

# Faculty Handbook HHS/HMS 2023 - 2024



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## **SCHEDULES**

\* **Teachers' 7 1/2 hour day will be** 7:45 a.m.- 3:15 p.m. All teachers are required to be available to work with students and staff members, be at their classroom door greeting students and/or in their assigned location for morning supervision duties by 7:45 each morning, and until at least 3:15 each afternoon.

\* At the **7:55 a.m. Aces Bell**, all teachers will be in their first period classroom.

\* In order to appropriately serve and supervise our students, staff members will be assigned according to a **morning supervision schedule** (see schedule). If you are unable to be present during your assigned supervision time, make arrangements with another staff member to cover for you.

## **FACULTY ATTENDANCE**

\* If you are ill or an emergency occurs and you are unable to come to work, you must request the absence on Aesop Substitute Placement & Absence Management system **before 6:30 a.m.** so that a substitute teacher can be procured. If you will need to be absent a second day in a row, please call the school before 3:15 p.m.

\* State law requires a sick leave affidavit to be signed upon your return. **These are available in Mrs. Welling's office.** Make sure you have a form completed and signed for day(s) missed. The signed form may be turned in to Mrs. Robin Bauer in the treasurer's office.

- Please be familiar with board policy on **sick leave, personal days, and professional days.**

## **ACTIVITIES**

\* All extra-curricular and co-curricular activities must be approved by the principal, and recorded on the **Master Calendar located on the ical under building calendar.** If these steps have not been followed, the activity will be considered unauthorized. This includes all clubs, sports, fund-raisers, field trips, guest speakers, etc.

\* *Remember that there are to be no activities after 6:00 p.m. on Wednesday evening, as per Board of Education Policy.*

## **COMMUNICATION**

\* It is important for the staff to be well-informed and current concerning school business. **Faculty meetings** will be held at 7:30 a.m. as needed, e-mail will be used often for daily communications, and a **staff memo** will be distributed on a regular basis via e-mail.

\* All staff members are invited to use the staff meetings for communication or professional information; ask to be included on the agenda at least one week before the meeting.

## **CLASSROOM OBSERVATIONS (OTES)**

\*The primary purpose of classroom observations is to maintain a dialogue concerning the best practices of teaching and learning.

\* **Teacher observations** will be completed using the mandated Ohio Teacher Evaluation System (OTES 2.0) periodically throughout the school year, with evaluations completed by the building principals. Refer to the negotiated agreement along with the Ohio Department of Education's website for up-to-date specifics regarding teacher evaluations.

\*The principal will be a familiar face in all classrooms.

## **SETTING THE STANDARD FOR EXCELLENCE**

As role models and adults in a position of authority, we have the power to **set the standard** for our students and our school. The behaviors and attitudes we model for our students will be the attitude and behaviors we get from them. As role models, we set the standard for a rigorous and caring learning culture within our school.

### **Personal expectations:**

- a. Dress professionally and appropriately. We are professionals and want everyone to know it the moment they see our staff. Jeans days will be permitted for special occasions (i.e. day before a holiday) or at the building principal's discretion.
- b. Refrain from eating/drinking/chewing gum in class.
- c. Be the first person in the classroom, and the last to leave.
- d. Listen and speak courteously to students and adults alike.
- e. Refrain from raising our voices or hands in anger.
- f. **Strive for 100% attendance.**
- g. **Refrain from gossip: talking about other teachers, students, or staff members is unprofessional and hurtful.**
- h. Attend school functions and speak with pride about our school.

### **Professional expectations:**

- a. Keep the mission of our school as a focus for our teaching and learning
- b. Set and maintain high ethical and moral standards for our selves and our students.
- c. Model respect, fairness, trust, and risk-taking.
- d. Recognize and reward effort and excellence.
- e. Honor differences among our peers and our students.
- f. Reinforce positive behavior and performance.
- g. Celebrate successes at all levels.
- i. Communicate and publicize individual and group accomplishments.
- j. Strive to continually re-invent ourselves as teachers, searching for that better way to reach every student every day.

## **DISCIPLINE**

Schools are more than books, rooms, computers, lessons, and ball games. Schools are human organizations bound together by history, tradition, relationships, dreams, and expectations. These intangible influences constitute the culture of the

school, which largely determines how people behave. We all must work together to build a school culture where respect is fostered, kindness is expected, and diversity is valued.

