

Tiffin City Elementary Schools

Elementary Staff Handbook



Preschool - Grade 5

2021-2022

ELEMENTARY FACULTY HANDBOOK

ABSENCE (Teachers)

If a teacher is ill or cannot teach due to an emergency, it is the desire of the administration to secure a substitute teacher quickly so that the schoolwork can proceed normally. Teachers should submit their absence in AESOP before 6:30 am. If an emergency would occur after 6:30 am, teachers should notify the principal as soon as possible. If the principal is not available, call the building secretary. If a teacher is absent for any day or part of any day, whether a substitute is employed or not, the absence must be put into AESOP. All personal leave is submitted through AESOP as well.

ACCEPTABLE USE AND INTERNET SAFETY

See Board of Education Policy and Regulation **EDE** and **EDE-R** and Public School Works module on Acceptable Use

*All Board Policies can be accessed online.

ACTIVITY FUNDS - MONEY COLLECTIONS

All monies collected by classroom teachers for whatever reason should be turned into the office that same day. It should not be left in any part of the school over night. No money is ever to be placed in the "Pony Express".

ATTIRE (Teachers)

While the Tiffin City Schools system does not have a teachers' dress code, part of good professionalism is setting a good example through appropriate appearance.

ATTIRE (Students)

Teachers must report student dress code issues to the office. Please see the student handbook for specific rules governing student attire.

ACCIDENT REPORTS

Should an accident or injury occur involving a student, whether in the classroom or on the playground, a STUDENT ACCIDENT REPORT must be completed and placed on file in the office. Whenever an injury occurs, please notify the office. The supervisor of the student should file reports of injuries occurring on school property/gym at the time of the incident. Parents should be contacted by telephone in most cases. If the accident or injury affects a staff member, an accident report needs to be submitted in Public School Works.

ASSEMBLIES

Students are expected to behave properly during assemblies; no loud talking or displaying boisterous conduct. Students not behaving properly may have their assembly privileges denied and will be sent to a designated area to use the time as a study period.

Special teachers should plan on supervising students who are normally scheduled for their classes during the time of an assembly.

ATTENDANCE, TARDINESS, LUNCH ORDERS

All elementary homeroom teachers will take attendance and lunch count at the beginning of the school day. Send a student to the office each morning with a moneybag.

A tardy student should report first to the office. If a student arrives late, please check to make sure s/he has checked in first. If a student must leave during the day for some reason, s/he should have a note from home stating the time. The parent must sign the child out in the office. If the child returns, the parent should sign the child in again. This provides us with a check of the child's whereabouts. No child should leave the building without permission.

As elementary students are dismissed at the end of the day, teachers are to walk their class outside in an orderly manner. Staff members are asked to be in the hallways, and outside at dismissal times. Please encourage students to proceed directly home and not loiter at the street corners or around the school. Report any persistent problems to the office. Teachers in kindergarten and first grade are to remain with their students until all are picked up or vacated the school grounds. Students at these grade levels who are not picked up are to be released to the individual teacher assigned to traffic duty or the office.

BEE STINGS

Check the permanent health record and emergency slips to determine if there are any known allergic reactions to bee stings.

After reviewing the records, classroom teachers are to inform known cases of students who are allergic to bee stings to special area teachers.

If A Child Is Stung By A Bee

If there is nothing in a student's records to indicate a problem with bee stings, apply ice and keep an eye on the situation.

The parents should be called to determine if:

1. there is a question as to whether or not the child is known to be allergic to bee stings;
2. the parent wishes to come to get the child to be observed for reaction at home;
3. the parent wishes to leave the child at school unless further reactions are observed at school.

An injury report needs to be filed for all bee stings. Each teacher is responsible for checking the book to make sure this has been completed.

BLOOD BORNE PATHOGENS

Blood and body fluids from any child or adult may harbor a number of organisms besides HIV that are potentially infectious to others.

For any injury that results in bleeding, nosebleeds, menstrual accidents, etc., the person assisting the child should wear gloves, whenever possible. Direct contact with blood is potentially infectious, especially when there are breaks in the skin, as in chapping or eczema. Proper hand washing (soap and running water for 15 seconds) significantly reduces the risk of infection from contact with all potentially infectious body fluids.

A custodian should be notified to clean any contaminated areas, and the following guidelines will be followed:

- a. Surfaces soiled with blood, urine, feces, vomitus, etc., should be thorough washed with soap and water, then disinfected with a 10% solution of household bleach and water (1 part bleach to 9 parts water). This solution must be freshly prepared for each use.
- b. Personnel cleaning the spill must wear gloves. Hands must be washed thoroughly using running water for 15 seconds after removing gloves.
- c. Disposable towels should be used whenever possible.
- d. Mops must be thoroughly rinsed in the disinfectant solution.

BOMB THREATS

See Board Of Education Policy **EBCC**.

You will receive an annual update to replace pages that change in the **SCHOOL EMERGENCY PROCEDURES READY REFERENCE MANUAL**. Please keep this document in your teacher handbook.

BUS REGULATIONS

Please be aware of the bus rules that are to be followed by all students regardless of whether they are on a route, a field trip or an extracurricular activity.

1. There are to be no living animals or insects brought on the bus.
2. Stopping at restaurants during field trips or extracurricular events is not required of bus drivers unless it has been specified in the "Request for Transportation."
3. There is to be NO eating or drinking on the bus.
4. Cell phone use is at the bus driver's discretion.
5. Students are expected to be silent when a bus stops at railroad crossings.

Please refer to Tiffin City Schools Policies and Regulations, SECTION XI, before requesting bus service. All requests need to be made through the office. The transportation supervisor should receive the **request for transportation at least two weeks in advance of the date** of the proposed trip.

BUYING, SELLING, TRADING

No students should bring items to school (such as candy, gum, trading cards, etc.) to sell or trade. They should also not bring extra money to school for any purpose other than to purchase lunch or items specifically designated for school.

CAFETERIA/RECESS

POINT OF SALE SYSTEM

We have the "Meals Plus" computer system for our lunch program. Students punch in their individual four-digit number given to them when they enter kindergarten, and they use the same number through high school. This number brings up their account with their picture, and then the cashier records their daily lunch purchase. Our cashiers strive to tell the student when their account balance is low, so they can bring money in the next day, but it is the student's responsibility to have money on their account as charges are discouraged.

We strongly encourage PREPAYMENT for the COMPLETE WEEK or MONTH at a time. Cash and checks are accepted. Checks should be made payable to TCS Food Service Dept. Prepayments on MONDAYS only please. If not prepaying for the week, the child will turn in their lunch money to their classroom teacher each morning in a white envelope. (The child's name and amount enclosed should be clearly marked on the front of the envelope.) Our cashiers will then credit each student account before lunchtime. Hopefully with prepays on Mondays only and any daily money turned in to teachers in the morning, this will make the lunch lines "cashless" and run more smoothly. This, in turn, will give the students more time to eat their lunch. We also offer the parents the option to prepay online and to check their child's account balance using "E-Funds". Thank you for your help in this matter.

Teachers are to send home lunch charge slips the day they are issued. There is no free milk or any milk charges for students who pack their lunch.

Teacher Cafeteria Guidelines:

1. Elementary teachers should provide a restroom break for students prior to coming to the cafeteria and then must escort them to the lunch line. (Hand washing has been found to be the most effective means of reducing student absence due to illness).
2. Students should bring coats and playground equipment to the cafeteria.
3. The person on duty in the cafeteria will dismiss classes directly from the cafeteria to the playground.
4. All teachers will meet their classes at the building doors as they enter from lunch recess and escort them to their classroom.
5. On days when it is necessary to stay inside, teachers should have a posted list of suitable activities and rules for students.
6. Any teacher wishing to keep a student in the classroom during a recess/lunch period will be present in the room at all times with the student.

