

Staff Handbook –
Certified and
Classified
2019-2020



Handbooks provide procedures for handling routine matters, clarify expectations of teachers, and provide a unified approach to our service to students, to the community, and to the Fairlawn School System. **Staff members are responsible for all information in the handbook.**

ABSENCES (TEACHER)

Teachers should notify **their Principal between 6:00am and 6:45am**. Do not call any substitutes on your own. Lesson plans are to be available for the substitute. Upon return to school, absence forms are to be filled out and turned in to the office **on the day that you return**. Please see the secretary as soon as possible so that you can sign your absentee slip. **If it is necessary for you to leave school at any time during the school day, please inform one of the principals. Arriving late or leaving early will be logged. When time reaches ½ day, absentee forms will be filled out accordingly.**

If you know in advance that you are going to be absent, make arrangements as soon as possible. If you need to take extended leave, discuss your preferences for substitutes with the principal. Current school law dictates that in certain situations, parents must be notified if a long-term substitute will be in a classroom (and their qualifications). If you need to leave early or come in late, notify the principal as soon as possible via phone, email or text message. Arrangements will be made on individual circumstances. Remember, when you are not in the classroom, your students will not learn as much with a substitute. You are the key ingredient to a productive instructional day.

ACCIDENT REPORT

When an accident occurs, teachers are to aid the victim and notify the office and the clinic aide. Accident reports must be filed with the clinic aide or office. If a staff member is injured while at school or at a school-sanctioned function which they are supervising, the office and the clinic aide must be notified immediately and workman's compensation paperwork completed within 24 hours.

ALCOHOL AND OTHER DRUG POLICY- EMPLOYEES

It is the policy of the Fairlawn Local Board of Education to maintain a drug-free workplace in full compliance with all applicable federal, state, and local laws. All employees of the district shall receive a copy of this provision and a copy of the board-adopted resolution regarding a drug-free workplace.

A. Prohibited Conduct

Unlawful manufacture, distribution, dispensation, possession, use, or being under the influence of controlled substances (drugs) and/or alcohol by any employee, during work hours on Fairlawn Local Schools premises, or at any activity or function sponsored by or related to employment with Fairlawn Local Schools, is prohibited. (To avoid misunderstandings, prescribed medications should be reported to your Supervisor.) "Premises" includes vehicles owned by, or being driven on behalf of Fairlawn Local Schools, as well as parking lots,

playgrounds, and other property owned by Fairlawn Local Schools. “Controlled substances” means any drug subject to federal and/or state regulation as to manufacture, distribution, sale and use, including: cannabis, cocaine, amphetamines, barbiturates, and heroin.

B. Drug-Related Criminal Conviction

Employees convicted of violating any federal, state or local criminal drug statute, where the violation occurred during work hours, or on Fairlawn Local Schools’ premises, must report the conviction to the Superintendent within five (5) working days of the conviction.

C. Penalties

Violations of this policy will result in severe disciplinary action, up to and including immediate termination, unless the employee uses the Rehabilitation Option described in this policy. Any action against any member for drug abuse offenses must be in accordance with the terms of the Master Agreement and the applicable law.

D. Rehabilitation Option

Where this Policy has been violated, the employee may elect to seek rehabilitation through an approved treatment program, provided the employee is otherwise eligible for continuing employment. Any employee electing this Rehabilitation Option must sign a Re-Entry Agreement, which will include an understanding that the employee will cooperate in all recommended treatment(s) and abstain from the use of any mind-altering substance. Rehabilitation in lieu of discipline is available only one (1) time during any employee’s tenure of employment. Rehabilitation, whether undertaken voluntarily, or in lieu of discipline, shall be entirely at the employee’s expense, and without pay, except as may be covered by applicable group health plan terms, sick leave policies, and other leaves of absence policies.

E. Alcohol and Other Drug Awareness Program

Employees will be provided with information concerning alcohol and other drug abuse, as follows:

1. All employees will be provided with a copy of this policy.
2. The Superintendent will maintain information on community resources and employee benefits available to employees for assistance in dealing with chemical dependency problems;
3. Every year there will be available, for each employee, at least one educational opportunity addressing the physical, mental and emotional dangers of alcohol and other drug abuse, as well as rehabilitation assistance resources available to employees. (Such educational opportunities may include: in-service programs, discussions or presentations at employee meetings, or other seminars.);
4. Fairlawn Local Schools’ publications, especially those distributed among employees, will from time to time contain articles on the dangers of substance abuse and rehabilitation.