Our student conduct code is designed to provide guidelines and rules for the children who attend our school. However, rules don't create positive discipline -- people do. A positive, healthy atmosphere occurs in a school when all staff members accept good discipline as part of their personal responsibility, inside and outside of the classroom.

Teaching and learning cannot flourish in an undisciplined and chaotic environment. Some guidelines for proactive, positive discipline:

∞ Order can be maintained wherever a teacher is present; be visible in the hallway and wherever the "action is". Teachers are expected to step into the hallway outside the classroom during passing time between periods.

∞ Teachers are expected to handle your own classroom discipline. Use good judgment and self-control at all times. Be fair and consistent.

∞ Parent contact and involvement should be one of your first classroom discipline steps. Often a conference with the student and a parent can help defuse an escalating problem. A phone call is more powerful and productive than an email.

∞ After a student has progressed through all of your disciplinary steps, it is time to involve the building principal or the assistant principal. A trip to the principal's office should be the last step in a series of disciplinary steps you have taken. Record the office referral on the PowerSchool behavior log.

∞ Students may be assigned detention for disciplinary reasons. Detentions may be assigned before school, after school, or during lunch; each teacher will handle his/her own detentions. Students must be notified when and where they will serve the detention.

∞ No student has the right to disrupt an entire class, or to threaten other students or the teacher. This should result in an emergency removal from class.

∞ Please feel free to discuss any developing behavior or disciplinary problems with Mr. Slattery and Mr. Hylander.

∞ To maintain order at assemblies, teachers will attend the assembly and sit with the students. Don't hesitate to discipline students during an assembly, when necessary.

### **CLASSROOM RULES**

Positive discipline begins with your own Classroom Rules. All teachers are required to develop a set of Classroom Rules; a copy must be turned into the office at the beginning of each year, and whenever you make any changes to your rules. Effective Classroom Rules should be:

- Phrased positively
- Few and specific
- A part of your lesson plans
- Sent home to parents (recommend parent and student signatures)
- Clearly posted
- Reinforced regularly
- Followed consistently

## **SCHOOL-WIDE RULES**

As a part of our School Improvement Plan, the staff has developed basic school-wide rules to be used and posted in every classroom. Add these to your own set of classroom rules:

***Respect the rights, ideas, dreams, and property of others.  
Dress, act, and speak appropriately.***

## **SCHOOL PROCEDURES**

### **EMERGENCY DRILLS**

A map of the building must be posted in each room, clearly showing the path students are to take in the event of a Fire or Tornado drill. Written directions for each room will also be posted. Teachers will be responsible for maintaining these signs in their classrooms.

**There are four kinds of Emergency Drills that must be taught to the students and practiced in preparation for a possible actual emergency.**

- A. **FIRE DRILL: Know the exits from all rooms in which you might be attending classes. Our aim is to leave the building in a quiet and orderly fashion and in a minimum amount of time. The first student to reach an exit door should hold the door open until the group is out. Exit without excessive noise and with no running or shoving.**

Teachers will teach fire drill procedures during the first week of school, and post directions for fire escape over or beside the classroom door. Fire drills will be held monthly, and without prior notification. When the alarm sounds for the fire drill, teachers will direct students to leave the building as quickly and quietly as possible. A signal from the Principal will signify the "all-clear" for students and staff to return to their classrooms. Each teacher is responsible for the following:

1. All students are safely out of the building.
2. All windows and doors are shut tightly.
3. All lights are turned off.
4. All teachers will take their grade books and/or laptops, and an attendance pad with them, and take attendance outside the building. Give your completed absence slip to Mrs. Welling & Mrs. Shock; every teacher must turn in a slip. If no students are absent, note that on the slip.
5. Once the all-clear has been given and students have returned to class, take attendance again to make sure all have returned.

