



Monroe Local Schools

Motivating, Leading, and Succeeding

Teacher Handbook

Dear Teacher,

Welcome to the Monroe Local School District. Thank you for deciding to become a part of a team of individuals who are dedicated to providing the best education possible for each student in Monroe.

This handbook is to provide general information and guidelines which should help you as a new employee. Nothing contained in this handbook is intended to create any contractual obligation and the District reserves the right to deviate from these guidelines in this handbook when appropriate. Please feel free to ask your building principal if you have specific questions not addressed in this handbook.

We are proud of our past and present success, yet realize we can always improve as an instructional institution. We are certain you will share this pride with us and do your part to ensure our continued success. We want to make your job as pleasant and efficient as possible, so your ideas and suggestions are always welcome.

Sincerely,

Dr. Phil Cagwin
Superintendent

Academic Expectations

Teachers are expected to:

- Positively support the policies, procedures and decisions of the Monroe Local School District.
- Teach dynamic, meaningful lessons that are aligned to state standards and in which students are engaged and do most of the work
- Collaborate with other staff members as part of ongoing professional development for the sake of students
- Keep in constant communication with parents about what students are doing well and areas for improvement
- Treat students with dignity and respect, and never use sarcasm or back students into a corner
- Handle discipline issues in the classroom to every possible extent before referring students to the office
- Act professionally in appearance, timeliness, and following procedures
- Act ethically in disagreements with others
- Take risks and make mistakes
- Spend time at the end of each day reflecting on what can be done better tomorrow

Teachers can expect the administration to:

- Provide resources to help teachers do their job well
- Maintain an environment conducive to teaching and learning, to be firm, fair, and consistent in discipline
- Keep in constant communication with teachers as issues arise
- Provide an opportunity for teachers to solve building problems
- Monitor activities in the building
- Act ethically in disagreements with others
- Take risks and make mistakes
- Spend time at the end of each day reflecting on what can be done better tomorrow

Abuse/Neglect (Board Policy 8462; Admin Guidelines 8462; Form 8462 1)

School Board policy and state law require teachers who suspect abuse or neglect of a student to report suspected abuse or neglect to the Monroe Police Department or the Butler County Children's Services Board or both. Teachers are expected to also report to the building principal.

Teachers are responsible for making the phone call. Teachers should also fill out the Monroe Local Schools Confidential Report of Suspected Child Abuse form.

Monroe Police Department: 513-539-9234
Children's Services Board: 513-887-4055

AESOP

Aesop is a web based leave/sub filling program used by the district. Teachers must use AESOP to record all leaves: sick, personal, administrative and jury duty. In the case of other types of leave (maternity, sabbatical, etc) or leaves lasting longer than 5 days, alert the principal. The principal will call the Superintendent to arrange for a sub and to make him aware of the absence to determine whether it qualifies for Family Medical Leave Act.

Alcohol/Drugs (see Board Policy 3170)

Under no circumstances are teachers permitted to possess, use, manufacture, distribute or be under the influence of alcohol, illegal drugs, controlled substances or drug paraphernalia at any school event or on any school property.

Appropriate Touch (Board Policy 3213)

