

New Miami Local School District 2022-2023 Staff Handbook



Be Present ▪ Be Prepared ▪ Be Resourceful ▪ Be Respectful

**600 Seven Mile Ave.
Hamilton, Ohio 45011**

<http://www.new-miami.k12.oh.us>

NEW MIAMI LOCAL SCHOOL DISTRICT STAFF

STAFF PHONE DIRECTORY

LAST NAME	FIRST NAME	E-MAIL	EXT.	ROO	POSITION
Allen	Kasey	kallen@new-miami.k12.oh.us	2116	H116	Teacher - Music/Band
Allen	Zach	newmiami@thenutritiongroup.biz	2189	H189	Cafeteria Manager
Amburgey	Jason	jamburgey@new-miami.k12.oh.us	1210	E210	Teacher - 3rd Grade
Arent	Angela	aarent@new-miami.k12.oh.us	2218	H218	Teacher - HS Math
Barber	Julie	jbarber@new-miami.k12.oh.us	2007	145	Guidance Counselor - MS/HS
Barnes	Kris	kbarnes@new-miami.k12.oh.us	2112	M112	Teacher - MS Science (8)
Blankenship	Emily	eblankenship@new-miami.k12.oh.us	1205	E205	School Psychologist
Bonar	Marvin	mbonar@new-miami.k12.oh.us			Paraprofessional - ES
Bonar	Robin	rbonar@new-miami.k12.oh.us	3004	109	Admin. - Treasurer
Bond	Lauren	lbond@new-miami.k12.oh.us	1202	E202	Intervention Specialist - ES
Borges	John	jborges@new-miami.k12.oh.us	2174		Emcor Maintenance
Bowman	William	wbowman@new-miami.k12.oh.us	2169	H201	Teacher - MS/HS Phys. Ed. & Health
Brakhage	Kara	khanges@new-miami.k12.oh.us	1003	116	Admin. - Principal - ES/MS
Brown	Erika	emccartin@new-miami.k12.oh.us	1224	E224	Intervention Specialist - ES
Ciavarella	Jessica	jciavarella@new-miami.k12.oh.us			Paraprofessional - MS
Class	Tabatha	tclass@new-miami.k12.oh.us	1217	E217	Teacher - 2nd Grade
Davidson	Kim	kdavidson@new-miami.k12.oh.us	1003	115	Admin. - Director of Curriculum & Instruction
Davis	Mackenzie	mdavis@new-miami.k12.oh.us	1213	E213	Teacher - 2nd Grade
Davis	Reid	rdavis@new-miami.k12.oh.us	2212	H212	Teacher - HS Math
Dugan	Elizabeth	edugan@new-miami.k12.oh.us	2108	M108	Teacher - MS ELA (7)
Dye-Giehls	Deborah	ddye@new-miami.k12.oh.us	1112	E112	Teacher - 1st Grade
Ewen	Michelle	mewen@new-miami.k12.oh.us	1212	E212	Teacher - 3rd Grade
Farrish	David	dfarrish@new-miami.k12.oh.us	2206	H206	Teacher - HS Science
Freudiger	William	wfreudiger@new-miami.k12.oh.us	2203	H203	Teacher - HS Spanish
Fry	Kaitlynn	kfry@new-miami.k12.oh.us			Paraprofessional - ES
Fullam	Tekila	tfullam@new-miami.k12.oh.us	1215	E215	Teacher - 2nd Grade
Garnett	Ashley	agarnett@new-miami.k12.oh.us	2213	H213	Intervention Specialist - HS
Garrison	Angela	agarrison@new-miami.k12.oh.us			Paraprofessional - ES
Garrison	Lindsey	lgarrison@new-miami.k12.oh.us			Paraprofessional - ES
Gillespie	Sarah	snelson@new-miami.k12.oh.us	1201	E201	Intervention Specialist - ES
Graves	Helena	hgraves@new-miami.k12.oh.us			Paraprofessional - ES
Greggo	Diane	dgreggo@new-miami.k12.oh.us			Paraprofessional -Media Center
Hamel	Amy	ahamel@new-miami.k12.oh.us	1204	E204	Teacher - 4th Grade
Hannah	Brianne	bhannah@new-miami.k12.oh.us	1203	E203	Teacher - 4th Grade
Hartman	Katie	khartman@new-miami.k12.oh.us	1110	E110	Teacher – 1 st Grade
Hayes	Eric	ehayes@new-miami.k12.oh.us	2005	146	Athletic Director/ELHS
Holcomb	Karen	kholcomb@new-miami.k12.oh.us			Intervention Tutor - ES
Huffman	Kate	khuffman@new-miami.k12.oh.us	1103	E103	Teacher - Pre-School
Jones	Kim	kjones@new-miami.k12.oh.us	1214	E214	Teacher – 3 rd Grade
Jones	Summer	sjones@new-miami.k12.oh.us	1211	E211	Intervention Specialist - ES
Joslin	Jeff	jjoslin@new-miami.k12.oh.us	2213	H213	Intervention Specialist - HS

Keener	Donna	dkeener@new-miami.k12.oh.us	1105	E105	Teacher - Title 1/Data Mgr
Keipper	Kathy	kkeipper@new-miami.k12.oh.us	2224	E224	Physical Therapist - BCESC
Kidd	Nicole	nkidd@new-miami.k12.oh.us	2003	143	Coach - Instructional/Literacy
King	Jeff	jking@new-miami.k12.oh.us	2213	H213	Intervention Specialist - HS
Kreill	Madeline	mkreill@new-miami.k12.oh.us	1117	E117	Occupational Therapist - BCESC
Lakes	Kevin	klakes@new-miami.k12.oh.us	1208	E208	Teacher -5th Grade
Lakes	Tracy	tlakes@new-miami.k12.oh.us	1207	E207	Teacher -5th Grade
Lee	Jared	jlee@new-miami.k12.oh.us	2216	H216	Teacher - HS Social Studies
Lessig	Leslie	llessig@new-miami.k12.oh.us	2105	M105	Intervention Specialist - MS (7-8)
Limon	Barry	blimon@new-miami.k12.oh.us	2001	147	Admin. - Principal - HS (9-12)
Lough	Lahoma	llough@new-miami.k12.oh.us	2106	M106	Teacher - Mathematics - MS (7)
Lutkewitte	Mary	mlutkewitte@new-miami.k12.oh.us	2103	M103	Intervention Specialist - MS (6)
Mann	Adrienne	amann@new-miami.k12.oh.us	1117	E117	Speech Therapist - BCESC
Mazes	Kevin	kmazes@new-miami.k12.oh.us	2215	H215	Teacher - Fine Arts Teacher - MS/HS
McColm	Shalei	smccolm@new-miami.k12.oh.us	1112	E112	Paraprofessional - HS
McMillen	Mark	mmcmillen@new-miami.k12.oh.us	2104	M104	Teacher - Mathematics MS (6)
Meyer	Holly	hmeyer@new-miami.k12.oh.us	1124	E124	Teacher - Music ES/MS (K-7)
Mobus	Julie	jmobus@new-miami.k12.oh.us			Paraprofessional - ES
Morgan	Heaven	hmorgan@new-miami.k12.oh.us	2136	H136	School Nurse
Morgan	Shane	smorgan@new-miami.k12.oh.us	1113	E113	Teacher - Kindergarten
Nelson	Michelle	mnelson@new-miami.k12.oh.us			Secretary - Attendance
Ortlieb	Nathan	nortlieb@new-miami.k12.oh.us	2109	M109	Admin - Soc./Emo. Learning Coordinator
Parker	Andrew	aparker@new-miami.k12.oh.us	2107	M107	Teacher - Science/SS - MS (7,8)
Parker	Rhonda	rparker@new-miami.k12.oh.us	3006	110	Admin. - Superintendent
Payne	Jennifer	jpayne@new-miami.k12.oh.us	1001	113	Secretary - Elementary School
Pennekamp	Maribeth	mpennekamp@new-miami.k12.oh.us	2219	H219	Teacher - HS ELA
Porter	Darbie	dporter@new-miami.k12.oh.us	3005	109	Secretary - Treasurer
Pruitt	Shelby	spruitt@new-miami.k12.oh.us	2101	M101	Teacher - Science/SS - MS (6)
Reed	Diane	diane@swoca.net	3001	105	EMIS Coordinator
Reid	Luke	lreid@new-miami.k12.oh.us	2115	M113	Teacher - ES. Physical Ed.
Rison	Alyssa	alrison@new-miami.k12.oh.us			Paraprofessional - PK
Rivera	Andrew	arivera@new-miami.k12.oh.us	2214	H214	Teacher - HS ELA
Robinson	Brooke	brobinson@new-miami.k12.oh.us	1104	E104	Parent/Family Liaison (SPARK)
Ross	Peyton	pross@new-miami.k12.oh.us	2205	H205	Teacher - HS Family Consumer Science
Ruder	Kyle	kruder@new-miami.k12.oh.us	2210	H210	Teacher - HS Creative Media/Tech
Salyers	Jessica	jsalyers@new-miami.k12.oh.us	1101	E101	Teacher - Pre-School
Schoenhals	Peter	pschoenhals@new-miami.k12.oh.us	2110	M110	Teacher - Mathematics - MS (8)
Schott	Kristin	kschott@new-miami.k12.oh.us	1108	E108	Teacher - 1st Grade
Senters	Josh	jsenters@new-miami.k12.oh.us	3002	106	Admin. - Sp. Ed. Director
Shanefelt	Michelle	mshanefelt@new-miami.k12.oh.us	1107	E107	Teacher - Kindergarten
Singleton	John	jsingleton@new-miami.k12.oh.us			Paraprofessional - HS
Smith	Kristie	ksmith@new-miami.k12.oh.us	2189		Food Service
Smith	Megan	mabner@new-miami.k12.oh.us	1111	E111	Teacher - Kindergarten
Spangler	Darrel	dspangler@new-miami.k12.oh.us	2127	H127	Tech Support - BCESC