- B. **TORNADO DRILL: Learn the procedures for a tornado drill in each of your classrooms. As a general rule, inner halls and locker rooms are the best place to be. Stay away from doorways and windows. Students should crouch on their knees and cover their heads with their hands.**

Teachers will teach tornado drill procedures during the first week of school, and post directions for specific classroom instructions over or beside the classroom door. Tornado drills will be held at intervals throughout the school year, without prior notification. If working, the public address system will be used; otherwise a bell or air horn will ring three times in quick succession for a tornado drill. Instruct students to

cover their head with their hands and arms while in a kneeling position during the drill. The principal will give a verbal signal to end the drill. Each teacher is responsible for:

1. Blinds should be closed.
2. Doors will be closed.
3. Take attendance following the drill, and notify office of absences.

**C. EVACUATION DRILL: In the event of a threat from inside the building (explosive, chemical spill, etc.) students will exit the building quickly and quietly following the same procedures as the fire drill.**

1. Follow the same procedures to exit the building as used for fire drills.
2. Students will stay with their teacher and attendance will be taken outside, and then again after the all-clear has been given and students have returned to the classroom (same procedure as fire drill).
3. If authorities determine that it is not safe to return to the school building, students will board buses, or walk with their teachers to a building designated as a safe area (St. John Lutheran Church). Students and teachers will remain there until the all-clear is given to return to the school building.

**D. SAFE SCHOOLS DRILL: In some cases, a danger may be present from within the building (hostage situation, intruder alert, etc.). Students are to remain in, or go to, the closest classroom. Teachers will close and lock all exterior doors and windows and move students away from the exits.**

**Follow the Safe Schools procedures as posted in each room.**

### **“Secure the Classrooms” Procedures**

Steps of Action for “Securing the Classrooms”:

1. Students and staff will be advised by announcement on the PA system that the hallways and restrooms are being cleared and the classrooms are being secured.
2. Students are to remain in, or go to the closest classroom.
3. Teachers will close and lock the doors.
4. Students and staff are prohibited from using cell phones, social media websites, and email communications with people outside of the school building while the classrooms are secured. iChat should be used only in an emergency.
5. Student and staff are to remain in their classrooms until an “all clear” signal is given over the PA system or by school personnel.

“Securing the Classrooms” is a procedure to clear the hallways and keep students in the classrooms until it is safe for students to travel from classroom to classroom. This procedure should be used when it is important to keep students in the classrooms, but there is no need to seek the safety of the building lock-down.

### **“Building Lock-Down” Procedures**

Steps of Action for a “Building Lock-Down”:

1. Students and staff will be advised by announcement on the PA system that the building is going into lock-down.
2. Students are to remain in, or go to the closest classroom.
3. Teachers will close and lock the doors and move the students away from the exits.

4. To provide the greatest amount of safety in this situation the primary responsibility is to clear the “line of sight”. Everyone is to move away from the classroom doors and windows to the Safe Zone.
5. Staff members who are not assigned student supervision duties at the time of a lock-down should sweep the halls and restrooms for students and escort them to the nearest secured classroom and remained with those students.
6. Students and staff are prohibited from using cell phones, social media websites, and email communications with people outside of the school building during the lock-down. iChat should be used only in an emergency.
7. Keep the classroom door locked and do not open the door or leave the room under any circumstances until the administration unlocks your door to give you the “ALL CLEAR”.

Safe Zones should be where students are not visible through door windows.

Note: Someone may attempt to enter your room, police, another teacher, whomever. Do NOT let anyone in your room for any reason, and do not answer your door.

To provide the greatest amount of security in this situation, the primary responsibility is to clear the “line of sight”. Everyone is to move away from the classroom doors and windows, and close the blinds on the exterior windows. Lock the classroom door and do not open the door or leave the room unless an evacuation announcement is made - and you are confident in a safe exit from the building.

## **LESSON PLANS**

Lesson plans are the basic tool of all teachers. Thorough, advance planning is critical to cohesive and meaningful lesson design. If requested by the building principal, ***Lesson Plans for the upcoming week are to be submitted to the principal by Monday 8:00 a.m. of that week. Lesson plans will also be requested during OTES meetings.***

In addition, in your absence, the Lesson Plans will be used by a substitute teacher, who will be asked to implement the goals, activities, and assessments you have designed for your students for that day.

