



# Monroe Local Schools

**M**otivating, **L**eading, and **S**ucceeding

## Employee Handbook

August 2021

Dear Staff Member,

Welcome to the Monroe Local School District. Thank you to all the new staff for deciding to join a team of individuals who are dedicated to providing the best education possible for each student in Monroe. Welcome back to all returning staff and hope that you had a restful summer after a taxing year during the pandemic.

This handbook is to provide general information and guidelines which should help you as an employee to understand our procedures and employee expectations but it is not a complete description of all of our policies. 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 supervisor 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,

Jesse Catanzaro  
Director of Human Resources

<b>Academic Expectations</b>	<b>6</b>
<b>Abuse/Neglect</b>	<b>7</b>
<b>Accident and Exposure Reporting</b>	<b>7</b>
<b>Americans with Disabilities Act (ADA)</b>	<b>7</b>
<b>Board Policies and Administrative Guidelines</b>	<b>8</b>
<b>Classroom Visits</b>	<b>8</b>
<b>Collection of Money</b>	<b>9</b>
<b>Communication</b>	<b>9</b>
<b>Confidentiality</b>	<b>9</b>
<b>Conflict of Interest</b>	<b>10</b>
<b>Copy Machine Usage</b>	<b>10</b>
<b>Copyright Law</b>	<b>10</b>
<b>Crisis Manual</b>	<b>10</b>
<b>Cumulative Records</b>	<b>11</b>
<b>Documentation</b>	<b>11</b>
<b>Drug Free Workplace</b>	<b>11</b>
<b>Due Process</b>	<b>12</b>
<b>Employment Applications and Background Checks</b>	<b>12</b>
<b>Enforcing Anti-Bullying, Discrimination and Harassment Policies</b>	<b>12</b>
<b>Equal employment Opportunity, Nondiscrimination</b>	<b>13</b>
<b>Evaluation of Staff</b>	<b>13</b>
<b>Fair Labor Standards Act</b>	<b>13</b>
<b>Family and Medical Leave Act</b>	<b>14</b>
<b>Fire and Emergency Drill Instructions</b>	<b>14</b>
<b>Fraud Reporting</b>	<b>14</b>
<b>Grading Policy</b>	<b>15</b>
<b>HIPAA &amp; Confidentiality of Individually Identifiable Health Information</b>	<b>16</b>
<b>Holidays</b>	<b>16</b>

<b>ID Badges</b>	<b>16</b>
<b>IPDP (Individual Professional Development Plan)</b>	<b>16</b>
<b>Keys</b>	<b>17</b>
<b>Lesson Plans</b>	<b>17</b>
<b>Licensure Code of Professional Conduct for Ohio Educators – State Board of Education</b>	<b>17</b>
<b>Maintaining Appropriate Teacher/Student Boundaries</b>	<b>18</b>
<b>Maintaining Licenses/Permits</b>	<b>18</b>
<b>Material Safety Data Sheets (MSDS or SDS)</b>	<b>19</b>
<b>Parent Teacher Conferences</b>	<b>19</b>
<b>Payroll/Benefits</b>	<b>19</b>
<b>Personnel Records</b>	<b>19</b>
<b>Resignation/Retirement</b>	<b>20</b>
<b>Requisition of Supplies/Materials</b>	<b>20</b>
<b>School Property</b>	<b>20</b>
<b>Smoking and Tobacco</b>	<b>21</b>
<b>Social Media</b>	<b>21</b>
<b>Special Activities and Field Trips</b>	<b>22</b>
<b>Staff Attendance and Leave of Absence</b>	<b>23</b>
<b>Staff Degree Advancement</b>	<b>25</b>
<b>Staff Dress</b>	<b>25</b>
<b>Staff Ethics</b>	<b>25</b>
<b>Staff Health and Safety</b>	<b>26</b>
<b>Staff Name Change</b>	<b>26</b>
<b>Student Discipline</b>	<b>27</b>
<b>Student Failures</b>	<b>28</b>
<b>Student Suspension</b>	<b>28</b>
<b>Teachers’ Meetings</b>	<b>28</b>

<b>Teamwork</b>	<b>28</b>
<b>Technology</b>	<b>28</b>
<b>Telephone Calls</b>	<b>29</b>
<b>Tenure</b>	<b>29</b>
<b>Transporting Students</b>	<b>30</b>
<b>Video Surveillance &amp; Electronic Monitoring</b>	<b>30</b>
<b>Visitors</b>	<b>30</b>
<b>Web-sites</b>	<b>30</b>
<b>Weapons</b>	<b>31</b>
<b>Workers' Compensation</b>	<b>31</b>
<b>Work Orders</b>	<b>31</b>

## Academic Expectations

### **Staff are expected to:**

- Positively support the policies, procedures and decisions of the Monroe Local School District Board of Education and Administration, as well as state and federal laws
- Support dynamic, meaningful instruction that is 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 and benefit of students
- Keep in regular communication with parents about what students are doing well and areas for improvement
- Treat students with dignity and respect, using proper de-escalation strategies as well as positive behavior supports to effectively reinforce positive behavior and address negative behavior
- Never use sarcasm or ridicule directed at students, 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 behavior including when following work procedures
- Act ethically and professionally 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

### **Staff can expect the administration to:**

- Provide resources to help staff do their job effectively
- Maintain an environment conducive to teaching and learning, to be firm, fair, and consistent in discipline
- Communicate with staff as issues arise
- Provide an opportunity for staff to collaboratively solve building problems
- Monitor activities in the building
- Act ethically and professionally 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)

In compliance with Section 2151.421 of the Ohio Revised Code, any staff member who is acting in his/her official or professional capacity, and knows or suspects that a child under eighteen years of age or a physically or mentally handicapped child under twenty-one years of age has suffered any wound, injury, disability or condition of a nature that reasonably indicates abuse or neglect should immediately report that knowledge or suspicion to Children Services or local law enforcement department..

