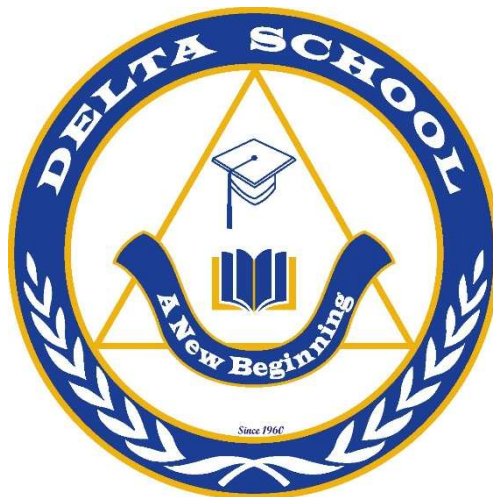


THE DELTA SCHOOL EMPLOYEE HANDBOOK 2026-2027



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The Delta School

Employee Handbook and Operational Procedures

2026-2027

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SECTION 1: INTRODUCTION

The Delta School

Established in 1958, Delta School is a private, nonprofit, nonsectarian, co-educational institution providing specialized and remedial education for students aged six to 21. It serves children who require a specially designed program outside of the mainstream public-school setting. Typically referred by their Local Education Agency (LEA), enrolled students primarily present with social/emotional challenges, pervasive developmental disorders, intellectual disability, Traumatic Brain Injury (TBI), or autism spectrum diagnoses. Students with intellectual disabilities are also accepted, provided it is a secondary diagnosis.

Committed to excellence in special education, Delta School's faculty and staff foster the educational, social, and emotional development of every student. The Delta School strictly adheres to all federal and state special education laws and implements the Pennsylvania Department of Education's Standards Aligned System (SAS), a comprehensive, research-based framework dedicated to improving student achievement.

Licensing and Subsidy

Delta School is licensed by the Pennsylvania Department of Education and operates in strict accordance with state and federal special education mandates.

For students approved by their local Pennsylvania school district or Intermediate Unit, the Commonwealth of Pennsylvania provides subsidies, ensuring **no cost or payment of any kind is required from parents or guardians.**

Alternatively, parents may choose to enroll their child independently of their Local Education Agency (LEA). In these instances, parents enter into a direct tuition contract with Delta School at a rate established by the CEO. While parents assume full financial responsibility for tuition under this independent arrangement, **the LEA remains legally responsible for providing the student's transportation** to and from the school.

Philosophy

Delta School's Administration, faculty, and support staff believe in the worth of each of their students, their position as unique individuals, and in their right to live healthy, purposeful and fulfilled lives. The school staff strives to exemplify the personal characteristics that it seeks to develop in its students. Delta School encourages its students to be guided by the principles of reasonable functioning and responsible behavior. To that end, Delta educators teach by example as well as imparting knowledge to students. Upon accepting their teaching positions at the Delta School, Delta teachers assume responsibility for the educational growth and emotional development of their students, as well as for their own professional improvement.

Vision Statement

Vision: To engage and prepare all students to become self-motivated, competent, lifelong, integrated thinkers and problem-solvers who are equipped to become trailblazers in the global workforce.

We achieve this by providing a high-quality, integrated educational environment that delivers a rigorous, standards-based curriculum, blending the arts with self-development, community involvement, and social justice through problem-based projects.

This vision is an expression of achievable possibilities. Its purpose is to inspire stakeholders to help make this vision a reality, providing the foundation from which the organization determines priorities and establishes performance targets.

New! How it is Measured:

- **Workforce & Higher Education Readiness:** Track the percentage of graduating seniors successfully transitioning into post-secondary education, certified technical training programs, or competitive employment within 6 months of graduation.
- **Project-Based Proficiency:** 100% of students will successfully complete at least two multidisciplinary, problem-based projects per academic year, evaluated by a standardized rubric measuring integrated thinking and problem-solving.

School Mission Statement

Mission: To promote dynamic partnerships that provide administrators, social workers, parents, teachers, community members, and students with the relevant educational and social options, strategies, and techniques necessary to foster continuous social growth and academic excellence.

New! How it is Measured:

- **Stakeholder Engagement Rate:** Achieve a minimum 85% satisfaction and engagement rate on annual school climate surveys distributed to parents, staff, and community partners regarding the effectiveness of collaboration.
- **Social-Emotional & Academic Growth:** 80% or more of students will meet or exceed their individualized annual growth targets in both standardized academic assessments and/or progress toward educational goals and documented social-emotional behavioral rubrics.

Core Values & Characteristics

The Core Values are essential for a results-oriented organization focused on performance excellence for all stakeholders. They are applied at all levels, demonstrated in daily actions school-wide, and integrated into continuous improvement evaluation processes.

Value 1: Empowerment

- **Definition:** Delta School provides the environment and opportunities to nurture a set of skills and habits of mind that empower students to make independent and responsible decisions.
- **New! Measurable Metric:** A 15% year-over-year reduction in behavioral infractions, alongside documented student participation in self-directed IEP goal setting or student-led conferences.

Value 2: Equal Access

- **Definition:** All students, regardless of ethnic, socioeconomic, cultural, or geographic backgrounds, must have full access to first-class instruction and enrichment opportunities.
- **New! Measurable Metric:** 100% equity in enrollment across advanced tracks, arts programs, and remedial enrichment opportunities, matching the overall demographic makeup of the student body.

Value 3: Innovative Curiosity

- **Definition:** Delta School children and adults are provided consistent opportunities to consider new possibilities, take responsible risks, and explore creative solutions.
- **New! Measurable Metric:** Tracking and implementing at least three new faculty-led or student-initiated creative pilot programs or instructional technologies annually.

Value 4: Authentic Experiences

- **Definition:** Fostering the deep transfer of knowledge to provide authentic experiences that allow for meaningful, real-life connections, reflection, and practical application.
- **New! Measurable Metric:** 100% of students participate in at least one community-based learning experience, site visit, or community service initiative linked directly to their curriculum each year.

Value 5: Perseverance and Follow-Through

- **Definition:** As problem-solvers, Delta School expects relentless excellence and resilience to accomplish set goals. We do not accept excuses, but value hard work and results, actively resisting complacency to continually push for growth.
- **New! Measurable Metric:** Chronic absenteeism rates will remain below 5%, and the school-wide assignment/course completion rate will be maintained at 90% or higher.

Value 6: Collaboration and Diversity

- **Definition:** Embracing and celebrating individuality and differences by valuing diverse perspectives and experiences to materialize a shared vision and common commitments.
- **New! Measurable Metric:** Annual audit and inclusion of diverse cultural perspectives in the curriculum, alongside 100% participation of staff in professional development focused on inclusive environments.

Organizational Core Characteristics & Performance Expectations

These ten characteristics dictate how the administration and staff operate to drive organizational growth and student success.

Characteristic	Definition & Focus	New! Measurable Metric
#1: Shared Vision	Provide a shared vision and commitment to all stakeholders for continuous improvement and performance excellence.	90% agreement on annual staff surveys that organizational goals are clearly communicated and shared.
#2: Student-Centric	Ensure that all goals, objectives, and actions directly support students and their individual needs.	100% of budget allocations and strategic plan items must tie back to a verified student outcome or support need.
#3: Continuous Growth	Demonstrate organizational and personal commitment to provide opportunities for school-wide continuous organizational and personal growth.	100% of faculty complete a minimum of 24 hours of targeted professional development tied to their growth plans annually.
#4: Faculty & Staff Value	Value faculty, staff, and partners by creating an environment for collaboration, creativity, innovation, and recognition.	Maintaining a staff retention rate of 85% or higher annually.
#5: Rapid Response	Demonstrate school-wide quickness and agility in responding to student and stakeholder needs.	Establishing a policy mandate where 100% of parent and LEA communications receive a response within 24 business hours.
#6: Future-Focused Alignment	Plan and align instructional programs with a focus on future economic, workforce, and educational needs.	Biannual review and update of the curriculum framework to ensure alignment with evolving state standards and workforce trends.
#7: Capacity Building	Encourage innovative strategies and processes to build internal capacity and knowledge.	Developing and maintaining an internal leadership pipeline where at least 25% of staff take on internal mentorship or coordinator roles.
#8: Social Responsibility	Demonstrate and encourage public and social responsibility, community ethics, and citizenship.	School-wide execution of at least two major community outreach or social justice service campaigns per academic year.
#9: Accountability & Ownership	Create value, accountability, and clear ownership in school-wide results.	Publicly publishing an annual School Performance Report card detailing academic, behavioral, and financial milestones.
#10: Strategic	Continuously examine the needs of the	Convening a quarterly collaborative

Characteristic	Definition & Focus	New! Measurable Metric
Collaboration	school and collaboratively create key strategic goals and action plans.	stakeholder committee (admins, parents, teachers) to review and adjust action plans based on real-time data.

Handbook Purpose, Ownership, and Revisions

This handbook serves solely as a guideline for Delta School policies and procedures. It is the exclusive property of Delta School and may not be reproduced, in whole or in part, without the explicit consent of the CEO.

The CEO or an approved designee reserves the right to modify, add to, or change these policies at any time without prior notice. No modifications or updates to this handbook alter the established **at-will employment relationship** between Delta School and its employees.

SECTION 2: OUR COMMITMENT TO YOU

Anti-Discrimination, Anti-Harassment, and Anti-Sexual Harassment Policy

Delta School is committed to providing a professional work environment that is pleasant, healthy, and free from any form of intimidation, hostility, or discrimination. We maintain a **zero-tolerance policy** for harassment—whether verbal, physical, or visual—based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic. Because maintaining a safe and civil environment is the **mandatory responsibility of every employee**, all staff members are required to immediately report any witnessed or experienced misconduct to ensure the matter is handled with promptness, integrity, and discretion.

Policy Statement and Scope

- **Commitment:** Delta School maintains a safe, civil, and professional environment for all students, employees, interns, and applicants.
- **Zero Tolerance:** There is a strict zero-tolerance policy for any form of bullying, discrimination, or harassment—whether verbal, physical, or visual.
- **Broad Application:** This policy applies to all Delta School premises and business operations. It prohibits misconduct by or toward staff, supervisors, coworkers, vendors, contractors, and visitors.

Protected Characteristics

Conduct, comments, jokes, or slurs based on the following are strictly prohibited:

- Sex (including pregnancy, sexual orientation, gender identity, expression, transition, or transgender status).
- Race, color, religion, or national origin, including shared ancestry.
- Age or disability.
- Any other legally protected characteristic.

Prohibited Conduct

- **Harassment:** Any behavior that interferes with work performance or creates an intimidating, hostile, or offensive environment.
- **Sexual Harassment:** Defined as unwelcome sexual advances or conduct when submission is a condition of employment, used for employment decisions, or creates a hostile environment. Examples include:
 - Unwanted sexual propositions or gestures.
 - Offering benefits for sexual favors or threatening reprisals for rejection.
 - Displaying sexually suggestive objects, pictures, or cartoons.
 - Derogatory comments, slurs, or jokes of a sexual nature.
 - Unwanted physical touching or blocking movements.
- **Bullying:** Peer harassment or bullying in any form is prohibited. Student-specific reporting procedures are located in the Student Handbook.

Reporting and Investigation Procedures

- **Mandatory Reporting:** All employees are responsible for a harassment-free environment and must immediately report witnessed or experienced misconduct.
- **Reporting Path:** Reports must be submitted to the **Administrative Office** so the PDE Certified Administrator and Director of Education and CEO can initiate a timely investigation.
- **Investigation Process:** Allegations are investigated promptly, thoroughly, and discreetly.
- **Confidentiality:** Confidentiality for the claimant, witnesses, and the accused will be protected to the greatest extent possible. Reporters will be informed of the investigation's outcome.

Accountability and Integrity

- **No Retaliation:** Delta School strictly prohibits retaliation against anyone reporting misconduct or assisting in an investigation. Suspected retaliation must be reported immediately to the Admin Office.
- **Duty to Cooperate:** Employees must cooperate fully and truthfully with investigations.
- **Investigation Integrity:** Hindering an investigation or knowingly making false statements is a violation of policy.
- **Consequences:** Violations will result in corrective action, up to and including **termination of employment**. Individuals may also face personal legal liability.

Title IX Sex Discrimination and Sexual Harassment Policy

Statement of Policy and Scope

Delta is committed to providing an educational and working environment free from all forms of sex discrimination and sexual harassment. Delta will respond promptly and equitably to all reports of prohibited conduct.

- **Applicability:** This policy applies to all students, employees, administrators, board members, and third parties affiliated with Delta within the United States.
- **Jurisdiction:** This policy governs conduct occurring within Delta's educational programs, activities, workplaces, digital platforms, or any facility/event over which Delta exerts substantial control.
- **Non-Discrimination:** Protections apply regardless of race, age, religion, sex, disability, or any other protected class.
- **New!** *To ensure full compliance with current federal guidance, this policy explicitly prohibits discrimination based on **sexual orientation and gender identity**.*
- **Retaliation Prohibited:** Delta strictly prohibits retaliation against any individual who reports misconduct, files a complaint, or participates in an investigation.

Title IX Coordinator Contact Information

Individuals may file a report or formal complaint by contacting the Title IX Coordinator.

- **Title IX Coordinator:** Dr. Maria Kreiter, Deputy Chief Executive Director
- **Office Address:** 3515 Woodhaven Road, Philadelphia, PA 19154
- **Telephone:** 215.632.5904
- **Email:** mkreiter@deltaschool.us

Core Definitions

- **Sexual Harassment:** Conduct on the basis of sex that constitutes *Quid Pro Quo* (conditioning benefits on sexual conduct), a *Hostile Environment* (severe, pervasive, and objectively offensive conduct that denies equal access to the Delta School's education program or activity), or specific offenses including sexual assault, dating violence, domestic violence, and stalking (as those offenses are defined in the Clery Act, 20 U.S.C. § 1092(f), and the Violence Against Women Act, 34 U.S.C. § 12291(a).
- **Consent:** Clear, voluntary communication and mutual agreement to engage in specific conduct. Consent cannot be obtained through force, coercion, or intimidation, and incapacitated individuals cannot give consent.
- **Responsible Employee:** Every supervisor and staff member at Delta has a mandatory duty to report known or suspected sex discrimination or sexual harassment.

Mandatory Reporting Obligations

- **The 24-Hour Rule:** Every Responsible Employee must report all known details of alleged misconduct—including the identities of involved parties—to the Title IX Coordinator within **24 hours**. Oral complaints will be documented as registered complaints.
- **No Promise of Confidentiality:** Employees **must not** promise confidentiality to a reporting party, as the institution has a legal duty to investigate.
- **Child Abuse Reporting:** If the alleged victim was a minor at the time of the incident, employees must notify the **Department of Human Services (DHS) and law enforcement** immediately, and no later than **24 hours**.

Supportive Measures and Emergency Actions

- **Supportive Measures:** Upon receiving a report, the Title IX Coordinator will offer non-punitive measures (e.g., counseling, schedule modifications, no-contact orders) to ensure continued access to education or work.
- **Emergency Removal:** Delta may implement an emergency removal of a student or place an employee on administrative leave during the investigation.
- **New!** *A student will only be subject to emergency removal after an **individualized safety and risk analysis** determines an immediate threat to physical health or safety exists.*

New! Pregnancy and Parenting Protections

New! *Delta prohibits discrimination against any student or employee based on **pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom**. Delta will*

provide reasonable accommodations to ensure these individuals maintain equal access to educational programs and activities.

Grievance and Investigation Procedure

Delta utilizes the **Preponderance of the Evidence** standard (determining if the allegation is more likely true than not) to resolve formal complaints.

- **Notice of Allegations:** Within 24 hours of a formal complaint, the Respondent will receive written notice of the allegations and their rights.
- **Presumption of Non-Responsibility:** Respondents are presumed "not responsible" until a final determination is made.
- **Right to an Advisor:** Both parties may be accompanied by an advisor of their choice, including an attorney, to any meeting or interview.
- **Evidence Review:** Internal Delta School parties have **10 days** to inspect and respond in writing to all evidence collected before the initial investigation report is finalized.
- **Investigation Report:** A report summarizing relevant evidence is provided to both parties, who have **10 days** to submit written responses before the report is sent to the Decision-Maker.
- **NOTE:** The Title IX Coordinator or designee may adjust or extend the timeline for good cause and provide written notice to the Complainant and the Respondent of the delay or extension and the reason(s) for the action (e.g., DHS) are also included in the investigation. Delta School abides by these governing agency timelines.

Determinations, Sanctions, and Appeals

- **Written Determination:** The Title IX Decision-Maker will issue a simultaneous written determination to both parties within five school/working days of completing their review.
- **Sanctions:** Student sanctions include suspension or expulsion per the Student Conduct Code. Employee discipline ranges from written reprimands to termination.
- **Appeals:** Either party may appeal a dismissal or final determination within **five school/working days** based on procedural irregularity, new information, or bias.
- **New!** *Delta School strives to complete the entire grievance process within a target timeframe of 90 days, barring extenuating circumstances.*

New! Athletics Equity

New! *Delta School is committed to ensuring that athletic programs provide **equitable opportunities, funding, facilities, and treatment** for students of all genders.*

Record Retention

Delta must maintain all documentation related to reports, investigations, supportive measures, sanctions, and training for **seven (7) years**.

New! Whistleblowing Policy

Delta School requires all employees to maintain the highest standards of business and personal ethics. This policy provides a framework for reporting unethical or illegal behavior and guarantees that anyone who reports violations in good faith will be strictly protected from reprisal or retaliation.