Student Cafeteria Rules:

1. Students are to enter the cafeteria in a quiet, orderly manner.
2. Students are to maintain quiet and orderly behavior at all times. Quiet talking is permitted at the table, but unnecessary noise is not permitted.
3. Students are to remain seated in a designated area until dismissed. Any student wishing to leave his/her seat must receive permission.
4. Students are to wait until excused by table to take trash quietly and orderly to the trash can and then line up to go outside. Once outside, students are to remain there until the end of recess.
5. There will be no throwing of foodstuffs, paper, straws, napkins, or other items in the cafeteria. Students are individually responsible for picking up items on the table or dropped on the floor.

6. Any student, or group of students, who is rude or uses poor manners will be removed and will not be allowed to eat with the other students.
7. All food must be consumed in the cafeteria. Students may not take food and/or paper products out of the cafeteria to the playground or classroom. All lunch utensils; straws, etc. must be thrown away before going outside.
8. Students bringing a lunch should strive to pack a balanced meal. Food items may not be shared with other students.

CAFETERIA TABLES

Due to the obvious possibilities of children being seriously injured, no teacher or staff member should at any time request or permit a school-aged child to attempt to raise or lower any of the folding tables in the cafeteria.

CERTIFICATED/ LICENSED STAFF ASSIGNMENTS AND TRANSFERS

The assignment and transfer of teachers shall be the responsibility of the superintendent. Each teacher will be assigned to a specific area and may be transferred to any other position for which s/he qualify. Administrators, supervisors or teachers may request transfers. The superintendent may initiate a transfer whenever it is in the best interest of the Tiffin City School District.

A staff member may request a transfer, although a request for transfer does not guarantee that such a transfer will be made. Teachers will be encouraged to discuss transfers or their intention to request a transfer with the principal or appropriate supervisor.

CERTIFICATED /LICENSED STAFF LEAVES AND ABSENCES

The Tiffin City Board of Education will provide a plan for considering leaves and absences for its staff member in accordance with the Ohio Revised Code and Board policies. A leave of absence is a period of extended absence from duty by a staff member for which written request has been made and formal approval granted by the Board of Education.

Compensation, if any, during leaves of absence will depend on the type of leave. Deductions will be made in salaries for absence in accordance with regulations developed by the administration and approved by the Board. When group insurance policy permits, an employee may continue to participate in Board-approved insurance programs provided the employee pays the entire premium for these benefits.

An employee will be granted the same contract status held at the status of the leave as when he/she returns to duty if the contract has not expired during the period of the leave of absence. A staff member will terminate the affiliation with the Board if, at the expiration of the specified period of leave, he/she declines the position that is offered.

CHILD ABUSE REPORTING

Any school employee who has reason to believe that a child is being, or has been abused and/or neglected shall immediately make an oral report to the principal. Together, they will then make an oral report of this suspicion to the Seneca County Children's Services by calling 447-5011. Whenever possible the person initiating the report will be present during the telephone report.

The report shall include, if possible...

1. name and address of child;
2. name of person(s) with whom the child resides;
3. name and addresses of parents, if different from child's;
4. names and ages of other children in the household;
5. the reason for suspecting abuse and/or neglect, including the nature and extent of the child's condition, injuries, and other previous injuries of which you are aware
6. additional information that may be relevant (i.e. other professionals who may have information that relates to this child);
7. an opinion as to whether the situation is serious enough to warrant immediate intervention.

A written report will need to be submitted through the Google Doc found on the Tiffin City Schools website and the principal needs to be notified that a report was made.

Copies of child abuse/neglect forms and/or related correspondence are NOT to be kept in the child's permanent record folder.

Please, don't hesitate to share with the principal any concerns you have. It's much better to err on the side of caution.

CLASS LISTS

Class lists should not be submitted to any organization, mailing lists, or businesses.

CLASSROOMS, CARE, LIGHTS, DOORS

Teachers are requested to cooperate with the custodians by turning out all lights when classrooms are not in use and cleaning up small messes s/he may have made. Please report any cleaning problems to the principal. All technology equipment should be shut down at the end of the day (projectors, interactive white board, document camera, etc.)

Any destruction of property or vandalism must be handled immediately. As faculty members, every effort should be made to control and handle such items as writing on desks, gum on desks, etc. Please report any vandalism or any destruction of property to the principal.

The care of classroom pets is the responsibility of the teacher. Cages should be cleaned regularly.

Please see that windows are closed, chairs and desks properly arranged, and paper is picked up from the floor in your room at the close of the day. Always lock your door at the end of the day.

COMPUTER EQUIPMENT

All computer equipment should be checked out and returned orderly to the appropriate area. Computers should be shut down and plugged in to chargers enabling other classes to have battery power. Students are not permitted to bring large equipment on carts back and forth to the designated storage area.

CONFIDENTIALITY

Information about students is confidential and is to be discussed only in the privacy with appropriate staff members who work with that child or with the parent/guardian. Information is not to be discussed inside or outside of the school with unauthorized persons.

When writing a referral or a note to parents concerning their child, do not write the name of any other child on the referral. Never discuss another child during a parent conference. Do not leave confidential student information on an answering machine or voicemail.

The professional reputation of our school hinges upon dealing with information about students in a confidential and sensitive manner. Your concern for confidentiality is critical to maintaining Tiffin City Schools good reputation in our community. It is a professional responsibility and obligation.

COMMUNICATIONS (Parents/School)

Teachers frequently receive notes from parents for various reasons. Any note referring to academic or disciplinary concerns should be saved throughout the year. There are often times when a teacher might need to refer to those communications when dealing with situations that arise with students. Please inform the principal when the communication concerns something other than routine matters.

Open communication between staff members is critical in the smooth operation of our building. The parties involved should resolve any questions, concerns, or problems. Gossip and hearsay promotes hard feelings and disharmony in our school.

Information will be disseminated to staff members through staff meetings and weekly staff bulletins. Staff members are accountable for any information provided by either means.

Staff mailboxes should be checked daily before school begins and again at lunch for any further information. Messages received after lunch will be hand-delivered or sent via phone if they must be communicated prior to the next morning.

CONFERENCES

1. Parent/Teacher Conferences will be scheduled twice during the school year. Teachers are obligated to attend parent/teacher conferences during the times allocated for such conferences on the school calendar. It is understood that K-5 teachers will devote not less than fifteen minutes per child to this purpose. A teacher whose child(ren) is enrolled in a District school must conference with the child(ren)'s teachers outside such allocated parent/teacher time.

2. Some hints for conferences:

- a. Be honest, fair, and kind. If a parent is concerned enough to request a conference, we have the obligation of courtesy, helpfulness, and forthrightness to the parents.
- b. Please do not tell the parents their child is doing fine or better and then at the

- end of the grading period have a lower grade than the parent was led to believe.
If this happens be able to explain why.
- c. Keep the principal informed of any unusual situation.
 - d. Document any special conferences after they occur.

COPYRIGHT

Uses of copyrighted material must follow regulations as noted in the board policy section. (**Copyright**). See Board of Education Policy. (**EGAAA**)

CORPORAL PUNISHMENT

Corporal punishment is **not** permitted in Tiffin City Schools.

