordinator | Dr. Neil English |
| Guidance Department Curriculum | Dr. Neil English |
| High School Career Transition | Dr. Neil English |
| High School Mentoring Program | Dr. Neil English |
| Home School Coordinator | Dr. Christina Monroe |
| Instructional Technology Infusion | Mr. Eric Hewitt |
| Jr/Sr High School Principal | Mr. Eric Hewitt |
| K-6 Curriculum/Chapter 4 | Mrs. Mary Ann Plance |
| K-12 Bullying Programs | Mr. Eric Hewitt |
| Kindergarten Registration | Mrs. Mary Ann Plance |
| Middle School Transition Programs | Dr. Neil English |
| New Teacher Induction | Mrs. Mary Ann Plance |
| PIMS Coordinator | Mr. Robert Rizzo |
| POD Coordination | Mr. Robert Rizzo |
| Professional Development | Dr. Margaret DiNinno |
| Pupil Services Facilitation | Dr. Neil English |
| RCEP District Facilitation | Dr. Christina Monroe |
| Safe School Coordination | Mr. Robert Rizzo |
| School Finance and Budgeting | Ms. Tammy Good |
| Special Education Coordinator (K-12) | Dr. Christina Monroe |
| State Reporting Oversight | Mr. Robert Rizzo |
| Strategic Plan Assistance | Dr. Christina Monroe |
| Student Life & Athletics | Mr. Eric Hewitt |
| Suicide Prevention Coordinator | Dr. Christina Monroe |
| Swipe Card Processing | Mr. Robert Rizzo |
| SWPBIS | Dr. Neil English |
| Targeted Assistance | Dr. Christina Monroe |
| Technology Support and Coordination | Mr. Robert Rizzo |
| Tenth Street Principal | Mr. David Zolkowski |
| Title IX Coordinator | Dr. Christina Monroe |
| Transition Coordinator | Dr. Christina Monroe/Dr. Neil English |
| Transportation | Ms. Tammy Good |
| Verner Principal | Mrs. Mary Ann Plance |
| Website Technical Support | Mr. Robert Rizzo |

Areas of Support Quick Reference Chart (Secretaries)

If you need help with...

Please contact.....

| | |
|--|----------------------------|
| Absence Call Off (Frontline) | Linda x4050 |
| Act 48 Credits | Linda x4050 |
| AR Login Resets | Computer Tech 2209 or 3024 |
| Athletic Secretary | Maureen x1011 |
| Auditorium Scheduling | Nancy x2010 |
| Calendars | Elissa x4040 |
| Change of Address Notification | Barb x4030 |
| Clearances | Linda x4050 |
| Free and Reduced Lunches/E-trition | Judene x4010 |
| Health Insurances | Barb x4030 |
| IEP Writer Login Resets | Bob x4400 |
| Invoices | Judene x4010 |
| Life/Disability Insurance | Barb x4030 |
| Minor Facility Repairs | Building Head Custodian |
| New Student ID | Nancy x2010 Karen x3010 |
| Office Depot Accounts | Elissa x4040 |
| OnHands Login Resets | Bob x4400 |
| Payroll Concerns | Barb x4030 |
| PIMS | Melanie x1010 |
| Printer Toner | Building Secretary |
| Reference Checks | Barb x4030 |
| Requisitions (Purchase Orders) | Judene x4010 |
| RSD-120 Time Sheets | Barb x4030 |
| RSD-122 Class Coverage | Barb x4030 |
| RSD-220 Pre-Approval of Grad Courses | Linda x4050 |
| RSD-221 Tuition Reimbursement | Linda x4050 |
| RSD-232 Request for Supplemental Pay | Barb x4030 |
| RSD-236 (school keeps and files gold copy) | Barb x4030 |
| Student Activities Fund | Elissa x4040 |
| Student Application ID (Study Island, TTL, etc.) | Computer Tech 2209 or 3024 |
| Substitute Packets | Barb x4030 |
| Teacher Website Login Reset | Elissa x4040 |
| TIMS | Linda x4050 |
| Vendor Changes | Elissa x4040 |
| Webmaster | Elissa x4040 |
| Workers' Comp | Barb x4030 |

Riverview School District

School Calendar 2018 - 2019

| MONTH | DATE | DAY | ACTIVITY | TEACHER DAYS/MONTH | STUDENT DAYS/MONTH | CUMULATIVE DAYS OF INSTRUCTION |
|------------------|------|-----------|---|-----------------------|-----------------------|--------------------------------------|
| August | 17 | Friday | Induction, New Teachers Only | | | |
| | 20 | Monday | Professional Development (PD) Day 1 (no students) | | | |
| | 21 | Tuesday | Professional Development Day 2 (no students) | | | |
| | 22 | Wednesday | Clerical Day 1 (no students) | | | |
| | 23 | Thursday | First Day for Students | 10 | 7 | 7 |
| September | 3 | Monday | Labor Day (no school) | 19 | 19 | 26 |
| October | 8 | Monday | Columbus Day (no school) | | | |
| | 29 | Monday | Clerical Day 2 (no students) | 22 | 21 | 47 |
| November | 5 | Monday | Act 80/Parent Conferences K-12 (no students) | | | |
| | 6 | Tuesday | Professional Development Day 3 (no students) | | | |
| | 21 | Wednesday | First Day of Thanksgiving Break (no school) | | | |
| | 26 | Monday | * Last Day of Thanksgiving Break (no school) | 18 | 17 | 64 |
| December | 24 | Monday | First Day of Holiday Break (no school) | 15 | 15 | 79 |
| January | 1 | Tuesday | Last Day of Holiday Break (no school) | | | |
| | 18 | Friday | Give Back Reflections/Planning Day | | | |
| | 21 | Monday | Clerical Day 3 (no students) | 22 | 21 | 100 |
| February | 18 | Monday | Professional Development Day 4 (no students) | 20 | 19 | 119 |
| March | 25 | Monday | Clerical Day 4 (no students) | 21 | 20 | 139 |
| April | 18 | Thursday | * First Day of Spring Break (no school) | | | |
| | 22 | Monday | * Last Day of Spring Break (no school) | | | |
| | 23 | Tuesday | Professional Development Day 5 (no students) | 19 | 18 | 157 |
| May | 3 | Friday | K-12 Give Back Activity Day | | | |
| | 27 | Monday | Memorial Day (no school) | 22 | 22 | 179 |
| June | 5 | Wednesday | Last Day for Students | | | |
| | 6 | Thursday | Clerical Day 5 | | | |
| | 7 | Friday | Impact Day / Professional Development Day 6 | 5 | 3 | 182 |

* Official School Holidays (11/23, 11/26, 4/18, 4/19, and 4/22)

IMPORTANT DATES

PSSA Eng. Lang. Arts grades 3-8: April 15-26, 2019
 PSSA Math grades 3-8: April 29-May 3, 2019
 PSSA Science grades 4 and 8: April 29-May 3, 2019

Keystones—Algebra, Biology, Literature
 December 3-14, 2018
 January 7-18, 2019
 May 13-24, 2019

NOTE: See District Assessment Calendar for additional testing information.

Make-Up Snow Days:
 October 8, February 18,
 April 23

Additional Make-Up Days, if needed, will be added to end of school year.

Progress Reports:

September 28, December 5, February 21, April 30

End of 9 week Grading Period:

October 30, January 18, March 22, June 5

Report Cards:

Grades Due October 31 - Report Cards Available November 5
 Grades Due January 22 - Report Cards Available January 23
 Grades Due March 26 - Report Cards Available March 27
 Grades Due June 6 - Report Cards Available June 7

Section 2: Personnel

ACCIDENT REPORTS

For your own protection and for adequate insurance coverage, any accident occurring in your area of responsibility, whether it be to you personally, or to one of your students, should be reported on an accident report form (RSD-310) and submitted to the Building Principal as soon as possible. This will then be processed through our insurance agent.

ASSIGNMENT AND TRANSFERS

Employee assignments and re-assignments to positions within the school district will be recommended and issued by the Superintendent with the approval of the School Board, based on qualifications, needs of the district, and the employee's expressed request, following all Collective Bargaining Agreement (CBA) provisions.

COMMUNICATION

To ensure positive relationships with parents/guardians and families, all employees should respond and/or acknowledge receipt of information requests (emails, phone calls, letters, etc.) within 24 hours of the next school day.

EVALUATION SYSTEM

All employees shall be subject to an annual review. The reviews shall be completed by the employee's Supervisor.

IDENTIFICATION BADGES/SWIPE CARD

All employees shall be issued an Identification Badge. Employees are required to wear these badges at all times while on district property. Identification badges are personal to the holder and shall not be given, loaned or used by any other person. It shall be the responsibility of each and every staff member to notify the district immediately if a badge is lost, stolen, or misplaced. A fee may be charged for replacement.

Swipe Card Access The following process must be followed in regards to swipe cards for access to buildings. Swipe cards shall not be given to students at any time. Swipe cards issued to teachers are personal property and should be treated as such. Employees are not permitted to share their swipe card with anyone. Lost swipe cards should be reported immediately to the office. Any requested change to access times on swipe cards must be made by filling out the Key and Building Card Access Request Form, located in the Resource folder, and sending it to Central Office.

ORIENTATION

Employees are required to attend an annual staff orientation. Information will be provided concerning general goals and changes affecting the school district. New employees will receive additional information pertaining to their responsibilities and instructional programs.

PERSONNEL CHANGES

All changes such as name, address, telephone number, dependents, beneficiary, educational certification, etc. must be provided in writing to the Central Office Human Resources and building Principal or Supervisor.

PERSONNEL RECORDS

Personnel records are maintained for each employee of the Riverview School District. Medical records shall be kept in a file separate from the employees personnel file. We believe that your personnel file should remain confidential, accessible only to you and to authorized administrative personnel. Those who are no longer employed by the School District will have their personnel file maintained in archives for historical purposes. Other than private reference documents, upon request and in the presence of the appropriate administrative official, employees are free to access their personnel file during regular working hours.

PROBATIONARY PERIOD

Certain positions may be subject to a probationary period upon initial hire by the school district. Probationary periods vary by position and the terms of the CBA by which the position is covered.

REQUESTING SUBSTITUTES

Riverview School District utilizes an automated sub calling/finding system called Frontline. Employees (some exclusions may apply) of the district report their absence(s) online at www.aesonline.com by entering their user ID and a PIN number. Personal days and professional leave will be approved by building administrators and supervisors. The Frontline system will call substitutes to fill the appropriate positions.

Substitute teaching is a difficult task and it is hoped that regular teachers will have available, at all times, materials and plans in case of an emergency when a substitute is called.