Reportable Offenses

Employees should report any suspected misconduct, including but not limited to:

- **Financial Misconduct:** Theft, embezzlement, misappropriation of funds, unauthorized credit card use, or fraudulent expense reimbursements.
- **Fraudulent Reporting:** Falsifying financial documents, tax forms, grant reports, or public records.
- **Obstruction of Compliance:** Providing false or misleading information to auditors, accountants, legal counsel, or board directors.
- **Policy Violations:** Material breaches of school policies concerning confidentiality, conflicts of interest, ethical conduct, or document retention.
- **Code Violations & Concealment:** Any direct infraction of the Code of Business Conduct, as well as any deliberate attempt to facilitate or conceal improper actions.

Grievance and Question Resolution Procedure

Delta School encourages employees to address workplace issues promptly so they can be resolved effectively and efficiently.

- **General Complaints or Problems:** Employees should immediately communicate any general workplace issues or complaints to the Director of Education or their immediate supervisor. Because these supervisors are closest to the employee's daily role, they are best equipped to provide initial assistance.
- **Employment Status Concerns:** Any questions or concerns regarding an employee's personal employment status, benefits, or contract terms must be brought directly to **Human Resources**.

No-Retaliation Policy

Delta School is committed to providing a safe environment where employees can voice concerns without fear of reprisal.

Delta School strictly prohibits discipline, demotion, termination, or retaliation of any kind against individuals who, in good faith, report suspected misconduct, bullying, discrimination, harassment, policy violations, or who participate in an investigation. This protection applies to all good-faith reports made

internally to school leadership, to the Delta School Board of Directors, or externally to an authorized government authority.

Important: Any suspected or witnessed retaliation must be reported immediately to the Administrative Office.

Employee Confidentiality Policy

The Delta School will safeguard personal employee information and respect the privacy interests of its employees. Delta School will comply with all applicable privacy legislation related to protecting the confidentiality of employee personal information. Health information will be maintained in a separate file from the employee's personnel information and will be confidentially stored to protect against unauthorized or improper access, disclosure, or loss. An employee who becomes aware or suspects a breach in maintaining the confidence of personal information should immediately report the incident to Human Resources.

Reports of concerns and suspected violations pertaining to employee misconduct that require an investigation cannot guarantee complete confidentiality.

Employment of Persons with Disabilities and Disability Accommodation

The Delta School will ensure equal opportunities for qualified individuals with disabilities and will not discriminate against a qualified employee or applicant because of a physical or mental disability or record of disability.

If you feel that you are disabled and need an accommodation to perform your essential job duties, it is your responsibility to inform Human Resources.

Once your request is received, the Delta School will engage in an interactive process with you to determine how to meet your needs. The Delta School may require medical documentation related to an accommodation.

New! Religious Accommodation

The Delta School respects each employee's religious pursuits and will provide reasonable accommodations for an employee's sincerely held religious beliefs or practices, unless doing so would cause an undue hardship. All religious accommodations must be made in advance through Human Resources.

SECTION 3: OUR EXPECTATIONS

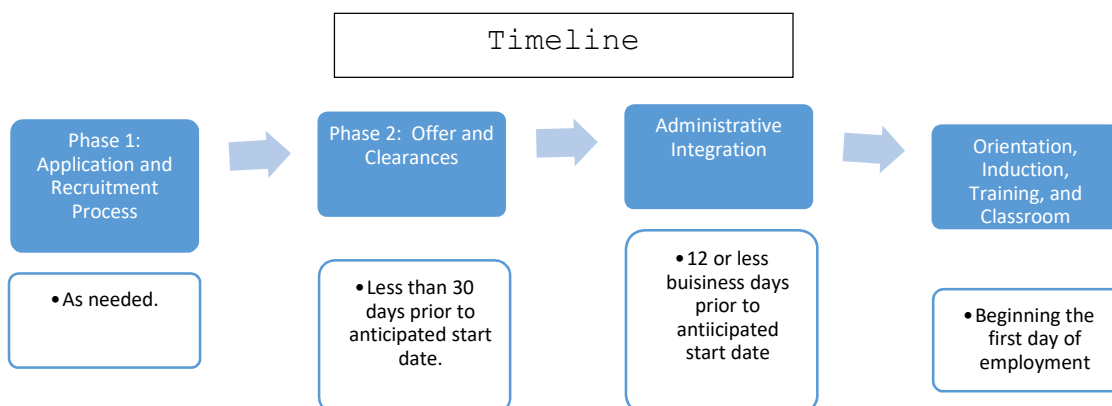
Employment Application and Background Check Policy

Policy Introduction and Employment Overview

Welcome to Delta School. The policies outlined in this handbook are designed to foster a safe, compliant, and highly collaborative environment that prioritizes the academic, emotional, and social growth of our students.

To ensure the highest standards of safety and operational integrity, all employment practices at Delta School—including application procedures, background clearances, and mandatory reporting—fully adhere to Pennsylvania Department of Education (PDE) regulations and federal statutes.

Please note that the information contained in this handbook is provided for informational purposes only. It does not establish an explicit or implied contract of employment, nor does it guarantee employment for any specific duration. Employment at Delta School remains strictly "at-will," meaning that either the employee or Delta School may terminate the employment relationship at any time, for any reason or no reason, and with or without cause or prior notice. All personnel are expected to familiarize themselves with these guidelines and actively contribute to the mission of our school community.



PHASE I: APPLICATION AND RECRUITMENT

Facilitated by Human Resources

Application Procedures

To be considered for employment at Delta School, all applicants must submit a completed formal application and two letters of recommendation to the Central Administrative Office.

Delta School Administration Office

3380 Byberry Road

Philadelphia, PA 19154-2909

ATTN: HR Generalist

- **Required Documentation:** Professional, support, and administrative staff must submit a comprehensive resume, valid certification or licensing documents, evidence of continuing education, and up-to-date transcripts.
 - **This information will be entered into PowerSchool by the applicant beginning 2027.**
- **File Maintenance:** Employees must immediately provide the Administrative Office with updates, renewals, or additions to these credentials. All data is securely maintained in confidential personnel files in the Administrative Office.
- **Hiring Authority:** The Chief Executive Officer (CEO) or a designated administrator will interview prospective employees. Final employment and compensation decisions are based on credentials and experience, made solely at the discretion of the CEO. All hiring must be processed through the Central Office to be valid.

Mandatory Background Checks and Clearances

In compliance with Pennsylvania law for school personnel, all offers of employment are contingent upon the satisfactory completion of the following background checks.

Important Note: All required clearances must be delivered to the Administrative Office **prior to commencing work** at Delta School. Clearances must be less than one (1) year old at the time of hire.

- **PA Criminal History Record:** Required for all Pennsylvania residents (obtained via the State Police Central Repository).
- **Out-of-State Criminal Records:** Applicants residing outside of Pennsylvania must provide an official criminal history report from their current state of residence.
- **PA Child Abuse History Clearance:** Required for all applicants.
- **Federal Bureau of Investigation (FBI) Fingerprinting:** Applicants must undergo a federal criminal background check. Delta School will register new employees and provide instructions to complete the fingerprinting process.
- **Identification:** A current, valid driver's license must be submitted to the Administrative Office.
- **Act 168 Employment History Review:** In compliance with Act 168 of 2014, Delta School will not hire any applicant until a complete sexual misconduct/abuse disclosure review has been conducted with prior employers.

New! Interview and Teaching Demonstration

All instructional staff will participate in interviews led by a panel of Delta School Administration or designees, and may be required to design and teach a demonstration lesson. Human Resources will set the interview date and time at a mutually agreeable time.

PHASE II: OFFER AND PRE-ONBOARDING CLEARANCES

Facilitated by Human Resources, 30 days or less prior to start date

Arrest/Conviction Reporting and Statutory Forms

- **Act 24 Certification (PDE Form 6004):** All applicants and employees must complete and submit the PDE-6004 Arrest/Conviction Report and Certification form.

- **Duty to Report:** Current employees must notify the Central Office/Human Resources in writing within **24 hours of an arrest**, or within **two (2) business days of a conviction** for any crime, DUI, child abuse allegation, felony, or job-related license suspension.
- **Driving Restrictions and Non-Compliance:** Staff members with a history of a DUI are strictly prohibited from operating Delta School vehicles. Failure to report an arrest or conviction constitutes a breach of trust and will result in immediate disciplinary action, up to and including termination of employment.

Post-Offer Medical Examinations

Within thirty (30) days of hire all new employees must undergo a physical examination and a tuberculosis (TB) test administered by a licensed physician. Documentation must be submitted using the official physical examination form provided by Delta School and will be stored in the employee's confidential personnel file.

NOTE: Staff who work directly with students must complete the medical clearance prior to their first day with students.

Conditional Offer Letter

Upon successful completion of the interview process, and with the approval of the CEO or designee, employee candidates will receive a conditional offer letter stating start date, compensation, and job description, pending the successful completion of all required clearances and contract signing.

Employment Philosophy and Staff Assignments

Employment at Delta School is strictly at-will. The fundamental purpose of all personnel is to collaborate effectively to develop each student to their maximum academic, emotional, and social potential.

Initial staff and classroom assignments are made at the beginning of the school year based on student enrollment and organizational needs. However, due to fluctuating enrollment, student needs, and staff attendance, assignments may be modified on a temporary, daily, or permanent basis. While Delta School prioritizes stability and consistency, operational flexibility is necessary. The PDE Certified Administrator and Director of Education, with the final approval of the CEO, retains the authority to modify staff assignments, and all personnel are expected to cooperate fully and professionally with these decisions.

PHASE III: ADMINISTRATIVE INTEGRATION

Facilitated by Delta School Fiscal and Technology Departments

Once the conditional offer is signed, the Delta School will use employee information to set up Information Technology and Instructional Technology, payroll enrollment, and policy distribution. During this phase, a school email address is created as well as employee login information for school systems, learning management, student information. Additionally, the employee will have direct deposit authorization, tax withholding information (W-2), health, dental, and vision insurance, and all applicable benefits for new employees.

PHASE IV: ORIENTATION, INDUCTION, TRAINING, and CLASSROOM READINESS

Facilitated by Delta School Administration

Beginning the first day of employment, new employees will participate in training to understand the school mission, expectations of professional staff, safety protocols, and systems training (See Section 4: School Based Expectations).

What to expect the first day from Human Resources

All new employees are expected to attend the Human Resources Orientation before reporting to their assigned location. Activities include:

- ☐ Identification photos and badge
- ☐ Health and retirement benefits review
- ☐ Overview of Programs and Services
- ☐ Completion of clearance requests and other required information
- ☐ Employee Handbook Overview

What to expect the first week from the Delta School administration

Technology Review

- ☐ Computer
- ☐ Technology login information
- ☐ All technology access passwords, systems login information, and curriculum shortcuts on computer and brief training how to access the applications

Classroom Set up

- ☐ Energy Bus Orientation and Activities
- ☐ Daily Schedule and Instruction Agenda
- ☐ Paraeducator break schedule
- ☐ PBIS posters and Delta Dollars Set Up
- ☐ Autism Classroom Inventory and Checklist
- ☐ ED Classroom Inventory and Checklist

Curriculum and Instruction

- ☐ All technology access passwords
- ☐ Curriculum shortcuts on computer
- ☐ Language Arts Curriculum and Supplemental Materials available (electronic and hard copy)
- ☐ Math Curriculum and Supplemental Materials available (electronic and hard copy)
- ☐ Science Curriculum and Supplemental Materials available (electronic and hard copy)
- ☐ Other curriculum and materials related to the employee's position

Special Education

- ☐ Student caseload and files

- ☐ Delta School Special Education Manual (includes all special education requirements as per Chapter 14)
- ☐ PowerSchool Special Programs
- ☐

Counseling Services and Transition

- ☐ Course Selection Guide
- ☐ JAG Manual

Clinical

- ☐ Clinical Team Support
- ☐ Threat Assessment Training
- ☐ Threat Assessment Case Management
- ☐ Threat Assessment Guidelines
- ☐ MDT Manual

School Safety

- ☐ Delta School Guidance Services
- ☐ Delta School Strategic Plan
- ☐ *Sign in to PowerSchool Behavior Support (KickBoard)*
- ☐ Disciplinary Manual (Student Code of Conduct)
- ☐ Dart Protocols
- ☐ Confidentiality Policy
- ☐ Blood Bourne Pathogens
- ☐ CPI Manual
- ☐ Delta School Climate and Culture Manual

Mandated Training Within 30 Days

The following trainings with certificates of completion must be submitted to Human Resources within the first 30 days of employment. Generally, time to complete these trainings is built into the first week of professional development prior to the commencement of the new academic year.

Additional required trainings are scheduled as part of professional development days throughout the year.

1. Mandated Reporter Training
2. Blood-borne Pathogens
3. FERPA
4. Emergency Response
5. Crisis Prevention and Intervention

New! ETHICAL STANDARDS, ACCOUNTABILITY, AND PROFESSIONAL CONDUCT POLICY

This policy combines the MCEE with FORMER Delta Staff Accountability

Applicability: This policy applies to all Delta School personnel, including administrators, professional educators, clinicians, paraeducators (instructional aides, personal care assistants, and teaching assistants), facilities teams, and all support staff, whether employed directly through Delta School or providing services to Delta School through contract with third-party.

All employees are held to the standards of the PA Code of Professional Practice and Conduct, the Pennsylvania Model Code of Ethics for Educators (MCEE), and Delta School's core values. Compliance with these standards is a condition of continued employment.

Commitment to Students, Safety, and Professional Boundaries

- **Constant Supervision:** Staff must never leave a classroom or students unattended under any circumstances.
- **Campus Boundaries:** Staff must never allow students to leave the school campus unescorted or unattended.
- **Healthy Boundaries & Non-Fraternization:** Staff must maintain strict physical, verbal, emotional, and social boundaries with students. Any romantic or sexual relationship with a student is strictly prohibited. Professional boundaries must be maintained at all times; informal or inappropriate fraternization with students is forbidden.
- **Interaction Transparency:** All student interactions must be transparent, respectful, mature, instructionally appropriate, and occur in proper school settings.
- **Equitable Treatment:** Staff must provide consistent and equitable treatment to all students, actively protecting them from disparagement, discrimination, and harm.
- **Crisis Management:** Staff must work collaboratively, effectively, and calmly during crisis situations to ensure student safety.

Mandated Reporting, Workplace Conduct, and Safety

- **Mandated Reporting (Act 126):** All staff have an absolute statutory obligation to immediately report any reasonable suspicion of child abuse or neglect to ChildLine.
- **Drug and Tobacco-Free Campus:** No employee may possess, consume, or be under the influence of alcohol, tobacco/vaping products, or unauthorized drugs on school premises or at school-sponsored events (see Drug and Alcohol Policy)
- **Civility and Respect:** Staff must treat colleagues, administrators, parents, and community members with professional respect. Conflicts must be resolved privately and through proper channels. Boisterous, disruptive, or threatening behavior in the workplace is prohibited.
- **Food & Beverages:** Eating and snacking must be restricted to designated lunch periods. Food and beverages are not to be consumed in hallways or classrooms during instructional time. Water is permitted.

Professional Integrity, Competence, and Property

- **Accuracy of Records:** Employees must record all behavioral data, academic metrics, and IEP progress accurately and honestly. Falsification of any school document or student record is a strict violation of policy.
- **Assessment Security:** Staff must comply with all procedures related to the security of standardized tests and must not provide unauthorized assistance to students.
- **Duties and Certification:** Staff must perform only those duties corresponding to their specific area of certification, licensure, or assigned training.
- **School Property:** Staff are strictly prohibited from operating heavy or specialized school machinery (e.g., tractors, mowers, snow blowers, ladders, drills) unless it is an explicit requirement of their job description. Delta School equipment and machinery may never be taken home for personal use.

Confidentiality, Privacy (FERPA), and Communications

- **Need-to-Know Basis:** Sensitive student information, including disabilities and behavioral triggers, may only be discussed with professionals directly assigned to the student's educational team.
- **No Public Disclosure:** Staff are prohibited from discussing student details in common areas like hallways or faculty lounges.
- **Legal Compliance:** All staff must comply with federal (FERPA) and state laws regarding student records and confidential communications.
- **Digital Distinction:** Staff must maintain separate personal and professional virtual profiles. All electronic communication with students and families must occur through school-approved platforms, not personal devices or personal social media.
- **Personal Cell Phones:** Personal cell phones **must not** be used during school hours (including talking, texting, and social media) except during scheduled breaks.
- **School Office Phones:** Delta School phones are reserved for official business. Incoming personal calls must be minimized, and outgoing personal use is restricted to urgent or emergency situations only.

Administrative Responsibilities, Canvassing, and Solicitation

- **Deadlines & Objectives:** Staff must complete all administrative assignments, tracking, and reports by established due dates, actively meeting stated instructional objectives.
- **Professional Growth:** Staff must continuously strive to increase academic knowledge, improve instructional skills, and offer constructive recommendations for school improvement.
- **Canvassing/commercial Activities with Students:** Collecting money from students or selling articles to them for non-school activities is prohibited during school hours.
- **Staff Solicitation:** Employees may not canvass colleagues for money, donations, commercial products, or gambling on school property unless specifically authorized by Delta School.
- **Literature & Non-Employees:** Solicitation and the distribution of literature are prohibited during active work times and in work areas. Non-employees are prohibited from soliciting or distributing literature anywhere on school property.

Exception: Occasional exceptions for recognized local charities or school organizations require prior approval from the CEO or designee.