F. Confidentiality

Information provided to administrative personnel as to any problem related to alcohol and other drug abuse or chemical dependency shall be considered part of the employee’s medical record, and shall be CONFIDENTIAL. Except as may be required by law, no person may discuss or otherwise divulge any information concerning such matters.

CHEMICALLY DEPENDENT EMPLOYEES ARE URGED TO SEEK HELP BEFORE THEIR DEPENDENCE CAUSES PROBLEMS WITH THEIR JOBS!

ANNOUNCEMENTS

Announcements will be made daily on the Fairlawn Website. Any announcements must be turned in to the office the previous day. These announcements should be written clearly on the forms provided in the office. No PA announcements should be given during the day as it is a disruption to the flow of teaching and learning. **Teachers must make certain students are attentive during announcements and that they stand for the “Pledge of Allegiance” unless against their religion.**

ASSEMBLIES AND SPECIAL EVENTS

Assemblies may be held throughout the year to provide entertainment and enrichment. Teachers should escort their classes to all assemblies and stay to help supervise. If you have ideas for specific assemblies, please notify the office.

ATHLETIC ELIGIBILITY

Teachers should be aware of the following athletic eligibility policy. It is located on the OHSAA website. If you or a student have questions please see the Athletic Director.

ATTENDANCE

Schools receive their funding based on their average daily attendance. It is imperative that we make every effort to report attendance in an accurate manner. Please make sure to take attendance at the beginning of every class period.

BUILDING AND ROOM REGULATIONS

Teachers should see that their room is organized, papers picked up, lights out, and windows locked before leaving school. Be sure any electrical appliances are on a surge protector. This is especially important for your computers! Remind students they are to take care of classroom furniture and equipment. **Anyone defacing school property should be reported to the office and will be responsible for financial restitution, suspended and have charges filed.**

Teachers should be in their rooms whenever students are present. You are libel if there are accidents or injuries to students left unattended while you are responsible for their supervision. If there is an emergency, call the office or notify a teacher next to you to watch your class.

BUILDING DISCIPLINE

(including hallway, restroom, and other areas not covered in previous areas of the discipline code.)

Maintaining discipline in these aforementioned areas is a shared responsibility of teachers and administrators. It is every teacher's responsibility to insure that proper behavior is occurring in the hallways and restrooms. Without everyone's cooperation this cannot occur.

The key is preventive maintenance. Teachers and administrators need to be visible before school, immediately after school, during school lunches, as well as between classes. Restrooms also need to be visited by faculty members to ensure problems are held to a minimum in those areas.

The procedure for discipline in those areas is to use common sense. Normally for the first offense a verbal warning would suffice. If the infraction is repeated students should be written up on an office referral and the administration will deal with the student and his/her behavior.

Remember: often-nonverbal cues, an expression of disappointment, or a tap on the shoulder of a student is sufficient to prevent or stop inappropriate behavior. Too often, however, students choose to ignore these methods of communication, forcing us to pull them aside and confront them verbally. Do not hesitate to confront students. They respect and expect appropriate confrontment.

BUILDING MAINTENANCE REQUEST

Repairs or maintenance items need a building maintenance request email sent to the Maintenance Requests. If there is a problem in your room, please notify the office as soon as possible so that the problem is not allowed to get worse. Heating and air conditioning issues are examples of problems that should be reported immediately.

BUILDING SECURITY AND USE

Anyone who has a reason to be in the building after school or on weekends must take care in properly securing the building and the alarm system. **The building must be checked.** Students should never be left in the building without faculty supervision. Do not give students the alarm code! Such action makes the building insecure. Do not leave students in the care of the night custodian. Coaches, advisors, sponsors, or anyone else in charge of an activity must always be the **last** one to leave the room and/or building. Locker and equipment rooms must be locked when a faculty member is not readily available. Finally, be sure to turn off any lights you have turned on.

