

Tunkhannock Area School District



Faculty Handbook 2026-2027

*"TO MAXIMIZE THE POTENTIAL
OF ALL STUDENTS THROUGH
MOTIVATION, GUIDANCE
AND EDUCATION."*

Tunkhannock Area School District

Mission Statement

This handbook may be viewed on the district website: www.tasd.net

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Teacher Hours

The teacher's workday is 7.5 hours per day and will follow the collective bargaining agreement. Specific times will be announced by each specific building. All faculty and staff will enter the building using their ID badge.

It is expected that teachers, staff and visitors wear their ID badge at all times while in any building.

Teacher Absence:

ESS/Frontline – If you cannot come to school because of illness, you should report off using the ESS/Frontline System. All other absences i.e. – personal, conferences, jury duty, etc. should be reported through the ESS/Frontline System as soon as it is practicable. (See Appendix A)

School Delays or Closings – If school is closed due to inclement weather conditions it will be announced via the All-Call system, radio and/or TV. School delays will also be announced in the same manner.

Substitute Teacher Information – If you are absent, the following information should be available for the substitute teacher in your classroom:

- Lesson Plan Book with readable outline
- Class record book or Class list of your students
- Seating Charts are helpful
- Class Schedule
- Special Information in regards to lesson materials i.e. tests. Any other information to conduct a successful class
- All Hazards Plan
- Any individual student information that may be pertinent to the health of the student/s

An Emergency Lesson Plan folder is to be kept in the office. The folder should include:

- 2 Days of general lesson plans as well as the information listed above

This folder must be updated withing the first month of school.

Lesson Plan Book:

Lesson plans should be maintained on a daily basis. The plans may be kept in electronic or hard copy format. Please follow the lesson plan guidelines that have been established district-wide. The format should include student objectives, materials, procedures, assessment/closure and a section for comments/reflections. Also, lesson objectives should be referenced to applicable state academic standards. **Lesson plans should be available for review at anytime.**

Teacher Class Portal Gradebook:

The computerized portal system for managing both students' academic progress and attendance is required to be updated at least weekly with student grades. Daily attendance must be taken online everyday by 8:15 AM.

Planned Courses:

Planned course are on the Tunkhannock Area School District website und "Curriculum & Instruction"

School Keys:

Each teacher will be issued keys for your classroom, closet, and file cabinet. Building administrators will ensure that all keys are assigned at the start of the year and collected on the last school day. **DO NOT** lend or leave your keys laying around. Keep your desk, closet, and files locked. Never leave money in your room unattended or overnight. If you are in possession of school related money, it must be stored overnight in the office safe for safekeeping.

Lockers:

Locker lists will be maintained by the homeroom teacher and a copy provided to the main office.

Teacher Preparation Time:

All teachers will be provided with a daily preparation period consisting of at least forty (40) minute block of time. Teachers may not leave the building during preparation time except for emergencies with the approval of the principal.

Field Trips:

If you as a class or grade are planning a field trip, field trip request forms (available on the district website) must be filled out and submitted **thirty days prior to the intended trip**. A list of students going on a field trip must be given to the nurse prior to principal's approval so the district can plan for a nurse to

attend the field trip when needed. **The number of chaperones needed for trips must first be approved by the Principal.** *Only 1 field trip that requires a nurse will be approved District wide.* Completed field trip forms are then given to the Principal for approval. The principal will then forward the form to the Assistant to the Superintendent. Once approved by the Assistant to the Superintendent, the form will be sent to the Director of Transportation who will make bussing arrangements. It is the responsibility of teachers/coaches to provide the bus driver with a roster of students who are being transported on the field trip.

Telephone Usage:

A telephone for teacher usage is provided in each instructional planning area and the main office. Calls for teachers during instructional time should be discouraged as much as possible. You will be notified immediately of any call that is an emergency. Most calls are referred to your mailbox with notes or email, therefore, please check your mailboxes, voicemail (if you have an extension assigned to you) and your email at least twice a day.