Specht	Kaitlyn	kspecht@new-miami.k12.oh.us	2102	M102	Teacher - ELA - MS (6)
Specht	Sarah	sspecht@new-miami.k12.oh.us	2111	M111	Teacher - ELA - MS (8)
Spencer-Keeton	Robert	Robert.Spencer@Firstgroup.com			Transportation Director
Stevens	Susan	sstevens@new-miami.k12.oh.us	1202	E202	Teacher - 4th Grade
Stoler	Pam	pstoler@new-miami.k12.oh.us	2002		Secretary - Middle/High School
Stuckert	Andy	astuckert@new-miami.k12.oh.us			Coach - Varsity Football
Swiecki	James	jswiecki@new-miami.k12.oh.us	2204	H204	Teacher - Science HS (10, 11, 12)
Theiss	Dianna	dtheiss@new-miami.k12.oh.us	1126	E126	Community Liaison
Ulreich	Andrea	aulreich@new-miami.k12.oh.us	1128	E128	Teacher - Fine Arts (K-8)
Utz	Jill	jutz@new-miami.k12.oh.us	3000	105	Secretary - Superintendent
Walters	Devanie	dwalters@new-miami.k12.oh.us	2015	M105	Intervention Specialist MS (7)
Wheatley	Lydia	lwheatley@new-miami.k12.oh.us	1224	E224	Speech Therapist - BCESC
Williams	Jessica	jwilliams@new-miami.k12.oh.us	1114	E114	Intervention Specialist - ES
Wilson	Samantha	swilson@new-miami.k12.oh.us	1209	E209	Teacher - 5th Grade
Wright	David	dwright@new-miami.k12.oh.us	2004	142	Admin - Dean of Culture & Engagement
Young	Caleb	cyoung@new-miami.k12.oh.us	2211	H211	Teacher - HS Social Studies

MISCELLANEOUS PHONE NUMBERS/EXTENSIONS

Board Office	863-0833	Board Office Fax	863-0497
Board Office Conference Room	3003		
Emcor Manager (John's Cell)	240-9557	Hours: 9:30am - 6:00pm	
Custodian (Shelly's Cell)	515-9667	Hours: 6:00am - 2:30pm	
Elementary Office	896-7153	Elementary Office Fax	896-9313
Elementary "Motor Room"	1102		
Elementary Conference Room	1118		
Elementary Break Room	1222		
MS/HS Office	863-4917	MS/HS Office Fax	896-3956
MS/HS Conference Room	2220		
MS/HS Cafeteria Breakroom	2181		
HS IVS Resource Room	2209	Room	H209
SWOCA	867-1028	SWOCA Fax	867-0754
Transportation (Robert Spencer-Keeton)	863-1390	Transportation Fax	275-4581

IRN NUMBERS

Elem.	026864
Jr. High	010134
H.S	026872
District	046136
LPDC	014097

MOBILE CRISIS HOTLINE 881-7180









New Hire 2022-23

NEW MIAMI LOCAL SCHOOL DISTRICT CALENDAR

New Miami Local Schools

2022-2023 School Calendar

August 2022							September 2022							October 2022						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					
November 2022							December 2022							January 2023						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30	31				
February 2023							March 2023							April 2023						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
			1	2	3	4					1	2	3							1
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						
May 2023							June 2023							July 2023						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

	School Closed		Teacher Work or P.D. Day (no school for students)		Early Release Days
	First Day for Students		Midterm		*181 Teacher Days/4 Conferences
	Parent Teacher Conferences		End of Quarter		*171 Student Days, 1111.5 Student Hours

August 15-16 - Teacher Workdays	December 19 - January 2 - Christmas Break
August 17 - First Day for Students	January 13 - Teacher Workday
September 5 - Labor Day	January 16 - Martin Luther King Jr. Day
September 14 - Midterm	February 3 - Midterm
September 30 - Teacher P.D. Day	February 17 - Teacher Workday
October 14 - End of Quarter	February 20 - President's Day
October 25 and 27 - Parent Teacher Conferences	March 10 - End of Quarter
November 8 - Election Day	March 21 and 23 - Parent Teacher Conferences
November 11 - Midterm	April 3 -7 - Spring Break
November 21-25 - Thanksgiving Break	April 20 - Midterm
December 14-16 - Early Release (1/2) Days	May 23-25 - Early Release Days
December 16 - End of Quarter	May 25 - End of Quarter/Last Day for Students
	May 26 - Teacher Workday

BOARD APPROVED 2/24/2022

MISSION

In partnership with our community, the mission of the New Miami Local School District is:

- ♦ To have a challenging and relevant curriculum,
- ♦ To engage children as active participants in their learning,
- ♦ To instruct with research-based proven practice, and
- ♦ To create a caring, nurturing, and respectful environment that is safe and disciplined, so that all our children demonstrate a mastery of high academic skills.

BELIEFS

- ♦ The major responsibilities of schools should be student learning and achievement.
- ♦ All students deserve to attend schools that are based on mutual respect and that provide an environment that is safe and disciplined.
- ♦ All students can reach higher learning standards if afforded the opportunity to learn based on their learning styles, given adequate time, and taught with best practice strategies.
- ♦ Families and communities need to be fully involved with schools and school improvement efforts.
- ♦ All students should be expected to meet high academic standards and graduate from high school prepared for employment and/or further education.

ABUSED/NEGLECTED CHILDREN

The O.R.C. Section 2151.421 requires any professional school employee to report immediately incidents of SUSPECTED child abuse and/or neglect for children under 18 years of age or a disabled child under 22 years of age. The reporting employee is protected by law from liability and in fact is only liable for prosecution if the suspected abuse and/or neglect is known but not reported.

Teachers are in a unique position to note possible neglect and abuse problems. The principal is to be notified as soon as possible after a case of either has been suspected or noticed. The information will be treated as confidential by the principal who will become the case manager, or appoint a case manager (nurse, counselors etc.) depending upon the situation.

ABSENCES - STAFF

The interaction between staff and students is the most influential factor affecting student success. It is critical that staff provide continuous high-quality education. However, it is understood that there are times when it is necessary to be absent due to illness or personal obligations. In these cases, it is important that the building administrator be notified as soon as possible. Complete your absence request in KIOSK.

Sick Leave - Contact your building administrator as early as possible to notify him/her of your absence.

Personal Days - Three days are granted each year according to the master contract. There is a **four (4)-working day notice required**. When requesting personal days, you must request this absence in KIOSK. **The Building Administrator must approve the personal day before it is posted in AESOP for a substitute teacher, if needed.**

Professional Leave - Staff members may attend seminars and workshops when it is evident that it will contribute to the effectiveness of the instructional program. Requests should be directed to the building principal as soon as the teacher is aware of the professional development. After approval by the Superintendent and Building Administrator, Teachers will be expected to share their new knowledge with peers upon their return.

ACCIDENTS

Any accident/injury should be given immediate attention and reported to the office. **DO NOT** move staff / students who have been injured unless moving the staff / student is necessary to avoid additional injuries. It is better to be safe by requesting emergency care by the school nurse or the local medical support facilities if there is any concern regarding the seriousness of injuries. The nurse will notify parents.

If a staff member is injured, an accident report needs to be completed by the injured/affected employee, however, if necessary, another employee can complete the report with the assistance of the affected employee. The accident report form can be accessed on the school website under the staff links tab. It is titled Public School Works- Report an Employee Accident.

NOTE: Use precautions when dealing with blood and other body fluids. Use latex gloves and avoid contact with the fluids. For additional information regarding the procedures associated with an exposure to the body fluids of another person, the employee shall take the Blood borne Pathogen Class in Public School Works.

ACTIVE VIOLENCE PROTOCOL

Active Violence Protocol (formerly A.L.I.C.E. Alert, Lockdown, Inform, Counter, and Evacuate) provides preparation and a plan for individuals and schools on how to more proactively handle the threat of an aggressive intruder or active shooter event. Whether it is an attack by an individual person or by a group with intent on conveying a political message through violence, Active Violence Protocol-based tactics have become the accepted response, versus the traditional "lockdown only" approach. Refer to New Miami's Safety Crisis Plan for specifics in the event of an emergency.

ALCOHOL AND DRUG USE

No employee will use, possess, or be under the influence of any controlled substance (including alcohol) while on school property or representing the District at an off-site event (i.e. sporting event, etc.). The district may require the employee to take a drug test if it believes a rule has been broken. The employee must submit to taking the test or automatically be assigned a positive result. Violation of this rule, under the Drug-Free Workplace Act, could result in disciplinary action, including termination.