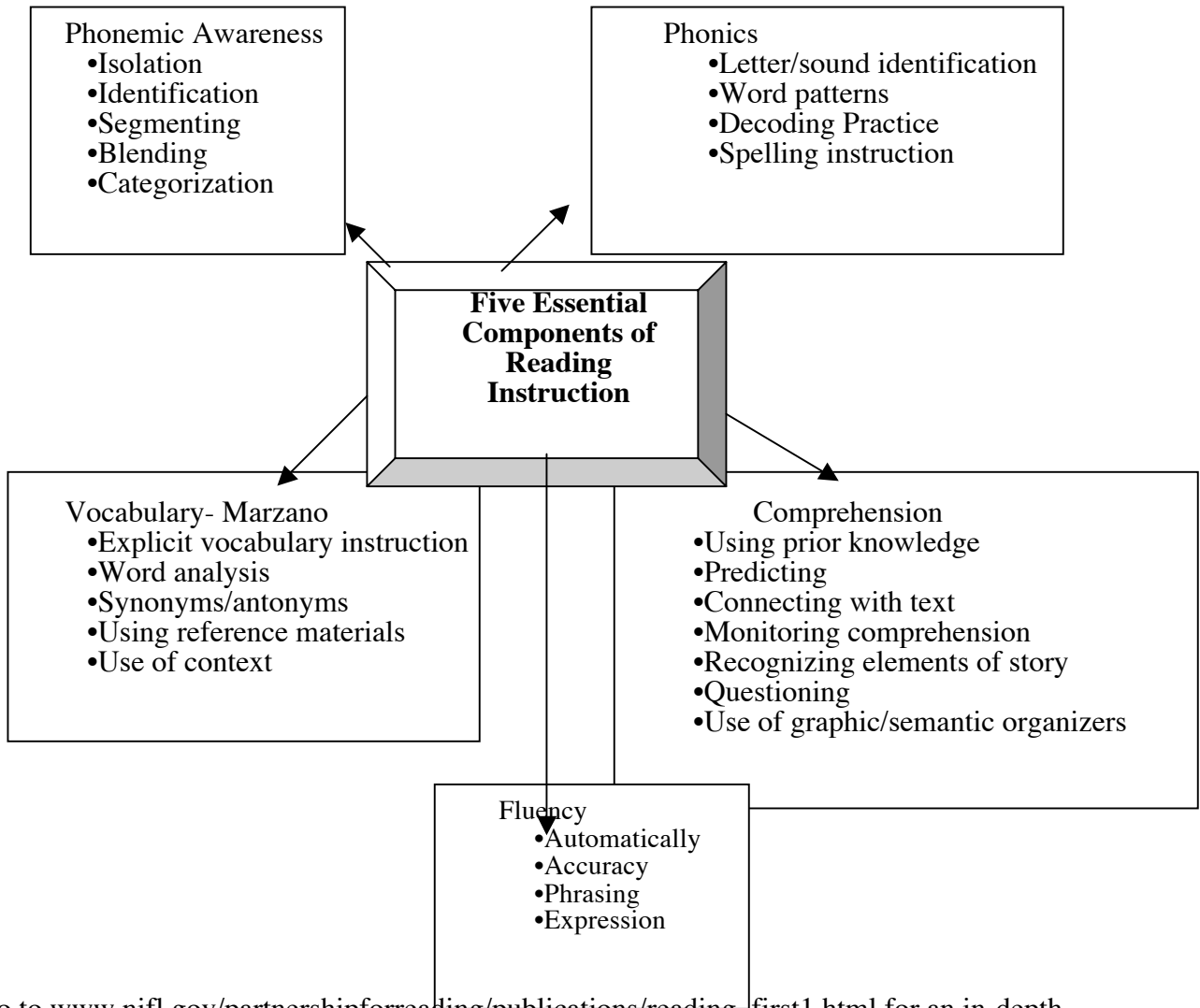
Teachers must never touch a student in any way that makes the student feel uncomfortable. It is also unwise to touch a student who is visibly upset unless the safety of other students is in jeopardy. Teachers must never strike a student, push a student, or touch a student in a sexual way.

Athletic Eligibility

Athletic Eligibility is based on the previous quarter's grades. The student must maintain a 1.75 GPA in at least 5 one-half (1/2) credit courses. Refer questions to Athletic Director.

Balanced Literacy

The Monroe Local Schools use Balanced Literacy as its K-8 language arts program. In a balanced literacy program students receive instruction based on the five essential components of reading instruction (National Reading Panel, 2000). No one process receives more attention than the other; they are all equally important, thus the term "balanced." Comparable amounts of time should be devoted to each of the essential components. Instruction includes whole group, small group, and individual instruction. Every student receives explicit teacher instruction every day. Teachers work to integrate this process in to the content areas when appropriate. Content reading is an integral part of the total reading process.



Go to www.nifl.gov/partnershipforreading/publications/reading_first1.html for an in-depth discussion of the Balanced Literacy program.

Board Policy

The official Board Policy Manual is available on the staff resource site on the district website. Board Policy must be followed in regard to the instructional program, discipline, grading, field trips, etc. Teachers should read the Board Policy Manual and practice the procedures outlined therein.