Cell phones (talking/texting) are not to be used during instructional periods or administrative assigned duties (recess/study hall).

Information Sent Home to Parents:

In most cases the Principal should pre-approve, for distribution either electronically through the parent Portal or hard copy any official notices sent home to parents. A final office copy can save a lot of time if any inquiry occurs.

Mailbox Usage:

It is the responsibility of teacher to check their mailbox on a daily basis, preferably early morning & late afternoon. Teacher mailboxes are private and are to be used for official school business only. If messages are left, it is each teacher's responsibility to locate and respond to them promptly. It is not appropriate to send students to the office to pick up your mail.

Printing/Coping:

The purpose of these faculty printing guidelines is to establish responsible and efficient practices for faculty members of the Tunkhannock Area School District when using printing/copying resources. These guidelines aim to promote environmental sustainability, cost effectiveness and appropriate usage of printing equipment.

Whenever possible, faculty/staff members are encouraged to use digital alternatives for document sharing, communication and content distribution These include using email, cloud storage, learning management systems and other electronic platforms to minimize the need for printing. Before printing

any document, faculty members should use the print preview feature to ensure the content and formatting are accurate. This will help avoid unnecessary errors and reprints.

Faculty/Staff members will be assigned a daily quota. Printers designated for faculty use will be strategically placed in each building. The administration will monitor printing activity to track usage and identify potential misuse or excessive printing. If you need to have copies of materials made, please send them to Central Copy. Please allow at least one week for copy requests to be process at Central Copy. The copiers/printers in each building should only be use for printing/copying a limited number of pages.

General Supplies:

You will receive your supplies at the beginning of the school year. Should you need additional supplies during the year, complete the Requisition Form and submit it to the Building Principal. The order will then be filled as soon as possible depending upon availability of the supplies requested. After the first distribution of tablets and pencils, homeroom teacher should distribute these items on an “as needed” basis.

Student Accident Reports:

If an accident or injury involving a student occurs in your presence, it is necessary for you to complete an accident report form. The accident report form is available on the Tunkhannock Area School District website under “District Forms”. It is important that this documentation be on file as soon possible after the accident occurs. It is advisable to have the nurse involved and record the conditions, regardless of how slight the injury may be.

Faculty/Staff Accident Report:

If you or a colleague experience an accident or injury, notify your building administrator/supervisor immediately. It is necessary for you to complete the “Workman’s Comp Claim Form” (available on the district website). It is important that these forms be completed as soon possible after the accident occurs. It is advisable that regardless of how slight the injury may be, to have the nurse involved and record the conditions. The completed forms should be emailed to the district’s Chief Operating Officer and the Administrative Assistant to the Superintendent. If treatment is needed, follow the recommended guidelines included in the “Workman’s Comp Claim Form” packet.

IEP, GIEP, & 504 Review:

If you have a student in your class or program who has an IEP, GIEP or 504 you are required to review and adhere to the expectations outlined in the document.

Teacher Conference Requests:

Teachers are encouraged to attend conferences in their subject field. Requests must be completed in “My Learning Plan” at least 60 days prior to the conference. If the conference expense exceeds \$99.99, it must be submitted and approved by the Board of Education before the conference date. Expense sheets, receipts and written reports must be filed after the conference.

Assignments/Homework:

The administration holds that assignment/homework are largely the prerogative of the teacher. The variable nature of our curriculum, the increase in performance-based assessments and the range in availability of education technology in the home are just a few reasons for a teacher driven homework rationale. Assignments must be posted on the Portal and/or Canvas for all grade levels.