COURSE OF STUDY/GUIDES/OUTLINES

See Board of Education Policy. (**IFE**)

CUMULATIVE FOLDERS

All student permanent record folders are filed in the office. The classroom teacher may take permanent records to the classroom when there is a need to record new data on them or to review information contained in them. Records should be returned to their proper file drawer in the office by the conclusion of the day. Under no circumstances are permanent records to leave the building. Please follow your building's protocol for how to sign out cumulative folders. Teachers and secretarial staff are responsible for completing information on the folders at the end of each school year, and also in the event that a student moves from the building.

DETENTION

Teachers who wish to detain students after school for more than a few minutes are requested to do so only with prior notice to parents. This includes students who request to stay after school to help in the classroom. This will help us to avoid receiving phone calls from parents.

DISCIPLINE

Effective discipline, which requires respect for the rights of others, is necessary if all students are to attain a quality education. The Tiffin City Board of Education delegates to school officials the authority to enforce District policies, regulations and school rules governing student conduct.

The Board believes that the staff-student relationship in the classroom, halls and on school property is important and should be one of mutual respect at all times. Staff members will be recognized as the person in authority at all times in the classroom, halls, and buildings on school grounds and at school-related events.

Each case of unsatisfactory behavior by a student will be handled individually. The classroom teacher may take the steps s/he feels are justified in each case. If the student does not respond to these measures, the teacher will then refer the student to the principal.

If several methods of discipline have been used in an effort to solve a problem and it appears necessary, in the judgment of the principal and Superintendent, to discipline or withdraw privileges from a large group, this action may be taken; however, any punishment technique involving an entire class or large groups, and possibly the punishment of students who may be innocent, will be used only as a last resort.

The Board is most hopeful that teachers, parents and Board members will work together to promote the best educational interests of the students in this District.
See Board of Education Policy (**JG**).

Positive Behavior Interventions and Support (PBIS)

P - Positive

R - Respectful

O - Own It

U – Understanding

D - Dependable

What is PBIS?

Positive behavior interventions and support is a system that is developed by a school for improving student behavior.

It is used:

- with all students across all environments in school (classroom, lunchroom, restroom, all school grounds)
- to help schools to create effective learning environments

Why does a school choose to use PBIS?

Schools that implement school-wide positive behavior interventions and support are schools that are interested in:

- Identifying and teaching expected student behaviors.
 - Finding ways to reinforce and reward those behaviors.
 - Enforcing consistent meaningful consequences when violations occur.
 - PBIS is a planned way to meet the behavioral needs of students in a school. Parents are important in the success of PBIS, and many choose to use a similar system at home.
- PBIS consists of three steps:

Step 1: Identify and Teach Expected Behavior

- Identify expectations across all environments, particularly those areas where data supports there are improvements needed.
- Provide examples of what behaviors are expected, including for the cafeteria, bus, and social areas such as the gym or playground/ball field.
- Post the expectations throughout the building.

Teaching the behavioral expectations means that the school PBIS team must identify what the expectations are in different locations across the school day. The team will develop a teaching

matrix of the behaviors expected. Behavioral expectations will be different in different environments.

At Tiffin City Schools elementary buildings, we use the PAX Good Behavior Game to teach expected behavior. PAX is a set of strategies to help students learn important self-management skills while collaborating to make their classroom a peaceful and productive learning environment. Centered on the Good Behavior Game, PAX is not a classroom management program, but it makes managing classrooms much easier. The PAX Good Behavior Game (GBG) contains the combined science from the youth violence prevention program called PeaceBuilders, the good behavior game, and other studies.

Step 2: Positively Reinforce and Reward Expected Behaviors

When students meet school-wide expectations, school staff will note their success with positive reinforcement. This might include praise, punch cards, coupons, or another system that can be used for student incentives. It might include weekly drawings for rewards, special privileges, or recognition during student assemblies. All staff (principal, teachers, lunchroom staff, bus drivers, librarians, janitor, etc.) would use the system.

Step 3: Enforce Meaningful Consequences for Violations

In addition to teaching and rewarding positive behaviors, the school will identify a consistent way to respond to problem behavior when it occurs. This will help everyone to know what behaviors violate the expectations. Problem behaviors typically fall under the categories of minor or major problems.

- Minor behaviors are dealt with by building staff or the classroom teacher
- Major violations are managed by administrative staff.

Levels of School-Wide Support

Schools that use PBIS create and maintain supports to meet the needs of all students. These supports are based on the understanding that specific behaviors need to be taught, not just expected. However, even with PBIS in place, about 5-10% of students will need additional support to be successful. A continuum of support is described below.

1. Universal systems of support (school-wide behavior support): Behavioral support is provided for ALL students throughout the school. These supports might include:
 - Social skills instruction
 - PAX supports
 - Positive discipline that is proactive
 - Behavior expectations that are taught
 - Active supervision and monitoring
 - Fair and corrective discipline
 - Parent collaboration
2. Small group systems of support: This level of support provides additional help for 10-15% of students who need more support. Interventions are more intensive and are for a smaller number of students. They are often provided in small groups, and include:
 - Social skills groups
 - Conflict resolution
 - Self-management programs
 - Adult mentors (checking in)

- Small group instruction
3. Targeted systems of support (focused on the individual child): Intensive, individual supports for a few students with problem behaviors. These supports are used when universal and group/classroom supports are not effective in teaching behavioral skills in all settings. About 5% of students need this more intensive level of support. It might include:
- Individual academic support
 - Intensive social skills instruction
 - Functional behavior assessments (FBA)
 - Behavior intervention plans (BIP)
 - Supervision and monitoring
 - Interagency collaboration
 - Intensive collaboration with family
 - Intensive family-based interventions, when appropriate

Family Involvement in PBIS

Teaching a behavior that schools expect to see works best when there is consistency across home and school settings. When a student has challenging behavior at school, a strong partnership between the school and family is important. Family involvement is a key feature when developing positive behavior support plans for students with special needs. Positive behavioral interventions and support is a school-wide approach to helping all students learn to self-manage behaviors. However, parent involvement is really important in all aspects of PBIS. When parents are involved, outcomes for children are better.

DISMISSAL PROCEDURES

Dismiss students at 2:45. Dismissing students late causes many problems. Elementary students should be escorted to the outer doors. Please remind students on a regular basis that they are to go directly to where they are supposed to go (home, babysitter's house etc.) Teachers with dismissal duty should remain outside until 3:00, or until all students have left the area.

DRUG ADMINISTRATION

Teachers should make themselves aware of the policy regarding the administering of prescription and non-prescription drugs to students. No prescription medication may be administered without the proper forms on file from both parent and physician. Non-prescription medication (such as Tylenol or cough syrup) may be given with written parent permission. All prescription medication must be kept in the office.

By state law, students who need prescriptive drugs will need to furnish a signed statement from the doctor with the student's name and address, the drug name, dosage and time administered. Prescriptive drugs are to be in their original container along with any special instructions for administration by the principal or his/her designee. The office personnel will keep all medications.

No employee who is authorized by the Tiffin City Board of Education to administer a prescribed drug, and who has a copy of the most recent statement, would be liable in civil damages for administering or failing to administer the drug, unless he acted in a manner that would constitute "gross negligence or wanton or reckless misconduct."

The Board of Education shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

See Board of Education Policy (**JHCD**)

DRUG FREE WORKPLACE

The Board of Education will maintain an employee standard of conduct that clearly prohibits at a minimum the unlawful manufacturing, possession, use and distribution of illicit drugs and alcohol on school premises or as part of its activities. It is also understood that compliance with these standards of conduct is mandatory.