ANNOUNCEMENTS

Announcements will be made within the first 5 minutes of the school day. If you would like for an announcement to be made, please write it out and give it to the office secretary at least one day prior to the announcement to be made.

ASSEMBLIES

At various times throughout the year there will be assemblies to promote school spirit, to educate, and to praise individuals and groups for accomplishments. Teachers are to walk with their classes to the location of the assembly and to sit with their regularly scheduled class unless instructed to do otherwise. Teachers are responsible for enforcing proper student behavior during assemblies. If an assembly is scheduled during an elementary teacher's regular planning time, the special area teacher will assume the supervision of the class in the assembly.

ASSIGNMENT OF STUDENTS

It is the responsibility of the building principal with input from the staff to assign students to classes. During the last four weeks of the school year, each teacher will be required to turn in an ability ranking that will "rate" students in overall academics as well as behavior. With teacher input, class assignments will be made to balance teacher classes with academics and behavior needs of students. Staff members are not to make teacher recommendations to parents.

ATHLETIC PASS

Employees may use their photo I.D. badge for free admission to any regular-season home sporting event. The employee must present their badge when entering the event. Misuse may result in forfeiture of the pass.

ATTENDANCE PROCEDURES

Teachers are to put in attendance electronically within the first 15 minutes of the school day. ALL notes for absences and doctor excuses should be sent to the attendance secretary. All notes will be recorded, initialed and kept in the office.

Attendance staff will follow the requirements of House Bill 410 thus implementing Attendance Intervention Team Meetings with families, home visits, Attendance Intervention Plan and filing truancy charges.

MS/HS Tardiness - Students are tardy if they are not in the classroom by the bell. Students who are tardy must first report to the welcome center. A tardy slip will be issued by the attendance secretary for the student to be admitted to class. The attendance secretary will mark the student tardy in DASL.

ES Tardiness - Students are considered tardy after the second bell. Students who are tardy are required to check into the welcome center to get a tardy slip before heading to class. The attendance secretary will mark the student tardy in DASL.

Vacations - Students are permitted to take up to 3 days (or 21 hours) for a family vacation, as long as they have not exceeded or will not exceed 10 days of absence. The office should be notified before any vacations are taken.

Excused Absences are:

- a. Personal illness (includes doctor and dentist appointments)

- b. Illness in the family or death of a relative
- c. Observance of a recognized religious holiday
- d. Unusual circumstances where permission from the principal has been obtained.

BACKGROUND CHECK

The Human Resources Department shall request from the FBI and the Ohio Bureau of Criminal Identification and Investigation (BCII) criminal records checks of all candidates under final consideration for employment with the district in a position involving the care, custody or control of students.

Any employee who has care, custody or control of students without having first received a criminal records report is conditionally employed. Any person conditionally employed who then fails to pass a BCII/FBI criminal background check shall be released from employment.

It is the employee's responsibility to keep a current BCII/FBI background check for employment.

Parent volunteers and community volunteers who have care, custody or control of students will also require an FBI and BCII criminal record check.

BOARD POLICY

Board of Education Policy Books are available for staff, parents and community members via the New Miami Local School District website through Board Docs or boarddocs.com.

Policy 3112 - BOARD-STAFF COMMUNICATIONS

The Board of Education desires to maintain open channels of communication between itself and the staff. The basic line of communication will, however, be through the Superintendent.

A. Staff Communications to the Board

Communications from staff members to the Board or its committees shall be submitted through the Superintendent. The Superintendent shall forward such communications received from staff members to the Board. This procedure is not intended to deny any staff member his/her constitutional right of free speech or the right to appeal to or otherwise address the Board on important matters through established procedures.

B. Board Communications to Staff

All official communications, policies, and directives of the Board of staff interest and concern to the staff will generally be communicated through the Superintendent, who shall also keep staff members informed of the Board's concerns, and actions.

C. Social Interaction

Both staff and Board members share an interest in the schools and in education generally, and it is to be expected that when they interact at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations, and general activities of the District. However, since Board members are not authorized to act on behalf of the Board unless in open public session or when specifically vested with such authority, Board members and members of the staff should not discuss individual personalities, personnel grievances, or other complaints. Instead, such matters should be addressed in accordance with the procedures established in Board Policy or the collective bargaining agreement.

BUILDING ACCESS AND EXIT PROCEDURE

Your security access fob will allow you to access four areas of the building - the front door by the board office, athletic hallway entrance, teacher break room door, and by the First Student Transportation office. The teacher's break room door exiting to the outside is the only authorized exit point when leaving the building on weekends, holidays, or outside of normal working hours. This door has the only accessible keypad for engaging the alarm system. The last person exiting the building must engage the alarm.

To Access the building

1. Take out your security access Key FOB and slowly pass it approximately ½ an inch in front of the reader.
2. After passing your Key FOB over the reader, you should hear a beep and observe the card reader turning green momentarily. (If you do not hear a beep or observe the light change in the reader, you will need to repeat the procedure).
3. Quickly grab the door handle and open the door. The magnetic lock is only released for a brief moment. If the door does not open, go back to step number 1 and repeat all procedures.
4. After gaining access to the building using your security Key FOB, the alarm system will be disengaged. You do not have to manually disengage the system.

Exiting the building.

1. Push the all call button on the phone, and dial # then 00...wait for the dial tone to change then push 0,111# again. Announce your departure from the school, and ask that if anyone is present in the school that they call you at extension 2181 within 30 seconds. If nobody calls within 30 seconds to a minute, then go to step 2.
2. Locate the keypad to the left of the door when exiting.
3. Push the "Exit" button on the keypad if the keypad light says Ready by being lightened up green.
4. The counter will give you 30 seconds to exit the building.
5. After arming the system you must wait 25 seconds before being able to reenter the building using your security access card.

If there is anyone else in the building, you do not want to activate the alarm. If there is motion detected in the building by the motion detectors the keypad will indicate the location of the motion. You can scroll through unsecured doors and motion detectors that detect motion by using the up and down directional arrows on the pad. You must investigate the area if any motion/unsecured doors are showing up in the building. **You will be unable to activate the alarm if any motion is being detected so it must be corrected!!** If you find another authorized person in the building, make sure they know that it is their responsibility to set the alarm.

BUILDING KEYS

All keys used in the building must be recorded by Jill Utz, Board Office Secretary. Do not give keys to students. When possible all classroom doors, desks, file cabinets, and storage closets should be locked.

If your Key FOB is lost or stolen, report it immediately to your school administrator. The Key FOB will then be inactivated to prevent unauthorized access and you will be issued another Key FOB.

The only authorized user of your security access card is you. Do not under any circumstance give your Key FOB to anyone else, or give any unauthorized person access to the building.

BUILDING CLEANING

Staff members are to bring to the attention of the custodians, maintenance, building secretary or principal any problems associated with building cleanliness, maintenance, or security. Areas needing attention are to be reported to EMCOR via work order.

Cleaning - It is everyone's responsibility to help maintain the physical surroundings. Teachers are asked to have students pick up around the desk as needed throughout the day and each afternoon just prior to dismissal. Students just prior to the class dismissal should remove all paper, books, and materials from the floor.

Animals in rooms - Classroom "pets" of any kind are to be maintained so that cages/areas are clean and free of odor. The teacher should check with all students to make sure none has an allergy to the animal you plan to bring in the classroom. It is NOT the custodian's responsibility to maintain a classroom animal. Arrangements must be made so that no pet is left in the building over holidays/breaks with the exception of fish in self-contained tanks.

BULLYING AND HAZING

The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials.

School Personnel Responsibilities and Complaint Procedures

Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing bullying and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as "cyber bullying"), such as the following:
 - A. posting slurs on web sites, social networking sites, blogs or personal online journals;
 - B. sending abusive or threatening emails, web site postings or comments and instant messages;
 - C. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
 - D. using web sites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
6. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

CAFETERIA

Lunchtime allows students the opportunity to socialize with friends in a relaxing atmosphere. The noise level is expected to be at a higher volume during this time but it does need to be controlled. As the students go through the lunch line, the noise level should be kept as low as possible. Two staff members will be assigned to the cafeteria to monitor students.

CELLULAR TELEPHONES

Students are not permitted to have cell phones during regular school hours or activities. A student who is found to be using a cellular device during class time will have the device confiscated by the staff member and the staff member will make a phone call to the parent/guardian. However, if a student chooses to bring a cell phone to school, the school is not responsible for their loss.

CONCEAL AND CARRY LAW

Amended Sub. House Bill #12 Ohio Revised Code 2923.122

Unless otherwise authorized by law, pursuant to Ohio Revised Code 2923.122, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordinance into a school safety zone.

CONFERENCES - INDIVIDUAL & GROUP

Conferences are held with parents to advise them of their child's academic and social progress. Teachers are strongly encouraged to conduct individual parent teacher conferences whenever there appears to be a need. There are four evening parent teacher conferences held each year. At any point during the conference, no later than February, that there is thought of promotion/retention the teacher will contact the building principal for further collaboration before a decision is made or contacting the parent/guardian.