Forms Available on the District Website:

Community/Parental Forms

- Facility Usage Form
- Field Trip Student Permission Form
- High School Sports Offered
- Middle School Sports Offered
- Right-to-Know Information
- Right-to-Know Form
- School Café Online Application Flyer
- TASD Café Online Payment

District Forms

- Absence Report
- Conference Reimbursement Request
- Conference Request Guidelines
- Course Reimbursement
- Credit Placement
- CTE Request for Additional Payment
- Expense Account Form
- Facility Usage Form
- Field Trip Form
- Field Trip Request Instructions
- Field Trip Student Permission Form
- Fitness for Duty (Return to Work)

- FMLA Certification of Health Care Provider for Employee's Serious Health Condition
- FMLA Certification of Health Care Provider for Family Member's Serious Health Condition
- Notice of Eligibility Rights
- Post Graduate Degree or Certification Approval
- Pre-Approval Application Act 48 – Professional Enrichment
- Request for Consecutive Personal Days/Days without Pay
- Requisition Form
- Student Accident Report
- Sudden Cardiac Arrest Prevention Acknowledgement Form
- TASD Differentiated Supervision 2023-2024
- Teacher Induction Program Pay Sheet
- Tuition Reimbursement Approval Application
- Vacation Request
- Workman's Comp Claim Form

Official School Activities:

All official school activities must be approved by the Building Administrator. Teachers and/or Departments should select dates and have the approved as soon as possible after the start of the school year.

Non-Instructional Media:

Non-Instructional media is not to be utilized during the school day. If non-instructional media is used for after-school event, copyright laws must be followed.

Poster Display:

Any poster erected on school property must have the approval of the building administrator.

Items Ordered:

All items which are order by teachers and to be paid for by the school district are to be ordered on a school requisition and signed by the Principal.

Season Athletic Pass Policy:

Only staff members will receive free admittance to home Tunkhannock Area School District sporting events upon presenting their district ID Badge, except tournaments, district league playoffs or other non-interscholastic events. The ID badge may not be used by anyone other than the school employee and

must be shown for entrance. By accepting entrance, the employee will assist in supervision if the situation arises.

Whistleblower Law:

Providing protection for employees who report a violation or suspected violation of State, local or Federal law; providing protection for employees who participate in hearings, investigations, legislative inquiries or court actions; and prescribing remedies and penalties.

The General Assembly of the Commonwealth of Pennsylvania hereby enacts as follows:

Section 1. Short title.

This act shall be known and may be cited as the Whistleblower Law.

Section 2. Definitions.

The following words and phrases when used in this act shall have the meanings given to them in this section unless the context clearly indicates otherwise:

"Appropriate authority." A Federal, State or local government body, agency or organization having jurisdiction over criminal law enforcement, regulatory violations, professional conduct or ethics, or waste; or a member, officer, agent, representative or supervisory employee of the body, agency or organization. The term includes, but is not limited to, the Office of Inspector General, the Office of Attorney General, the Department of the Auditor General, the Treasury Department, the General Assembly and committees of the General Assembly having the power and duty to investigate criminal law enforcement, regulatory violations, professional conduct or ethics, or waste. (Def. amended July 2, 2014, P.L.824, No.87, and July 2, 2014, P.L.826, No.88, which overlooked the Act 2014-87 amendment)

"Employee." A person who performs a service for wages or other remuneration under a contract of hire, written or oral, express or implied, for an employer. (Def. amended July 2, 2014, P.L.826, No.87)

"Employer." A public body or any of the following which receives money from a public body to perform work or provide services relative to the performance of work for or the provision of services to a public body:

- (1) An individual.
- (2) A partnership.
- (3) An association.
- (4) A corporation for profit.
- (5) A corporation not for profit.

(Def. amended July 2, 2014, P.L.824, No.87)

"Good faith report." A report of conduct defined in this act as wrongdoing or waste which is made without malice or consideration of personal benefit and which the person making the report has reasonable cause to believe is true. An employer is not barred from taking disciplinary action against the employee who completed the report if

the employee's report was submitted in bad faith. (Def. amended July 2, 2014, P.L.824, No.87, and July 2, 2014, P.L.826, No.88, which overlooked the Act 2014-87 amendment)

"Public body." All of the following:

(1) A State officer, agency, department, division, bureau, board, commission, council, authority or other body in the executive branch of State government.

(1.1) The General Assembly and its agencies.

(2) A county, city, township, regional governing body, council, school district, special district or municipal corporation, or a board, department, commission, council or agency.