Monroe Police Department: 513-539-9234

Children's Services Board: 513-887-4055

Following or in conjunction with the oral report to Children's Services or the local law enforcement department, a staff member should immediately report the knowledge or suspicion to a supervisor or administrator and/or to the Director of Human Resources.

After submitting the oral report, staff members should be prepared to send a written report to the agency receiving the oral report and to Human Resources. Any report made as a result of the policy and ORC Section 2151.421 will be maintained as confidential and available only in accordance with section 2151.421 of the Ohio Revised Code.

**Accident and Exposure Reporting**

(Board Policy 8442, 5340)

An employee who sustains a work-related injury must report the injury and its circumstances to their supervisor as soon as possible following the occurrence of the injury. Medical attention can be sought at the Monroe Urgent Care or at another preferred provider.

A student injured during the school day should be directed to the school nurse who will implement notification and documentation procedures.

A report of injury to an employee, visitor, or the staff member responsible for an injured student shall include the date, time, and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

For all emergencies, employees are expected to call 911 immediately.

Any exposure to bodily fluids of another person also should be reported immediately to the employee's supervisor or to the event/activity supervisor.

**Americans with Disabilities Act (ADA)**

(Board Policy 3123, 4123)

The Board of Education prohibits discrimination against any employee or applicant based upon his/her disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, or other terms, conditions, and privileges of

employment. The Board further will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

According to the ADA, a disability is a physical or mental impairment that substantially limits one or more the of individual's "major life activities."

"Major life activity" includes an individual's activities such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, and participating in community activities. This restriction may be in either the manner or duration in which they can be performed as compared to other people.

An individual is considered to be "disabled" under the ADA if he or she:

- Has a physical or mental impairment which substantially limits major life activity;
- Has a record of impairment; or
- Is regarded as having such an impairment.

A qualified person with a disability means the individual satisfies the requisite skill, experience, education, and other job-related requirements of the employment position such individual holds or desires and, with or without reasonable accommodation, can perform the essential functions of the job in question.

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the District's program and/or activities. A reasonable accommodation is not required for an individual who is merely regarded as having a disability. Staff should contact Human Resources for more information.

### **Board Policies and Administrative Guidelines**

The official Board Policy Manual is available on the staff resource page on the district website as well as through the public facing website. Board Policy must be followed in regard to the instructional program, discipline, grading, field trips, etc. It is the responsibility of staff to review and be familiar with the manual.

<https://go.boarddocs.com/oh/monroe/Board.nsf/Private?open&login#>

### **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 when you need it. Let administration know about classroom concerns while they are still small concerns. Please don't wait until they are out of hand before asking for help.



## **Collection of Money**

(Board Policy 6600)

Collecting money for field trips or other events and activities is the responsibility of various designated school staff and is subject to very specific rules and procedures. 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 A STAFF MEMBER'S ROOM, OFFICE, 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. 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.

Fundraisers and crowdfunding require a specific request and approval. Contact your supervisor for more information (Board Policy 6605 and AG 6605).

## **Communication**

Regular, effective 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. The 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 when possible. 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. Personal communication should not occur during the workday or interfere with job duties unless in the event of an emergency.

Communications that are sent to multiple students or parents shall be proofread and meet criteria for professional communication as assigned by your supervisor.

The district uses a notification system to contact staff in the event of an emergency. Please keep your phone numbers up to date by contacting the HR Office to ensure your current contact information is accurate.

## **Confidentiality**

(Board Policy 8350)

State and federal law, as well as board policy require teachers and staff to maintain strict confidentiality with regard to student records and personally identifiable student information. This includes but is not limited to grades, discipline, personal issues, IEP's, and any other document that may be part of a student's file. Staff should not discuss student concerns in locations where you may be overheard by individuals who are not authorized and should not have access to such information. Only discuss those concerns if the person you are talking with has a legitimate interest in the well being of the child.

Individuals who have access to student education records may not remove them from school district property without express permission from the building principal or supervisor. An individual authorized to remove student education records from school property is responsible for the safety and security of the records and for returning them to the district intact. Individuals who have access to confidential information and records while employed by Monroe are reminded that their legal obligation to maintain such confidence extends beyond their term of employment with Monroe and they are prohibited from releasing, disclosing or otherwise disseminating confidential information or records subsequent to leaving employment.

### **Conflict of Interest**

(Board Policy 3113, 4113)

The proper performance of school business is dependent upon the maintenance of high standards of honesty, integrity, impartiality, and professional conduct by all employees. This helps us to earn and keep the public's confidence in the district.