Staff members are expected to set up conferences with parents. The goal is for all parents to have conferences with their children's teachers. Remember that conferences are an excellent opportunity to praise students/parents/ guardians for their efforts. Staff must document the number of conferences held and email the total to the building administrator or designee.

CONFIDENTIALITY

We, as a staff, must make every attempt to protect the confidentiality of our students' records. Please do not discuss students in the teachers' lounge, halls or in public.

COMMUNICATING VIA SOCIAL MEDIA

All district staff members are expected to maintain cordial and professional communication with parents. Staff may communicate with students and parents from time to time using various forms of Board approved communication media (Telephone, Email, Class Dojo etc.) for school related issues such as homework, student progress, authorized school activities, and behavioral concerns. It is the staff member's responsibility to keep comments professional in all conversations. Communication should be returned to parents/guardians by the next business day. If a student or parent reaches out using social media or text messaging, discretion and good judgement should be utilized if responding. Employees should be aware that any electronic communications conducting school business are public records.

Be reminded that personal student information should not be shared with anyone except the student's parent or legal guardian.

Any communication with a student should be done using the Board approved platforms for communication. Personal devices to text, call, or contact a student directly is not permitted.

CONTROVERSIAL ISSUES (TEACHING OF)

In the study of controversial issues, students have four rights which recognize the right to:

1. study any controversial issue which has political, economic or social significance and concern;
2. have free access to all appropriate information, including materials which circulate freely in the community;
3. study under competent instruction in an atmosphere free from bias and prejudice and
4. form and express their own opinions on controversial issues without jeopardizing relations with teachers or the school.

The study of controversial issues should be objective and scholarly with minimum emphasis on opinion. The teacher must approach controversial issues in the classroom in an impartial and objective manner and must refrain from using classroom privileges and prestige to promote a partisan point of view.

Teachers determine the appropriateness of certain issues for consideration using the following criteria.

1. Treatment of the issue in question must be within the range, knowledge, maturity and competence of the students.
2. There should be study materials and other learning aids available from which a reasonable extent of data pertaining to all aspects of the issue can be obtained.
3. The issue should receive only as much time as is needed to consider it adequately.
4. The issue should be current, significant and relevant to the students and the teacher.

A teacher who is in doubt about the advisability of discussing certain issues in the classroom shall confer with the principal concerning the appropriateness of doing so. If discussion of an issue is not approved by the building principal, the teacher may refer the issue to the Superintendent.

If parents desire that their child be excused from participation in discussion of such material, arrangements are made to respect that request.

COPY MACHINE/COPYRIGHT LAW

Staff members are to use the copy machine in the staff workroom. If a paper jam should occur, please follow the directions on the screen to repair it. If not successful, seek assistance.

The first revision of the Copyright Law since 1909 went into effect January 1, 1978. The law was revised to eliminate widespread use of copying machines to avoid purchase of copyrighted materials. Penalties for infringement are severe: from \$250.00 to \$10,000.00 (statutory damages) and if the court finds willfulness, up to \$50,000.00; if willful infringement for commercial or private financial gain is proved, fines of up to \$50,000.00 and/or two years imprisonment or both are provided.

Copyright rules apply to electronic media, including clipart and Internet sites.

Single Copies

A single copy may be made of the following by or for a teacher upon request for scholarly research or use in teaching or in preparation to teach a class:

- A chapter from a book
- An article from a periodical or newspaper
- A short story, short essay or short poem, whether or not from a collective work
- A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper

Multiple Copies

Multiple copies (not to exceed in any event more than one copy per student in a course) may be made by or for the teacher giving the course for classroom use or discussion -- provided that:

- The copying meets the tests of brevity (less than 250 words for a poem; less than 2,500 for an article, story or essay) and spontaneity as defined below
- Meets the cumulative effect test as defined below
- Each copy includes a notice of copyright

Spontaneity

- The copying is at the instance and inspiration of the individual teacher (but shall not be used to substitute for purchase of books, publisher's reprints or periodicals, and should not be directed by a higher authority.
- The decision to use the work and the moment of its use are so close in time that it would be unreasonable to expect a reply to a request for permission

Cumulative Effect

- The copying of the material is for only one course in the school in which the copies are made
- Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term
- There shall not be more than nine instances of such multiple copying for one course during one class term

IT IS YOUR RESPONSIBILITY TO ABIDE BY THE REQUIREMENTS OF THE LAW. UNDER NO CIRCUMSTANCES SHALL IT BE NECESSARY FOR YOU TO VIOLATE COPYRIGHT LAW PROVISIONS IN THE PERFORMANCE OF YOUR DUTIES AS AN EMPLOYEE OF THE NEW MIAMI LOCAL SCHOOL DISTRICT.

DISCIPLINE

The administration at New Miami Local School considers it important that each teacher be able to maintain a proper learning climate at all times. The word *discipline* comes from the Latin roots meaning teaching or learning. It is important to remember that discipline comes through instruction and practice and should be done in a manner reflecting the philosophy of the school. Discipline in the classroom is the responsibility of the classroom teacher. When you instruct disciplined behavior in your classroom, students are without excuse for inappropriate actions. All teachers are expected to build student discipline through correction, intervention and rehearsal of appropriate behavior at any time on the school grounds. ALL DISCIPLINE SHOULD BE HANDLED IN A FAIR AND CONSISTENT MANNER.

1. THE PURPOSE OF DISCIPLINE:

- a. Teach appropriate behaviors.
- b. Improve student achievement.
- c. Change inappropriate behavior.
- d. Proactive vs. Reactive (Preventive).
- e. Create a positive learning environment.
- f. Eliminate punitive actions toward students.
- g. Discipline is not punitive, but rather should be positive to get desired results.

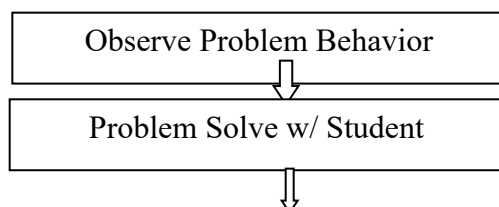
2. GUIDELINES

- a. Learn all you can about previous school experiences of your students (but do not let this information bias you).
- b. Be prepared for class. Ten seconds of idle time can escalate into 10 minutes of problems.
- c. Make your assignments reasonable and clear.
- d. Dress in a professional manner.
- e. Be prepared for the unexpected
- f. Keep rules to a minimum.
Share and post your classroom rules with students on the first day of class.
- g. Be consistent each and every day.
- h. Do not punish the entire class for the actions of a few.
- i. Never say anything to a student in front of a class that you would not say in the presence of his or her parents.
- j. Never humiliate a student in front of others.
- k. Students have plenty of friends. Don't be a friend, be a teacher and role model.
- l. Don't be afraid to apologize.
- m. Use the telephone. Let the parents/guardians work with you.
- n. Never argue with a student in front of the class.
- o. Believe it or not – you don't see and hear everything.
- p. Be enthusiastic – it's contagious.
- q. Don't be a screamer. A barking teacher does nothing but make noise.
- r. Know your students' hobbies, interests, problems, friends, etc., and show a sincere interest in these things.
- s. Keep administrators informed when dealing with students with inappropriate behaviors.

REFERRAL PROCESS

When a teacher has followed the "Discipline Flow Chart" a student may be sent to the Dean of Culture and Engagement with an office referral for repeated behavioral issues. Teachers will only send students directly to the office in cases of serious nature (fighting, drugs, etc.) as specified in the flow chart. At no time is a teacher to leave the classroom to bring a student to the office. Teachers should use their classroom phone or walkie talkie to contact the Dean of Culture and Engagement/building administrators for such issues.

**New Miami Local School District
Student Behavior Management Flow Chart**



16. Create opportunities for students (particularly those with behavior problems) to experience success in their learning and social behavior.

ADMINISTRATOR/DEAN OF CULTURE AND ENGAGEMENT RESPONSIBILITIES

1. Determine consequences for all referred students.
2. Report referral in ProgressBook.
3. Report suspensions and pending expulsions to the Director of Special Education, Treasurer, and Superintendent. This can be accomplished through email.
4. Develop a school-wide incentive program to encourage and reward respectful and appropriate behavior.
5. Give feedback, guidelines, and support to teachers on classroom management.
6. Model respectful conduct and action in the learning environment.
7. Develop a supervision plan during non-instructional periods (hallway, lunch, before and after school).
8. Coordinate outside professional assistance as needed (court and Mental Health).
9. Provide students with conflict resolution and drug awareness education (Guidance).
10. Increase parental contact, both positive and negative.
11. Maintain greater visibility (hallways, lunch, before and after school).

DRESS CODE - STAFF

The Board of Education believes staff members set an example in dress and grooming for their students. Personal appearance is very important and as such the apparel worn by members of the staff reflects their professionalism. Staff members who understand this precept and adhere to it enlarges the importance of his/her task, presents an image of dignity, and encourages respect for authority. These factors act in a positive manner toward the maintenance of discipline.

- Shorts are not permitted to be worn by staff members (PE teachers only).
- If leggings or fitted pants are worn, it is required to cover the seat of the pants with a long top.
- Staff are not permitted to wear athletic slides or other shoes that could present a tripping hazard. Athletic wear is not permitted (PE teachers only). This type of clothing does not meet the professional standard set forth by the district.