(3) Any other body which is created by Commonwealth or political subdivision authority or which is funded in any amount by or through Commonwealth or political subdivision authority or a member or employee of that body.

(Def. amended July 2, 2014, P.L.826, No.88)

"Waste." An employer's conduct or omissions which result in substantial abuse, misuse, destruction or loss of funds or resources belonging to or derived from Commonwealth or political subdivision sources.

"Whistleblower." A person who witnesses or has evidence of wrongdoing or waste while employed and who makes a good faith report of the wrongdoing or waste, verbally or in writing, to one of the person's superiors, to an agent of the employer or to an appropriate authority.

"Wrongdoing." A violation which is not of a merely technical or minimal nature of a Federal or State statute or regulation, of a political subdivision ordinance or regulation or of a code of conduct or ethics designed to protect the interest of the public or the employer.

Section 3. Protection of employees.

(a) Persons not to be discharged.--No employer may discharge, threaten or otherwise discriminate or retaliate against an employee regarding the employee's compensation, terms, conditions, location or privileges of employment because the employee or a person acting on behalf of the employee makes a good faith report or is about to report, verbally or in writing, to the employer or appropriate authority an instance of wrongdoing or waste by a public body or an instance of waste by any other employer as defined in this act. ((a) amended July 2, 2014, P.L.824, No.87)

(b) Discrimination prohibited.--No employer may discharge, threaten or otherwise discriminate or retaliate against an employee regarding the employee's compensation, terms, conditions, location or privileges of employment because the employee is requested by an appropriate authority to participate in an investigation, hearing or inquiry held by an appropriate authority or in a court action.

(c) Disclosure prohibition.--An appropriate authority to which a violation of this act was reported may not disclose the identity of a whistleblower without the whistleblower's consent unless disclosure is unavoidable in the investigation of the alleged violation. ((c) added July 2, 2014, P.L.824, No.87, and July 2, 2014, P.L.826, No.88, which overlooked the Act 2014-87 amendment)

Section 4. Remedies.

(a) Civil action.--A person who alleges a violation of this act may bring a civil action in a court of competent jurisdiction for appropriate injunctive relief or damages, or both, within 180 days after the occurrence of the alleged violation.

(b) Necessary showing of evidence.--An employee alleging a violation of this act must show by a preponderance of the evidence that, prior to the alleged reprisal, the employee or a person acting on behalf of the employee had reported or was about to report in good faith, verbally or in writing, an instance of wrongdoing or waste to the employer or an appropriate authority.

(c) Defense.--It shall be a defense to an action under this section if the defendant proves by a preponderance of the evidence that the action by the employer occurred for separate and legitimate reasons, which are not merely pretextual.

(d) Civil service employees.--An employee covered by civil service who contests a civil service action, believing it to be motivated by his having made a good faith report, verbally or in writing, of an instance of wrongdoing or waste, may submit as admissible evidence any or all material relating to the action as whistleblower and to the resulting alleged reprisal.

Section 5. Enforcement.

A court, in rendering a judgment in an action brought under this act, shall order, as the court considers appropriate, reinstatement of the employee, the payment of back wages, full reinstatement of fringe benefits and seniority rights, actual damages or any combination of these remedies. A court shall also award the complainant all or a portion of the costs of litigation, including reasonable attorney fees and witness fees, if the complainant prevails in the civil action.

(5 amended July 2, 2014, P.L.824, No.87)

Section 6. Penalties.

A person who, under color of an employer's authority, violates this act shall be liable for a civil fine of not more than \$10,000. Additionally, except where the person holds an elected public office, if the court specifically finds that the person, while in the employment of the Commonwealth or a political subdivision, committed a violation of this act with the intent to discourage the disclosure of criminal activity, the court may order the person's suspension from public service for not more than seven years. A civil fine which is ordered under this section shall be paid to the State Treasurer for deposit into the General Fund.