Classroom Visits

Frequent classroom visits by the Principal and/or Assistant Principal or Central Office Administrators should be expected. Supervisors are here to help. Therefore, ask for help. Let them know about classroom concerns while they are still small concerns. Please don't wait until they are out of hand before asking for help.

Communication

Communication with parents is a teacher's responsibility. Call parents frequently to make them aware of good or bad news in regard to their children. Best practice is to maintain a log of all attempts to contact parents. Check your voicemail daily, and return phone calls by the next business day. Email should be checked when students are not in the classroom. With email, telephones in the classroom, and planning time, there should be no reason for poor communication between employees, or between teachers and parents.

Conferences (Board Policy 5420; Admin Guideline 5420B)

Parent teacher conferences are held during after school hours four times each school year. Conferences may be requested by teachers and/or parents. Teachers should also use daily planning/conference time to conduct conferences as needed, especially with those whose children are having behavioral, emotional or academic trouble in class.

Confidentiality (Board Policy 8350)

Teachers must work to maintain strict confidentiality in regards to student grades, discipline, personal issues, IEP's, and any other document that may be part of a student's file. Do not discuss student concerns in locations where you may be overheard. Only discuss those concerns if the person you are talking with has a legitimate interest in the well being of the child. Student issues should never be discussed with community members.

Copy Machine

Paper is expensive. Please only use the copy machine for school business, and be judicious in deciding what you need to copy. Make two-sided copies when possible.

Cumulative Records (Board Policy 8330; Admin Guideline 8330)

Cumulative records are on file in the office for every student enrolled in school and are available to all staff members at any time. These records contain grades, test results, health records, and other pertinent data. The use of these records can be an asset to your teaching efficiently and should always be used in a professional manner. The information contained in the cumulative folder should be held in the strictest of confidence, and caution should be exercised in discussing personal information except with those individuals immediately concerned with the student. Teachers also have a responsibility to add significant information to these records. This information should be factual and not rumor or opinion. Staff members are asked to use the cumulative records in the office area only. Special Education folders are handled differently. If you need access please see the building secretary to learn how the files are monitored and used.

Discipline (Board Policy 5500, 5600; Admin Guideline 5600A)

“Discipline” comes from the word “disciple,” meaning “follower.” We teach discipline by example and by modeling the behaviors we want our students to embrace. It is imperative to remain calm in all situations and act professionally, even when being challenged by students. The best way to avoid discipline problems in the classroom is to provide active, meaningful assignments for students. Students who are busy learning will not have time to misbehave.

In situations, however, where students do misbehave, teachers must have a classroom management plan that exhausts several avenues before a student is referred to the office. The classroom management plan should include conferences with both the student and the parent, and the plan should include rewards for good behavior in addition to consequences for unacceptable behavior.

Each school office has several resources available that give ideas for dealing with very specific classroom management issues. Utilize these resources. Sending a student to the office should be the final step. Teachers should understand that when they send a student to the office, the issue then becomes the business of the principal/assistant principal.

Every teacher is charged with the responsibility of having order or control of the group they are in charge of at that particular time. This means that anything that goes on within the class occurs with the teacher's knowledge and permission.

In disciplining a student, do not pass it on to another teacher to carry out. Group punishment and writing sentences are discouraged.

Begin each day by creating a welcoming, positive environment. Additionally, the following have been suggested for maintaining discipline in the classroom:

1. Plan the day's work in advance.
2. Be sure that students know the assignment.

3. Place time limits on all written work.
4. Be firm in dealing with your students.
5. Be fair.
6. Be calm.
7. Do not teach to inattention.
8. Be in your room ahead of the students.
9. Start the class to work at once.
10. Develop an interest in every student in your class.
11. Be sure to grade and return all written work turned in by students.
12. Plan to control your own classroom. Send students to Assistant Principal or Principal only as a last resort.
13. Be sure you do not allow favoritism to jeopardize class morale.
14. Learn the names of your students quickly; use a seating chart where needed.
15. Do not make use of rigid statements.