In the event an employee does not follow the practices and procedures set forth in board policy and associated guidelines, the employee may suffer disciplinary consequences by the Board, up to and including termination, and/or be reported to the Ohio Department of Education Office of Professional Conduct for failure to follow the Licensure Code of Professional Conduct for Ohio Educators.

View the [Licensure Code of Professional Conduct for Educators](#) on the ODE Website.

### **Copy Machine Usage**

Paper and copies are expensive. Staff may only use the copy machine for school business, and be judicious in deciding what you need to copy. Limit the use of color copies and make two-sided copies when possible.

### **Copyright Law**

In accordance with state and federal law, as well as board policy and the Licensure Code of Conduct for Ohio Educators, it is your responsibility to abide by the requirements of the law. Under no circumstances shall it be necessary for you to violate copyright law provisions in the performance of your duties as an employee of the Monroe Local School District. You should talk with your supervisor if you have questions about copyright rules and restrictions.

### **Crisis Manual**

A building-specific crisis manual is available to all staff. A copy of the crisis manual is on file in the main office of each building. The document is considered a confidential security record that may not be shared with the public. Contact your supervisor before releasing any portion of the document to anyone other than Monroe Local Schools Staff. Limited exceptions may apply for emergency personnel who are responding to an ongoing emergency situation.

## **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 job duties and should always be used in a professional manner. The information contained in the cumulative folder should be held in confidence in accordance with board policy, and caution should be exercised in discussing personal information and student records except with those individuals who work directly with the student, need to access the information to perform their job duties, or are otherwise authorized by law and board policy to access the records.

Teachers and student support staff also have a responsibility to add significant information to these records. This information should be factual and accurate. Staff members are asked to use the cumulative records in the office area only. Special Education folders are handled differently. If you need access to a special education record, please see the building secretary to learn how the files are monitored and used.

Staff should be aware that any records created by a staff member which meet the definition of a student record or a public record must be properly maintained. This includes individual student files maintained by teachers or staff, as well as electronic records that are created, stored, sent or received on a district-owned or personal communication device that is the property of a staff member. Staff members must be able to produce or access any school-related records upon request by school administration within a reasonable period of time. Confidential records must also be properly maintained and secured. Failure to properly maintain, store or produce records may result in discipline.

## **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, and in some instances may be required by board policies (eg. bullying and harassment, etc.) or as part of a student's IEP/504 plans or behavior intervention plans. It is also helpful when meeting with parents to problem solve and develop a plan of action.

## **Drug Free Workplace**

(Board Policy 3122.01, 4122.01)

The Board strives to provide a safe workplace for all employees and recognizes that the use/abuse of drugs and alcohol can endanger the health, safety and well-being of the nonuser, as well as the user.

Because of the Board's commitment to provide a safe workplace, no employee shall manufacture, possess, use, distribute, or dispense any controlled substance, alcohol, and any drug paraphernalia as the term is defined by law at any time while on District property or while involved in any District-related activity or event. This includes state-approved use/possession of medical marijuana. Any staff member who violates this policy shall be subject to disciplinary action in accordance with District guidelines and the terms of the Collective Bargaining

Agreement. "Workplace" is the site for the performance of any work done in connection with the District. The workplace includes any District building, property, vehicles or Board-approved vehicle used to transport students to and from school or school activities (at other sites off District property) or any school-sponsored or District activity, event or function, such as a field trip or athletic event in which students are under the jurisdiction of District authorities.

As a condition of employment, each employee shall notify his/her supervisor, in writing, of his/her conviction of any criminal drug statute for a violation occurring in the workplace as defined above, not later than five days after such conviction.

Employees who violate policies and guidelines of a drug-free workplace shall be subject to disciplinary proceedings in accordance with prescribed administrative regulations, local, State and Federal law and/or the Collective Bargaining Agreement, up to and including termination. Any employee in violation of this policy may be required to participate in a drug-abuse assistance or rehabilitation program approved by the Board.

### **Due Process**

(Board Policy 5611)

The district is required to follow certain procedures under state and federal law before initiating certain types of discipline. Staff may be asked to contribute information, provide documentation and/or attend meetings and hearings.

### **Employment Applications and Background Checks**

(Board Policy 3121)

Employment applications must be completed accurately and may not contain false or misleading information. Additionally, staff are responsible for ensuring that they obtain criminal background checks in a timely manner as may be required by state law for employment in a school setting and/or as a condition of obtaining and maintaining a required license or permit. Any background check reports obtained by the Board will be maintained confidentially to the extent permitted by law. Falsification of information on a background check or employment application may result in discipline up to and including termination, and may also constitute a criminal act subject to prosecution. In accordance with Policy 3138 and State law, the Superintendent shall immediately suspend a licensed professional staff member from all duties that require the care, custody, or control of a child during any pending criminal action for which that staff member has been arrested, summoned and/or indicted for any crimes set forth in R.C. 3319.39(C).