If you have a planned absence, a more detailed plan of the day’s lessons would be appreciated by your substitute, your students, and your principals:

1. Short outline of the class presentation and/or class discussion, or any other methods to be used.
3. Book or materials to be used.
4. Specific assignments and/or grading procedures for each class.
4. Explanation of any technology or audio-visual aids to be used.
5. Any other information that will make class presentation more effective.
6. Accurate Seating Charts

## **GRADE BOOKS**

Grades at Hicksville Middle School and High School will be entered electronically and maintained using the Power School Program. **Teachers are to update student grades in the computer at least on a weekly basis.** Students and parents may access grades at any time, and it is important that they be kept current by the teacher.



Grade records are to be carefully maintained, with attendance and grades meticulously recorded.

*Please maintain the security of your grade book; grades are confidential. Do not allow students access to your grade book. Record all grades personally; this is your professional responsibility. Likewise, it is not appropriate for students to have access to tests, exams, or other evaluative materials.*

### **SUBSTITUTE FOLDER**

All teachers will have a substitute folder on file in the office, which will be used by the substitute in case of an emergency teacher absence. You must have an emergency activity or lesson on file for days on which you are absent, and your regular plans are not suitable for a substitute teacher. Please update this file as needed. Your lesson plans must be current so that they can be accessed electronically.

Keep your Substitute Folder up-to-date with current information regarding the students, seating charts, procedures, rules, etc.

### **MONIES**

Pay-In and Requisition Forms must be used by all advisors, coaches, etc., who are in charge or sponsor an activity. These forms are required by school policy and assist the treasurer in keeping a running account of each activity. No deposits or withdrawals will be handled unless these forms are completed in full. **If the deposit is more than \$100.00 it must be deposited within 24 hours.**

**Requisitions must be approved by the Principal before the purchase of any materials or the contracting of any services.** Failure to do this may result in the sponsor being responsible for the payment of the bill. Keep a copy/record of all financial transactions, requisitions, pay-ins, etc. for your own records.

### **CLUB OR GROUP ADVISORS**

Advisors must be present at all of the group's meetings and activities, and are responsible for group organization. It is recommended that all advisors meet at least once a month with their group. The blanket Field Trip form is appropriate only if the trip departs and returns during the regular school day. Any trip that leaves or returns before or after regular school hours requires a separate permission form sign in advanced by the parent/guardian. In addition, the advisor/sponsor will carry Emergency Medical Forms for each student. At no time are students to be left alone on campus without advisor supervision. At the conclusion of the meeting, the advisor will be the last to leave the building after locking doors and windows and turning off all lights. All Advisors, Sponsors, Supervisors and Coaches must follow the board policies for dealing with monies, fund-raising, donations, purchase orders, purchasing, etc. See the building principal or the school treasurer for specific instructions. The required forms are available in the school office.

# **SCHOOL POLICIES**

## **EMERGENCIES**

Contact the principal if an emergency arises. In the absence of the building principal(s), the school counselor and/or the superintendent should be notified.

The teacher in the immediate vicinity of the emergency shall notify the office immediately, and administer first aid and emergency care if necessary. The principal will make all immediate arrangements for the care and safety of the student. A seriously ill or injured student shall be transported as soon as feasible to the hospital, or home, as directed by the physician.

Teachers will report all accidents to the office and file an accident report form immediately. This serves as protection for you and for the school in the case of litigation.

## **STAFF ETHICS**

### **BOE Policy #3210**

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Education expects all professional staff members to maintain high standards in their working relationships, and in the performance of their professional duties, to:

- A. recognize basic dignities of all individuals with whom they interact in the performance of duties;
- B. represent accurately their qualifications;
- C. exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- D. seek and apply the knowledge and skills appropriate to assigned responsibilities;
- E. keep in confidence legally-confidential information as they may secure;
- F. ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;
- G. avoid accepting anything of value offered by another for the purpose of influencing judgment;
- H. refrain from using position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. (This will in no way limit constitutionally or legally protected rights as a citizen.)

In addition, the Board believes that each professional staff member should maintain standards of exemplary professional conduct and conform his/her behavior to the code of ethics set forth below as adopted, in part, from the Association of American Educators' Code of Ethics and the National Education Association's Code of Ethics of the Education Profession, by demonstrating a commitment to students, the educational profession, and the District and community.