BULLETIN BOARDS

Bulletin boards are an important part of your classroom. They should be kept current and used appropriately to keep students interested and up-to-date. We also have cork strips in several locations throughout the building to display student work or other information.

CALENDAR

Teachers should clear all speakers, trips, and meetings with the principal before scheduling. This is to avoid scheduling errors and duplication of times. This will be done through the facilities calendar that Shelly Leighty monitors.

CHILD ABUSE OR NEGLECT

Every teacher, school employee, or school authority must report suspected child abuse or neglect. In fact, school employees could be held liable for failure to report a suspicion. If you suspect child abuse or neglect please contact the guidance counselor and/or principal. The report will ultimately be made to the County Children Services Board, Department of Human Services, or the sheriff's department. Go with your instincts on this, as you will be correct more often than not.

**** See BOE Policy # JHG**

CLASSROOM DISCIPLINE

*Classroom discipline is the responsibility of each instructor. The key to any good classroom discipline system is **CONSISTENCY**.*

Students are permitted to be removed for less than a 24-hour period without formal suspension process being engaged. In such cases fill out a referral and send it and the student to the office immediately. **Students should never be placed outside of the classroom during instruction. No special needs students are to be removed from the classroom without administrative knowledge and approval.**

CLASSROOM SUPPLIES

The office secretaries will order teachers' classroom supplies. Submit requests to the secretaries informally by the end of April. Items above the norm need to be typed on a requisition and submitted to the building principal for approval by the end of April as well.

*****Do not buy any items out of your pocket and expect to be reimbursed.**

CLASSROOM VISITATION AND SUPERVISION

Principals visit each classroom formally and informally as part of the OTES. The purpose of this is to improve instruction and student learning. There will be both announced and unannounced visits. The office would like to be notified of special projects or performances so that we could attend/observe.

COFFEE AND POP

Do not send students to the cafeteria or teachers' workroom during the school day to purchase pop, snacks or get coffee.

COMPUTER USE – See BOE file EDE – Acceptable Use Policy

Teachers are to avoid inappropriate websites, or websites that have no educational relevance or value. **Under no circumstances are students to have access to a teacher's computer.** Disciplinary action will be taken against the person who is **logged in** to the offending computer, not necessarily the person who is misusing the computer. It is a good idea to log out of your computer if leaving it unattended for an extended period of time.

CONFERENCES (PARENTS)

Teachers should contact parents any time there is a problem with a student whether it is academic, social, or behavioral. Parents want to know how their child is doing at school. Frequent parent contacts strengthen the relationship between the school and home. Positive calls often make a situation much smoother if a problem arises in the future. Parents do not like surprises.....contact them before grade cards come out if there is a problem. Make it your goal to contact 100% of the parents at least twice during the year. Reminder: **Document all communication with parents!**

COPIERS

Because paper and toner are expensive, please consider all copying needs carefully. Copiers are located in the office. A large number of copies are improperly done, and thrown away by students who are sent to make copies without being trained. It is the responsibility of the teacher to train their aides to make copies properly. **ONLY USE THE COLOR COPIER WHEN ABSOLUTELY NECESSARY!**

CREDIT CARD USAGE

All school credit cards are kept in either the vault in the main office or with the treasurer in the superintendent's office. When the proper forms have been filed, approved and a PO has been created and sent back to you, you may request the use of a credit card from either the office secretaries or the treasurer. At that time you will need to sign the card out, date when it is taken, and return it with receipts or order verification as soon as the item is purchased. **If you do not return the card and the receipts etc. within a 24 hour period, there will be a reprimand for misuse of a school credit card placed in your file.**

DISCIPLINE – DASL

Remember that all discipline referrals must be logged on DASL under either the elementary or the high school forms. If a discipline referral from your class results in student disciplinary action (ISR or suspension), you are expected to have a follow-up conference with the student to analyze possible causes/triggers of the behavior, to reiterate classroom expectations, and to work with the student to develop a plan to prevent future behavioral infractions. If student behaviors in your class are persistent, take a proactive stance and arrange a

meeting with an administrator and other teachers who have the student to try to identify triggers or skills the student may be lacking that cause the behavior. The ALSUP (Assessment of Lagging Skills and Unsolved Problems) may be used as a tool. Additionally, parents should be notified of the behaviors and included in the problem-solving efforts.