### **Enforcing Anti-Bullying, Discrimination and Harassment Policies**

(Board Policy 3362, 5517.01)

Staff play a vital role in supporting the District's efforts to maintain a supportive learning and work environment that is free from bullying, discrimination and harassment. Staff are expected to be familiar with the board's policies that define and prohibit acts of bullying, discrimination and harassment, including reporting and documentation procedures. Teachers and staff are required to report any behavior that might constitute a violation of these board policies to building administration and/or district compliance officers in accordance with the procedures

outlined in the policies. Staff may also have an obligation to document any violations of board policy. Teachers and support staff serve as role models and are strictly prohibited in engaging in behavior that violates board policy regarding bullying, harassment and discrimination directed toward students, staff, contractors, or visitors.

Staff should be familiar with these policies and also must comply with the reporting and documentation requirements. See your supervisor with any questions.

### **Equal employment Opportunity, Nondiscrimination**

The Board maintains an education and work environment that is free from all forms of unlawful discrimination and harassment. The Board shall not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information or any other legally protected category with regarding to employment opportunities nor will the Board tolerate harassment of any kind based upon the above-referenced protected characteristics.

The Board designates the following individuals to serve as the District's "Compliance Officers"

Mr. Jesse Catanzaro Director of Personnel/Business Affairs 513-539-2536 Ext 7302  
jcatanzaro@monroelocalschools.com

Mrs. Nancy Stratton, Director of Pupil Services 513-539-2536 Ext 7151  
nstratton@monroelocalschools.com

All complaints shall be handled in accordance with applicable board policies, including Policy 2260 or Policy 2260.01. The Board encourages those within the organization who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of discrimination and/or harassment and in those cases where such a claim is substantiated, the Board will take immediate steps to end the unlawfully behavior, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

### **Evaluation of Staff**

(Board Policy 3220, 3220.03)

Teachers and school counselors will be evaluated in accordance with OTEs and OSCES and in compliance with board policy as well as any provisions included in the MEA Master Agreement. All other staff will be evaluated annually unless an exception applies.

The evaluation system and procedures set forth in this handbook as well as board policy shall not create an expectation of continued employment for teachers or staff on a limited contract. The Board reserves the right to non-renew or terminate a contract in accordance with the law.

### **Fair Labor Standards Act**

It is the Board of Education's policy to comply with the provisions of the Fair Labor Standards Act (FLSA) and its implementing regulations. Non-exempt employees are hourly employees, or salaried employees who do not qualify for a professional, administrative, executive, computer, or

any other exemption under the FLSA. Non-exempt employees who work (i.e., perform work on behalf of or for the benefit of the Board) more than forty (40) hours during a given work week will receive overtime pay in accordance with the FLSA for all hours worked in excess of forty (40). The work week is defined as the seven (7) day period of time beginning on Sunday at 12:00 a.m. and continuing to the following Saturday at 11:59 p.m.

The Superintendent shall determine the necessity and availability of overtime work. Overtime may be authorized only by a supervisor and will be used primarily to address circumstances of an emergency or temporary nature. Non-exempt employees who work overtime without prior approval from the Superintendent or a supervisor may be subject to disciplinary action up to and including termination.

Staff should refer to see policy 6700 for more information.

### **Family and Medical Leave Act**

(Board Policy 3430.01, 4430.01)

In accordance with the Family and Medical Leave Act (FMLA), eligible staff members may take up to twelve (12) work weeks of job-protected, unpaid leave, or appropriate paid leave if the staff member has earned or accrued it, for reasons listed in policy 3430.01 and 4430.01. The Board continues to pay the Board's share of the employee's health benefits during the leave. In addition, the Board restores the employee to the same or similar position after the termination of the leave in accordance with Board policy. Staff should contact the Human Resources office with questions about FMLA including how to apply and eligibility.

Staff are not permitted to work for another employer while on FMLA Leave.

### **Fire and Emergency Drill Instructions**

All teachers and classroom support staff are expected to supervise their classes during safety drills. Please emphasize the seriousness of every fire alarm, tornado drill, rapid dismissal and ALICE drill. 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 when applicable. 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 various types of drill instructions.

### **Fraud Reporting**

(Board Policy 8900)

Fraud and fraudulent activity are strictly prohibited.

Each employee of the District is responsible for reporting any observed or suspected fraud or fraudulent activity to his/her immediate supervisor. If the employee's immediate supervisor is not available, responsive, or is the employee whose behavior is in question, the employee may report such information to the Superintendent. If the reported conduct relates to the Superintendent, the report may then be filed directly with the Board President. Reports will be investigated in accordance with board policy.

In addition to or instead of filing a written report with the supervisor or other District authority, the employee may file a report using the Auditor of State's system for reporting fraud in accordance with Ohio law. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll-free number, the Auditor of State's website or through United States mail. The contact information of the Auditor of State for fraud reporting is:

Telephone: 1-866-FRAUD OH (1-866-372-8364)  
 Email: fraudohio@ohioauditor.gov  
 Web: www.ohioauditor.gov/fraud.html  
 U.S. Mail: Ohio Auditor of State's Office Special Investigations  
 88 East Broad Street  
 P.O. Box 1140 Columbus, Ohio 43215

Employees who, in good faith, report suspected fraudulent activity will not be subject to any retaliation as a result of bringing the suspected misconduct forward. They will be subject to protection of the District's Whistleblower's Policy 1411/3211/4211.