### **Commitment to Students - each professional staff member shall:**

- A. strive to create a learning environment that nurtures to fulfillment the potential of all students and stimulates the spirit of inquiry, acquisition of knowledge and understanding

- B. not unreasonably restrain students from independent action in the pursuit of learning or deny each student's access to varying points of view;
- C. deal considerately and justly with each student and seek to resolve problems, including discipline, according to Board policy and law;
- D. refrain from intentionally exposing students to disparagement or embarrassment;
- E. refrain from revealing confidential information concerning students, unless disclosure serves a compelling professional purpose or is required by law;
- F. make a constructive effort to protect students from conditions detrimental to learning, health or safety;
- G. endeavor to present facts without distortion, bias or personal prejudice;
- H. refrain from using his/her professional relationships with students for private advantage;
- I. not on the basis of race, color, creed, sex, national origin, marital status, religious beliefs, family, social or cultural background, or sexual orientation, unfairly:
  - 1. exclude any student from participation in any program;
  - 2. deny benefits to any student;
  - 3. grant any advantage to any student.

**Commitment to the Educational Profession - each professional staff member shall:**

- A. assume responsibility and accountability for his/her performance and continually strive to demonstrate competence;
- B. endeavor to maintain the dignity of the profession by respecting and obeying the law, and by demonstrating personal integrity;
- C. apply for, accept, or assign a position or a responsibility on the basis of professional qualifications, and adhere to the terms of a contract or appointment;
- D. continue professional growth;
- E. comply with written Board policies, administrative guidelines, or applicable laws and regulations;
- F. honestly account for all funds committed to his/her charge;
- G. refrain from using District or professional privileges for personal or partisan advantage;
- H. refrain from knowingly or willfully making false statements about a colleague or the District;

**DRUG-FREE WORKPLACE**  
**BOE Policy #3122.01**

It is the policy of the Hicksville Exempted Village Board of Education to establish a drug-free workplace. Drugs or alcohol in the workplace is dangerous and can lead to not only the person abusing drugs or alcohol, but also to fellow employees and students. It is especially important that employees not use drugs or alcohol in the school in view of the

fact that, as employees within the schools, the conduct of all board of education employees can potentially influence children within the schools.

For these reasons the Hicksville Exempted Village Board of Education is committed to maintaining a drug free workplace and will enforce a policy requiring all employees to refrain from the use, sale, purchase, possession, or being under the influence of drugs or alcohol while on the job, on school premises, or while using school equipment.

**School employees will not use tobacco or tobacco products while on school property, or while participating or attending school events.**

## **USE OF TOBACCO BY PROFESSIONAL STAFF**

### **BOE Policy #3215**

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

For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board cannot, even by indirection, condone the use of tobacco, the Board prohibits the use of tobacco by professional staff members at all times within any indoor facility owned or leased or contracted for by the Board, and used to provide education or library services to children. Such prohibition also applies to school grounds, Board-owned and/or operated vehicles used to transport students, all other Board-owned and/or operated vehicles, and/or any school-related event.

## **STAFF NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

### **BOE Policy #7540.04**

It is the intention of the Hicksville Exempted Village Schools Board of Education to protect the privacy of staff members who use the school computers, computer network, and electronic messaging systems to the maximum extent possible given the operational and security needs of the District. The purpose of this policy is to identify the limitations on this privacy and the general restrictions applying to the use of computers and electronic messaging systems of the District.

### **Acceptable and Unacceptable Uses**

The computers, computer network and messaging systems of the School District are intended for educational uses and work-related communications. Incidental use of the e-mail and voice mail systems by staff members for personal communications is permitted as long as such communications are limited in number, are initiated during non-work periods, and do not interfere with the primary intended uses of the system. The following are uses which are unacceptable under any circumstances:

- A. the transmission of any language or images which are of a graphic sexual nature

- B. the transmission of jokes, pictures, or other materials which are obscene, lewd, vulgar, or disparaging of persons based on their race, color, sex, age, religion, national origin, or sexual orientation
- C. the transmission of messages or any other content which would be perceived by a reasonable person to be harassing or threatening
- D. accessing and/or downloading any language or images which are of a graphic sexual nature or jokes, pictures, or other materials which are obscene, lewd, vulgar, or disparaging of persons based on their race, color, sex, age, religion, national origin, or sexual orientation
- E. the connection of any wireless device to the computer network unless specifically authorized by the District's network administrator
- F. uses that constitute defamation (libel or slander)
- G. uses that violate copyright laws
- H. uses that attempt to gain unauthorized access to another computer system or to impair the operation of another computer system (for example, the transmission of a computer virus or an excessively large e-mail attachment)
- I. any commercial or profit-making activities
- J. any fundraising activities, unless specifically authorized by an administrator