Jeans MAY ONLY be worn on Fridays when you make the one time \$36.00 donation to the scholarship fund. This can be given to your office secretary. **At no time should the jeans have rips, holes or tears in them.**

DUTIES

A.M. Duty – Staff members are assigned morning duties. Students are not to be permitted in the building until 7:15 a.m. (Middle / High School) and 8:15 a.m. (Elementary). They are to remain in the assigned area until dismissed, unless they have permission from a staff member to leave. Students are dismissed from the cafeteria to their classrooms. Elementary teachers must pick up their students from the cafeteria.

Lunch/Recess Duty - Each grade level may work out a duty schedule for the grade level team. In order to have outdoor recess, the temperature must be above 32 degrees.

P.M. Duty – Teachers will walk their students to the bus and remain within the area until the buses leave or designated pick up area for walkers at dismissal.

EMERGENCY PROCEDURES

Fire and Tornado procedures must be posted in every classroom at all times. There will be drills conducted throughout the year. Go over the procedures with your class. Let them know what kind of behavior is expected and how serious the drills are. During a drill you will have a class roster and take attendance upon arrival to your safe spot. A system is set up of red, yellow, and green cards to hold up for viewing by the administrators. Red means that you do not have all of your students present that were in attendance for the day, yellow means

that you have a student that is not your student, and green means that you have all of your students present and accounted for.

Staff are only permitted to leave campus during their lunch break. When leaving you are required to sign out using the approved platform. Once you return, you must sign back in. This procedure is needed in case there is an emergency and we need to account for all staff.

Please refer to your Emergency Procedures Binder for specific instructions and details on emergency/crisis situations.

*Encourage students, parents, community members to call the
Safe School Helpline 1-800-418-6423 ext. 359.*

EMERGENCY SCHOOL CLOSING

Should inclement weather or other emergency require the cancellation of school, or a delay of the start of school, the community will be notified by the automated phone system. Staff members will be notified using the automated phone system. In addition, local television stations will be notified of a school closing.

PRE-SCHOOL - If school is on a two hour delay it will be necessary to cancel the AM pre-school session.

EQUAL OPPORTUNITY EMPLOYMENT

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.

ETHICS LAW

The Ohio Ethics Law was originally enacted in 1973 to promote confidence in government. The law (O.R.C. 102) prohibits a teacher, in part, from:

- authorizing or using his/her position as a teacher to secure authorization of any school district contract in which he/she, family members, or business associates have an interest;
- profiting from a school district contract he/she authorized, unless it was awarded to the lowest and best bidder after a competitive bid; and
- having an interest in the profits or benefits of a school district contract.

O.R.C. 2921.43 prohibits a school teacher from accepting or soliciting any compensation, other than as allowed by law, for performing his/her public duties. All other school district officials and employees, including teachers who do perform, or have the authority to perform, administrative and supervisory functions, are subject to all Ethics Law restrictions, including the post-employment, confidentiality, and conflict of interest provisions of O.R.C. 102.03

EVALUATION-SUPERVISION OF STAFF - OTES

The major purpose of the evaluation process is to help each teacher to grow, to refine skills, and to develop professionally. It is the administrator's role to see that teachers meet and exceed district expectations and that is through the evaluation process. While supervision and evaluation are both the role of the principal, assisting teachers through the evaluation process is the primary objective.

It is the belief of this administration that everyone should strive to improve his or her teaching expertise.

At the beginning of the school year it is required that all certified staff members create growth plans or are put

on an improvement plan by the administrator. This is to be created using the Ohio Department of Education platform.

All teachers will be formally and informally observed instructing students by the building principal. The Ohio Department of Education approved evaluation model that is used is to provide a research-based evaluation tool. The Board believes in the importance of ongoing assessment and meaningful feedback as a powerful vehicle to support improved teaching performance and student growth, as well as the promotion and retention decision for teachers. All other staff will be evaluated using the New Miami Local School District Board approved tool for evaluation.

EVALUATION OF STUDENTS

One of the many problems confronting teachers, parents, and students is arriving at a satisfactory system of evaluating student progress. Many factors should be included in the grade received by each student and the following guidelines are designed to help us to be consistent in our evaluation procedures.

- Attendance, ability, achievement, desire, attitude, cooperation, and participation shall all be given due consideration in determining the grade for each student in each subject.
- A mark shall never be used to discipline a student.
- A grade shall represent a broad, general achievement in each subject. Keep in mind that grades are NOT absolutes: one teacher's "A" could be another teacher's "C."
- Use grades to encourage and not discourage students.
- The class standard should never be geared to the slowest student, the average student, or the fastest student if we are considering the needs and differences of the individuals in the class.
- Realize that grades are subjective evaluations of student work/performance.
- Records of all grades given should be kept by each teacher to justify marks on the report cards.
- Teachers are to confer individually with students about grades so those students understand where they are in need of support.
- When a student experiences academic difficulty, a teacher is to contact the parents as early as possible in order to arrive at a cooperative approach.
- Grading practices, testing procedures, and teaching techniques should be scrutinized carefully when large sections of a class or group perform poorly or fail. The concept of the bell curved grade distribution is not appropriate if we are meeting the needs of individual students.
- Students in special programs should be provided opportunities to be tested on material using their strongest modality. We must remember that while a child with learning disabilities may have disabilities that are not visually apparent, that child should be given the same consideration as a blind or a deaf child would be given. In other words, be supportive of the child's disability by teaching and testing through the child's strengths.

Reporting Academic Progress - This should be an ongoing activity throughout the year utilizing the formal means of reporting (grade cards, interim reports, and conferences) as well as utilizing telephone calls, notes mailed or sent home, Friday reports, and other conference opportunities.

Electronic Grade Book - This is required by all teachers. Teachers are required to keep updated grades.

Grades should be entered at least once a week with a minimum of two grades per subject area. Grades will be monitored every two weeks. Quarter end grades need to be finalized during the window as stated by the building principal/guidance counselor.

Interim Reports - Are given out to students approximately four to five weeks into each quarter. Teachers should share interim reports with students before sending them home.

Grading Scale - The district scale is as follows:

Grade 3- 12				Kindergarten-2
	100-98	89.9-88 B+	79.9-78 C+	69.9-68 D+
A+		83-87.9 B	77.9-73 C	S=Satisfactory
	97.9-93	82.9-80 B-	72.9-70 C-	67.9-63 D
A				P=Progressing
	92.9-90			62.9-60 D-
A-				U=Needs
				59.9-Below F
				Improvement

FACULTY MEETINGS

Faculty Meeting will be held during Morning Meeting times as scheduled on the monthly PD calendar. Attendance is mandatory unless prior written approval is given by the principal. It is important that the meetings begin on time. Please be considerate of everyone's time.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

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

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The following information is a summary of the Family Educational Rights and Privacy Act (FERPA), which is a federal law. For more information regarding other aspects of FERPA or for specific language, access the U.S. Department of Education website at www.ed.gov.

1. What is FERPA?

FERPA is the acronym for the Family Educational Rights and Privacy Act. The purpose of the Act is two-fold – to assure that parents have access to their child’s educational records, and to protect such individuals’ rights to privacy by limiting the transferability of their records without their consent.

FERPA is not a version of the Federal Freedom of Information Act made applicable to education records. It creates no right to public access.

2. Who has rights under FERPA?

Generally speaking, parents of children who attend or have attended a school or facility that receives federal funding have rights under FERPA. Parents, however, transfer their rights under FERPA to their child when he or she has attained the age of eighteen years of age or is attending an institution of postsecondary education.

3. Who is bound by FERPA?

FERPA applies to an educational agency or institution that receives federal funds Administered by the Secretary of Education. In this case it means the Northwest Local School District and all employees of the district must abide by the guidelines of FERPA. This further includes PTA members and/or volunteers who may have access to student information.

4. What are the rights granted by FERPA?

There are three basic rights granted to parents (or eligible students):

- The right to inspect and review the education records relating to the student maintained by the schools the child attends or has attended.
- The right to challenge and require the school to amend any portion of the education records concerning the student that are inaccurate, misleading or otherwise in violation of the student’s privacy rights.
- The right to require the school to obtain written consent prior to the disclosure of personally identifiable information, except in those instances specifically noted in the statute.

5. What are education records?

The term “education records” refers to those records, files, documents, and other materials which contain information directly related to a student and are maintained by an educational agency or institution.

6. What is personally identifiable information?

Personally identifiable information is the information about a student contained in his or her education records that cannot be disclosed without consideration of the requirements of FERPA. It is information that relates to, or concerns, just the student, or a grade. It need not only be embarrassing information, or “private” in any such sense. An “A” in the course is just as much personally identifiable information as an “F.”

7. Are education records limited to written materials?

Not necessarily, but it is clear that the records must be in some tangible forms, or susceptible to reproduction in a tangible form. Otherwise, a parent’s rights of inspection would be difficult to enforce.

A “record” is defined as any information recorded in any way, included, but not limited to handwriting, print, computer media, video or audiotape, film, microfilm, and microfiche.

Generally, oral information based on personal information or knowledge is not an education record subject to FERPA. But, FERPA does restrict the oral communication of personal information about students that is contained in or derived from education records.