**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 generally apply within the Monroe Local School District (except in permitted circumstances on a case-by-case basis):

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
---	----------	------

### **HIPAA & Confidentiality of Individually Identifiable Health Information**

(Board Policy 1619.01, 1619.02, 3419.01, 3419.02, 4419.01, 4419.02)

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) grants individuals the right to receive notice of the uses and disclosures of their protected health information that may be made by the District, and sets forth the individual's rights and the District's legal obligations with respect to protected health information. The Board has adopted policies and procedures to assist the District in complying with the HIPAA privacy standards, to ensure that individuals receive adequate notice of the District's practices with regard to the dissemination and use of protected health information, and to protect the confidentiality and integrity of protected health information.

All officers, employees and agents of the District must preserve the confidentiality and integrity of individually identifiable health information pertaining to any individual and are expected to comply with and cooperate fully with the administration of Board policy. The District will not tolerate any violation of the HIPAA privacy or security standards or this policy. Any such violation constitutes grounds for disciplinary action, up to and including termination of employment.

Any employee of the District who believes that there has been a breach of these privacy and security policies and procedures or a breach of the integrity or confidentiality of any person's protected health information shall immediately report such breach to his/her immediate supervisor or the Board-appointed privacy/security officer. The privacy/security officer shall conduct a thorough and confidential investigation of any reported breach and notify the complainant of the results of the investigation and any corrective action taken.

### **Holidays**

Employees are granted holidays based on the MEA Master Agreement and Board Policy.

### **ID Badges**

Staff must wear district provided ID Badges while engaged in work duties at any Monroe Local School building or property. ID badges should also be maintained securely. Any lost or stolen badge should be reported to the HR Office immediately.

Replacement ID badges will be available by contacting the HR Office and may require payment of a fee. ID Badges are the property of Monroe Local Schools and must be returned upon request or separation from employment. The District administration has the discretion to revoke an ID Badge at any time for security or other reasons.

### **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 recertification that are



earned before the approval of your IPDP. Once you receive a new license, certified staff must 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 the property of the Monroe Local Schools and should be shared with no one. Staff are responsible for maintaining them in a secure location at all times. Replacement of lost proxy cards and keys may require payment of a fee. The return of keys and/or proxy cards to the office may be requested at any time. Staff must immediately report any lost or stolen keys.

### **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.

Lesson plans should be maintained in a location where they are easily accessible to administrative staff and substitutes.

### **Licensure Code of Professional Conduct for Ohio Educators – State Board of Education**

The Licensure Code of Professional Conduct for Ohio Educators provides the framework for professional conduct for all individuals who hold a license or permit issued by the Ohio Department of Education, including teachers, coaches, educational aides, and administrators.

Educators are entrusted by the public with the responsibility of providing a high-quality education to every student. The professional conduct of every educator affects attitudes toward the profession.

Educators are trustees of the profession and share with the broader community the responsibility of providing high-quality public education. Educators behave in a professional manner, realizing that one's actions reflect directly on the status and substance of the profession. Below are the nine guiding principles:

1. Educators behave in a professional manner, realizing that one's actions reflect directly on the status and substance of the profession.
2. Educators maintain a professional relationship with all students at all times, both in and outside the classroom.

3. Educators accurately report information required by the local board of education or governing board, state education agency, federal agency or state or federal law. (i.e. child abuse, harassment, bullying, hazing).
4. Educators adhere to federal, state and local laws and statutes regarding criminal activity.
5. Educators comply with state and federal laws related to maintaining confidential information.
6. Educators serve as positive role models and do not use, possess or unlawfully distribute illegal or unauthorized drugs.
7. Educators ensure that school property, public funds or fees paid by students or the community are used in the best interest of students and not for personal gain.
8. Educators fulfill all of the terms and obligations in their employment contract.
9. Educators use technology in a responsible manner and safeguard the electronic devices and data entrusted to them.

The Board of Education has a duty to report violations of the Code of Conduct in certain circumstances. The Board administration reserves the right to submit a report of possible violations promptly to the Ohio Department of Education.

### **Maintaining Appropriate Teacher/Student Boundaries**

(Board Policy 3213, 5630, 5630.01)

Staff are expected to establish and maintain professional staff/student boundaries that are consistent with their legal, professional and ethical duty of care for students as outlined in board policy and the Licensure Code of Professional Conduct for Ohio Educators.

Staff are strongly discouraged from physically touching a student, and are prohibited from doing so in any way that makes the student feel uncomfortable. Staff may use and apply reasonable force and restraint to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon or within the control of the student, in self-defense, or for the protection of persons or property. The board policy on positive behavior intervention and supports and limited use of restraint and seclusion governs appropriate use of physical restraint. The policy must be strictly followed at all times. Staff are required to document and record use of physical restraint in accordance with the policy.

Staff must never strike a student, push a student, or otherwise use physical contact. corporal punishment to discipline a student. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal prosecution and disciplinary action by the Board up to and including termination of employment. Violations will also be reported to the Ohio Department of Education's Office of Professional Conduct.

### **Maintaining Licenses/Permits**

It is an employee's responsibility to maintain all licenses and permits that are required by state law at all times for the employee to perform the duties of his/her assigned job. An employee who fails to obtain or maintain a required license/permit may be placed on an immediate unpaid leave status and may be subject to discipline up to and including termination. An employee may be held personally liable for the value of all salary and benefits paid during the period of time when an employee fails to hold a required license/permit.