### **Responsible Care**

District staff members assume responsibility for the general care and maintenance of technology equipment while in their possession, including the use of portable devices used off campus. Care is defined as returning the equipment free of marks, dents, scratches or other physical damage beyond normal wear. Maintenance is defined as using the equipment only for its intended purpose, observing proper operation procedures, and providing adequate supervision to keep others from using the equipment. Costs of repair due to improper use or negligence will be the responsibility of the staff member.

### **Security and Integrity**

Staff members shall not take any action which would compromise the security of any computer, network or messaging system. This would include the unauthorized release or sharing of passwords and the intentional disabling of any security features of the system. Staff members shall not take any actions which may adversely affect the integrity, functionality, or reliability of any computer (for example, the installation of hardware or software not authorized by the District's network administrator). Staff members shall report to the District's network administrator and a School District administrator any actions by students or other staff members which would violate the security or integrity of any computer, network or messaging system whenever such actions become known to them in the normal course of their work duties. **This shall not be construed as creating any liability for staff members for the computer-related misconduct of students or other staff members.**

### **Right of Access**

Although the Board of Education respects the natural desire of all persons for privacy in their personal communications, and will attempt to preserve this privacy whenever possible, the operational and security needs of the District's computer network and messaging systems require that full access be available at all times. The School District therefore reserves the right to access and inspect any computer, device, or electronic media within its systems and any data,

information, or messages which may be contained therein. All such data, information, and messages are the property of the School District and staff members should have no expectation that any messages sent or received on or through the School District's systems will always remain private.

All employees of Hicksville Exempted Village Schools have access to hardware, software, and connectivity equipment and services provided by the school district. It is the intention of the School District to protect the privacy of staff members who use the school computers, computer network, and electronic messaging systems, to the maximum extent possible given the operational and security needs of the District. The Board of Education has instituted a policy (BOE Policy #2460) that identifies the limitations on this privacy and the general restrictions applying to the use of computers and electronic messaging systems of the district. This Network Privacy and Acceptable Use Policy will be provided to each district employee, and requires a signature from the employee to signify understanding and compliance with the policy.

## **TECHNOLOGY PRIVACY**

### **BOE Policy #7540.01**

The Board of Education recognizes its staff members' right to privacy in their personal lives. This policy serves to inform staff members of the Board's position with respect to staff-member privacy in the educational and workplace setting and to protect the Board's interests.

All computers, telephone systems, electronic mail systems, and voice mail systems are the Board's property and are to be used primarily for business purposes. The Board retains the right to access and review all electronic and voice mail, computer files, data bases, and any other electronic transmissions contained in or used in conjunction with the Board's computer system, telephone system, electronic mail system, and voice mail system. Staff members should have no expectation that any information contained on such systems is confidential or private.

## **USE OF CELL PHONES**

During the school day, personal cell phone use should only be used during non-teaching times (lunch, conference period, etc.) This is consistent with modeling for our students the limits on personal cell phone usage during school time. Ref: BOE Policy #7530.01

## **OTHER PROCEDURES**

### **TEACHERS' WORKROOM**

The workroom is provided for teachers to use during their conference/prep period and should not detract from regular duties. While it is appropriate to drink coffee, etc. or eat in the lounge, food and drink is not to be taken to the classroom. Except in emergency, teachers are not expected to be in the lounge between classes. The use of tobacco by teachers, staff, students, and visitors is not permitted in our school building at any time. **Students are not allowed in the teacher's workroom.**

### **CLASSROOM SUPERVISION**

**Teachers may not leave their classroom unsupervised during the day.** Use of the phone, the lounge, trips to the office or restroom must be restricted to lunch or conference times unless an emergency situation arises. You are legally accountable and liable for everything that happens in your classroom, even if you are out of the room.

## **PARKING**

Students must park in the designated student parking areas in the school parking lot. Teachers may park in the areas which are designated for staff.