The Board of Education will utilize disciplinary sanctions (consistent with local, state and federal law) up to and including termination of employment and/or referral for prosecution. These rules will be imposed on employees who violate the standards of conduct established above.

EMERGENCY FORMS

Emergency forms for all children must be printed from Final Forms and kept in a location accessible in the classroom. These forms remain on file on Final Forms and are quickly available at all times to anyone needing them. The emergency form must accompany any child being taken to a hospital and/or participation on any field experiences outside of the building.

EMERGENCY PROCEDURES

Safety of the students is vital to the school. Emergency drills throughout the year provide an idea of what must happen in case of an emergency. The teacher conducting the class is responsible for the children in case of an emergency or drill. All students are to follow basic rules.

It is the teacher's responsibility to acquaint themselves and their students with the official regulations and procedures governing scheduled emergency drills. Please post the exit information near the room exit. Those classes outside for recess or physical education should proceed to the designated area during emergency drills. Special area teachers should bring their students to their designated area during the drill. Procedures for emergency drills are provided.

EQUIPMENT CARE

If for any reason any TCS owned equipment (i.e., computers, cameras, etc.) is taken home by staff members, they are doing so at their own risk. Tiffin City Schools' insurance DOES NOT and CANNOT cover this equipment once it leaves the district. Please be advised that your personal insurance policies may not cover the equipment either. For a small fee a "rider" may be purchased for your homeowner's insurance policy to extend coverage for this type of incident. Please contact your insurance company to see if the equipment would be covered under your current policy if an accident was to happen and damage/destruction occurred to TCS owned equipment while in your possession. Please understand that if any damage occurs to any TCS owned equipment while in your possession outside of the district, you will be held financially responsible for any repairs and or replacement costs involved.

EVALUATIONS

The goal of teacher evaluations is to promote teacher growth and improvement, and, ultimately, better instruction. Teachers will be evaluated according to adopted Board policy (**AFC-1**) and state law. The Board believes that a determination of the efficiency and effectiveness of its

teaching staff is a critical factor in the overall operation of the school district.

An ongoing evaluation program is implemented to provide a record of service, to provide objective evidence for employment and personnel decisions, and to promote the improvement of instruction as a part of the goals of the school system.

Procedures used in the evaluation process will be subject to Board approval. Complete and appropriate evaluation records will be maintained.

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 Entitlement

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 a 75-mile radius of the worksite.

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, § 925.300(a) may require additional disclosures.

See Board of Education Policy (**GBR, GBR-R**)

See TCS Treasurer for FMLA Form

FIELD TRIPS

The parent/guardian must always be given written notification of any field trips to be taken prior to the date of the trip.

FIRE DRILLS

The signal for a fire drill is the rapid sounding of the fire signal. When the fire signal sounds, students should follow directions for the room they are in at the time. The teacher should be the last one leaving the room, seeing that windows and doors are closed and then joining the students at their designated place on or off the school grounds. The class/students should remain outside until they are directed to return to classes.

Teachers must enforce good conduct on the part of the students and not permit wandering away from their group, loud talking, running, or any conduct detrimental to an orderly evacuation and reentry to the building. Attendance is to be taken and reported to your principal. A copy of the Fire Drill Procedure should be posted on your room. Fire drill procedures are listed in the individual rooms.

GRADING SYSTEM/STUDENT PROGRESS

The administration and certificated/licensed staff will devise grading systems for evaluating and recording student progress. The records and reports of individual students will be kept in a form that is understandable to parents as well as teachers. If a child is in danger of failing or at a lower rate than that which they are typically performing an attempt must be made to contact the parent.

The Board will approve the grading and reporting systems as developed by the faculty, upon recommendation of the Superintendent.

The Board recognizes any grading system, however effective, is subjective in nature; therefore, there are fundamental principles that must guide all instructors in the assignment of marks and achievement:

1. The achievement mark in any subject should represent the most scientific estimate by the teacher of the achievement of the individual in the subject as related to his group and his individual natural ability. A variety of evaluation measures will be used. Accurate records shall be kept to substantiate the grade given.

2. Each individual must be given every consideration. An individual should not receive a failing grade unless s/he cannot meet stated minimum requirements.
3. Overall grades shall be used to motivate students. Poor or failing grades should trigger a variety of instructional and intervention activities to assist the student to achieve better grades.
4. Teachers in grades K-3 use the following to indicate student achievement levels:
 - E Exceeds Standards
 - M Meets Standards
 - I Improvement Needed to Meet Standards
 - N Not Meeting Standards

Blank Not Assessed at this time

5. Teachers in grades 4-5 use the following district grading scale:

A	100-95	C	79-73	O	Outstanding
A-	94-92	C-	72-70	S	Satisfactory
B+	91-89	D+	69-67	P	Progress Shown
B	88-86	D	66-63	I	Incomplete
B-	85-83	D-	62-60	U	Unsatisfactory
C+	82-80	F	59-Below	<i>Blank</i>	Not Evaluated This Period

See Board Of Education Policy. (IKA)

HALL CONDUCT

No students should be in the halls without teacher permission. Halls are to be quiet. When using the stairs, classes should always stop at the top and bottom until directed by the teacher to proceed.

Other guidelines to follow are:

1. Morning – Elementary students are not permitted to enter the building until 7:30 AM or at a time designated by the principal. Students should be urged to move directly to designated area. Morning hall noise can be expected, but excessive disturbances should not be tolerated. All teachers are to be highly visible around their classroom doors at 8:00 AM and are to take an active role in the monitoring of hallways in the mornings.
2. Between Classes - Students should be lined up and quiet before entering the hall. Teachers are to step into the hall with their classes and monitor student behavior.

HAZING/BULLYING

See Board of Education Policy and Regulation (JFCF and JFCF-R)

HOMEWORK

The proper type and amount of homework can do much toward developing individual responsibility and work habits. It is expected that intermediate students will be given many opportunities for homework. It is important that these opportunities offer a variety of relevant and interesting activities.

Homework should be an extension or review of activities where the student has already demonstrated a level of competency enabling the student to do the work independently at home. In other words, it is not appropriate to send a child home with schoolwork in areas where

the child has not yet demonstrated the skills to successfully complete the assignment. Nor is it appropriate to hold a child accountable for such assignments. Many children lack the support structures at home to successfully complete such assignments.

INTERIM REPORTS

Written reports are provided to parents of children in grade K through 5 four times per year at the completion of each grading period. Interim reports are required and shall be provided at the midpoint of each nine-week grading period in grades 2-5 for students who are receiving Is or Ns (grades 2-3) or Ds or Fs (grades 4-5). Direct notification of parents by telephone is encouraged. Conferences with parents are used as an integral part of the reporting system.

INVENTORY ITEMS

A building inventory has been taken at all sites. There is a white sticker indicating those items of \$1000.00 or more. There is to be no movement of desks or items with a white sticker due to the inventory records without the principal completing a form to reestablish an accurate inventory. No furniture should be moved without prior permission of the principal.

Since personal items are not under the school's insurance, it is recommended that each teacher inventory their own personal items for their records. No money is to be kept in the classroom.

KEYS/FOBS

All teachers who have fobs to the building and desire to work at times other than regular school hours are requested to take special care that all outside doors are locked and windows are closed. Teachers may enter the building 5 am to 11 pm.

Lost classroom keys or building fobs will result in a replacement fee.

LESSON PLANS

The following guidelines have been established for classroom teachers, grades kindergarten through twelve. These guidelines should provide all teachers a consistent framework in writing plans for their instructional program regardless of building, subject area, or grade level assignment. This system wide policy attempts to define the expectations of teachers in discharging their responsibilities for this important component in the teaching process. The guidelines also provide the building principal with a standard for determining the effectiveness of lesson-planning efforts.