Documentation

Teachers should keep strong documentation of student behavior in the classroom and modifications the teacher made to alter the behavior. This documentation is invaluable if a student is referred for expulsion. It is also helpful when meeting with parents to problem solve and develop a plan of action.

Due Process (Board Policy 5611)

A student will be given a hearing in the event it becomes necessary to take disciplinary action whereby a student is suspended from school. Because of this law, teachers should be aware that acts of misconduct have to be documented to use as evidence in the hearing process.

The law also states that teachers shall not have the right to suspend (i.e. emergency remove) students from class for more than one day without approval of the Principal or designee.

Ethics (Board Policy 1200, 3210)

The attitude of one teacher toward another, or a teacher toward a pupil determines much of the failure or success of that teacher. Teachers must maintain a certain dignity in their association with the students. Never discuss other personnel with pupils. This is very poor teaching ethics; discussing teachers and some school problems with friends not directly concerned can create ill will. Cooperation and good will among the teachers make a better school system and a better place for you to work.

Failures (Board Policy 5420)

When failures are suspected, the teacher should consult the administrator and/or the Guidance Office **and** inform the parents. Every student, with very few exceptions, is capable of passing a course. Please notify parents before the student has failed to discuss a plan of action to improve achievement. If a student's grades start declining, either call or send a letter notifying the parents of the change in grades. Parents must be informed before the failure becomes a permanent grade for their student.

Fire Drill Instructions

All teachers are expected to supervise their classes during a fire drill. Please emphasize the seriousness of every fire alarm. Insist on the complete cooperation of every pupil. Remain with your group during the exit and re-entry into the building. Keep talking to a minimum. All teachers must leave the building with their classes. Directions for leaving each room are to be placed on the wall close to the door. Make sure doors and windows are closed and lights are off as you exit. An orderly and efficient building exit is the prime consideration. Inform and practice students of fire drill instructions.

Grading Policy (Board Policy 5421; Admin Guideline 5421A)

In order to ensure consistency between classes at the same grade level, within a particular building, and from building to building, the following grade scale shall be the only one in use within the Monroe Local School District:

Letter	Percent	Quality Points
A	100 - 93	4.00
A-	92.9 - 90	3.67
B+	89.9 - 87	3.33
B	86.9 - 83	3.00
B-	82.9 - 80	2.67
C+	79.9 - 77	2.33
C	76.9 - 73	2.00
C-	72.9 - 70	1.67
D+	69.9 - 67	1.33
D	66.9 - 63	1.00
D-	62.9 - 60	0.67
F	Below 60	0.00

**Students on IEP's may have alternate grading scales.
ELL students may have alternate grading scales.**

Information to Parents

We value frequent informational communication to parents. However, to insure quality, teachers should check with their building principal regarding procedure for distribution.

IPDP (Individual Professional Development Plan)

All teachers must have a completed IPDP on file with the LPDC (Local Professional Development Committee). Teachers will not be permitted to use hours for re-certification that are earned before the approval of your IPDP. Once you receive a new license, submit another IPDP to the LPDC immediately.

Keys

All keys and proxy cards will be issued from an administrator at the beginning of the year. Keys and proxy cards are property of the Monroe Local Schools and should be shared with no one. The return of keys and/or proxy cards to the office may be requested at any time.

Lesson Plans (Admin Guideline 3270, 2231)

Monroe Courses of Study and Curriculum Maps are aligned with the Ohio Academic Content Standards. Teachers are required to teach the courses of study.

Lesson plans give clear directions for instruction and implementation of the course of study. Monroe requires that at least three (3) days advanced work be organized in a lesson plan. The plan should contain course of study objectives, the materials/equipment needed, the procedures used to teach the lesson, student assignments for guided practice, and the method of evaluating the effectiveness of the lesson. If appropriate, student homework assignments should also be included.

