

NEW MIAMI STAFF HANDBOOK 2024-2025



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

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

NEW MIAMI LOCAL SCHOOL DISTRICT CALENDAR

New Miami Local Schools

2024-2025 School Calendar

August 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
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September 2024						
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October 2024						
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November 2024						
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December 2024						
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January 2025						
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February 2025						
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March 2025						
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


April 2025						
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May 2025						
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June 2025						
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July 2025						
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26	27	28	29	30	31	

	School Closed
	First Day for Students
	Parent Teacher Conferences

	Teacher Work Day (no school for students)
	Teacher P.D. Day (no school for students)
	Midterm

	Early Release Days
	End of Quarter
	New Staff Orientation

August 6-7 - New Staff Orientation
 August 8-9 - Teacher P.D. Days
 August 12 - Teacher Work Day
 August 13 - First Day for Students (Grades K-6 and 9 Only)
 August 14 - First Day for Students (Grades K-5, 7, 8, and 10-12 Only)
 August 15 - First Day for All Students (Grades K-12)
 September 2 - Labor Day
 September 3 - Teacher P.D. Day
 October 11 and 14 - Fall Break
 October 18 - End of Quarter
 October 22 and 24 - Parent Teacher Conferences
 November 5 - Teacher P.D. Day
 November 25-29 - Thanksgiving Break

December 17-19 - Early Release (1/2) Days
 December 20 - Teacher Work Day/End of Quarter
 December 23 - January 3 - Christmas Break
 January 17 - Teacher P.D. Day
 January 20 - Martin Luther King Jr. Day
 February 17 - President's Day
 March 7 - End of Quarter
 March 18 and 20 - Parent Teacher Conferences
 March 21 - Teacher Exchange Day
 April 14-18 - Spring Break
 May 20-22 - Early Release Days
 May 22 - End of Quarter/Last Day for Students
 May 23 - Teacher Work Day

Board Approved 1/25/2024

*181 Teacher Days/4 Conferences *170 Student Days, 1111.5 Student Hours



NEW MIAMI LOCAL SCHOOLS Strategic Plan



Vision:

New Miami Local School will cultivate success by empowering students to engage, discover and learn through challenging and innovative opportunities

Strategy 1: New Miami engages in the community

New Miami is dedicated to working together to create a strong community. By creating a community of shared leadership we will build a trusting collaborative partnership built on common goals and fluid communication.

Action Plan:

- Engage families of young child with community events and learning opportunities
- Support the community through outreach programs that meet the specific needs of families
- Provide opportunities for the community to interact with school leaders
- Provide opportunities for community members to serve on district level team
- Work to create a personal connection with each and every family.
- Work closely with community agencies to remove nonacademic barriers that bridge home, school and community.
- Support families with social emotional needs
- Create a comprehensive communication plan

Strategy 2: New Miami discovers the unique qualities of every student

New Miami values each and every student and is dedicated to educating the whole child. New Miami offers a holistic approach to the unique needs of every student. Every child deserves equal opportunity to thrive in a supportive caring environment.

Action Plan:

- New Miami partners with mental health professionals
- On site social emotional coordinators
- School wide training on trauma informed care
- Provides opportunity for all students to receive vision care and glasses and dental treatments.
- Built in time for restorative conversations and support
- Strengthen our systematic approach to discipline and incentives

Strategy 3: New Miami learns through quality instruction

New Miami commits to providing evidence based programs that challenge every student to extend their learning. New Miami focuses on rich literacy programs that provide all students with individualized paths to success. All students will be met where they are and challenged to meet their full potential by implementing quality tiers of academic support.

Action Plan:

- Research based intervention programs and strategies that provide support for every student.
- Solid core instruction based on School Wide Instructional framework
- Extensive training and implementation on gradual release
- Continue to train and implement teachers on high impact reading strategies
- Individual graduation plans for all students
- Consistent coaching and feedback to staff focused on quality of implementation within district initiatives
- Flexible opportunities for high school students to engage in authentic experiences

Mission: Engages in the community, discovers the unique qualities of every student, learns through quality instruction

"Be Better Every Day...Move Urgently, Take Risks, Show Grit"