(6 amended July 2, 2014, P.L.824, No.87, and July 2, 2014, P.L.826, No.88, which overlooked the Act 2014-87 amendment)

Section 7. Construction.

This act shall not be construed to require an employer to compensate an employee for participation in an investigation, hearing or inquiry held by an appropriate authority, or impair the rights of any person under a collective bargaining agreement.

Section 8. Notice.

An employer shall post notices and use other appropriate means to notify employees and keep them informed of protections and obligations under this act.

Section 9. Effective date.

This act shall take effect in 60 days.

Appendix A

Welcome to the new school year! ESS is the new substitute staffing partner, and we are excited to work with all of the staff in the district. We have the pleasure of notifying you that ESS utilizes an automated absence management system! This greatly simplifies and streamlines the process of recording and managing absences, in addition to locating qualified substitute teachers. This service is called Absence Management. The Absence Management service will be available to you 24 hours a day, 7 days a week and can be accessed via internet and phone.

How do I interact with Absence Management?

1. You can interact with Absence Management on the internet at www.aesoponline.com. Here, you will be able to enter absences, check your absence schedule, update personal information, and exercise other features such as uploading your lesson plans for substitutes to view online.

2. You can also call Absence Management toll free at 1-800-942-3767. Simply follow the voice menu to enter and manage absences and access other features. We recommend that you call in to check the computer recording of your name and title. To do this, press Option 5 and follow the prompts.

Important Notes:

- Upon your initial log in, please check your personal information to ensure accuracy. You can change your phone number and email address, if necessary, by logging in and selecting "Change Personal Information".
- When entering an absence, please wait until you receive a confirmation number before you terminate the phone call or close your internet browser window. Your transaction is not complete until you receive a confirmation number.
- District employees will be required to enter their own absences. The advantage of Absence Management is that it is extremely user-friendly and enables users to quickly enter absences. Absence Management also makes it simple to self-recover your password via the website in the event you misplace it.

If you have any questions, concerns, or comments; please contact ESS at SupportEast@ess.com or call (856) 482-0300. We are confident that you will find the Absence Management experience beneficial and enjoyable!

Board Policy/Handbook Acknowledgement

By signing below, I acknowledge that I have read and understand the following board policies listed below of the Tunkhannock Area School District, as well as information contained in the Faculty Handbook. I understand this it is my responsibility to comply with these policies and procedures. All policies are available on the district website and paper copies are available upon request.

103. Discrimination/Title IX Sexual Harassment
Affecting Students
103.1. Nondiscrimination – Qualified Students with
Disabilities
104. Discrimination/Harassment Affecting Staff
(includes Whistleblower)
203.1 HIV Infection
204. Attendance
209.1. Food Allergy Management
209.2. Diabetes Management
210. Medications
210.1. Possession/Administration of Asthma
Inhalers/Epinephrine Auto-Injectors
218.1. Weapons
226. Searches
227. Controlled Substances/Paraphernalia
235. Student Rights and Responsibilities
236.1. Threat Assessment
237. Electronic Devices
247. Hazing
249. Bullying/Cyberbullying
251 Students Experiencing Homelessness, Foster Care
& Other Educational Instability
313. Evaluation of Employees
314 HIV Infection
317 Conduct/Disciplinary Procedures
317.1 Educator Misconduct

318. Attendance & Tardiness
320. Freedom of Speech in Non-School Setting
321. Political Activities
323. Tobacco and Vaping Products
332. Working Periods
333. Professional Development
334. Sick Leave
335. Family and Medical Leaves
338. Sabbatical Leave
338.1 Compensated Professional Leave
339. Uncompensated Leave
340. Responsibility for Student Welfare
351. Drug and Substance Abuse
702.1 Crowdfunding
705. Facilities and Workplace Safety
804. School Day
805. Emergency Preparedness and Response
806. Child Abuse
814. Copyright Material
815. Acceptable Use of Internet
816 District Social Media
823. Naloxone
824. Maintaining Professional Adult/Student
Boundaries
827. Conflict of Interest
828. Fraud

Printed Name

Signature

Date