At-Will Employment Policy

Employment at Delta School is strictly "at-will." This means that either the employee or Delta School may terminate the employment relationship at any time, for any reason or no reason, and with or without cause or prior notice.

Key Provisions:

- **Handbook Status:** This handbook is designed solely for informational purposes. It does not create an implied or explicit employment contract, nor does it guarantee continued employment or employment for any specific duration. This policy supersedes all prior agreements, understandings, or representations—whether oral or written—concerning the terms or duration of employment.
- **Authorized Modifications:** The at-will nature of employment at Delta School cannot be altered, amended, or waived by any supervisor, manager, or representative through oral promises or implied conduct. Any valid modification to an employee's at-will status must be executed through a formal, official written agreement signed by both the Chief Executive Officer (CEO), or an authorized designee approved by the Board of Directors, and the affected employee.
- **Termination in Good Standing:** While employees retain the right to terminate their employment at any time, any outstanding service commitments to the school—such as those required under the Tuition Benefit Policy—must be fully satisfied before the employee can conclude their employment in good standing.

Alcohol, Drug, and Substance Abuse Policy

Purpose

Delta School recognizes that the misuse of alcohol, drugs, and abuse of controlled substances by administrative, professional, and support employees is a serious problem with legal, physical, and social implications for the whole school community and is concerned about the problems that may be caused by alcohol use, drug use, and substance abuse by Delta School employees, especially as the use relates to an employee's safety, efficiency, and productivity.

The primary purpose and justification for any Delta School action will be for the protection of the health, safety, and welfare of students, staff, and school property.

All Delta School property, whether owned, leased or temporarily under the Delta School's control for any program or activity, is declared to be a drug-free and alcohol-free workplace.

Definitions

Drugs - shall be defined as those outlined in the Controlled Substance, Drug, Device, and Cosmetic Act.

Conviction - a finding of guilt, including a plea of nolo contendere, an imposition of sentence, or both by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

Criminal Drug Statute - a federal or state criminal statute involving the manufacture, distribution, dispensation, use or possession of a controlled substance.

Drug-free Workplace - the site for the performance of work at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance.

Authority

Delta School requires that each administrative, professional and support employee be given notification that, as a condition of employment, the employee will abide by the terms of this policy and notify the Delta School of any criminal drug statute conviction for a violation occurring **in or outside** the workplace immediately, but no later than seventy-two (72) hours, after such conviction. Any employee convicted of delivery of a controlled substance or convicted of possession of a controlled substance with the intent to deliver in or outside the workplace shall be terminated from the employee employment with the Delta School.

Delegation of Responsibility

A statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the employee's workplace shall be provided by the CEO or designee and shall specify the actions that will be taken against the employee for violation of this policy, up to and including termination and referral for prosecution.

Delta School prohibits the possession, manufacture, sale, dispensing, and use of drug, alcohol, and/or any controlled substance and prohibits any of its employees' being under the influence of alcohol or a controlled substance on any of its premises or in any of its programs or activities. An employee found to violate this rule shall be subject to discipline up to and including discharge.

All employees shall be subject to reasonable suspicion drug and alcohol testing. The determination that reasonable suspicion exists to require an employee to undergo drug or alcohol testing must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or other sensory evidence of alcohol or drug use on the employee. Observations that include indications of the chronic and withdrawal effects of controlled substances shall support a determination of reasonable suspicion.

The observations for reasonable suspicion testing shall be made by administration and reviewed by Delta School's physician or a designee. An employee subject to testing will be transported and will be given the reasons for the request for the test in writing. An employee who refuses to submit to the test or has a positive drug or alcohol test result shall be subject to discipline up to and including discharge.

Delta School encourages employees experiencing difficulty with controlled substance abuse to seek assistance in their efforts to control such problems and to achieve rehabilitation. The employee shall be responsible for initiating efforts to seek assistance before the stage at which the employee's work performance is impaired and leads to disciplinary action.

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

Delta School shall take appropriate personnel action within thirty (30) days of receiving notice against any convicted employee, up to and including termination, or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.

In establishing an alcohol-free and drug-free awareness program, the CEO or designee shall inform employees in an annual written statement about:

1. Dangers of alcohol and drug abuse in the workplace.
 2. Delta School's policy of maintaining an alcohol-free and drug-free workplace.
 3. Availability of alcohol and drug counseling, drug rehabilitation, and employee assistance programs.
 4. Penalties that may be imposed for alcohol and drug abuse violations occurring in the workplace.
1. Delta School shall make a good faith effort to continue to maintain an alcohol-free and drug-free workplace through implementation of this policy.

Mandated Regulatory Procedures

The CEO or designee shall immediately report incidents involving the possession, use or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act by any employee while on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Delta School policies.

In accordance with state law, the CEO shall annually, by July 31, report all incidents of possession, use or sale of controlled substances or drug paraphernalia to the Board.

Time and Attendance Policy

Overview & Expectations

Delta School relies on the punctual and consistent attendance of all team members to maintain high operational standards and support student success. Absence, lateness, or leaving early places an undue burden on school operations. All employees are expected to be at work and prepared to commence duty at their appointed start time of **7:50 AM**.

Schedule Deviations Any arrival after or departure before your contracted schedule must be recorded and verified by a school official or designee. Clock-ins that violate regular schedules will be flagged by the School Receptionist and referred to the Administrative Office.

Reminder: all absences, call-offs, and late arrivals must be communicated directly to the Director of Education via email.

Policy Violations Chronic attendance irregularities, unapproved clock-in/out times, or habitual tardiness and early departures will be reviewed by an administrator and Human Resources. These infractions will be documented in the employee's file and may adversely affect employment status.

Daily Clock-In/Out Procedures (Time Clock Plus)

Delta School utilizes a **GeoFence** via the Time Clock Plus (TCP) system to track daily hours.

- **Location Requirement:** Employees must be physically on the school campus to clock in or clock out. The TCP system will block access if attempted outside of the GeoFence parameters.
- **Mobile Privilege:** Staff may use cell phones for TCP entry. However, if chronic uncorrected missing punches continue, mobile privileges will be suspended, and staff will be restricted to physical computer kiosks located at the main campus entryways.

Protocol for Missed Punches

If a punch is missed, employees must record the event **immediately** upon noticing the error using the following protocol:

1. **Log the Punch:** If still on campus, record the missed clock-in or clock-out directly in TCP.
2. **Send Email:** Immediately send an email to **TCP@deltaschool.us** with the required details:

Scenario	Required Email Information
Missed Clock-In	Date + Estimated time of arrival
Missed Clock-Out	Date + Estimated time of departure
Missed Both (Full Day)	Date + Estimated times of arrival and departure

Compliance Penalty: Failure to send the required email follow-up for a missed punch will result in the automatic application of a personal or sick day. If PTO is depleted, Human Resources will schedule a meeting with the employee.

Absence & Lateness Notifications Policy

Planned Time Off Requests

- Under normal circumstances, requests for planned time off must be submitted as far in advance as possible, but **no less than 48 business hours** prior to the requested day.

Unscheduled Absences (Call-Outs) & Lateness

- Notification Window:** Employees must notify administration of an unscheduled absence or lateness **no later than one hour prior to the start time (6:50 AM)**.
- Frequency:** Short-term notice is reserved for emergencies beyond the employee's control. Recurrent short-term notices will negatively impact performance evaluations.
- No-Call / No-Show:** Failure to notify the school entirely when missing a scheduled shift constitutes a "No-Call / No-Show" and will trigger immediate progressive disciplinary action up to and including termination.
- Reminder:** all absences, call-outs, and late arrivals must be communicated directly to the Director of Education via email.

New! Progressive Discipline Framework for Time and Attendance Policy

Attendance tracking resets bi-annually across two distinct 6-month tracking periods:

- Period 1:** January 1 – June 30
- Period 2:** July 1 – December 31

Lateness and unscheduled call-outs (not approved in advance) are tracked separately within each window. Accumulating infractions within a tracking period results in the following mandatory corrective actions:

New! Disciplinary Schedule for Time and Attendance Policy

Disciplinary Step	Unexcused Lateness Count	Unscheduled Call-Out Count
Verbal Warning	3 incidents	3 instances
Written Disciplinary Memo	5 incidents (+2)	5 instances (+2)
Performance Improvement Plan (PIP)	7 incidents (+2)	7 instances (+2)
Termination of Employment	9 incidents (+2)	9 instances (+2)

Note: Patterns of behavior (such as leaving early or a consistent "tardiness pattern") or the severity of lateness will also be taken into consideration by administration when executing this policy.

Proper Attire and Dress Code Policy

Employees must set the example for appropriate school attire and be professionally dressed throughout the school year. Such determinations shall be the sole discretion of the Delta School administration.

- Dress pants, collared shirts or polo shirts (possibly with the Delta School Logo- if available) are required for teachers and paraprofessionals. One Delta School Logo item of apparel will be provided by the Delta School.
- Plain shirts, sweaters, tops, and jackets are permitted. Clothing that has logos, pictures, words or other representations must not be worn particularly if they are offensive or inciting. Hoodies must not be worn during the work week (except for Fridays or half days)
- Employees must refrain from wearing provocative clothing. Cleavage exposure, short and/or tight clothing/tops/pants and shoes with excessively high heels, greater than 2 inches from the base of the sole to the lowest point of the heel, are considered unsuitable for school/campus attire and safety protocols.
- Shorts are not permitted at any time. Capri/ankle length pants are allowed and should not be excessively tight fitting. Skirts or dresses must be worn over "tights".
- Open sandals/flip flops may not be worn during the school day. Safe, enclosed shoes are required while working with students.
- Friday's are considered "informal" dress days. Jeans (not frayed or torn) may be worn with appropriate tops as delineated above.
- Hats, caps, headgear of any kind may not be worn unless for religious or medical reasons.

No Smoking Policy

Smoking is **NOT** permitted anywhere on school property (inside buildings or outside on school grounds). This federal law must be adhered to at all times. Progressive disciplinary action will be taken if this rule is not observed by all faculty and staff.

Staff are required to report to the Director of Education, any students smoking or vaping on campus. Failure to report will be subject to termination.

No Theft Policy

Property theft of any type will not be tolerated by Delta School. Delta School property must never be removed from school premises without express authorization from the PDE Certified Administrator and Director of Education and the proper paper work associated with the situation.

Unauthorized possession or removal of school property is considered a serious offense. Employees violating this policy will be subjected to discipline up to and including termination and prosecution. A written notification of such a violation will be presented to the employee for the employee signature and will be maintained in the individuals' personnel file.

Canvassing/No Solicitation Policy

To avoid unnecessary annoyances and interruptions from your work, solicitations by an employee to employee is prohibited while either employee is on work time or in work areas. Direct solicitation for monetary donations for activities not endorsed by the Delta School is unprofessional in the workplace. Such activities include, but are not limited to, gambling, lottery, and personal fundraisers.

Employment of Relatives and Personal Relations

If a supervisory relationship exists between related employees or between those in a close, personal relationship, these employees must disclose their relationship to Human Resources. The Delta School reserves the right to take employment action necessary to eliminate the reported relationship, including but not limited to transfer to a different position or termination of employment. Employees may not be supervised by related personnel.

Separation of Employment

Employment and compensation at Delta School is “at-will” in that an employee or Delta School may terminate the employment relationship at any time, for any reason or no reason, and with or without cause or prior notice, except as otherwise provided by law.

Delta School expects that an employee will give at least two weeks' notice in the event that they intend to leave the school. When an employee leaves Delta School, the employee will be paid for actual time worked up until and including the last full workday completed. Employees are not entitled to any Severance Pay when they leave Delta School.

Financial Matters and Personal Property Policy:

Applicability: This policy applies to all Delta School employees and governs the handling of school funds, personal property, and vehicle safety on school grounds.

Handling of School Monies

- **Collection and Safekeeping:** Any money collected from students for school-authorized activities must be placed in a clearly labeled, sealed envelope and immediately delivered to the CEO, PDE Certified Administrator and Director of Education, or designated financial officer.

- **Receipts:** All collected funds must be officially acknowledged with a receipt upon turnover.
- **Securing Funds:** Employees must never leave collected school monies or registration fees unattended. All funds must be stored in a locked, secure area designated by the administration until they are turned in.

Employee Personal Property & Liability

- **No Insurance Coverage:** Delta School does not provide insurance coverage and assumes no legal or financial liability for the loss, theft, or damage of employees' personal property (including cash, electronics, or personal valuables) brought onto school premises.
- **Employee Responsibility:** It is the sole responsibility of each staff member to protect and secure their personal belongings. Employees are strongly urged to leave high-value personal items at home.

Vehicle Safety and Parking

- **Parking Privilege:** Employees are permitted to park their personal vehicles in designated parking areas on school grounds during working hours.
- **Liability Disclaimer:** Delta School assumes no responsibility or liability for the safety, damage, or theft of employee vehicles or their contents while parked on school property. Employees are advised to maintain appropriate comprehensive auto insurance and to keep their vehicles locked at all times.

Travel and Business Expense Policy

The Delta School reimburses employees for reasonable, work-related expenses incurred during necessary business travel or authorized school activities.

- **Prior Approval:** Employees must obtain written approval from their supervisor before incurring any business-related expenses.
- **Documentation:** All reimbursement requests must be accompanied by proper documentation (e.g., itemized receipts).
- **Exclusions:** Expenses of a personal nature are strictly non-reimbursable.

New! Compliance and Progressive Discipline

Employment at Delta School is at-will, meaning either party may terminate the employment relationship at any time, for any reason or no reason, and with or without cause or prior notice. Compliance with Delta School's ethical, professional, and behavioral standards is a strict condition of continued employment.

To ensure fairness and operational integrity, Delta School utilizes a progressive discipline model, which serves as a guideline for addressing employee performance and conduct issues. However, the Delta School reserves the absolute right to bypass any step in this procedure depending on the severity, intent, and overall impact of the violation.

New! Levels of Infraction and Sanctions

Level 1: Standard Operational Infractions

Applicable to: Minor or administrative deviations (e.g., dress code violation, failure to meet a report deadline, unapproved food or beverages in instructional areas, minor personal cell phone use during school hours).

- **First Offense:** Verbal Warning (documented in writing by the supervisor).
- **Second Offense:** Written Warning (placed in the employee's official personnel file).
- **Third Offense:** Final Written Warning and/or Suspension (paid or unpaid, determined by Administration and HR).
- **Fourth Offense:** Termination of employment.

Level 2: Serious Professional & Conduct Violations

Applicable to: Violations that compromise professionalism, workplace civility, or physical safety protocols (e.g., boisterous or disruptive behavior toward colleagues, persistent tracking or record inaccuracies, unauthorized use or removal of school machinery, smoking tobacco on campus, unexcused absence from an assigned classroom while students are present).

- **First Offense:** Immediate Written Warning or Final Written Warning (depending on severity).
- **Second Offense:** Suspension without pay and implementation of a mandatory Performance Improvement Plan (PIP).
- **Third Offense:** Termination of employment.

Level 3: Zero-Tolerance & Gross Misconduct

Applicable to: Severe violations that directly compromise student safety, violate state or federal law, or breach fundamental ethical boundaries (e.g., romantic/sexual relationships or inappropriate fraternization with students, leaving a student unattended off-campus, failure to report suspected abuse to ChildLine under Act 126, deliberate falsification of IEP/behavioral data, being under the influence of drugs or alcohol on campus, or utilizing profanity/ethnic slurs).

- **Sanction:** Immediate suspension pending investigation, leading to termination of employment upon substantiation.

Progressive Discipline Matrix

Infraction Level	Policy Infractions Covered	Sanctions & Progressive Steps
Level 1: Standard Operational	Occasional unexcused lateness or early departure.	1st Offense: Verbal Warning (documented)

Infraction Level	Policy Infractions Covered	Sanctions & Progressive Steps
	Failure to meet a report or administrative deadline Unapproved food or beverages in instructional areas Minor personal cell phone use during school hours Dress Code Violations	2nd Offense: Written Warning (personnel file) 3rd Offense: Final Written Warning and/or Suspension 4th Offense: Termination
Level 2: Serious Professional & Conduct	Harassment, disruptive, or disrespectful behavior toward colleagues Persistent record, tracking, or data inaccuracies Unauthorized use or removal of school heavy machinery Unexcused absence from an assigned classroom with students present or failure to attend assigned duty. Canvassing/collecting money from pupils or selling articles to them, unrelated to school activities. Solicitation, gambling, and distribution of literature during work time and in work areas. Intentional violation of time card records Insubordination Unsatisfactory performance ratings* Failure to maintain appropriate certifications, licensure, or mandated trainings	1st Offense: Immediate Written or Final Written Warning 2nd Offense: Suspension + Mandatory Performance Improvement Plan (PIP) 3rd Offense: Termination

Infraction Level	Policy Infractions Covered	Sanctions & Progressive Steps
	Violations of Technology Usage Policy	
Level 3: Zero-Tolerance & Gross Misconduct	Romantic/sexual relationships or inappropriate fraternization with students Leaving a student unattended off-campus Failure to report suspected abuse to ChildLine (Act 126) Deliberate falsification of IEP or behavioral data Being under the influence of drugs or alcohol on campus (see Drug and Alcohol Policy for procedure) Using profanity or ethnic/racial slurs toward students or staff Smoking or vaping on school property or during school activities Violation of the Title IX Policy Violation of the Anti Bullying, Harassment, and Discrimination Policy Theft of school property or of personal identifiable information Violation of Transportation Safety and Field Trip Protocols Possession or use of Firearms on school property or school related activities	All infractions require investigation procedures.