DRESS

Teachers should dress in a manner that represents our profession. If you have questions about what is appropriate, don't hesitate to ask. **Additionally, teacher attire should not contradict anything that is prohibited for student attire.** The student dress code is published in the student planner.

FIELD TRIPS

- Determine the date of the trip and get approval from a principal. All field trips (not contests, for example Envirothon, or dairy judging) must be scheduled with a principal for the year no later than **October 1st** each year. If you do not put in for a field trip before that date you will not be allowed to go.
- No field trips the first or last week of the semester, a maximum of two trips per week, and only one trip per day. **No field trips will be permitted after May 1st each year unless approved by the Board of Education.**
- Check with Sue Gump at least two weeks in advance to ensure there is a bus available on the date you have selected. Ask Shelly Leighty to place the trip on the Master Calendar in the office.
- Let Yolanda Weigandt know for any lunch interruptions or fewer lunches needed.
- Fill out a field trip request and a bus trip leave paper. State law requires that a map and directions be filed with bus trip leave request. File all of these forms with the principal.
- Two weeks in advance distribute field trip forms to the students. Clearly state when these forms are due. At least two days in advance so an accurate list of participants can be prepared for the staff.
- After securing a parent signature students should get the form signed by all of their teachers. They should indicate that on the student permission form.
- There are three valid reasons to request a student not go on a field trip:
 - A) excessive tardies or absences
 - B) failing to make-up work
 - C) failing grade in the class they would be missing

*****If you have concerns in this area, address them with the teacher in charge of the trip and then with the principal.**

- The forms should be turned into the teacher at least 2 school days prior to the date of the trip. No form – No trip! **Students will not be permitted to call for parent permission or use a note from a parent as a substitute for the Field Trip form designated by the office.**
- Teachers should prepare a list of students participating and distribute that to the teachers via EMAIL. Make sure a list is given to other staff, secretaries and principals. Students leaving the school building must have an emergency medical form on file in the office.

Teachers in charge of field trips must make their own copies of the emergency medical forms and carry them with them on the day of the field trip.

FILMS/MOVIES

All films or movies are to be previewed by the teacher. Movies/films should reflect the curriculum of the district. Only movies with “G” or “PG” ratings should be shown. If you are showing a reward film or one rated PG 13, office and parents need to be notified. Parents should be notified that you will be showing the movie, and the name of the movie. This notification should be done early enough so that parents have sufficient time to opt out of letting their child view the film. We are dealing with students from a wide variety of backgrounds. What you may not find objectionable, a parent might (based on the content of the film and their knowledge of their child). The principal should be notified whenever you are showing a film.

FIRE, TORNADO, AND EMERGENCY PROCEDURES – See safety plan

Teachers are responsible for seeing that students know what to do during emergency situations. Instructions should be posted in each room. Teachers should practice with students during the first week of school. **Make sure you have a GO Bag in your room.**

Tornado: When tornado bell rings, take your students into the hallway. Direct them to line up in the sitting position with their backs against the wall, head ducked between knees and covered with hands or a textbook. Keep students as far away from windows as possible.

Fire: Bring grade book with you as you direct students to the nearest fire exit. Have your class line up outside, a safe distance away from the building, and take roll. If you know the whereabouts of all of your students, give thumbs up. If you are missing students, notify the administration immediately.

Lockdown/Evacuation Drills – See the Safety Plan.

FUNDRAISING

Please clear your fundraising project with the office. This is to prevent simultaneous fundraisers (which diminishes their effectiveness). All forms are due into the office no later than September 1.

GIFTED PROGRAM

A list of these students will be distributed to the staff

GRADE BOOK

Your grading system should be explained to students and justified when necessary to students and parents. Putting it together in a “syllabus” type document with parent and student sign off is the best idea. It is important to remember that student grades can be accessed by parents via the internet. **Please make sure that your grades are updated at least one time a week.** Don’t wait until the week before report cards come out to grade five – eight – eleven assignments and enter them in the gradebook!!