8. What are the implications for the end-of-year videos and other recognition projects?

Teachers, Viking Volunteers, and other staff members will have to monitor these projects closely to ensure that the end product is not in violation of FERPA. In addition, parents may deny permission to have their child’s photo and/or name included in such publications and/or videos. The Student Services Office maintains a list of parents who have submitted requests to exclude such information.

When in doubt, it is recommended that information be kept confidential. FERPA has implications for discussions that take place in the staff workroom, in the main office, in telephone conversations, etc. In addition, care must be exercised when it comes to posting confidential information in newsletters, on web pages, etc., or other such avenues for sharing information. If you have any questions regarding whether information is protected by FERPA, please feel free to contact the Student Services Office.

FEES & COLLECTION

All school fees will be paid in each building office. Every student is to receive a receipt that will be provided by the office. The treasurer’s office requires that all money collected be given a receipt regardless of check or cash. Student fees will be turned into the treasurer’s office on a daily basis. This is not only for security from theft, but this is a requirement by law. Teachers are to send students with fee money to the office.

Note: Teachers are reminded not to collect fee money.

Collection Procedure - Parents will be notified of the fees by the office. It is permissible to set up a payment system with the parents, especially for those with several children in the school. This will be done through the office.

New Students - Students who enter anytime during the first nine weeks will pay the full fee amount. Students who enter during the school year will pay according to the nine weeks they enter.

FIELD TRIPS

Field trips can be valuable learning experiences for students if well planned and organized. There must always be an educational purpose/objective to justify a field trip. The following procedures are to be followed when planning a field trip away from New Miami.

1. Approval from the principal to avoid conflicts. Then, call to get information from the place you want to go. Ask for a price, address & phone number, a contact person's name, a tentative date and a confirmation letter from them that includes this information. You shouldn't plan to leave before 8:45 A.M. and must return before 2:45 P.M. unless you receive special permission or make special arrangements with the principal.
2. Provide the following information for approval:
Electronic Field Trip Information Sheet
3. Call the transportation office to be sure buses will be available for your trip. Fill out a requisition form for a Purchase Order Number for your bus. This must be done at least two weeks prior to the field trip or it will be denied.
4. If you do not plan to return in time to eat in the cafeteria, a written note must be sent to the principal and cafeteria supervisor at least two weeks in advance.
5. After the trip has been approved, parents are to be notified the following: location, purpose, date, time, cost, teacher's name, and any special notice regarding lunch, cancellation in case of bad weather, need for chaperones, etc. It is suggested that the permission form have a tear off section at the bottom so that the parent can keep the information section. The information should go home at least 10 days prior to a trip to allow parents time to ask questions. Give the principal and secretary a copy of the permission slip form with your room identified. Telephone permissions will NOT be accepted for field trips, but FAXED permission forms signed by the parent will be accepted and given to the teacher.
6. It is the teacher's responsibility to make arrangements ahead of time with the school nurse to have medications ready to take on a field trip. Do not wait until the last minute.
7. As money is given to you, please deposit it every day with the treasurer's office using a pay-in form. No deposits will be accepted after 3:00 p.m. Collection of admission fees and deposits must be made two weeks prior to the field trip.
8. **DO NOT keep any money in your room or on your person.** Remember deposits must be made every day while collecting money.

Current and prospective chaperones that have or will have unsupervised access to children on a regular basis may, at any time, be subject to a criminal record check (BHII).

HALLWAY TRAVEL

Elementary - Teachers are to escort classes at all times as they travel in the hallway. Students and adults must be at a NNN (No Nonsense Nurturer) level one in the hallways so as to not interrupt the educational process in other classrooms. Middle/High School – Teachers are to be visible in the hallway at their doors during transition times and at their assigned arrival and dismissal times. This is a time to welcome students into your classroom and build relationships. This is not a time for staff to engage in personal conversations with each other.

HIPAA

The Health Insurance Portability and Accountability Act (HIPAA) is in place to ensure the privacy of all health-related information. Student data files and information must be protected; student information/files can be transmitted but must be protected in the transfer; and parental consent is required for the release of any personally identifiable medical information. Immunization information is not included under HIPAA guidelines.

It is the intent of the school district to safeguard and protect the privacy and security of its applicants' and employees' "protected health information" as defined by the HIPAA of 1996.

HOURS - STAFF

Teachers are expected to be in the building:

7:15am – 3:15pm Middle School/High School

8:00am – 4:00pm Elementary School

All staff will have a 30 minute duty free lunch per day.

Teachers are required to use their planning periods for preparations of their classroom teaching, record keeping, meeting with other professionals, meeting with parents/guardians of students. Staff are not permitted to leave their buildings during their planning time.

Staff meetings, grade level meetings, conferences, orientations, programs, and in-service training sessions may occasionally extend the teachers' day beyond the normal dismissal time. Staff members are expected to attend and the administration will make every effort to keep those times to a minimum and to use the time effectively upto the contracted time allowable.

INTERNET/ACCEPTABLE USE POLICY

7540.04 - STAFF NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY: Staff members are encouraged to use the Board's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Staff members must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the applicable collective bargaining agreement and Board policy, and/or civil criminal liability. Prior to accessing the Internet at school, staff members must sign the Staff Network and Internet Acceptable Use and Safety Agreement.

The District reserves the right to monitor, access, read, disclose and use email without prior notice to the originators and recipients of such email. In addition, email may be monitored and read by authorized personnel of the District to review any violations of the law or Board policy, communications harmful to the District, employees, students and staff, or for any other reason. You must be aware that email is inherently insecure, and users should not assume any level of privacy. The District may install software to monitor network, email and internet usage and may inspect any and all files stored in any area of the network to ensure compliance with this policy.

INTERVENTION

Staff must document specific interventions for each child performing below grade level expectations. This needs to be brought to and available during RtI meetings as well as ETR and IEP meetings as necessary. No child will be referred to Special Education without proper documents within the RtI process.

CHROMEBOOK CARTS AND PROCEDURES

Teachers are responsible for assigning Chromebooks to students, ensuring students use only their assigned Chromebook and reporting damage via tech ticket by emailing techhelp@new-miami.k12.oh.us

LAMINATING MACHINE

The lamination machine is located in the MS/HS teacher workroom off from the media center. Students are not permitted to operate the laminating machine at any time.

LESSON PLANS

Lesson plans are the teacher's written directions for the classroom and show what decisions have been made to provide the best education for the particular class and individual students. These need to be available at any time for an administrator to access. Lesson plans affirm how you are following the Ohio's Content Standards, thereby ensuring continuity of the learning process and preparation of our students for a productive future. Teachers are to follow their curriculum maps for their academic area. It is important that teachers follow these

documents to prepare students for formative and summative assessments and to assure that all students are being taught the same goals/objectives in each grade level or course.

LIBRARY

The Aide will put out a schedule with your time at the beginning of the school year. Teachers may take students to the library at other times as long as appropriate supervision is arranged and the time does not conflict with other visiting classes.

LPDC / & LICENSE RENEWAL

LPDC is a committee that is composed of NMEA members and administration. The committee will approve and verify Coursework and Continuing Education Units. A member must fill out the LPDC Proposal form and submit it to LPDC. The LPDC will give you written confirmation that they will either need further information or that they have signed off on your Coursework/CEU in order for you to apply for your license through the Ohio Department of Education.

It is the responsibility of the staff member to be aware when their license is expiring. This can be checked, monitored and applied for in your SAFE account on the ODE website. Proper licensure is required for all positions and failure to renew proper licensure is subject to affect an individual's contract status. A copy of your license is on file. **When you renew your license it is your responsibility to make a copy and give it to the Superintendent's secretary to update your personnel file.**

MAIL

The school district will mail out notices to parents for you. Turn in school items to be mailed to the office and the proper postage will be added.

Personal Mail - There is an outgoing mail holder in each office. The District will not assume responsibility for delays or lost mail. Please affix your own postage.

MAILBOXES

All staff members have mailboxes in the office workrooms and are required to check it before school, one time throughout the day, and before leaving each afternoon. The office staff and board office continually put important information in your mailbox. Please check it frequently.

MAKE-UP WORK

Make up work is the process by which credit is earned for those days in which a student was absent. When an absence occurs, the student is to be given an opportunity to make up any work missed. Students must be given at least the number of days they missed to make up the work unless special arrangements have been made between the teacher and the parent.

MASTER AGREEMENT

Copies of the Master Agreement can be obtained through the NMEA or the New Miami Local Schools Board Of Education Office.

MEDICATION

Administering Medicines It is the policy of the New Miami Local School District that all children's medication be administered by a parent at home. Under exceptional circumstances school personnel using the following administrative regulations may administer medication:

The administration of any drug, prescription or over the counter medicine without the order of the physician and the permission of the parent or guardian could be interpreted as practicing

medicine and is prohibited by law.

A written request must be obtained on a New Miami Local School District form from the physician and the parent or guardian before any medication may be administered by school board approved school personnel. This includes all medications - prescriptions, aspirin, cold medicines, cough syrups, etc. The Medication/Procedure Request Form must include instructions as to the name of the medication, dosage, time of dosage, duration of the medication and possible side effects.