New! Operational Protocols & Implementation

The Look-Back Period (Warning Active Lifecycle)

To encourage professional growth and provide a fair pathway for correction, Level 1 and Level 2 disciplinary warnings are subject to a **12-month look-back period**:

- Documented Level 1 and Level 2 warnings will remain "active" for exactly 12 months from the date of issuance.
- If an employee maintains a clear record with no further infractions of any level during those 12 months, the active disciplinary status expires, and the employee returns to clear standing regarding progressive discipline steps.
- If a subsequent infraction occurs while a prior warning is active, the discipline escalates to the next progressive step.
- *Note: Active lifecycles do not apply to Level 3 violations or instances resulting in a formal Performance Improvement Plan (PIP), which carry independent timelines.*

Investigation Protocol for Severe Violations

When a Level 3 violation or severe allegation of gross misconduct is reported, Delta School will immediately initiate the following protocol:

2. **Administrative Leave:** The employee under investigation will be placed on immediate administrative leave and barred from school property to protect the integrity of the environment and the investigation.
3. **HR-Led Review:** Human Resources, in coordination with School Administration, will conduct a swift, thorough, and confidential investigation. This includes interviewing witnesses, reviewing security footage or digital logs, and gathering documentation.
4. **Opportunity to Respond:** The employee will be provided a formal opportunity to respond to the allegations during an investigative interview before any final disciplinary determination is rendered.

Mandatory State Reporting

Where applicable by state law (such as breaches of the PA Code of Professional Practice and Conduct or the Pennsylvania Model Code of Ethics for Educators), substantiated severe violations will result in an immediate, mandatory referral by Delta School to the **Pennsylvania Professional Standards and Practices Commission (PSPC)** for action against the employee's certification/eligibility, and/or a direct referral to law enforcement.

SECTION 4: SCHOOL-BASED EXPECTATIONS

Performance Evaluation and Introductory Period Policy

Overview & Framework

Delta School is committed to continuous professional growth and aligning personnel with our core institutional values. Performance evaluations and informal observations are designed to provide constructive feedback, celebrate successes, and identify areas for development. All informal observations (walk-throughs) are aligned with the **Danielson Teaching Framework**.

Starting Your Job: Training and Assessment Period

Delta School establishes an initial **six-month training and assessment period** for all new employees.

- **Purpose:** This introductory period allows the employee to become familiar with their job responsibilities and enables Delta School to evaluate the employee's suitability for the position.
- **Assessment Scope:** New employees will be assessed to identify necessary support systems, establish performance goals, and determine if they meet the expectations of Delta School's core values.
- **Mandatory Requirements:** All new employees are required to attend all mandatory training sessions and scheduled meetings.
- **Instructional Support:** For new teachers, this introductory period is structured and supported through the school's formal **Induction and Mentor Programs**.
- **At-Will Disclaimer:** The introductory period is not a guaranteed period of employment. Delta School is an "at-will" employer, and employment may be terminated by either party at any time, with or without cause or notice.

Evaluation Schedules by Role

New / Introductory Staff

To support onboarding, the Delta School's Director of Education or a designated supervisor will conduct a total of **two (2) formal evaluations** during the employee's first year:

- One (1) formal evaluation during the initial six-month introductory period.
- One (1) formal evaluation at a later date in the school year.
- *Note:* Administration will also conduct multiple informal walk-through observations during this window.

Established Instructional Staff (Teachers, Paraeducators, Counselors, & Service Providers)

Following the introductory period, a total of **two (2) evaluations** will be conducted during each academic school year by the PDE Certified Administrator and Director of Education.

1. **Fall Informal Evaluation:** Conducted each fall and finalized by the weekend prior to Thanksgiving break.
 - *Basis:* Observations of the employee's interactions with students, peers, and staff across a variety of settings (Walkthrough Form).
 - *Outcome:* A brief narrative containing commendations (where appropriate) and targeted recommendations for improvement to be achieved prior to the formal evaluation.
2. **Spring Formal Evaluations:** Scheduled prior to Spring Break.
 - *Prerequisite:* Employees must complete and submit a **GUIDING QUESTIONS FORM** prior to these scheduled formal observations.
 - *Additional Note for Paraeducators:* Ongoing "Walk-Through" observations will also be conducted during the year to support classroom growth.

Review, Sign-Off, and Refutation Procedures

- **Review Meeting:** A PDE certified school administrator and the Director of Education will review all completed evaluations and meet individually with the employee to discuss the findings and actionable feedback.
- **Mandatory Acknowledgment:** The employee must sign the evaluation form upon completion of the meeting. The employee's signature **verifies receipt only** and does not constitute agreement with the contents of the evaluation.
- **Right to Refute:** Employees retain the right to refute any statements made in their evaluation in writing. The written refutation must be submitted to administration within a reasonable timeframe. It will be permanently attached to the evaluation form, and both documents will be placed together in the employee's official personnel file at the Administration Office.

Performance Improvement Plans (PIPs)

At the Delta School, we believe in fostering a culture of clarity, continuous growth, and professional development. A **Performance Improvement Plan (PIP)** is a structured, supportive tool designed to help employees align their work with school standards and expectations when a performance gap is identified.

A PIP is not intended to be a punitive measure; rather, it serves as a clear, objective roadmap for success. It explicitly outlines the areas requiring improvement, defines measurable goals, sets a specific timeline, and identifies the resources or administrative support available to help the employee succeed. Our ultimate goal is to provide transparency and actionable feedback to ensure every staff member can thrive in their role and effectively support our educational community.

All PIPs are documented in the Perform Program in PowerSchool.

Structure & Steps

To ensure a consistent, transparent, and fair process, every Performance Improvement Plan (PIP) at our school will follow a structured series of steps and contain standardized content areas.

Phase 1: The Standard PIP Content Areas

Every official PIP document must clearly detail the following five core sections to ensure the employee is given a transparent roadmap to success:

- **1. Employee & Plan Details:** Basic logistical information including employee name, job title, department, supervisor name, date of initiation, and the specific review period (typically 30, 60, or 90 days).
- **2. Performance Concerns:** A detailed narrative or list of the key areas where performance has not met expectations. This must include objective examples, specific incidents, or metrics rather than subjective generalizations.
- **3. Expected Improvements:** Clearly defined improvement goals that map directly to the stated concerns. These expectations must outline what successful performance looks like in the role.
- **4. Measurable Goals & Timeline:** The specific measurement criteria used to evaluate progress (e.g., "100% on-time arrival to morning duty"), alongside explicit milestone evaluation dates and a final review date.
- **5. Action Steps & Support:** A dual-sided action plan that explicitly details what steps the employee must take to improve, alongside the specific resources, mentoring, or administrative support management will provide throughout the period.

Phase 2: Step-by-Step Implementation Process

When a performance gap is identified, the administration and employee will progress through the following timeline:

Process



Step 1: Identification & Drafting

The supervisor identifies recurring performance or behavioral deficits that have not improved through informal coaching. The supervisor drafts the PIP using the standard content areas, ensuring all targets are objective and measurable.

Step 2: The PIP Meeting

The supervisor and employee meet formally to review the plan. The supervisor explains the performance gaps and the expected benchmarks. The employee is encouraged to provide feedback and ask questions to ensure mutual clarity. Both parties sign the document to acknowledge that the expectations have been discussed.

Step 3: Implementation & Support

The plan officially begins. The employee works toward the defined goals while the administration provides the agreed-upon support, which typically includes scheduled weekly or bi-weekly check-ins to monitor progress and offer real-time feedback.

Step 4: Final Evaluation

At the conclusion of the review period, a final evaluation takes place:

- **Successful Completion:** If the employee meets the benchmarks, the PIP is successfully closed, and the employee returns to regular performance monitoring.
- **Unsuccessful Completion:** If the employee fails to meet the specified goals despite documented support, the school may extend the PIP or transition to further disciplinary action, up to and including separation of employment.

Induction and Mentoring Program

In accordance with Pennsylvania Public School Code (22 Pa. Code §49.16 and §49.83), Delta School implements a mandatory structured Induction and Mentoring Program. This program ensures that newly hired educators receive systematic support to master state academic standards and successfully adapt to school operations.

Program Participation and Scope

- **Mandatory Enrollment:** Participation in the Induction Program is a state requirement for:
 - All first-year teachers and educational specialists.
 - Long-term substitutes hired for a single position for 45 consecutive days or more.
 - Experienced educators new to Delta School, at the discretion of the administration.
- **Duration:** The induction framework spans a **two-year cycle**, designed to systematically transition novice educators into autonomous instructional leaders.

Selection and Qualifications of Mentors

Mentoring is an instructional leadership opportunity. The Induction Council selects mentors based on the following Pennsylvania criteria:

- **Certification and Experience:** Mentors must hold permanent PA certification and have a minimum of three (3) years of successful teaching experience, ideally within a similar grade band or subject area.
- **Performance:** Candidates must demonstrate outstanding instructional performance and possess a clean disciplinary record with consecutive satisfactory evaluations.
- **Ratios:** To ensure individualized, high-quality coaching, a strict **1:1 mentor-to-inductee ratio** is preferred, never to exceed 1:2.

Requirements and Expectations

For Inductees (Mentees)

- **Orientation and Workshops:** Inductees must attend all designated New Teacher Orientation days and monthly induction workshops (see Appendix for meeting dates and topics).
- **Logistical Documentation:** Inductees must meet with their assigned mentor for a minimum of 40 minutes weekly outside of instructional hours, documenting these sessions on the *New Teacher/Mentor Meeting Log*.
- **Observations:** Inductees are required to perform a minimum of one (1) full-period observation of their mentor, and three (3) drop-in peer observations across various classrooms annually.
- **Reflective Practice:** Inductees must maintain an ongoing professional reflection notebook aligned with the Danielson Framework for Teaching to track instructional growth.

For Mentor Teachers

- **Training Completion:** Mentors must complete all school-provided mentor training modules regarding adult learning, coaching, and effective peer feedback.
- **Instructional Coaching:** Mentors must regularly model best instructional practices, evaluate the inductee's pre-observation maps, and conduct a minimum of one formal peer observation per semester.
- **Confidentiality:** To foster an authentic growth environment, the mentor-inductee coaching relationship is strictly confidential, except where student safety or gross ethical violations are concerned.

Oversight and Program Completion

- **Administration Role:** Building PDE Certified Administrator and Director of Educations oversee the day-to-day induction team operations, facilitate scheduling logistics for observations, and coordinate building-level orientations.
- **Final Sign-Off:** At the conclusion of the program, a Summative Evaluation packet must be signed by the Inductee, Mentor, PDE Certified Administrator, and Director of Education. Completion records are officially certified and submitted to the Pennsylvania Department of Education (PDE) to fulfill state certification advancement tracks (moving from Instructional I to Instructional II licenses).

Campus Hours

Campus hours (unless otherwise dictated by your position or duties) for faculty and staff are from **7:50 a.m.** to **3:30 p.m.** Employees are required to be at their post/class by the start time. Employees who anticipate being late or absent are required to notify Delta School in accordance with the late notification policy. Absences and repeated absences subject Delta School to a significant burden in its operations in the provision of effective services to its students.

Mandatory Professional Development, Training, and Meetings

To maintain high standards of instructional quality, compliance, and student safety, the Delta School requires all personnel to participate in ongoing professional growth and administrative meetings.

Attendance Expectations

- **Mandatory Attendance:** All faculty, instructional staff, and support personnel are required to attend all scheduled professional development (PD) sessions, mandatory training modules, and staff meetings.
- **Punctuality:** Staff must arrive on time and remain for the full duration of the scheduled session.
- **Absence Protocol:** Attendance is excused only in cases of pre-approved leave or documented emergencies. If an employee must miss a mandatory session, they must notify their direct supervisor and administration in writing prior to the start of the meeting.

Compliance and Licensing Trackers

- **Required Training Modules:** Employees must independently complete all state-mandated certifications, school-wide compliance trainings (e.g., safety, mandated reporting), and refresher courses within the deadlines established by administration.
- **Documentation:** Staff are responsible for submitting certificates of completion or training logs to the Administration Office to be placed in their official personnel file.

Accountability and Performance Evaluation

- **Active Engagement:** Staff are expected to actively participate in all sessions. Reviewing unrelated materials, utilizing personal electronic devices for non-school business, or engaging in off-topic discussions during training is prohibited.
- **Evaluation Impact:** Engagement, attendance, and timely completion of required professional development and meetings are monitored by school administration and will be factored directly into the employee's annual performance evaluation.

Enforcement Notice: Failure to attend mandatory meetings or complete required compliance training without an approved excuse constitutes non-compliance and will subject the employee to progressive discipline, up to and including termination of employment.

Mandatory Training Topics

In Pennsylvania, mandatory training requirements for school personnel are strictly dictated by state law, heavily focused on student safety, welfare, and emergency response.

The primary state-mandated training requirements include:

Act 55: School Safety and Security Training

Amended by the PA Public School Code, Act 55 completely overhauled school safety training. It transitioned from a multi-year cycle to an **annual requirement**.

- **Audience:** All school employees.
- **Frequency: 3 hours annually.**
- **The Breakdown:**
 - **2 Hours:** Must cover topics such as situational awareness, trauma-informed approaches, behavioral health awareness, suicide/bullying awareness, and substance use awareness.
 - **1 Hour:** Must cover emergency training drills (active shooter, fire, natural disasters) and the identification or recognition of student behavior that may indicate a threat.

Act 126: Child Abuse Recognition and Reporting Act

This mandate focuses on ensuring all staff can confidently identify and legally report suspected abuse and sexual misconduct.

- **Audience:** All school employees, contractors, and volunteers who have direct contact with students.
- **Frequency: Every 5 years, HOWEVER, Delta School requires this training annually.**
- **Duration:** A 3-hour state-approved course.

Act 71: Suicide Prevention and Youth Mental Health

- **Audience:** All educators and professional staff serving students in **grades 6 through 12**.
- **Frequency: Every 5 years.**
- **Duration:** A minimum of 4 hours of training on suicide prevention and youth mental health awareness.

Specialized / Role-Specific Mandates

Depending on an employee's specific assignment, additional training is required:

- **Athletic Coaches:** Must complete courses in **Concussion Management** and **Sudden Cardiac Arrest** annually before the start of their coaching season.
- **Designated Medical Care Staff:** Staff designated by the school nurse to assist with specific student IEP needs must undergo annual training for **Diabetes Medication Administration** or specialized **Positive Behavior Support (PBS)** techniques.
- **School Safety Coordinators:** Appointed safety coordinators must complete an intensive, specific 7-hour safety and security training course.

Mandated Reporting of Child Abuse and Neglect

Under Pennsylvania Child Protective Services Law, all Delta School personnel who work directly with students are legally designated as **Mandated Reporters**.

Immediate Reporting Requirement

If any staff member has reasonable cause to suspect that a student is a victim of abuse or neglect, they must immediately report the concern to both the **CEO** and the **Director of Education**.

Administrative Action

Upon notification, the CEO, PDE Certified Administrator, and Director of Education will immediately initiate an internal inquiry and facilitate a formal report to ChildLine (Pennsylvania Department of Human Services).

Legal Mandate: Making an internal school report does *not* relieve an individual of their legal responsibility as a mandated reporter. School leadership will guide and support the employee through the mandatory state reporting process. Failure to report suspected abuse is a violation of both state law and school policy, and is subject to immediate termination and criminal prosecution.

Student Medical History and Emergency Protocols

Admission and Accommodation

Delta School admits students with chronic illnesses or specialized medical needs provided the school can reasonably assure appropriate healthcare delivery and implement necessary accommodations to ensure student safety.

Dissemination and Confidentiality

- **Timeline:** Within the first two (2) weeks of each school year, the School Nurse will compile and distribute a confidential medical summary to all professional staff members of their students with medical needs.
- **Content:** This summary will list students with chronic illnesses, severe allergies, or active medical protocols, alongside the explicit crisis-response steps and behavioral expectations for emergency situations.
- **Privacy:** All student medical information is strictly protected under FERPA/HIPAA guidelines. Staff must maintain absolute confidentiality regarding student illness and medical status.

Classroom Documentation Requirements

- **Lesson Plan Attachment:** All classroom teachers must securely attach the medical summary list directly to their active Lesson Plan/Grade Book.

- **Accessibility:** This information must remain immediately accessible at all times for personal instructional reference and must be clearly visible to substitute teachers to ensure continuity of safety during a staff absence.

Confidentiality of Student Records

Delta School maintains a system of safeguards to protect the confidentiality of students' educational records and personally identifiable information when collecting, storing, disclosing, and destroying student education records and personally identifiable information, in accordance with policy, state requirements, and federal, state, and local law and regulations.

Approved instructional staff must be knowledgeable regarding all information pertinent to their students' educational progress. However, utmost confidentiality must be preserved with respect to such information.

Confidential information about all students is maintained at the school for approved staff review only. School and other academic files are maintained in the Administrative Assistant's Office and medical files are kept in the Nurse's office. Behavior incident reports are kept in the school's front office. Any electronic information is maintained on the Delta School's servers.

Under no circumstance is any confidential information or personally identifiable information relating to a student or the employee family to be discussed with anyone other than appropriate school staff/administrators. Moreover, such information **is not** to be discussed in hallways or other public areas. Individuals who break these rules violate state regulations and federal law. Detailed information concerning the collection, classification, maintenance and dissemination of pupil information is contained within the school's Plan for Pupil Records, which is available for review upon request from the Administrative Office.