## **TELEPHONE CALLS**

A telephone with voice mail service is provided for teacher use in each classroom. Except in emergency situations, the phone is not to be used during regular class time. Please restrict phone use to your non-teaching period/s. Personal calls will be billed from the treasurer's office. Students may use your classroom phone only with your direct supervision, to contact parents or other school-related calls.

## **MAILBOXES**

Staff mailboxes will be maintained in the office. Please check your mailbox in the morning and again in the afternoon. Remove items from your mailbox on a daily basis. Also check your electronic mailbox daily. Announcements and other important information are communicated via e-mail.

## **STUDENT/CLASSROOM AIDES**

All student aides need to be approved through the principal's office PRIOR to their assignment. Student Aides must maintain satisfactory grades, be good role models, and be trustworthy. Student Aides may be used for legitimate purposes such as helpers to run errands, complete bulletin boards, tutoring, etc. **Student Aides will be assigned to the LMC, Offices, and Technology Department. Student Aides will not be available for individual classroom assignments.**

## **STUDENT ATTENDANCE PROCEDURES**

**We are legally responsible for every student every minute of the school day. Attendance must be taken at the beginning of each period, and recorded for your own classroom records.**

Student attendance is managed using the PowerSchool attendance module. Updates throughout the day regarding student's attendance (tardy, early release, late arrival, etc.) will be available in real-time using your computer. A paper copy of the daily absence sheet will be delivered to you only in the event of a computer problem.

At the beginning of first period, take attendance using the student attendance program on your computer. Do this immediately at the start of class (within the first ten minutes). This information will be transmitted to the building secretary.

In addition, teachers must take careful attendance at the beginning of each class periods 1-8 and Homebase. Report any discrepancy from the attendance program immediately to Mrs. Shock or Mrs. Welling via E-Mail. The PowerSchool program allows us to track and record student attendance in a more timely and specific manner.

## **PREVENTING STUDENT CHEATING, TEST SECURITY** **BUILDING-WIDE GUIDELINES**

### **A. Test Security**

1. Tests should be kept in a place that can be locked.
2. Tests and answer keys should not be allowed to lay out on the teacher's desk.
3. Test formats and questions should be changed periodically (at least annually).
4. Build a pool of test questions to be used and varied
5. Tests should be returned to students for feedback.
6. Use different questions for different periods if the same test is given several times during the day.
7. "Trade and Grade" concept should not be used if a grade is to be recorded. Students should never grade another student's test.
8. Students are not allowed to use the copier to run off tests.

### **B. Classroom Management**

1. Employ the "management by walking around" theory.
  - a. Teacher grading or other paper work should not be done during testing time; especially if it means remaining at the desk at all times.
  - b. Students can be monitored more effectively if the teacher moves around the room; students with questions need not move to the teacher, the teacher can move to the student.
  - c. Optimum effectiveness would be achieved by varying the pattern of teacher movement throughout the room.
2. Classroom seating charts should be changed throughout the quarter so that certain students are not able to set up a pattern of cheating.
3. Arrange students/desks as far apart as possible; arrange the room so that the teacher is able to walk through and behind all rows of the room.
4. Teachers should carefully monitor students at all times to insure that they are not using cell phones, pagers, or other electronic devices in class. These devices are becoming the method of choice for many students who intend to cheat.

### **C. Make-up Tests**

1. Should have a different format than the original test.
2. Students should not be placed in the hallway to take make-up tests if at all possible, or take the make-up test in an unsupervised area.
3. Make-up tests should not be an "easy way out" of taking the original test.

## **GRADES, REPORT CARDS, INTERIM REPORTS**

Hicksville Middle School and High School will award **quarter grades** (nine-weeks grades) based on a letter grade system (A, B, C, D, F) determined by the students' total percentage earned at the end of each quarter. Daily grades are to be based on this grading scale approved by the Hicksville Board of Education:



## Grading System

The uniform grading system for Hicksville Exempted Village Schools is by percent:

A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59

Students may receive three letter grades per semester on their grade cards: two quarter grades and one exam grade. The Semester Grade will be calculated on the percentage the student earned for both quarters PLUS the exam. Each quarter grade is 40%, and the Exam is 20% of the final Semester Grade. Subject to change by building principal.