General Guidelines

1. These guidelines address themselves only to the actual writing of instructional plans in the plan book provided (or other approved book) for each classroom teacher.
2. The guidelines are minimal lesson plan writing expectancies for all classroom teachers, grades kindergarten through grade twelve.
3. Additional requirements in the areas of schedules, daily routine, special teachers, etc. are required by the principal.
4. Lesson plans for all classroom teachers will be checked in your room by principals a minimum of once every two weeks.
5. A full week's lesson plans are to be completed no later than Monday morning of each week.
6. In general, the lesson plans need to provide the following basic components for each lesson:
 - a. What the student already knows.

- b. What the students are to learn.
 - c. How the desired learning outcomes are to be attained
 - d. The means to be utilized in determining the extent of learning, which occurred in the lesson.
7. Written lesson plans need to reflect a direct correlation to Board adopted, written courses of study (Academic Content Standards).

Specific Procedures

1. The subject area and time allocation should clearly note the teacher's name, and the week's dates should also be included.
2. Individual lessons should be outlined daily in a format that includes but is not limited to:
 - a. Learning Target-Write the main learning target for the lesson. This should be taken from the state content standards and district approved curriculum.
 - b. Procedures- List the teaching procedures to be followed in carrying out the objective of the lesson.
 - c. Text/materials-Record the materials, both basal and supplemental to be utilized with the instructional effort for the lesson. Note both materials and specific page numbers in student books.
 - d. Evaluation- Indicate the method or procedure to be employed for judging the effectiveness of the lesson. Results need not necessarily be recorded in the plan book.
3. To be valuable as an instrument for guiding the instructional process, lesson plans need to be neat and legible.
4. Plans need to be easily accessed and understandable to a substitute teacher.

MAIL

All school related out-going mail should be brought to the main office of each school building. All mail will be sent to the administration building in the ponies when the school lunches have been delivered (each individual building has their own particular time set according to lunch delivery. Personal mail may be sent with the mail carrier each day.

ONLINE TRAINING

During the course of the year, certain requirements to watch videos featuring online training modules and tests will be given. The purpose is to provide legal and/or beneficial experiences in a school setting. Staff will be required to complete these by the deadline given.

PERSONAL LEAVE

Each full-time teacher or other employee will be granted three days of personal leave per year with no loss of compensation. Requests must be submitted in AESOP one week in advance of the desired date for approval of personal leave. The principal or supervisor has authority to approve the request consistent with the provisions of this Section. Except as otherwise provided in the immediately following paragraphs of this Section, approval will not be withheld. In an emergency where advanced written notice is not possible, the teacher shall immediately telephone and notify the administrator of the need and reason to request emergency personal leave, which will be charged against personal leave, if available, or treated as a dock day.

Requests for unrestricted personal days may be made for any contracted day of the school year with the following exceptions with respect to which a personal day may be taken only with approval of the principal and the superintendent or designee:

1. First and last day of school for students.

2. Parent / teacher conference days.
3. Teacher meeting / work days.
4. The regularly scheduled work day immediately preceding, and the regularly scheduled work day immediately following a holiday or break period (e.g., the winter and spring break) in the school calendar.
5. The above exceptions will not be applied in the event of a declared Level 3 emergency that precludes the teacher from getting to work or comparable natural disaster.

Requests for personal days August through April will be approved up to a daily maximum of fifteen percent (15%) of a building staff [minimum of two (2)]. **Requests for personal days in May will be approved up to a daily maximum of five percent (5%) of a building staff [at least one (1) per building].** Requests will be honored on a first come, first served basis.

The Superintendent may extend one (1) additional personal leave day in the event of a declared Level 3 emergency that precludes the teacher from getting to work or comparable natural disaster, which may occur after the teacher has used his/her personal leave days.

PLAYGROUND RECESS

The following rules are general guidelines to follow. Each building has its own version of these rules to follow based on their playground equipment and PBIS.

1. Walk in line and keep hands to selves
2. Use all playground equipment the way it was designed to be used.

SLIDES: (if applicable)

- a) Feet first, bottom on the slide.
- b) Land on your feet.
- c) Do not climb the ladder until the slide is clear.
- d) No climbing on or up the slide.

SWINGS: (if applicable)

- a) One person at a time on the swing.
- b) No pushing each other.
- c) Keep a safe distance.
- d) No climbing the poles.
- e) Sit with your bottom on the swing.
- f) No twisting or twirling on the swings.
- g) No jumping out of the swing.

CLIMBING BARS:

- a) No flips.
- b) No hanging upside down.
- c) No pushing or shoving.
3. Throw balls only against walls without any windows; balls should never be kicked against a wall.
4. No toys, equipment, and electronic equipment from home.
5. Candy, gum, and other foodstuffs will not be permitted.
6. Pushing, fighting, name-calling, and throwing stones or snowballs are not permitted.
7. Tackle football (and other rough play) is not permitted; no football on the blacktop.

8. On snowy days, it will be up to the discretion of the playground supervisor as to whether or not any students will be permitted off the blacktop. When students are permitted to play in the field, only those wearing boots will be allowed to do so.
9. At all times, students are expected to show good sportsmanship and respect for their peers and adults by their vocal and physical responses.
10. Students will remain outside until the end of recess and the supervisor permits the class to enter.
11. Recess ends with the sound of the bell or whistle; at that time, students will walk quietly to their class lines and wait silently until directed to enter the building.

*Teachers and playground supervisors may establish additional rules. The key to a safe and enjoyable time at recess is to treat others the way you like to be treated, with kindness and consideration.

PRINCIPAL/TEACHER SCHEDULE

During times when the principal is out of the building, a staff member has been designated to be in charge. This person will be identified at the first staff meeting of the year. If a problem arises which cannot wait until the principal returns, contact the designee.

PROFESSIONAL LEARNING COMMUNITIES (PLC)

Growing professionally is not an isolated experience and requires the meeting of teachers to discuss progress, methods, and direction during the school year. Professional Learning Communities are designed to move students forward and for teachers to collaborate. PLCs will occur regularly during the school year. A template will be given at the beginning of the year that will need to be completed by a designee and returned to the principal. Time will be used on the meeting agenda only and will be cognizant of teacher workday.

PROGRESSBOOK

Elementary teachers will maintain and keep current their own ProgressBook sites. Grades should be entered on a regular basis, with a minimum of every two weeks.

PROTECTION FOR REPORTING SAFETY AND FRAUD VIOLATIONS

See Board Of Education Policy and Regulation (**EBCE** and **EBCE-R**)

PROTECTION OF PUPIL RIGHTS/OPT-OUT FOR SPECIFIC ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, affords parents certain rights regarding the school conducting surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

CONSENT before students are required to submit to a survey what concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U. S. Department of Education (ED)

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

RECEIVE NOTICE AND AN OPPORTUNITY TO OPT A STUDENT OUT OF-ACTIVITIES

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others

INSPECT, UPON REQUEST AND BEFORE ADMINISTRATION OR USE

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

PUBLIC'S RIGHT TO KNOW

The Board supports the right of the people to know about the programs and services of their schools and makes efforts to disseminate appropriate information. Each building principal is authorized and expected to keep the school's community informed about the school's programs and activities. The release of information of Districtwide interest is coordinated by the Superintendent.

Business of the Board is discussed and decisions are made at public meetings of the Board, except such matters required to be discussed in private executive sessions.