Administrators, teachers, mental health counselors, nurses, specialists, and the administrative assistant may access student files. No other Delta School employees should have access to files/records.

No student records should be sent to outside persons/agencies unless first submitted to the PDE Certified Administrator and Director of Education. Student records or personally identifiable information must not be removed from the school premises either during employment or at the conclusion of employment. Likewise, no student records or personally identifiable information is to be kept or maintained on cell phones or personal electronic devices, including but not limited to: laptops, other computers, iPads or other similar devices.

For recordkeeping purposes, all telephone contact with parents or families of students must be conducted on school-provided phones and recorded in the designated log book. Likewise, all email contact with parents or families of students, or business performed on behalf of Delta School must be conducted on an employee's school-provided email account on school-provided computers.

Personally identifiable information includes, but is not limited to:

- The name of a student, the student's parents/guardians or other family members.
- The address or phone numbers of the student or student's family/family members.
- A personal identifier, such as the student's social security number, student number, or biometric record.
- Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name.
- Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.
- Information requested by a person who the district reasonably believes knows the identity of the student to whom the education record relates.

Student Record Access and Security Policy

To protect student privacy and ensure regulatory compliance, the following procedures must be followed when accessing student files:

- **File Review Logs:** Every student file contains an internal review form that approved personnel must sign upon inspection. This form must remain in the file at all times.
- **Office Master Log:** In addition to the internal file form, the *Pupil Record Review Log* located in the School Secretary's Office must be signed whenever a file is accessed.
- **Removal and Copy Restrictions:** Student academic files must never be removed from the Administrative Assistant's office, and duplicating or copying any documents contained within these files is strictly prohibited.

Enforcement Notice: Any violation of this record security policy will subject the employee to progressive discipline, up to and including immediate termination of employment.

A. **New!** Employees SHOULD:

- a. Lock or secure confidential information
- b. Shred confidential documents when they are no longer needed
- c. Make sure confidential information is viewed on secure devices
- d. Only disclose information to other employees when necessary and authorized.
- e. Keep confidential documents and files inside the school's premises unless absolutely necessary to move them.
- f. Remember this policy is binding even after separation of employment.

B. Exceptions

Confidential information may occasionally need to be disclosed for audit purposes by the Pennsylvania Department of Education, in which case, employees should ensure the Director of Education provides authorization.

Mandatory Student Escort and Hallway Safety

To ensure the safety, welfare, and security of all students and staff members, Delta School enforces a strict hallway escort protocol. Full compliance with this policy is mandatory for all personnel to maintain orderly operations and mitigate institutional liability.

Hallway Navigation Rules

- **Accompanied Movement:** Students are strictly prohibited from walking through campus buildings or hallways unaccompanied. Every student must be actively escorted by a staff member at all times.
- **Right-Side Positioning:** While navigating hallways, staff must ensure that students walk in an orderly fashion on the **right side** of the hall.

Service Provider and Specialist Requirements

This policy applies to all faculty, staff, and contracted service providers. It is strictly enforced for pull-out services and specialized appointments:

- **Pickup Mandate:** If a student has a scheduled appointment with a Reading Specialist, Counselor, Special Services Therapist, Speech Therapist, or Occupational Therapist, that professional **must physically go to the classroom** to meet the student.
- **Return Mandate:** The specialist or staff member is responsible for escorting the student from the classroom to the service area, and safely back to the classroom once the session concludes. Students may never be sent to or from an appointment alone.

Enforcement Notice: Hallway safety and the escort policy must be emphasized and enforced at all times. Failure to adhere to these supervision standards compromises campus safety and will subject the employee to progressive disciplinary action.

Reminder: All PCAs must remain with their assigned student within one arm's length at all times.

Line of Sight Supervision Policy

Delta School enforces a strict, zero-exception Line of Sight Supervision policy both inside and outside school buildings. This policy ensures the constant safety, security, and welfare of our students with special needs and protects staff and the institution from liability.

General Supervision Standards

- **Continuous Monitoring:** Any student or group of students under a staff member's care must remain within that staff member's direct line of sight at all times. This responsibility applies to all teachers, paraeducators, personal care assistants (PCAs), and behavior support staff currently "on duty."

- **Verbal Reinforcement:** Staff must regularly and explicitly remind students of supervision boundaries by giving clear, repeated directions such as, *"Stay where you can see me."*

Enrichment Class Requirements

Supervision responsibilities do not shift or pause during specialized activities:

- **Escort and Remain Mandate:** When students are scheduled for Enrichment classes (e.g., art, physical education, music), the assigned paraeducator or PCA **must escort the students to the class and remain with them for the entire duration of the period.**
- **Shared Responsibility:** Under no circumstances may a paraeducator or PCA leave students solely under the care of the enrichment teacher.

Enforcement Notice: Leaving a student unattended or breaking line-of-sight supervision compromises student safety. Non-compliance with this policy will result in immediate disciplinary action, up to and including termination.

Classroom Alcoves

Classroom alcoves should be used to provide extra help for students during a lesson. Alcoves should also be used as "calming areas" if a student is experiencing frustration or anxiety or needs a quiet space to re-focus. Teachers should have appropriate materials for students in this area. The Director of Education or designee will assist with the provision of materials/resources.

Hallway Escorts and Restricted Pass Protocol (Hall Passes)

Standard Escort Requirement

To maintain safety and security across the Delta School campus, students are strictly prohibited from traveling unaccompanied through any building hallway or campus area.

- **Leaving Class:** If a student needs to leave the classroom for any reason, a teacher, paraeducator, or 1:1 aide must physically escort them to their destination.
- **Returning to Class:** When the student is ready to return, the sending staff member must call the classroom teacher. A paraeducator or 1:1 aide will then be dispatched to escort the student back.

New! High School Hall Pass Exception

Physical hall passes are restricted and intended primarily for high school students.

- **Issuance Criteria:** Hall passes may only be issued in "extreme" or highly appropriate situations, as determined by the classroom teacher or paraeducator.
- **Distribution:** Official hall passes must be obtained directly from the front office secretary.

Visit and Destination Restrictions

Students traveling with an escort or holding a valid hall pass must go directly to their designated destination.

- **Prohibition on Detours:** Visiting unassigned classrooms, administrative offices, or service provider areas is strictly prohibited without prior explicit permission.
- **Mandatory Communication:** Students may only visit an office or service provider if that provider has called the classroom teacher first, or if the teacher has called ahead to verify and authorize the visit.

Lesson Plans and Instructional Documentation Policy

Teacher Requirements and Submission Timeline

Daily lesson plans are required for all instructional personnel to ensure structured, effective student learning.

- **Scope:** Detailed plans must outline daily lesson objectives, core materials covered, and any supplementary materials used to enhance instruction. Both homeroom teachers and teachers of minor subjects or elective activities are required to comply.
- **Submission Deadline:** Complete lesson plans and accompanying progress monitoring documentation for the entire following week (Monday through Friday) must be submitted to the Director of Education **every Thursday by 2:00 p.m. Lesson plans are submitted weekly.**
- **Performance Evaluation:** Consistent adherence to this planning and submission policy will be documented and factored directly into the teacher's annual performance evaluation.

Support Staff Integration and Collaboration

To ensure a cohesive classroom team, teachers must actively engage their assigned support staff in the instructional plan:

- **Mandatory Review:** Teachers are required to preview daily lessons and supplemental materials with their paraeducators/aides in advance.
- **Paraeducator Responsibility:** All paraeducators must review, understand, and familiarize themselves with the lesson plans prior to the start of instruction.
- **Classroom Engagement:** Paraeducators must be actively involved during the lesson, directly assisting students as they follow the curriculum being taught.

Modified Curriculum and Instructional Adaptation Policy

Delta School provides a modified curriculum for all required courses of study to support the unique learning needs of our students while fulfilling state educational regulations.

Development and Authority

- **Responsibility:** The Director of Special Education holds ultimate responsibility and final decision-making authority for constructing all modified curricula guides. The Director may delegate design tasks to a task force of professional staff members as needed.
- **Oversight:** The PDE Certified Administrator and Director of Education is responsible for ensuring the successful implementation of the approved curriculum within each classroom.

Classroom Implementation and Innovation

- **IEP Alignment:** Instructional staff must implement the modified curriculum and adapt daily instruction to match the specific goals and accommodations delineated in each student's Individualized Education Program (IEP or 504 Plan).
- **Instructional Flexibility:** Curricula guides are structural frameworks and should not stifle teacher initiative. Occasional, innovative deviations from standard guides are permitted and encouraged, provided they:
 - Promote measurable educational progress.
 - Align with the students' developmental and maturity levels.
 - Remain consistent with the student's academic, personal, and social goals.
 - Support Delta School's "whole child" teaching and learning approach.

Handling Controversial Issues

When presenting complex or potentially controversial topics—particularly at the secondary level—teachers must adhere to strict objective standards:

- **Unbiased Presentation:** Teachers must present all sides of an issue neutrally, allowing students to consider different perspectives without instructor bias.
- **Expression of Opinion:** Students must be permitted to voice diverse viewpoints safely. No student shall be academically or socially penalized for disagreeing with a teacher's or peer's personal stance.

Homework Policy

Homework is a vital component of the educational experience at Delta School, designed to reinforce classroom instruction and develop fundamental skills such as organization, time management, and responsibility.

Teacher Requirements & Lesson Planning

- **Regularity & Purpose:** Homework must be assigned on a regular basis. Every assignment must be meaningful, appropriate in length, and directly drawn from the daily lesson to reinforce specific learning objectives.
- **Documentation:** Teachers must document the specific homework assignment in their daily lesson plan book.

- **Student Tracking:** Teachers must ensure that the day's homework assignment is written directly onto each student's **Point Sheet** every day.

Homework Assignments will be posted in Google Classroom and Class Dojo.

Assessment and Feedback

- **Instructional Intent:** When designing an assignment, teachers should evaluate the specific learning outcome that will result from it.
- **Constructive Feedback:** Teachers are required to provide timely feedback on all completed homework. Feedback must clearly communicate what students did correctly or incorrectly and provide actionable steps for improvement.

Stakeholder Communication/Phone Calls and Social Media Restrictions

Communication regarding Delta School students is imperative; however, direct contact with students or parents/guardians over personal social media is **strictly prohibited**.

All daily professional communications with parents, guardians, Local Education Agencies (LEAs), or other stakeholders must be facilitated through official school channels. Faculty and staff members are required to coordinate directly with the Director of Education, or designee, to initiate or facilitate contact.

Compliance Note: Adherence to this routing procedure is required for all daily operations. Unauthorized communication or social media contact will subject the employee to progressive disciplinary action.

Annual Record Consolidation and Archiving

To maintain regulatory compliance and secure historical student data, Delta School requires the structured archiving of inactive student files.

- **Scope:** This policy applies to the academic performance files and Individualized Education Programs (IEPs) of all students who have graduated, terminated enrollment, or otherwise withdrawn from the school.
- **Timeline:** On an **annual** basis, copies of these records for all students who exited the institution during the previous calendar year must be consolidated.
- **Storage Mandate:** All consolidated files must be stored separately from active student records in a predesignated, secure archiving area.

Special Education Field Trip Policy & Protocol¹

The purpose of this policy is to ensure that all educational excursions are community-based, accessible,

¹ The Comprehensive Framework for Field Trip Safety was approved by the Board of Directors on June 17,

educationally meaningful, and safe for students with diverse learning and behavioral needs.

Academic & Skills Alignment

Field trips in a special education setting are not merely recreational; they are an extension of the classroom. Every excursion must directly align with student development in one or more of the following areas:

- **IEP Goal Integration:** Activities must provide opportunities for students to practice specific Individualized Education Program (IEP) goals (e.g., social communication, emotional regulation, or functional academics).
- **Functional Life Skills:** Trips should emphasize real-world application, such as navigating public transit, purchasing items (math/money skills), ordering food, and community safety.
- **General Education Curriculum:** Excursions should reinforce academic concepts taught in class through hands-on, multi-sensory experiences that accommodate various learning styles.

Field Trip Coordinator Responsibilities

The designated Field Trip Coordinator (or lead teacher organizing the trip) is responsible for the end-to-end logistics and safety planning.

Pre-Trip Planning

- **Site Accessibility Assessment:** Verify that the venue is fully compliant with accessibility needs (e.g., wheelchair ramps, sensory-friendly spaces, accessible restrooms).
- **Pre-Visit Evaluation:** When possible, conduct a pre-visit to identify potential sensory triggers (e.g., loud noises, flashing lights, heavy crowds) and physical hazards.
- **Documentation Gathering:** Collect and organize signed permission slips, medical release forms, and emergency contact rosters.

Logistics & Communication

- **Transportation Coordination:** Arrange for appropriate vehicles (e.g., lift-equipped buses) and ensure specialized safety restraints are secured.
- **Staff & Parent Briefing:** Provide chaperones with a detailed itinerary, specific student assignment sheets, behavioral intervention plans (BIPs), and emergency protocols.

Learning Goals & Student Preparation

To maximize the benefit of the excursion, structured preparation and clear goals must be established.

- **Measurable Objectives:** The Coordinator must define 2–3 core learning objectives for the trip (e.g., *"Students will independently hand a cashier money for a purchase,"* or *"Students will identify three types of habitats"*).
- **Front-Loading & Visual Support:** * **Social Stories:** Teachers must use social stories or visual schedules to preview the trip, outlining what students will see, hear, and do.
 - **Predictability:** Clearly communicate changes in routine to reduce anxiety and prevent behavioral escalation.
- **Post-Trip Reflection:** Follow up the excursion with classroom activities, discussions, or visual journaling to reinforce the skills and concepts learned.

Staff Supervisory Responsibilities

Supervision in a special education context requires a highly proactive, individualized approach.

Supervision Ratios & Pairing

- **Determining Ratios:** Staff-to-student ratios must be determined based on the intensive medical, physical, or behavioral needs of the cohort, often requiring 1:1 or 1:2 supervisions.
- **Designated Assignments:** Every staff member and chaperone will be assigned to specific students. **General or "zone" supervision is strictly prohibited.**

Safety & Intervention Duties

- **BIP Familiarity:** Staff must be thoroughly familiar with the Behavior Intervention Plans (BIPs) of the students under their care and carry any necessary sensory regulation tools or communication devices.
- **Medication & Medical Data:** A designated nurse or trained staff member must carry and administer all required student medications (e.g., EpiPens, seizure rescue medications) alongside corresponding medical protocols.
- **Continuous Accounting:** Staff must perform frequent headcounts and visual checks—especially during transitions (boarding buses, entering/leaving venues).

Approval Process

No field trip may be announced to parents or students without completing the formal approval pipeline.



1. **Proposal Submission (6 Weeks Prior):** The Coordinator submits a formal request detailing the academic rationale, IEP alignment, itinerary, budget, and requested staff ratio.
2. **Administrative Review:** The PDE Certified Administrator and Director of Education or Program Director reviews the proposal for curriculum alignment and scheduling conflicts.
3. **Safety & Health Review (4 Weeks Prior):** The School Nurse, Counselor, and Climate Manager review the student roster to approve the medical and behavioral safety plan.
4. **Final Authorization:** Upon administrative and health approval, permission slips are distributed to families. Final confirmation of transportation and staffing is locked in **2 weeks** prior to departure.

Student Transportation Safety and Adult Responsibilities Policy

Purpose and Scope

This policy establishes the safety standards, guidelines, and behavioral expectations for transporting students of Delta School in authorized vehicles. This policy applies to all school-owned vehicles, leased or rented vehicles, and approved personal vehicles driven by employees, contractors, or authorized volunteers for school-sanctioned activities.

Adult Driver Requirements & Qualifications

To ensure student safety, any adult operating a vehicle for school purposes must meet the following criteria before transporting students:

- **Licensure:** Possess a valid, current driver's license appropriate for the vehicle class being operated (e.g., Commercial Driver's License (CDL) where required by state law).
- **Background & Driving Record Checks:** Pass a mandatory criminal background check, child abuse clearance, and a Motor Vehicle Record (MVR) review. Drivers with major moving violations or a history of reckless driving within the past 3–5 years will not be approved.
- **Training:** Complete the school's mandated vehicle safety and student management orientation.
- **Fitness for Duty:** Drivers must be physically and mentally fit to operate the vehicle safely. Operating a vehicle under the influence of alcohol, illegal drugs, or prescription/over-the-counter medication that impairs driving abilities is strictly prohibited.

Adult Responsibilities & Conduct

Adults in charge of the vehicle carry the ultimate responsibility for maintaining a safe environment.

Pre-Trip Responsibilities

- **Vehicle Inspection:** Conduct a pre-trip visual inspection of the vehicle (checking tires, lights, signals, wipers, fluid leaks, and ensuring mirrors are correctly adjusted).
- **Safety Equipment Check:** Confirm that a fully stocked first-aid kit, emergency reflectors/flare, and a working fire extinguisher are present in the vehicle.
- **Passenger Roster:** Maintain an accurate roster of all students on board, including emergency contact information and any critical medical notes (e.g., severe allergies).

En-Route Responsibilities

- **Strict Law Compliance:** Adhere to all federal, state, and local traffic laws, including posted speed limits and school zone restrictions.
- **Distracted Driving Ban:** Under no circumstances shall the driver use a mobile phone, send text messages, or interact with any distracting electronic devices while the vehicle is in motion or actively in traffic. If a communication is necessary, the driver must pull over to a safe location.