GRADING SYSTEM

*All grades appearing on the grade card will be recorded in a letter format. "A" indicates superior work. "B" indicates work of good quality. "C" indicates work of average quality. "D" indicates work below average. "F" indicates work that is failing and no credit toward graduation and retention in middle school may result.

Teachers carry the responsibility for their own grades. The grade book must justify the grades placed on the student report cards. **At least (12) grades** shall be recorded each quarter. The grading system used to record grades in the grade book (e.g. percentage, total points, etc.) is up to the professional judgment of the teacher. He/she must record the final grade in letter format. This system must be written out for students and a copy of it filed in the office. This system should include methods of weighting tests, quizzes, homework, etc. A copy of this system must be filed in the office during the first week of school.

Board Adopted Grading Scale:

100 - 93 = A

92 - 85 = B

84 - 75 = C

74 - 65 = D

*All marks of “incomplete” must be changed within two weeks of the conclusion of the grading period or the Incomplete will be changed to an F.

HALL PASSES

The teacher is responsible to see students do not leave class without a pass specifically stating the destination, time, date, and name of the person issuing the pass. **Reminder, we will be utilizing the student planner – no student should be without it when in the hallway.** It will

be assumed students without a hall pass or without complete information have left your supervision without your knowledge and they will be sent to you for a written explanation. Normally only one student at a time should be allowed to leave your class. When one returns another can be permitted to leave.

HOMEWORK

Teachers should decide on a reasonable amount of homework to assign pupils. Studies have concluded a good rule of thumb is ten minutes per grade level. Avoid assigning “busy work”. Homework should enhance the lessons in the classroom, and be given for a specific reason. Make-up work will generally be assigned after the student has missed two days of school. When a homework sheet is being generated for a student, please be sure to bring assignments for the student before 3:10. It is embarrassing for the office staff when a parent requests homework, drives to school, and finds their students’ teachers didn’t take the time to drop off homework. **Students will have two days for each day of absence to complete the work, unless there are extenuating circumstances**

HOURS AND TIMES

Teachers are to arrive at **7:40 a.m., and may leave at 3:25 p.m.** District policy requires teachers to have a schedule of 7 hours and 45 minutes per day. If you arrive late or need to leave early, notify the office. Extra effort should be made to insure you arrive on time each day.

MICROPHONES

Microphones are key to all students paying attention and receiving instruction. **Wear the classroom microphone.**

INVENTORY

Teachers should maintain an up-to-date and accurate inventory of materials and equipment. Texts should be marked with the school name and date of purchase/adoption. Equipment and materials should be permanently marked with the school name. Inventories are completed each May.

KEYS

If you have reason to be in the building before or after regular hours maintained by custodians, you have a building key. However, with that privilege comes the responsibility of assuring when you leave the building it is secure, lights are off, etc. Do not make duplicates of any key without office permission.

LESSON PLANS

Lesson plans are to be written at least three days in advance. Plans may be written on the computer, but have a copy printed out as a backup. Unit plans should include objectives that describe expected student behavior, procedures for the lesson, resources, assessment information, etc. Daily plans should include main ideas/activities for the lesson, books/page numbers, etc.

LOST AND FOUND

Coats, jackets, other clothing, lunch boxes, cell phones, other electronic equipment, purses, and jewelry will be kept in the front office. Encourage students to write their names on all possessions, and to keep a close eye on them. Remind students that lockers give them the opportunity to secure their belongings! Middle School seems to be the time when people start experimenting with the idea of taking things that do not belong to them. It is shocking to see how many items of clothing we donate to charity every nine weeks!! **REMIND STUDENTS NOT TO GIVE OTHER STUDENTS THEIR LOCKER COMBINATIONS!!!!**

LUNCH

No student/class should be dismissed early for lunch unless permission is secured from the office. **No outside food will be brought in during the lunch period.** We want the cafeteria to be successful and want no direct competition with it.

MAKE-UP WORK ASSIGNMENTS

Students should be given the number of days missed to make-up work - as is indicated in the Student Handbook. Occasionally it will be necessary to obtain assignments for students who are absent for extended periods due to illness. This will be done through the office unless the student has approached the teacher with a note previous to the absence.