The official minutes of the Board, its written policies, its financial records and all other public records are open for inspection in the central office during the hours when the administrative offices are open.

Each Board member attends public records training every term for which he/she is elected to public office. However, the Board may, by resolution, designate one or more persons to attend public records training on its behalf. If so decided, the Board appoints a designee whenever the composition of the Board changes.

The District may ask that the identity of an individual requesting information and the reason the information is sought be in writing. The District first informs the requester that such disclosure is not mandatory, unless the request is for student directory information. The District also informs the requester that providing such information in writing enhances the District's ability to identify, locate or deliver the records sought. The District may also ask that the request be put in writing, but notifies the requester that it is not mandatory to do so.

Any individual who wants to obtain or inspect a copy of a public record may request to have the record duplicated on paper, on the same medium on which the record is kept or on any other medium that the Superintendent/designee determines reasonable. If the request is ambiguous or overly broad, the District informs the requester of the manner in which records are maintained and accessed in the ordinary course of business and allows the requester to revise the request.

Records pertaining to individual students and other confidential materials are not released for inspection. Only that information deemed "directory information" may be released from an individual student's file, and only after complying with the regulations prepared by the administration for the release of such information. Student directory information is not released

for profit-making purposes or when parents have affirmatively withdrawn their consent to release in writing. Student records that consist of “personally identifiable information” generally are exempt from disclosure.

All records responsive to the request are made available in a reasonable period of time. The District makes the requester aware of any information that is exempt from disclosure requirements by notifying the requester of any redacted information or by making redactions in a plainly visible manner. If a public records request is denied, the District provides an explanation with legal authority for the denial of the request. This explanation is provided in writing if the request is made in writing or if the Superintendent/designee determines written explanation is necessary.

The Superintendent/designee transmits the information sought by mail or by any other means of delivery requested, if the method is reasonably available. The number of requests physically sent by mail or another delivery service to any one person may be limited to 10 a month unless the person certifies, in writing, that neither the records nor the information in them will be used for commercial purposes. If the District provides public records on a free and accessible website the number of requests delivered in a digital format to any one person may be limited to 10 a month unless the records requested are not provided on the website and the person certifies, in writing, that neither the records nor the information in them will be used for commercial purposes.

A fee may be charged for copies and/or delivery. The District may require the fee charged for copies and/or delivery be paid in advance.

The Board’s public records policy is posted in a conspicuous location in the central office and in all other District buildings and employee handbooks provided by the District. The policy is distributed directly to the records custodian and receipt of the policy by the custodian is acknowledged. A copy of the records retention schedule is maintained and readily available to the public in the central office.

PURCHASE ORDER PROCESS

The purchase order process, to obtain supplies and services from a specific vendor begins with a requisition, completed by the building secretary using the account codes provided to the building administrator.

For quarterly purchase orders, use the beginning and ending dates for the quarter. For regular purchase orders, use the beginning date for the month (07/01/18).

Be specific in your description of the supplies or services needed, quantities and extended total cost. If you have specific instructions, print those instructions in the body of the purchase order. (Mail white copy or return white copy to building)

Have building administrator sign (no stamp) every requisition before it is sent to the Central Office for processing. The personnel in Central Office will convert the requisition to a purchase order and distribute copies as required for mailing or return to building administrator.

RECESS SUPERVISION

BEFORE RECESS:

Elementary teachers will always accompany their pupils to the **outside door** for all recesses. During this walk pupils must be quietly controlled if other classes are to proceed with learning situations.

At this point the teacher shall not dismiss the children until they have observed a teacher actually on the playground ready to assume responsibility for the children.

The teacher on playground duty shall anticipate the start of recess to avoid causing delay for other teachers.

Any teacher wishing to keep a student in during a recess/lunch period will be present in the room at all times with the student.

AT RECESS:

The teacher on playground duty shall remain on the playground so long as the pupils for whom he or she is responsible are having recess.

In the event of a minor student injury, in all probability the office will log the injury. However, this does not release the teacher on duty from responsibility of checking to make sure it has been recorded.

Each teacher shall have a responsibility to act as a REASONABLY PRUDENT PERSON in assessing the safety of pupil activity and GIVING GUIDANCE as needed during each recess period.

AFTER RECESS:

Teachers should be at the **outside door** to supervise the return of their pupils from the playground. Lack of your supervision in these crucial few minutes will result in undesirable commotion and loss of much valuable time in getting back to a learning climate in the classroom.

REFERRALS/RTI MEETINGS

Teachers are asked to discuss with the principal any recurrent academic or behavioral difficulties that individual students are experiencing. This will help to conduct more consistent and accurate communication with parents, especially in cases where a referral for testing or help from other sources in and out of the school might be recommended at some time. Typically, referrals are channeled through the RTI. Teachers should consult the principal before referring to the RTI. Once a RTI is scheduled teachers are responsible for completing a referral and intervention documents.

RETENTION

All retention considerations are to be brought to the principal's attention as soon as the teacher begins to consider this option. Established District procedures must be followed.

SCHOOL CLOSINGS/DELAYS

School may be closed or delayed in cases of inclement weather. Instant Alert will be used to notify staff. In the event of a "Two Hour Delay" there will be no breakfast program.

SCHOOL EMERGENCY PROCEDURES

The principal will review school emergency procedures each year at the beginning of school.

SEARCHES: BUILDINGS

BUILDING SEARCH

1. The contact person will institute building search procedures, if time permits.
2. The entire facility will be searched unless a specific building, area, or room has been mentioned in the threat.
3. Search Procedures
 - a. School in session
 - i. Safety personnel, designated by the contact person, will check rooms and/or areas. This will be signaled with a P.A. announcement, which will be established by the building principal.
 - ii. Safety personnel will check all storage areas and unoccupied area
 - b. School not in session
 - i. Building in use
 1. Convene search teams using available personnel.
 2. Clear threatened area(s) if necessary to search. If public event (basketball game, open house, etc.), evacuate building prior to search.
 3. Report unusual or suspicious objects to contact person immediately.

EVACUATION

- A. Any threat is to be taken seriously.
 1. Contact person initiates evacuation over P. A. with announcement as established by building principal. The principal will announce a fire drill and school will use the fire alarm system.
 2. Doors and windows are left open.
 3. Occupants are removed at least 300 feet from building via fire alarm exits (unless this is through a threatened area, in which case the staff member in charge will be advised of an alternate route).

INVESTIGATION AND REMOVAL OF OBJECT OR DEVICE

- A. Safety teams locate object but DO NOT TOUCH.
- B. Safety personnel experts investigate and remove object after evacuation.

SEARCHES: LOCKER AND DESKS

Lockers and desks are school property and are subject to search by school officials at any time.

Legal considerations:

1. "Reasonable suspicion" is a necessary base upon which to conduct a locker or desk search. Do not conduct a wholesale search of all lockers or desks just to see what might be there.
2. Student should be present during the search.

SEARCHES: STUDENT

A child is a "person" under the U.S. Constitution and cannot be subjected to unreasonable searches.

Legal considerations:

1. Inform the principal before the search.
2. Do not conduct a search unless “reasonable suspicion” exists that the child is concealing contraband or dangerous or stolen property.
3. Never conduct a “strip search.”
4. Children may be required to empty pockets, but be careful of anything else.
5. Searches should be witnessed.
6. Do not physically touch or “handle” the child during the search.
7. Document the situation.

SEXUAL HARASSMENT (Staff/Student)

See Board Of Education Policy (ACAA.)