Money

Collecting money for field trips or other events and activities is the responsibility of various school staff. Collections are made daily, counted, documented, and sent to the office daily to be prepared for deposit. **NO COLLECTED MONEY IS TO BE KEPT IN THE TEACHER'S CLASSROOM OR DESK. ANY MONEY THAT HAS NOT BEEN SENT TO THE OFFICE BECOMES THE RESPONSIBILITY OF THE STAFF MEMBER WHO COLLECTED IT. At no time should a teacher collect student money and deposit such in his/her own personal banking accounts.**

Money collected from students for field trips, special activities, fundraisers, etc., must be made **deposit ready** by the staff member responsible for collecting it before submission to the office. This means a REVENUE TALLY SHEET (RTS) must be filled out accurately and completely. Two copies of this sheet and two copies of checks must be turned in to the office along with cash and actual checks. This must be done on the same day payment is received from students.

Personal Leave

Teachers are allotted three personal days per school year. Limits and requirements for personal leave are clearly outlined in the Master Agreement. Misuse of personal leave will result in disciplinary action, which could include docking of pay and termination of employment.

Professional Leave

If a teacher is going to attend Professional Leave outside the district:

1. Speak to the building and appropriate district administrator first to gain permission.
2. Record your absence on KIOSK/AESOP once permission is gained.
3. List the location and reason for the leave in the "Notes to Administrator" section of KIOSK/AESOP.
4. Complete a Professional Leave form **ONLY IF** you are going to need reimbursement for mileage, registration, food or other expenses.
5. Once approved, a purchase order must be created to cover any prepayment costs. Work with the appropriate building or district secretary to handle this.
6. Attend the requested Professional Leave. Be sure to collect receipts (itemized) of all expenditures. The District does **NOT** pay for sales tax, tips, or alcoholic beverages. Nor do we pay for "luxury items" which include, but are not limited to: coat checks, snacks, in-room movies, etc. Nor do we reimburse for restaurants that are not "family friendly".
7. If the teacher pays for the workshop or conference on the day of the conference, be sure to get a receipt. Get a receipt for parking if necessary.
8. A reasonable budget for food can be found on the GSA web-site: www.gsa.gov
9. The teacher will cover any additional food cost. Remember, without itemized receipts the teacher may not be reimbursed for expenditures. If questions arise about possible reimbursement, **CALL THE TREASURER BEFORE YOU MAKE THE PURCHASE.**
10. Submit receipts and a paragraph summarizing your experience to the appropriate building/district administrator.

Requisition of Supplies/Materials

Audio visual equipment, classroom furniture, textbooks, workbooks, teacher manuals, courses of study, and district adopted instructional materials should be requested in writing from the principal. Upon receiving approval to order needed supplies, a requisition form must be completed. This form is available electronically. Completed requisition forms must be submitted to the building principal. Orders should **NEVER** be submitted directly to the company. All orders will be submitted through the district treasurer's office.

School Property (Board Policy 5513)

Much time and money is spent each year in maintaining the building. It is the responsibility of each teacher to see that proper care is taken of the equipment. It is each teacher's responsibility to see that there are no marks placed on desks, chairs, tables, or walls. Marks will be avoided if teachers require students to sit in assigned seats each day. If gum is not permitted in the classroom students will be less likely to deposit it on the furniture. Equipment will be checked periodically. Do not allow students to use any school key or prox card for any reason.

It is also important to remember that each building and the equipment and materials in them (including keys, prox cards, office supplies, etc.) are property of the Monroe Local Schools. Teachers are supplied with classroom furniture, but teachers do not retain property rights to anything belonging to the Monroe Local Schools.

Therefore, under no circumstances should school property be moved within a building or removed from a building without permission from your supervisor.

Sexual Harassment/Other Harassment (Board Policy 3362)

Teachers must maintain an environment that is free from all forms of unlawful harassment, including sexual harassment. Teachers share responsibility for avoiding, discouraging and reporting to their supervisor any form of unlawful harassment on school property or any activity sponsored by the Board, including staff-to-staff, staff-to-student, and student-to-student harassment.

Teachers should be aware of and adhere to the district's harassment policy.

Sick Days

If you are ill and cannot be at work, you are to:

1. Log onto www.aesoponline.com and register your absence. If teaching materials (lesson plans, seating charts, emergency procedures, schedules, etc.) are not readily available in the classroom, the teacher can attach word documents that the substitute may need.
2. When you register your absence, you must select FULL DAY, HALF DAY AM, or HALF DAY PM. For QUARTER DAY, please see the principal to schedule.
3. When you register your absence, you must select whether or not you need a substitute.
4. If you do not have access to a computer, dial 1-800-942-3767 to record your absence.
5. Emergency lesson plans should be on file in the case of an unexpected absence.