RESIGNATION

Professional staff members who wish to resign from their present positions are required to submit a letter of resignation to the superintendent of schools. Resignations will be reviewed by the School Board on an individual basis.

RETIREMENT

All full-time professional staff members shall be participants in the Public School Employees' Retirement System (PSERS) of the State of Pennsylvania.

RIVERVIEW SCHOOL DISTRICT (RSD) FORMS

Please see Resources ([\\River45\(R:\)](#) network location (also known as the District Share Drive (R:) or R: drive) for the most current Riverview School District (RSD) forms. The R: drive is located by selecting the windows start button, then computer.

TRANSPORTING OF STUDENTS

See School Board Policy 810. Any employee who drives a van, bus, car, or other motorized vehicle for district purpose must provide evidence of a current driver's license.

TRAVEL REIMBURSEMENT

Form RSD-231 must be used by all employees requesting to be reimbursed for any travel that is included as part of workday responsibilities.

Section 3: Attendance

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

ABSENCE CALL OFF - Frontline (formally AESOP)

All absences should be entered through the Frontline system prior to the date of absence.

When you enter an absence for "School Approved" please enter the conference name, location, reason and estimated expenses of workshop or meeting requested.

When you enter an absence for "Personal Day" the purpose for the leave need not be stated in the application except when the day for which leave is requested falls either immediately prior to or subsequent to a school holiday or a holiday weekend, or in cases where the waiver of the three (3) day notice requirement is requested; and when two consecutive days are requested.

When you enter an absence for a "Funeral or Bereavement" leave, please list the relationship of the person.

When you enter an absence for an "Illness" or "Family Illness", upon your return to work, a physician's certificate should be forwarded to Central Office if the absence is for three or more days.

BELL AND BUILDING SCHEDULE

Grades K-6 Tenth Street and Verner

| | |
|------------------------|------|
| Teachers in Classrooms | 8:00 |
| Pupils Arrive | 8:20 |
| Classes Begin | 8:30 |
| Students Dismissed | 3:05 |
| Teachers Leave | 3:37 |

Grades 7-12 Jr/Sr High School

| | |
|-----------------------|------|
| Teachers in Classroom | 7:20 |
| Pupils Arrive | 7:25 |
| First Period Begins | 7:40 |
| Students Dismissed | 2:22 |
| Teachers Leave | 2:57 |

BEREAVEMENT LEAVE

According to current school code, An employee may take up to three (3) days of bereavement leave, with pay, for each death in the immediate family. An immediate family member is defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, or near relative who resides in the same household, or any person with whom the employee has made his home.

An employee may take the day of the funeral for each death of the near relative. A near relative is defined as a first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, sister-in-law, or grandchild.

CHILD BEARING/CHILD REARING LEAVE

Employees requiring a leave of absence for childbirth must notify the Superintendent.

EARLY DEPARTURE

Employees are expected to remain in the building during the work day. If it is necessary to leave the building during the work day, prior Principal/Supervisor approval must be granted.

FAMILY AND MEDICAL LEAVE ACT

The district will administer leave that qualifies for Family and Medical Leave Act (FMLA) protection in accordance with federal law. Employees must notify the district of the need for leave and explain the reasons for the leave so the district can determine whether the leave qualifies for FMLA.

HOLIDAYS

Each employee group is issued a calendar showing work days, non-work days and holidays for the current school year.

JURY DUTY

An employee will be granted paid leave based on current law, for time spent responding to a summons for jury duty, time spent participating in the jury selection process or time spent actually serving on a jury as per law. An employee will not be terminated, disciplined, threatened or otherwise subjected to adverse action because of the employee's receipt of or response to a jury summons. Refer to Board Policy 342.

LONG TERM LEAVE OF ABSENCE

Long-term leaves of absence may be granted to employees for reasons considered satisfactory by the School Board. Long term absences will be without pay or benefits.

MILITARY LEAVE

All employees will be granted a temporary leave of absence for National Guard duty or for temporary duty in a reserve unit of the Armed Forces.

PERSONAL LEAVE

From time to time, it may be necessary for an employee to be called away from school for personal matters unassociated with school business. Under such circumstances, employees may request personal leave. Employees are encouraged to reference their CBA for detailed information on the amount of personal leave that is available and the procedure for using personal days.

SABBATICAL

Sabbatical leave is available as per school code and the CBA. Sabbaticals may be taken for professional development or for restoration of health.

SICK LEAVE

Sick leave is intended as insurance against loss of earnings due to personal or immediate family illness or disability. All regular, full-time, certified and support staff will be entitled an annual sick leave allotment. Please refer to your CBA for annual allotment. Each employee shall be given written notice of accumulated sick leave no later than September 30 of each school term.

Unused leave is accumulated and carried forward from year to year, without limitation, for so long as Riverview employment continues. Section 1154 also entitles the District to require a certificate from a Physician or other practitioner certifying an employee's inability to perform his or her duties. This is done at Riverview School District on a case by case basis.

SICK LEAVE BANK

A sick leave bank has been implemented for members of the Education Association. The bank makes additional paid leave time available to its' members extended leave in the event a member becomes sick and has no paid time to use. Participation is voluntary. For more information please refer to your CBA.

VACATION

Vacation leave is available for 12-month employees as provided by your CBA.

WORK SCHEDULES

Custodians: A normal custodian day will consist of eight hours (8:00), including a duty-free thirty (30) minute lunch period. The 8 hour custodian Shift One day will commence no earlier than 6:00am and will conclude no later than 3:00pm. The 8 hour custodian Shift Two day will commence no earlier than 2:00pm and will conclude no later than 11:00pm. The summer recess work day will commence no earlier than 6:00am and will conclude no later than 4:00pm.

Paraprofessionals: A normal full-time paraprofessional day will consist of seven hours (7:00), including a duty-free thirty (30) minute lunch period. The 7 hour paraprofessional day will commence no earlier than 7:30am and will conclude no later than 11:00pm.

A normal .43 paraprofessional day will consist of three hours. The 3 hour paraprofessional day will commence no earlier than 7:30am and will conclude no later than 4:00pm unless agreed upon between administration and employee as a result of meeting an IEP student's need. The school district reserves the right to determine the need for extended hours.

Secretaries: A normal secretary day will consist of seven hours thirty minutes (7:30), including a duty-free thirty (30) minute lunch period. The 7 hour 30 minute secretary day will commence no earlier than 7:00am and will conclude no later than 4:00pm.

Teachers: A normal teacher day will consist of seven hours thirty seven minutes (7:37), including a duty-free thirty (30) minute lunch period. There will be a maximum of eight (8) additional hours per school year (exclusive of the 7:37 day). The 7 hour 37 minute teacher day will commence no earlier than 7:00am and will conclude no later than 4:00pm.

WORK SCHEDULES cont.

Two Hour Delays:

On any given day, employees are urged to use caution when making the decision to drive or walk over snow and ice covered roads

Teachers/Secretaries/Administrators/Custodians/Full Time Paraprofessionals: In the event of a delay due to weather or other emergency conditions, please report to your assigned building at the regularly scheduled time of your assignment. On any given day, employees are urged to use caution when making the decision to drive or walk over snow and ice covered roads. As always, please consider your own safety.

Class III Paraprofessionals: Please report according to the delay schedule. As always, please consider your own safety.

Parent/Teacher Conferences:

Administrators: will work as per the dates/times planned in the annual calendar.

Teachers: will work one evening conference as per the dates/times planned in the annual calendar.

Paraprofessionals: from time to time paraprofessionals may be invited to parent/teacher conferences.

Refer to School Board Policies and your CBA for more information and for any leave not covered in this section.

Section 4: Employee Benefits

For employee benefits, please reference your contract or the Employee web portal

https://prosoftweb.harrisschool.solutions/ProSoftWeb_Riverview/login.aspx

Professional:

Collective Bargaining Agreement
Riverview School District
And
Riverview Education Association

Effective July 1, 2014 – June 30, 2018

Paraprofessionals, Custodians, Secretaries:

Collective Bargaining Agreement
Riverview School District
And
Riverview Education Support Professional Association

Effective July 1, 2013 – June 30, 2019

Administration:

Act 93 Plan
Effective July 1, 2015 – June 30, 2019

TAX-DEFERRED ANNUITIES

Please reference www.tsacg.com

Click on Plan Sponsored page and follow directions

Or access Employee Web portal

https://prosoftweb.harrisschool.solutions/ProSoftWeb_Riverview/login.aspx

WORKERS' COMPENSATION

Riverview School District provides Workers' Compensation Insurance to all employees against loss of earnings due to injury while working. Please follow the following guideline when an injury occurs:

Report the injury to your supervisor **immediately**.

Contact Central Office Human Resource Department to complete and incident report.

In order to ensure that your medical treatment will be paid for by the employer or the insurance company, you must select from one of the licensed physicians or practitioners of the healing arts listed on the following page or access Employee Web portal

https://prosoftweb.harrisschool.solutions/ProSoftWeb_Riverview/login.aspx

**NOTICE TO EMPLOYEES
RIVERVIEW SCHOOL DISTRICT**

CM Regent Insurance Company, Workers' Compensation Division, the claims administrator for the school district's workers' compensation carrier, **Old Republic Insurance Company**, has required that we post the following list of health care providers in accordance with Section 306 of the Workers' Compensation Act. Please read the following notice carefully as it explains important rights and responsibilities.

IN CASE OF WORK-RELATED INJURY

1. If you suffer a work-related injury, your employer or its insurance company must pay for reasonable surgical and medical services and supplies, orthopedic appliances and prostheses, including training in their use, as and when needed.
2. In order to ensure that your medical treatment will be paid for by your employer or the insurance company, you must select from one of the licensed physicians or practitioners of the healing arts listed below.

