

NEW MIAMI STAFF HANDBOOK 2026-2027



**600 Seven Mile Ave.
Hamilton, Ohio 45011**

<http://www.new-miami.k12.oh.us>

NEW MIAMI LOCAL SCHOOL DISTRICT CALENDAR

2026-2027 New Miami Local School District Calendar

August 2026						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Aug 5-7 – New Staff Orientation
 Aug 10 & 11 – No School – Teacher PD
 Aug 12 – No School – Teacher Work Day
 Aug 13 – Staggard Start – A-L (K-12th)
 Aug 14 – Staggard Start – M-Z (K-12th)
 Aug 17 – 1st Day all Students

September 2026						
Su	M	Tu	W	Th	F	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Sep 4 – No School – Teacher PD
 Sep 7 – No School – Holiday
 Sep 11 – Midterm

October 2026						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Oct 8 – End of Quarter
 Oct 9 & 12 – No School – Fall Break
 Oct 13 – No School – Teacher PD
 Oct 20/22 – Parent/Teacher Conferences

November 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Nov 3 – No School – Teacher PD
 Nov 13 – Midterm
 Nov 23 – No School – Exchange Day
 Nov 23-27 – No School – Thanksgiving Break

December 2026						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Dec 17 – End of Quarter
 Dec 18 – No School – Teacher Work Day
 Dec 21-Jan 1 – No School - Christmas Break

January 2027						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Jan 1 – No School – Christmas Break
 Jan 15 – No School – Teacher PD
 Jan 18 – No School - Holiday

February 2027						
Su	M	Tu	W	Th	F	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Feb 5 – Midterm
 Feb 12 – No School – Teacher PD
 Feb 15 – No School – Holiday

March 2027						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Mar 12 – End of Quarter
 Mar 23/25 – Parent/Teacher Conferences
 Mar 26 – No School – Exchange Day
 Mar 28 – Easter
 Mar 29-Apr 2 – Spring Break

April 2027						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Apr 1 & 2 – No School Spring Break
 Apr 23 – Midterm

May 2027						
Su	M	Tu	W	Th	F	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 27 – End of Quarter
 May 27 – Graduation/ Student Last Day
 May 28 – No School – Teacher Work Day
 May 31 – Holiday – School Closed

June 2027						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Jun 18 – Holiday – School Closed

July 2027						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Jul 5 – Holiday – School Closed

*186 Teacher days

*189 New Hire Days

*173 Student Days, 1124.5 Student Hours

 School Closed
 First Day for Students Staggard Start
 Parent Teacher Conferences

 Teacher Work Day (no school for students)
 Teacher P.D. Day (no school for students)
 Midterm

 End of Quarter
 New Staff Orientation
 First Day All Students

Board Approved: 2/26/26



NEW MIAMI LOCAL SCHOOLS Strategic Plan



Vision Statement:

New Miami Local School District (NMLSD) will foster academic excellence and personal growth by empowering all students to actively engage in learning, explore their potential, and succeed through rigorous, innovative, and student-centered educational experiences.

Priority Area	Goal Statement	Key Strategies
Academic Achievement	Improve student learning outcomes across all grade levels	- Use data to drive instruction - Expand enrichment and intervention supports
Instructional Excellence	Support high-quality, evidence-based teaching practices	- Provide ongoing professional development - Implement coaching and support models
Student Support	Foster a safe, inclusive, and supportive environment	- Strengthen PBIS and SEL programs - Expand access to mental health and wraparound services

Our Mission Statement:

At New Miami Local School District, we are dedicated to fostering transparent communication, demonstrating responsible use of resources, and preparing every student for success both in the classroom and in life.

Be Present • Be Prepared • Be Resourceful • Be Respectful

NEW MIAMI ORGANIZATIONAL HIERARCHY

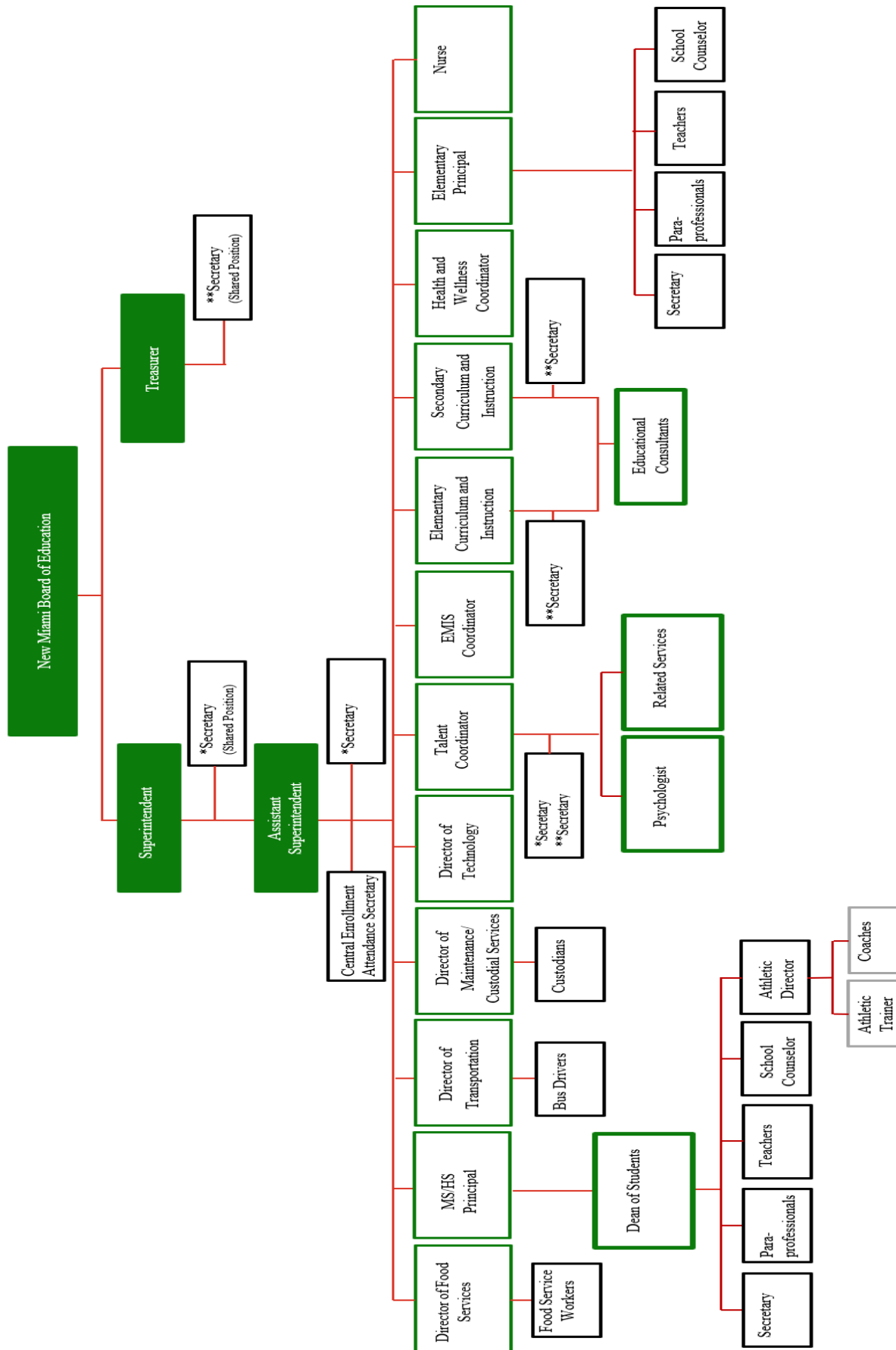


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ABSENCE MANAGEMENT

The interaction between staff and students is the most influential factor affecting student success. It is critical that staff provide continuous high-quality education. However, it is understood that there are times when it is necessary to be absent due to illness or personal obligations. In these cases, it is important that the building administrator be notified as soon as possible of the absence. Complete an absence request in [Frontline Education under Absence Management](#).

Sick Leave

Contact your building administrator as early as possible to notify him/her of your absence. Put the request in the employee [Frontline Education under Absence Management](#) requesting a substitute, if needed.

Personal Days

The Board and the Association agree that the Board will grant three (3) personal days leave days to all certified employees. Under unusual circumstances, additional days may be permitted with the approval of the Superintendent.

There is a **four (4)-working day notice required**. When requesting personal days, you must request this absence in [Frontline Education under Absence Management](#) . **The Building Administrator must approve the personal day before it is posted for a substitute teacher, if needed.**

Building Daily Limitations

No more than two staff members at the Elementary, Middle, and High School may use personal leave. Personal leave will not be granted for less than one-quarter (.25) day.

Any personal leave which has not been used by a member at the end of the school year may be converted to the member's sick leave account or if the member has 95% attendance in the current school year the member may carry forward up to two (2) unused personal leave days for a maximum of five (5) personal days in the following school year. Members must provide written notice to the Treasurer by June 1st of each school year if personal leave is to be carried forward, or the days will automatically be converted to sick leave. Professional leave days will not be included within the 95% attendance requirement.

If a request is denied, the member may request review by the Superintendent or designee. If leave is of an emergency nature, an advance request is waived; however, a personal leave request form must be completed within three (3) days after the teacher's return to work and submitted to the supervising principal in order for the teacher to receive reimbursement for the time off duty. Request and approval of personal leave days shall be approved on a first come basis. Approval of teacher's request for personal leave usage cannot be withdrawn once granted unless emergency or mitigating circumstances exist.

Teachers may not request usage of personal leave more than one (1) week prior to the commencement of any school year. Personal leave shall not be taken on the following days, except as provided below:

- Days in which a regularly-scheduled District meeting, in-service or family-teacher conference or professional development is scheduled.
- The day immediately following or preceding a holiday or vacation, on the first or last day of the school year, or days in which a state mandated achievement test is scheduled.
- Prior to the second Monday in September and during the month of May, unless due to a genuine emergency or with approval of the Superintendent.

Professional Leave

Staff members may attend seminars, workshops, or conferences when it is evident that it will contribute to the effectiveness of the instructional program. Requests should be directed to the building principal as soon as the teacher is aware of the professional development. After approval by the Superintendent and Building Administrator, the staff member may complete a requisition for the attendance to the seminar, workshop, or conference. Teachers will be expected to share their new knowledge with peers upon their return.

ACCIDENT REPORTING

Any accident/injury should be given immediate attention and reported to the building administrator. DO NOT move staff / students who have been injured unless moving the staff / student is necessary to avoid additional injuries. It is better to be safe by requesting emergency care by the school nurse or by the local emergency medical authorities if there is any concern regarding the seriousness of injuries. The nurse will notify emergency contacts.

If a staff member is injured, an accident report needs to be completed by the injured/affected employee, however, if necessary, another employee can complete the report with the assistance of the affected employee. The accident report form can be accessed on the school website under the staff links tab. It is titled [Public School Works- Report an Employee Accident](#).

NOTE: Use precautions when dealing with blood and other body fluids. Use latex gloves and avoid contact with the fluids. The employee shall follow protocols of module Bloodborne Pathogen through Public School Works.

ACTIVE VIOLENCE PROTOCOL

Active Violence Protocol provides preparation and a plan for individuals and schools on how to proactively handle the threat of an aggressive intruder or active shooter event. Whether it is an attack by an individual person or by a group with intent on conveying a political message through violence, Active Violence Protocol-based tactics have become the accepted response, versus the traditional “lockdown only” approach.

ALCOHOL AND DRUG USE

The Board of Education believes that quality education is not possible in an environment affected by alcohol and/or drugs. It will seek, therefore, to establish and maintain an educational setting that is not tainted by the use or evidence of use of any controlled substance.

The Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, alcohol and any drug paraphernalia as the term is defined by law, by any member of the District’s professional staff at any time which is on District property or while involved in any District related activity or event. Any staff member who violates this policy shall be subject to disciplinary action in accordance with District guidelines and terms of the collective bargaining agreement.

No employee will use, possess, or be under the influence of any controlled substance (including alcohol) while on school property or representing the District at an off-site event (i.e. sporting event, etc.). The district may require the employee to take a drug/substance test if it believes a rule has been violated. The employee must submit to taking the test or automatically be assigned a positive result. Violation of this rule, under the Drug-Free Workplace Act, could result in disciplinary action, including termination.

For a complete list of the definition, please refer to [Board Policy 3170/4170](#).

ANNUAL TRAININGS

Annual training is hosted by [Public School Works](#) and shall be completed on the portal by the deadline.

ANTI-HARASSMENT

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as "unlawful harassment"), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District Community: means students, administrators, and professional and classified staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

For a complete list of the definition, complaint procedures and investigation procedures, please refer to [Board Policies 1422, 2266, 3122, 4122, and 5517](#).