Limits and requirements for sick day use are clearly outlined in the Master Agreement. Misuse of sick leave will result in disciplinary action, which may include docking of pay and termination of employment.

Smoking (Board Policy 3215, 7434)

Smoking and/or use of tobacco in any form by any member of the public, certified and non-certified staff or student in any building or on school property under the control of the Board of Education is prohibited.

Special Activities and Field Trips (Board Policy 2340; Admin Guideline 2340A)

Teachers should carefully consider the educational objectives of their proposed field trip. A worthwhile field trip will meet objectives from the state content standards that cannot be taught in a classroom setting. If the proposed field trip is in fact an educationally valuable endeavor, teachers must follow these steps:

1. All requests shall be submitted to the Principal on the Field Trip Request [Form 2340 F1](#) in advance of the scheduled trip with the names of all staff members and chaperones who will accompany the students.
2. Upon approval of a trip, the principal shall forward a copy of the pre-trip proposal to the Superintendent.

3. Parental Consent Forms must be returned to the administration before the trip. A blanket authorization may be obtained for trips that will consist of a series of trips during the school year. If the student will be unsupervised during certain portions of the trip, [Form 2340 F2a](#) must be signed and returned prior to the trip. No student will be allowed to participate if the parental consent form is not received prior to the trip.
4. A copy of each student's Emergency Medical Authorization Form is to be in the possession of the staff member in charge for all trips.
5. A list of any students to whom medication will need to be administered while on the field trip is to be secured by the teacher in charge from the school nurse.
6. Field trips may be denied for any one of the following reasons:
 - a. failure to comply satisfactorily with pre-trip requirements
 - b. excessive cost or limited financial resources
 - c. excessive number of students taking trips on that particular day
 - d. lack of availability of transportation
 - e. inadequate arrangements for student safety and welfare
7. Problems with the field trip should be brought to the attention of the principal immediately upon return. The principal shall inform the Superintendent of any major problems.
8. For every field trip there must be a ratio of teachers and chaperones to students as determined by the principal.
9. Prior to arrival at the destination, students are to be made aware of:
 - a. how they are to conduct themselves;
 - b. what time the bus will leave for the return trip;
 - c. where the bus will be located for the departure;
 - d. any specific information that the students should know with reference to the area being visited.
10. At no time are students to be left **ON THEIR OWN** during the course of the field trip.
11. Prior to leaving field trip location to return to school, head count of students must be taken by supervising teacher.
12. At least one (1) staff member is to remain at the school after the return trip until all students have been picked up.
13. Any disciplinary problems are to be reported to the Principal immediately upon returning to the school for appropriate action.

In the event of any emergency during a field trip, the bus driver should contact appropriate persons from his/her emergency list and the teacher in charge should contact the principal.

Because field trips are considered an integral part of a course of study and represent a significant cost to the District, it is essential that each trip be carefully planned, conducted according to the plan, and then evaluated in terms of how well the learning purpose was accomplished.

Field trips will only be permitted as district finances allow, and only one field trip per class will be permitted in a year.

Field trips must be **directly correlated to grade level academic content standards**.

Standards Based Teacher Evaluation (Board Policy 3220, 3220.03)

Students should be actively engaged in meaningful learning activity; they should not be passive recipients of information. Teachers should be facilitators. They should encourage students without ever being sarcastic or threatening. Assignments must have value.

The evaluation procedure (OTES) is clearly outlined in the MEA Master agreement and policy 3220.

The process will involve walk throughs and formal observations.

The purpose of everything we do, including teacher evaluation, should be to improve student achievement. It is imperative as educators that we model the idea of being a lifelong learner; we can always learn new things and improve student learning opportunities.

Suspension (Board Policy 5611)

While it is required that all children attend school until age 18, it is necessary at times to suspend students from school because of their inability to conform to the rules and regulations of the school. These rules and regulations are set up for what is best for the student.

Teachers must provide work for the students during his period of suspension.