DESIGNATED PHYSICIANS

| MEDICAL PROVIDER | ADDRESS | PHONE | SPECIALTY |
|--|--|--------------|---|
| Concentra Medical Center | 15 Freeport Road Suite 100 Pittsburgh, PA 15215 | 412-784-1678 | Occupational Health |
| MedExpress Urgent Care Ohara Township | 50 Freeport Road Suite 500 Pittsburgh, PA 15215 | 412-782-3278 | Occupational Health |
| MedExpress Urgent Care | 6510 State Route 30 Jeannette, PA 15644 | 724-527-3428 | Occupational Health |
| MedExpress Urgent Care Latrobe | 3876 State Route 30 Latrobe, PA 15650 | 724-537-5064 | Occupational Health |
| Tri-Rivers Surgical Assoc. | 815 Freeport Road Pittsburgh, PA 15215 | 412-369-9988 | Orthopedics |
| Greater Pittsburgh Orthopedic Assoc. | 107 Gamma Drive Suite 120 Pittsburgh, PA 15238 | 412-661-5500 | Orthopedics |
| AGH Neurosurgery | 107 Gamma Drive Suite 110 Pittsburgh, PA 15238 | 412-968-5490 | Neurosurgery |
| ABC Chiropractic Center | 663 5th Street Oakmont, PA 15139 | 412-828-3030 | Chiropractic |
| Flynn Chiropractor Services | 229 Delaware Ave. Oakmont, PA 15139 | 412-828-8700 | Chiropractic |
| Chiropractic Health Center | 2300 Cedar Ave. Latrobe, PA 15650 | 724-537-5200 | Chiropractic |
| Align Chiropractic Wellness Center | 440 Pellis Road Suite 7 Greensburg, PA 15601 | 724-834-5600 | Chiropractic |
| SPNet | Call toll free for location nearest you | 888-654-0049 | Physical Therapy |
| One Call Care Management (OCCM) | For locations and appointments, please call | 800-453-0574 | DME, Diagnostic Studies, Home Health |
| Corvel | For prescriptions, please call | 800-563-8438 | Pharmacy |

3. You must continue to visit one of the persons listed, if you need treatment, for ninety (90) days from the date of your first visit. If you do not comply with this requirement, your employer will be relieved from liability for payment of services rendered during this period.
4. After this ninety day period, if you still need treatment and your employer has provided a list as set forth above, you may choose to go to another licensed physician or practitioner of the healing arts for treatment. You must notify your employer of this action within five (5) days of your visit to the person of your choice. Failure to notify your employer will relieve the employer from liability for payment for services rendered prior to appropriate notice if the services are determined to have been unreasonable or unnecessary.
5. The physician or practitioner of the healing arts who treats you must file a report on a form provided by the Bureau of Workers' Compensation (Form LIBC-9) within ten (10) days of the commencement of treatment and at least once a month as long as treatment continues. A copy of the report must be furnished to you and to your employer. The employer is not liable for payment of any treatment until a report has been filed.
6. If no list is provided above (No. 2), you may go to a licensed physician or practitioner of the healing arts of your choice.
7. If one of the persons listed above refers you to another licensed specialist, your employer or his insurer will pay the bill for these services.
8. If you are faced with a medical emergency, you may secure assistance from a hospital or physician or practitioner of the healing arts of your choice.
9. If the designated provider recommends invasive surgery, you are entitled to receive an additional opinion from any health care provider of my choice. If the additional opinion differs from that of the designated provider, you are entitled to select which course of treatment to follow. However, if you choose to follow the recommendation of your health care provider (the additional opinion), the procedure shall be performed by one or more of the designated health care providers for a period of ninety (90) days from the date of the visit to your health care provider (date of examination of the additional opinion).

REMEMBER - IT IS IMPORTANT TO TELL YOUR EMPLOYER ABOUT YOUR INJURY

Aug-18



Employee Assistance Program

- 24-hour Accessibility
- Coaching and counseling sessions
 - In-person and by telephone
 - Family, personal, and workplace issues can be addressed
- Access to online work/life resources
 - Includes training, self-assessments, financial calculators and more
- Referral to community resources

Toll Free 800-327-7272

www.lytleap.com Password: acshic



Riverview School District purchases health, drug, dental and vision insurance as part of the Allegheny County Schools Health Insurance Consortium (ACSHIC). As a member we are required to abide by the ACSHIC guidelines.

Enrollment Date:

Open Enrollment period will be from **May 15th** through **June 15th** and any changes made during Open Enrollment will be effective **July 1st**.

Changes can only be made during Open Enrollment unless you have a life changing event that would qualify a change.

Actions you may take:

During Open Enrollment you will have the ability to take the following actions:

- Enroll (if not currently but eligible),
- Add/Remove Dependents (with proper documentation),
- Change plans when available, or
- Opt out of a plan.

Section 5: Payroll

STAFF WAGE AND SALARY GUIDELINES

At Riverview School District we strive to pay salaries that are competitive with other school districts similar in size and nature. The School Board has established a salary schedule system that is fair and impartial based solely upon training and experience. Each salary stage represents equal pay for equal qualification.

DIRECT DEPOSITS

The District has direct deposit of paychecks available for all employees. Paychecks will be deposited into one account. To make changes in a direct deposit, download the Automatic Deposit Agreement form located on the R drive or access the Employee Web Portal at https://prosoftweb.harrisschool.solutions/ProSoftWeb_Riverview/login.aspx

OVERTIME PAY

All overtime work must be pre-approved by a school administrator.

PAYROLL

Payment of salary will be made in equal bi-weekly installments. Please access the Employee Web Portal for schedule.

https://prosoftweb.harrisschool.solutions/ProSoftWeb_Riverview/login.aspx

PAYROLL DEDUCTIONS

Several payroll deductions are mandatory each pay period to comply with federal and state laws pertaining to taxes and retirement.

Mandatory deductions will be made for the following:

- Federal, State and Local Income Tax Withholding
- Social Security (FICA)
- Medicare Tax
- Public School Retirement System
- Local Wage Tax
- Union Dues

Riverview School District

2018 Payroll Schedule

| Earning Period | Pay Date |
|-----------------------------|----------------------------|
| December 24 - January 6 | Friday, January 12, 2018 |
| January 7 - January 20 | Friday, January 26, 2018 |
| January 21 - February 3 | Friday, February 9, 2018 |
| February 4 - February 17 | Friday, February 23, 2018 |
| February 18 - March 3 | Friday, March 9, 2018 |
| March 4 - March 17 | Friday, March 23, 2018 |
| March 18 - March 31 | Friday, April 6, 2018 |
| April 1 - April 14 | Friday, April 20, 2018 |
| April 15 - April 28 | Friday, May 5, 2018 |
| April 29 - May 12 | Friday, May 18, 2018 |
| May 13 - May 26 | Friday, June 1, 2018 |
| May 27 - June 9 | Friday, June 15, 2018 |
| June 10 - June 23 | Friday, June 29, 2018 |
| June 24 - July 7 | Friday, July 13, 2018 |
| July 8 - July 21 | Friday, July 27, 2018 |
| July 22 - August 4 | Friday, August 10, 2018 |
| August 5 - August 18 | Friday, August 24, 2018 |
| August 19 - September 1 | Friday, September 7, 2018 |
| September 2 - September 15 | Friday, September 21, 2018 |
| September 16 - September 29 | Friday, October 5, 2018 |
| September 30 - October 13 | Friday, October 19, 2018 |
| October 14 - October 27 | Friday, November 2, 2018 |
| October 28 - November 10 | Friday, November 16, 2018 |
| November 11 - November 24 | Friday, November 30, 2018 |
| November 25 - December 8 | Friday, December 14, 2018 |
| December 9 - December 22 | Friday, December 28, 2018 |

All "Extra Hours" Timesheets, must be turned in no later than the Monday before the Paydate in order to be paid within the current time period.

For Example: Paydate: July 13, 2018

All Extra Hours forms must be turned in by close of day Monday, July 9

If Monday is a holiday, extra hours must be received by the Payroll Clerk no later than noon on the Tuesday before the Pay Date

12 Month Employees/26 Pays July 13, 2018 – June 28, 2019

10 Month Employees/26 Pays September 7, 2018 – August 23, 2019

10 Month Employees/21 Pays September 7 2018 – June 14, 2019

Section 6: Guidelines/Policies

BUDGET, BUDGET CONTROL AND PURCHASING PROCEDURES

All district purchases must receive prior approval by receiving a purchase order. During the summer of 2013 the district implemented a new financial accounting system. When entering requisitions into the system, purchase orders are approved electronically. Most importantly the system will not allow over expenditure of any account. Placing verbal purchases on behalf of the district is not permitted without a completed purchase order. ALL district purchases must have a purchase order authorization prior to placing any order. Copies of the Riverview School District budgets are available in the school offices for reference for budget code numbers. To Place an order –

- Complete a paper purchase request listing items.
- Confirm shipping costs
- Add budget account number(s)
- Sign the request
- Give request to your office secretary for electronic entry in the system.

This process should take less than ten minutes to create a purchase order as long as all approvers are available and funds are available. Building Principals are the primary approvers for budget expenditures after entry by your building secretary. Employee must notify the building Secretary when items are received in order to process payment.

Purchases should not be initiated or made without an approved purchase order. Items purchased without a purchase order will be the financial responsibility of the purchaser. Riverview School District will not assume the responsibility for unauthorized purchases.

Please refer to Appendix A for more specific information on Ordering Procedures.

CERTIFICATION AND CHANGE OF STATUS (Teachers)

Teachers receiving Instructional I Certificates after September 1, 2001 are subject to the Pennsylvania Department of Education forms 426 and 427. The following information provides a general outline of the operating policies and guidelines followed by the Bureau of Teacher Certification regarding instructional certificates:

What do the terms “Level I” and “Level II” mean?

Pennsylvania currently has two levels of certification. The initial certificate, Level I, is also known as a provisional certificate. Depending on the type, it is valid for a specific number of service years, during which time you must complete established requirements (e.g. coursework, experience, induction program). Upon completion of those requirements, the Level I may be converted to the next level, Level II. If not converted, the Level I becomes lapsed; and you may not be employed in a Pennsylvania public school with a lapsed certificate.

Will my Instructional Level I certificate expire if I don't teach?

No. The Instructional I Certificate is valid for 6 service, not calendar, years in Pennsylvania.

NOTE: This validity period is for actual time served, which may include long-term substitute teaching. Whenever a person teaches at least 50 percent of a semester, that service time may count towards the six years of validity.

Can my initial Instructional or Educational Specialist certificate be renewed?

No. If you complete six years of service, your Level I Instructional or Educational Specialist certificate must be converted to a Level II, or the certificate becomes invalid. You may not teach on an invalid certificate, nor will an Emergency Certificate be issued in its place.

When should I convert my Level I certificate to a Level II certificate?

It is the responsibility of each certificate holder to obtain the level II certificate before the service

life of the Level I certificate expires. Failure to do so will result in a lapsed certificate, and the certificate holder will be ineligible for employment. After you have completed all requirements, you may apply for Level II certification. A minimum of three years of satisfactory service (minimally half-time in Pennsylvania in an appropriate certificated position on a Pennsylvania Level I certificate) is required. For certificates issued September 1980 and later, the time frame begins any time after your third year of service in Pennsylvania and ends at the completion of the school year of your sixth year of service in Pennsylvania. Other requirements for Level II certification (e.g. credit requirement and the induction requirement) depend on the type of your Level I certificate and the year it was issued.

Will my Level II certificate be permanent?