Anti-Harassment Compliance Officers

The following individual(s) shall serve as the District's Anti-Harassment Compliance Officer(s) (hereinafter, "the Compliance Officer(s)"):

Josh Senters, Assistant Superintendent, 600 Seven Mile Ave., Hamilton, OH 45011, (513) 863-4917 Ext. 3002, jsenters@new-miami.k12.oh.us

Robin Bonar, Treasurer/CFO, 600 Seven Mile Ave., Hamilton, OH 45011, (513) 863-4917 Ext. 3004, rbonar@new-miami.k12.oh.us

ASSEMBLIES

At various times throughout the year there will be assemblies to promote school spirit, to educate, and to praise individuals and groups for accomplishments. Teachers are to walk with their classes to the location of the assembly and to sit with their regularly scheduled class unless instructed to do otherwise. Teachers are responsible for enforcing proper student behavior during assemblies. If an assembly is scheduled during a teacher's planning time, the designated teacher for that period will assume the supervision of the class in the assembly.

ASSIGNMENT OF STUDENTS

It is the responsibility of the building principal with input from the staff to assign students to classes. During the last four weeks of the school year, each teacher will be required to turn in an ability ranking that will "rate" students in overall academics as well as behavior. With teacher input, class assignments will be made to balance teacher classes with academics and behavior needs of students. Staff members are not to make teacher recommendations to families.

ATHLETIC PASS

Employees may use their photo I.D. badge for free admission to any regular-season home sporting event. The employee must present their badge when entering the event. Misuse may result in forfeiture of the privilege.

ATTENDANCE PROCEDURES

Teachers are to put in attendance electronically within the first 15 minutes of the school day. ALL notes for absences and doctor excuses should be sent to the attendance secretary. All notes will be documented by the attendance secretary.

Attendance Team will follow the requirements of House Bill 410 thus implementing Attendance Intervention Team Meetings with families, home visits, Attendance Intervention Plan and filing truancy charges.

MS/HS Tardiness

Students are tardy if they are not in the classroom by the bell. Students who are tardy must first report to the welcome center. A tardy slip will be issued by the attendance secretary for the student to be admitted to class. The attendance secretary will mark the student tardy in DASL.

ES Tardiness

Students are considered tardy after 9:00 a.m. Students who are tardy are required to report to the welcome center to get a tardy slip before going to class. **The attendance secretary will mark the student tardy.**

Vacations

Students are permitted to take up to 3 days (or 21 hours) for a family vacation, as long as they have not exceeded or will not exceed 10 days of absence. The office should be notified before any vacations are taken.

Excused Absences are:

- Personal illness (includes doctor and dentist appointments)
- Illness in the family or death of a relative
- Observance of a recognized religious holiday
- Unusual circumstances where permission from the principal has been obtained.

BACKGROUND CHECK

The Human Resources Department shall request from the FBI and the Ohio Bureau of Criminal Identification and Investigation (BCII) criminal records checks of all candidates under final consideration for employment with the district in a position involving the care, custody or control of students.

Any employee who has care, custody or control of students without having first received a criminal records report is conditionally employed. Any person conditionally employed who then fails to pass a BCII/FBI criminal background check shall be released from employment.

It is the employee's responsibility to keep a current BCII/FBI background check for employment.

Parent volunteers and community volunteers who have care, custody or control of students will also require an FBI and BCII criminal record check.

Please refer to Board Policy PO3121 and PO4121.

BOARD POLICY

Board of Education Policy is available for staff, families and community members via the New Miami Local School District website through [Board Docs or boarddocs.com](#).

Policy 3112 - BOARD-STAFF COMMUNICATIONS

The Board of Education desires to maintain open channels of communication between itself and the staff. The basic line of communication will, however, be through the Superintendent.

- **Staff Communications to the Board**

Communications from staff members to the Board or its committees shall be submitted through the Superintendent. The Superintendent shall forward such communications received from staff members to the Board. This procedure is not intended to deny any staff member his/her constitutional right of free speech or the right to appeal to or otherwise address the Board on important matters through established procedures.

- **Board Communications to Staff**

All official communications, policies, and directives of the Board of staff interest and concern to the staff will generally be communicated through the Superintendent, who shall also keep staff members informed of the Board's concerns, and actions.

- **Social Interaction**

Both staff and Board members share an interest in the schools and in education generally, and it is to be expected that when they interact at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations, and general activities of the District. However, since Board members are not authorized to act on behalf of the Board unless in open public session or when specifically vested with such authority, Board members and members of the staff should not discuss individual personalities, personnel grievances, or other complaints. Instead, such matters should be addressed in accordance with the procedures established in Board Policy or the collective bargaining agreement.

BUILDING ACCESS AND EXIT PROCEDURE

Your security access fob will allow you to access four areas of the building - the front lobby door, the athletic hallway entrance, rear elementary door near the playground, and the rear high school door. One other location is the MS/HS cafeteria door exiting to the outside is the only authorized exit point when leaving the building on weekends, holidays, or outside of normal working hours. The MS/HS cafeteria

door has the only accessible keypad for engaging the alarm system. The last person exiting the building must engage the alarm.

To Access the building

1. Take out your security access badge and slowly pass it approximately ½ an inch in front of the reader.
2. After passing your access badge over the reader, you should hear a beep and observe the card reader turning green momentarily. (If you do not hear a beep or observe the light change in the reader, you will need to repeat the procedure).
3. Quickly pull the door handle and open the door. The magnetic lock is only released for a brief moment. If the door does not open, go back to step number 1 and repeat all procedures.
4. After gaining access to the building using your security access badge, the alarm system will be disengaged. You do not have to manually disengage the system.

Exiting the building

1. Push the all call button on the phone, and dial # then 00...wait for the dial tone to change then push 00#. Announce your departure from the school, and ask that if anyone is present in the school that they call you at extension 2181 within 30 seconds. If nobody calls within 30 seconds to a minute, then go to Step 2.
2. Locate the keypad to the left of the door when exiting.
3. Push the “Exit” button on the keypad if the keypad light says “Ready” by being lit up green.
4. The counter will give you 30 seconds to exit the building.
5. After arming the system you must wait 25 seconds before being able to reenter the building using your security access badge.

If there is anyone else in the building, you do not want to activate the alarm. If there is motion detected in the building by the motion detectors the keypad will indicate the location of the motion. You can scroll through unsecured doors and motion detectors that detect motion by using the up and down directional arrows on the pad. You must investigate the area if any motion/unsecured doors are showing up in the building. **You will be unable to activate the alarm if any motion is being detected so it must be corrected!!** If you find another authorized person in the building, make sure they know that it is their responsibility to set the alarm.

BUILDING KEYS/BADGES

All keys used in the building must be recorded by the Board Office Secretary. ***Do not give keys or access badges to students.*** When possible all classroom doors, desks, file cabinets, and storage closets should be locked.

If your access badge is lost or stolen, report it immediately to your school administrator. The access badge will be deactivated to prevent unauthorized access and you will be issued another access badge.

The only authorized user of your security access badge is you. Do not under any circumstance give your access badge to anyone else, or give any unauthorized person access to the building.

BUILDING CLEANING

Staff members are to bring to the attention any custodial or maintenance concerns directly to the building principal via email. Cleaning and maintenance requests are to be reported to EMCOR via work order by teacher/staff member.

Cleaning

It is everyone’s responsibility to help maintain the physical surroundings. Staff are asked to have

students pick up around their desks as needed throughout the day and each afternoon just prior to dismissal. Students just prior to the class dismissal should remove all paper, books, and materials from the floor.

Animals in Classrooms

Any animals brought into the school for instructional purposes must comply with Board Policy and receive prior approval from the building administrator.

BULLYING AND HAZING

The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials. School Personnel Responsibilities and Complaint Procedures

Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing bullying and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “cyber bullying”), such as the following:
 - a. posting slurs on web sites, social networking sites, blogs or personal online journals;
 - b. sending abusive or threatening emails, web site postings or comments and instant messages;
 - c. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
 - d. using web sites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
6. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

CELL PHONES and SMART DEVICES (Including Smartwatches)

Students are not permitted to use cell phones or smart devices (e.g., smartwatches) during regular school hours or during school-sponsored activities. These devices must remain turned off and stored out of sight during the instructional day unless explicitly authorized by school personnel for educational purposes.

If a student is found using a cell phone or smart device during class time, the device will be confiscated by the staff member. The staff member will contact the student's parent or guardian, and the device must be picked up by the parent or guardian.

Please note: The school is not responsible for the loss, damage, or theft of any personal electronic devices brought to school.

Staff may use personal cell phones only during their scheduled planning period or lunch break. Cell phone use should not interfere with instructional time, professional responsibilities, or student supervision.

CONCEAL AND CARRY LAW

[Amended Sub. House Bill #12 Ohio Revised Code 2923.122](#)

Unless otherwise authorized by law, pursuant to Ohio Revised Code 2923.122, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon into a school safety zone.

CONFERENCES - INDIVIDUAL & GROUP

Family-teacher conferences are an essential part of maintaining open communication between school and home. These conferences are held to inform families/guardians of their child's academic progress, social development, and overall well-being. Teachers are strongly encouraged to schedule individual conferences with families whenever concerns or noteworthy developments arise.

The district schedules four evening family-teacher conference sessions each academic year. Teachers are expected to make a reasonable effort to meet with all families during these times. Conferences should also be viewed as an opportunity to celebrate student growth and acknowledge the support and involvement of families/guardians.

If there are concerns regarding possible promotion or retention, the teacher must consult with the building principal before initiating any conversations with the family. This consultation should occur as early as possible, and no later than February. Final recommendations regarding promotion or retention will be initiated by the building administrator following collaboration with the teacher.

Teachers are responsible for coordinating and documenting the number of conferences held. Once complete, the total number of conferences should be submitted via email to the building administrator or designated staff member.

CONFIDENTIALITY

All staff members are expected to maintain the highest level of confidentiality regarding student information and records. In accordance with the Family Educational Rights and Privacy Act (FERPA), staff must not discuss students' names, academic performance, behavioral concerns, or any other personally identifiable information in public areas, within the community, or in any setting where unauthorized individuals may overhear.

Conversations regarding students should take place in private settings and only with personnel who have a legitimate educational interest. Breaches of student confidentiality are serious and may result in

disciplinary action.

CONFLICT OF INTEREST

A. The proper performance of school business is dependent upon the maintenance of unquestionably high standards of honesty, integrity, impartiality, and professional conduct by Board of Education's members, and the District's employees, officers and agents. Further, such characteristics are essential to the Board's commitment to earn and keep the public's confidence in the School District. For these reasons, the Board adopts the following guidelines to assure that conflicts of interest do not occur. These guidelines apply to all District employees, officers and agents, including members of the Board. These guidelines are not intended to be all inclusive, nor to substitute for good judgment on the part of all employees, officers and agents.

- 1.** No employee, officer or agent shall engage in or have a financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system.
- 2.** Employees, officers and agents shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment or professional relationship with the School District.

Included, by way of illustration rather than limitation are the following:

- a.** the provision of any private lessons or services for a fee
 - b.** the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's, officer's or agent's employment or professional relationship with the District through his/her access to School District records
 - c.** the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals
 - d.** the requirement of students or clients to purchase any private goods or services provided by an employee, officer or agent or any business or professional practitioner with whom any employee, officer or agent has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations
- 3.** Employees, officers and agents shall not make use of materials, equipment, or facilities of the School District in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
- B.** Exceptions to Part A of this policy shall be approved by the Superintendent before entering into any private relationship.
- C.** Employees, officers and agents can not participate in the selection, award, or administration of a contract supported by a Federal grant/award if s/he has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer or agent, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties described in this section, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

Employees, officers and agents can not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

D. To the extent that the District has a parent, affiliate or subsidiary organization that is not a State, local government or Indian tribe, the School District may not conduct a procurement action

involving the parent, affiliate or subsidiary organization if the School District is unable, or appears to be unable, to be impartial.

- E. Employees, officers and agents must disclose any potential conflict of interest which may lead to a violation of this policy to the School District. Upon discovery of any potential conflict of interest, the School District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

The District will also disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

- F. Employees, officers and agents found to be in violation of this conflict of interest policy will be subject to disciplinary action up to and including termination, as permitted by applicable Board policy.

COMMUNICATION

All district staff members are expected to maintain cordial and professional communication with families. Staff may communicate with students and families from time to time using Board approved communication media for school related issues such as homework, student progress, authorized school activities, and behavioral concerns. It is the staff member's responsibility to keep comments professional in all conversations. Communication should be returned to families/guardians by the next business day.

If a student or family reaches out using social media or other messaging **the response should be through the Board approved platform only. Employees should be aware that any electronic communications conducted involving school business are public records.**

Personal device platforms to text, call, contact, or photograph a student directly is not permitted.

Be reminded that personal student information should not be shared with anyone except the student's legal guardian.