MONEY

All money received by clubs, classes, or any organization under the direction of the school is classified as school money according to law and must be accounted for within the school bookkeeping system. Money is not to be left in your room during the day or night, but instead turned in to the office as soon as possible.

NONDISCRIMINATION HARASSMENT

The Board will not permit discriminatory practices. To ensure compliance with this policy, the Board will:

1. promote the rights and responsibilities of individuals as set forth in the State and U.S. constitutions, pertinent legislation and applicable judicial interpretations;
2. encourage positive experiences for children, youth and adults;
3. work toward a more integrate society and enlist the support of individuals, as well as private and governmental groups and agencies, in such an effort;

4. use communication and action techniques to avoid grievances of individuals and groups;
5. consider the potential benefits or adverse consequences which the Board's decisions might have on the human relations aspects of the school community and
6. initiate a process of reviewing policies and practices of the District in order to ensure that nondiscrimination is achieved and maintained.

The Board views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual.

Employees or students who engage in discrimination/harassment of another employee or student shall be subject to disciplinary action. Permission, consent or assumption of risk by an individual subjected to discrimination/harassment does not lessen the prohibition contained in this policy. The Board's policy of nondiscrimination will extend to students, staff, job applicants, the general public and individuals with whom it does business and will apply to race, color, national origin, citizenship status, religion, sex, economic status, age handicap and other human differences.

No one shall retaliate against an employee or student because he/she files a grievance, assists or participates in an investigation, proceeding or hearing regarding the charges of discrimination of an individual or because he/she has opposed language or conduct that violates this policy.

OFFICE PROCEDURES

The office is a place of business. Please avoid socializing within the office area, as well as keeping conversations to a minimum. Often we have phone calls, which must be heard clearly; we often have a brief time-line in which to accomplish certain tasks as well.

The high school secretary is in charge of office procedures. She may assist the staff with clerical duties in emergencies, if her time permits, but do not expect her to do typing or running off of materials.

Office equipment is to be used by the staff only. If you need copies to be made leave the materials with a note and the trained office aids will make copies as they have opportunity.

PARENT CONTACT

Teachers are to make contact with parents every three weeks, and turn the documentation in to the office. The many methods of contact include:

1. A copy of the student's signed grade check/report card,
2. A list of parents called who did not turn in a signed grade check/report card
3. Email etc.

This documentation is needed to avoid dealing with a parent who tells us in April that they did not know their student was failing, and that no one from the school had contacted them about their student's failing grade(s).

Please encourage parents to maintain communication with the school through the following avenues:

1. Conferences and phone calls remain the best lines of communication with parents. Emails are also acceptable.
2. Remind parents to use Progress Book to access student grades, and attendance. Forms are available in the front office.
3. Attendance – Attendance line 937-575-3727

RECORDS

We are constantly being asked to be accountable for grades and performance by students in the classroom. You must be able to justify your record-keeping and grading procedures. Additionally, student records are confidential information and should not be shared indiscriminately. For further information on who shall have access to student records and what is considered directory information, see the Family Education Rights and Privacy Act (FERPA) in the student handbook, or on the district's website.

RESPECT

Do not allow students to belittle, make fun of, or make sarcastic remarks about each other, staff, teachers, or other people. We should be striving to make them more culturally competent individuals. All adults in the building should be addressed as Miss, Mrs., Ms., or Mr. by students or in the presence of students.

RESTROOMS

Teachers are asked to periodically check this area.

REQUISITIONS/SUPPLIES AND PURCHASE ORDERS

Items to be purchased must be specifically itemized and fully described on the purchase order. The quantity, description, catalog number, unit price, and total must be listed on the P.O. before it will be signed. All purchase orders must be assigned a number and approved by the principal and Superintendent. **DO NOT MAKE PURCHASES WITHOUT A SIGNED PURCHASE ORDER.** If you make unapproved purchases, you may be held financially responsible. When order items are delivered, please check and make sure all items are received. "O.K." the invoice, and turn it in to Keith Doseck. If you are purchasing items from

Wal-Mart or Lowe's, be sure to sign out the school's charge card (and tax-exempt card) from the office, and return the card with the receipt.