No. Holders of Level II certificates must continue to meet Act 48, Act 178 and State Board of Education Chapter 49 requirements to keep their Level II certificates valid.

Am I required to complete an Induction Program?

All persons who were issued their Instructional I or Vocational Instructional I Certificate on or after June 1, 1987 must present evidence of having successfully completed a PDE-approved induction program in order to qualify for an Instructional II or Vocational Instructional II Certificate.

Educational Specialist I Certificates issued in accordance with September 1, 2001 must also complete a PDE-approved Induction program.

Administrators employed as a principal or assistant/vice principal in a public school in the commonwealth of Pennsylvania for the first time on or after January 1, 2008, must complete a Principal's Induction Program.

How many credits do I need for Level II Certification?

Applicants for Level II Instructional or Educational Specialist certification, must complete 24 semester credits beyond their bachelor's degree before they are eligible for Level II certification. These credits must be earned at a 4-year, degree-granting college/university.

For further information regarding certification and application forms for renewing the Instructional I, or obtaining an Instructional II, please visit www.pde.state.pa.us. Please remember that all applications for certification must be submitted through the Teacher Information Management System (TIMS). Employees are responsible for all fees accessed by the state.

CHILD ABUSE

Employees who in the course of their employment, occupation or practice of their profession, come into contact with children shall report or cause a report to be made when they have reasonable cause to suspect, on the basis of their medical, professional, or other training and experience, that a child they are aware of in their professional or official capacity is an abused child.

All employees are legally mandated to report any suspected cases of child abuse or neglect. Employees are required to participate in all state/federal mandated training. Refer to Board Policy 806.

CLASS LISTS

To avoid unwanted solicitation, lists containing names, addresses and phone numbers of students and/or employees will not be given to any organization or individual except by special permission of the Principal or Superintendent.

CLASSROOM OBSERVATION AND EVALUATION

All observations and evaluations will follow CBA and all regulations and requirements from the Pennsylvania Department of Education.

CLEARANCES/SCHOOL SPONSORED EVENTS AND ACTIVITIES

Employees are reminded that people who work with our children are required by state law to have background information and clearances filed at the district prior to their involvement with any school program. This includes any volunteer who has the potential to be alone with any student at any point. Examples include those who assist with athletic programs, musical endeavors, band camp, field trips, and any other school sponsored events and activities.

COMMUNICABLE DISEASES

Employees are reminded that the Riverview School Board recognizes its responsibility to protect the health of students and employees from the risks posed by communicable diseases. The Board also has a responsibility to protect individual privacy, educate all students regardless of medical condition and treat students and employees in a nondiscriminatory manner.

Immunization

In accordance with law, students cannot attend school without providing satisfactory evidence of immunization, unless they are exempted from immunization.

Universal Precautions

The district requires all staff to routinely employ universal precautions to prevent exposure to disease-causing organisms. The district will provide the necessary equipment and supplies to implement universal precautions.

Categories of Potential Risk

Students or employees with communicable diseases that pose a risk of transmission in school or at school activities (such as, but not limited to, chicken pox, influenza and conjunctivitis) will be managed as required by law and in accordance with guidelines provided by the Department of Health and Senior Services (DHSS) and local county or city health departments. Such management may include, but is not limited to, exclusion from school or reassignment as needed for the health and safety of students and staff.

Students or employees infected with chronic communicable diseases that do *not* pose a risk of transmission in school or at school activities (such as, but not limited to, hepatitis B virus or HIV) shall be allowed to attend school or continue to work without any restrictions based solely on the infection. The district will not require any medical evaluations or tests for such diseases.

Exceptional Situations

There are certain specific types of conditions, such as frequent bleeding episodes or uncoverable, oozing, skin lesions that could potentially be associated with transmission of both blood borne and non-blood borne pathogens. In the case of students certain types of behaviors, such as biting or scratching, may also be associated with transmission of pathogens. Students who exhibit such behaviors or conditions may be educated in an alternative educational setting or, if appropriate, disciplined in accordance with the discipline code. In the case of a student with a disability, the Individualized Education Program (IEP) team or 504 team will make any change of placement decisions.

Employees who exhibit such conditions will not be allowed to work until the condition is resolved or appropriately controlled in a way that minimizes exposure.

Confidentiality

The Superintendent or designee shall ensure that confidential student and employee information is protected in accordance with law. Medical information about an individual, including an individual with HIV, will only be shared with district employees who have a reasonable need to know the identity of the individual in order to provide proper health care or educational services. Examples of people who may need to know a student's medical information are the school nurse and the Individualized Education Program (IEP) or 504 team if applicable. An example of an individual who may need to know an employee's medical information is the employee's immediate supervisor, if accommodations are necessary. All medical records will be maintained in

accordance with law and Board policy. Breach of confidentiality may result in disciplinary action, up to and including termination.

Reporting and Disease Outbreak Control

Reporting and disease outbreak control measures will be implemented in accordance with state and local law, DHSS rules governing the control of communicable diseases and other diseases dangerous to public health, and any applicable rules distributed by the appropriate county or city health department.

Notification

Pennsylvania law provides that Superintendents who supply a copy of this policy, adopted by the district School Board, to DHSS shall be entitled to confidential notice of the identity of any district student reported to DHSS as HIV-infected and known to be enrolled in the district. Pennsylvania law also requires the parent/guardian to provide such notice to the Superintendent.

COMMUNICATION AND SCHOOL DISTRICT REPRESENTATION (employee to employee)

As representatives of the District, employees serve as both role models and important ambassadors. All employees are expected to maintain respectful, responsible, collegial and professional communication with each other. **Verbal, written, and social media communication should reflect professional and respectful behavior and attitudes at all times. Harassment or disrespectful communication in any form will not be tolerated.**

It is important to remember that the use of Facebook messages, texting, personal emails and personal phone calls between or pertaining to other employees falls under this category. Employees is defined as any individual who works for the district.

All formal correspondence sent to groups of students or parents must be pre-approved by the building principal.

COMMUNICATION AND SOCIAL MEDIA (employee to student)

Employees are reminded to use traditional standard communications tools when communicating with students (written assignments, letters to parents, conferences, phone calls to parents, employee web pages, and other traditional written forms of communication to parents and groups of students).

It is important to remember that the use of Facebook messages, texting, personal emails and personal phone calls between an employee and a student is generally not appropriate and should be avoided.

COMPLAINT/CONFLICT PROCEDURES

So that problems are processed through proper channels, the following procedure should be followed by all employees:

1. Address your concern with the individual
2. If no resolution, address concern with individual's supervisor
3. If no resolution, go to the Superintendent. The Superintendent should only be involved after all other steps have been exhausted.

COMPUTER AND TECHNOLOGY SERVICES

Network logins and email accounts will be created after completing form RSD-815 certifying user has read RSDs Acceptable use of Internet, Computer and Network Resources policy. The district provides help desk services by sending an email to ithelpdesk@rsd.k12.pa.us or by calling x4400.

CONFIDENTIALITY

All employees are expected to maintain confidentiality within their assigned role. It is the policy of the Riverview School District to provide our employees or students with a level of privacy and confidentiality with any information concerning them. In the course of your work, you may have access to confidential information (oral, written or computer generated not otherwise available to the public at large) about employees, students, their families and personal business.

CORPORAL PUNISHMENT Pa Code § 12.5. Corporal Punishment

(a) Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. **Use of corporal punishment is prohibited.**

(b) Teachers and school authorities may use reasonable force under the following circumstances:

- (1) To quell a disturbance.
- (2) To obtain possession of weapons or other dangerous objects.
- (3) For the purpose of self-defense.
- (4) For the protection of persons or property.

CRISIS INTERVENTION

The principal and employees concentrate on helping student's master skills important for their future. However, other events may occur that could infringe upon the school day and that would be disruptive to the learning environment.

Incidents such as natural disasters, building disasters, accidents, and other types of disruptions are realities for which institutions must be prepared. How these incidents are managed becomes the responsibility of the school administrator and staff.

A Crisis Intervention Plan has been developed to help make the school a safer and more secure place for both students and staff. The building administrator provides a complete copy of the Crisis Intervention Plan for each employee. A purpose of this plan is to reduce the probability of panic and/or emotional trauma through the establishment of predetermined actions and assigned responsibilities.

To facilitate the District Crisis Intervention Plan each school staff is expected to develop procedures to cope with emergencies that may arise within each building.

Correctly used, the Crisis Intervention Plan will help the school principal and staff plan for and defuse potentially dangerous disruptions to the school routine.

DRESS CODE

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

The Board has the authority to specify reasonable dress and grooming requirements, within law, for all district employees to prevent an adverse impact on the educational programs, district operations, and safe work conditions.

When assigned to district duties, employees shall be physically clean, neat, well-groomed and dressed in a manner consistent with assigned job responsibilities. Employees shall be groomed so that their clothing, hair, and shoe style does not create or cause a safety or health hazard.

DRUG-FREE WORKPLACE

Student and employee safety is a priority to the district. In recognition of the threat to safety posed by employee use or possession of drugs or alcohol, the District commits itself to a continuing good-faith effort to maintain a drug-free workplace. The manufacture, use, possession, sale, distribution or being under the influence of any controlled substances, alcoholic beverages or unauthorized prescription medications by district employees on any district property, on any district transportation, off district property at any district-sponsored or district-approved activity, event or function, where students are under the supervision of the school employee; or during any period of time such employee is supervising students on behalf of the school district will not be tolerated. A Breach may result in disciplinary action, up to and including termination.

EMPLOYEE CLEARANCE REQUIREMENTS

All employees are required to provide evidence of the following clearances:

State Criminal Record Clearance (Act 34)

Child Abuse (Act 151)

Federal Criminal Record Clearance (Act 114)

PDE-6004 Arrest and Conviction Form (Act 24)

this form shall be utilized by current and prospective employees to provide written notice within seventy-two (72) hours after an arrest or conviction

Additional Health related clearances

Physical and TB test

Mandated Reporter (Act 126)

Suicide Awareness and Prevention (Act 71)

Sexual Misconduct/Abuse Disclosure Release (Act 168)

EMPLOYEE HEALTH AND SAFETY

The health and safety of all district personnel is of vital importance to the school district. The District will seek to provide safe working conditions for all employees and will give prompt consideration to those conditions which may present a threat to their health and safety. The district will respond to employee requests for reasonable accommodations when an employee has a disability as defined by Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act (ADA).

EMPLOYEE/RESPONSE TO VISITORS

Only office staff and school administrators may grant visitors access to school buildings. The following procedure shall be used with all visitors. All visitors to the building must be screened through door intercoms and present proper Identification (Driver's License, Photo ID) Visitors must sign in and out of each building. Each visitor must wear an ID badge and be escorted during their time in the building. Visitors who do not have an appointment, may only have access to the building as approved by the principal or school administrator.