Medication must be in an original container and have an affixed label including the student's name, name of medication, dosage, route of administration and time of administration.

The principal in each building shall appoint a responsible person or persons to supervise the storing and administering of the medication. A locked cabinet will be provided for the storage of medication.

Accurate records of the medication given must be kept.

The school nurse will be responsible for monitoring of medication administered by school personnel and for providing education including specific instructions pertinent to the medication.

The Medication/Procedure Request Form must be signed yearly and/or whenever any medication change is made, including dose times, route, etc.

Medication should be brought to school by the parent, or guardian.

Alternative method: The parent may choose to schedule medication before and after school or to bring the medication to the school and administer it personally during the student's lunch or recess. This may be more convenient when a child needs medicine on a short-term basis, such as antibiotics, cold medicine, etc.

MATERIAL SAFETY DATA SHEETS (MSDS)

As a matter of best practice, any chemicals brought into a school or on school grounds must have an MSDS sheet. Each classroom has a binder to hold all of the MSDS sheets. Follow these steps to obtain any additional MSDS:

1. Dial 1-866-724-6650, option 2
2. Select the (M)SDS option
3. Tell the chemical specialist the name of the chemical.

MONEY

Do not keep money in your desk or any place in your classroom. Purses/Wallets should be locked in a drawer or kept out of sight at all times.

Encourage students not to bring money to school. Report cases of stolen money to the principal ASAP.

Any money collected for school purposes is to be deposited daily to the treasurer's office. A Pay In must accompany the deposit. Money stolen from staff members is the responsibility of the staff member.

NOTICE OF NON-DISCRIMINATION

The New Miami Board of Education is committed to maintaining an academic and work environment that is free of discrimination. The district does not discriminate in employment or in educational programs and activities which it operates on the basis of sex, color, race, ancestry, religion, national origin, age, physical or mental handicap/disability, medical condition, marital status, veteran status, citizenship status or other characteristics protected by Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, or other applicable federal and state laws and regulations.

The New Miami Local School District does not discriminate on the basis of disability with regard to admission, access to services, treatment, or employment.

NURSE

The school nurse's office and clinic is located next to the High School Office. Students are to be referred to the clinic by their teacher. The teacher needs to notify the nurse by calling the clinic extension 2136 that the child needs to be seen. The teacher takes care of such things as small cuts and scrapes by having the student wash the area with soap and water, and if necessary, applying a Band-Aid. More severe injuries are to be referred to the nurse. If you need supplies please see the nurse. Understand that the nurse does have a 30 minute duty free lunch.

Teachers may not give permission for a student to call home to parents for an illness. This must be done by the nurse or office staff only.

PARKING

Staff have assigned parking spaces.

PARTIES (ELEMENTARY)

All parties must be held during the last 30 minutes of the school day. Staff members are encouraged to limit the number of parties held during the year. Approved parties are: Halloween, Winter Break, and Valentine's Day. All activities of a party are to be designed to have fun within guidelines that maintain order. Students are to be responsible for returning the classroom to the condition it was in before the party started. The custodians should not have to add to their workload due to parties. NOTE: Please DO NOT place liquids or glass in the classroom trash containers.

PHYSICAL EDUCATION

All students will take physical education unless excused by a note from their doctor or parent. Excuses for more than one day must be in writing from a doctor stating the length of time and the reason for the excused participation. Students not participating will remain with the class.

POLITICAL ACTIVITIES AT SCHOOL

The Board of Education recognizes, subject to permissible restrictions, that school employees have the same fundamental civic responsibilities and privileges as other citizens. The Board of Education also recognizes that school property and school time may not be used for political purposes. While on school grounds, a school employee's political speech, including but not limited to words, posters, clothing, etc. shall not materially and/or substantially interfere with the operation of the District's school(s) or the inner working of a classroom.

School employees are not permitted to use District time, monies, facilities, equipment or supplies to campaign (support or oppose) nor are the employees to actively campaign while on duty.

PUBLIC SCHOOL WORKS

Staff members are sent emails throughout the year to complete online modules and tests. It is the responsibility of the staff member to complete each module and test by its due date. These modules and tests are mandated for the safety and security compliance of the district with the State of Ohio and local authorities' safety procedures as well as other compliance with the Ohio Department of Education.

PROMOTION & RETENTION

Promotion/Retention in a grade must be decided through conferences involving teachers, parents, counselor (high school) and the principal. The best interest of the pupil will always be the prime consideration. In cases of lack of agreement between the school and the home, the parent's decision will weigh heavily on the decision. Retention in a primary grade of school is better than a middle grade.

1. The building principal has the final authority within the building regarding the placement of a student.
2. Age, maturity, ability, grades, and achievement will be the basic factors considered. Other factors to be considered:
 - Siblings in the same grade.
 - Child's size, actions, personality, interactions with others etc.
 - Prior retention.
 - Special services received and for how long.
 - New student. Changing schools.
 - Family attitude.
 - Attendance
3. Recommendation for retention shall be formally presented to the principal PRIOR to any parental contact and shall be supported by the information below. The principal shall be presented with this recommendation at the end of the first semester. Parents are to be notified by February 1st that the possibility exists for retention.
 - Early identification of the needs of the child.
 - Identification of the learning problem(s) and evidence of in class attempts to help the child.
 - Evidence of the utilization of school and district personnel to provide intervention.
 - IAT referral and follow-up.
4. Retention is one of the most serious decisions a staff member has to make. The decision has long-range effects on the student who is retained.

PSYCHOLOGICAL SERVICES

The New Miami Local Schools contracts with the Butler County Educational Service Center for various support areas including psychological services (testing, placement evaluations, and consultation).

The school psychologist's office is located in the elementary school. The psychologist has a mailbox in the elementary office workroom.

The school psychologist may serve as a consultant to a teacher, but may not work with a child or observe a child without written parent permission.

PURCHASING MATERIALS

Teachers are required to submit requests for purchase orders to the building administrator on the requisition form. Items will not be ordered without prior approval by the principal.

You will not be reimbursed for materials if you purchase materials without a purchase order number.

The secretary will check all orders for accuracy as they are received. Once the order has been checked you will receive notification that your order is in the office.

RESIGNATION

Any certificated/licensed employee who intends to resign should notify the Superintendent, in writing, at least thirty (30) days prior to the effective date. A copy of such notification should be sent to the school principal by the employee resigning.

A teacher's resignation, if made in accord with statutory requirements, or if accepted by the Board of Education, terminates a contract. Any teacher who has a contract, whether continuing or limited, for the ensuing school year is permitted to resign up to and including July 10 preceding that school year. After that time, and during the school year prior to the termination of the annual session, a teacher may resign only with board consent. (Ohio Revised Code 3319.15)

The notice shall indicate the reasons for the resignation, and, insofar as possible, shall become effective at the end of the school year or semester.

Certificated/licensed employees leaving the district are entitled to request letters of recommendation from all of the individuals who have evaluated them.

SEXUAL HARASSMENT

All persons associated with the District, including, but not limited to, the Board, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment, whether verbal or nonverbal, occurring inside or outside of District buildings, on other District-owned property or at school-sponsored social functions/activities, is illegal and unacceptable and will not be tolerated. Any person who engages in sexual harassment while acting as a member of the school community is in violation of this policy.

Definition of Sexual Harassment: Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or educational development;
2. submission to, or rejection of, such conduct by an individual is used as the basis for employment or education decisions affecting such individual or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive environment.

Examples of sexual harassment-type conduct may include, but are not limited to, unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes, flirtations, advances or propositions; verbal abuse of a sexual nature; graphic verbal commentary relating to an individual's body, sexual prowess or sexual deficiencies; coerced sexual activities; any unwanted physical contact; sexually suggestive or obscene comments or gestures; or displays in the workplace of sexually suggestive or obscene objects or pictures. Whether any act or comment constitutes sexual harassment-type conduct is often dependent on the individual recipient.

The Board directs the Superintendent to appoint one or more administrators who are vested with the authority and responsibility for investigating all sexual harassment complaints in accordance with the procedures set forth in the accompanying procedure and staff and student handbooks.

Sexual harassment matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of

guilt, retaliation is prohibited.

The Board has developed complaint procedures that are made available to every member of the school community. The Board has also identified disciplinary penalties that could be imposed on the offenders.

SEXUAL HARASSMENT (Sexual Harassment Investigations)

Students:

Sexual harassment situations involving students will fall into one of the following categories:

1. Student offender and student victim
2. Student offender and employee victim
3. Student offender and general public victim
4. Employee offender and student victim
5. General public offender and student victim

Occurrences involving students as offenders will be handled in the same manner as other disciplinary situations. These procedures will include full due process protections, and could result in suspension, expulsion, referral to law enforcement agencies and/or recommendations for counseling.

Occurrences involving employees as offenders toward students will be investigated by the building principal. If further investigation is warranted, the Superintendent will designate a member of the central office staff to investigate. The information obtained from the investigations will be reported to the Superintendent for proper disposition.

Occurrences involving members of the general public as offenders toward students will be reported to an appropriate law enforcement agency.

Staff v. Staff:

The complainant should fill out the prescribed complaint form and submit it to the building administrator.