### **Material Safety Data Sheets (MSDS or SDS)**

Any chemicals brought into a school or on school grounds must have an MSDS or SDS sheet. A copy will need to be provided to the building's head custodian and nurse. Any chemical substance (i.e., Clorox wipes, hand sanitizer, etc.) located in a classroom must have an MSDS sheet within that classroom. These documents provide information to staff that could be shared with EMS/Poison control on how to proceed in the event of an accident.

### **Parent Teacher Conferences**

(Board Policy 5420; Admin Guideline 5420B)

Parent teacher conferences are held 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.

### **Payroll/Benefits**

The district requires all payroll to be received through direct deposit. If you change banks or close an account please notify the Treasurer's Office and Payroll/Benefits Specialist immediately.

It is a duty of the employee to check their payroll amounts to ensure that they are compensated accurately. If you have questions please immediately contact the Treasurer's Office. Failure to catch an error could cause adjustments or corrections to be made in accordance with directives of an auditor or the Treasurer.

The district provides payroll deduction to a select number of 403b vendors. Please contact the Payroll/Benefits specialist for more information.

Benefits have a once a year open enrollment period and require action to select or waive coverage.

### **Personnel Records**

Monroe shall maintain a personnel file for each employee, which shall be kept in the Human Resources office. Ohio law requires that all public records be promptly prepared and made available for inspection to any member of the general public at all reasonable times during regular business hours. The public has access to all records in the personnel file with the following exception: medical records; records pertaining to adoption, probation or parole proceedings, trial preparation records; confidential law enforcement investigatory records; social security number and records of which the release is prohibited by Ohio or Federal law.

The District is required to keep reports of investigations of teacher misconduct in the personnel file, unless ODE determines that the report does not warrant taking action against the teacher.

Each employee has the right, upon written request, to review the contents of his/her own personnel file. Employees may make written objections to any information contained in the file.

## **Resignation/Retirement**

(Board Policy 1541, 3140, 4140)

If you plan to resign or retire from Monroe, a resignation letter should be given to the superintendent and your immediate supervisor. All equipment and keys must be returned to Human Resources no later than your last day worked. Contact Human Resources to schedule an exit interview to discuss your final pay and other termination details, such as any leave balances you may have, insurance plans and the pension plan. Teachers who provide notice of resignation for retirement purposes by December 1 may be exempt from performance evaluations in accordance with state law and board policy.

Teaching Staff: Any professional staff member who has a contract effective for the next school year is permitted to resign prior to July 10, preceding that year. After that time, the consent of the Board must be given before a staff member may resign his/her position. Violation of this law may result in a report of misconduct filed with the Ohio Department of Education.

Nonteaching Staff Resignation: An employee may terminate his/her employment by submitting a letter of resignation to the Superintendent 30 days prior to the effective date, for any reason including for the purposes of retirement, if qualified. The resignation will be approved by the Board of Education.

## **Requisition of Supplies/Materials**

Any supplies/equipment (ex. Audio visual equipment, classroom furniture, textbooks, workbooks, teacher manuals, courses of study, and district adopted instructional materials) purchased with school funds 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 purchase orders will be approved by the district treasurer's office prior to ordering.

## **School Property**

(Board Policy 5513)

Much time and money is spent each year in maintaining and equipping the building for school operations. It is the responsibility of each staff member to see that proper care is taken of equipment, supplies and all other personal and real property owned by the Board. Staff should notify building administration or members of the custodial staff if equipment or facilities are damaged and in need of repair.

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. Staff who are issued or use Board-purchased property 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.

## **Smoking and Tobacco**

(Board Policy 3215, 7434)

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

Recognizing these health issues, the Board prohibits the use of tobacco products on all District-owned, leased or contracted buildings, and vehicles. The term “tobacco” includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUUL"s), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

The term “use of tobacco” means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, or tobacco substitutes, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substances. A notice to this effect is posted at the entrance to all school buildings and in a visible place in all school vehicles.

## **Social Media**

Employees should be mindful of their use of social media even when not acting in their capacity as a school district employee.

### **Communicating with Students:**

Employees are to maintain professional relationships with students at all times. All electronic communications with students must be school-related and within the scope of the employee’s professional responsibilities. Social media postings can be considered a direct interaction with a student. Employees should keep in mind that the employee does not have a right to privacy when it comes to communication with students.

### **Personal Use:**

Employees will be held to the same professional standards in their public use of social media as they are for any other public conduct. Personal and private conversations are still subject to disciplinary action if they violate state or federal laws, or Monroe Local Schools Board of Education policies.

If the use of social media interferes with an employee's ability to perform his or her job duties, the employee can be subject to disciplinary action. District employees are also responsible for all outside content on their social media sites. Employees should use available security settings to restrict students' access, "unfriend" other non-students who post inappropriate content, and refrain from uploading inappropriate content. School employees are prohibited from accessing social networking websites for personal use during instructional time or with school resources.