EMPLOYEE/STUDENT RELATIONS

The relationship between employees and students in the school district should be one of cooperation, understanding and mutual respect. All employees have the responsibility to provide an atmosphere conducive to learning, which should be accomplished through effective individual and group discipline. All students and employees will treat each other with respect.

EQUAL OPPORTUNITY EMPLOYMENT

It is the policy of the Riverview School District that all persons are entitled to equal employment opportunity regardless of race, color, religion, sex, national origin, ancestry, socioeconomic status, marital status, age, handicaps or memberships in legally constituted organizations.

In compliance with the provisions of all-applicable State and Federal civil rights laws, every effort will be made to employ the most qualified individuals without regard to the above factors.

EVALUATION SYSTEM

All Riverview School District employees will be evaluated by their supervisor on an annual basis.

EXPENSE

Certain expenses incurred by employees may be reimbursed by Riverview School District. A Building Principal or Supervisor and the Business Manager must approve all expenses PRIOR to the purchase or execution of the transaction using Harris ProSoft System and all required documentation.

FIELD TRIP REQUEST

All field trip requests must be pre-approved by the School Board and requested at least 2 months in advance using Form #326 and Form #212 for Field Trip transportation. Please refer to School Board policy for additional details.

FILM LIBRARY- AIU INSTRUCTIONAL MATERIALS CENTER

The Riverview School District is a participating member of the Allegheny Intermediate Unit #3 Instructional Materials Center. Teachers should use the order forms and catalogs available from principals, librarians and audio-visual coordinators to identify and order materials for the date desired. Details and specific delivery dates will be provided to each teacher separately. Video streaming is now available from the AIU.

FIRE DRILLS (REQUIRED)

Fire regulations mandate periodic fire drills in all schools and they will be held on the average of one (1) per month. Faculty members are responsible for seeing that each class is familiar with the following general fire drill procedures:

1. Every person must leave the building during a fire drill.
2. Students must follow the evacuation path as indicated on the instructions posted in each room.
3. All windows must be closed.
4. All lights must be turned off.
5. A teacher must see that a class roll is taken so that attendance can be checked if necessary.
6. Students must move quickly without running.
7. The first students to reach the fire doors or outside doors should hold them open for the remaining students to exit and then follow along at the end of the line.
8. Students must move away from the building when outside. The first group of students to exit the building must move far enough away so that remaining students can get sufficiently clear of the building.
9. Driveways must be kept clear for emergency equipment.
10. Students should re-enter the building in an orderly manner upon completion of the drill.

11. In the event of an unforeseen occurrence, teachers are expected to exercise their professional judgment in meeting the situation.

FOOD SERVICES

The district-wide food service program is managed by a Board approved contracted food service company. Employees have the option to create their own account.

FRAUD

All employees are expected to act with integrity, due diligence, and in accordance with law in their duties involving the district's resources. The board is entrusted with public funds, and no one connected with the district shall do anything to erode that trust. Employees may read this policy online at <http://www.rsd.k12.pa.us/800Operations.aspx>.

GIFTED PROGRAM

The Department of Education has mandated that school districts implement a Gifted Program at all grade levels. Classroom teachers and the teacher of gifted will arrange GIEP's with each of the selected students to augment the regular curriculum.

GRANTS AND DONATIONS

All grants and donations must be board approved. A copy of the award letter or a letter providing details about the donation as well as any budgetary outline (as relevant) must be provided to the Business Office prior to May 1 of the given school year. Employees are reminded that all Grant monies must be spent during the fiscal year the grant is awarded. Employees who qualify for payment based on bargaining unit agreements must submit a request form with the award letter and budgetary outline attached by May 1 of the school year.

Teachers seeking reimbursement awards for any grant must complete form RSD-233 and receive pre-approval by the superintendent, before applying for the grant.

HOUSEKEEPING

Teachers are responsible for practicing good housekeeping in any room they may occupy. Teachers sharing a room should leave the classroom in excellent condition for the next occupant.

IDENTIFICATION BADGES/SCHOOL VISITORS

All employees will be issued a Photo Identification Badge. The Badge must be worn at all times. Employees should also be cognizant of any visitors in school buildings. All visitors who are authorized to enter the building will be issued a Visitor Identification Badge from the secretary in the building office. Employees who encounter a visitor who is not carrying a Visitor Identification Badge should escort the visitor to the office or contact the building office immediately.

IEP TEAM

Professional employees are expected to serve on IEP teams as required by special education regulations in order to serve the best interests of our students.

IN-SERVICE DAYS

Specific dates, as indicated on the school calendar, are included in the school calendar for teachers' in-service workshops.

LOCKDOWN PROCEDURE

Please refer to Appendix D for specific information.

MAIL PICK-UP AND DELIVERY (INTER OFFICE)

| Building | Time | Pick-Up/Delivery |
|----------------------------|-------------|-------------------------|
| High School | 9:30 | Pick-Up/Delivery |
| Central Office/10th Street | 9:45 | Pick-Up/Delivery |
| Verner | 10:00 | Pick-Up/Delivery |
| Verner | 12:45 | Pick-Up |
| Central Office/10th Street | 1:00 | Pick-Up/Delivery-H.S. |
| High School | 1:30 | Delivery |

MONEY

Employees who have been approved to collect or keep money, should not keep money in desks, cabinets, or in rooms overnight. Once money has been collected, it should be counted, verified and turned in to the office. The person collecting money should have a list of who money was received from and the dollar amount. This should then be verified by the person completing the deposit slip for the bank. For student activities refer to the Student section of this handbook.

NEWSPAPER COVERAGE AND PUBLIC RELATIONS

School District news releases must be approved by the Superintendent. School news can also be posted on the plum-oakmont.patch.com site and through the Oakmontgrapevine by emailing the information to Elissa Miller at emiller@rsd.k12.pa.us.

It should be emphasized that one of our responsibilities is to keep the public informed regarding school activities. Individual teachers are encouraged to provide information concerning school events. Only the Superintendent can be the official spokesperson for the district.

NON-DISCRIMINATION/ANTI-HARASSMENT

Riverview School District is firmly committed to the fact that every employee has the right to be treated with courtesy, dignity and respect and work in an environment free of discrimination. In keeping with this commitment, the school district maintains a strict policy prohibiting unlawful harassment, in any form, including, race, color, religion, sex, national origin, ancestry, disability, age or use of leave protected by FMLA. This policy applies to all employees, including supervisors and non-supervisory employees, and vendors. Every person is expected to adhere to a standard of conduct that is respectful to all persons within the working environment.

PERSONAL PROPERTY

Employees should refrain from bringing personal property to school. The district is not responsible for damage, theft, or repairs to any employees' personal property. The district's insurance only covers district-owned property.

POLICIES

Please see the district website to locate a complete copy of the Riverview School Board Policy Manual.

PROFESSIONAL DEVELOPMENT

The School Board encourages employees to improve performances in their present position and to prepare for advancement through self-development. The professional development program is designed to inspire employees to improve their instructional competence by pursuing and successfully completing work-related programs and courses of study. It is an expectation that all employees participate in scheduled professional development.

REQUISITIONING AND PURCHASING PROCEDURES

“You may not buy anything unless you have a purchase order.”

All requests for purchases, regardless of the amount involved, must be submitted by the department chairman, if applicable, and approved by the building principal. No invoice will be honored by the administrative office unless the purchase was made through the proper channels with a request for purchase and purchase order. When requesting the purchase of an item, it is important to indicate the price of the item and the name of the company from which it is to be purchased. Describe and code the item clearly and indicate if it has been approved in the budget.

SCHOOL DISMISSAL DUE TO INCLEMENT WEATHER

During the winter months, or in other emergency situations, it may be necessary to cancel or delay school. On any given day, parents and staff are urged to use caution when making the decision to drive or walk over snow and ice covered roads.

We have adopted a Notification Service which allows us to send a telephone message to student and staff homes providing important information about school events or emergencies. In the event of an emergency at school, parents can have peace of mind knowing that they will be informed immediately by phone. It is the teacher’s responsibility to make sure that all contact information has been provided to the District if they would like to receive a telephone call. The District will also make an effort to contact local news stations in an attempt to communicate delay and closing information.

SECURITY

Teachers should be careful to lock rooms and desks after school. Keys/door swipe card shall not be given to students at any time. Keys/door swipe card issued to teachers are personal property and should be treated as such. Lost keys/door swipe card should be reported immediately to the office. Any change to access times on door swipe cards must be made in writing to the building principal. All employees should be “*security conscious*”. Teachers should make it clear to all students that the District is *not* responsible for the safe keeping of student valuables. Students who desire safe keeping of certain items should contact the administrative staff.

SPECIAL EDUCATION

The Riverview School District adheres to the guidelines set forth in both the Federal Individual with Disabilities Education Act (IDEA) and Pennsylvania’s Chapter 14 Special Education Laws. Child Find is aggressively pursued through a multidisciplinary process in a timely manner involving, but not limited to parents, teachers, counselors, psychologists, nurses, and administrators.

Classified students are offered a continuum of services in the Least Restrictive Environment with

the supports needed to maximize educational benefit. Students classified with one or more of the State recognized disability categories can be supported with the related services including but not limited to transportation, speech therapy, vision therapy, occupational therapy, physical therapy, mobility therapy, adolescent counseling, hearing therapy, and nursing services. All students regardless of classification have the opportunity to be exposed to a standardized grade level curriculum in the general education setting to the maximum extent as deemed appropriate given the student's goals as stated in the IEP.

Educational placement as determined by the IEP team includes District buildings, Intermediate Unit programming, neighboring public schools, alternative schools, private schools, and approved private schools. The Riverview School District assumes the Local Education Agency responsibility of all students residing within the District.

SUPPLIES

Riverview School District uses the Office Depot system to order some classroom supplies and other items as available. Teachers and designated employees have been allotted a dollar amount and the system will keep track as they purchase supplies. The website is business.officedepot.com and the employees involved have been assigned logins and passwords. When orders arrive in the buildings, the package will have the employees' name on it for delivery to the classroom. Employees should keep in mind that the District participated in the AIU3 Joint Purchasing Consortium and should use the consortium for supplies due to optimal pricing.

TELEPHONES/CELL PHONES

All employees are reminded that our primary responsibility during the work day is to our students and our job related duties.

Our colleagues and parents also need us to be readily available and attentive to needs. Use of cell phones for personal matters or nonrelated work items should be avoided during the work day. As public servants we are obligated to make use of our work day time wisely and efficiently.