SIDEWALK USE (in the school neighborhood)

1. Keep hands, feet and objects (ex. snowballs) to yourself.
2. Cross only at the crosswalks..
3. Walk on the sidewalks -- do not cut across lawns.
4. When crossing at the tracks, stay out of the danger zone when the gates are down. Do not attempt to cross before the gates go up. **Violating this policy will result in a one day suspension.**

SMOKE-FREE ENVIRONMENT

Local school districts are required to prohibit smoking within school buildings as of January 1, 1995, P.L. 103-227. Recognizing health issues, the Board prohibits the use of all tobacco products 24 hours a day in or on all district owned property.

See Board of Education Policy (GBK also KGC).

STAFF CONDUCT

All staff members behave in a professional manner, realizing that one’s actions reflect directly on the status and substance of the profession.

All staff members shall maintain a professional relationship with all students at all times, both in and out of the classroom.

A staff member’s responsibility includes nurturing the intellectual, physical, emotional, social, and civic potential of all students and providing a safe environment free from harassment, intimidation and criminal activity. We create, support, and maintain an appropriate learning environment for all students and fulfill the roles of trusted confidante, mentor and advocate for students’ rights. All staff members must serve as a champion against child abuse and be cognizant of student behaviors that suggest abuse or neglect.

Conduct unbecoming includes, but is not limited to, the following actions:

1. a) Committing any act of sexual abuse of a student or minor or engaging in inappropriate sexual conduct with a student or minor.

2. b) Committing an act of cruelty to children or an act of child endangerment (e.g., physical abuse, mental injury, or emotional abuse).
 3. c) Soliciting, encouraging, engaging or consummating an inappropriate relationship with a student or minor.
 4. d) Disparaging a student on the basis of race or ethnicity, socioeconomic status, gender, national origin, sexual orientation, political or religious affiliation, physical characteristics, academic or athletic performance, disability or English language proficiency.
 5. e) Using inappropriate language, gestures or signs at any school related activity such as racial slurs, biased, lewd or lascivious expressions.
 6. f) Provoking an altercation between students, or provoking or engaging in a physical altercation with students (i.e. grabbing by the arm, grabbing by the collar, pushing, etc.), that is not for the purpose of ensuring the health, safety, and welfare of students.
- g) Failing to provide appropriate supervision of students, within the scope of the staff's official capacity, which risks the health, safety, and welfare of students or others in the school community.
- h) Knowingly contributing to or knowingly failing to intervene in the harassment, intimidation or bullying of a student.
- i) Using technology to promote inappropriate communications with students.

All staff members have a responsibility to make themselves familiar with, and abide by, the laws of the State of Ohio, the policies of the Tiffin City Board of Education and the administrative regulations designed to implement them.

In the area of personal conduct the Board desires that staff conduct themselves in a manner that not only reflects credit to the District, but that sets forth a model worthy of emulation by students.

All staff members will be expected to carry out their assigned responsibilities with conscientious concern. Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which will be required of all personnel:

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

See Board Of Education Policy (**GBGC**).

STAFF GIFTS AND SOLICITATIONS

No organization may solicit funds of staff members in the schools, nor may anyone distribute flyers or other materials related to fund drives through the schools, without the prior approval of

the Superintendent. Employees may not engage in the sale of products to the schools, collect any money or distribute any fund-raising literature without the expressed approval of the Superintendent.

STAFF MEETINGS

In general, staff meetings will be scheduled as needed to cover necessary business and communication, as well as to present helpful information, and to provide a chance for staff interaction. Staff members are asked to make every effort to attend these meetings, be on time for the meetings, and be attentive to the presenter. There may be two sixty minute staff meetings per month.

STAFF-STUDENT RELATIONS

The relationship between the District's staff and students must be one of cooperation, understanding, and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity.

Staff members should strive to secure individual and group discipline, and should be treated with respect by students at all times. By the same token, staff members should extend to students the same respect and courtesy that they, as staff members, have a right to demand.

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Excessive informal and/or social involvement with individual students is prohibited. Such conduct is not compatible with professional ethics and, as such, will not be tolerated.

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines.

1. Staff members shall not make derogatory comments to students regarding the school, its staff, and/or other students.
2. The exchange of purchased gifts between staff members and students is discouraged.
3. Staff-sponsored parties at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.
4. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
5. Staff members shall not associate with students at any time in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
6. Dating between staff members and students is prohibited.
7. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
8. Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
9. Staff members shall not send students on personal errands.
10. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
11. Staff members shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical

health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance.

12. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health, and/or family background.
13. Fraternization between District staff and students via the Internet, personal e-mail accounts, personal social networking web sites and other modes of virtual technology is also prohibited.
14. District staff is prohibited from providing personal social networking web site passwords to students.

Social Media

1. District staff who have a presence on social networking web sites are prohibited from posting data, documents, photographs or inappropriate information on any web site that might result in a disruption of classroom activity. The Superintendent/designee has full discretion in determining when a disruption of classroom activity has occurred.
2. Access of personal social networking web sites during school hours is prohibited.

Violation of the prohibitions listed above will result in staff and/or student discipline in accordance with State law, Board policies and regulations, the Staff and Student Codes of Conduct and handbooks and/or staff negotiated agreements. Nothing in this policy prohibits District staff and students from the use of education web sites and/or use of social networking websites created for curricular, co-curricular or extracurricular purposes.

STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the Tiffin City School District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or legal guardian(s) or the student in accordance with law, and yet be guarded as confidential information.

The Superintendent is responsible for the proper administration of student records in keeping with Ohio law and federal requirements and the procedures for the collection of necessary information about individual students throughout the District.

Upon request, all records and files that are included in the student's cumulative folder are available to parents, guardians or the student if he/she is over 18 years of age. This request must be in writing and is granted within seven calendar days. No records are removed from the school, and a principal, teacher or other qualified school personnel must be present to explain any of the tests or other material.

All rights and protections given to parents under law and this policy transfer to the student when he/she reaches age 18 or enrolls in a post secondary school. The student then becomes an "eligible student."

The District provides notice to parent(s)/guardian(s) and eligible students annually, in accordance with the procedures set forth under administrative regulations, of the following rights held by parents and eligible students under law and this policy:

1. the right to inspect and review the student's education records;
2. the intent of the District to limit the disclosure of information contained in the student's education records except:
 - A. by prior written consent;
 - B. as directory information and
 - C. under other limited circumstances, as enumerated under administrative regulations
3. the right, in accordance with administrative regulations, to seek to correct parts of the student's education records, including the right to a hearing if the District decides not to alter the record according to the parent or eligible student's request;
4. the right of any person to file a complaint with the U.S. Department of Education if the District violates relevant Federal law, specifically the Federal Education Rights and Privacy Act (FERPA) and
5. the procedure which the parents/guardian or eligible student should follow to obtain copies of this policy, the location from which these copies may be obtained, as well as any fees to be charged for copies.

The District proposes to designate the following personally identifiable information contained in a student's education records as "directory information:"

1. student's name;
2. student's address;
3. student's date of birth;
4. participation in officially recognized activities and sports;
5. student's achievement awards or honors;
6. student's weight and height, if a member of an athletic team;
7. dates of attendance ("from and to" dates of enrollment);
8. date of graduation.

The above information is disclosed without prior written consent, except when the request is for a profit-making plan or activity. Student records that consist of "personally identifiable information" generally are exempt from disclosure. Student directory information, however, is released unless the parents have affirmatively withdrawn their consent to release in writing.

Administrative regulations set forth a procedure for annual notification to parents and eligible students of the District's definition of directory information. Parents or eligible students then have two weeks in which to advise the District, in accordance with such regulations, of their refusal to permit the District to designate directory information about that student.