CONTINUING CONTRACT REQUIREMENTS

A teacher shall be eligible for continuing contract status in accordance with Ohio Revised Code Section 3319.11, provided, however, that no teacher shall be deemed eligible to be considered for a continuing contract nor be deemed employed on a continuing contract by operation of law unless the teacher, no later than October 15 of the school year in which the teacher's employment contract is to expire, files with the New Miami Superintendent or his/her designee, a letter of intent that the teacher will meet all legal qualifications of a continuing contract prior to receipt of a new contract for the following year. By September 15 of each school year a notice shall be provided to teachers informing teachers of this requirement.

Failure to provide written notice of continuing contract eligibility by October 15 may result in the teacher receiving a one-year limited teaching contract. Such a one year limited teaching contract shall be considered an extended limited contract.

CONTROVERSIAL ISSUES (TEACHING OF)

In the study of controversial issues, students have four rights which recognize the right to:

- study any controversial issue which has political, economic or social significance and concern;
- have free access to all appropriate information, including materials which circulate freely in the community;
- study under competent instruction in an atmosphere free from bias and prejudice and

- form and express their own opinions on controversial issues without jeopardizing relations with teachers or the school.

The study of controversial issues should be objective and scholarly with minimum emphasis on opinion. The teacher must approach controversial issues in the classroom in an impartial and objective manner and must refrain from using classroom privileges and prestige to promote a partisan point of view.

Teachers determine the appropriateness of certain issues for consideration using the following criteria.

- Treatment of the issue in question must be within the range, knowledge, maturity and competence of the students.
- There should be study materials and other learning aids available from which a reasonable extent of data pertaining to all aspects of the issue can be obtained.
- The issue should receive only as much time as is needed to consider it adequately.
- The issue should be current, significant and relevant to the students and the teacher.

A teacher who is in doubt about the advisability of discussing certain issues in the classroom shall confer with the principal concerning the appropriateness of doing so. If discussion of an issue is not approved by the building principal, the teacher may refer the issue to the Superintendent.

If families desire that their child be excused from participation in discussion of such material, arrangements are made to respect that request.

COPY MACHINE/COPYRIGHT LAW

Staff members are to use the copy machine located in the staff workroom. If a paper jam occurs, please follow the on-screen directions to correct the issue. If the problem cannot be resolved, seek assistance from the Board Office secretary.

All staff are reminded that federal copyright law strictly governs the use of copy machines and electronic media. The Copyright Act of 1976 (effective January 1, 1978) was enacted in part to address the improper use of copiers to avoid the purchase of copyrighted materials. Penalties for copyright infringement are significant and may include statutory damages ranging from \$250 to \$10,000. Willful infringement may result in fines up to \$50,000 and/or imprisonment for up to two years. Copyright protections apply not only to printed materials but also to electronic media, including clipart, images, and content obtained from Internet sites.

Permissible Single Copies

Teachers may make a single copy of the following for scholarly research, teaching, or lesson preparation:

- One chapter from a book
- One article from a periodical or newspaper
- A short story, short essay, or short poem (from a collective work or individual source)
- A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper

Permissible Multiple Copies

Multiple copies (not to exceed one copy per student in a course) may be made by or for the teacher for classroom use or discussion, provided that:

- The copying meets the standards of brevity (e.g., less than 250 words for a poem; less than 2,500 words for an article, story, or essay) and spontaneity as defined below.
- The copying meets the cumulative effect test (not substituting for textbooks, publisher reprints,

or periodicals).

Each copy includes a copyright notice.

Spontaneity Defined

- Copying must occur at the initiative of the individual teacher.
- The decision to use the material and the need for its use must be so close in time that it would be unreasonable to expect a reply to a formal request for permission.
- Copying should never be used to replace the purchase of books, workbooks, or other published materials.

Cumulative Effect

- Copying of materials is permitted for only one course within the school in which the copies are made.
- No more than one short poem, article, story, or essay, or two excerpts may be copied from the same author during a single class term.
- No more than three works may be copied from the same collective work or periodical volume during a single class term.
- There may not be more than nine instances of multiple copying for one course during a single class term.

Important Notice:

It is the responsibility of each staff member to fully comply with copyright law. At no time should an employee of New Miami Local School District be required—or choose—to engage in copying practices that violate copyright provisions.

DISCIPLINE EXPECTATIONS

The Board of Education and Administration at New Miami Local School District considers it essential that each staff member maintain a proper learning climate at all times. The term *discipline* originates from the Latin roots meaning “teaching” or “learning.” Discipline is best understood as instruction and practice, rather than punishment, and should always reflect the philosophy of the district.

Discipline within the classroom is the responsibility of the staff member. When expectations for appropriate behavior are clearly taught, modeled, and reinforced, students are held accountable for their actions. All staff members are expected to support student discipline through correction, intervention, and rehearsal of appropriate behavior at any time on school grounds. Discipline must always be administered fairly, consistently, and in alignment with best-practice strategies approved by the district, including the No Nonsense Nurturer approach.

Purpose of Discipline

- Teach appropriate behaviors
- Improve student achievement
- Correct inappropriate behavior through positive interventions
- Prevent problems through proactive rather than reactive strategies
- Create a safe, positive learning environment
- Avoid punitive measures by focusing on positive outcomes

Guidelines for Staff

When implementing classroom discipline, staff are expected to:

- Apply the **No Nonsense Nurturer** approach to reach all learners.
- Learn about students’ prior school experiences to better understand their needs.

- Be prepared for class with clear, reasonable assignments.
- Maintain a professional appearance.
- Share and post classroom rules on the first day of class and review them regularly.
- Be consistent in expectations and responses each day.
- Address inappropriate behavior individually rather than punishing the entire class.
- Show respect to students in all interactions.
- Maintain professionalism—teachers are leaders, not peers or friends.
- Apologize when appropriate to model accountability.
- Communicate regularly with families/guardians regarding discipline concerns, and document contacts as required.
- Avoid arguments with students.
- Investigate incidents thoroughly before responding.
- Remain enthusiastic and positive; model calm and professional behavior.
- Never yell at students.
- Develop authentic relationships by learning about students’ hobbies, interests, and strengths.
- Keep administrators informed when handling recurring or serious behavior concerns.

Referral Process

- A student may be referred to the building principal only after the staff member has followed the district’s “Discipline Hierarchy.” Referrals must be submitted using an office referral form in ProgressBook.
- Students should be sent directly to the office only in cases of a serious nature (e.g., fighting, drugs, weapons, or other major infractions).
- Staff members are not permitted to leave the classroom unattended to escort a student to the office. If immediate assistance is needed, staff should use the classroom phone or walkie-talkie to contact an administrator.

Discipline Hierarchy – Quick Reference

Step 1: Classroom Management

- Teach, model, and post classroom rules.
- Use **No Nonsense Nurturer** strategies (clear directions, positive narration, consistent follow-through).
- Provide correction, reteaching, and practice of expected behavior.
- Address individual behavior — do not punish the whole class.

Step 2: Classroom Interventions

- Redirect and reteach expected behavior.
- Provide logical consequences (loss of privilege, seat change, reteach time).
- Document interventions.
- Maintain professionalism — stay calm, avoid arguments, and never yell.

Step 3: Family Contact

- Communicate with parents/guardians about recurring concerns.
- Document the contact in district-approved format.
- Partner with families to reinforce expectations.

Step 4: Office Referral

- Submit a referral in **ProgressBook** when:
 - Behavior continues despite interventions, **and**
 - You have followed the discipline hierarchy steps above.
- **Immediate referral** only for serious violations: fighting, drugs, weapons, threats, or other major infractions.

Step 5: Administrative Support

- Keep administrators informed of patterns or serious incidents.
- Use phone or walkie-talkie to request immediate assistance — **never leave the classroom unattended** to escort a student.

Key Principles:

- Discipline is **teaching, not punishment**.
- Be **fair, consistent, and respectful**.
- Document interventions and communication.
- Always align with district-approved strategies.

DRESS AND GROOMING CODE - STAFF

The Board of Education expects all staff members to maintain a professional appearance that reflects the dignity and importance of their role in the educational environment. Staff serve as role models for students, and their personal appearance contributes to establishing a positive learning climate, encouraging respect for authority, and supporting the maintenance of discipline.

To uphold these standards, the following guidelines apply:

- **Professional Attire:** Staff members are expected to wear clothing that reflects professionalism and appropriateness for an educational setting.
- **Shorts:** Not permitted for staff members, with the exception of physical education teachers.
- **Leggings and Fitted Pants:** If worn, staff must pair them with a top long enough to cover the seat of the pants.
- **Footwear:** Athletic slides or other footwear that could present a safety or tripping hazard are not permitted.
- **Athletic Wear:** Not permitted, except for physical education teachers. Such clothing does not align with the district's professional standards.
- **Jeans:** May only be worn on designated Fridays with a one-time \$36.00 donation to the district scholarship fund. Donations are to be submitted to the building office secretary. Jeans must be free of rips, holes, or tears.

All staff are expected to maintain a professional appearance at all times in alignment with these guidelines.

Do's

- Wear **professional attire** that reflects your role as an educator.
- Ensure clothing is clean, neat, and appropriate for a school setting.
- If wearing **leggings or fitted pants**, pair them with a **long top that covers the seat**.
- Choose safe, professional footwear.
- Participate in **Friday Jean Days** (jeans allowed only with \$36 donation to scholarship fund; submit payment to the office secretary).

✗ Don'ts

- Do **not** wear shorts (except PE teachers).
- Do **not** wear athletic wear (except PE teachers).
- Do **not** wear athletic slides or shoes that pose a safety hazard.
- Do **not** wear jeans with rips, holes, or tears — even on Jean Days.

DUTIES (SUPERVISION)

Morning Duty (A.M.)

Staff members are assigned morning supervision duties and are expected to remain in their designated areas until all students have been dismissed or have reported to their assigned locations.

Elementary Lunch/Recess Duty

Each grade level will maintain a duty schedule to ensure appropriate supervision during lunch and recess. Outdoor recess may be held only when the temperature is above **32 degrees**. Staff are responsible for actively supervising students to ensure safety and appropriate behavior.

Afternoon Duty (P.M.)

At dismissal, staff members are to escort their students to the bus pick-up area and remain on duty until buses have departed and all students have been picked up from their designated dismissal locations.

EDUCATION LEVELS

An **official transcript** is required to verify eligibility for advancement on the district salary schedule. For example, a transcript must clearly indicate that a **Master's Degree has been awarded and conferred** in order for placement to advance to the Master's Degree column. **University letters or unofficial documentation will not be accepted.**

Please note:

- Any coursework completed **prior to the conferral of a Master's Degree** (and not reflected on an official transcript with the Master's designation) will **not** be counted as Master's Plus hours.
- The **first day of each school year** is the deadline for submitting transcripts and making changes to salary placement for that academic year. No adjustments will be made after this date.

EMERGENCY PROCEDURES

Fire and Tornado Procedures

- Fire and tornado procedures must be posted in every classroom at all times.
- Drills will be conducted throughout the school year. Staff are expected to review procedures with students regularly and establish clear behavior expectations during drills.
- During each drill or emergency:
 - Take a class roster and record attendance upon arrival to your designated safe location.
 - Utilize the **red, yellow, and green card system** for communication with administrators and first responders:
 - **Red** – A student is missing.
 - **Yellow** – You have a student who is not on your roster.
 - **Green** – All students are present and accounted for.

- Always take the emergency backpack with you in the event of evacuation or if directed to leave school grounds.

Staff Sign-Out Protocol

- Staff may leave campus only during their scheduled lunch break.
- When leaving, you must sign out using the district's approved platform and sign back in upon return.
- This procedure ensures that all staff can be accounted for in the event of an emergency.

Emergency Resources

For additional guidance, staff should reference the Emergency Procedures Binder located in each classroom and office area. This binder contains detailed instructions for emergency and crisis situations.

Safe School Helpline

Encourage students, families, and community members to report safety concerns through the Safe School Helpline: 1-844-723-3764 or 844-SAFEROH.



Emergency Quick Guide – New Miami Local Schools



Fire Drill / Fire Emergency

- Follow posted Fire Evacuation Route.
- Take a class roster + emergency backpack.
- Escort students quickly & quietly to the assigned safe area.
- Take attendance immediately.
- Hold up Card System:
 -  **Red** – Student(s) missing
 -  **Yellow** – Extra student not on roster
 -  **Green** – All students accounted for



Tornado Drill / Tornado Emergency

- Follow posted Tornado Shelter Route.
- Move students quickly to designated interior area.
- Have students kneel, cover heads, and remain quiet.
- Take a class roster + emergency backpack.
- Take attendance once students are in place.
- Use Card System (Red / Yellow / Green) for accountability.



Lockdown / Crisis Situation

- Lock classroom doors, turn off lights, move students out of sight.
- Maintain silence until given an “all clear.”
- Take attendance if it is safe to do so.
- Do not open the door until directed by an administrator or first responder.



Staff Protocol

- Always review procedures with students.
- Set behavior expectations for all drills.
- Keep Emergency Procedures Binder accessible at all times.

- Carry emergency backpack when evacuating or relocating.
- Staff may only leave campus during lunch break and must sign out/in using the approved platform.