Cell phone use during the work day should be limited to emergency, unusual family circumstances, or professional job related needs only. Texting other employees, friends, or family members and reading texts or cell phone messages during the work day is unprofessional and unacceptable.

To accommodate this important priority, employees should store cell phones in purses, desk drawers or other storage areas so that time and attention can be given to work related matters only during work day hours.

TOBACCO AND VAPOR USE

To promote the health and safety of all students and employees and to promote the cleanliness of district property, the district prohibits all employees, students and patrons from smoking or using tobacco and vapor products in all district facilities, on district transportation and on all district grounds at all times. This prohibition extends to all facilities the district owns, contracts for or leases. Employees may read this policy online at <http://www.rsd.k12.pa.us/300Employees.aspx>.

UNLAWFUL HARASSMENT

The Riverview School District strives to provide a safe, positive working climate for its professional and support employees. Therefore, it is the policy of the district to maintain an employment environment in which harassment in any form is not tolerated. Employees may read this policy online at <http://www.rsd.k12.pa.us/Downloads/104-Attach2.pdf> See **attached Appendix D for Unlawful Harassment Report Form**

USE OF FACILITIES BY STAFF

The Board establishes that school equipment and facilities may not be used by district staff for personal reasons, either on or off school property, without explicit authorization or administrative permission. District facilities and equipment shall be available for staff use only if such use is clearly within the authorization granted in Board policy or granted by the Superintendent.

School employees, individually or in groups, desiring use of the school facilities for personal projects are expected to make a request in the same manner as non-school groups. Regulations, including usage fees apply to such personal use in the same manner in which they apply to non-school groups. In unique circumstances, the Superintendent is authorized to grant permission for special consideration. The Superintendent will grant these considerations with Board approval. Therefore, it is important to plan ahead. Refer to the school board calendar to assist you with planning.

WEB PAGE GUIDELINES

Teacher Web Page Guidelines

The availability of Internet access at Riverview School District provides an educational opportunity to contribute to the World Wide Web. This medium also provides a means of meeting the National Educational Technology Standards in which teachers use technology to communicate and collaborate with peers, parents, and the larger community. Teacher web pages are public documents welcoming the outside world to the classroom and linking students and staff to outside sources of information. Guidelines are required in the construction of school web

Responsibilities

Teachers posting to the district-based website are responsible for meeting the guidelines in this document and requirements of Riverview School District Acceptable Use of Internet, Computer and Network Resources Policy #815. These guidelines cover management of content and format of teacher web pages. Teachers must ensure that all links are functional, up-to-date and linked correctly to their school/site pages. The teacher is the only person authorized to upload files to the website. The teacher is solely responsible for the content of the website. Do not share your username and password with students or parents. Sharing of your username and password is a violation of our policy.

TEACHERS ARE TO KEEP WEB PAGES CURRENT AT ALL TIMES.

Requirements

Classroom Teacher Web Accounts

Classroom web accounts will only be issued to teachers who have met one of the following criteria.

- Knowledgeable about building web pages and have attended a “Web Procedures for Teachers”
- Attended one of the courses provided by Professional Development Services for designing web pages.

Classroom Home Page

Classroom home pages shall be located on the District’s website, using the template provided and updated by each teacher. Teachers should exercise prudence, good professional judgment and common sense when deciding upon website content. When teachers have any uncertainty or questions about content for posting, they should check with their principal first before publishing it.

Communication Links

No web page content should allow people accessing the page to contact any student directly. Communication with respect to the content of any page must be directed either to the principal of the school or to the classroom teacher. School home pages must include a "mailto:" link to the classroom teacher.

Advertisements

School web pages may not contain advertisements. Riverview School District must make a special effort to distinguish its websites from commercial websites.

Identification of Students

For a student's name, picture and/or information about the student to appear on a classroom web page, you must obtain a signed Consent, Waiver and Release form from the parent or guardian. Teachers must proceed with caution and sensitivity in this area and obtain authorization from their principal to do so. Filenames for pages and images should be checked to ensure that students' names do not appear there, e.g., marysmit.html

Personal Home Pages

Personal home pages for students or staff members are not permitted. Linking to a student's or staff member's personal page on an external site is not permitted.

Respecting Copyright

Copyright must be respected. The author of the Web page must not use copyrighted materials without permission.

Claiming Copyright

Copyright may be claimed by the author for original work. The Riverview School District Computer Policy states that there is to be no commercial use of the District's Internet connection.

Content Standards

Subject Matter

All subject matter on classroom Web pages and their links must relate to curriculum and instruction or school-oriented activities. This web site may not be used as a forum to advance your own personal beliefs or causes. Some examples include, but are not limited to, references and/or links to commercial, political, social, religious or philosophical organizations outside the scope of curriculum.

Quality

All work must be free of any spelling or grammatical errors. Documents may not contain objectionable material or point directly to objectionable material.

Teachers should avoid the use of humor, irony, sarcasm, innuendo and double entendre in their communications on the website. Clear, direct, declarative statements are the best style for website communications on a school district website.

Student Safeguards

The District has chosen to establish these guidelines for publishing Web pages in the interest of protecting students.

- Documents may include only the first name and initial of a student's last name unless the student's parent or guardian has given written and dated permission to use a full name.
- Documents may not include a student's phone number or address or the names of other family members or friends.
- Published e-mail addresses are restricted to staff members or to a general group e-mail address whose arriving mail is forwarded to a staff member.
- No pictures of students (video or still) or audio clips will be published without written and dated permission from the student's parent or guardian.

- No original student work will be published without written and dated permission from the student's parent or guardian.
- Any e-mail address links, survey-response links, or other direct-response content may be made to staff email addresses only; not student e-mail addresses.

School Board Policies

All documents on district web servers should be converted to PDF format. As web sites are not secure, no student attendance, grades or discipline may be posted. Any deliberate tampering with or misuse of District web pages, network services or equipment is a violation of district policy, state and/or federal law and will be referred to appropriate authority. The Superintendent or Technology Coordinator or their designee reserve the right to revoke access or disable web sites at any time, based upon their sole discretion and judgment.

Technical Standards

In the interest of maintaining a consistent identity, professional appearance, and ease of use and maintenance, technical standards are established for all Riverview School District Web pages we have created a template web page for each teacher. When logged into the web site teachers have site manager access to their respective web pages. Editing of web pages is done through the online editors in the system. The web server does not support dynamic web pages or FrontPage extensions. It is the responsibility of the school staff member to obtain the training necessary for creating, troubleshooting and maintaining web pages. Professional Development will be offered and support provided. Each web page added to the district web site must contain certain common elements:

- There must be a link that returns the user to the school Web Site.
- Care should be used in creating extensive files with tiled backgrounds, large graphics, or unusual or dark color combinations. These files can take a long time to download, frustrating users and slowing down the server. Try to keep the load time within 30 seconds for the home page.

These guidelines will be evaluated and updated as needed in response to the changing nature of technology and its applications in the Riverview School District. Should you have any recommendations for modifications that would improve these guidelines, please email them to: Technology Coordinator.

WEBSITE INFORMATION

Do you have good news to share about the Serious Success of a Riverview student? Please see appendix for the form.

Section 7: District Activities

AGENDA ITEMS

The Superintendent of Schools must approve agenda items for meetings of the School Board. Items must be submitted to the Superintendent's Office at least one week prior to the meeting. Items submitted less than 7 days prior to the meeting may be placed on the next month's agenda. Board meeting dates, times, and locations are posted on the District's webpage.

OPEN HOUSE AND PARENT/TEACHER CONFERENCES

Annually, Riverview schools each host an OPEN HOUSE to familiarize parents, family members and friends with the school's facilities, curriculum, instructional format, personnel and plans. Teachers use this time to familiarize visitors with themselves, instructional programs, operational procedures and resources.

Parent/teacher conferences are also scheduled annually, and are designed for the parents to discuss their child's progress.

These events are to be considered important to the partnership with parents in educating the District's children. Teachers are asked to attend and participate fully in these activities.

POLICE VISIBILITY

All staff are reminded that local police officers work closely with our administrators to create a safe learning environment. As a result, staff should be aware that local police are visible throughout the school day. This is also a great opportunity for establishing relationships between students and local law enforcement.

SCHOOL/COMMUNITY CALENDAR

Prior to the commencement of each school term, a district community calendar is distributed to all student families. Teachers will also receive a copy of the calendar at the start of the school year. Please check the calendar before scheduling any event to avoid conflicts, particularly fundraising activities and evening performances. Stakeholders are reminded that all calendar data should be submitted to the calendar committee well in advance for each school year.

STAFF MEETINGS

To promote cooperative goals and to discuss district-wide issues, staff members are required to attend professional meetings assigned by administrators or supervisors. These meetings will be devoted to problems which are the concern of the entire staff. The administration will provide advance notice for any faculty or administrative meetings.

SWPBIS School Wide Positive Behavior Interventions and Support

The district team comprised of teachers, paraprofessionals, and administration, chose three expectations to focus on: 1. Be Ready 2. Be Respectful 3. Be Responsible.

These three expectations will be defined for each area of the building, explicitly taught to every student and positively reinforced to promote a positive school environment where every child can focus on learning. The District's Pride and Behavior Code aligns with these same expectations.

Section 8: Student

ACTIVITY FUNDS - STUDENT FINANCIAL ASSOCIATION

All student activity funds must be deposited in the Student Financial Association Account, maintained in the Central Office by the Secretary to the Business Manager and may be expended only upon *proper application and approval of the faculty sponsor*. Necessary forms for depositing and withdrawing funds are available in each building. Avoid keeping any funds in classrooms, cupboards, drawers, etc. Sponsors and coaches should personally deliver cash deposits to Central Office.

ATTENDANCE OF STUDENTS

Accurate daily class attendance records must be kept for reporting and reference purposes. The attitude which the teacher conveys to students concerning attendance is even more important. Unusual patterns of attendance should be brought to the attention of the principal and counselors so that as much as possible will be done to encourage regular attendance.

Year-end attendance will be done in the Central Office, but building secretaries must compile attendance information provided by the individual teachers...extreme accuracy is essential.

ENTRANCE AGE

A child must be five (5) years of age before September 1 to be admitted to kindergarten in the Riverview School District. See Board Policy 200 for school admissions policy language in its entirety.

EVALUATION OF STUDENTS

The teacher shall maintain and assume the exclusive right and responsibility to determine grades and other evaluations of students. No grade or evaluation shall be changed without approval of the teacher.