To carry out their responsibilities, school officials have access to student education records for legitimate education purposes. The District uses the criteria set forth under administrative regulations to determine who are "school officials" and what constitute "legitimate educational interests."

Other than requests as described above, school officials release information from, or permit access to, a student's education records only with the prior written consent of a parent or eligible student, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure in certain limited circumstances outlined under administrative regulations (e.g., transfers to another school district or to comply with judicial order or subpoena or where warranted, in a health or safety emergency, etc.).

The District maintains, in accordance with administrative regulations, an accurate record of all requests to disclose information from, or to permit access to; a student's education records and of information disclosed and access permitted.

SUBSTITUTE FOLDERS

Each teacher is to complete a substitute folder containing information essential to the operation of their classroom. They should be maintained and kept current. This information shall include a daily schedule, seating chart, location of manuals and other necessary materials, a list of classroom rules, the names of dependable student helpers, and perhaps some extra worksheets or activities that could be used at any time.

This folder should be kept in your room in a place readily accessible to a sub, (or another place designated by the principal.) In addition, classroom records such as registration and attendance sheets should be readily available in your desk.

Lesson plans should be in an easily seen location.

SUPERVISION OF STUDENTS

Students will be supervised in the classroom at all times, including recesses, breaks, or detentions. No students shall be left unattended. If a teacher needs to leave the room for some reason, s/he should call or send a note to the office or adjacent classroom teacher requesting that someone cover the room during his/her absence.

STUDENT EXPULSION

At times the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the student code of conduct. Only the Superintendent may expel a student. Expulsion is the removal of a student for more than 10 days, but not more than 80 days duration. An expulsion can extend beyond the end of the school year, if there are fewer school days than expulsion days remaining in the school year, and then the Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

See Board of Education Policy (**JGE**)

STUDENT SUSPENSION

The Superintendent or the principal may suspend a student from school for disciplinary reasons outlined in the student code of conduct. No period of suspension will be for more than 10 school days. Suspension may extend beyond the current school year if at the time a suspension is imposed fewer than 10 days remain in the school year, the Superintendent may apply any or all of the period of suspension to the following year.

TITLE IX

DESIGNATION OF TITLE IX COORDINATOR

The following individual has been designated to serve as the District's Title IX Coordinator. Such Coordinator is authorized to coordinate the District's efforts to comply with its responsibilities under Title IX.

Michelle Tuite

Tiffin City Schools

419-447-2515

244 South Monroe St.

michelle_tuite@tiffincityschools.org

NOTIFICATION OF POLICY

The District does not discriminate on the basis of sex in its education program or activities, including admission and employment, and is required by Title IX and its implementing regulations not to discriminate in such a manner. Inquiries about the applicability of Title IX and its implementing regulations to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

NOTIFICATION OF GRIEVANCE PROCEDURE

The District has adopted a grievance procedure to provide for the prompt and equitable resolution of student and employee complaints alleging any action that would be prohibited by Title IX and its implementing regulations. This procedure describes how to report or file a complaint of sex discrimination, how to report or file a complaint of sexual harassment, and how the District will respond.

The District's Policy and Procedures can be found at:

<https://4.files.edl.io/3448/12/10/20/195601-6f9ffa36-7586-4884-b252-fa81f5ff5a47.pdf>

TEACHER MAILBOXES/E-MAIL

There is a mailbox for each teacher in the main office. Please check daily for bulletins, directions, and mail. The mailbox and e-mail should be checked each morning upon your arrival at school, at noon, and after school.

TECHNOLOGY/ELECTRONIC MEDIA USE

Students in the Tiffin City Schools are responsible for good behavior on school computers or networks and other technology/electronic media equipment. Computers are provided for students to conduct research, communicate with others, and produce products. General school rules for behavior and communications apply. Access to the network and Internet services is a privilege---not a right. Students and parents are responsible to read the Acceptable Use Policy.

Parents who do not want their student to have Internet access must complete and return the Technology/Electronic Media No-Access Form. Network administrators reserve the right to monitor student screens and E-mail.

As outlined in school policies and procedures on student rights and responsibilities, the following are not permitted:

- Intentionally damaging computers, peripherals, or networks;
- Using another persons' password or giving your password to someone else;
- Sending or displaying offensive messages or pictures;
- Using obscene language; harassing, insulting or attacking others;
- Violating copyright laws;
- Intentionally wasting network purposes;
- Employing the network for commercial purposes;
- Distributing or collecting obscene (determined by the Administration), abusive or threatening material found on the Internet.

Violations may result in a loss of access as well as other disciplinary or legal action, depending on the severity of the situation. The disciplinary process may include combinations of the following consequences:

- Loss of access privileges;
- Referral to the Administration for disciplinary action.

See Also Board Of Education Policy and Procedure (**EDE and EDE-R**)

See Also Board Of Education Policy and Procedure (**EDF and EDF-R**)

TELEPHONE USAGE (cell phones, private calls)

It is expected that personal and business calls will be made only during non-instructional times and will be kept to a minimum.

TEXTBOOKS

Texts are purchased with the intent of their lasting at least five or six years. Children using the books during the last year are entitled to as clean a book as those using them the first year.

1. Each teacher shall write on the inside of the book cover, the name of the pupil to whom the book is being loaned for the year.
2. Each pupil will be made aware of the cost of books in the first week of school.
3. Each teacher will examine and check each book at the end of the school year.
4. Damaged textbooks shall be sent to the office whenever the teacher notes the damage. Please keep a record of all textbooks issued to students along note the condition of the book. Students are responsible for replacing all lost or stolen books. Caution students in the use and care of books. Explain that the student will be held financially responsible for the loss of, or damage to, his/her book. Lost books must be reported to the office at the end of the year. Lost textbooks will be charged according to their actual replacement cost, minus depreciation.

TORNADO ALERT PROCEDURES

The Tornado Alert Procedure is posted in each classroom. This procedure is to be reviewed with each class at the beginning of each semester and during those months designated as Tornado Safety months. Please familiarize yourself with this plan and be prepared to carry out

this procedure.

In case of a tornado alert, teachers are to direct students into the corridors and move in an orderly fashion to the lower floor. Keep your students away from glass areas – windows and doors. Instruct your students to move to lower-floor corridors away from glass doors to the designated areas listed in the Tornado Alert Procedures, which should also be posted in each classroom. The signal for this will be given via the P. A. System or at your door by this simple command; “Teachers are to follow the emergency weather procedure at this time.” An air horn system may be used to serve the same notice.

WEBPAGES

All elementary staff will maintain and keep current their own webpage on the District website. Minimum requirements for the webpages are updated name, contact information, and availability.

WORK DAY

The workday for all certified elementary staff members is **7:55 AM – 3:25 PM** daily. This includes any special area teacher who begins or ends their day at this building. Please see the principal if there is a problem which prevents you from operating within these hours on an occasional basis.

The elementary school student day shall begin at 8:15 AM and end at 2:45 PM. However, students will be permitted to begin entering the building at 7:30 AM and their classrooms at 8:00 AM, or at a time designated by the principal. Therefore, all classroom teachers are expected to be in their homerooms at 8:00 AM.

All teachers are expected to be in their classrooms whenever students are present.

VISITORS TO THE BUILDING

In accordance with O. R. C. 2911.12 all visitors must report to the school office. Failure to do so may result in criminal trespass charges in which a maximum penalty of thirty days' imprisonment and a \$250 fine may be imposed. (Posted in accordance with O. R. C. 3313.20)