### GRADE REPORTS:

Grade Cards/Reports will be available (**Parent Request**) to students the week following the end of each quarter.

### INTERIM REPORTS:

At the mid-term point of each grading period, all students will receive an Interim Grade Report. This report will reflect the student's current grade, with appropriate comments regarding the student's performance. In cases where students are failing or are on the borderline of failure, or where students are not working up to their capacity, teachers should notify the student and parents/guardians. If, after Interim reports have been made available and a student's performance drops considerably or drops to failing, the teacher should attempt to make contact with parents/guardians using email and/or verbally.

### PARENT AND STUDENT ACCESS TO GRADES:

Hicksville Middle and High School students have access to the Parent/Student viewer module using PowerSchool. This makes communication between parents and teachers much easier and more seamless. It also means that it is even more important for teachers to keep their daily grades entered on a regular basis so that the grades and information the parents see is timely and current. Teachers are to enter grades a minimum of once per week.

### **A note about grades:**

Assigning grades is one of the most difficult and critical duties of instruction. To determine a specific grade for an individual student requires the highest degree of professional skill. Whatever grade you record, be sure you have subjective evidence that substantiates the grade assigned. Assignments, reports, projects, tests, quizzes, homework, attitude, cooperation, participation, and self-discipline should all be considered. *Using a Rubric or scoring guide to score student work, projects, and assignments is highly recommended.*

### **HALLWAY SUPERVISION**

#### **BETWEEN CLASSES, BEFORE SCHOOL, AND THE END OF THE DAY**

The first step in providing a safe school environment is the visibility of adults in the hallways at all times. **Teachers are expected to station themselves outside their classroom doors in the hallway between classes and after the last bell of the day.** Student disruptions are much less likely to occur when there is an adult present -- an adult like you, who is willing to not "look the other way" if a problem arises. The majority of disruptions can be handled on the spot with a word from the teacher.

### **STUDENT PASS/SmartPass**

Except in the case of an emergency, students are NOT to be in the hallway, or released from class without a signed pass in their possession. **The system will only work if all teachers operate under this policy.** If you see a student in the hallway during class time, ask to see his or her pass to verify that the time out of class is legitimate.

Remember that if a teacher wants a student to leave your class, study hall, or Homebase, that teacher must sign the student's pass IN ADVANCE. You are not to allow a student to go see another teacher without prior approval by that teacher.

If a student is using another person's pass, or otherwise abusing the pass privilege, the teacher will confiscate the pass and report the situation to the Principal.

### **FIELD TRIP PROCEDURES**

To request a Field Trip for educational purposes, check available dates with the principal, check bus availability with Mrs. Daniels, the Superintendent's Secretary, and complete the Field Trip proposal form (available in the school office). Field Trips MUST be approved by the principal in advance. At least one week before the scheduled trip, email the principal with the list of students to be excused. Include the details of the trip including date, time students are to be excused and expected return time. The Principal will then forward the information to all staff members to make the Field Trip an officially excluded absence for the students.

### **HOMEBASE**

The purpose of our HOMEBASE period is to preserve academic time by providing an opportunity during the day for students to participate in enrichment activities. HOMEBASE is to be used for the following:

1. Student Life Update
2. Daily announcements
3. Class meetings

4. Organizational / Club meetings
5. Tutoring
6. Additional Study time for students
7. Assemblies
8. Advisement/Guidance activities
9. Academic programs and assistance, PRIDE, etc.
10. STARS or other building programs

**Teacher's responsibilities during HOMEBASE:**

- Take daily attendance.
- Sign passbooks only for legitimate reasons (just like in any regular class).
- Require that students are seated and quiet during activities and Announcements.
- Check scheduled Homebase meetings and allow only those students to leave for the meeting
- If you wish to have a meeting with a group, you must provide the principal with a list of the students electronically (via e-mail) in advance of the meeting. The principal will send a staff memo/email to affected teachers.
- Provide a quiet enough atmosphere so that students who wish to use this as additional study time may do so.
- Teachers are encouraged to provide academic assistance to students, or provide an opportunity for small groups to work together.
- If you will be meeting with another group of students, you will need to arrange for another teacher to cover your Homebase.