Safe School Helpline

Encourage students, staff, and families to report safety concerns:
1-844-723-3764 or 844-SAFEROH.

 **Remember: Calm, Consistent, Accountable. Your actions model safety for students.**

EMERGENCY SCHOOL CLOSING

In the event of inclement weather or other emergencies requiring the cancellation or delay of school, the district will communicate with staff and families through ParentSquare, the district Facebook page, and the district website. In addition, local television stations will be notified to announce school closings and delays.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Board of Education recognizes that early identification and treatment of illegal drug use, controlled substance abuse, or alcohol abuse is critical to successful rehabilitation, return to productive work, and the reduction of personal, family, and social disruption.

The District strongly encourages staff members to seek early diagnosis and treatment for substance abuse and supports appropriate treatment efforts. Whenever feasible, the District will assist staff members in overcoming such issues. However, the responsibility to seek help, participate in treatment, and maintain sobriety rests with the individual staff member. Any costs of treatment not covered by the staff member's medical insurance plan will be the responsibility of the staff member.

Staff members experiencing personal substance abuse concerns are encouraged to request confidential assistance through the Employee Assistance Program (EAP). Referrals will be made to appropriate treatment and counseling services on a confidential basis.

While the District will make reasonable efforts to support employees through the EAP, the Board cannot guarantee that a staff member's use of illegal drugs, controlled substances, or alcohol will not affect their **employment status**. Substance abuse issues may result in disciplinary action in accordance with Board policy, applicable laws, and collective bargaining agreements.

EQUAL OPPORTUNITY EMPLOYMENT

The Board of Education is committed to providing equal opportunity in its programs, activities, and employment practices. The District does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, military status, ancestry, genetic information, or any other category protected by law.

ETHICS

The Board of Education affirms that an effective educational program and the successful operation of the District require the service of individuals who demonstrate integrity, high ideals, and respect for others. To maintain these standards, all classified staff members are expected to conduct themselves professionally in their working relationships and in the performance of their duties.

For a complete list of the definition, please refer to [Board Policy AG2623D](#).

Classified staff members are expected to:

- Recognize and respect the inherent dignity of all individuals with whom they interact.
- Represent their professional qualifications accurately and honestly.
- Exercise due care to protect the mental and physical safety of students, colleagues, and subordinates.
- Seek and apply the knowledge and skills necessary for the effective performance of assigned responsibilities.
- Maintain confidentiality of legally protected information.
- Ensure that their actions, or those taken on their behalf, are not intended to advance private economic interests.
- Refuse to accept anything of value offered for the purpose of influencing their professional judgment.
- Decline compensation from any source other than the Board for the performance of official duties or for services related to their public employment.
- Refrain from using their position, or allowing others to use it, for partisan political or religious purposes (without limiting any constitutionally or legally protected rights as private citizens).

Legal Reference

- [Ohio Revised Code \(O.R.C.\) 2921.43](#) prohibits a school teacher from accepting or soliciting compensation, other than as permitted by law, for performing public duties.
- All other school district officials and employees, including teachers with administrative or supervisory authority, are subject to the restrictions of the [Ohio Ethics Law \(O.R.C. 102.03\)](#), including provisions regarding post-employment, confidentiality, and conflicts of interest.

EMAIL POLICIES

The Board of Education is committed to the effective and appropriate use of electronic mail by all District staff and Board members in the conduct of their official duties. This policy, along with any related guidelines, establishes the framework for the proper use of email in conducting District business and communicating with colleagues, students, parents, and community members.

When available, the District's email system must be used by employees for all official District communications. The use of personal email accounts for District business is not permitted, and such accounts may be blocked at any time if concerns related to network security, SPAM, or virus protection arise.

District staff are expected to exercise reasonable judgment and caution when using the email system and to take appropriate measures to protect the District's network. This includes being vigilant when opening or forwarding emails or attachments from unknown or suspicious sources in order to prevent viruses or other security threats.

EMPLOYEE CONDUCT

The [Licensure Code of Professional Conduct for Ohio Educators](#) establishes the framework for professional behavior and ethical standards expected of all licensed educators in the state of Ohio. This code applies to coaches, educational aides, teachers (including substitutes), principals, superintendents, and other licensed individuals serving in schools, such as school nurses, counselors, and treasurers.

Top 8 Professional Expectations

1. Maintain Professional Integrity

- Act with honesty, fairness, and ethical responsibility in all duties.
- 2. Ensure Student Welfare**
 - Protect the health, safety, and well-being of every student.
- 3. Maintain Appropriate Relationships**
 - Establish and uphold clear professional boundaries with students, families, and colleagues.
- 4. Respect Confidentiality**
 - Safeguard private information as required by law and district policy.
- 5. Comply with Laws and Policies**
 - Follow all federal, state, and local laws, as well as district regulations.
- 6. Demonstrate Competence**
 - Strive for continuous professional growth to improve student learning.
- 7. Use Professional Judgment**
 - Make decisions in the best interest of students and the school community.
- 8. Promote Equity and Respect**
 - Treat all individuals with dignity and fairness, without discrimination.

EMPLOYEE EVALUATION

Teacher Evaluation

The Board of Education is responsible for maintaining a standards-based teacher evaluation policy that conforms to the framework for the evaluation of teachers as approved by the State Board of Education and aligns with the *Ohio Standards for the Teaching Profession* as required by state law.

The Board adopts the Ohio Teacher Evaluation System (OTES) as approved by the State Board of Education. The Board believes that ongoing assessment and meaningful feedback are powerful tools for supporting improved teaching performance, fostering student growth, and informing promotion and retention decisions for teachers.

- At the beginning of each school year, all certified staff members are required to develop a professional growth plan or, if necessary, be placed on an improvement plan by their administrator. These plans are to be created using the Ohio Department of Education's evaluation platform.
- All teachers will participate in formal and informal observations conducted by their building principal.
- This policy has been developed in consultation with teachers employed by the Board and shall be implemented as outlined in the collective bargaining agreement with the New Miami Education Association (NMEA) and any subsequent extensions or renewals.
- The Board authorizes the Superintendent to establish and maintain an ongoing New Miami Evaluation Committee, with participation from district teachers represented by the NMEA, for the purpose of recommending revisions to this policy as needed.

School Counselor Evaluation

The Board of Education is responsible for a standards-based evaluation policy for school counselors that conforms to the framework for the evaluation of school counselors as approved by the State Board of Education and aligns with the *Ohio Standards for School Counselors*.

The Board adopts the Ohio School Counselor Evaluation System (OSCES) as approved by the State Board of Education. The Board recognizes that school counselors play a critical role in supporting student learning, fostering success, and maintaining a positive school environment. The standards-based evaluation system is designed to provide meaningful, consistent feedback to support counselor professional growth and inform employment decisions.

- This policy shall be implemented as set forth herein and included in the collective bargaining agreement with the NMEA and in all extensions or renewals.
- The Superintendent shall establish and maintain an ongoing Evaluation Committee, with participation from district counselors represented by the NMEA, to recommend revisions to the policy when necessary.

Classified Staff Evaluation

The Board of Education also recognizes the importance of implementing a program of classified staff evaluations to promote individual job performance and improve services to students.

The goals of the Board's evaluation plan for classified personnel are to:

- Improve and reinforce the skills, attitudes, and abilities that enable classified staff to be effective in achieving their assigned job responsibilities.
- Identify and remediate weaknesses that may prevent a classified staff member from successfully performing assigned duties.

All classified staff will be evaluated using the New Miami Local School District Board-approved evaluation tool.

References

- [Board Policy po3220](#) – Standards-Based Teacher Evaluation
- [Board Policy po3223](#) – Standards-Based School Counselor Evaluation
- [Board Policy po4220](#) – Evaluation of Classified Staff

EVALUATION OF STUDENTS

The Board of Education recognizes its responsibility to provide a grading system that accurately reflects student achievement and supports communication between students, teachers, and parents. Grades should be based on multiple factors and evaluated consistently across classrooms.

The purpose of the grading system is to ensure that each student's grades accurately reflect his/her degree of accomplishment of the expected learning outcomes at every grade level, kindergarten through twelve.

The Board directs the Superintendent to develop grading procedures that ensure professional staff:

- Develops clear, consistent criteria and standards, particularly when grades involve subjective assessments.
- Clearly communicates to students what achievement and/or behaviors are required to earn each grade, as well as what constitutes a failing grade.
- Provides frequent opportunities for students to monitor their progress toward learning goals.
- Provides for a pass/fail option in courses or programs where appropriate.
- Offers students the opportunity to self-assess their achievements and areas for improvement.

The grading system is not intended to prevent teachers from recognizing the individual strengths and weaknesses of each student.

Teacher Responsibilities

- Confer individually with students about their grades.
- Contact families as early as possible when a student is experiencing academic difficulty, and work collaboratively to develop a support plan.
- Ensure that students in special programs are tested and supported through their strongest learning modalities. A student with a learning disability should be afforded the same consideration as a student with a visible disability. Instruction and assessment must be supportive of each child's needs and strengths.

Reporting Academic Progress

- Academic progress should be reported consistently throughout the year using a combination of formal and informal methods.
- Formal reporting methods include grade cards, interim reports, and parent/teacher conferences.
- Informal reporting methods may include ParentSquare, phone calls, reports sent home, and additional conference opportunities.

Electronic Grade Book

- All teachers are required to maintain and regularly update the District's electronic grade book.
- Grades must be entered at least once per week, with a minimum of two grades per subject area.
- Grade entries may be monitored biweekly.
- End-of-quarter and interim grades must be finalized within the reporting window established by the building principal or guidance counselor.

Interim Reports

- Distributed approximately four to five weeks into each quarter.
- Teachers should review interim reports with students before sending them home, where grade level appropriate.

Progress Reports

- Distributed every nine weeks.
- Teachers should review progress reports with students before sending them home, where grade or ability is appropriate.

Grading Scale

The District grading scales are as follows:

PERFORMANCE BASED GRADING SCALE KINDERGARTEN - GRADE 2	
Satisfactory	S
Progressing	P
Unsatisfactory	U

Grading Scale - The district scale is as follows for grades 3 -12:

Letter Grade	10pt Scale	Point Scale
A+	98-100	
A	93-97.9	4.0
A-	90-92.9	
B+	88-89.9	
B	83-87.9	3.0
B-	80-82.9	
C+	78-79.9	
C	73-77.9	2.0
C-	70-72.9	
D+	68-69.9	
D	63-67.9	1.0
D-	60-62.9	
F	0-59.9	0

FACULTY MEETINGS

Faculty meetings will be held during Morning Meeting times as scheduled on the monthly PD calendar. Attendance is mandatory unless prior written approval has been granted by the principal. It is important that all meetings begin on time; staff are asked to be considerate of everyone's time.

Additionally, the principal shall schedule no more than one (1) regular faculty meeting per month, not to exceed forty-five (45) minutes. Every effort will be made to hold such meetings during the contracted day. However, the principal may schedule meetings after the contracted day when necessary.

There may be exceptions, as necessary, to hold additional meetings at other times. Any such exceptions will be conducted in accordance with the NMEA Master Agreement.

FAIR LABOR STANDARDS ACT

It is the policy of the Board of Education to fully comply with the provisions of the Fair Labor Standards Act (FLSA) and all implementing regulations. The Board will pay at least the minimum wage required by the FLSA, Ohio law, and applicable local ordinances or regulations to all covered, nonexempt employees, unless an employee's individual contract or the terms of a collective bargaining agreement provide for greater benefits than those mandated by law.

For more information regarding the Fair Labor Standards Act (FLSA), staff should refer to Board Policy [po6700](#) and the U.S. Department of Labor website on Wages and the FLSA.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

The Family and Medical Leave Act (FMLA) requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for qualifying family and medical reasons.

Basic Leave Entitlement

Eligible employees may take FMLA leave for the following:

- Incapacity due to pregnancy, prenatal medical care, or childbirth.
- To care for the employee's child after birth, or placement for adoption or foster care.
- To care for the employee's spouse, son, daughter, or parent with a serious health condition.
- For a serious health condition that makes the employee unable to perform the essential functions of their job.

Military Family Leave Entitlements

- Eligible employees with a spouse, son, daughter, or parent on active duty (or called to active duty) in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies (e.g., military events, alternative childcare, financial/legal arrangements, counseling sessions, post-deployment reintegration briefings).
- FMLA also provides a special military caregiver leave entitlement: up to 26 weeks of leave in a single 12-month period to care for a covered service member with a serious injury or illness incurred in the line of duty.

Benefits and Protections

- During FMLA leave, employers must maintain the employee's group health coverage under the same terms as if the employee had continued working.
- Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and terms of employment.
- Use of FMLA leave cannot result in the loss of any benefit accrued prior to the start of the leave.

Eligibility Requirements

Employees are eligible if they:

- Have worked for the District for at least 12 months;
- Have completed at least 1,250 hours of service in the previous 12 months; and
Work at a location where at least 50 employees are employed within 75 miles.