- **Student Supervision:** Monitor student behavior to ensure it does not distract the driver. If a secondary adult chaperone is present, they will hold primary responsibility for student behavior management during transit.
- **Impeccable Professionalism:** Maintain appropriate professional boundaries at all times. Avoid inappropriate conversations, and refrain from playing media content (music, podcasts, videos) that is not age-appropriate.

Post-Trip Responsibilities

- **The "Empty Vehicle" Walkthrough:** Upon reaching the destination, the driver or chaperone must physically walk to the back of the vehicle to check every row and under seats, ensuring no students, personal belongings, or trash are left behind.
- **Post-Trip Logging:** Report any mechanical issues, minor dents, or vehicle anomalies to school administration immediately.

Student Safety & Passenger Rules

The following safety measures must be strictly enforced for all student passengers:

- **Seatbelts and Restraints:** Every passenger must wear a properly fastened seatbelt at all times while the vehicle is in motion. The number of passengers must never exceed the number of operational seatbelts.
- **Seating Configuration:** Students under the age of 13, or those requiring specific safety booster seats according to state laws, must always ride in the rear seats.
- **Loading and Unloading:** Students must enter and exit the vehicle from the curbside only, never into active traffic lanes. The vehicle must be fully parked with the engine turned off or parking brake engaged before loading or unloading begins.
- **Prohibited Conduct:** Students are strictly prohibited from extending body parts or objects out of the windows, throwing items within or outside the vehicle, or engaging in horseplay that distracts the driver.
- **No food or beverages are permitted on school vehicles.** Bagged lunches (if planned) will be distributed to students at their destination.

Emergency Procedures

In the event of an accident, breakdown, or medical emergency, the adult driver or chaperone must execute the following protocol:

1. **Secure the Vehicle:** Pull over to a safe shoulder or clear area, turn on the hazard lights, engage the parking brake, and turn off the ignition.
2. **Assess and Secure Students:** Ensure all students remain calm and inside the vehicle unless there is an immediate danger (e.g., fire or smoke). If evacuation is required, move students to a safe area away from traffic.
3. **Contact Emergency Services:** Call 911 immediately if there are any injuries or if a traffic collision has occurred.
4. **Notify School Administration:** Contact Delta School leadership as soon as it is safe to do so to report the situation, vehicle location, and status of the students.

5. **Information Exchange:** Exchange insurance and registration details with other parties involved in an accident, but do not admit fault or liability at the scene.

Prohibited Vehicle Activities

- **Leaving Students Unattended:** No student shall ever be left alone in a vehicle under any circumstances, even for a brief moment.
- **Unauthorized Stops:** Drivers may not make unauthorized personal stops (e.g., errands, fast food) while students are in the vehicle unless it is a pre-approved part of the itinerary or an emergency.
- **Smoking/Vaping:** Smoking, vaping, or using any tobacco products inside or near the vehicle is strictly prohibited at all times.

New! Teacher Support – Utilization and Performance Monitoring of Support Staff

Replaces former paraeducators and 1:1 aides

Purpose & Authority

Paraeducators and Personal Care Assistants (PCAs) are critical members of the educational team. To ensure a cohesive, safe, and productive classroom environment, **the classroom teacher serves as the direct instructional leader and supervisor of the support staff assigned to their room.**

Teachers are responsible for directing the daily tasks of support staff, ensuring their compliance with school regulations, and monitoring their performance accuracy.

General Attendance & Accountability Monitoring

Teachers must ensure that support staff adhere to Delta School's strict attendance and presence rules. Teachers are required to notify administration immediately if support staff fail to meet these expectations:

- **Punctuality:** Support staff must report to work on time daily. PCAs must report to work on time even if their assigned student is absent. If a PCA's assigned student is absent, the teacher must immediately direct the PCA to report to the PDE Certified Administrator and Director of Education for a reassignment.
- **Campus Presence:** Support staff are strictly prohibited from leaving the classroom or campus during school hours without explicit permission from the Director of Education, Director of Compliance, or Dean of Students.
- **PCA Breaks:** PCAs are permitted two (2) 20-minute breaks per day, as scheduled by administration. Teachers must ensure these breaks are taken only at the designated times to maintain appropriate classroom coverage.

Teacher Guidelines for Utilizing Paraeducators

Teachers must actively guide and utilize Paraeducators to support both administrative tasks and classroom instruction using the following framework:

Arrival and Dismissal Duties

- **Arrival:** The teacher and/or the paraeducator must be outside the school building every morning awaiting student arrival.
- **Dismissal:** Supervise students in the classroom until their specific bus is called. The paraeducator must escort students to the buses, ensuring students walk and enter the bus in a strict single-file line.

Instructional & Administrative Support

- **Classroom Logistics:** Teachers may delegate administrative tasks to paraeducators, including making copies, prepping lesson materials (under teacher guidance), and checking papers or assignments.
- **PCAs should remain directly next to their student, within an arm's length at all times.**
- **Differentiated Instruction:** Teachers should direct paraeducators to work one-on-one with students experiencing difficulties (utilizing the room alcove if necessary) or to assume supervision of small groups while the teacher instructs another group.

Supervision & Line of Sight

- **Transitions & Special Classes:** Paraeducators must accompany and **remain with** their assigned student group during all transitions, Academies, and Enrichment (elective) classes for the entire period. *There are no exceptions to this rule.*
- **Recess:** Both the teacher and the paraeducator must be outside actively supervising their class during recess.
- **Student break:** a staff member must be present with a student who leaves the classroom for a break, both in and outside the building.
- **Line of Sight:** Teachers must ensure paraeducators maintain a strict, uninterrupted line of sight on students throughout the entire school day.
- **PCAs should remain directly next to their student, within an arm's length at all times.**

Teacher Guidelines for Directing Personal Care Assistants (PCAs)

While a PCA's primary focus is providing 1-to-1 support to a specific child based on their Individualized Education Program (IEP), they take daily operational direction from the classroom teacher. Teachers must ensure PCAs execute the following duties accurately:

- **IEP Compliance & Focus:** Ensure the PCA is actively following the student's IEP, redirecting the student to stay on task, and intervening immediately if safety or danger issues arise.
- **Behavioral Consistency:** PCAs must strictly follow the classroom teacher's established system of rewards and consequences.

- **Supervision & Special Classes:** PCAs must remain with and follow their assigned student at all times, including accompanying them to enrichment classes and remaining with them during recess.
- **PCAs should remain directly next to their student, within an arm's length at all times.**
- **Documentation:** Teachers must monitor and verify that PCAs are maintaining their required daily student progress/behavior log books and the PCA Access Log Sheet accurately.

Behavior De-escalation Protocol

Teachers must align their support staff with Delta School's tier-one behavior protocols:

- **First Line of Defense:** Both Paraeducators and PCAs must make every effort to utilize classroom de-escalation techniques and process behavior directly with the child before involving The Climate Manager, alcoves, or the Delta Room.
- **PCA Escort Mandate:** If a PCA's assigned student requires the Delta Room or Climate Managers as a last resort, the PCA **must accompany and remain with** the student in that location.

Performance Monitoring & Compliance Procedures

Teachers must actively monitor support staff performance. Because non-compliance directly impacts student safety and school liability, teachers must utilize the following monitoring procedures:

Daily Performance Verification

Teachers should ensure that support staff are actively engaged.

Sitting idly, using personal cell phones during instructional time, or leaving a group unattended constitutes a violation of policy.

Accurate Tracking Sheet Management

Teachers must ensure that **Point Sheets** are physically carried to each of the student's eight (8) daily school periods (7 instructional periods and 1 homeroom). Teachers must audit these sheets daily for tracking accuracy. (See PBIS Implementation Manual for specific steps).

Reporting Policy Violations

If a Paraeducator or PCA fails to maintain a line of sight, leaves a classroom/group unattended during transitions or enrichment, or fails to accurately execute their duties, the teacher must take the following steps:

1. **Immediate Correction:** Provide direct, immediate verbal course correction to the support staff member.
2. **Administrative Notification:** If the behavior involves leaving a group unattended, or if minor infractions continue after a verbal reminder, the teacher **must notify the Director of Education in writing immediately.**

Enforcement Note: Support staff who fail to adhere to transition and supervision rules will receive an immediate written reprimand and face termination for consistent non-compliance. Teachers who fail to monitor or report known supervision failures in their classrooms may be subject to progressive discipline for neglect of supervisory duties.

SECTION 5: TIME AWAY FROM WORK

Leave Days Policy

Delta School provides paid leave days to support employees during illness or personal matters. Because staff absences place an operational burden on colleagues, employees are expected to use these days judiciously.

Accrual and Allocations

- **Ten (10) Month Employees:** Afforded **thirteen (13) paid leave days** per school year, which is divided into nine (9) sick days and four (4) personal days, accumulated in two front-loaded blocks:
 - **Six (6) days:** Allocated for August through January.
 - **Seven (7) days:** Allocated for February through June.
- **Twelve (12) Month Employees:** Afforded **up to thirty-one (31) paid leave days** per calendar year, which is divided into 12 sick days and 5 personal days, PLUS 14 separate vacation time allocations.
- **All employees follow scheduled days off as per the annual Delta School Calendar.**

Blackout Days and Holiday Restrictions

Paid leave days may not be used in conjunction with any official school holiday, break, or designated **Blackout Period** unless prior written authorization is granted by the CEO.

Designated Blackout Periods include:

- The first and last week of the school year.
- The week of parent-teacher conferences.
- The week before and after Thanksgiving break, Christmas break, and Spring break.
- Any full or half-day scheduled Professional Development (PD).

Penalty for Unauthorized Absences: Any leave day taken during a Blackout Period, or immediately before/after a school holiday, will be **unpaid** unless the absence is due to illness and substantiated by a doctor's note. For 10-month employees, these unauthorized unpaid days also become permanently ineligible for year-end buyback.

Separation of Employment and Proration

For any employee who terminates their employment before the end of the school year, leave days will be prorated based on the percentage of the year completed.

- If an employee has utilized more leave days than they earned based on their percentage of the year worked, the value of those excess days is considered unearned time off and must be financially remanded (repaid) to the school upon separation.

Twelve-Month Employee Vacation Requests

In addition to leave days, 12-month employees receive vacation time. All vacation requests must be submitted both **verbally and in writing** to the CEO or designee for approval.

Delta School – Family and Medical Leave Act (FMLA) Policy

This policy is administered in a manner consistent with the terms of the **Family and Medical Leave Act of 1993 (FMLA)**, as amended. Delta School reserves the right to impose conditions or limitations upon any leave of absence as deemed consistent with the provisions of the Act. Any questions concerning this policy should be directed to the **Administration Office**.

Employee Eligibility Criteria

To be eligible for FMLA leave, an employee must meet all of the following requirements:

Tenure: Have been employed by Delta School for at least **12 months** as of the date the FMLA leave is to start.

Hours of Service: Have completed at least **1,250 hours of service** during the 12 months immediately preceding the commencement of the leave.

Work Site Size: Be assigned to a work site where **50 or more employees** are employed by Delta School within a **75-mile radius**.

Basic FMLA Leave Entitlements

Eligible employees are entitled to a total of up to **12 weeks** of unpaid, job-protected leave during any **12-month period** for the following qualifying reasons:

- Incapacity due to pregnancy, prenatal medical care, or childbirth.
- To care for the employee's child after birth, or placement for adoption or foster care.
- To care for the employee's spouse, son, daughter, or parent who has a serious health condition.
- For a serious health condition that makes the employee unable to perform the essential functions of their job.

Calculation Method: Delta School calculates the 12-month period by **measuring backward** from the date an employee uses FMLA leave (the "rolling" method). Leave is strictly limited to the balance of the 12 weeks that has not been used during the prior 12 months.

Military FMLA Leave Entitlements

Federal law grants eligible employees unique leave rights related to military service:

A. Qualifying Exigency Leave (Up to 12 Weeks)

Eligible employees with a spouse, son, daughter, or parent who is (1) a member of the regular component of the Armed Forces deployed to a foreign country, or (2) a member of the National Guard or Reserves on active duty or called to active duty status and deployed to a foreign country, may use their 12-week entitlement to address specific qualifying exigencies.

Qualifying Exigencies include: Attending military events, arranging for alternative childcare, addressing financial and legal arrangements, attending counseling sessions, and attending post-deployment reintegration briefings.

B. Military Caregiver Leave (Up to 26 Weeks)

Eligible employees may take up to **26 weeks of leave during a single 12-month period** to care for a covered service member with a serious injury or illness. A covered service member is:

Current Service Members: A current member of the Armed Forces (including National Guard or Reserves) undergoing medical treatment, recuperation, therapy, outpatient status, or temporary disability retirement for an injury/illness incurred or aggravated in the line of duty that renders them medically unfit to perform their duties.

Veterans: A veteran who served in the Armed Forces within the 5 years prior to undergoing medical treatment, recuperation, or therapy for a serious injury or illness incurred or aggravated in the line of duty.

Spouses Employed by Delta School

If both spouses are employed by Delta School, combined leave limitations apply:

- A. Standard FMLA Leave:** Spouses are limited to a **combined total of 12 weeks** of leave for the birth, adoption, or foster care placement of a child, or to care for a parent with a serious health condition. Each spouse is entitled to the difference between their individual usage and 12 weeks for other individual FMLA purposes.
- B. Military Caregiver Leave:** Spouses are limited to a **combined total of 26 weeks** in a single 12-month period for military caregiver leave and all other FMLA-qualifying reasons combined.

Serious Health Condition Defined

A **serious health condition** is an illness, injury, impairment, or physical or mental condition that involves:

- B. Inpatient Care:** An overnight stay in a medical care facility (hospital, hospice, or residential care).
- C. Continuing Treatment:** Continuing treatment by a healthcare provider, typically met by a period of incapacity of **more than three consecutive calendar days** combined with at least two visits to a provider (within 30 days), or one visit resulting in a regimen of continuing treatment. Incapacity due to pregnancy or chronic conditions also qualifies.

Substitution of Paid Leave (PTO) & Benefits

- A. PTO Mandatory Substitution:** Delta School requires employees to use all accrued Paid Time Off (PTO) concurrently during FMLA leave. After all PTO is exhausted, the remaining FMLA leave is unpaid.
- B. Disability & Workers' Compensation:** FMLA leave runs concurrently with absences covered by short-term disability or workers' compensation benefits.

Employees must comply with all standard Delta School paid leave policies when using paid time off.

Group Health Insurance & Employment Benefits

- A. Benefit Maintenance:** Delta School maintains group health plan benefits for employees on FMLA leave on the same terms as if the employee remained actively at work. Employees must continue to pay their share of co-premium payments during the leave.
- B. Failure to Return:** Employees who fail to return to work upon completion of FMLA leave must reimburse Delta School for all benefit premiums paid on their behalf during the leave, unless the failure to return is due to circumstances beyond the employee's control.
- C. Accrued Benefits:** The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the leave.

Job Reinstatement

Except under certain specific, legally defined circumstances (such as key-employee exemptions), an employee returning from FMLA leave will be reinstated to their **former position or to an equivalent position** with equivalent pay, benefits, and other employment terms.

Intermittent or Reduced Schedule Leave

FMLA leave can be taken all at once or, when medically necessary or for a qualifying military exigency, on an intermittent or reduced leave schedule.

- A. Intermittent Leave:** Leave taken in separate blocks of time for a single qualifying reason.
- B. Reduced Leave Schedule:** A schedule that reduces the usual number of working hours per workday or workweek.

Employees must make reasonable efforts to schedule planned medical treatments so as not to unduly disrupt school operations.

Employee Responsibilities: Requesting Leave & Certification

Notice Requirements

- A. Foreseeable Leave:** Employees must provide **30 days' advance notice** when the need for FMLA leave is foreseeable.
- B. Unforeseeable Leave:** Notice must be provided as soon as possible, adhering to standard call-in procedures.

Employees must keep Delta School updated regarding their estimated duration of leave and intended return date.

Documentation & Certification Timeline

Requirement / Form	Timeline for Submission	Impact of Non-Compliance
FMLA Request Form	Upon identifying the need for leave.	Delays processing.
Medical Certification Form <i>(For serious health condition or military caregiver leave)</i>	Within 15 calendar days of the request.	Leave may be denied.
Deficiency Correction <i>(If submitted certification is incomplete)</i>	Within 7 calendar days of receiving notice of deficiency.	Leave may be denied if not corrected.
Active Duty Certification <i>(For Qualifying Exigency Leave)</i>	Promptly upon request.	Leave may be denied.
Fitness-for-Duty Certification <i>(Required for personal medical leave return)</i>	Prior to or on the date of return to work.	Reinstatement to work will be delayed.

Delta School reserves the right to require periodic recertification and second/third medical opinions at the School's expense.

Prohibited Actions and Fraud Policy

- A. Outside Employment:** Employees on FMLA leave are strictly prohibited from engaging in other employment during the period of the leave of absence, unless they have received prior written authorization from Delta School.
- B. Fraud and Misrepresentation:** Any employee who commits fraud or makes a misrepresentation in connection with any requested or actual FMLA leave will be subject to disciplinary action, **up to and including immediate discharge.**

Delta School Bereavement Leave Policy

1. **Immediate Family Leave** Employees are granted **up to 3 days** of leave for the death of an immediate family member. This category includes:
 - An employee's spouse, children, parents, and siblings.
 - An employee's grandparents.
 - An employee's spouse's parents and siblings.
 - *Note: Spousal grandparents are specifically excluded from the "immediate family" category.*
2. **Non-Immediate Relative Leave** Employees are permitted only **one day** of leave (to be used for the day of ceremonies or the funeral) for more distant relatives, including:
 - Cousins, aunts, and uncles.
 - Spouse's grandparents and other in-laws.
3. **Exclusions** Bereavement leave is **not applicable to ex-spouses or their relatives**. Employees who wish to attend services for these individuals must use their **regular leave days**.
4. **Documentation Requirements** Upon returning to work, employees must provide the administration with **written documentation** to accompany their time-off sheets. Acceptable forms of documentation include:
 - A funeral service card or program.
 - A newspaper obituary or a link to an online posting/website.
5. **Extended Leave and Travel** If a situation requires travel or any leave in **excess of 3 days**, it must be **approved by the CEO prior to the employee's departure**.
6. **Clarification** If you are unsure which category applies to a relative falls, please contact the administration for clarification.