The administrator in charge of human resources will determine the extent of the investigation required and the appropriate personnel to conduct the investigation. Signed statements will be obtained from witnesses or other persons having information related to the complaint.

Upon completion of the investigation, a final report will be made. If the report concludes that the sexual harassment policy has been violated, the Superintendent will institute proceedings that may result in disciplinary action up to and including termination.

All information received regarding a sexual harassment complaint will be kept confidential.

Protection Against Retaliation

The Board shall not retaliate against an individual who makes a valid report of sexual harassment, nor permit any other employee or student to do so. Any retaliation experienced by the reporting individual should be reported immediately to the designated administrator, or the Superintendent. Any employee or student found to

have retaliated against an individual reporting sexual harassment shall be subject to the appropriate disciplinary measures, including, but not limited to, written or oral reprimand, referral to counseling, suspension, or termination.

SMOKING/TOBACCO PRODUCTS

The New Miami Local School District maintains a tobacco-free environment. Employees, while on school property, should not use any substance that contains tobacco (cigarettes, cigars, chewing tobacco, snuff etc.) and should not use any electronic, “vapor,” or another substitute form of cigarette.

SOCIAL MEDIA

Employees should be mindful of their use of social media even when not acting in their capacity as a school district employee.

Communicating with Students:

Employees are to maintain professional relationships with students at all times. All electronic communications with students must be school related and within the scope of the employee’s professional responsibilities. Social media postings can be considered a direct interaction with a student. Employees should keep in mind that the employee does not have a right to privacy when it comes to communication with students.

Personal Use:

Employees will be held to the same professional standards in their public use of social media as they are for any other public conduct. Personal and private conversations are still subject to disciplinary action if they violate state or federal laws, or New Miami Local School Board of Education policies.

Employees’ personal social media sites should not contain information regarding school, district employees or students. This includes confidential information about students, employees, or school system business; identifiable images of a student or a student’s family without permission from the family; copyrighted material belonging to the school system (including its logo); or comments about specific school employees or students that could be interpreted as defamatory or harassing.

STUDENTS WITH SPECIAL NEEDS

Each student with an Individualized Education Plan (IEP) and a 504 Plan must receive the services that are contained in the plan. **It is an expectation of the administration that teachers communicate with the special education staff on a regular basis in order to create the necessary accommodations listed on the students IEP/504 document.** In many instances the IEP/504 will include specific modifications and/or accommodations relating to evaluation and assessment. These specific modifications must be followed per the IDEA/ADA guidelines. **Teachers will be provided up to date copies (in DASL) of IEP/504’s at the start of the school and anytime an IEP/504 changes.**

STAFF CONDUCT

All staff members have a responsibility to make themselves familiar with, and to abide by, the laws of the state of Ohio and the negotiated agreement, the policies of the Board and the administrative regulations designed to implement them.

The Board expects staff members to conduct themselves in a manner which not only reflects credit to the District, but also presents a model worthy of emulation by students. Staff members are not permitted to bring a deadly weapon or dangerous ordinance into a school safety zone unless a staff member is authorized to do so pursuant to the job description.

All staff members are expected to carry out their assigned responsibilities as listed in their job description. Essential to the success of ongoing operations and the instructional program are the following specific responsibilities which are required of all personnel in accordance with the job description:

1. faithfulness and promptness in attendance at work;
2. support and enforcement of policies of the Board and regulations of the administration;
3. diligence in submitting required reports promptly at the times specified;
4. care and protection of District property and
5. concern and attention toward their own and the District's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.

SUBSTITUTE TEACHERS

It is very important that the substitute have a successful day if we want the students to have a successful day. Teachers' lesson plans are to be as specific as possible to assist the substitute in following the agenda, including objectives, for the day. If possible, provide a brief narrative of the day's plans when you know you are going to be out.

Substitute Folder - Every teacher is expected to have a substitute teacher folder that is kept in the room. This folder is to contain the following:

- Up-to-date seating charts (a must for substitutes.)
- A brief explanation of the way you operate in your classroom (rules, procedures and regulations etc. including use of a sign-out sheet, lining up for class changes, restroom privileges, collection and distribution of papers, classroom rules and consequences etc.).
- A completed guide for substitutes giving location of lesson plan book, grade book, emergency procedures, helpful students, office staff, nurse, counselor, and location of supplies.
- The cost of lunch for an adult, places to eat, and the name of a buddy teacher who can help.
- Building time schedule, classroom time schedules.
- Information on how to report discipline issues.

NOTE: Update all of this information as changes occur.

SUPERVISION - RESTROOM/HALLWAY

Teachers are expected to be visible in the hallways during each class change. Teachers should monitor restrooms on a frequent basis and stand by their classroom doors as students are in the hallway in order to maximize student supervision. A cooperative effort between the building administrators and the teachers will help to alleviate problems.

SUPERVISION – CLASSROOM

It is the expectation of the New Miami Local School District that no student is to be left in a classroom, hallway or school building unattended for any amount of time. If a teacher must leave the room for any period of time, it is the staff member's responsibility to ask for coverage of their students. It is the staff member's responsibility to monitor all classroom and student interactions on a frequent basis and report any inappropriate behavior to the office in a timely fashion. When working with students outside of school hours this responsibility of student supervision extends to before and after school times as well.

SUSPENSION

The building administrator may suspend a student for up to ten days for violating school rules, policies, and procedures. Before a student is suspended, he or she is given a notice of intent to suspend, provided a fair hearing, notified of the suspension and the parents are contacted to notify them of the action, if they are not already involved. Suspension is a serious action and does remove the opportunity for a student to receive an education. Occasionally, suspensions are appealed to the superintendent, and then the Board. Notice of suspensions should be made via email to the Special Education Coordinator.

TELEPHONES

Telephones are provided in all rooms. They are not to be used by students unless given permission by the teacher. Never call a parent for discipline purposes with other students present. Disciplinary measures should be kept confidential.

Please make sure you have your voicemail set up. You will need to check your mail often. The office staff will send your calls to your voicemail instead of taking messages. If you use the phone to call a parent, please leave a message with the phone number and your extension. Incoming and outgoing personal calls are to be limited. Emergency calls coming into the office will be directed to the staff member immediately.

Cell phones should not be used during class time by the staff and should not disrupt the educational process.

TITLE 1

Title I services are available in our buildings. This is a federally funded program offering assistance to low achieving students. There are many guidelines, which must be followed, in this particular program.

TOYS / ELECTRONIC GAMES

Toys and/or electronic equipment are not permitted at school.

TRANSPORTING STUDENTS

Staff members are never required to transport students in their personal vehicles and are encouraged not to do so due to liability.

VIDEO SURVEILLANCE & ELECTRONIC MONITORING

In order to protect school district property, promote security and protect the health, welfare and safety of students, staff and visitors, the New Miami Board of Education has authorized the use of video surveillance and electronic monitoring equipment on school property, in school buildings and busses. Information obtained through video surveillance/electronic monitoring may be used to identify intruders and persons breaking the law, board policy, or the Student Code of Conduct (i.e. it may be used as evidence in disciplinary actions and criminal proceedings).

VISITORS/GUEST SPEAKERS

Visitors are always welcome at our school. Upon entering the building all visitors must report to the welcome center to explain the purpose of their visit, to sign in, and to obtain a visitor's pass. This is the law and is posted at the entrance to the building.

When you have a visitor/guest coming in please email the Welcome Center and let the secretary know the name of the person, purpose of the visit, date, and time he/she will be expected.

Visitors/Guest Speakers should be approved by your building administrators prior to scheduling the visit to your classroom or attending your event.

Teachers are to report to the Welcome Center any person(s) in the building without the visitor's pass. The staff member is encouraged to question the visitor and remind the individual to report to the Welcome Center. Visitors who have not followed the procedures are subject to being charged with trespassing by the building administrator.

Students are not permitted to bring guests to school to spend the day. This includes brothers and sisters, friends from other schools, out of town guests, and/or other individuals.

VOLUNTEERS

The Board believes one of the greatest resources available may be found in the citizens of the community who have special knowledge and talents to contribute to the District. The use of citizens as volunteers within the school program enhances the educational process not only for students, but for the community as well. Volunteers may provide additional support in the classroom, promote community school cooperation in facilitating the learning process and provide resource persons who have expertise in various areas.

Recruitment and selection of volunteers is done at the local building level. Interested individuals should contact the building principal or his/her designee. The interests and abilities of the volunteers are considered when making assignments.

All volunteers shall be registered with the District office and at the appropriate building. Standard procedures for record keeping include hours contributed by various volunteers, types of services or donations made and an application kept on file at the local school for any volunteer who works directly with students, especially in tutorial relationships.

Current and prospective volunteers who have or will have unsupervised access to children on a regular basis may, at any time, be subject to a criminal record check (BHII).

WORKER'S COMPENSATION

All district employees are covered under worker's compensation. If you are injured in the course of your employment, please follow the steps outlined below:

1. Report the injury to your supervisor immediately and notify the Benefits Coordinator in the Treasurer's office.
2. Complete an accident report in Public School Works within 24 hours if possible. This is under the staff links on the district's website.

Electronic versions of district and building forms are listed on our school's website at www.new-miami.k12.fl.us. Paper versions are located in the building offices.