Definition of Serious Health Condition

- A “serious health condition” is an illness, injury, impairment, or physical/mental condition that involves either:
- An overnight stay in a medical facility; or
- Continuing treatment by a healthcare provider for a condition that prevents the employee from performing job functions or prevents a qualified family member from daily activities.

This may include:

- Incapacity of more than three consecutive calendar days with continuing treatment (two visits to a healthcare provider, or one visit plus a continuing regimen of treatment).
- Pregnancy-related incapacity.
- Chronic conditions requiring periodic treatment.

Use of Leave

- Leave does not need to be taken in one block; it may be taken intermittently or on a reduced schedule when medically necessary.
- Employees must make reasonable efforts to schedule planned medical treatments so as not to unduly disrupt operations.
- Qualifying exigency leave may also be taken intermittently.

Substitution of Paid Leave

Employees may choose, or the District may require, the use of accrued paid leave while taking FMLA leave. Use of paid leave must follow the District’s normal leave policies.

Employee Responsibilities

- Provide 30 days’ advance notice when the need for leave is foreseeable. If 30 days’ notice is not possible, notice must be provided as soon as practicable.
- Comply with the District’s normal call-in procedures.
- Provide sufficient information to determine whether the leave qualifies under FMLA (e.g., inability to perform job functions, need for hospitalization, medical treatment, or military-related leave).
- Indicate if leave is related to a reason previously certified under FMLA.
- Provide medical certification and periodic recertification, as required.

Employer Responsibilities

- Inform employees requesting leave whether they are eligible under FMLA. If eligible, specify additional required information and outline rights and responsibilities.
- If not eligible, provide a reason for ineligibility.
- Notify employees whether leave will be designated as FMLA-protected and how much leave will be counted against their entitlement.

Unlawful Acts by Employers

FMLA makes it unlawful for an employer to:

- Interfere with, restrain, or deny the exercise of any FMLA right.
- Discharge or discriminate against an employee for opposing unlawful FMLA practices or participating in an FMLA proceeding.

Enforcement

- Employees may file a complaint with the U.S. Department of Labor or pursue a private lawsuit against an employer.
- FMLA does not supersede Federal or State laws prohibiting discrimination, or collective bargaining agreements that provide greater family/medical leave rights.
- FMLA Section 109 (29 U.S.C. § 2619) requires covered employers to post this notice. Regulations at 29 C.F.R. § 825.300(a) may require additional disclosures.

FMLA QUICK REFERENCE GUIDE

Eligibility

- Employed with the District for 12 months
- Worked 1,250 hours in the past 12 months
- District employs 50+ staff within 75 miles

Leave Entitlement

- Up to 12 weeks unpaid, job-protected leave in a 12-month period for:
 - Birth, adoption, or foster care placement of a child
 - To care for spouse, child, or parent with a serious health condition
 - Employee's own serious health condition
- Up to 26 weeks to care for a covered service member with a serious injury or illness

Military Family Leave

- 12 weeks for qualifying exigencies (e.g., childcare, financial arrangements, deployment events)
- 26 weeks for military caregiver leave

Serious Health Condition

- Overnight stay in medical facility OR
- Ongoing treatment for illness/injury preventing employee from working or family member from daily activities

Benefits & Protections

- Employer maintains health coverage during leave
- Employee returns to same or equivalent job
- Leave cannot result in loss of accrued benefits

Employee Responsibilities

- Provide 30 days' notice (when foreseeable)
- Follow District call-in procedures
- Provide sufficient information and medical certification if required
- May take leave intermittently when medically necessary

Employer Responsibilities

- Notify employees of FMLA eligibility and rights
- Designate leave as FMLA-protected
- Provide reason if not eligible

Unlawful Employer Acts

- Interfering with or denying FMLA rights
- Retaliating against employees for using FMLA leave

Enforcement

- File a complaint with the U.S. Department of Labor
- Or bring a private lawsuit

FEES & COLLECTION OF MONEY

Payment of Fees

- All student fees shall be paid in the **building office**.
- A **receipt** will be issued to each student upon payment.
- Fees collected must be submitted to the **Treasurer's Office daily**. This procedure is both a legal requirement and a necessary safeguard against theft.

Collection Procedures

- Parents/guardians will be notified of student fees by the building office.
- Building secretaries will mail outstanding balance statements to parents/guardians every nine (9) weeks.
- Fee balances will also be available for review by parents/guardians through ProgressBook.
- Payment plans may be arranged with families, particularly those with multiple children enrolled in the District. Such arrangements will be coordinated through the building office.

New Students

- Students who enroll during the first nine weeks of the school year are responsible for paying the full fee amount.
- Students enrolling after the first nine weeks will be charged a prorated fee based on their entry date.

FIELD TRIPS

Field trips are valuable learning experiences when they are well planned and organized. Each field trip must have a clear educational purpose or objective that is communicated to the building administrator for approval. The following procedures are to be followed when planning a field trip away from New Miami:

1. Administrative Approval

- Obtain approval from the principal.
- Contact the location to be visited and gather the following: price, address and phone number, contact person's name, tentative date, and a confirmation letter.
- Trips should not leave before 8:45 a.m. and must return before 2:45 p.m. unless special arrangements have been made with the First Student Transportation Supervisor.

2. Documentation

- Complete the Field Trip Information Sheet and submit copies to the administrator, cafeteria supervisor, and transportation supervisor via email at least two weeks prior to the trip.

3. Transportation

- Contact the transportation office to schedule buses.
- Complete a requisition form to obtain a Purchase Order Number for the bus.
- This must be completed at least two weeks prior to the field trip; late requests will be denied.

4. Family Notification

- After approval and transportation arrangements are finalized, notify families with the following information:
 - Location, purpose, date, and time of trip
 - Cost
 - Teacher's name
 - Special notices (lunch arrangements, cancellation plan, need for chaperones, etc.)
- Distribute permission slips at least 10 days prior to the trip. The permission form should include a tear-off section so families can keep the informational portion.
- Provide the principal and secretary with a copy of the permission slip that includes your room identification.
- Telephone permissions are not accepted. Scanned permission forms with family signatures will be accepted.

5. Medical Notification

- Notify the school nurse at least two weeks in advance to ensure student medications are prepared for the trip.

6. Money Collection

- Do not keep money in classrooms or on your person.
- All collected funds must be deposited daily with the Treasurer's Office using a pay-in form.
- Deposits will not be accepted after 3:00 p.m.
- Admission fees and deposits must be fully collected at least two weeks prior to the trip.

Chaperone Requirements

- Current and prospective chaperones who may have unsupervised access to students (e.g., away from teacher supervision or overnight trips) are subject to a criminal record check (BCII) at any time.

HALLWAY SUPERVISION

Elementary

- Teachers are required to escort their classes at all times when traveling through the hallways.
- Students and staff must maintain a No Nonsense Nurturer Level Zero in the hallways to avoid disrupting the educational process in other classrooms.

Middle/High School

- Teachers are expected to be visible in the hallway at their classroom doors during transition periods, as well as during assigned arrival and dismissal times.
- This presence provides supervision, supports orderly transitions, and creates an opportunity to

welcome students and build positive relationships.

HALLWAY SUPERVISION - QUICK REFERENCE

Do's

- **Elementary Teachers:** Escort your class at all times when moving through the hallways.
- Maintain **No Nonsense Nurturer Level Zero** (silent hallways) to respect instruction in other classrooms.
- **Middle/High Teachers:** Stand at your classroom door during transitions, arrival, and dismissal.
- Use transition times to **greet students, build relationships, and monitor behavior**.
- Be visible and proactive in maintaining a safe, orderly environment.

Don'ts

- Do not allow elementary students to travel unsupervised in the hallways.
- Do not allow talking or disruptive behavior during transitions that may interrupt learning.
- Do not remain inside the classroom during transitions — presence in the hallway is required.
- Do not ignore opportunities to positively engage with students during arrival and dismissal.

 **Key Reminder:** Hallway supervision is both a **safety expectation** and a **relationship-building opportunity**. Consistent visibility and engagement foster a positive school climate.

HIPAA

[The Health Insurance Portability and Accountability Act \(HIPAA\)](#) was enacted to ensure the privacy and protection of all health-related information. In compliance with HIPAA, the District requires the following:

- **Student Records:** Student data files and health information must be protected at all times. Information may be transmitted when necessary, but all transfers must be secure.
- **Consent Requirement:** Family consent is required prior to the release of any personally identifiable medical information.
- **Exemption:** Immunization records are not covered under HIPAA guidelines.

The District is committed to safeguarding and protecting the privacy and security of all applicants' and employees' protected health information (PHI) as defined by HIPAA (1996).

Staff Responsibilities under HIPAA - Quick Reference Guide

To protect student, applicant, and employee health information, all staff must follow these guidelines:

Do's

- Keep all health-related files and data **secure and confidential**.
- Use **secure methods** (encrypted email, sealed envelopes, locked cabinets) when transmitting or storing health information.
- Obtain **written family consent** before releasing any personally identifiable medical information.
- Limit access to health records only to those staff members who are authorized and have a legitimate educational need to know.
- Report any suspected breach of health information immediately to your supervisor.

Don'ts

- Do not leave medical files or health-related information unattended in classrooms, offices, or public areas.
- Do not discuss student or employee health information in public spaces (hallways, lounges,

buses, etc.).

- Do not send health information via unsecured email or personal devices.
- Do not release medical information without proper consent, even if requested by another staff member.
- Do not assume immunization records are protected by HIPAA (they are not), but do treat them with confidentiality under FERPA and district policy.

 **Reminder:** Protecting health information is not only a legal requirement under HIPAA, but also a professional responsibility to safeguard the privacy and dignity of students, families, and staff.

HOURS - STAFF

Teacher Workday Expectations

Work Hours

- **Middle School/High School:** 7:15 a.m. – 3:15 p.m.
- **Elementary School:** 8:00 a.m. – 4:00 p.m.

Lunch Period

- All staff will receive a **30-minute duty-free lunch** each day.

Planning Periods

- Teachers are required to use their planning periods for the following professional responsibilities:
 - Preparation for classroom instruction
 - Record keeping and grading
 - Collaboration with other professionals
 - Meetings with families/guardians of students
- Staff are **not permitted to leave the building** during planning time unless:
 - Prior approval is obtained from the building administrator, **and**
 - The purpose is educational in nature, with the absence documented on the sign-out sheet.

INTERVENTION

Staff are required to document specific interventions for each student performing below grade-level expectations. This documentation must be available and presented during MTSS/RtI meetings, as well as during ETR and IEP meetings, when applicable.

No student will be referred for a special education evaluation without proper documentation of interventions and progress monitoring completed within the RtI/MTSS process.



MTSS FLOWCHART - NEW MIAMI LOCAL SCHOOLS

Step 1: Universal Screening & Core Instruction (Tier 1)



- All students receive high-quality, standards-based instruction.
- Universal screeners identify students performing below grade-level expectations.
- Teachers begin Tier 1 interventions (differentiated instruction, classroom supports).
- Progress monitoring begins.

Step 2: Tier 2 – Targeted Interventions



- Students not making adequate progress in Tier 1 move to Tier 2 small-group interventions.
- Interventions are targeted, evidence-based, and provided in addition to core instruction.
- The teacher documents interventions and data in the MTSS log.
- Progress is reviewed at MTSS/RtI meetings every 4–6 weeks.

Step 3: Tier 3 – Intensive Interventions



- Students not making progress in Tier 2 receive Tier 3 intensive, individualized interventions.
- Interventions may include one-on-one support or specialized programs.
- Frequent progress monitoring (weekly or bi-weekly).
- Data reviewed by MTSS team to determine next steps.

Step 4: Referral for Evaluation (if necessary)



- If a student does not respond adequately to Tier 3 interventions, the MTSS team may refer for an Evaluation Team Report (ETR).
- Proper documentation of all interventions and progress monitoring must be provided before referral.
- Parents/guardians are engaged throughout the process.



Key Reminders

- Documentation is required at every tier.
- Parent communication is ongoing.
- Movement through tiers is data-driven and team-based.

LESSON PLANS

Lesson plans are the teacher's written directions for classroom instruction and outline the actions taken to provide the best possible education for each class and individual students. Lesson plans must be available at all times for administrators to access.

Lesson plans demonstrate alignment with [Ohio's Learning Standards](#), ensuring continuity of instruction and preparing students for success on formative and summative assessments, as well as for future academic and career readiness. Teachers are expected to follow their curriculum maps for their academic area, which ensures that all students at each grade level or in each course are taught the same goals and objectives.

In the event of an absence, every effort should be made to email lesson plans to the building administrator to support classroom continuity and minimize disruption to student learning.

LIBRARY

Teachers may request to take their students to the library. A schedule will be established to ensure equitable access and to avoid conflicts.

LICENSURE & CERTIFICATION

The [Ohio Department of Education](#) establishes and mandates the licensure requirements for all public school employees in the state. Staff members are responsible for maintaining proper licensure for their assigned positions.