Military Service Leave

Delta School supports employees who serve in the uniformed services and provides military leave in strict accordance with the **Uniformed Services Employment and Reemployment Rights Act (USERRA)**.

Key Provisions:

- **Eligibility:** This policy applies to all employees serving in any branch of the uniformed services, including the Army, Navy, Marine Corps, Air Force, Space Force, Coast Guard, the Public Health Service commissioned corps, and the reserve or National Guard components of these services.
- **Compensation:** Military leave is **unpaid**. However, employees may elect to use any accrued, available vacation time to remain compensated during their period of service.
- **Reemployment Rights:** Eligible employees who take leave for military service or training will be granted job-protected leave and reemployment rights to the full extent required by federal law.

Jury Duty Leave

Delta School recognizes an employee's civic duty to serve on a jury and provides job-protected leave for this service.

Key Provisions:

- **Notification:** Upon receiving a jury duty summons, employees must immediately notify the Administrative Office. This ensures the school can either arrange for temporary staffing coverage or draft a "request for excusal" letter if the absence creates an undue operational hardship.
- **Compensation and Benefits:** Employees required to serve on a jury will receive their full salary and benefits for up to **seven (7) days** of service.
- **Jury Duty Checks:** To receive full school pay during this period, employees must submit any compensation checks received from the court for their jury service directly to the Administrative Office.

Section 6: EMPLOYEE HEALTH, SECURITY, AND SAFETY

Identification Badge Policy

Identification badges are issued to all employees, and temporary identification badges are issued to approved visitors on the Delta Campus.

ID badges must be worn in a highly visible manner while on the school campus or property, and may not be loaned or transferred to any other individual.

The badges are property of The Delta School and must be returned upon request to Human Resources and at termination of employment.

Campus Security & Visitor Policy

Policy Statement & Authorized Campus Access

Delta School is committed to providing a safe, secure, and distraction-free learning environment for all students and staff. To ensure campus security, access to school grounds and buildings during operational school hours is strictly controlled.

Authorized Visitors

During school hours, only the following individuals are permitted on campus:

- Current Delta School students.
- Current Delta School employees.
- Individuals with a legitimate, **pre-scheduled appointment** authorized by administration (e.g., Local Education Agency (LEA) representatives, student intakes, or parents/guardians of current students).

Prohibited Individuals & Trespassing

During school hours, solicitors, former students, and former employees are **not permitted access** to the Delta School campus unless explicitly invited by the Administration for an official event.

- Should any unauthorized individual attempt to gain access to the property or refuse to leave, they will be deemed **trespassers**.
- Administration or security personnel will contact local law enforcement authorities immediately to have the individual removed.

Standard School Visitor Procedures

To ensure compliance and track everyone on campus, all authorized visitors must adhere to the following mandatory check-in and check-out protocol:

Single Point of Entry

- All campus doors and gates remain locked throughout the school day.
- Visitors must enter exclusively through the designated main entrance entryway.

New! Identification & Verification

- Visitors must state their name and the purpose of their visit via the intercom/video doorbell system before being buzzed into the building.
- Upon entry, visitors must immediately report to the front desk reception window and present a valid, government-issued photo ID (e.g., Driver's License).

Visitor Logging & Badging

- The receptionist will verify the visitor's pre-scheduled appointment.
- *Optional School Standard:* The ID will be scanned through the school's visitor management system (e.g., Raptor) to check against public safety databases.
- Visitors will be issued a highly visible **Visitor Badge** that must be worn on their outer clothing at all times while on school property.

Escort Policy

- Visitors are not permitted to wander the hallways unescorted.
- Depending on the nature of the visit, visitors must either be escorted to their destination by a staff member or remain in the designated reception waiting area until their meeting host arrives.

Check-Out

- Upon the conclusion of the scheduled appointment, the visitor must return directly to the front desk.
- The visitor must return their Visitor Badge to the receptionist and log out of the system before exiting the building.

Staff Responsibilities

- **Enforcement:** It is the duty of every Delta School employee to help enforce this policy. If a staff member sees an individual on campus who is not wearing a visible Visitor Badge or staff ID, they should immediately escort the individual to the front office or report them to administration.
- **Appointment Management:** Staff members expecting an LEA, parent, or intake visitor must log the appointment with the front office receptionist in advance to ensure a smooth verification process.

Enforcement & Violations

Failure of visitors to follow these security protocols will result in their immediate removal from the campus and the revocation of future visiting privileges. Employees who bypass these security measures (e.g., propping open exterior doors or letting unauthorized guests into the building) will be subject to progressive disciplinary action.

Work-Related Accidents Policy and Procedure

This policy provides guidelines for workplace safety and health. Employees should know and understand these policies as well as the emergency procedures specific to their position and for their work area. Strict compliance with these policies will be expected.

Safety is everyone's responsibility. Safe work practices include, but are not limited to, the following:

- Universal Precautions and Exposure Control Plans must be observed at all times.
- Work areas must be kept clean and orderly.
- Acts of boisterous activity, roughhousing, scuffling, and horseplay are strictly forbidden.
- Fighting or threatening violence in the workplace at any time is strictly forbidden.
- Any dangerous condition or defective machinery or equipment must be reported to a supervisor immediately.
- No machines or equipment are to be operated without the use of appropriate protective equipment and with all machine guards in place.
- Lifting, pulling, or pushing should be done only with solid footing and a firm hold on the object to be moved. Lifting should always be done with the legs and not the back. If the object is too heavy to be moved by one person, the employee should seek appropriate assistance.
- Safety signs and emergency procedures must always be followed.

An employee must immediately inform their supervisor, the school health professional, or designee in the event of any work-related accident, injury, or illness and complete any required documentation in a timely manner.

If advised by the school health professional, employees should proceed directly to the nearest health center as soon as possible. All paperwork for work-related injuries will be filed by the school health professional.

Student Transportation Safety and Adult Responsibilities Policy

Purpose and Scope

This policy establishes the safety standards, guidelines, and behavioral expectations for transporting students of Delta School in authorized vehicles. This policy applies to all school-owned vehicles, leased or rented vehicles, and approved personal vehicles driven by employees, contractors, or authorized

volunteers for school-sanctioned activities.

Adult Driver Requirements & Qualifications

To ensure student safety, any adult operating a vehicle for school purposes must meet the following criteria before transporting students:

- **Licensure:** Possess a valid, current driver's license appropriate for the vehicle class being operated (e.g., Commercial Driver's License (CDL) where required by state law).
- **Background & Driving Record Checks:** Pass a mandatory criminal background check, child abuse clearance, and a Motor Vehicle Record (MVR) review. Drivers with major moving violations or a history of reckless driving within the past 3–5 years will not be approved.
- **Training:** Complete the school's mandated vehicle safety and student management orientation.
- **Fitness for Duty:** Drivers must be physically and mentally fit to operate the vehicle safely. Operating a vehicle under the influence of alcohol, illegal drugs, or prescription/over-the-counter medication that impairs driving abilities is strictly prohibited.

Adult Responsibilities & Conduct

Adults in charge of the vehicle carry the ultimate responsibility for maintaining a safe environment.

Pre-Trip Responsibilities

- **Vehicle Inspection:** Conduct a pre-trip visual inspection of the vehicle (checking tires, lights, signals, wipers, fluid leaks, and ensuring mirrors are correctly adjusted).
- **Safety Equipment Check:** Confirm that a fully stocked first-aid kit, emergency reflectors/flares, and a working fire extinguisher are present in the vehicle.
- **Passenger Roster:** Maintain an accurate roster of all students on board, including emergency contact information and any critical medical notes (e.g., severe allergies).

En-Route Responsibilities

- **Strict Law Compliance:** Adhere to all federal, state, and local traffic laws, including posted speed limits and school zone restrictions.
- **Distracted Driving Ban:** Under no circumstances shall the driver use a mobile phone, send text messages, or interact with any distracting electronic devices while the vehicle is in motion or actively in traffic. If a communication is necessary, the driver must pull over to a safe location.
- **Student Supervision:** Monitor student behavior to ensure it does not distract the driver. If a secondary adult chaperone is present, they will hold primary responsibility for student behavior management during transit.
- **Impeccable Professionalism:** Maintain appropriate professional boundaries at all times. Avoid inappropriate conversations, and refrain from playing media content (music, podcasts, videos) that is not age-appropriate.

Post-Trip Responsibilities

- **The "Empty Vehicle" Walkthrough:** Upon reaching the destination, the driver or chaperone must physically walk to the back of the vehicle to check every row and under seats, ensuring no students, personal belongings, or trash are left behind.
- **Post-Trip Logging:** Report any mechanical issues, minor dents, or vehicle anomalies to school administration immediately.

Student Safety & Passenger Rules

The following safety measures must be strictly enforced for all student passengers:

- **Seatbelts and Restraints:** Every passenger must wear a properly fastened seatbelt at all times while the vehicle is in motion. The number of passengers must never exceed the number of operational seatbelts.
- **Seating Configuration:** Students under the age of 13, or those requiring specific safety booster seats according to state laws, must always ride in the rear seats.
- **Loading and Unloading:** Students must enter and exit the vehicle from the curbside only, never into active traffic lanes. The vehicle must be fully parked with the engine turned off or parking brake engaged before loading or unloading begins.
- **Prohibited Conduct:** Students are strictly prohibited from extending body parts or objects out of the windows, throwing items within or outside the vehicle, or engaging in horseplay that distracts the driver.

Emergency Procedures

In the event of an accident, breakdown, or medical emergency, the adult driver or chaperone must execute the following protocol:

6. **Secure the Vehicle:** Pull over to a safe shoulder or clear area, turn on the hazard lights, engage the parking brake, and turn off the ignition.
7. **Assess and Secure Students:** Ensure all students remain calm and inside the vehicle unless there is an immediate danger (e.g., fire or smoke). If evacuation is required, move students to a safe area away from traffic.
8. **Contact Emergency Services:** Call 911 immediately if there are any injuries or if a traffic collision has occurred.
9. **Notify School Administration:** Contact Delta School leadership as soon as it is safe to do so to report the situation, vehicle location, and status of the students.
10. **Information Exchange:** Exchange insurance and registration details with other parties involved in an accident, but do not admit fault or liability at the scene.

Prohibited Vehicle Activities

- **Leaving Students Unattended:** No student shall ever be left alone in a vehicle under any circumstances, even for a brief moment.
- **Unauthorized Stops:** Drivers may not make unauthorized personal stops (e.g., errands, fast food) while students are in the vehicle unless it is a pre-approved part of the itinerary or an emergency.

- **Smoking/Vaping:** Smoking, vaping, or using any tobacco products inside or near the vehicle is strictly prohibited at all times.

Emergency Evacuation and Safety Drill Policies

The Delta School is committed to maintaining a safe environment for all students and staff. Emergency drills are treated as serious instructional tools to ensure a high level of preparedness in the event of an emergency.

Frequency and Procedures

- **Schedule:** Evacuation drills are conducted monthly in accordance with the State's Emergency Response Procedures Guide.
- **Staff Responsibility:** All faculty and staff must familiarize themselves and their students with the designated safety procedures. If a classroom teacher is away from their class when a drill begins, they must immediately locate their students and verify accounting.
- **Attendance Tracking:** Teachers must exit with their class roll book and a large placard displaying their class and name.
- **The School Secretary** must bring the master student and staff attendance lists for all evacuations to cross-reference and account for all building personnel.

Evacuation Protocol

- **Alarms:** A standard fire evacuation is signaled by the continuous building fire alarm. An emergency or alternative building evacuation is signaled by repeated emergency bells.
- **Student Conduct:** Students must move quickly, quietly, and in an orderly fashion. Silence must be maintained to ensure any instructions from emergency personnel can be clearly heard.
- **Safe Distance:** Staff must escort students to a minimum of **200 feet** away from the school buildings to clear a path for first responders.
- **Classroom Sheltering:** In shelter-in-place scenarios, teachers must immediately lock classroom doors, close windows/blinds, and move students into room alcoves or behind desks in absolute silence. (See emergency protocols).

An updated Emergency Response Guide detailing specific crisis scenarios and annual Emergency Response Team assignments is maintained in the Administrative Office and the main building front office.

Workplace Monitoring Policy

The Delta School may conduct general workplace and telephone monitoring to ensure quality control, workplace safety, campus security, and parent/guardian satisfaction.

- **Performance and Training:** Telephone monitoring is strictly leveraged to identify staff professional development needs, support targeted training, or resolve specific communication disputes.
- **Privacy and Compliance:** Delta School respects the privacy rights of its personnel. All monitoring practices are conducted ethically, respectfully, and in strict compliance with applicable privacy standards.

SECTION 7: TECHNOLOGY USAGE

Technology, Internet, and Digital Communications Policy

Overview & Ownership of Property

Delta School provides computers, software, network systems, internet access, email, voicemail, and interactive classroom technologies (such as SMART Boards) strictly to assist employees in obtaining and presenting work-related data.

- **School Property:** All physical equipment, storage networks, software licenses, files, and digital transmissions are the sole property of Delta School.
- **Administrative Access:** Because workstations, desks, filing cabinets, and physical hardware belong to the school, administrators reserve the right to access an employee's physical and digital work area at any time.
- **Malfunction Reporting:** Employees must immediately report any technology malfunction or hardware breakdown to a school administrator so repairs can be scheduled.

No Expectation of Privacy

All data composed, transmitted, accessed, or received via Delta School networks or hardware is considered part of the official records of Delta School.

Important Notice: Employees have **no expectation of privacy** regarding their use of school-owned equipment, software, email, or internet networks.

Delta School reserves the absolute right to monitor, log, audit, intercept, and disclose any internet traffic, emails, voicemails, or stored data at any time without prior notice. Data may also be subject to disclosure to law enforcement or third parties during investigations.

General Prohibitions & Conduct Standards

Delta School is dedicated to maintaining a workplace that is free from harassment, sensitive to diversity, and supportive of employee morale. All digital communications must align with the school's **Harassment-Free Policy and the Ethics Standards, Accountability and Professional Conduct Policy.**

Prohibited Content & Communications

Employees may not use internal communication channels, school hardware, or the internet at work to view, post, store, transmit, download, or distribute materials that are:

- Discriminatory, harassing, threatening, defamatory, or maliciously false.
- Sexually explicit, obscene, or pornographic.

- Offensive based on race, age, sex, religion, political beliefs, national origin, disability, sexual orientation, or any other legally protected characteristic (including ethnic slurs, racial comments, or off-color jokes).

Non-Business Use & Solicitations

Unless explicitly authorized by administration, school communication channels (email, voicemail, messaging platforms) and internet networks may not be used for:

- Personal business endeavors, commercial ventures, or personal job searches.
- Solicitations for religious or political causes.
- Distributing chain letters, personal broadcast messages, or advertisements.
- Passing off personal views as representing the official stance of Delta School.
- Sending anonymous email messages.

Software Licensing and Security Compliance

Software & Hardware Restrictions

- **Unauthorized Software/Hardware:** Employees are strictly prohibited from installing or using personal software, disks, external storage drives, or personal phones on Delta School hardware without prior written permission from administration.
- **Copyright & Piracy:** Delta School purchases and licenses various software packages and complies with copyright laws. Employees must strictly follow all software license agreements. Illegal duplication of software or documentation, as well as unauthorized distribution of copyrighted, trademarked, or patented digital material, is expressly prohibited.
- **Credential Security:** Employees must never use another employee's password, access another employee's files, or retrieve stored communications without explicit administrative authorization.

Cyber Security

To safeguard the school network, users must take necessary anti-virus precautions before downloading any files from the internet. All downloaded or compressed files must be scanned for viruses prior to opening or decompressing. Employees must cooperate fully with any IT security investigations.

Classroom & SMART Board Technology

Interactive technology—including SMART Boards, classroom computers, and tablets—is provided to enhance student performance, engagement, and learning modalities (VAKT).

- **Staff Responsibility:** Teachers and paraeducators are directly responsible for the security, care, and integration of the equipment assigned to their classrooms.
- **Lesson Integration:** Instructors must actively integrate classroom technology into their planned lessons in an educational and appropriate manner.

- **Student Supervision:** Teachers must establish clear rules for students regarding the care of classroom technology. Students are strictly prohibited from using interactive technology or computers without the direct approval and supervision of a teacher or paraeducator.

Policy Enforcement & Violations

Abuse of school technology, unauthorized network transactions that incur unapproved costs, or any violation of this policy may result in the immediate suspension of network privileges.

Violations will subject the employee to progressive disciplinary action, **up to and including immediate termination of employment**. Additionally, employees may be held personally liable for civil or criminal legal violations committed using Delta School resources.

Level 1: Minor Offenses (Low Severity)

These are typically accidental, minor, or first-time infractions that disrupt productivity but do not compromise security, break laws, or severely impact school morale.