All instructors shall submit their requisition forms for material, equipment or supplies to the building principal. Messy or vague requisitions will be returned. Please be sure to include all of the following information:

- ❖ *Correct name and address of supplier*
- ❖ *Description of each item ordered (incl. Catalog number, model number, etc.)*
- ❖ *Unit price of each item*
- ❖ *Quantity ordered*
- ❖ *Total cost of the request (add 10% shipping to total if you're not sure of the charge)*
- ❖ *Your name and the department or organization to which the item will be charged*

Upon approval of the requisition by the principal, superintendent, and treasurer one copy will be forwarded to the school office. Once the order has arrived the school secretary will check the order and notify the instructor of its arrival. Before you order anything or make purchases be sure to follow the requisition procedure and verify that a purchase order number has been issued.

- #1 When writing requisitions for an organization, be sure that the organization mission statement supports the purchase.
- #2 An activity budget sheet (yellow form) must be completed for written approval before any fundraiser is allowed. The fundraising money raised must fall under and be used to support the organization's mission statement.
- #3 Before purchasing any item complete a green requisition form and submit it. Further, do not purchase the item until the purchase order has gone through and you have a purchase order number! Never assume it will go through! **You could end up eating the cost yourself!**

SEIZURES

Some seizures, such as epileptic seizures, can involve both loss of consciousness as well as shaking. The patient should be placed in a position where he/she cannot hurt himself. Do not try to place a pencil or any other item in the person's mouth – especially do not place your finger in his/her mouth! Many individuals have lost fingers doing this. Following the seizure the patient should be placed in a comfortable position and allowed to rest. No effort should be made to assist him/her to regain consciousness. The Principal should be contacted immediately.

SEXUAL HARASSMENT – Professional staff - File: ACAA

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

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

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

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

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

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

All sexual harassment complaints are investigated in accordance with the following procedure:

1. Any member of the school community who believes that he/she has been subjected to sexual harassment shall report the incident(s) to the appropriate grievance officer.
2. The grievance officer attempts to resolve the problem through the following process.
 - A. The grievance officer promptly confers with the charging party in order to obtain a clear understanding of that party's statement of the alleged facts. The statement is put in writing by the grievance officer and signed by the charging party as a testament to the statement's accuracy.
 - B. The grievance officer meets with the charged party in order to obtain his/her response to the complaint. The response is put in writing by the grievance officer and signed by the charged party as a testament to the statement's accuracy.

C. The grievance officer holds as many meetings with the parties and witnesses (if any) as are necessary to gather facts. The dates of meetings and the facts gathered are all put in writing.

D. On the basis of the grievance officer's perception of the problem, he/she will:

1) bring both parties together and attempt to resolve the matter informally through conciliation or

2) formally notify the parties by certified mail of his/her official action relative to the complaint.

3. If either party disagrees with the decision of the grievance officer, he/she may appeal to the Superintendent/designee. After reviewing the record made by the grievance officer, the Superintendent/designee may attempt to gather further evidence necessary to decide the case and to determine appropriate action to be taken. The decision of the Superintendent/designee is final.

If any of the named officials are the charged or charging party, the Board designates an alternate investigator and retains final decision-making authority.

All matters involving sexual harassment complaints remain confidential to the extent possible.

SEXUAL HARASSMENT - Students

Teacher-student sexual relationships and student-student sexual harassment are prohibited under Title IX. The Office of Civil Rights is becoming more involved in these cases, and this area is constantly being defined by the courts. To prevent legal liability, please be aware of the legal ramifications of these issues.

SICK LEAVE AND PERSONAL DAYS

One and one half sick days per month and three personal days will be granted each year.

Teachers will be allowed leave in accordance with the Family Medical Leave Act (FMLA). This is not paid sick leave unless the teacher has a sufficient number of sick days. Extended or decreased time for leave may be allowed with written doctor's recommendation. Teachers are advised to check with the retirement board to find out how their absence may affect their retirement. Keith Doseck in the Superintendent's office (ext. 504) can give details on FMLA and your sick days. He should be notified if you anticipate taking an extended leave.

SOCIAL NETWORKING SITES

Teachers are strongly discouraged from having a personal page on "Facebook", or other social networking site. Teachers in other districts have experienced problems with inappropriate communications with students, and inappropriate content being posted on their page by themselves or their "friends". In some cases, teachers have been dismissed due to inappropriate content on their personal webpages. Teachers are also advised not to use class time to engage in

communications with others of a personal nature including texting. **Administration often hears complaints about teachers taking personal phone calls, texting during class time and on the playground.**

File: GBH (Also JM)

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 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, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.

10. Staff members shall not attempt to 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.

11. 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.

Social Networking Websites

1. District staff who have a presence on social networking websites are prohibited from posting data, documents, photographs or inappropriate information on any website 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. District staff is prohibited from providing personal social networking website passwords to students.

3. Fraternalization between District staff and students via the Internet, personal email accounts, personal social networking websites and other modes of virtual technology is also prohibited.

4. Access of personal social networking websites 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 websites and/or use of social networking websites created for curricular, co-curricular and extracurricular activities.

SUPERVISION

Supervision of students is your job any time you are on the premises. When correction is needed, do not hesitate. Be polite and treat the student as you wish to be treated. If they fail to respond, act with authority and use the firmness it takes to do the job. Teachers should be aware of the volume, tone, and attitude of their voice.

Teachers and students are not equal. You command respect of students by being a competent, friendly, fair, consistent, firm professional. Enjoy your students, but keep it on a professional basis. Teachers are to maintain control both in and out of the classroom. This includes the halls,

cafeteria, other classrooms, and grounds. Always remember you are liable for the students, whether they be in the classrooms, the halls, or in the restrooms.

Visibility is the key to supervision. Teachers should be at their door, in a position to monitor students both in the classroom and in the hall during transition times.

TARDIES

The procedure for counting tardies is as follows:

1. When the tardy bell rings, teachers are to lock and close their doors.
2. Administrators, counselors and other volunteers direct all students in the hallway to the office, where they sign in and are counted late.
3. Teachers are asked not to accept any student into their classroom unless they have signed in at the office.

TEACHERS' PROFESSIONAL MEETINGS

Request to attend professional meetings are to be discussed with the principal well in advance. Teachers attending PD activities should plan to share what they learned with their peers.

TELEPHONES, CELL PHONES, IPODS, MP3 PLAYERS, & VIDEO GAMES

You have a phone in your room! During school keep it on "voice mail" so it doesn't ring during instructional time. Remember not to make long distance calls at the school's expense unless it is school-related. Teachers should also keep their cell phones off (or on "vibrate") during instructional time. **If students have cell phones, iPods, MP3 players, and video games, they should be kept in their backpack or pocket and kept turned off during the school day. These are disruptive to the instructional climate.** Teachers who confiscate iPods, MP3 players, video games, or cell phones need to label them with the student's name, teacher name, and date....then turn the device in to the office. Parents will be required to come to school to retrieve their student's device.

USE OF THE FACILITIES

No one is to use the building/equipment after regular hours without prior approval from the principal. People wishing to use the facilities must submit a request to the principal. Employees are not to remove Fairlawn District property from the premises without authorization.

VISITORS

All visitors should sign-in at the office and obtain a visitor's pass. This includes non-Fairlawn students, parents, sales representatives, friends, guest speakers, etc. Non-Fairlawn students and guest speakers who wish to visit should be pre-approved by the office.

VOLUNTEERS

Volunteers are a wonderful resource for our school. Please carefully screen and check each volunteer. Submit your volunteer's name, address, etc. for further checks by the Assistant Principal, Superintendent, and School Resource Officer. Volunteers who will work with students outside of your classroom should submit an application for a criminal background check. Teachers should submit a list of adults who will chaperone trips or activities to the office.

WEATHER CLOSINGS –

Make sure your current phone numbers are on the One Call Now system in the office.

BUT WHAT ABOUT.....?

This is a living document. Any other issues, omissions, or inaccuracies you feel should be addressed in this handbook should be emailed to Jeff Hobbs at your earliest convenience so that they can appear (or be corrected) in next year's handbook.

REMEMBER THAT USING YOUR COMMON SENSE AND JUDGEMENT IS KEY!