For additional information regarding licensure requirements, please refer to the following resources:

LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE (LPDC)

The Local Professional Development Committee (LPDC) is composed of New Miami Education Association members and administration. The committee is responsible for reviewing, approving, and verifying coursework and continuing education units (CEUs).

- Staff members must complete the LPDC online form and submit it to the committee for approval.
- It is the responsibility of each staff member to be aware of the expiration date of their license. License information can be checked, monitored, and renewed through the staff member's SAFE account on the Ohio Department of Education website.
- Proper licensure is required for all positions. Failure to maintain a valid license may affect an individual's contract status.
- A copy of each staff member's license is kept on file. Upon renewal, it is the staff member's responsibility to provide a copy of the updated license to the Superintendent's secretary so that the personnel file can be updated.

MAKE-UP WORK

Make-up work is the process by which students earn credit for assignments missed due to an absence. When a student is absent, they must be provided the opportunity to complete any work missed.

- Students are to be given at least the same number of days they were absent to make up the work.
- Additional time or modified arrangements may be provided when agreed upon by the teacher and the student's family.
- **Teacher Responsibility:** Teachers are expected to clearly communicate missed assignments, instructions, and deadlines to students upon their return. Teachers should also provide reasonable support to ensure students have the resources necessary to complete the work.

MANDATED REPORTING

In accordance with [Ohio Revised Code Section 2151.421](#), any professional school employee is required to immediately report all incidents of suspected child abuse and/or neglect involving:

- Children under 18 years of age, or
- Disabled children under 22 years of age.

Reporting employees are protected by law from liability when making a report in good faith. Employees may be subject to prosecution only if they knowingly fail to report suspected abuse or neglect.

The principal must be notified as soon as possible after a suspected case has been identified and reported. All information regarding the suspected abuse or neglect must remain strictly confidential.

Contact for Reports:

Butler County Children's Services
 513-887-4055

MATERIAL SAFETY DATA SHEETS (MSDS)

As a matter of best practice, any chemicals brought into a school building or onto school grounds must be accompanied by a Material Safety Data Sheet (MSDS). Each classroom is equipped with a binder to store and organize all MSDS sheets for quick reference.

Steps to Obtain Additional MSDS:

1. Dial **1-866-724-6650**, option 2.
2. Select the **(M)SDS option**.
3. Provide the chemical specialist with the name of the chemical.

Staff Responsibility:

All staff members are required to ensure that MSDS sheets for any chemicals used or stored in their classrooms are current, accurate, and filed in the classroom MSDS binder. This binder must be kept up to date and readily accessible in case of an emergency.

MEDICATION

It is the policy of the New Miami Local School District that all children's medication be administered at home by a parent/guardian whenever possible. Under certain circumstances, school personnel may administer medication, provided the following regulations are followed:

- The administration of any drug—prescription or over-the-counter—without a physician's order and parent/guardian permission is prohibited by law and may be interpreted as the unauthorized practice of medicine.
- A written request must be submitted on the New Miami Local School District Medication/Procedure Request Form by both the physician and the parent/guardian before any medication may be administered by the school board-approved personnel. This includes all medications (prescriptions, aspirin, cold medicine, cough syrups, etc.). The form must include:
 - Name of the medication
 - Dosage
 - Time of administration
 - Duration of administration
 - Possible side effects
- Medication must be provided in the original container with an affixed label that includes:
 - Student's name
 - Name of medication
 - Dosage
 - Route of administration
 - Time of administration
- The building principal will appoint a designated contact person(s) to supervise the storage and administration of medication, including in situations such as field trips or summer school. Appointed individuals must be approved by the New Miami Board of Education. A locked cabinet will be provided for storage in the nurse's office.
- Accurate records of all medication administered must be maintained.
- The school nurse will monitor medication administration by school personnel and provide any necessary training or specific instructions.
- The Medication/Procedure Request Form must be renewed annually and/or updated immediately if any change is made to the medication (dose, time, route, etc.).
- Medication should be delivered to school by the parent/guardian.
- Alternative Option: Parents/guardians may choose to administer medication personally at school (e.g., during lunch or recess) or schedule doses outside of school hours when appropriate (e.g., short-term medications such as antibiotics, cold medicines).

NURSE

The school nurse's office and clinic are located next to the High School Office. Students should be referred to the clinic by their teacher, and the teacher must notify the nurse by calling the clinic at extension 2136 before sending a student.

- Minor injuries (e.g., small cuts or scrapes) should be handled by the teacher. Students may be instructed to wash the area with soap and water and, if necessary, apply a bandage.
- More serious injuries or medical concerns must be referred directly to the nurse.
- If classroom medical supplies are needed, please email the nurse to request replenishment.
- The school nurse has a 30-minute duty-free lunch period during which only emergencies will be addressed. During this time, building secretaries will handle non-emergency student needs.
- **Teachers may not grant students permission to call home due to illness. All illness-related calls must be made by the nurse or office staff.**

NOTICE OF NON-DISCRIMINATION

The New Miami Board of Education is committed to providing and maintaining an academic and work environment that is free from discrimination. The District does not discriminate in employment practices or in the educational programs and activities it operates on the basis of:

- Sex
- Color
- Race
- Ancestry
- Religion
- National origin
- Age
- Physical or mental disability/handicap
- Medical condition
- Marital status
- Veteran status
- Citizenship status
- Or any other characteristic protected by law

This policy complies with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and all other applicable federal and state laws and regulations.

The New Miami Local School District does not discriminate on the basis of disability with respect to admission, access to services, treatment, or employment.

For a complete list of the definition, please refer to [Board Policy 1422/3122/4122.02](#).

Inquiries regarding nondiscrimination policies should be directed to:

Joshua Senters and Robin Bonar

Title IX Compliance Officer

New Miami Local School District

Phone: 513-863-0833

Email: jsenters@new-miami.k12.oh.us or rbonar@new-miami.k12.oh.us

PARENT AND FAMILY ENGAGEMENT

The Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA), defines the term “*parent*” to include a legal guardian or other person standing *in loco parentis* (such as a grandparent or step-parent with whom the child lives, or a person who is legally responsible for the child’s welfare).

In accordance with federal statute and the State Board of Education Parent and Family Involvement Policy, the District uses the term “*family*” to include a child’s primary caregivers who are not biological parents, such as foster caregivers, grandparents, other family members, and responsible adults who play significant roles in the well-being of the child.

In cultivating partnerships with families and communities, the Board establishes the following expectations and objectives for meaningful parent and family engagement:

A. Relationships with Families

1. Cultivating school environments that are welcoming, supportive, and student-centered.
2. Providing professional development for school staff to build strong partnerships with families.
3. Offering family activities that honor diverse cultures, languages, practices, and customs, while bridging economic and cultural barriers.
4. Providing coordination, technical assistance, and other support to assist schools in planning and implementing family involvement activities.

B. Effective Communication

1. Providing information to families that supports the health, safety, and well-being of their children.
2. Informing families about school policies, procedures, programs, and activities.
3. Promoting regular and open communication between school personnel and families.
4. Communicating in formats and languages that are understandable to the extent practicable.
5. Providing opportunities for families to monitor and support student progress.
6. Sharing timely, meaningful information regarding Ohio’s academic standards, state and local assessments, and relevant legal provisions.
7. Preparing families to actively participate in discussions and meetings with school staff.

C. Volunteer Opportunities

1. Providing families with volunteer opportunities to support school activities.
2. Assisting with needs such as transportation and childcare to enable family participation in school-sponsored events.

D. Learning at Home

1. Offering training and resources to help families learn strategies and skills to support student learning at home.
2. Collaborating with families to establish learning goals and support their children in achieving them.
3. Encouraging families to create a supportive home environment that extends and reinforces learning.

E. Engaging Families in Decision-Making and Advocacy

1. Engaging families as partners in school review and continuous improvement planning.
2. Involving families in the development of the District-wide Parent and Family Engagement Policy and Plan, and distributing these to families.

F. Collaborating with the Community

1. Building partnerships to connect families with community-based programs and resources.
2. Coordinating and integrating parent and family engagement activities with District initiatives and community-based programs that encourage family participation in education, growth, and development.

PARKING

Staff members are assigned designated parking spaces. Please check with the **building secretary** to confirm your assigned space.

POLITICAL ACTIVITIES AT SCHOOL

The Board of Education recognizes that school employees, like all citizens, have the same fundamental civic responsibilities and privileges, subject to permissible restrictions under the law. However, the Board also affirms that school property and school time may not be used for political purposes.

- While on school grounds, employees' political expression—including but not limited to speech, posters, clothing, or other displays—must not materially or substantially interfere with the operation of the District's schools or the functioning of a classroom.
- Employees are prohibited from using District time, funds, facilities, equipment, or supplies for political campaigning, whether in support of or in opposition to a candidate, issue, or party.
- Employees may not actively campaign while on duty or during assigned work hours.

The New Miami Local School District values the civic rights of all employees and encourages staff to participate in the democratic process as private citizens. However, in order to maintain a neutral and focused educational environment, staff may not use District time, resources, or facilities for political purposes, nor actively campaign while on duty or on school property. All employees are expected to model professionalism and ensure that political activity does not interfere with instruction or school operations.

PUBLIC SCHOOL WORKS

Throughout the year, staff members will receive emails directing them to complete required online modules and assessments. It is the responsibility of each staff member to complete all assigned modules and assessments by the specified due dates.

These modules and tests are mandated for the District's safety and security compliance with the State of Ohio, local authorities' safety procedures, and the requirements of the Ohio Department of Education.

PROFESSIONAL RESPONSIBILITIES

All staff members are expected to demonstrate professionalism in fulfilling their duties. Professional responsibilities include:

- **Attendance and Punctuality:** Being present and on time for all school-related responsibilities.
- **Timeliness:** Submitting all required information and reports by established deadlines.
- **Professional Appearance:** Being well-groomed and dressed in a manner appropriate to the activity.

- **Collaboration:** Maintaining rapport, open communication, and cooperative working relationships with colleagues and staff.
- **Teamwork:** Working with colleagues to implement building and district goals and to create the best possible learning environment.
- **Problem-Solving:** Cooperatively identifying and addressing professionally related issues and concerns.
- **Policy Adherence:** Following all School Board policies, as well as building and district administrative policies and procedures.

Additional responsibilities include:

1. Following written administrative policies and procedures of the department, school, and district.
2. Maintaining appropriate communication with parents/guardians regarding academic and behavioral performance when necessary.
3. Following up promptly on additional communications requested by parents/guardians.
4. Maintaining positive public relations with the community at all times.
5. Working positively with the building's business partners and other community groups or organizations collaborating with the school/district.
6. Actively engaging in ongoing **professional growth and development**.

✓ Professional Responsibilities - Quick References

Daily Expectations

- Be on time – Attend work, meetings, and duties punctually.
- Meet deadlines – Submit all required reports and information promptly.
- Dress professionally – Maintain a neat, appropriate appearance.
- Communicate clearly – Keep open, respectful communication with staff, students, and families.
- Work as a team – Support building and district goals; collaborate with colleagues.

Additional Responsibilities

- Follow all Board and administrative policies.
- Communicate with parents/guardians regarding student academics and behavior.
- Respond promptly to parent/guardian requests for communication.
- Maintain positive public relations with the community.
- Support partnerships with business and community organizations.
- Actively participate in professional growth and development opportunities.

✿ **Reminder:** Professional responsibilities go beyond the classroom—they reflect our commitment to students, families, colleagues, and the community.

PROMOTION & RETENTION OF STUDENTS

Decisions regarding the promotion or retention of a student must be made through conferences involving teachers, families, the school counselor (at the high school level), and the building principal. The best interest of the student will always be the primary consideration.

1. **The building principal** has the final authority within the building regarding the placement of a student.
2. **Basic factors considered in promotion/retention decisions include:**
 - Age and maturity

- Academic ability and achievement
- Grades and performance
- Additional considerations:
 - Siblings in the same grade
 - Student's size, personality, behavior, and peer interactions
 - Prior retention history
 - Special services received and duration of services
 - Transition as a new student or changing schools
 - Family attitude and support
 - Attendance patterns

3. Recommendation Process:

- Any recommendation for retention must be presented formally to the principal prior to family contact.
- Recommendations must be supported with documented evidence, including:
 - Early identification of student needs
 - Documentation of specific learning problems and in-class attempts to address them
 - Evidence of interventions provided by school and district personnel
- Recommendations should be submitted to the principal by the end of the first semester.
- Parents/guardians must be notified by February 1st if retention is a possibility.

4. Seriousness of Decision:

Retention is one of the most serious decisions an educator can make. The decision has long-term academic and social implications for the student's educational career and overall development.

PURCHASING SUPPLIES/MATERIALS

Teachers are required to submit a **requisition form** to their building administrator for all items or materials needed.

● Approval Process:

- The requisition form must first be approved by the **building administrator** and the **Superintendent**.
- Once approved, the Treasurer's Office will issue a **purchase order**.
- Items/materials may only be ordered after the purchase order has been issued.