- **Examples:**
 - Occasional unauthorized personal use of the internet or school computers during work hours.
 - Forgetting to run an anti-virus scan on a downloaded file.
 - Leaving a classroom computer or SMART Board active and unsupervised without student interaction.
- **Initial Action:** Verbal Warning or Written Disciplinary Memo (depending on whether it is a first-time or repeat issue).

Level 2: Mid-Level Offenses (Moderate Severity)

These involve deliberate non-compliance, unauthorized actions, or behaviors that negatively impact school operations, reputation, or staff morale.

- **Examples:**
 - Using school email to solicit for political causes, religious activities, or personal business endeavors.
 - Sharing or using a coworker's password or accessing their files without explicit authorization.
 - Installing personal software or plugging in personal external storage drives without written permission.
 - Sending inappropriate or unprofessional jokes/comments that border on policy violations but do not constitute severe harassment.
- **Initial Action:** Written Disciplinary Memo or immediate placement on a Performance Improvement Plan (PIP).

Level 3: Gross Misconduct (High Severity / Zero Tolerance)

These are severe violations that involve illegal activity, compromise the school's security infrastructure, expose the organization to legal liability, or create a hostile work environment. **These offenses typically bypass progressive discipline entirely.**

- **Examples:**
 - Viewing, storing, or distributing pornography or sexually explicit images.
 - Transmitting racial slurs, ethnic slurs, or engaging in explicit sexual harassment.
 - Illegally pirating/duplicating software or intentionally violating copyright laws on school networks.
 - Intentionally trying to hack or break into Delta School's network or an outside organization's system.
 - Leaking confidential school data, trade secrets, or proprietary student/staff information.
- **Initial Action:** Immediate Suspension pending investigation, or **Immediate Termination of Employment.**

New! Social Media and Professional Networking Guidelines

Purpose & Scope

Delta School recognizes that social media networks (e.g., Instagram, Facebook, X/Twitter, TikTok, LinkedIn) can be powerful tools for collaboration, learning, and community engagement. However, the line between professional and personal digital footprints can easily blur.

This policy applies to all faculty, staff, and administrators when utilizing official school-sanctioned accounts, as well as personal social media accounts that identify or impact the employee's standing within the school community.

Professional vs. Personal Accounts

Official School Accounts

- **Authorization:** Employees may not create social media accounts representing a specific class, team, club, or department of Delta School without prior written approval from the Administration.
- **Ownership:** All official accounts are the property of Delta School. Administrators must be given administrative/login access to these accounts at all times.
- **Content:** Official accounts must exclusively feature school-approved content, strictly focus on student achievements or institutional updates, and maintain a highly professional tone.
- **NOTE:** All students must have written permission for participation in photos, videos, or other promotional materials.

Personal Accounts

- **Disclaimers:** If an employee identifies themselves as an employee of Delta School on a personal profile, they must make it clear that the views expressed are their own (e.g., adding "*Opinions are my own*" to a bio).
- **Work Hours:** Employees are prohibited from posting to personal social media accounts during contracted instructional or duty hours.

Strict Rules: The "Do Not Cross" Guidelines

To maintain appropriate professional boundaries, schools universally adopt the following restrictions:

Student Interaction & Boundaries

- **No Private Connections:** Employees are strictly prohibited from "friending," "following," or accepting requests from **current students** on personal social media platforms.
- **Exception:** Professional networking platforms (like LinkedIn) may be permitted for interacting with *alumni* over the age of 18, provided communications remain strictly professional.
- **Direct Messaging:** Do not use the private messaging features of personal social media accounts to communicate with students. All communication must occur through official school channels (e.g., Delta School email, PowerSchool, or approved school communication apps).

Student Privacy & Media (FERPA)

- **No Student Photos:** Employees may never post photos, videos, or names of current students on their **personal** social media accounts, even if the account is set to "private."
- **Confidentiality:** Discussing confidential student records, grades, behavioral issues, or internal school matters on social media is a direct violation of federal privacy laws (FERPA) and will lead to immediate termination.

Conduct and Reputation Standards

Schools generally apply a "Nexus Standard," meaning that if an employee's out-of-work digital behavior disrupts the school's environment, it is subject to disciplinary action.

Prohibited Personal Content

Employees must refrain from posting content that could impair their effectiveness as a role model or disrupt school operations, including:

- Photos or text depicting or promoting illegal activity, substance abuse, or excessive alcohol use.
- Sexually explicit material or language.
- Slanderous, defamatory, bullying, or harassing comments directed toward coworkers, students, parents, or school administration.
- Using the school's logo, branding, or letterhead without explicit administrative approval.

New! Levels of Offense & Disciplinary Actions

Violations of the social media policy are evaluated using the **Administrative Incident Review Form** (incorporating intent, scope, and pattern) and categorized as follows:

- **Level 1 (Minor):** Posting about school matters on a personal account during work hours without malicious intent, or failing to include a disclaimer.
 - *Action:* Verbal warning and a mandate to remove/edit the post.
- **Level 2 (Moderate):** Connecting with a student on a personal account (without inappropriate messaging), posting an unauthorized photo of a school event featuring students, or venting unprofessionally about colleagues/parents.
 - *Action:* Written Disciplinary Memo, immediate removal of content, and/or mandatory boundary training.
- **Level 3 (Gross Misconduct):** Engaging in private, inappropriate, or sexually suggestive communication with a student; leaking confidential FERPA-protected student data; or posting highly offensive, discriminatory, or illegal content.
 - *Action:* **Immediate termination of employment** and, if applicable, reporting to law enforcement and the state licensing board.

By maintaining an online presence, Delta School employees agree to hold themselves to the high standard of ethics and professionalism expected of educators and role models.

Media Relations Policy

Purpose and Scope

This policy provides guidelines for Delta School's management of media relations, including protocols for when an employee comes into contact with members of the media.

Media relations are managed by the **Central Office Administration**, who serve as the official source of information for Delta School. **Any employee who receives inquiries from the media must refer them directly to the CEO.**

Standard Procedure

Any employee receiving a request from the media should remain calm, courteous, and professional, and strictly follow these communication protocols:

 *If a request is received via email:*

- **Forward the email immediately** to dweathington.deltaschool.us. Do not reply to the reporter directly.

 *If a request is received via phone call:*

1. **Collect Details:** Ask the media representative for their name, outlet, and contact information.

2. **State Policy:** Indicate that by Delta School policy, you are required to share the inquiry with Central Office Administration.
3. **Assure Response:** Assure the media representative that the Central Office Administration will respond promptly.
4. **Hold the Line:** Repeat these steps as needed without providing further commentary.

⊘ Critical Restrictions (Do Not)

To protect student privacy and school integrity, employees **must not** under any circumstances:

- Speculate about any school incidents or events.
- Offer personal opinions to media representatives.
- Discuss personnel matters, confidential student information, or other internal school data.

SECTION 8: PROFESSIONAL CERTIFICATIONS AND REQUIREMENTS

Professional Certification, Licensing, and Continuing Education

Overview

Delta School is dedicated to maintaining a highly qualified educational team. All instructional, clinical, and support staff are strictly required to maintain the valid state credentials, licenses, or certifications necessary for their respective positions.

Teaching Professionals (Act 48 & Certification)

Act 48 Continuing Education

In accordance with Pennsylvania Department of Education (PDE) mandates, all certified teaching personnel must complete **six (6) collegiate credits or 180 hours** of approved continuing professional development activities every five (5) years.

- **Fulfillment:** This requirement may be met via approved coursework, special assignments, or school-provided in-service credits. Free approved courses are available directly via the PDE website.
- **Tracking Responsibility:** It is the **sole responsibility** of each educator to track their personal timeline and fulfill their Act 48 obligations.

Note: The Delta School's PDE approved Professional Education Plan outlines the approved professional development required by the State. The Delta School reserves the right to assign professional development as needed by individuals or program.

Failure to maintain mandated training hours will cause a certified teacher's license to become *inactive until the training hours are completed*. Certified teachers who allow their teacher license to become inactive will no longer be eligible to teach at the Delta School.

Certified Teachers must ensure their ACT 48 hours are recorded in the PERMS system.

Visit this site for PERMS: <https://www.perms.pa.gov/screens/wfpublicaccess.aspx>

Instructional I to Instructional II Certification

- **Instructional I Validity:** An Instructional I certificate is valid for a maximum of **six (6) active teaching years** in Pennsylvania public or Approved Private Schools (APS).
- **Mandatory Transition:** Teachers must meet PDE service and educational requirements to transition to an Instructional II certificate before their Instructional I expires. Teachers must consult with the PDE Certified Administrator and Director of Education to audit their progress and timelines.
- **Maintaining Instructional II Status:** While Instructional II certificates do not expire (valid for 99 years), they will become **inactive** if an educator fails to maintain their 5-year Act 48 credits.

Under an inactive status, an employee cannot operate as a contracted teacher and will be restricted to long-term substitute status (maximum of 90 teaching days per school year).

Licensed Professional Staff

All staff members holding clinical or professional state licenses (e.g., therapists, counselors, specialists) must fulfill the annual continuing education requirements mandated by their specific state licensing board.

- **Compliance:** Employees must submit a copy of their renewed license to the Administration Office immediately upon receipt for inclusion in their personnel file.

Paraeducators Competency Requirements

Delta School requires all paraeducators to achieve a high standard of proficiency by earning a **Pennsylvania Special Education Paraeducator Credential of Competency** from the PA Bureau of Special Education.

Qualification Pathways

To satisfy this requirement, paraeducators must fulfill one of the following criteria:

1. Hold at least two (2) years of credit from an accredited post-secondary institution (minimum 48 credits), **OR**
2. Hold an approved Associate's Degree or higher, **OR**
3. Complete the mandatory **PaTTAN Training Program** during their first school year of employment by attending the five (5) final training classes and completing all required coursework.

Reporting & Verification

Paraeducators are solely responsible for submitting their training documentation to the state. Once the official Credential of Competency is issued, a copy must be turned in immediately to the Administration Office.

Annual Continuing Education for Paraeducators

- **Annual Hours:** While the Credential of Competency does not expire, paraeducators must complete **twenty (20) hours of staff development** each school year (tracked between July 1 and June 30).
- **Make-Up Training:** Delta School provides the necessary 20 hours of training annually. If an employee misses a school-provided session, they must complete approved make-up training outside of school hours and present certificate documentation to the Administration.

New! Pennsylvania Emergency Teacher Certification (Emergency Permits)

When a vacant teaching position or temporary vacancy cannot be filled by a fully certified professional, Delta School may request an **Emergency Permit** from the Pennsylvania Department of Education (PDE) under **Certification and Staffing Policy Guidelines (CSPG) 13**.

General Eligibility & Prerequisites

To be considered for an emergency permit candidate, the individual must meet the following baseline state criteria:

- **Educational Background:** Possession of a minimum of a Bachelor's degree from a state-approved, regionally accredited college or university (except for specialized Career & Technical positions).
- **Mandatory Clearances:** Up-to-date background clearances under the School Code and Child Protective Services Law, including:
 - PA State Police Criminal Record Check (Act 34)
 - PA Child Abuse History Clearance (Act 151)
 - FBI Federal Criminal History Background Check (CHRI)
- **Legal Authorization:** Must be a U.S. citizen or hold a valid permanent resident green card with legal authorization to work in the United States (Employment Authorization Cards are not accepted by PDE for final certification).
- **Character:** Must demonstrate good moral character.

Primary Types of Emergency Permits

Emergency permits are valid from the first day of the month of issuance until the last day of summer school in that academic year. The main permits utilized include:

- **Type 01 (Vacant Position with Educational Obligation):** Requested for a long-term vacancy exceeding 20 consecutive days in a single assignment where future employment is anticipated.
- **Type 04 (Long-Term Substitute with No Educational Obligation):** Requested for a temporary position exceeding 20 consecutive days when future employment in that specific position is *not* anticipated.
- **Type 06 (Day-to-Day Substitute):** Permits an individual to serve as a day-to-day substitute in any certificate area, provided they do not exceed 20 consecutive days in a single, individual assignment.

Reissuance & Continuing Education Requirements

Emergency permits are an emergency measure and are not a substitute for permanent certification.

- **Type 01 Reissuance:** To qualify for a reissuance in a subsequent school year, the educator must provide official proof of active enrollment in a state-approved instructional certification program and demonstrate ongoing credit completion.
 - *First Reissuance:* Requires between 3 to 6 certification program credits depending on the initial permit date.
 - *Subsequent Reissuances:* Requires completion of **nine (9) certification program credits** per academic year.
- **District Advertising Mandate:** Before Delta School can apply for a subsequent long-term emergency permit (Type 01 or Type 04), the school is required by state law to post the vacancy on the school website for a minimum of 10 days to ensure no fully certified applicant is available.

Application Process

Individuals **cannot** independently apply for Emergency Permits; they must be officially initiated and requested by the Chief School Administrator of Delta School. Once directed by administration, the candidate must log into PDE's **Teacher Information Management System (TIMS)** to complete their portion of the application and submit official transcripts.

Tuition Benefit Policy and Procedure

Policy Overview

Delta School invests in tuition benefits to maintain a highly qualified professional staff for the direct benefit of our students. This program provides a tuition payment benefit limited to **50% of the cost for up to three (3) credit hours per semester**.

Eligibility & Limitations

To qualify for the tuition benefit, employees must meet the following criteria:

- **Service Requirement:** The employee must complete one (1) full year of continuous service at Delta School prior to the start date of the course.
- **Course Relevance:** Courses must directly link to the employee's current position or duties performed at Delta School.
- **Frequency Cap:** Benefits are limited to a maximum of two (2) semesters in any single school year.
- **Program Maximum:** Benefits are payable for a maximum of four (4) years within a standard degree program. This four-year eligibility window begins on the date the first benefit is received.

Application and Approval Process

1. **Documentation:** Eligible employees must submit official college documentation to the Administrative Office prior to enrollment. This must include the institution name, course description, number of credit hours, and total course cost.

2. **Final Approval:** The Chief Executive Officer (CEO) holds sole authority for the final approval or disapproval of all tuition benefit requests.

Employee Obligations & Penalties

Employees who are approved for and accept the tuition benefit strictly agree to the following terms:

- **Grade Standard:** The employee must achieve a final grade of **"B-" or higher**. Earning a grade lower than a "C" will disqualify the employee from all future tuition benefits.
- **Proof of Completion:** Official transcripts and grade documentation must be submitted immediately upon course completion.
- **Service Commitment:** The employee agrees to remain employed with Delta School for **two (2) full school years** following the completion date of the course.
- **Early Separation Penalty:** If an employee terminates their employment prior to completing the two-year commitment, they must pay a financial penalty equal to **one-half (50%) of the total tuition benefits** they received for that course.

Instructional I-II Certification

Instructional I certificates issued to those personnel who pass their Praxis I and Praxis II examinations **are only valid for six years**. (Only years of teaching in Pennsylvania public schools and Pennsylvania Approve (Private Schools are counted toward those six (6) years.) PDE has established educational and service requirements needed to acquire an Instructional II certificate.

Each teacher must discuss her/his situation with the PDE Certified Administrator and Director of Education with respect to Instructional II Certification requirements, and to determine where she/he stands regarding the time limitations.

NOTE: Instructional II Certificates, while they last for ninety-nine (99) years, **can become inactive** if the professional fails to complete the employee Act 48 requirements in a given five-year segment. **Under an inactive Instructional II Certificate, the professional can no longer perform as a certified teacher in a classroom.**

Under such certification the professional is reduced in stature to a **long-term substitute teacher** who can teach no more than 90 days during a school year.

SECTION 9: BENEFITS

Revised! Compensation Policy

Overview of Compensation & Benefits

Delta School provides a comprehensive compensation package for eligible employees, consisting of a base salary or hourly wage and a structured benefits program.

Standard Employee Benefits

Eligible full-time employees receive individual benefits, which may include:

- Medical coverage (*employee only*)
- Dental service
- Paid Time Off (PTO), including bereavement leave and jury duty
- Tuition payments

Dependent Coverage & Payroll Deductions

- **Employee Responsibility:** Employees may add a spouse and/or children to their plans but are responsible for the additional monthly premium costs above the individual rate.
- **10-Month Deductions:** Because school employees are paid over a 10-month payroll cycle but receive 12 months of health coverage, the total additional premium costs for the full year (12 months) are consolidated and deducted across your 10 active pay months.

Summer Premiums & Separation Liability

Delta School pays its portion of employee premiums through the July and August summer months to ensure year-round coverage.

Important Notice: If an employee completes the school year in June but does not return in August for the start of the new school year, **the employee will be held personally liable for the full cost of their July and August insurance premiums.**

Pay Cycle & Schedule

- **Payment Timeline:** Salary and wages are processed and paid on the last business day of the week following the completed work period.

Salary Adjustments and Pay Increases

Compensation levels are reviewed periodically to ensure alignment with performance and school resources.

- **Review Timeline:** Pay increases are evaluated on an **annual basis** and will only be considered following the successful completion of an employee's formal performance evaluation.
- **Discretionary Nature:** Salary increases are strictly at the discretion of Delta School; they are neither automatic nor guaranteed.
- **Evaluation Criteria:** Approved adjustments are determined based on a combined assessment of:
 - The employee's individual performance and evaluations.
 - The school's available funding and budgetary allocations.
 - The operational needs of Delta School.
 - Any other institutional factors deemed appropriate by administration.

The Delta School Employee Handbook has been reviewed by legal counsel and approved by the Delta School Board of Directors, August 2026.