Teacher Attendance

Teachers are expected to be in the building during their work hours. Check with the Principal or Assistant Principal if you must leave the building for an emergency or extenuating circumstance.

Teacher Dress (Board Policy 3216)

Teachers are expected to dress professionally on all instructional days.

“All staff members should dress in a professional manner and set a good example for students. The Monroe Education Association recognizes the importance of professional demeanor and appearance. We also recognize the need for continually raising the bar of expectations. As we start this new school year, your association supports professional appearance. Understand the expectations of your employer and your community as you make decisions concerning your dress each day as you prepare to meet your students. As we represent ourselves individually, we represent ourselves collectively.” (MEA Communiqué, August 2003)

Students must follow the adopted District Dress Code as included in the Code of Student Conduct. Teachers will monitor their students’ dress.

Teachers’ Meetings

Teachers’ meetings will be held monthly. All teachers are expected to attend these meetings. Please schedule any appointments around these meetings.

Teaching and Related Responsibilities

You are to begin teaching the first week of school. However, do not ignore or minimize the administrative tasks that must be performed from the very first day and thereafter. Adhering to the established routines will make a more effective and efficient operation and most importantly, a much more harmonious one. For example, if you are to take attendance, then do it properly. If you have a duty, be on time and do it to the best of your ability.

Teamwork

Schools work in the best interest of students when employees work together in a cooperative fashion for the sake of teaching children. Disagreements about philosophy are bound to occur. Disagreement can be healthy as long as it is not personal. Discussions however, must take place in a private area where students or community members cannot overhear. Gossip about personal issues can destroy a team and should not happen under any circumstances.

Technology (Board Policy 7540, 7540.01; Admin Guidelines 7540, 7540.01A and B)

Phone use, computer use, email accounts, voice mail accounts and Internet access are provided to teachers. Teachers should use these items for school business. Teachers should assume no privacy rights for any messages, documents or Internet use created or initiated on Monroe School computers or email/internet servers. Email accounts, computer documents and Internet histories may be checked by administrative personnel at any time.

Teachers should not add or delete software to any school computer system. Teachers are strongly discouraged from using school email for personal communication between family and friends.

Telephone Calls

Teachers should make phone calls during planning time only. Long distance calls should be for school business only.

Students should **NEVER** be allowed to use classroom telephones unless specifically granted permission by the teacher or principal. Such calls should be of an emergency or disciplinary nature. Students should not be given permission to call home to arrange transportation or ask parents to bring forgotten items to school.

Tenure

Teachers planning to apply for tenure should notify the Superintendent by **October 1** of the year the teacher plans to apply by using the “Request for Tenure” Form. Teachers applying for tenure will be observed a minimum of three times that school year.

Eligibility Requirements

In accordance with Ohio Revised Code 3319.11 eligibility for continuing contract is based on two factors – the teaching certificate/license and the length of teaching service in the district.

Teaching Service

- Has taught in the Monroe Local School District for three (3) out of the last five (5) years
OR
- Has taught two (2) years in Monroe and had continuing contract from another district prior to employment in Monroe.

Certificate/License

- Holds a professional, permanent or life certificate (under prior law)
OR
- Holds a professional license plus either of the following:
 - Thirty (30) college semester hours in the area of licensure or related teaching field since the issuance of the teacher’s first certificate or license
OR
 - Six (6) college semester hours in the area of licensure or related teaching field if a Master’s degree was held at the time of the issuance of the first certificate or license.

Teachers receiving licensure after January 1, 2011, must meet the requirements under the “Certificate/License” section and must have held an educator license for at least 7 (seven) years. A substitute license does not count as part of the 7 years.

Visitors

All building visitors must register their presence in the office. If a teacher sees a visitor without an ID badge, the teacher should walk the visitor to the office to sign in and get a badge.

Web-sites

Web sites of interest for Monroe teachers:

www.monroelocalschools.com
www.ode.state.oh.us
www.infohio.org
www.swoca.net

Monroe Schools
State Department of Education
Infohio resources for students
SWOCA home page

Work Orders

When there is a repair or maintenance problem, please, submit a work order to your building principal.

If technology support is needed, please submit the technology request by Grouplink to Tony Thornton.