● Important Reminder:

- Materials purchased without prior approval and a purchase order number will **not be reimbursed**.

● Order Processing:

- The building secretary will check all orders for accuracy when they are received.
- Staff members will be notified once their order has been verified and is available for pick-up in the office.

RETIREMENT OR RESIGNATION

Any certificated or licensed employee who intends to resign must notify the Superintendent in writing. A copy of the resignation or retirement letter should also be provided to the employee's building

principal.

- A teacher's resignation, if made in accordance with statutory requirements or accepted by the Board of Education, terminates the employment contract.
- In accordance with [Ohio Revised Code 3319.15](#), any teacher under contract (continuing or limited) for the ensuing school year may resign up to and including July 10 preceding that school year.
- After July 10, and during the school year prior to the termination of the annual session, a teacher may resign only with Board consent.
- The resignation notice should state the reason(s) for the resignation and, whenever possible, should be effective at the end of a school year or semester.
- Certificated/licensed employees leaving the District are entitled to request letters of recommendation from all individuals who have formally evaluated them.

SEXUAL HARASSMENT

All persons associated with the District—including, but not limited to, the Board, administration, staff, and students—are expected to conduct themselves **respectfully at all times** so as to maintain an environment free from sexual harassment. Sexual harassment, whether verbal or nonverbal, occurring inside or outside District buildings, on District property, or at school-sponsored events/activities, is **illegal, unacceptable, and will not be tolerated**.

Any person who engages in sexual harassment while acting as a member of the school community is in violation of this policy.

Definition of Sexual Harassment

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

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

Examples of Sexual Harassment

Examples of sexual harassment may include, but are not limited to:

- Unwanted sexual advances
- Demands for sexual favors in exchange for favorable treatment or continued employment
- Repeated sexual jokes, flirtations, advances, or propositions
- Verbal abuse of a sexual nature
- Graphic verbal commentary about an individual's body, sexual prowess, or deficiencies
- Coerced sexual activities
- Any unwanted physical contact
- Sexually suggestive or obscene comments or gestures
- Displays of sexually suggestive or obscene objects, images, or materials in the workplace

Note: Whether conduct constitutes harassment often depends on how it is perceived by the individual recipient.

Complaint Procedures and Investigations

- The Board directs the Superintendent to appoint one or more administrators vested with the authority and responsibility to investigate all sexual harassment complaints.
- Investigations will follow the procedures outlined in Board policy, as well as the staff and student handbooks.
- **Confidentiality** will be maintained to the fullest extent possible, including the identities of the complainant and the accused.

Discipline and Retaliation

- Disciplinary action may be imposed upon individuals found guilty of sexual harassment.
- **Retaliation is strictly prohibited** against anyone who reports sexual harassment or participates in an investigation.

SEXUAL HARASSMENT

(Sexual Harassment Investigations)

Students:

Sexual harassment situations involving students will fall into one of the following categories:

1. Student offender and student victim
2. Student offender and employee victim
3. Student offender and general public victim
4. Employee offender and student victim
5. General public offender and student victim

Student Offenders:

Occurrences involving students as offenders will be handled in the same manner as other disciplinary situations. These procedures will include full due process protections and may result in:

1. Suspension
2. Expulsion
3. Referral to law enforcement agencies
4. Recommendations for counseling

Employee Offenders Toward Students:

Occurrences involving employees as offenders toward students will be investigated by the building principal. If further investigation is warranted, the Superintendent will designate a central office administrator to investigate. Findings will be reported to the Superintendent for appropriate action and disposition.

General Public Offenders Toward Students:

Occurrences involving members of the general public as offenders toward students will be reported immediately to the appropriate law enforcement agency.

Staff vs. Staff

1. The complainant should complete the prescribed complaint form and submit it to the building administrator.
2. The administrator in charge of human resources will determine the scope of the investigation and assign appropriate personnel to conduct it.
3. Signed statements will be obtained from witnesses or others with relevant information.
Upon completion of the investigation, a final report will be issued. If the report concludes that the sexual harassment policy has been violated, the Superintendent will initiate proceedings

that may result in disciplinary action up to and including termination.

4. All information related to a sexual harassment complaint will remain confidential to the greatest extent possible.

Protection Against Retaliation

The Board prohibits retaliation against any individual who makes a valid report of sexual harassment, and will not permit any employee or student to engage in retaliatory behavior.

- Any retaliation experienced by a reporting individual should be reported immediately to the designated administrator or the Superintendent.
- Any employee or student found to have retaliated against a complainant will be subject to appropriate disciplinary measures, which may include:
 - Written or oral reprimand
 - Referral to counseling
 - Suspension
 - Termination

SMOKING/TOBACCO PRODUCTS

The New Miami Local School District is committed to maintaining a tobacco-free environment for all students, staff, and visitors. The Board of Education recognizes the well-established negative health effects of tobacco use, both for users and nonusers, particularly related to secondhand smoke. Providing a smoke-free and tobacco-free environment is also consistent with the responsibility of teachers and staff to serve as positive role models for students.

Definition of Tobacco Use

For purposes of this policy, “use of tobacco” includes, but is not limited to:

- Chewing or maintaining any substance containing tobacco, including smokeless tobacco, in the mouth to derive its effects.
- All uses of cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, or any substance containing tobacco.
- Use of papers used to roll cigarettes or other lighted smoking devices for burning tobacco or any other plant.

Prohibited Areas

To protect all individuals from exposure and to uphold the District’s commitment to health and safety, the use of tobacco or tobacco substitute products is prohibited:

- Within any enclosed facility owned, leased, or contracted by the Board.
- In areas directly or indirectly under the control of the Board immediately adjacent to building entrances/exits.
- On all school grounds.
- At all school-related events.
- In any Board-owned and/or operated vehicles, including those used to transport students.

SOCIAL MEDIA

Employees are expected to exercise care, professionalism, and sound judgment in their use of social media, even when not acting in their official capacity as a school district employee.

Communicating with Students

- Employees must maintain professional relationships with students at all times.
- All electronic communications with students must be school-related and directly connected to the employee's professional responsibilities.
- Social media postings may be considered a direct interaction with a student and are therefore subject to the same professional standards as other forms of communication.
- Employees should recognize that there is no expectation of privacy in communications with students, regardless of the platform.

Personal Use of Social Media

- Employees are held to the same professional standards in their public use of social media as they are for any other public conduct.
- Personal or private communications may still be subject to disciplinary action if they violate state or federal law, or New Miami Local School Board of Education policies.
- Employees' personal social media sites must not contain:
 - Confidential information about students, employees, or District business
 - Identifiable images of students or their families without family permission
 - District-owned copyrighted materials (including the District logo) without authorization
 - Comments about employees or students that could reasonably be interpreted as defamatory, harassing, or inappropriate.

STAFF CONDUCT

All staff members have a responsibility to be familiar with, and to abide by:

- The laws of the State of Ohio
- The negotiated Master Agreement
- The policies of the Board of Education
- Administrative regulations designed to implement Board policy
- The Licensure Code of Professional Conduct for Educators

The Board expects all staff to conduct themselves in a manner that reflects positively on the District and serves as a model worthy of emulation by students.

Staff members are prohibited from bringing a deadly weapon or dangerous ordnance into a school safety zone unless specifically authorized to do so under their job description.

All staff are expected to fulfill the responsibilities outlined in their job descriptions. Essential to the success of daily operations and the instructional program are the following core responsibilities required of all personnel:

- Faithfulness and promptness in attendance at work.
- Support and enforcement of Board policies and administrative regulations.
- Timely submission of all required reports by specified deadlines.
- Care and protection of District property.
- Attention to student safety and welfare, including ensuring that students are under proper supervision at all times.

STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY

The District's information technology resources, including email and Internet access, are provided **for educational and work-related purposes**. If there is any doubt about whether an activity is appropriate, employees should consult with their immediate supervisor, director, or administrator before proceeding.

Adherence to the following expectations is required for continued access to the District's technology resources:

Respect and Protect the Privacy of Others

- Use only accounts assigned to you.
- Access, view, or copy passwords, data, or networks only when authorized.
- Do not distribute private information about others or yourself.

Respect and Protect the Integrity, Availability, and Security of Resources

- Observe all District Internet filters and network security practices.
- Report security risks or violations immediately to a teacher, supervisor, or network administrator.
- Do not destroy, damage, or tamper with data, networks, or technology resources without explicit permission from the owner.
- Conserve, protect, and share resources responsibly.
- Report computer or network malfunctions by submitting a service request.

Respect the Intellectual Property of Others

- Follow copyright laws; do not make or use illegal copies of music, games, movies, or software.
- Cite all sources appropriately when using others' work; do not plagiarize.

Respect and Practice Principles of Community

1. Communicate electronically in ways that are kind, respectful, and professional.
2. Report threatening, inappropriate, or discomfoting materials to a teacher, supervisor, or administrator.
3. Do not intentionally access, transmit, copy, or create material that violates the District's Code of Conduct (e.g., pornographic, threatening, discriminatory, or harassing content).
4. Do not intentionally access, transmit, copy, or create material that is illegal (e.g., obscenity, stolen materials, or illegal copyrighted works).
5. Do not use resources to further criminal activity or to violate the school's Code of Conduct.
6. Avoid spam, chain letters, or mass unsolicited mailings.
7. Do not conduct personal business (buying, selling, advertising) unless pre-approved as a school project.

Permitted Uses

When consistent with the above policies, users may:

1. Design and post web pages or materials using District resources.
2. Communicate electronically through approved tools such as email, chat, text, or video conferencing (students must have teacher permission).
3. Install or download software only when legally licensed and authorized (students must be supervised by a teacher).

4. Use technology resources for any educational or school-related purpose.

Consequences for Violations

- Violations of this policy may result in disciplinary action, including the loss of technology privileges.
- Additional disciplinary measures may be imposed under the Board's Code of Conduct, up to and including suspension or expulsion for students, or suspension or termination of employment for staff.
- Teaching employees who violate the Licensure Code of Professional Conduct for Ohio Educators will be reported to the Ohio State Board of Education and may face additional sanctions.

For further details, please refer to Board Policy [po7540.04 – Staff Technology Acceptable Use and Safety](#).

STUDENT RECORDS - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The following information is a summary of the Family Educational Rights and Privacy Act (FERPA), a federal law designed to protect the privacy of student education records. For more detailed information or specific statutory language, visit the U.S. Department of Education website at www.ed.gov.

1. What is FERPA?

FERPA is the acronym for the Family Educational Rights and Privacy Act. Its purpose is twofold:

- a. To assure that families have access to their child's educational records.
- b. To protect individuals' rights to privacy by limiting the disclosure of those records without consent.
- c. FERPA is **not** an extension of the Federal Freedom of Information Act; it creates no right to public access.

2. Who Has Rights Under FERPA?

Families of children who attend or have attended a school or facility that receives federal funding.

- a. At age 18, or upon enrollment in a postsecondary institution, FERPA rights transfer from the parents to the student (known as an **eligible student**).

3. Who is Bound by FERPA?

FERPA applies to any educational agency or institution that receives federal funds administered by the U.S. Secretary of Education.

- a. In this District, FERPA applies to all employees, PTA members, and volunteers who may have access to student information.

4. Rights Granted by FERPA

Families (or eligible students) are granted three basic rights:

- a. The right to **inspect and review** education records maintained by the school.
- b. The right to **challenge and request amendment** of records that are inaccurate, misleading, or violate the student's privacy rights.
- c. The right to require **written consent** prior to the disclosure of personally identifiable

information, except in specific circumstances outlined by law.

5. What are Education Records?

Education records include all records, files, documents, and materials containing information directly related to a student and maintained by the school.

6. What is Personally Identifiable Information?

Personally identifiable information includes any data from a student's education record that could identify the student, such as:

- a. Grades (e.g., an "A" or "F" in a course)
- b. Test scores
- c. Address, phone number, or Social Security number
- d. Photographs or videos

Such information cannot be disclosed without compliance with FERPA requirements.

7. Are Education Records Limited to Written Materials?

No. Education records may include:

- a. Handwritten notes, printed documents, or digital files
- b. Audio/video recordings, film, microfilm, or microfiche

Oral information based on personal knowledge is **not** considered an education record. However, FERPA restricts the **oral communication** of information derived from education records.

8. Implications for Projects, Media, and Communication

End-of-year videos, recognition projects, newsletters, web pages, and other media must be monitored carefully to ensure compliance with FERPA.

- a. Families may deny permission for their child's photo, name, or information to be included in such publications. The **Building Office maintains a list** of these requests.
- b. Staff must exercise caution when discussing student information in workrooms, offices, phone conversations, or any setting where confidentiality may be compromised.

Best Practice: When in doubt, **keep student information confidential.**

STUDENTS WITH SPECIAL NEEDS

Each student with an Individualized Education Program (IEP) or a 504 Plan must receive the services specified in their plan. It is the expectation of the administration that teachers regularly communicate with special education staff to ensure the accommodations and modifications outlined in each student's IEP/504 document are implemented consistently.