Employees' personal social media sites should not contain information regarding school, district employees or students. This includes confidential information about students, employees, or school system business; identifiable images of a student or a student's family without permission from the family; copyrighted material belonging to the school system (including its logo); or comments about specific school employees or students that could be interpreted as defamatory or harassing.

#### Social Media at Work:

Some social media sites may be blocked on the school district's computer network. However, there may be occasions when it is appropriate for a school district employee to use a social media site while at work. In that case, the employee can request access to the site from a building administrator and the district technology department. The expectation is that employees will exercise good judgment when using social media and other electronic communication and use it only for communicating school related material; no personal information should be shared in this medium.

### **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. Chaperones must be approved and must have a background check on file before the trip.
4. 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.
5. 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.
6. 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 and properly administered as directed by the school nurse.
7. 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
8. 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.
  9. For every field trip there must be a ratio of teachers and chaperones to students as determined by the principal.
  10. 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.
  11. At no time are students to be left **ON THEIR OWN** during the course of the field trip.
  12. Prior to leaving field trip location to return to school, headcount of students must be taken by supervising teacher.
  13. At least one (1) staff member is to remain at the school after the return trip until all students have been picked up.
  14. 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 related to grade level academic content standards that are taught by the teacher who plans the trip.**

### **Staff Attendance and Leave of Absence**

Staff are expected to be in the building during their work hours or properly report absences as outlined in this handbook and board policy. Regular and punctual attendance is critical to the efficient operations of the school and the educational program. Check with the Principal or Assistant Principal if you must leave the building for an emergency or extenuating circumstance. For security and emergency purposes please notify the office if you leave during the work day.

### **Frontline Absence Management**

Frontline Absence Management is a web based leave/sub filling program used by the district. Staff must use this system to record all leaves (ex. sick, personal, professional, administrative, jury duty). Staff absences must be communicated to the supervisor as directed

and must be reported in Frontline as soon as possible at least 90 minutes before the start of the scheduled school day unless extenuating circumstances apply.

In the case of other types of leave (ex. maternity, sabbatical, etc) or leaves lasting longer than 5 days, staff are expected to notify the principal in advance via email. The principal will call the HR Office to arrange for a sub and to make him/her aware of the absence to determine whether it qualifies for Family Medical Leave Act or whether any other board policies are applicable.

### Personal Leave

Staff are allotted personal leave according to the terms of the MEA Master Agreement. 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 Frontline Absence Management once permission is gained.
3. List the location and reason for the leave in the “Notes to Administrator” section of Frontline Absence Management.
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” or personal entertainment 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](http://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 immediately upon return and a paragraph summarizing your experience to the appropriate building/district administrator. Failure to submit timely documentation may result in denial of your request for reimbursement.

### Sick Leave

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

1. Log onto the **Frontline Absence Management System** ~~www.acsoponline.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, use custom times. Any absence 2 hours or less will be QUARTER DAY.
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. Staff are required to report for work and should communicate in advance absent extenuating circumstances.

### Other Types of Leave

Other types of leave are outlined in the MEA Master Agreement. Unpaid Days ‘Dock Days’ are not permitted unless under an approved type of leave in the MEA Master Agreement.

### **Staff Degree Advancement**

Certified staff members qualifying for degree/column advancement on the MEA Master Agreement salary schedule must provide the HR Office with an official transcript and meet the timelines established in the MEA Master Agreement.

### **Staff Dress**

(Board Policy 3216)

Staff are expected to dress professionally.

“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 for conformance with the Code.

### **Staff Ethics**

(Board Policy 1200, 3210, 4210)

All staff members have a responsibility to make themselves familiar with, and to abide by, the laws of the state of Ohio, the policies of the Board and the administrative guidelines designed to implement them, the Licensure Code of Professional Conduct for Ohio Educators (for all staff who have a license or permit issued by the Department of Education), and where applicable the provisions of the Collective Bargaining Agreement (bargaining unit members).

The Board expects staff members to conduct themselves in a manner which not only reflects credit to the District but also presents a model worthy of emulation by students. All staff members are expected to carry out their assigned responsibilities. Essential to the success of ongoing operations and the instructional program are the following specific responsibilities, which are required of all personnel:

- Conducts and presents self in a professional manner;
- Promptly and consistently attends all assigned work shifts, and maintains consistent attendance;
- Supports enforcement of policies of the Board and regulations of the administration;
- Diligently submits required reports that contain accurate information promptly at the times specified;
- Provides care and protection of District property; and
- Demonstrates concern and attention toward their own and the District's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.

### **Staff Health and Safety**

Through its overall safety program and various policies pertaining to school personnel, the Board attempts to ensure the safety of employees during their working hours and assist them in the maintenance of good health.

All employees are expected to observe commonly recognized practices, which promote the health and safety of school personnel. Student van drivers will have an annual physical examination in compliance with Ohio law. The results of all such examinations are filed with the Superintendent.

The Board may require an individual examination of an employee whenever, in its judgment, it is necessary to protect the health and safety of students or other employees. Whenever the Board requires an employee to submit to a physical examination other than those required by law, the Board assumes the cost of the examination. All health examinations required of employees are made by one of the physicians approved for this purpose by the Board. Any genetic or medical information acquired as a result of individual examinations will be handled in accordance with state and federal law.