FIELD TRIPS

Teachers are encouraged to provide students with the experience of meaningful visits outside the school. All such activities should be planned and budgeted in conjunction with classroom programs and the following procedure should be followed:

1. Request permission from the principal to make the trip before making any commitment; use current RSD form(s) found on the District Share Drive (R: drive).
2. In cooperation with the principal, make arrangements for transportation with the bus contractor, ABC Transit (412-682-4110).
3. Parental consent slips, available in the office, must be completed by each student making the trip.
4. Preview before and follow-up the trip afterwards with an evaluation and incorporation of the experience into the unit being studied.

Because of increasing transportation costs, field trips are limited according to budget requests.

All field trip requests must be pre-approved by the School Board and requested at least 2 months in advance using Form RSD-326 and Form RSD-212 for Field Trip transportation. Overnight and out-of-town field trips must receive Board approval at least six months in advance. Please refer to School Board policy for additional details.

FUNDRAISING

The sponsor of any student group wishing to raise money through some fundraising technique must obtain written permission from the Superintendent's Office (RSD-327). This ranges from the sale of any type of merchandise (food, candy, magazines, etc.) to the solicitation of advertising space in publications.

In addition, the particular fundraising activity must be placed on a budgetary Outline so that conflicts can be prevented. Also, the purpose, for the particular fundraising activity must be approved.

This control is necessary since we are experiencing a great amount of solicitation by student groups within the community for funds which include music, athletics, classes, organizations, publications, performing groups, etc. No project is approved until written permission is given. Students are not permitted to embark independently on any projects without the permission of the sponsor and the principal. Also, one major project per year per student group is deemed sufficient. Because of the many fundraising projects, students should be cautioned about soliciting employees over and over again.

The following guidelines govern all fundraisers:

1. The purpose of all school sponsored fundraising projects shall be explained to the students and their parents and shall be primarily of benefit to the participating students.
2. Student participation in fundraising activities shall be voluntary with parental consent.
3. Students below the Sixth Grade Level may not participate in school related door-to-door fundraising activities.
4. The solicitation of cash contributions by students will not be approved. Parental contributions do not require approval.
5. Service type fundraising projects are encouraged.
6. Any request for permission to sell products on a door-to-door basis must clearly identify the product to be sold.
7. Student groups identified with the Riverview School District, by name or association, should not raise monies without Administrative approval.
8. Parent booster groups, organized to support a particular student group, should not raise monies without Form 915 and annual school board recognition. In cases where parent booster groups fail to follow the policies and administrative guidelines of the District, the Board cannot endorse fundraising and related activities. Please refer to Board policy #915 on Booster Groups for more information.
9. All monies raised by student activity groups should be dropped off with the proper paperwork to Central Office within 24 hours after the close of the fundraising event to be deposited into the Riverview School District Student Activity Fund.

GUIDANCE SERVICES

Guidance services are available for every student in our school district. These services include individual and group guidance, classroom guidance lessons, study skills, orientation of new students, dissemination and explanation of all relevant information to students and parents, assistance with educational and vocational planning, and peer mediation.

The Guidance Department is responsible for the administration and interpretation of all standardized tests in our school district. Individual student folders, as well as permanent record cards (secondary), are available for examination under the supervision of our principals or counselors. The counselors also serve as a viable link among our students, faculty, and/or parents. They work closely with students who are experiencing difficulty in any aspect of school life. Individual cases requiring referral services are handled by the guidance counselors.

This multifaceted guidance program is under the supervision of our Building Principals and is facilitated by the Director of Guidance.

HOMEWORK

Well-designed, practical and applicable homework is a valid part of each student's educational development. "Busy work" and excessive homework assignments are completely indefensible and must be avoided. In brief, homework must enhance the development of the student and supplement classroom activities.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

The McKinney-Vento Act defines Homeless children as "individuals who lack a fixed, regular, and adequate nighttime residence." The act provides examples of children who would fall under this definition. Children and youth sharing housing due to loss of housing, economic hardship or a similar reason. Please see Appendix F and Board Policy 251 for more information. Mrs. Roberta Gross, Elementary School Counselor, serves as liaison for the homeless.

OLWEUS BULLYING PREVENTION PROGRAM

Our school cares about the safety and well-being of our students. We want to make sure our school is a good place for students to learn. To do this we use a program called the Olweus Bullying Prevention Program. The Olweus Bullying Prevention Program (OBPP) is one of the best-known bullying prevention programs. OBPP has been proven to prevent or reduce bullying.

PRIDE AND BEHAVIOR CODE

The District-Wide K-12 Riverview Pride and Behavior Code is meant to assist employees with supporting respectful student behavior through responsible and team oriented employee efforts and procedures. The Pride and Behavior Code should be followed when addressing all disciplinary matters in all facets of school life including in grades K-12: classroom, hallway, athletics, extracurricular, and all school related activities.

As students in the Riverview School District we show:

We are ready, respectful, and responsible for ourselves by:

- * Taking responsibility for our own belongings
- * Following school rules and being responsible for our learning.

We show we are ready, respectful, and responsible for our learning by:

- * Listening and showing respect to teacher and classmates
- * Participating in class activities
- * Showing pride and completing tasks with care

- * Giving our best effort to all tasks
- * Celebrating achievements

We show we are ready, respectful, and responsible for each other by:

- * Showing kindness and consideration
- * Including everyone in activities
- * Speaking politely and showing good manners
- * Accepting each other's differences
- * Resolving disputes peacefully

We show we are ready, respectful, and responsible for our school by:

- * Representing our school with pride
- * Caring for our learning environment
- * Speaking positively about our school

School-Wide Positive Behavior Intervention and Support (SWPBIS) Discipline Process

Part of the SWPBIS implementation process is to have a clear definition of what expectations are and what procedures are in place when expectations are not followed. This plan ensures school-wide consistency by following the same steps to increasing our PRIDE behaviors!

The Riverview School District strives to streamline our discipline procedures and make it easier to understand for staff, parents, and students. Teachers will document behaviors in the classroom to help students attain appropriate PRIDE behavior. A behavior contract is used for students who need extra support to stay on a positive track and help students work on personal goals to increase PRIDE behavior.

The Student Handbook has the same discipline policies as approved by the Board of School Directors. Below is a brief overview of these policies:

Office Referral Process

A staff member may refer a student for office discipline when:

1. A student has violated the behavior code despite teacher interventions.
2. Attempts to solve the behavior problem with the student, teacher, and parent have failed.

Classroom Level Behavioral Interventions:

| | | |
|----------------------|--|----------------------|
| Off-task | Unprepared for Class | Technology Violation |
| Disruption | Minor disrespect | Cheating/Plagiarism |
| Tardy | Drinks/Food | Harassment/Bullying |
| Dress Code Violation | Inappropriate Language | |
| Lying | PDA-Inappropriate Display of Affection | |

Office Managed Behavior:

| | | |
|---------------------|-----------------|--------------------------|
| Class Cut | Dress Code | Cell phones |
| Drugs/Alcohol | Fighting | In Hall w/o pass |
| Harassment/Bullying | Insubordination | Technology Violation |
| Terroristic Threats | Theft | Repeated/Severe Offenses |
| Tobacco | Vandalism | Weapons |

RELEASE OF RECORDS

To protect a student's privacy and to comply with the Family Educational Rights and Privacy Act, the School Board has established a policy limiting the access and release of educational records. Documentation will only be released to parents/legal guardians or to a student, if the student is 18 years of age. Authorization will be given to natural parents to access a student's record unless an official order has limited a parent's right's to have access to educational records.

REPORT CARDS AND GRADING

Report cards in the High School and Elementary Schools will be issued once each nine weeks, a total of four periods per school year. Grading is by letters A,B,C,D,F and I in 7-12. The plus and minus signal *shall not* be used.

In the Elementary Schools student progress is reported in a descriptive manner.

General explanation of grades:

The grade "A" represents work of definitely superior quality.

The grade "B" represents work of good quality.

The grade "C" represents work of average quality.

The grade "D" is the lowest passing grade.

An "F" grade is for very poor work.

Parental conferences accompany written reports.

STUDENT DISCIPLINE

One of the school district's primary concerns is to provide an environment that encourages, stimulates and fosters learning. Any student conduct that is disrespectful, dissident, intimidating, or hostile interferes with the schooling process and is detrimental to the district's goals. Therefore, the School Board recognizes that administrators and teachers have a fundamental responsibility as educators to govern appropriate student conduct.

Under the direction of the School Board, and in compliance with the Safe Schools Act, building principals will be responsible for the development and enforcement of rules and regulations regarding student conduct. Such policies, rules and regulations will apply to all students who attend district instructional and support programs, as well as at school-sponsored activities and events.

Teachers shall have the authority to make and enforce necessary rules for the internal governance of their classrooms. The Board expects each teacher to maintain a satisfactory standard of conduct in classrooms. The Superintendent and Building Principals have the right to suspend a student, if warranted. It is everyone's responsibility to ensure good discipline and an orderly environment. The implementation of the RSD Pride and Behavior Code helps to reinforce and honor respectful responses to student discipline needs.

STUDENT DISMISSAL PRECAUTIONS

The School District has a legal and moral responsibility for the safety and welfare of its student body during school hours. Strict procedures for student dismissal have been established to assure that students are released only for appropriate reasons and to an authorized guardian.

Staff members shall not dismiss any student from school prior to the end of the school day, or into any person's custody, without the direct prior approval and knowledge of the building principal, or his or her designee.

STUDENT VALUABLES

Teachers should make it clear to all students that the District **is not** responsible for the safe keeping of student valuables. Students who desire safe keeping of certain items should contact the administrative staff.

SUPERVISION OF STUDENTS

At no time are students permitted to be in any part of any building without supervision. This applies to academic work, clubs, athletics and any other activity where the teacher is responsible for the individual or group.

WELLNESS PROGRAM

The Riverview School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth and development. The district is committed to providing a school environment that promotes student wellness, proper nutrition, and regular physical activity as part of the education of the total student.

YOUTH SUICIDE AWARENESS & PREVENTION POLICY

Employees, parents, and guardians should be aware of Policy 819. This policy can be found on the district website. This policy provides information pertaining to Youth Suicide Prevention and Awareness.

Appendix A

Purchase Order Procedure

1. Complete a “Riverview School District Request for Purchase” Form. Please include complete address, phone number, and **fax number**.
2. Send the completed form to your Building Secretary who will enter the order into ProSoft for Principal approval.
3. After the request has been approved by your Principal and the Business Manager, a purchaser order will be generated and faxed to the vendor.
4. When you receive the merchandise, check to make sure the order is complete and let your Building Secretary know as soon as possible so she can enter this information into ProSoft.
5. When the secretary enters the information into ProSoft, Central Office knows that the invoice is “Ok to Pay”

Office Depot Procedure

1. Go to business.officedepot.com log in and create your order.
Login name -Your email address
Password - the word...password (you should change this under My Profile Overview)
2. The order should arrive the following day and your Building Secretary will have the package delivered to your room.
3. When you receive the merchandise, refer to the packing slip and check to make sure the order is complete.
4. Write “Ok to Pay” on the packing slip and send it to Judene at Central Office while keeping a copy for your records. Without this slip she will not know to pay the vendor.