In many cases, an IEP or 504 Plan will include specific accommodations and/or modifications related to evaluation and assessment. These requirements must be followed in accordance with IDEA (Individuals with Disabilities Education Act) and ADA (Americans with Disabilities Act) guidelines.

Teachers will be provided access to student IEPs and 504 Plans at the start of the school year and anytime a new plan is developed or revised. Access will be provided through [SAMEGOAL](#) by the intervention specialist or school counselor.

All teachers are required to sign a verification form confirming that they have received access to their students' IEPs/504 Plans and have read and reviewed the contents of each plan.

Teachers are also required to attend Evaluation Team Report (ETR), IEP, and 504 meetings for their assigned students. Active participation in these meetings is essential to ensure that educational services, accommodations, and supports are implemented effectively.

SUBSTITUTE TEACHERS

It is essential that substitute teachers are set up for success in order to ensure students have a productive and structured day in the absence of their regular teacher. To support this, teachers are expected to provide lesson plans that are clear, specific, and detailed, including instructional objectives for the day. When possible, teachers should also include a brief narrative or overview of the day's plans if an absence is anticipated.

Substitute Teacher Folder

Every teacher is required to maintain a **Substitute Teacher Folder** in their classroom. This folder must be kept current and should include the following:

- **Up-to-date seating charts** (critical for substitutes).
- **A brief explanation of classroom operations**, including rules, procedures, and routines (e.g., use of a sign-out sheet, transitions between classes, restroom privileges, collection/distribution of papers, classroom rules, and consequences).
- **A substitute guide** that identifies:
 - Location of lesson plans
 - Procedures for grade access
 - Emergency procedures
 - Helpful students
 - Contact information for office staff, the nurse, and the counselor
 - Location of classroom supplies
- Information on the **cost of an adult lunch**, local dining options, and the name of a **buddy teacher** available to assist the substitute if needed.
- **Building time schedule** and **individual classroom time schedules**.
- Procedures for **reporting discipline issues**.

Note: All substitute folder materials must be kept **up-to-date** as changes occur.

SUPERVISION - RESTROOM/HALLWAY

Teachers are expected to maintain a visible presence in the hallways during each class change. Teachers should:

- Stand by their classroom doors as students transition between classes.
- Monitor restrooms on a frequent basis to ensure appropriate student behavior.
- Actively supervise students in the hallways to help maintain a safe and orderly environment.

A cooperative effort between building administrators and teachers is essential to reducing issues in restrooms and hallways and to ensuring consistent student supervision throughout the school day.

Hallway & Restroom Supervision – Quick Guide

During Every Class Change:

- ✓ **Be Visible** – Stand by your classroom door.
- ✓ **Supervise Actively** – Greet students, scan the hallway, and maintain a watchful presence.
- ✓ **Monitor Restrooms** – Check frequently to ensure safe, appropriate behavior.

✓ **Support Administrators** – Work together to maintain safety and address issues quickly.

✓ **Model Professionalism** – Your presence sets the tone for respectful behavior.

📌 **Reminder:** Consistent teacher visibility in hallways and restrooms helps prevent problems and promotes a safe, orderly school environment for all students.

SUPERVISION – CLASSROOM

It is the expectation of the New Miami Local School District that no student is ever left unattended in a classroom, hallway, or school building for any length of time.

- If a teacher must leave the classroom, it is the staff member's responsibility to secure appropriate coverage for their students.
- Staff members are expected to actively monitor classroom and student interactions on a frequent basis and promptly report any inappropriate behavior to the office.
- The responsibility for student supervision extends to before and after school hours whenever staff are working with students outside of the regular school day.



Student Supervision – Do's and Don'ts



Do's

- **Supervise at all times** – No student should ever be left alone in a classroom, hallway, or building.
- **Secure coverage** – If you must leave your room, arrange for another staff member to cover your students.
- **Monitor frequently** – Actively scan the room, hallways, and student interactions to ensure safety.
- **Report issues promptly** – Notify the office immediately of inappropriate or unsafe behavior.
- **Extend supervision** – Remember, supervision responsibilities also apply **before and after school** when working with students.



Don'ts

- Do not leave students unattended, even for a brief period.
- Do not assume another staff member will cover without confirming.
- Do not delay reporting inappropriate behavior.
- Do not overlook supervision responsibilities outside of the regular school day.



Reminder: Consistent and active supervision is critical to maintaining student safety and a positive learning environment.

TELEPHONES AND CELL PHONE USE

- **Classroom Telephones:** Telephones are provided in all classrooms. Students may only use the phone with teacher permission.
- **Confidentiality:** Do not call families regarding disciplinary matters while other students are present. All disciplinary communications must remain confidential.
- **Voicemail:** All staff are required to set up voicemail. Staff must check voicemail regularly, as office staff will forward calls to voicemail rather than taking written messages. When calling families, please leave a message with the school's phone number and your extension.
- **Personal Calls:** Incoming and outgoing personal calls should be limited during the school day. Emergency calls will be directed to the staff member immediately.
- **Cell Phones:** Personal cell phone calls should be avoided in the presence of students and must never disrupt the educational process.

TITLE 1 SERVICES

Title I services are available in our buildings through federal funding. This program is designed to provide additional support and resources to help low-achieving students meet academic standards and achieve success in the classroom.

Student Eligibility

- Students qualify for Title I support based on academic need, determined through assessments, classroom performance, and teacher input.
- Title I services are supplemental and do not replace core instruction provided in the classroom.

Service Delivery

- Support may be provided through small-group instruction, targeted interventions, and individualized assistance focused on reading and math.
- Instruction is designed to align with grade-level curriculum and reinforce classroom learning.
- Title I staff collaborate closely with classroom teachers to ensure interventions meet student needs.

Family Engagement

- Title I emphasizes the importance of family involvement in student achievement.
- Families will be informed of available Title I services and may be invited to participate in workshops, meetings, or activities to support student learning at home.

 **Reminder:** Title I is intended to supplement—not replace—regular classroom instruction. Collaboration between classroom teachers, Title I staff, and families is essential for student success.

TRANSPORTING STUDENTS

Staff members are never required to transport students in their personal vehicles. Any transportation of students must strictly adhere to Board of Education policy and established district procedures.

Do:

- Use only district-approved transportation (e.g., school buses, vans, or other authorized vehicles).
- Follow all Board policies and procedures related to student transportation.
- Seek administrative guidance and approval if questions arise about transportation responsibilities.

Don't:

- Do not transport students in your personal vehicle unless specifically authorized in advance by administration and in compliance with Board policy.
- Do not make informal or private transportation arrangements with students or families.
- Do not assume responsibility for transportation outside of approved district practices.

 **Reminder:** Staff safety and student safety are top priorities. Approved district procedures must be followed at all times when transporting students.

TUITION REIMBURSEMENT

Staff members interested in tuition reimbursement must review the negotiated Master Agreement for specific details regarding:

- Eligibility requirements for reimbursement
- Request procedures and documentation
- Timelines for submission of requests

- Credit hour or financial limits on reimbursement

It is the responsibility of each staff member to be aware of and comply with the timelines and limits established in the Master Agreement when seeking tuition reimbursement.

Tuition Reimbursement – Timeline Checklist

Step 1: Review Master Agreement

- ✓ Confirm eligibility, credit hour limits, and reimbursement caps.

Step 2: Submit Request for Pre-Approval

- ✓ Complete the tuition reimbursement request form.
- ✓ Submit to building administrator/superintendent (per Master Agreement timelines) **before enrolling** in the course.

Step 3: Enroll in Approved Course(s)

- ✓ Register only for the pre-approved course(s).
- ✓ Keep receipts and documentation of tuition payment.

Step 4: Complete Course Requirements

- ✓ Successfully complete the course(s).
- ✓ Obtain an official transcript or grade report.

Step 5: Submit Proof of Completion

- ✓ Provide the official transcript and proof of payment within the timeline specified in the Master Agreement.
- ✓ Submit documentation to the Treasurer's Office/HR for processing.

Step 6: Reimbursement Issued

- ✓ Approved reimbursement will be processed according to district timelines and Master Agreement limits.

 **Reminder:** Late submissions or courses taken without pre-approval may not be eligible for reimbursement. Always double-check deadlines in the negotiated Master Agreement.

VIDEO SURVEILLANCE & ELECTRONIC MONITORING

In order to promote student and staff safety and deter unauthorized access and destructive acts (e.g., theft, vandalism), the Board of Education authorizes the use of video surveillance and electronic monitoring equipment on school property, within school buildings, and on school buses.

Information obtained through video surveillance and electronic monitoring may be used to:

- Identify intruders or unauthorized individuals
- Detect violations of the law, Board policy, or the Student Code of Conduct
- Serve as evidence in disciplinary actions and criminal proceedings

The monitoring of individuals who enter school property is an important component of maintaining order, discipline, and the protection of students, staff, visitors, and school property. These systems are designed to complement, not replace, the ongoing vigilance of school staff. Staff members assigned by the building principal remain responsible for active monitoring and supervision of students and facilities.

The video surveillance and monitoring system is an additional tool to support a safe and secure teaching and learning environment. The building principal is responsible for ensuring that due diligence is exercised in maintaining overall campus security.

VISITORS/GUEST SPEAKERS

Visitors are always welcome at our schools; however, procedures must be followed to ensure the safety and security of all students and staff.

- **Check-In Requirement:**

Upon entering the building, all visitors must report directly to the Welcome Center to:

- Explain the purpose of their visit
 - Sign in
 - Obtain a visitor's pass
- This requirement is mandated by law and is posted at each building entrance.
 - **Scheduling Visitors/Guest Speakers:**
 - Staff must notify the Welcome Center secretary by email in advance, providing the visitor's name, purpose of visit, and the date and time of arrival.
 - All visitors and guest speakers must receive prior approval from the building administrator before being scheduled to attend a class or event.
 - **Unregistered Visitors:**
 - Teachers are expected to report any person in the building without a visitor's pass to the Welcome Center immediately.
 - Staff are encouraged to courteously remind the visitor of the procedure and direct them to sign in.
 - Visitors who fail to comply with these procedures may be subject to trespassing charges as determined by the building administrator.
 - **Student Visitors:**

Students are not permitted to bring guests to school for the day. This includes siblings, friends from other schools, out-of-town guests, or other individuals.



Visitor Procedures – Quick Reference



What to Do

- **All Visitors Report to Welcome Center**
 - Sign in
 - State purpose of visit
 - Obtain a visitor's pass
- **Teachers Scheduling Visitors/Guest Speakers**
 - Email the Welcome Center with:
 - Visitor's name
 - Purpose of visit
 - Date and time expected
 - Obtain administrator approval before scheduling classroom visits or events
- **If You See Someone Without a Visitor's Pass**
 - Report immediately to the Welcome Center

- Politely remind visitor to check in
- Notify administrator if visitor refuses

What Not to Do

- Do **not** allow visitors to bypass sign-in procedures
- Do **not** schedule guest speakers without administrator approval
- Do **not** permit students to bring guests (siblings, friends, out-of-town visitors) to school

 **Reminder:** Visitor procedures protect the safety of our students, staff, and school community. Unauthorized visitors may be subject to trespassing charges.

VOLUNTEERS

The Board of Education believes that one of the greatest resources available to the District is the citizens of the community who possess special knowledge and talents that can contribute to the educational program. The use of volunteers enhances the educational process for students while also strengthening the connection between schools and the community.

Volunteers may:

- Provide additional support in the classroom
- Promote community–school cooperation in facilitating the learning process
- Serve as resource persons who share expertise in various subject areas

Recruitment and Selection

- Recruitment and selection of volunteers is conducted at the building level.
- Interested individuals should contact the building principal or their designee.
- Assignments are made based on the interests and abilities of the volunteer.

Registration and Recordkeeping

- All volunteers must be registered with both the District Office and the appropriate school building.
- Records must include:
 - Volunteer application
 - Services provided or donations made
 - Hours contributed
- Applications are required for any volunteer who works directly with students, particularly in tutorial or mentoring relationships.

Background Checks

- Current and prospective volunteers who have, or may have, unsupervised access to children on a regular basis may be subject to a criminal record check (Bureau of Criminal Identification and Investigation – BCI&I) at any time.

WORKER’S COMPENSATION

All district employees are covered under Worker’s Compensation. If you are injured in the course of your employment, you must follow the procedures below:

1. **Report Immediately** – Notify your supervisor as soon as the injury occurs and inform the Benefits Coordinator in the Treasurer’s Office.
2. **Accident Report** – Complete an accident report in [Public School Works](#) within 24 hours, if possible. This can be accessed under the *Staff Links* section on the District’s website.

Forms Access:

- Electronic versions of district and building forms are available on the District website: www.new-miami.k12.oh.us
- Paper versions of forms are available in the Treasurer's Office.