NEW MIAMI ORGANIZATIONAL HIERARCHY

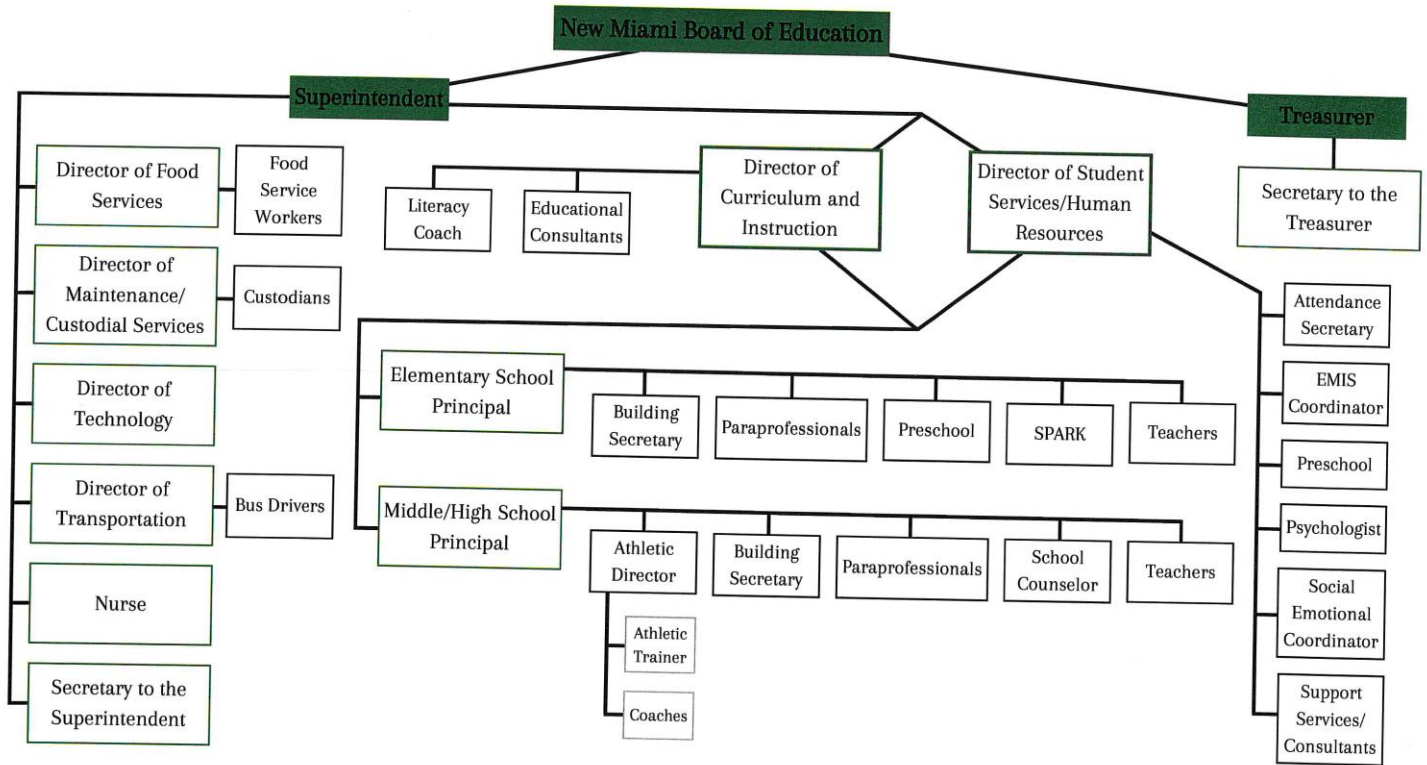


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ABSENCE MANAGEMENT

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 of the absence. Complete an absence request in the Employee Kiosk.

Sick Leave - Contact your building administrator as early as possible to notify him/her of your absence. Put the request in the employee kiosk requesting a substitute, if needed.

Personal Days - The Board and the Association agree that the Board will grant three (3) personal days leave days to all certified employees. Under unusual circumstances, additional days may be permitted with the approval of the Superintendent.

An employee requesting personal leave shall submit a request in writing four (4) work days in advance, unless in case of emergency.

Building Daily Limitations

No more than ten percent (10%) of the staff at the elementary building, ten percent (10%) of the staff at the middle school/high school may use personal leave. Members assigned to more than one building and/or part-time members shall be excluded from this formula. Personal leave will not be granted for less than one-quarter (.25) day.

Any personal leave which has not been used by a member at the end of the school year may be converted to the member's sick leave account or if the member has 95% attendance in the current school year the member may carry forward up to two (2) unused personal leave days for a maximum of five (5) personal days in the following school year. Members must provide written notice to the Treasurer by June 1st of each school year if personal leave is to be carried forward, or the days will automatically be converted to sick leave. Professional leave days will not be included within the 95% attendance requirement.

If a request is denied, the member may request review by the Superintendent or designee. If leave is of an emergency nature, an advance request is waived; however, a personal leave request form must be completed within three (3) days after the teacher's return to work and submitted to the supervising principal in order for the teacher to receive reimbursement for the time off duty. Request and approval of personal leave days shall be approved on a first come basis. Approval of teacher's request for personal leave usage cannot be withdrawn once granted unless emergency or mitigating circumstances exist.

Teachers may not request usage of personal leave more than one (1) week prior to the commencement of any school year. Personal leave shall not be taken on the following days, except as provided below:

1. Days in which a regularly-scheduled District meeting, in-service or family-teacher conference or professional development is scheduled.
2. The day immediately following or preceding a holiday or vacation, on the first or last day of the school year, or days in which a state mandated achievement test is scheduled.
3. Prior to the second Monday in September and during the first ten (10) instructional days of the school year.

There is a **four (4)-working day notice required**. When requesting personal days, you must request this absence in the employee kiosk. **The Building Administrator must approve the personal day before it is posted for a substitute teacher, if needed.**

Professional Leave - Staff members may attend seminars, workshops, or conferences 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, the staff member may complete a requisition for the attendance to the seminar, workshop, or conference. Teachers will be expected to share their new knowledge with peers upon their return.

ACCIDENT REPORTING

Any accident/injury should be given immediate attention and reported to the building administrator. **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 emergency contacts.

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. The employee shall follow protocols of module Bloodborne Pathogen through Public School Works.

ACTIVE VIOLENCE PROTOCOL

Active Violence Protocol provides preparation and a plan for individuals and schools on how to 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.

ALCOHOL AND DRUG USE

The Board of Education believes that quality education is not possible in an environment affected by alcohol and/or drugs. It will seek, therefore, to establish and maintain an educational setting that is not tainted by the use or evidence of use of any controlled substance.

The Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, alcohol and any drug paraphernalia as the term is defined by law, by any member of the District’s professional staff at any time which is on District property or while involved in any District related activity or event. Any staff member who violates this policy shall be subject to disciplinary action in accordance with District guidelines and terms of the collective bargaining agreement.

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.

ANNUAL TRAININGS

Annual training is hosted by Public School Works and shall be completed on the portal by the deadline.

ANTI-HARASSMENT

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as "unlawful harassment"), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District Community: means students, administrators, and professional and classified staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

For a complete list of the definition, complaint procedures and investigation procedures, please refer to Board Policy Board Policy 1662, PO3362, and Board Policy PO4362.

Anti-Harassment Compliance Officers

The following individual(s) shall serve as the District's Anti-Harassment Compliance Officer(s) (hereinafter, "the Compliance Officer(s)"):

Josh Senters, Director of Student Services/Human Resources, 600 Seven Mile Ave., Hamilton, OH 45011, (513) 863-4917 Ext. 3002, jsenters@new-miami.k12.oh.us and Robin Bonar, Treasurer/CFO, 600 Seven Mile Ave., Hamilton, OH 45011, (513) 863-4917 Ext. 3004, rbonar@new-miami.k12.oh.us

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 a teacher's planning time, the designated teacher for that period 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 families.

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 privilege.

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 documented by the attendance secretary.

Attendance Team 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 9:00 a.m. Students who are tardy are required to report to the welcome center to get a tardy slip before going 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.

Please refer to Board Policy PO3121 and PO4121.

BOARD POLICY

Board of Education Policy is available for staff, families 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 lobby door, the athletic hallway entrance, rear elementary door near the playground, and the rear high school door. One other location is the cafeteria 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 badge and slowly pass it approximately ½ an inch in front of the reader.
2. After passing your access badge 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 pull 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 access badge, 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 00#. 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 lit 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 badge.

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/BADGES

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

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

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

BUILDING CLEANING

Staff members are to bring to the attention any custodial or maintenance concerns directly to the building principal via email. Cleaning and maintenance requests are to be reported to EMCOR via work order by teacher/staff member.

Cleaning - It is everyone's responsibility to help maintain the physical surroundings. Staff are asked to have students pick up around their desks 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 classrooms - Animals to be used for instructional purposes should follow Board Policy.

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.

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 family/guardian in order for the cell phone to be picked up by the family/guardian. However, if a student chooses to bring a cell phone to school, the school is not responsible for

their loss.

Staff cell phone usage.

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 into a school safety zone.

CONFERENCES - INDIVIDUAL & GROUP

Conferences are held with families/guardians to advise them of their child's academic and social progress. Teachers are strongly encouraged to conduct individual family teacher conferences whenever there appears to be a need. There are four evening family 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 before contacting the family/guardian with the recommendation. The building administrator will be the one who initiates the recommendation of promotion or retention.

Staff members are expected to set up conferences with families. The goal is for all families to have conferences with their children's teachers. Remember that conferences are an excellent opportunity to praise students/families/ 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' privacy and records.

Please do not discuss students in open areas or in public.

CONFLICT OF INTEREST

A. The proper performance of school business is dependent upon the maintenance of unquestionably high standards of honesty, integrity, impartiality, and professional conduct by Board of Education's members, and the District's employees, officers and agents. Further, such characteristics are essential to the Board's commitment to earn and keep the public's confidence in the School District. For these reasons, the Board adopts the following guidelines to assure that conflicts of interest do not occur. These guidelines apply to all District employees, officers and agents, including members of the Board. These guidelines are not intended to be all inclusive, nor to substitute for good judgment on the part of all employees, officers and agents.

1. No employee, officer or agent shall engage in or have a financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system.
2. Employees, officers and agents shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment or professional relationship with the School District.

Included, by way of illustration rather than limitation are the following:

- a. the provision of any private lessons or services for a fee
- b. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's, officer's or agent's employment or professional relationship with the District through his/her access to School District records
- c. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals
- d. the requirement of students or clients to purchase any private goods or services provided by an employee, officer or agent or any business or professional practitioner with whom any employee,

officer or agent has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations

3. Employees, officers and agents shall not make use of materials, equipment, or facilities of the School District in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
- B. Exceptions to Part A of this policy shall be approved by the Superintendent before entering into any private relationship.
- C. Employees, officers and agents can not participate in the selection, award, or administration of a contract supported by a Federal grant/award if s/he has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer or agent, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties described in this section, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

Employees, officers and agents can not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

- D. To the extent that the District has a parent, affiliate or subsidiary organization that is not a State, local government or Indian tribe, the School District may not conduct a procurement action involving the parent, affiliate or subsidiary organization if the School District is unable, or appears to be unable, to be impartial.
- E. Employees, officers and agents must disclose any potential conflict of interest which may lead to a violation of this policy to the School District. Upon discovery of any potential conflict of interest, the School District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

The District will also disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

- F. Employees, officers and agents found to be in violation of this conflict of interest policy will be subject to disciplinary action up to and including termination, as permitted by applicable Board policy.

COMMUNICATION

All district staff members are expected to maintain cordial and professional communication with families. Staff may communicate with students and families from time to time using Board approved communication media 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 families/guardians by the next business day.

If a student or family reaches out using social media or other messaging **the response should be through the Board approved platform only. Employees should be aware that any electronic communications conducted involving school business are public records.**

Personal device platforms to text, call, contact, or photograph a student directly is not permitted.

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

CONTINUING CONTRACT REQUIREMENTS

A teacher shall be eligible for continuing contract status in accordance with Ohio Revised Code Section 3319.11, provided, however, that no teacher shall be deemed eligible to be considered for a continuing contract nor be deemed employed on a continuing contract by operation of law unless the teacher, no

later than October 15 of the school year in which the teacher's employment contract is to expire, files with the New Miami Superintendent or his/her designee, a letter of intent that the teacher will meet all legal qualifications of a continuing contract prior to receipt of a new contract for the following year. By September 15 of each school year a notice shall be provided to teachers informing teachers of this requirement.

Failure to provide written notice of continuing contract eligibility by October 15 may result in the teacher receiving a one-year limited teaching contract. Such a one year limited teaching contract shall be considered an extended limited contract.

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 families 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 from the Board Office secretary.

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 EXPECTATIONS

The Board of Education and Administration at New Miami Local School considers it important that each staff member 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 staff member. When you instruct disciplined behavior in the classroom, students are without excuse for inappropriate actions. All staff 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* using best practice strategies approved by the District, including No Nonsense Nurturer.

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. Use No Nonsense Nurturer approach to reaching all learners when working with students.

- a. Learn all you can about previous school experiences of your students.
- b. Be prepared for class.
- c. Make assignments reasonable and clear.
- d. Dress in a professional manner.
- e. Share and post classroom rules with students on the first day of class.
- f. Be consistent each and every day.
- g. Discipline individual students, not the entire class for the actions of a few.
- h. Show respect and respect will be given.
- i. Be professional. You are the teacher, not a friend.
- j. Be vulnerable. Apologize if necessary.

- k. Communicate. You are responsible for contacting families and documenting it in events of discipline. Let the families/guardians work with you.
- l. Do not argue with a student.
- m. Investigate discipline incidents – you don't see and hear everything.
- n. Be enthusiastic – it's contagious.
- o. Do not yell at a student.
- p. Know your students. Their hobbies, interests, needs, friends, etc. and show a sincere interest in these things.
- q. Keep administrators informed when dealing with students with inappropriate behaviors.

REFERRAL PROCESS

1. **When a staff member has followed the “Discipline Hierarchy” a student may be referred to the Building Principal with an office referral in Progressbook.**
2. **Staff shall only send students directly to the office in cases of serious nature (fighting, drugs, etc.) as specified in the discipline hierarchy.**
3. **At no time is a staff member permitted to leave the classroom alone to bring a student to the office. Staff should use their classroom phone or walkie talkie to contact the building administrators for assistance.**

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. The donation is to be given to the building office secretary. **At no time should jeans have rips, holes or tears in them. A professional appearance is expected.**

DUTIES

A.M. Duty – Staff members are assigned morning duties. They are to remain in their assigned area until all students are dismissed or are in their assigned areas.

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

P.M. Duty – Staff Members shall walk their students to the bus and remain within the area until the buses leave or students have been picked up from the designated pick up area for dismissal.

EDUCATION LEVELS

An official transcript is required to secure educational advancement on the District salary schedule. For example, a transcript must show a Master's Degree awarded and has been conferred in order to advance to the Master's Degree column. University letters are not accepted. Also, be advised that any courses taken before a Master's degree is awarded and thereby posted on an official transcript before the Master's designation cannot be counted as Master's Plus hours. On the first day of each school year is the last day any changes will be made for that year's pay status.

EMERGENCY PROCEDURES

Fire and Tornado procedures shall be posted in every classroom at all times. There will be drills conducted throughout the year. The expectation is for staff to review the procedures with your class. Set expectations for behavior during drills. During a drill you shall 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 and first responders. 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. Remember to take the emergency backpack with you in the event you are directed to leave the school grounds.

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 protocol is necessary in case there is an emergency and there is a need to account for all staff.

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

*Encourage students, families, 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.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Board of Education believes that early recognition and treatment of illegal drug use, controlled substance abuse, or alcohol abuse is important for successful rehabilitation, return to productive work, and reduced personal, family, and social disruption.

The District encourages the earliest possible diagnosis and treatment for illegal drug use or controlled substance abuse and supports sound treatment efforts. Whenever feasible, the District will assist staff members in overcoming illegal drug use or controlled substance abuse. However, the decision to seek diagnosis and accept treatment for illegal drug use or controlled substance abuse is primarily the individual staff member's responsibility. Any costs associated with treatment in excess of those costs covered by the staff member's medical insurance plan shall be borne by the individual.

Staff members with personal drug or controlled substance abuse problems should request assistance from an approved employee assistance program. Assistance will be provided on a confidential basis, and each staff member will be referred to the appropriate treatment and counseling services.

Although the District will assist a staff member to the extent feasible through the Employee Assistance Program, the Board cannot guarantee that the staff member's use of illegal drugs or abuse of alcohol or controlled substances will not adversely impact the staff member's employment status through disciplinary procedures.

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

An effective educational program and successful operation of the District requires the services of individuals with integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Education expects all classified staff members to maintain high standards in their working relationships, and in the performance of their duties, to:

- A. recognize basic dignities of all individuals with whom they interact in the performance of duties;
- B. represent accurately their qualifications;
- C. exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- D. seek and apply the knowledge and skills appropriate to assigned responsibilities;
- E. keep in confidence legally-confidential information;
- F. ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;
- G. refuse to accept anything of value offered by another for the purpose of influencing judgment;
- H. refuse to accept compensation from any other source, other than the Board, for the performance of his/her official duties, any other act or service in his/her public capacity, for the general performance of the duties of his/her public employment, or as a supplement to his/her public compensation;
- I. refrain from using his/her position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. (This will in no way limit constitutionally or legally protected rights as a citizen.)

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

EMAIL POLICIES

The Board of Education is committed to the effective use of electronic mail by all District staff and Board members in the conduct of their official duties. This policy and any corresponding guidelines are intended to establish a framework for the proper use of e-mail for conducting official business and communicating with colleagues, students, parents, and community members.

When available, the District's email system must be used by employees for any official District email communications. Personal email accounts on providers other than the District's email system may be blocked at any time if concerns for network security, SPAM, or virus protection arise. Furthermore, District staff are expected to exercise reasonable judgment and prudence and take appropriate precautions to prevent viruses from entering the District's network when opening or forwarding any emails or attachments to emails that originate from unknown sources.

EMPLOYEE CONDUCT

The Licensure Code of Professional Conduct for Ohio Educators provides the framework for professional conduct for all Ohio educators, including coaches, aides, teachers (including substitutes), principals, superintendents, and other licensed individuals serving schools (e.g. school nurses, counselors, and treasurers).

EMPLOYEE EVALUATION

The Board of Education is responsible for a standards-based teacher evaluation policy which conforms to the framework for evaluation of teachers as approved by the State Board of Education and aligns with the "Standards for the Teaching Profession" as set forth in State law.

The Board adopts the Ohio Teacher Evaluation System ("OTES") model and the Ohio School Counselor Evaluation System (OSCES) as approved by the State Board of Education.

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 promotion and retention decisions for teachers.

This policy shall be implemented as set forth herein and shall be included in the collective bargaining agreement with the New Miami Education Association (NMEA), and in all extensions and renewals thereof.

This policy has been developed in consultation with teachers employed by the Board.

The Board authorizes the Superintendent to establish and maintain an ongoing New Miami Evaluation Committee, with continuing participation by District teachers represented by the NMEA, for the express purpose of recommending necessary changes to the Board for the appropriate revision of the policy.

- At the beginning of the school year it is required that all certified staff members create growth plans or are placed on an improvement plan by the administrator. This is to be created using the Ohio Department of Education evaluation platform.
- All teachers will be formally and informally observed instructing students by the building principal. 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.

The Board of Education is responsible for a standards-based school counselor evaluation policy which conforms to the framework for the evaluation of school counselors as approved by the State Board of Education and aligns with the "Standards for School Counselors" as set forth in State law.

The Board of Education adopts as approved by the State Board of Education.

The Board believes school counselors play a critical role in supporting student learning and success and maintaining a positive school environment. The standards based system of school counselor evaluations is designed to provide meaningful and consistent feedback to support counselor professional growth and inform employment decisions.

This policy shall be implemented as set forth herein and shall be included in the collective bargaining agreement with the NMEA, and in all extensions and renewals thereof.

The Board authorizes the Superintendent to establish and maintain an ongoing Evaluation Committee, with continuing participation by District counselors represented by the NMEA, for the express purpose of recommending necessary changes to the Board for the appropriate revision of the policy.

The Board of Education recognizes the importance of implementing a program of classified staff member evaluations for the purpose of promoting individual job performance and improving services to students.

The goals of the Board's evaluation plan for classified personnel are to:

A. improve and reinforce the skills, attitudes, and abilities which enable a classified staff member to be effective in achieving assigned job goals;

B. identify and remediate weaknesses which prevent a classified staff member from achieving the goals of assigned duties.

All other staff will be evaluated using the New Miami Local School District Board approved tool for evaluation.

For more information regarding evaluations refer to: [Board Policy po3220 - Standards-Based Teacher Evaluation](#), [Board Policy po3223 - Standards-Based School Counselor Evaluation](#) and [Board Policy po4220 - Evaluation of Classified Staff](#).

EVALUATION OF STUDENTS

Many factors should be included in the grade received by each student and the following guidelines are designed to help to be consistent in the evaluation procedures.

The Board of Education recognizes its responsibility for providing a system of grading student achievement that can help the student, teachers, and parents judge properly how well the student is achieving the goals of the District's program.

The Board believes that the District's grading system should be a reliable system and one that ensures each student's grades signify accurately his/her degree of accomplishment of those expected learning outcomes which are to be stated for each program at every grade level, kindergarten through twelve.

The Board directs the Superintendent to develop procedures for grading whereby the professional staff:

- A. develops clear, consistent criteria and standards particularly when grades are based on subjective assessment;
- B. helps each student understand in each course or program what behavior and/or achievement is needed to earn each grade as well as what will produce a failing grade;
- C. provides frequent opportunities for each student to obtain information as to his/her progress toward the learning goals of his/her courses or programs;
- D. provides for a pass/fail grade in programs for which it is appropriate;
- E. provides students the opportunity to assess both their own achievements and their areas of difficulty.

The grading system should not inhibit the professional staff member from learning the strengths and weaknesses of each student on an individual basis.

- Teachers are to confer individually with students about THEIR grades
- When a student experiences academic difficulty, a teacher is to contact the families as early

as possible in order to make a plan with a cooperative approach.

- 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 - Progress ongoing throughout the year utilizing the formal means of reporting (grade cards, interim reports, and conferences). Reporting academic progress by Parent Square, telephone calls, reports mailed or sent home, and conference opportunities.

Electronic Grade Book - 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 may be monitored every two weeks. End of Quarter and Interim grades need to be finalized during the window as determined 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, as grade appropriate.

Progress Reports - Are given out to students every nine weeks. Teachers should share progress reports with students before sending them home, as grade or ability appropriate.

Grading Scale - The district scales are as follows:

PERFORMANCE BASED GRADING SCALE KINDERGARTEN - GRADE 2	
Satisfactory	S
Progressing	P
Unsatisfactory	U

Grading Scale - The district scale is as follows for grades 3 -12:

Letter Grade	10pt Scale	Point Scale
A+	98-100	
A	93-97.9	4.0
A-	90-92.9	
B+	88-89.9	
B	83-87.9	3.0
B-	80-82.9	
C+	78-79.9	
C	73-77.9	2.0
C-	70-72.9	
D+	68-69.9	
D	63-67.9	1.0
D-	60-62.9	
F	0-59.9	0

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. There may be exceptions periodically as necessary to have meetings at other times but will follow the NMEA Master Agreement.

FAIR LABOR STANDARDS ACT

It is the Board of Education's policy to comply with the provisions of the Fair Labor Standards Act (FLSA) and its implementing regulations. The Board shall pay at least the minimum wage required by the FLSA and Ohio law and local municipal law/ordinance/regulation to all covered, nonexempt employees, unless an employee's individual contract or the terms of an applicable collective bargaining agreement provide for greater benefits than mandated by Federal, State or local law.

For more information regarding Fair Labor Standards Act (FLSA) refer to: Board Policy po6700 and the U.S. Department of Labor Website on Wages and the Fair Labor Standards Act.

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.

FEES & COLLECTION OF MONEY

All fees shall be paid in each building office. Every student is to receive a receipt that will be provided by the office. Students' fees shall 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. **Student fees shall 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.

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

New Students - Students who enter anytime during the first nine weeks will pay the full fee amount. Students who enter later in the school year will pay a prorated amount.

FIELD TRIPS

Field trips are valuable learning experiences for students when well planned and organized. An educational purpose/objective shall be communicated to the administrator to justify the field trip. The following procedures are to be followed when planning a field trip away from New Miami.

1. **Approval from the principal.** Then, call to get information from the location to be visited. 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 from the First Student Transportation Supervisor.
2. **Complete the Field Trip Information Sheet. Give a copy to the administrator, cafeteria supervisor, and transportation supervisor via email at least 2 weeks prior to the field trip.**
3. **Call the transportation office to schedule buses.** Complete a requisition form in order to receive 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. **After the trip has been approved and buses scheduled,** families are to be notified with the following: location, purpose, date, time, cost, teacher's name, and any special notice regarding lunch, possible cancellation plan, in the event of inclement weather, need for chaperones, etc. It is suggested that the permission form have a tear off section at the bottom so that the family can keep the information section. The information should go home at least 10 days prior to a trip to allow families 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 scanned permission forms signed by the family will be accepted and given to the teacher.
5. **Notify the school nurse two weeks in advance to have medications ready to take on a field**

trip.

6. **DO NOT keep any money in your room or on your person.** Remember deposits must be made every day while collecting money. 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.

Current and prospective chaperones that have or will have unsupervised access (i.e. away from the teacher's supervision or overnight stays) to children may, at any time, be subject to a criminal record check (BHII).

HALLWAY SUPERVISION

Elementary - Teachers are to escort classes at all times as they travel in the hallway.

Students and adults must be at a No Nonsense Nurturer Level Zero 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.

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 family 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 families/guardians of students. Staff are not permitted to leave their buildings during their planning time unless pre-approved by the building administrator and documented on a sign out sheet for educational purposes.

INTERVENTION

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

LESSON PLANS

Lesson plans are the teacher's written directions for the classroom and show what actions will be made to provide the best education for the particular class and individual students. These need to be available at all times for administrators 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

Teachers may request to take students to the library and a schedule will be made for visits.

LICENSURE & CERTIFICATION

The Ohio Department of Education mandates the licensure requirements for public schools in the state. The following links will provide additional information for teachers, monitors and aides regarding licensure:

[Ohio Education Licenses](#)

[Student Monitor and Aide Permits](#)

LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

The Local Professional Development Committee is composed of New Miami Education Association members and administration. The committee will approve and verify coursework and continuing education units. A member must complete the LPDC online form and submit it to LPDC.

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.**

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 family.

MANDATED REPORTING

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.

The principal is to be notified as soon as possible after a suspected case has been noted and reported. All information should remain confidential.

Butler County Children's Services

513-887-4055

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.

MEDICATION

Administering Medicines It is the policy of the New Miami Local School District that all children's medication be administered by a family at home. Under certain 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 family 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 family 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 contact person or persons to supervise the storing and administering of the medication for dispensing medication in the event of field trips, summer school, etc. These contact people shall be approved by the New Miami Board of Education. A locked cabinet will be provided for the storage of medication in the nurse's office.
- 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 family, or guardian.
- Alternative method: The family 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.

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 email the nurse of the needs for your classroom. Understand that the nurse does have a 30 minute duty free lunch where only emergencies will be seen. The building secretaries will take care of non-emergency needs during this period of time.

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

PARENT AND FAMILY ENGAGEMENT

The Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA), defines the term "parent" to include a legal guardian or other person standing in loco parentis (such as a grandparent or step-parent with whom the child lives, or a person who is legally responsible for the child's welfare).

In accordance with statute and the State Board of Education Parent and Family Involvement policy, the term

“family” is used in order to include a child’s primary caregivers, who are not the biological parents, such as foster caregivers, grandparents, and other family members and responsible adults who play significant roles in providing for the well-being of the child.

In cultivating partnerships with families and communities, the Board establishes the following expectations and objectives for meaningful parent and family engagement:

A. Relationships with Families

1. cultivating school environments that are welcoming, supportive, and student-centered;
2. providing professional development for school staff that helps build partnerships between families and schools;
3. providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers;
4. providing coordination, technical assistance and other support assist schools in planning and implementing family involvement activities.

B. Effective Communication

1. providing information to families to support the proper health, safety, and well-being of their children;
2. providing information to families about school policies, procedures, programs, and activities;
3. promoting regular and open communication between school personnel and students' family members;
4. communicating with families in a format and language that is understandable, to the extent practicable;
5. providing information and involving families in monitoring student progress;
6. providing families with timely and meaningful information regarding Ohio's academic standards, State and local assessments, and pertinent legal provisions;
7. preparing families to be involved in meaningful discussions and meetings with school staff.

C. Volunteer Opportunities

1. providing volunteer opportunities for families to support their children's school activities;
2. supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events.

D. Learning at Home

1. offering training and resources to help families learn strategies and skills to support at-home learning and success in school;
2. working with families to establish learning goals and help their children accomplish these goals;
3. helping families to provide a school and home environment that encourages learning and extends learning at home.

E. Engaging Families in Decision Making and Advocacy

1. engaging families as partners in the process of school review and continuous improvement planning;
2. engaging families in the development of its District-wide parent and family engagement policy and plan, and distributing the policy and plan to families.

F. Collaborating with the Community

1. building constructive partnerships and connecting families with community-based programs and other community resources;
2. coordinating and integrating parent and family engagement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development.

PARKING

Staff have assigned parking spaces. Check with the building secretary for an assignment.

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.

PROFESSIONAL RESPONSIBILITIES

Professional responsibilities are important and include attendance and punctuality; submitting all required information by expected deadlines; being on time for school related responsibilities; well groomed and dresses in a professional manner appropriate to the activity; maintaining rapport, open communications, and works cooperatively with colleagues/staff; works as a team member with the staff to implement building/district goals and to create the best possible learning environment for teaching; works cooperatively to identify and solve professionally related problems, issues, and concerns; adheres to School Board Policy; and,

1. Follows written administrative policies and procedures of a department, school and district.
2. Maintains appropriate communications with parents/guardians concerning academic and behavior performances, when necessary.
3. Follows up on additional communications requested by parents/guardians.
4. Maintains positive public relations with the community at all times.
5. Works in a positive manner with the building business partner and other community groups or organizations who are working in association with the building/district
6. Actively participates in professional growth.

PROMOTION & RETENTION

Promotion/Retention of a student must be decided through conferences involving teachers, families, counselor (high school) and the principal. The best interest of the student will always be the prime consideration.

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 family 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 interventions.

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 for educational career and life.

PURCHASING SUPPLIES/MATERIALS

Teachers are required to submit to the building administrator a requisition form with the items/materials needed for approval. Upon administrator and Superintendent approval a purchase order will be issued by the treasurer's office. Then, the items may be ordered. Items/Materials will not be ordered without prior approvals by the administrator and Superintendent.

You will not be reimbursed for materials if you purchase materials without doing a requisition and receiving 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 ready for pick up.

RETIREMENT OR RESIGNATION

Any certificated/licensed employee who intends to resign should notify the Superintendent, in writing. A copy of such notification should be sent to the school principal by the employee resigning or retirement.

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 respectfully 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.

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and other lighted smoking devices for burning tobacco or any other plant.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board does not condone smoking and/or the use of tobacco, the Board prohibits the use of tobacco or tobacco substitute products within any enclosed facility owned or leased or contracted for by the Board, and in the areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles.

Such prohibition also applies to school grounds and/or any school-related event.

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.

STAFF CONDUCT

All staff members have a responsibility to make themselves familiar with, and to abide by, the laws of the State

of Ohio, the negotiated Master Agreement, the policies of the Board and the administrative regulations designed to implement them as well as the Licensure Code of Professional Conduct for Educators.

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.

STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY

The school's information technology resources, including email and Internet access, are provided for educational purposes. If you have any doubt about whether a contemplated activity is acceptable, consult with your immediate teacher, supervisor, or director to help decide if a use is appropriate. Adherence to the following policy is necessary for continued access to the school's technological resources:

Users must respect and protect the privacy of others by:

1. Using only assigned accounts.
2. Only viewing, using, or copying passwords, data, or networks to which they are authorized.
3. Refraining from distributing private information about others or themselves.

Users must respect and protect the integrity, availability, and security of all electronic resources by:

1. Observing all district Internet filters and posted network security practices.
2. Reporting security risks or violations to a teacher or network administrator.
3. Not destroying or damaging data, networks, or other resources that do not belong to them, without clear permission of the owner.
4. Conserving, protecting, and sharing these resources with other users.
5. Notifying a staff member or administrator of computer or network malfunctions through the creation of a service request.

Users must respect and protect the intellectual property of others by.

1. Following copyright laws (not making illegal copies of music, games, or movies).
2. Citing sources when using others' work (not plagiarizing).

Users must respect and practice the principles of community by:

1. Communicating only in ways that are kind and respectful.
2. Reporting threatening or discomforting materials to a teacher or administrator.

3. Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages/content that are pornographic, threatening, rude, discriminatory, or meant to harass).
4. Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
5. Not using the resources to further other acts that are criminal or violate the school's code of conduct.
6. Avoiding spam, chain letters, or other mass unsolicited mailings.
7. Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.

Users may, if in accord with the policy above:

1. Design and post web pages and other material from school resources.
2. Communicate electronically via tools such as email, chat, text, or video-conferencing (students require a teacher's permission).
3. Install or download software, if also in conformity with laws and licenses, (students must be under the supervision of a teacher).
4. Use the resources for any educational purpose.

Consequences for Violation

Violations of these rules may result in disciplinary action, including the loss of a user's privileges to use the school's information technology resources. Further discipline may be imposed in accordance with the Board's Code of Conduct up to and including suspension or expulsion depending on the degree and severity of the violation.

School district employees may face discipline for violations up to and including suspension or termination from employment with the district. Teaching employees who violate the Licensure Code of Professional Conduct for Ohio Educators will be reported and may face additional action by the State Board of Education.

For more information, please refer to the link on the Staff Acceptable Use Policy: [po7540.04 STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY](#)

STUDENT RECORDS - 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 families 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, families 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 families (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 family'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 need to monitor these projects closely to ensure that the end product is not in violation of FERPA. In addition, families may deny permission to have their child's photo and/or name included in such publications and/or videos. The Building Office maintains a list of families 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 student information in newsletters, on web pages, etc., or other such avenues for sharing information.

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 access to IEP or 504s at the start of the school and anytime an IEP a 504 is created through SAMEGOAL by the intervention specialist or school counselor.**

SUBSTITUTE TEACHERS

It is very important that the substitute teachers have a successful day if we want the students to have productive

days. 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, grade access, 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 in the restrooms and hallways.

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 length 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 the responsibility of student supervision extends to before and after school times as well.

TELEPHONES

Telephones are provided in all rooms. They are not to be used by students unless given permission by the teacher. Never call a family 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 voicemail often. The office staff will send your calls to your voicemail instead of taking messages. If you use the phone to call a family, 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 phone calls should be avoided when in the presence of students. At no time should it be a disruption to the educational process.

TITLE 1 SERVICES

Title I services are available in our buildings. This is a federally funded program offering assistance to low achieving students.

TRANSPORTING STUDENTS

Staff members are never required to transport students in their personal vehicles. Transporting students must follow Board policy.

TUITION REIMBURSEMENT

Please review the negotiated master agreement in regard to tuition reimbursement requests and specific timelines and limits.

VIDEO SURVEILLANCE & ELECTRONIC MONITORING

In order to promote student and staff safety, and deter unauthorized access and destructive acts (e.g., theft and vandalism). In order to protect Board property, promote security and protect the health, welfare and safety of students, staff and visitors, the Board of Education authorizes the use of video surveillance and electronic monitoring equipment on school property, and in school buildings and school buses. 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).

The monitoring of actions and behavior of individuals who come onto school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school and student property. Video surveillance/electronic monitoring systems serve to complement other means being employed in the District to promote and foster a safe and secure teaching and learning environment for students and staff. The Board recognizes that the use of a video surveillance/electronic monitoring system does not replace the need for the ongoing vigilance of the school staff assigned by the building principal to monitor and supervise the school building. Rather, the video surveillance/electronic monitoring system serves as an appropriate and useful tool with which to augment or support the in-person supervision provided by staff. The building principal is responsible for verifying that due diligence is observed in maintaining general campus security.

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.newmiami.k12.oh.us. Paper versions are located in the Treasurer's office.