A staff member may be required or encouraged to wear a face mask or covering in accordance with a board of education or administration directive, local or state departments of health, and/or the centers for disease control to prevent the spread of communicable diseases provided that the mask or covering does not present a safety risk.

### **Staff Name Change**

Staff members changing their name must provide a social security card and driver's license to the HR Office before a name change can be made. Staff should also update ODE and Butler Health if applicable of any name change that occurs.

## **Student 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 are expected to 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 provide guidance for dealing with very specific classroom management issues. Staff should utilize these resources, and reach out to your building administration and colleagues for guidance and suggestions on effective behavior management. Sending a student to the office should be the final step, except when behavior is serious in nature. 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 and support staff charged with the responsibility of supervising students should do so in a professional, safe and orderly manner. This means that anything that goes on within the class or area of supervision occurs with the teacher or support staff member’s knowledge and permission.

In disciplining a student, staff should not pass their responsibilities on to another staff member without justification. 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.

16. Carefully review and be knowledgeable about IEPs, Section 504 plans, and behavior plans in effect for students you work with.

### **Student 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.

### **Student 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. Students who are suspended have an opportunity to complete work for 100% credit, see your building principal for more information.

### **Teachers' Meetings**

Teachers' meetings will be held monthly as outlined in the MEA Master Agreement. All teachers are expected to attend these meetings. Please schedule any appointments around these meetings based on the schedule provided by your supervisor and notify them if you will miss and have qualifying leave.

### **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 and should remain professional.

### **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 and staff as required for completion of work duties. Staff should use these items for school business and 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. Staff are strongly discouraged from using school email for personal communication between family and friends.

Staff should not add or delete software to any school computer system without advance permission from building technology support staff and/or their supervisor or Technology Director.

To request any new software, hardware or computer applications please fill out the form on the Technology Department's page.

<https://sites.google.com/monroelocalschools.com/mlsdigitalclassroomtools/our-approval-process>

If technology support is needed, please submit the technology request by Grouplink to the technology department. <http://ithelp.grouplink.com/login.glml> or email: [ithelp@monroelocalschools.com](mailto:ithelp@monroelocalschools.com)

### **Telephone Calls**

Teachers should make phone calls during planning time only. Phone 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 limited to situations when there is a need for assistance. 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 (continuing contract) 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.**

### **Transporting Students**

#### **Personal Vehicles**

Staff members are never required to transport students in their personal vehicles, but exceptions may arise. Permission must first be obtained from both the school principal and the student's parent/guardian.

#### **District-Provided Vehicles (non-school bus)**

All employees and volunteers who drive a district vehicle and/or transport district students in any district vehicle must undergo a physical and pass a BCI and FBI background check before transporting students. Drivers must also be properly licensed/certified in accordance with state and federal law, which may require that the individual take a test and drive with a transportation department trainer before certification approval.

### **Video Surveillance & Electronic Monitoring**

(Policy 7440.01 & AG 7440.01)

In order to protect school district property, promote security and protect the health, welfare and safety of students, staff and visitors, the Monroe Local Schools Board of Education has authorized the use of video surveillance and electronic monitoring equipment on school property, in school buildings and on school buses.

Information obtained through video surveillance/electronic monitoring may be used to identify intruders and persons breaking the law, board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings). Surveillance video is maintained in accordance with the law and board policy.

### **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 staff:

[www.monroelocalschools.com](http://www.monroelocalschools.com)

Monroe Schools

<https://go.boarddocs.com/oh/monroe/Board.nsf/Public#> Board Policy Manual  
[www.http://education.ohio.gov](http://www.education.ohio.gov) State Department of Education  
[www.infohio.org](http://www.infohio.org) Infohio resources for students  
[www.swoca.net](http://www.swoca.net) SWOCA home page  
[monroelocalschools.com/departments/athletics/](http://monroelocalschools.com/departments/athletics/) JH & HS High Athletic Schedules

## **Weapons**

(Board Policy 3217 and 4217)

The Board of Education prohibits employees from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board- owned vehicle, except as permitted by law. Employees must request approval in advance from Board administration to bring an item, which is or appears to be a weapon to use for demonstration purposes if directly related to a school activity.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The District shall refer a staff member who violates this policy to law enforcement officials. The staff member will also be subject to disciplinary action, up to and including termination.

Staff members shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the Director of Human Resources or to building administration. Failure to report such information in a timely manner may subject the staff member to disciplinary action, up to and including termination.

## **Workers' Compensation**

If injured on the job or on campus employees must report the injury immediately to their supervisor and follow the steps outlined in the [Monroe Workers' Comp packet](#) when physically able.

## **Work Orders**

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

If technology support is needed, please submit the technology request by GroupLink to the technology department. <http://ithelp.grouplink.com/login.glml>

The handbook is provided to staff members annually via digital delivery and documented through the Public School Works System. Acknowledgement of completion of the handbook portion of Public School Works System agrees to the following and serves as a digital signature.

I acknowledge that I have received and read a copy of the Monroe Employee Handbook. I understand and agree that:

1. Additional information and policies may be implemented from time to time by the Monroe Board.
2. The guide is not an employment agreement or guarantee of continued employment.

Date: \_\_\_\_\_

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

\_\_\_\_\_  
Printed Name