To find your balance, go to...

My Profile Overview-Accounting Fields-View on PO number

SERIOUS SUCCESS

RIVERVIEW SCHOOL DISTRICT

Website Information Form

Do you have good news to share about the Serious Success of a Riverview Student?

Your Name _____

Date _____

Name of Student _____

Serious Success Story: _____

Arts. Academics. Athletics. Opportunities.

Riverview School District ALL buildings Lockdown procedures

Exterior Threat Lockdown: An exterior threat lockdown is utilized when there is a threat outside of the school, but there is no immediate risk to the students inside. This lockdown would be appropriate if there was a serious police incident occurring in close proximity to the school. "Exterior Lockdown" is announced over the PA system. The same steps would be taken as with an administrative lockdown, with the exceptions that the doors are locked, the exterior shades are closed, and the perimeter of the building is secured by authorized personnel. Students participating in outdoor activities shall be directed to a pre-determined site as indicated in each school's individual all-hazards plan.

Interior Threat Lockdown: An interior threat lockdown is the most serious, and shall be employed in response to an intruder inside the school or a severe imminent threat. During an interior threat lockdown, "Interior Lockdown" is announced over the PA system, authorized personnel shall direct students to clear the hallways and proceed into the nearest classroom. Students are locked in the classrooms, and are seated out of sight of the windows and doors and should remain silent. The exterior window shades should be raised to allow responding law enforcement to see inside the building. School administrators should be made aware not to immediately leave the classroom if the fire alarm is activated and they should follow the procedures set forth in the school's all-hazards plan.

Unlike Exterior Lockdowns, an Interior Lockdown is not cleared over the public-address system alone. In conjunction with the "all-clear" message, **AUTHORIZED PERSONNEL MUST WAIT FOR SCHOOL OFFICIALS AND A UNIFORMED LAW ENFORCEMENT OFFICER TO UNLOCK THE CLASSROOM DOOR. THIS PERSON IDENTIFIES THEMSELF AND SAYS CODE WORDS THAT WILL BE CHANGED EACH SCHOOL YEAR.** Students participating in outdoor activities shall be directed to a pre-determined site as indicated in each school's individual all-hazards plan.

| Lockdown Type | How does it start? | What is done? | When is it over? |
|-----------------|--|---|---|
| Exterior | “ Exterior Lockdown” is announced over the PA system | <ul style="list-style-type: none"> • All students, faculty and staff report to classrooms and the doors are locked • Exterior shades are closed • Perimeter of the building is secured by authorized personnel • Students participating in outdoor activities shall be directed to a pre-determined site | “All Clear” is announced over the PA system |
| Interior | “ Interior Lockdown” is announced over the PA system | <ul style="list-style-type: none"> • Authorized personnel shall direct students to clear the hallways and proceed into the nearest classroom • Students are locked in the classrooms, and are seated out of sight of the windows, and doors and should remain silent. • The exterior window shades should be raised • Students participating in outdoor activities shall be directed to a pre-determined site | <ul style="list-style-type: none"> • “All Clear” is announced over the PA system • AUTHORIZED PERSONNEL MUST WAIT FOR SCHOOL OFFICIALS AND A UNIFORMED LAW ENFORCEMENT OFFICER TO UNLOCK THE CLASSROOM DOOR. THIS PERSON IDENTIFIES THEMSELF AND SAYS CODE WORDS THAT WILL BE CHANGED EACH SCHOOL YEAR |

REPORT FORM FOR COMPLAINTS OF DISCRIMINATION/DISCRIMINATORY HARASSMENT

Complainant: _____

Home Address: _____

Home Phone: _____

School Building: _____

Date of Alleged Incident(s): _____

Alleged discrimination was based on: _____

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

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

Describe the incident(s) as clearly as possible, including any **graphic, written, electronic, verbal or nonverbal acts (i.e., offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct)**. Attach additional pages if necessary:

When and where incident(s) occurred: _____

List any witnesses who were present: _____

_____ + _____

This complaint is based on my honest belief that _____ has discriminated against me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

Complainant's Signature

Date

Received By

Date

McKINNEY-VENTO 2001—LAW INTO PRACTICE

Who Is Homeless?

Who is homeless? (Sec.25)

The term "homeless children and youth"—

(A) means individuals who lack a fixed, regular, and adequate nighttime residence ...; and

(B) includes—

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings ...

(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

(iv) migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

This document was collaboratively developed by:

National Association for the Education of Homeless Children and Youth (NAEHCY)—512-475-8765—www.naehcy.org

National Center for Homeless Education (NCHE)—800-308-2145—www.serve.org/nche

National Coalition for the Homeless (NCH)—202-737-6444 ext. 18—www.nationalhomeless.org

National Law Center for Homelessness and Poverty (NLCHP)—202-638-2535—www.nlchp.org

National Network for Youth (NN4Y)—202-783-7949—www.NN4Youth.org

The McKinney-Vento Homeless Assistance Act (Subtitle B—Education for Homeless Children and Youth), reauthorized in January 2002, ensures educational rights and protections for children and youth experiencing homelessness. This brief explains the legislation and offers strategies for implementing it in a school district. Additional briefs on various topics in the law may be found on the websites of the organizations listed below.

Key Provisions

- The term "homeless" is broadly defined by the McKinney-Vento Act's Education for Homeless Children and Youth Program, as quoted at left.
- The term "unaccompanied youth" includes youth in homeless situations who are not in the physical custody of a parent or guardian.
- Preschool children, migrant children, and youth whose parents will not permit them to live at home or who have run away from home (even if their parents are willing to have them return home) are considered homeless if they fit the definition.

Homelessness is a lack of permanent housing resulting from extreme poverty, or, in the case of unaccompanied youth, the lack of a safe and stable living environment. Over 1.35 million children and youth experience homelessness in a year.¹ Families are the fastest-growing segment of the homeless population in the United States, accounting for approximately 40 percent of those in homeless situations.² Two trends are largely responsible for the rise in family homelessness over the past 15–20 years: a growing shortage of affordable rental housing and a simultaneous increase in poverty. There is an increasing gap between income and housing costs for low-income individuals. For example, a minimum-wage worker cannot afford the Fair Market Rent for housing in any jurisdiction in the United States.³

Yet, despite the obvious need, the supply of affordable housing continues to dwindle. Between 1997 and 1999, there was a net loss of more than 300,000 housing units affordable to households with low incomes.⁴ The shortfall in affordable housing for the very poorest households now stands at 3.3 million housing units. The lack of affordable housing has resulted in an increase in the number of people who become homeless. A survey of 27 U.S. cities found that requests for emergency shelter increased by an average of 13 percent in 2001; requests for shelter by homeless families alone increased by 22 percent.⁵

The primary causes of homelessness among unaccompanied youth are physical and sexual abuse by a parent or guardian, neglect, parental substance abuse, and family conflict.

Children and youth in homeless situations often do not fit society's stereotypical images. For example, many children who are homeless are very young; in fact, over 40 percent of children living in homeless shelters are under the age of five.⁶ In addition, emergency shelters in urban areas cannot meet the rising need for temporary housing, turning away 52 percent of all requests for emergency shelter by families. Rural areas often have no shelters at all.⁷

continued on reverse

Who Is Homeless? (continued)

As a result of the lack of shelter, most students in homeless situations share housing with friends or relatives, stay in motels or other temporary facilities, or live on the streets, in abandoned cars, and in woods and campgrounds. Of the children and youth identified as homeless by State Departments of Education in FY2000, only 35 percent lived in shelters, 34 percent lived doubled-up with family or friends, and 23 percent lived in motels and other locations.⁸ Yet, these children and youth may not immediately be recognized as homeless and are sometimes denied the protections and services of the McKinney-Vento Act. Therefore, the Act now contains a specific definition of homelessness that includes a broad array of inadequate living situations. This definition can help educators, families, and youth understand who is entitled to the Act's protections.

The issue brief entitled "Identifying Students in Homeless Situations" provides strategies to locate and serve children and youth living in a variety of homeless situations. Consult other issue briefs in this series for legal provisions and implementation strategies to ensure children and youth in homeless situations can select their school, enroll in school immediately, access transportation services, have disputes resolved quickly, and access Title I services.

Footnotes

- ¹ Burt, M. & Laudan, A. *America's Homeless II: Populations and Services*, The Urban Institute, 2000.
- ² U.S. Conference of Mayors. *A Status Report on Hunger and Homelessness in America's Cities: 2001*.
- ³ National Low Income Housing Coalition. *Out of Reach*, 2001. www.nlihc.org/oor2001
- ⁴ Harvard University, Joint Center for Housing Studies. *The State of the Nation's Housing: 2001*. www.jchs.harvard.edu/publications/son2001
- ⁵ U.S. Conference of Mayors. *A Status Report on Hunger and Homelessness in America's Cities: 2001*
- ⁶ Interagency Council on the Homeless. *Homelessness: Programs and the People They Serve*, Summary Report. December 1999.
- ⁷ U.S. Conference of Mayors. *A Status Report on Hunger and Homelessness in America's Cities: 2001*
- ⁸ U.S. Department of Education. *Education for Homeless Children and Youth Program Report to Congress*, 2000.

Endnotes

All definitions are contained, exactly as written here, in McKinney-Vento Act Sec. 725(2); 42 U.S.C. 11435(2).

"Children or youth who have run away from home and live in runaway shelters, abandoned buildings, the streets, or other inadequate accommodations are considered homeless, even if their parents have provided and are willing to provide a home for them.... Throwaway children or youth (i.e. those whose parents or guardians will not permit them to live at home) are considered homeless if they live on the streets, in shelters, or in other transitional or inadequate accommodations." U.S. Department of Education Preliminary Guidance for the Education for Homeless Children and Youth Program, Title VII, Subtitle B (June 1995), 22-3.

Every state is required to have a coordinator for the education of homeless children and youth, and every school district is required to have a liaison for homeless students. These individuals will assist you with the implementation of the McKinney-Vento Act. To find out who your state coordinator is, visit the NCHE website at www.serve.org/nche.



For further information on the McKinney-Vento Act and resources for implementation, call the NCHE HelpLine at 800-308-2145 or e-mail homeless@serve.org.

Local contact information: