

# Miami East Local Schools District



District-Wide Staff Handbook

[www.miamieast.k12.oh.us](http://www.miamieast.k12.oh.us)

August 1, 2014

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**MIAMI EAST LOCAL SCHOOL  
STAFF MEMBER'S HANDBOOK  
(Revised June 16, 2014)  
(Board Adopted July 15, 2013)**

**MIAMI EAST LOCAL SCHOOL DISTRICT MISSION STATEMENT**

The mission of the Miami East Local School District is to provide an individually focused and progressive quality education, that enables students to be contributing citizens of the local and world communities.

**Laws of Teamwork**

1. Everyone on the team is equal. No one is superior to another on the team.
2. Each person on the team is called upon to use his or her unique skills.
3. Real communication on a team cannot be dominated by one or two individuals if the team is to be successful.
4. Organization of teamwork is not a "top-down" organization. There is not a "president", "boss", "chairman", etc. However, every team does need a coach.
5. Opinions are unique; therefore if a team is to be successful each person must share their unique opinions.
6. Each person of a team must be willing to develop their unique skills. Teamwork training is necessary for the success of any team.
7. Teamwork calls upon the individual to merge their concepts and ideas with others. This intensifies the overall talent of the team. A willingness to share is absolutely needed.
8. True teamwork can never be accomplished by one individual telling others what to do. Everyone's voice must be heard and appreciated.
9. Teamwork can get a task done quicker when many people are involved.
10. There may be times when a task may take more time due to the diversity of opinions, however, when the team makes a decision the results will be powerful!

- Written by Dale Roach

**FORWARD**

This handbook contains information that each Miami East Staff member is responsible for knowing. Guidelines in this handbook should be followed unless a specific exception has been made by the school district. Each staff member should thoroughly read and become familiar with the guidelines contained in this handbook.

The handbook contains provisions specific to Miami East. For further clarification of these areas and for information on policies not covered in this handbook, the Miami East Board of Education policy manual should be used.

I hope this handbook will be a help to you during this school year. If you have questions, please feel free to discuss them with me.

Dr. Todd Rappold, Superintendent

## **Our Vision Statement**

"The mission of our school is the development of the mind, character, and physical well-being of our students through the creation of an environment fostering academic excellence, maturity, responsibility and mutual respect." Expected Learning Results for Every Student: Masters of Basic Skills: Reading - Writing - Listening - Speaking - Computer

All students are expected to:

- demonstrate effective reading, writing, listening, speaking, and computational skills;
- demonstrate mastery of their courses of study; demonstrate technological literacy and the use of technology as a tool for the efficient and creative completion of a project.

## **MIAMI EAST LOCAL SCHOOLS DISTRICT OBJECTIVES**

Because the students of Miami East are equipped with a variety of aptitudes and abilities, we, the staff and administration of the school, feel a unique responsibility in subscribing to a philosophy that will assist each student in our school community in the development of every facet of his being: the mental, the physical, and the spiritual.

It is our belief that we have a privilege and a responsibility to guide our students to become productive, useful, young citizens in a challenging world. Our objectives, therefore, must be directed toward the following aims:

1. To provide curriculum that allows for differences in the student's abilities and yet, challenges him to develop fully the academic power he possesses.
2. To provide a curriculum that offers a sense, of direction for every student and awards him with the satisfaction of accomplishment.
3. To provide the best possible instruction by availing ourselves of the opportunity to enrich ourselves intellectually.
4. To keep abreast of the best in current thought concerning youth's needs and to weigh carefully what procedures should be accepted to meet those needs.
5. To provide our students with a well-developed program of both individual guidance and group guidance.
6. To provide effective library services and instructional materials.
7. To provide adequate programs geared toward building strong bodies as well as alert minds.
8. To cooperate with community organizations whose aim is to provide educational stimuli for our pupils.
9. To be knowledgeable within our community and to seek the cooperation of the homes represented in our school by keeping these homes well informed about the school's curriculum and its activities.

### **2014-2015 OPEN ENROLLMENT DATES**

Direct Deposit	September 5, January 9, and April 10
Annuities	September 12, January 16, and April 17
AFLAC--	September 5
Insurance--	August 20- September 3
Section 125--	September 5

### **ABSENCES**

Professional Leave: Apply to the building administrator for professional leave as early as possible. Staff members are encouraged to pursue professional enrichment experiences; however, funds are limited, so it is necessary to select participation with care.

Personal Leave: Whenever possible, notify the administrator at least three days in advance. If this is not possible, call the principal; as soon as it is known that a day of personal leave is needed.

Sick Leave: When possible, notify the administrator in advance. When this is not possible, follow these guidelines:

1. Inform building administrator
2. Call/log onto AESOP to secure a substitute
3. Ensure that updated seating charts are available and an appropriate lesson plan for substitute teacher.

### **ANNUITY PROGRAMS**

Approved annuity programs will be authorized upon the written request of a staff member. Payroll deductions of equal amounts throughout the year from each enrolling teacher's pay will be made for those staff members authorizing deductions. Changes in deductions shall be given to the Treasurer's office prior to the end of the second full week of September, January, and April.

### **ANTI-HAZING POLICY**

It is the policy of the Miami East Board of Education and School District that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employees of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student organization or other group that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Administrators, faculty member, and all other employees of the school district shall be particularly alert to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, involved

students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported to the superintendent.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio Law.

### **BOMB THREAT**

The recipient of the call should attempt to obtain as much information as possible from the caller. Items to listen for or ask:

1. bomb's location
2. time of detonation
3. identification of the caller

Immediately, notify the building administrator, superintendent, then if deemed necessary, the fire department and local law enforcement.

### **CARE AND USE OF THE SCHOOL FACILITIES**

The Miami East campus receives considerable use throughout the school year, both day and night. Classroom teachers can be very helpful to the custodial staff by keeping their rooms clean and correcting or promptly reporting problems to the custodian or administrator. Teachers are responsible for his/her classroom or any portion of the building which comes under that teacher's influence. Writing on desks, walls, lockers, or restrooms are a particular concern. Please contact someone immediately if you view graffiti. Staff members should periodically take time to praise students and to encourage them to keep the building(s) and campus clean.

### **CLASSROOM TEACHERS RESPONSIBILITIES**

1. Plan and prepare
2. Instruct
3. Control and discipline students
4. Record and report

Overall

1. Accept his/her responsibilities as outlined in the individual teacher contracts and policy manuals.
2. Actively participate in the decision-making process at both the building and district level, whenever possible. Be a part of the team through committee involvement.
3. Develop a personal program for his professional development.
4. Promote and sell Miami East with positive attitudes and actions. (100% rules apply to the entire staff).



### **CLASSROOM TEACHERS RESPONSIBILITIES (CONTINUED)**

1. Dress appropriately and professionally.
2. Design and plan appropriate lessons. Long range plans should be developed for each course.
3. Manage students as follows:
  - a. Begin and dismiss each class on time with an appropriate signal from the teacher.
  - b. Excuse students from class for emergencies only. Know which students are out of class and where they are going. Use a class sign-out sheet and the school-wide designated hall pass.**
  - c. Take attendance each day for each period. Report all students absent during home base. Check with the office when appropriate on any discrepancies during the remainder of the day. A student who is tardy and is unexcused should be given a tardy notice. If the teacher is responsible for a student being late to class, the teacher must give him a slip to have him excused. Remember that it is the teacher's responsibility to account for each student on the class roster.

### **COPYRIGHTED WORKS**

The Board of Education directs its staff and students to use copyrighted works only to the extent that the law permits. The Board recognizes that Federal law applies to public school districts and the staff and students must, therefore, avoid acts of copyright infringement under penalty of law.

In order to help the staff and students abide by the laws set forth in Title 17 of the United States Code, the Board directs the Superintendent to provide administrative guidelines regarding the copying and distribution of copyrighted materials for instructional purposes and for the appropriate use of copyrighted material on the Board's web site.

Because the Board hosts a web site and stores information on it at the direction of users, it is classified as an on-line service provider for copyright purposes. In order to limit the Board's liability relating to material/information residing, at the direction of a user, on its system or network, the Board directs the Superintendent to annually appoint an individual as the agent to receive notification of claimed infringement. A link to the agent's name, mailing address, telephone number, fax number, and e-mail address shall appear on the home page of the Board's web site.

The agent shall be responsible for investigating and responding to any complaints.

### **DIRECT DEPOSIT**

The Board will provide a direct deposit program for payroll checks for all full-time and part-time certificated employees. This will be available during an enrollment period each fall and other times agreed upon by both parties. The participant must bank with a financial institution that is able to receive Direct Deposits through electronic data transfer of funds. Upon receipt of required forms there will be a ten (10) day processing period. Participation will begin with the paycheck following that period. Any change in the account status requires a thirty (30) day notice to the treasurer's office. During this time automatic payments will cease and employees will receive payroll check. **Effective July 1, 2011 all newly hired employees will be required to participate in direct deposits.**

### **DISASTER PROCEDURES**

This procedure is to be followed in case of impending danger outside the building, i.e. tornado, nuclear danger. **NOTE:** In following this course of action, **NO ONE WILL LEAVE THE BUILDING**, but will report to assigned areas **INSIDE the BUILDING** on a designated signal and will **REMAIN** in the designated area until the **ALL CLEAR** signal is given.

1. The danger-warning signal will be announced over the P.A. system. All persons in the building should go to their designated areas of safety. All students and staff will follow the procedures exactly and no exceptions are to be made. In case of power failure, the danger signal will be passed by word of mouth. During this exercise NO TALKING will be permitted.
2. Each classroom will be assigned an area of safety. On a given signal, each will report to that area by the shortest possible route inside the building.
3. Students will be paired for safety; in case one's partner does not appear in the designated safety area, the partner present will immediately report this absence to his/her classroom teacher.
4. The classroom teacher will be responsible for taking an **EXACT** roll call after reaching the designated safety area.
5. The office is to be informed immediately of anyone not accounted for.
6. Designated safety areas: See attached instruction sheets for each designated classroom area. Students are to face the walls with their hands and arms over their heads for protection.

### **DISTRIBUTION OF LITERATURE ON SCHOOL PROPERTY**

Any person, other than certified employees of Miami East, who desire to distribute any type of literature or pamphlets to students or employees on school property are required to obtain the approval of the Miami East Administration **prior** to the distribution.

### **DRESS AND GROOMING**

All employees of the district are expected to dress and groom themselves appropriately. Student conduct and behavior is often greatly influenced by the appearance and mannerisms of the teachers.

### **EMERGENCY DRILLS**

Emergency procedures are an important responsibility of the classroom teacher. Each staff member is expected to know the evacuation plan for his/her room and cover all information with the students.

The following guidelines should be read to the students and posted, along with evacuation plans, near every classroom door.

1. Upon hearing the fire drill signal, all students and school personnel will evacuate the building immediately. Each student should stand and begin filing out of the room in an orderly manner, according to the instructions given by the teacher, going directly to the exit as marked on the diagram.
2. Teachers will always carry their class record books with them and check the class for attendance once the group is together on the outside of the building.
3. Fire and tornado instructions/diagrams must be posted in each classroom, study hall, and cafeteria at all times. If you notice your sign not posted, alert the building administrator.
4. Everyone will remain outside the building until the return signal is indicated by an administrator.

### **EQUAL EDUCATIONAL OPPORTUNITY**

The Miami East Board of Education declares it to be the policy of the district to provide an equal opportunity for all students to achieve their maximum potential through classroom and extra-curricular programs offered in the district regardless of race, color, creed, handicap, religion, sex, national origin, or social or economic status.

### **FACULTY INJURIES**

Any injury to a staff member that occurs while working must be reported to the administrator/coordinator as soon as possible. Check with the administrator/coordinator about the applicability of worker's compensation. Steps to follow if injured:

**Step one:** Notify immediate supervisor and make sure an accident report is completed.

**Step two:** If necessary, make sure a claim is filed and your physician reports the MCO.

**Step three:** Report back to your supervisor your current condition if you have seen a physician.

**Step four:** If your physician placed you on restrictions, we may choose to implement a transitional work program depending upon your restrictions.

### **FIELD TRIPS**

A field trip can be a vital part of a class's work and can be very meaningful to students. The Board of Education has provided the following regulations dealing with field trips:

1. All field trips should be related to course of study objectives.
2. On all trips, a list of passengers shall be carried on the bus, and **attendance must be taken before and after the event**. Also, an Emergency Medical Authorization form for each student should be taken on the trip.
3. Permission slips must be signed by the parent/guardian. These slips do not remove liability from the teacher. They merely establish with the parent that the child will be away from the school and describe the nature of the event.
4. All participants must understand rules of safety and conduct on the bus.
5. Teachers must be with all groups.

Plans for any field trips should be discussed with the principal. He/she has the authority to make decisions regarding appropriateness of trips. The principal must approve methods of transportation for all school trips. After the decision to have a field trip is made and the method of transportation approved, it is necessary to request the service of school buses if they are going to be used.

**Submit copies of the "Request for Non-Routine Bus Trip" to the principal no later than two weeks before the proposed trip.**

### **FINANCIAL ACCOUNTABILITY**

It is required that finances from all organizations and student groups be handled only by the advisor and not the students.

### **FIRE POLICY**

1. If a teacher smells smoke or has any reason to be concerned regarding a fire, he should check the source and notify the office immediately.
  - a. If he's determined that the source is a result of a fire in a wastebasket, in a restroom, or a similar "prank", he should use a fire extinguisher to put out the fire.
  - b. If the smoke appears "serious" and is coming from a room or closet, **DON'T OPEN THE DOOR RIGHT AWAY**. Place the back of the hand on the door. If the door is hot, pull the nearest alarm and empty the building. If the door is cool to the touch, assuming the office has been notified, attempt to put out the fire. If the first

- attempt is unsuccessful, pull the nearest alarm and evacuate the building.
- c. If the smoke is coming from some source known to contain chemicals or other materials that could be flammable, pull the alarm and evacuate the building.
2. Remember, not all smoke signifies a fire. The smell could be a burned out ballast from a light or some other electrical malfunction.
  3. Remember also:
    - a. If there is a fire of any kind, it must be reported to the administration, and then by the administration to the fire department.
    - b. If a teacher feels it necessary to pull the alarm that teacher will be required to explain why he/she did so! Simply stated, use professional judgment, but be able to explain the circumstances that led to the decision.

### **FIRE DRILLS SIGNAL:**

1. Be sure that all students understand the exiting procedures for each class period.
2. Be sure to secure the classroom by doing the following:
  - a. Close windows
  - b. Turn lights off
  - c. Close door, but do not lock it
  - d. Remind girls to take their purses with them
3. Select a reliable student to lead the class to the fire exit. The teacher should be the last person to leave the classroom.
4. **Teachers are to take attendance from grade book, checking class roster during fire drill.**
5. Be sure to warn the students about the possibility of a blocked exit and discuss an alternate route with them.
6. The "all clear" signal for return to the building will be a series of short rings of the class bell.
7. Have the students clear the exits using the following guidelines: Students should be AT LEAST as far away from the building as the height of the school. Take a few minutes during each class to explain fire drill procedures and school safety.

### **FUNDRAISING**

All fundraising activities must be approved by the school administration and the proper forms completed at least two weeks in advance of the activity.

Students may not sell or advertise items without approval of the school administration.

### **GENERAL DISCIPLINARY RESPONSIBILITIES**

Except in unusual cases, teachers are expected to handle their own discipline problems. Use good judgments in decisions and at all times maintain self-control. **Good discipline begins on the first day of school and ends at the dismissal time on the last day of school.** It is recommended that each

teacher post classroom disciplinary expectations which include rules, rewards, and consequences.

Teachers will be able to maintain order in the halls or in the classroom by their mere presence. Be where the action is.

1. When we have a special program, it is the teacher's responsibility to be with his/her students and maintain order.
2. Develop a distinct line of respect with and for the students.
3. Teachers are expected to maintain discipline whenever and wherever they see a breach of good procedure. This applies not only to school hours, but also to all school events.
4. Do not attempt to avoid a discipline case by sending students to the office; however, if the teacher cannot handle the situation, the office should be contacted and the student(s) should be sent to the office. All disciplinary decisions are ultimately the responsibility of the administration.

### **GRADES**

Teachers should use a variety of criteria to determine a student's grade. This could include test grades, quiz grades, homework, class participation, projects, notebooks, lab work etc. The criteria that is used should be explained to the student in advance as thoroughly as possible. The Board-adopted grading scale is as follows:

Percent	Grade	Quality Point
98 – 100	A+	4
97-95	A	4
94-92	A-	3.7
91-89	B+	3.3
88-85	B	3
84-82	B-	2.7
81-79	C+	2.3
78-75	C	2
74-72	C-	1.7
71-70	D+	1.3
69-67	D	1
66-65	D-	.7
64-0	F	0

The yearly average is obtained by averaging together the four nine-week grades.

Teachers are required to send home a mid-term for every student. Teachers are also encouraged to send home positive notes of recognition and encouragement at any time.

### **Make-up Work**

A student whose absence is unexcused will receive an "F" for all work missed. This includes students on suspension.

A student who has an excused absence must be permitted a reasonable length of time to make up the missed work. This should be a minimum of one

day for each day missed. Extended illnesses should receive special consideration.

### **HOMEWORK**

Homework is an extension of the instructional program. It refers to those assignments prepared by the student outside of the school day. Students can expect homework to be:

1. A planned part of the curriculum
2. A practice and reinforcement of skill mastery
3. A challenge to individual needs and abilities
4. A recognized and evaluated effort
5. A positive learning experience

### **Insurance**

Any employee who does not receive a payroll check (including for the following reasons) will be responsible to remit their employee share of the premium to the Board of Education by the 15th of the preceding month of coverage. Failure to do so may result in termination of insurance coverage.

1. Paid time sheet (no checks during holiday breaks and summer)
2. Unpaid Leave of Absence
3. Worker's Compensation

### **KEYS**

Keys are issued to each staff member on an "as needed" basis. For building and room security purposes, do not allow students to use these keys. Keys should be turned in at the end of each school year unless approval has been granted by the principal for other arrangements.

### **LEAVING THE BUILDING**

If it becomes necessary for you to leave the building during school hours, please notify a building administrator/coordinator.

### **LIBRARY USAGE**

Teachers are encouraged to include library usage in their classroom lessons and assignments. To assure maximum benefit to all teachers and students, staff members are asked to work with the librarian in scheduling this activity.

### **LOCKER AND DESK SEARCHES**

Lockers and desks are school property and are subject to search by school officials at any time. "Reasonable Suspicion" is necessary to conduct a locker or desk search. An administrator must be present before beginning any locker search.

### **MAINTENANCE PROBLEMS**

For non-emergency room maintenance (lights, pencil sharpener, etc.) fill out a maintenance request and return it to the administrator/coordinator. For emergency help, contact the office immediately.

### **MATERIAL SAFETY DATA SHEETS**

In order to ensure chemical safety in the workplace, information must be available about the identities and hazards of the chemicals. OSHA's Hazard Communication Standard (HCS) requires the development and posting of a chemical inventory list that will be updated annually. Additionally, each staff member will ensure:

- Chemical Inventory lists are posted in areas that can readily be viewed.
- Each item will contain both the amount of the item located in the classroom and contact information regarding the manufacture of the chemical item.

### **MEDICAL EMERGENCY**

The American Public Health Association recommends that each school have a well defined written policy to follow in the event of an emergency. School personnel should be equipped and qualified to administer first aid care until medical care can be obtained when injuries or sudden illnesses do occur.

Each school should have a well-trained person or persons to care for children who may be injured or become suddenly ill.

1. The teacher in the immediate vicinity of the emergency shall:
  - a. Take immediate charge.
  - b. Give aid/comfort to the sick or injured.
  - c. Send messenger to office.
  - d. Relinquish charge upon arrival of the principal and/or assistant principal.
2. The principal and/or assistant principal shall be considered in direct charge of all emergencies.
3. No seriously ill or injured person shall be kept in this school building longer than is necessary to secure removal to the home or hospital, as directed by the attending physician and/or proper authority.
4. Any pupil too ill to continue classes shall be transported for medical attention after contacting the parent or guardian.
5. Teachers must report all accidents to the office on the proper form immediately following proper care of the patient. This procedure is imperative. Failure to comply may:
  - a. Increase chance of liability
  - b. Make insurance collections difficult, if not impossible.

**ALL ACCIDENTS SHALL BE BROUGHT TO THE ATTENTION OF THE SCHOOL ADMINISTRATION IMMEDIATELY.**



## **MEETINGS**

Staff meetings are sometimes necessary for successful communications and management. Scheduled staff meetings might occur either before or after school depending upon the situation or topic.

## **MIAMI EAST STRATEGIC PLAN GOALS (2009-2014)**

- Goal #1                    A comprehensive staff development program will be refined and improved to meet the changing needs of all employees.
- Goal #2                    Partnerships among students, staff members, parents, businesses, and community members will be promoted and expanded.
- Goal #3                    To provide a safe, appropriate, cost effective and quality educational environment for students, staff members, and community members. Planning will focus on building, consolidating, and upgrading school facilities.
- Goal #4                    Curriculum and Instruction.
- Goal #5                    Technology Team. The Action Planning Team will Use technology via a searchable database to align daily instruction, curriculum development, and resource allocation with the State Content Standards, thereby increasing the effectiveness of instruction and student achievement.
- Facilitate the electronic capture of best teaching practices of Miami East teachers so that those practices can be shared with other teachers. With the Smartboard software currently available to teachers, classroom board notes, along with narration, can be easily captured in real time and saved to a video file for replay.
- Continue to support the school district's website by making it easy for staff to publish directly to the site. The goal of teacher-friendly web publishing is to increase the quality and frequency of communication between Miami East Local Schools and the parents of school age children in our community.

## **MONEY MAKING PROJECTS**

Money making projects must have prior approval by the building administrator. These projects should be kept at a minimum. Receipts must be issued when collecting money from students.

## **PHONE USAGE**

Teachers are to instruct outsiders of their planning times. Teachers will not be called to the telephone during class hours except on an emergency

basis. A message will be placed in the teacher's mailbox or voicemail for all non-emergency calls received.

Telephones for local and toll free calls are located throughout the buildings. Staff members making long distance phone calls should be checking with the building administrator prior to making the phone call. All long distance phone calls should be logged by the building administrator.

### **PLAN PERIOD**

A teacher's plan period should be used constructively for school work, such as conferring with students, developing lesson plans, preparation for class, parent conferences, and curriculum development. Teachers are not to leave the school campus during their plan period unless permission is obtained from the building administrator.

### **PUBLIC RELATIONS**

Positive public relations are a responsibility of every staff member in the district. Staff members are expected to be professional in appearance and manner, promote classroom activities through newsletters and articles, and generally express pride in the school and district. Efforts such as these are necessary in order to receive community support for Miami East Local Schools.

### **PURCHASING PROVISIONS**

- A. Before making any purchase, a requisition must be completed. Failure to secure a requisition prior to making a purchase can lead to a staff member being responsible for the payment of the good or service.
- B. All purchases shall use a purchase order processed by the treasurer.
- C. Open purchase orders are valid only for the time period and amount indicated on the original purchase order.
- D. Quotes are requested for any item costing over \$1,000.

### **PURCHASE ORDER PROCEDURE**

- A. The staff member completes the requisition and submits it to the principal/supervisor for review and approval.
- B. If approved, the principal/supervisor then sends the requisition order to the Superintendent for approval.
- C. After Superintendent approval, the requisition/purchase order is sent to the treasurer for final signature.
- D. The Assistant Treasurer/Clerk Cashier affixes a date and assigns a number. The yellow and pink copies are filed by the Accounts Payable Clerk and the blue copy is sent to the principal/supervisor.
- E. The original copy of the requisition-purchase order is sent to the vendor unless specific instructions to the contrary.

## **RECORD-KEEPING, RESPONSIBILITIES**

1. Attendance: Each teacher is responsible for keeping a record of students absent from his/her class.
2. Each teacher is responsible for maintaining an inventory of equipment and supplies stored in his/her room. This should be kept updated, and a copy should be turned in to the office.
3. Each teacher is responsible for keeping an accurate record of textbooks issued to students. Records should include book number and condition of book. Be sure **ALL** students write their names in the books with **INK**. Do not issue a second book until a student has paid for the first book issued.
4. Miscellaneous responsibilities:
  - a. Keep room as secure as possible during the school day. Be sure lights are off, windows are closed, and the door is locked when leaving for the day.
  - b. Have a specific lesson plan, instructions, and seating charts available for the substitute teacher. Keep this information updated and available. Students are expected to have meaningful work in the teacher's absence.
  - c. Attend assemblies with the assigned students.
  - d. Check your mailbox and e-mails regularly for messages, handouts, and other information - at least before and after school.

## **REPORTING ACCIDENTS**

The Miami East Board of Education directs that all reasonable efforts be made to provide a safe learning and working environment for the students and employees of this district.

To that end and to the end that an employee's legitimate claims for worker's compensation may be expedited, the Board requires that accidents be reported and evaluated. ***Any accident that results in an injury, however slight, to a student, an employee, or a visitor to the schools must be reported promptly and in writing to the building administrator and superintendent.*** Injured persons shall be referred immediately to the appropriate personnel for such medical attention as may be appropriate.

The injured staff member, student, or visitor shall complete an accident form that includes the date, time, and place of the injury; the names of persons involved; the nature of the injury; a list of witnesses; and a description of all relevant circumstances.

Any staff member of the Miami East School District who suffers a job-related injury must report the injury and its circumstances to the building administrator as soon as possible following the occurrence of the injury. The failure of a staff member to comply with this mandate may result in disciplinary action.

If a staff member sustains a workplace injury while he/she is under the influence of alcohol or a controlled substance not prescribed by his/her physician, may be disqualified for compensation and benefits under the Workers

Compensation Act. If the staff member tests positive or refuses to submit to a test for alcohol and/or other drugs after sustaining a workplace injury, the employee may dispute or prove untrue the presumption or belief that alcohol and/or other drugs are the proximate cause of the injury.

### **REPORTING SUSPECTED CHILD ABUSE**

Immediately report any suspected or known cases of child abuse to the building administrator or counselor.

If a student gives you information and asks you not to tell anyone, please inform the student that you must report the incident under penalty of law. If you observe bruises or marks on a student report the observation to the principal, administrator, or counselor even though you may not have spoken with the student.

### **RESIGNATION**

Each professional staff member shall recognize the obligation to faithfully fulfill the terms of his/her contract until it is dissolved by mutual consent or by due process of law.

The professional staff member shall not resign to accept a new position elsewhere prior to or during a school year until he/she is assured that a suitable replacement is available or until the Board of Education has had a reasonable opportunity to secure a suitable replacement.

The Superintendent and the Board may release a professional staff member from the terms of a contract when an opportunity is offered for significant professional advancement.

A professional staff member intending to resign shall submit a written resignation to the Superintendent for conveyance to the Board as far as possible in advance of the effective date of resignation and at least thirty (30) days prior to the requested date.

The Superintendent shall, whenever possible, conduct a post resignation interview to determine the reasons for the resignation.

### **RESPONSIBILITY FOR SCHOOL MONEY**

Staff members in charge of any money handled in school are responsible for its safe keeping and loss. Staff should never leave cash or other valuables in desks or in their rooms. Money should be left in the office in the school safe. All school money should be deposited in the office within 24 hours of receipt. All purchases and expenses require an approved purchase order.

### **SECURITY OF BUILDING AND PROPERTY**

1. Personnel engaged in working with students on class projects or class work after school, working in athletics, or other extra-curricular activities are responsible for seeing that pupils in such activities are never in the school building without faculty supervision. It is absolutely forbidden to turn over a faculty member's keys to a pupil to allow admittance to the building or an unsupervised building area. A faculty member must be present.

Locker and equipment rooms are to be locked when a faculty member is not present.

2. **Faculty personnel responsible for an extracurricular activity must also see that unauthorized persons not engaged in the activity are not allowed in the building. (Pupils must be directed to be ready to leave after the activity and not be allowed back into the building proper after leaving). Faculty personnel must see that all persons are cleared from the building and all doors and windows are secured before leaving.**
3. **Coaches and advisors are to be the last people to leave the building.** Do not place this responsibility on a manager, another student, custodian, or administrator.
4. The building(s) are equipped with an alarm system. If a faculty member is going to be in the building after 11 P.M. or on Saturday, Sunday, or any day that school is not in session, they must clear the request through the building administration and check out the necessary keys with an administrator. False alarms can cost up to \$100 each from the building account.

### **SEXUAL HARASSMENT**

Staff members are not to engage in sexual harassment. Sexual harassment is an activity of a sexual nature that is unwanted or unwelcome including, but not limited to, unwanted touching, verbal comments of a sexual nature, pressure to engage in sexual activity, repeated propositions, and unwanted body contact. Any staff member who believes they are a victim of sexual harassment should contact the appropriate supervisor.

### **SPEAKERS/GUESTS**

When guests are invited to attend or present a program to a class, the regular teacher is expected to stay with the class to supervise the students. The principal should be notified the week before a speaker is scheduled.

### **SPECIAL EDUCATION**

The Board of Education, is committed to the provision of a free, appropriate, public education for children with disabilities identified in accordance with applicable State and Federal laws, rules, and regulations.

In keeping with the requirements of the Ohio Department of Education for compliance with the *Operating Standards for Ohio Schools Serving Children with Disabilities*, the Board of Education has selected the outline version of the Model Procedures for the Education of Children with Disabilities, which is incorporated by reference into this policy.

Copies of these Model Procedures are available at the office of the Board of Education.

### **STAFF IDENTIFICATION BADGES**

Staff Identification badges have been issued at the beginning of the school year. ***We expect all staff members to set an example for our visitors by wearing their identification badges.***

### **2014-2015** **STARTING AND ENDING TIMES**

<b><u>School</u></b>	<b><u>Regular Time</u></b>	<b><u>1-Hour Delay</u></b>	<b><u>2-Hour Delay</u></b>	<b><u>Early Dismissal</u></b>
High School	7:40-2:27	8:40-2:27	9:40-2:27	7:30-1:27
Junior High	7:38-2:20	8:38-2:20	9:38-2:20	7:38-1:20
Elementary	7:38-2:20	8:38-2:20	9:38-2:20	7:38-1:20

### **STUDENT SAFETY**

1. Staff are required to report any suspected child abuse cases. See the principal or guidance counselor for proper procedure to use.
2. Never give out names, addresses, etc. of students.
3. Report any strangers or cars that are suspicious.
4. Do not leave students without supervision.
5. Do not allow any student to talk to a visitor without prior approval from the office.

### **SUPPLIES**

If teachers need supplies of the ordinary variety (paper clips, staples, etc.), see the secretary. For any other supplies, see the principal to discuss needs. REMEMBER: No purchases may be charged to the Board of Education or to an individual school without having completed a requisition (including the principal's signature) prior to the purchase. Any expenditure made without **PRIOR** approval will be the teacher's responsibility.

### **TEACHER QUALIFICATIONS**

1. Bachelor's Degree
2. Ohio Provisional, Professional, or Permanent teaching licensure that is valid for the subject and/or grade levels taught.

Skill, knowledge and abilities:

- A. Ability to work cooperatively with administration, teaching staff, students, and parents in the on going task of providing the best possible education for all students.
- B. Willingness to accept constructive criticism.
- C. Ability to function under stress.
- D. Evidence of planning ability.
- E. Health requirements as established by State Law and the Miami East Board of Education.

- F. Willingness to adapt to changing situations.

## **TEACHER RESPONSIBILITIES**

### **Teacher's Workday**

1. Be in the building during the assigned starting and ending times on all workdays. (An exception would be in-service days scheduled for different hours.)
2. Teachers are responsible for student supervision in halls, classrooms, or other areas, as assigned during this workday. (Teachers are encouraged to especially be aware of this responsibility before and after school).
3. When an exceptional or emergency situation occurs that requires a teacher to leave the building during the regular workday, a request should be made to the principal; the sign-out sheet in the office should indicate the anticipated time of return.
4. The conference/planning period is to be used to plan, grade papers, evaluate lessons, and work with students and parents. Therefore, teachers should be in the building unless home visits are being made.

## **TEACHER ILLUSTRATION OF KEY DUTIES**

1. Plan and Prepare-Each classroom teacher will plan in advance for daily lesson presentations. Lesson plans shall be kept up to date and will be available for use by substitute teachers in the teacher's absence.
2. Instruct-Each classroom teacher will utilize classroom instruction techniques designed to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. He/she will develop a classroom atmosphere that shall not, without just cause, restrain the student from independent action in his pursuit of learning and shall not deny, without just cause, student access to varying points of view. A classroom learning situation which abides by the Code of Ethics of the Education Profession, the adopted policies, and philosophy of the Miami East Board of Education, will be provided.
3. Control and Discipline-Each classroom teacher will cooperate with the building level and central administration the endorsement of general rules or order within the individual classroom. He/she will be responsible for the order, attention, and deportment of pupils. In case of extreme difficulty, he/she will report to the principal, or designee, and give a detailed statement of the facts of the case. He will aid in the maintenance of general building control, i.e. assisting in hallway or playground supervision.
4. Record and Report-Each classroom teacher will keep daily written records as stipulated in the Board of Education Policy and building requirements as they pertain to matters of record keeping. He/she will meet with parents on regularly scheduled conference days and/or whenever necessary during the normal school day to report individual progress.

## **TESTING SECURITY**

### **SECURITY PROVISIONS FOR STATE-WIDE TESTING:**

Except for practice test materials, all tests (including any and all material developed for use in any test form) are secure. It is not permissible to reproduce any of this material or cause it to be reproduced in any format. It is illegal to reveal any such secure materials or facsimiles to students and/or to use the materials in any way to prepare students for the tests or to assist students who failed the test. It is unethical and illegal to alter a student's responses or to assist a student to cheat in any other way. No secure material from any test may be released to students, to the media, to parents or other community members, or to any other individual or group. Only authorized personnel should be in the room during testing; members of the media and other "interested" adults may not be present during the proficiency administration.

#### **Who should see the state adopted tests?**

Tests will be serial numbered and wrapped in sealed packages. Only those people identified by the district as authorized should ever see the tests. Those individuals might include coordinators, examiners, and proctors, as well as students taking the tests. Unauthorized persons may not see the tests, nor may they take the tests. Coordinators are required to account for and return all used and unused materials.

#### **What are the consequences of test security violations?**

Any alleged test security violation will be investigated by the district and reported to the Department of Education. If it is determined that a violation occurred, any of several consequences may follow: one or more students' answer documents may not be scored; the board of education, after appropriate procedures are followed may suspend or dismiss an employee found guilty of cheating or helping a student to cheat; the State Board of Education, following appropriate procedures, may seek the suspension of a certificate; and a law enforcement agency, following an appropriate investigation, may prosecute under the state criminal code (See Rule 3301-13-05(F) of the Administrative Code).

#### **What are the standards regarding the ethical use of tests?**

The State Board of Education has adopted rules of ethical practice for the use of tests and other assessments. District personnel may reference Rule 3301-7-01 of the Administrative Code for standards concerning unethical or inappropriate practices that involve preparing students for tests, administering and scoring assessments, and interpreting and/or results. In addition to proficiency testing, these standards apply to all school-wide, district-wide, and statewide assessments.

#### **What activities are appropriate for helping students?**

While it is not appropriate to teach students how to answer specific questions from any of the proficiency tests at any grade level, it is appropriate to be sure that students are prepared for the different types of content related to each learner outcome measured by the tests. Several tools are provided by the state, including the practice tests, fact sheets/information guides, and resource manuals, which provide more detailed information about each test, the learner outcomes, and in the case of the resource manuals, scored and annotated student work on constructed response items.



It is appropriate to integrate instructional activities that address the learner outcomes at each grade level. It is also appropriate to establish intervention programs to assist students. The Ohio Department of Education, Professional Development and Licensure can provide additional assistance to districts desiring to create and implement intervention strategies. Although test items used to measure the outcomes vary from form to form of the test, all are related to the adopted learner outcomes and to the specifications described in the fact sheets/information guide for each grade level tested (i.e., 3, 4, 5, 6, 9, and 12). Since proficiency test learning outcomes are taken from the State Board adopted model courses of study, at or below the specific grade level at which the test is administered, teachers may want to focus preparation/intervention efforts on the implementation of those outcomes from the models.

### **Ohio State-Wide Test Security**

Except for practice tests and previous years' test materials, all proficiency tests are secure. It is not permissible to reproduce any of the current year's material or cause it to be reproduced in any format. It is illegal to reveal any such secure materials or facsimiles to other students and/or use the material in any way to prepare for the tests. Should it become known that an alleged violation of test security provisions has occurred, a full investigation shall be initiated. Penalties for confirmed violations of cheating or assisting another student to cheat would be considered serious and subject the students to disciplinary action, including, but not limited to suspension, expulsion or both. In addition, the investigating committee would determine whether or not to invalidate any student test scores.

### **VISITORS**

All visitors must register in the main office and receive a visitor's pass before visiting a student, teacher, the cafeteria, or a classroom. Those who do not register will be asked to leave. Those who refuse to leave or continually reappear will be charged with trespassing.

### **WEB SITE**

Positive public relations are a responsibility of every staff member in the district. Staff members are expected to pass along events, activities, and honors to the building administrators to maintain an updated web site. Efforts such as these are necessary in order to receive community support for Miami East Local Schools.

**Any additions or corrections to the Student or Teacher Handbook will be distributed to staff and students. Adopted board policy will take precedence.**

# **Miami East**

## **Acceptable Use Policy**

### **Computer, Internet, and**

### **E-Mail**

**2014- 2015 Miami East Local Schools**  
**Staff Acceptable Use Policy**  
**Computer/Internet/Email**

**A. Purpose**

The district's telecommunication system is limited to educational purposes. The term "educational purposes" includes use of the system for classroom activities, professional or career development, and limited high-quality self-discovery activities.

Additionally, the system will increase district intra-communication, enhance productivity, and assist district employees in upgrading their skills through greater exchange of information with their peers. The district system will also assist the district in sharing information with the local community, including parents, social service agencies, government agencies, and businesses.

Users may not use the district system for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use or financial gain. District acquisition policies will be followed for district purchase of goods or services through the district system.

Staff may not use the system for political lobbying. District employees may use the system to communicate with their elected representatives for education purposes but not to express their opinion on political issues.

**B. District Responsibilities**

The Technology Department is responsible for overseeing the district system and for working with other regional or state organizations as necessary. The Technology Supervisor serves as the district coordinator for the district system, establishes a process for setting-up individual and class accounts, maintains executed user agreements and sets quotas for disk usage on the system.

The Technology Department establishes district virus protection procedures, ensures teachers receive proper training in the use of the system, and other procedures deemed necessary by the Board of Education, district Superintendent and/or district Administrators.

The Principals of their respective buildings or their designees serve as the building coordinator for the district system. They approve building-level activities, ensure teachers/staff receive proper training in the requirements of this policy, establish a system to ensure adequate supervision of students using the system, and are responsible for enforcing the district Acceptable Use Regulations at the building level. Teachers and media center staff will instruct students on acceptable use of the network and district policy.

### **C. Technical Services Provided through District System**

**E-mail.** E-mail allows district employees to communicate with people throughout the world and to subscribe to mail lists to engage in group discussion related to education subjects.

**World Wide Web.** The Web provides access to a wide range of information in the form of text, graphics, photographs, video, and sound, from throughout the world. The Web is a valuable research and educational tool for employees.

**Content Filter.** The district utilizes software designed to block access to certain sites. However, staff must understand that no software is 100% effective.

**Wide Area Network.** The District's WAN includes access to business systems (financial, employee and student) for approved staff as well as staff access to electronic forms and web-based applications.

**Extranet Services.** Secure remote access to the district's E-Mail, Intranet and Web services.

**Computer Services.** The District will provide staff access to a computer system that allows connection to the Technical Services provided through the District System.

### **D. Access to the System**

The district's Acceptable Use Regulations govern all use of the district system. Employee use is governed by district policy.

All computers belong to the District and are assigned either to individual staff members or to a public area. Public areas are defined as areas used by the students such as the computer labs and the libraries. Any staff member who does not have a computer specifically assigned to them should use system in the public areas of each buildings and not the system that are specifically assigned to a staff member.

All users will sign the appropriate Acceptable Use Agreement.

**E-Mail Accounts.** District employees, with prior authorization from their supervisor indicating that such access is essential for performing their assigned duties, will be provided with an individual account

**World Wide Web.** District employees have access to the Web through the district's networked computers.

**Content Filter.** Employees are required to utilize the District's blocking software. If an employee feels a site is wrongly blocked, the employee must complete a **content bypass form**. The site will then be evaluated for its educational value. Conversely, employees

are required to report any inappropriate site that is not blocked immediately to their building Principal or the Technology Supervisor.

**Wide Area Network.** District employees, with prior direction from their supervisor will be given access to those areas required in their particular area of work.

**Extranet Services.** District employees, with prior direction from their supervisor will be given external access to those areas required in their particular area of work.

**Computer Services.** The District will provide staff access to a computer system that allows connection to the Technical Services provided through the District System. Some staff members may be required to use public or student machines for access.

#### **F. District Limitation of Liability**

The district makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the district system will be error-free or without defect. The district will not be responsible for any damage users may suffer, including but not limited to, loss of data, interruptions of service, or computer viruses.

The district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The district will not be responsible for financial obligations arising through the unauthorized use of the system.

#### **G. Due Process**

The district will cooperate fully with local, state, or federal officials in any investigation concerning to or relating to any illegal activities conducted through the district system. In the event there is an allegation that an employee has violated the district Acceptable Use Regulations, the employee will be notified, if permitted by law, of the alleged violation and an opportunity to be heard in the manner set forth in the disciplinary code.

Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the employee in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves a violation of other provisions of the disciplinary code, the violation will be handled in accord with the applicable provision of the disciplinary code.

Employee violations of the district Acceptable Use Regulations will be handled in accord with district policy.

## **H. Search and Seizure**

Employees should have no expectation of privacy with respect to the use of the Internet, Intranet, or electronic mail. Violations of district regulations, disciplinary code, or the law may result in severe penalties, up to and including termination of employees.

Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the district Acceptable Use Regulations, the disciplinary code, or the law.

An individual search will be conducted if there is reasonable suspicion that a user has violated the law or the disciplinary code. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.

District employees should be aware that their personal files might be discoverable under state public records laws.

## **I. Copyright and Plagiarism**

District policies on copyright will govern the use of material accessed through the district system. Copyrighted material must not be placed on any system connected to the district system without the author's permission. Only the owner(s) or person(s) they specifically authorize may upload or download copyrighted material to the district system.

It may be permissible to non-commercially redistribute a copyrighted program with the expressed permission of the owner or authorized person. Permission must be specified in the document, on the system, or must be obtained directly from the author. Teachers will instruct students to respect copyright and to request permission when appropriate.

District policies on plagiarism will govern use of material accessed through the district system.

## **J. Academic Freedom, Selection of Material**

When using the Internet for class activities, teachers will select material that is appropriate in light of the age of the students and that is relevant to the course objectives.

Teachers will preview the materials and sites they require or recommend students access to determine the appropriateness of the material contained on or accessed through the site.

Teachers will provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly.

Teachers will assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

## **K. District Web Site**

The district will establish a web site and will develop web pages that will present information about the district. The Technology Supervisor in conjunction with the Webmaster and the Technology Committee is responsible for maintaining the district web site and Web Site Publishing Guidelines

Information concerning the district, posted on personal web sites, must not represent in any way that it is an official Miami East Local Schools web site. Links may be made from outside sources to the official Miami East site. Links from the district's site to outside sources will represent a clear educational goal or purpose. No one may establish a link from the Miami East site for a personal, political, or non-educational purpose.

## **L. District Acceptable Use Guidelines**

Users must abide by the following guidelines:

### **1. Personal Safety**

Users will not post personal contact information about themselves, family or other people. Personal contact information includes address, telephone, etc.

Users will not agree to meet with someone they have met online.

### **2. Illegal Activities**

Users will not attempt to gain unauthorized access to the district system or to any other computer system through the district system, or go beyond their authorized access. This includes attempting to log on through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."

Teachers will not give students access to any network that is not isolated from the district system and intended for educational purposes.

Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.

Users will not use the district system to engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

### **3. System Security**

Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.

Users will immediately notify the Technology Supervisor if they have identified a possible security problem. Users will not attempt to discover security problems as these actions may be construed as an illegal attempt to gain access.

Users will avoid the inadvertent spread of computer viruses by following the district virus protection procedures if they download files.

Teachers will not give students access to the district's network or Internet using their staff account.

### **4. Inappropriate Language**

Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.

Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

Users will not post information that, if acted upon, could cause damage or a danger of disruption.

Users will not engage in personal attacks, including prejudicial or discriminatory attacks.

Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, he or she must stop.

Users will not knowingly or recklessly post false or defamatory information about a person or organization.

### **5. Respect for Privacy**

Users will follow district policy with regard to confidential material.

Users will not post private information about another person.



## **6. Respecting Resource Limits**

Users will use the system only for education and professional or career development activities (no time limit), and limited, high quality, self-discovery activities.

Users will not download any file that does not have a clear educational purpose.

Users will not download large files unless absolutely necessary. If deemed necessary, users will download the file at a time when the system is not being heavily used.

Any large files should be archived to an external medium (CD, DVD, thumb drive, etc.) as soon as its usage has been completed for the year.

## **7. Electronic Mail**

Refer to the Miami East Local School Email Acceptable Use Policy.

## **8. Plagiarism and Copyright Infringement**

Users will not plagiarize works that they find on the Internet. Plagiarism is taking ideas or writings of others and presenting them as if they were original to the user.

Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language or art work that specifies acceptable use of that work, the user should follow the expressed requirements. If the users are unsure whether or not they can use a work, they should request permission from the copyright owner.

## **9. Inappropriate Access to Material**

Users will not use the district system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).

If users inadvertently access such information, they should immediately disclose the inadvertent access in a manner specified by their school. This will protect users against an allegation that they have intentionally violated the Acceptable Use Regulations.

## **10. Computer Services**

Staff will log off or lock their system when leaving their classroom for any period of time.

Teachers will not give students access to their classroom computer.

## **11. Access to Future Updates of Acceptable Use Regulations**

Employees may access future updates of the Acceptable Use Regulations through the district's Internet site at [www.miamieast.k12.oh.us](http://www.miamieast.k12.oh.us), or through the district Intranet system. All other users will be notified of changes at the beginning of each school year or may access future updates of the Acceptable Use Regulations through the district's Internet site at [www.miamieast.k12.oh.us](http://www.miamieast.k12.oh.us), or by submitting a written request to the district Webmaster.

## **Miami East Local Schools Staff Email Acceptable Use Policy**

### **1. INTRODUCTION**

The Miami East Local School District current E-mail/electronic office system is Microsoft Outlook. Facilities available within Outlook include E-mail, spell check, calendars, scheduling, directories, listings, automatic reminders and distribution lists. Each user must complete and sign the District Acceptable Use Policy document in order to obtain access to the E-mail/electronic office system.

### **2. ACCEPTABLE USE**

Acceptable uses of the E-mail / electronic office system are activities that support the user's job assignment within the guidelines and policies of the Miami East Local Schools. Users are encouraged to make full use of these electronic facilities in the pursuit of their jobs and assignments, provided such use complies with Board Policy. The remainder of this document concerns primarily the use of the E-mail portion of the district's electronic facilities.

### **3. UNACCEPTABLE USE**

Consistent with the district's Computer & Internet Acceptable Use Policy, unacceptable uses of electronic mail include:

- a) Using profanity, obscenity or other language that may be offensive to another user.
- b) Using these electronic services for financial gain or for any commercial or illegal activity
- c) Time-wasting activities that do not adhere to the district's mission.
- d) Posting chain letters or engaging in "spamming." Spamming is sending a message that is annoying, unnecessary, or has no clear educational purpose to a large number of people.

### **4. E-MAIL MANAGEMENT AND PRIVACY**

The E-mail/electronic office system is the property of the Miami East. All E-mail messages written using the system are also the property of the district. Never consider electronic communications to be private. Treat electronic communications the same as written hard copy communications with regard to propriety and openness. The district reserves the right to review all electronic correspondence that uses district systems and facilities.

## **5. ACCOUNT RESPONSIBILITIES**

The person in whose name an account/user ID is issued is responsible at all times for proper usage. Users should never reveal their password to any other anyone.

## **6. EFFECTIVE USE OF E-MAIL**

The following practices will increase the effectiveness of E-mail:

- a) Make subject headings as descriptive as possible.
- b) Restate the question or issue being addressed in a response unless the text of the original message(s) is included in the current message.
- c) Include the most important fact/idea/issue first or very near the top of the message.
- d) Avoid misunderstandings by keeping in mind that electronic text is devoid of any context clues that convey shades of irony, sarcasm or harmless humor.
- e) Proofread/edit each message and use the system's spell check prior to sending a message.
- f) Check the facts in your message before sending it; do not spread rumors via E-mail.

## **7. EXPECTED BEHAVIOR**

Employees are expected to use these systems only for activities appropriate to the business and educational objectives of Miami East. Your usage and communication should reflect well on yourself and on the school district. While your behavior represents the district, you must restrict your communication to within the bounds of the authority of your position. You may not, for example, commit the district to purchasing an item as a result of your communication when a Purchase Order is required for such activity. Just as with written correspondence, such a violation is subject to disciplinary action including dismissal from employment.

## **8. CAPACITY AND CONSERVATION OF RESOURCES**

The storage of documents and other items uses system resources that are finite and limited; failure to use these resources wisely could result in system outages and thus deprive others from getting their work done. Users are expected to:

- a) Open their E-mail on a regular basis (at least daily, if possible), delete unneeded items, and file items needed for future reference appropriately so as not to fill up their incoming mail file (inbox).

- b) Delete unneeded items from their mail logs on a regular basis and keep mail logs organized so that they can be easily maintained.
- c) Send E-mail to concerned parties only.
- d) Use the E-mail system's delegation or forwarding facilities (whichever is available and/or appropriate) whenever they are out for extended periods of time. Passwords are never to be shared with anyone.

## **9. ACCESSING ANOTHER USER'S E-MAIL**

Email accounts are specific to individual users. No staff member should provide access or attempt to gain access to another user's email account without the express written permission of the Building Principal and Technology Supervisor.

## **10. E-MAIL DISTRIBUTION LISTS**

Distribution lists are very useful tools when sending the same message to a group of users. The following rules should be adhered to when using distribution lists:

- a) Think carefully before using a large distribution list. Ask yourself, "Do all E-mail users really need to know this information?"
- b) When printing a message sent to a distribution list for retention in a paper file, print and file the distribution list along with the E-mail message.

## **13. USER ID TERMINATION**

All user ID's will be revoked immediately upon a user's termination of employment with the district or upon the termination of whatever status gave the user access to the E-mail system. Within three weeks, the data associated with that user will be deleted including all files, records, notes, unopened mail, etc. The Building Principal is responsible for:

- a) notifying the Technology Department of the user's termination of relationship;
- b) requesting access to the former employee's stored E-mail to review for required retention of any official record material.
- c) upon the termination of the user's relationship with the district, the user should no longer attempt to access the system.

# **Miami East Forms**

Maternity and/or Family Medical Leave (FMLA)  
Miami East Local Schools

\_\_\_\_\_ I am requesting maternity leave on the following dates (approximate)  
from \_\_\_\_\_ to \_\_\_\_\_.

I am requesting FLMA leave for the following reason:

- \_\_\_\_\_ the birth and first-year care of a child
- \_\_\_\_\_ the adoption or foster placement of a child
- \_\_\_\_\_ the serious illness of an employee's spouse, parent, or child
- \_\_\_\_\_ the employee's own serious health condition that prevents him/her from performing essential job functions

from \_\_\_\_\_ to \_\_\_\_\_.

Employee Signature \_\_\_\_\_

Date of Receipt \_\_\_\_\_





**Miami East Local School District  
Notification of Use of Personal Leave**

The Board recognizes the need for personal leave due to emergencies or personal business which cannot be handled outside the normal workday

“Ohio Revised Code 124.386 defines personal leave as “mandatory court appearances, legal or business matters, family emergencies, unusual family obligations, medical appointments, wedding, or religious holidays . . . “ Examples of inappropriate uses of personal leave include, but are not limited to, the following: vacations, shopping, sporting events, or entertainment.

Name \_\_\_\_\_ Building \_\_\_\_\_

Date of Leave \_\_\_\_\_ Half Day \_\_\_\_ a.m. \_\_\_\_ p.m. \_\_\_\_  
Whole Day \_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

If leave request is disapproved, please state reasons for such action.

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## SALES PROJECT ACTIVITY PROGRAM REQUISITION

***This form is to be completed and submitted for approval PRIOR to commencing any student fund-raising activity.***

Organization/Group Name \_\_\_\_\_

Advisor (or Representative) \_\_\_\_\_

Proposed Fund Raiser \_\_\_\_\_

Proposed Sale Price Per Unit \$ \_\_\_\_\_

Quantity to be ordered \_\_\_\_\_

Cost per Unit: \$ \_\_\_\_\_

Estimated Amount of Money to be raised \_\_\_\_\_

Proposed Dates for Sales Campaign \_\_\_\_\_

Means of fund-raising (e.g. cash contribution, pledge, sale of product or service, etc.) \_\_\_\_\_

How will the students be supervised? \_\_\_\_\_

Person Managing the funds \_\_\_\_\_

Company name and address (where items are to be purchased) \_\_\_\_\_

***Describe on the reverse side the project(s) for which this money will be spent and the estimated cost of each project(s).***

\_\_\_\_\_  
Advisor (Representative) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Principal Signature

\_\_\_\_\_  
Date

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### APPROVED BY—

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Treasurer Signature

\_\_\_\_\_  
Date

## SALES PROJECT (continued)

**Describe the purpose of this project (how the money is to be used)**

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**Estimated cost of above project** \$ \_\_\_\_\_

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### PROFIT/LOSS STATEMENT

**To be completed at end of fund-raising activity.**

Unit Cost	\$ _____
Quantity Sold	_____
Total Revenue	\$ _____
Quantity Returned	_____
Value of Items returned	_____
Quantity Unaccounted for	_____
Value of items unaccounted for	\$ _____
Total Expenses	\$ _____
Profit (loss)	\$ _____

\_\_\_\_\_  
Advisor (Representative) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Principal Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Treasurer Signature

\_\_\_\_\_  
Date

# 2014-2015 SCHOOL YEAR

As an effort to assist our staff members regarding school policy, we are requiring this page be signed, dated and returned to your building administrator during the first full week of school.

In addition to the material in the Staff Handbook, we want to remind you that additional information and explanation can be located in the Miami East Board of Education policy.

Thank you for your cooperation in this matter.

I have read and understand the content of the Miami East 2014-2015 District-Wide Staff Handbook.

\_\_\_\_\_  
Staff Member's Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Member's Signature

\_\_\_\_\_  
Date