The mission of the Allen East Local School District is to provide an appropriate educational program and learning environment which will effectively meet the educational needs of its students and citizens and help its students accomplish educational goals which are significant, durable, and transferable.

This handbook will serve as a guide as we strive to meet the obligations of educating the students of our district. There is important information included in this handbook. Please refer to it frequently.

We want to let each of you know our doors are always open to you, and we welcome your opinions and suggestions. As we sort through issues and make decisions, your input is invaluable. Our ultimate goal remains the same: finding the best method to make a difference in the lives of our students.
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**TEACHING RESPONSIBILITIES**

**TEACHER WORKDAY**

Teachers are to be in the building by 7:45am and may leave after 3:05pm. Please notify Larry Altenburger, Jarrod Wehri, Keith Baumgartner, Ann Reese, Judy Roberson or Darlene Whitley if you are going to be late, or you must leave early.

Staff leaving the building during their lunch period must notify Ann Reese, Judy Roberson or Darlene Whitley. This allows the office to monitor telephone messages and parent requests.

**BELL SCHEDULE**

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<thead>
<tr>
<th>Time</th>
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<tr>
<td>2nd</td>
<td>8:44 – 9:32</td>
<td>9:36 – 10:16</td>
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<td>4th</td>
<td>10:26 – 11:14</td>
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<tr>
<td>5A</td>
<td>11:14 – 12:05</td>
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<td>8th</td>
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<table>
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<td>8th</td>
<td>2:32 – 3:05</td>
<td>2:39 – 3:05</td>
</tr>
</tbody>
</table>

**TEACHER RESPONSIBILITIES**

*Never leave a classroom unattended;* use the classroom phones to contact the office or speak with another teacher if necessary. Unattended students are a very real liability concern for you personally.

Any student note given to the teacher regarding transportation (change in bus number, early pick up by a parent, etc.) must be communicated to the office immediately.
Please take attendance during first period and accurately check it EVERY class period. Nothing is more frustrating than to find a student was missed on the morning attendance, and no teacher checked with the office throughout the day regarding the student. This is critically important since we are held accountable for every student all day.

Difficult as it is, please limit the use of the restroom during class periods. The more students are unsupervised, the more we have the potential for vandalism and inappropriate behaviors. **Students are not permitted in the hallways without a pass filled out correctly.**

**ARRIVAL TIME & STUDENT SUPERVISION**

Students should not arrive at the school before 7:35am.

Teachers are to supervise students in classrooms, halls and locker areas between 7:45am and the second bell. When teachers are obviously watching students, student behavior improves. Teachers should **not** be conferring or chatting with one another during this time period; each and every teacher shall be on his/her feet devoting full attention to the activities and movement of students. When class is not in session – teachers need to be in the hallways observing students. This includes transition time between classes and at the end of the school day.

**ASSEMBLIES & STUDENT EVENTS**

Your presence with your students at assemblies is as much a requirement as your presence with them in class. Please accompany your students to all assemblies. If it is a grade level assembly and you have mixed grades please work with a neighboring teacher to cover non-attending students.

Please make an effort to support your students during the course of the year by attending the extracurricular events for which they participate. Every student appreciates the fact you care enough to take the time to see them outside the normal class setting.

**GUIDELINES FOR DANCES**

Time: High school – approximately 8:00pm to 11:00pm. Junior high – approximately 7:00pm to 10:00 pm.

Required: Four parent chaperones, two faculty advisors, and two policemen (for high school).

The sponsoring group must have a clean-up committee to clean up after the dance. The sponsoring group must reimburse the school for the overtime pay for any custodian hours after 11:30 p.m. Contact the office to have the dance put on the school calendar.

**CLASSROOM APPEARANCE**

Teachers are required to keep their classrooms and working areas neat and clean. There shall be no cluttered areas, littered floors, or any other indicator that the teacher “does not care.” To help in this, remind students at the end of the period to clean their area. At the end of each day, teachers shall see to it that chairs and desks, podiums and tables, etc. are neatly arranged. This includes locker rooms during physical education classes and practices.

Food and beverages are to be consumed only in the cafeteria area only, with the exception of 7-12 students eating breakfast during first period. Teachers are strongly advised to lock classroom doors at the conclusion of each school day.

**CONFIDENTIALITY & VOLUNTEERS**

Please be aware of volunteers when you are having discussions with other staff. We need to avoid discussion of students, their situation, or interactions we have had with their parents when volunteers are in the classroom, nearby or with us in the staff lounge. This also includes discussions in front of high school service learning students working in various locations.
EMPLOYEE PROFESSIONAL CONDUCT POLICIES

1. **Conduct Unbecoming** - The question of what constitutes “conduct unbecoming for the teaching profession” was left unanswered by House Bill 79, which requires reporting of conduct unbecoming when it results in a criminal conviction; nonrenewal or termination; resignation under threat of nonrenewal; or termination or resignation stemming from an investigation. In March 2008, the Ohio Department of Education released its final rules creating a Licensure Code of Professional Conduct for Ohio educators. The rules define what actions constitute “conduct unbecoming” and other teacher misconduct that must be reported. The new code is divided into eight categories: professional behavior, professional relationships with students; accurate reporting, criminal acts, confidentiality; use, possession or unlawful distribution of alcohol, drugs and tobacco; accepting compensation for self-promotion or personal gain; and commitment to contract. Each category sets forth a statement that defines the expected behavior of educators. Each category then lists a non-inclusive list of what constitutes “conduct unbecoming.” Some examples are include:
   a. Disparaging a colleague, peer or other school personnel while working in a professional setting (e.g. teaching, coaching, supervising or conferencing) on the basis of race or ethnicity; gender; national origin; sexual orientation; political or religious affiliation; physical characteristics; age, disability; or English language proficiency.
   b. Violating local, state or federal procedures related to the security of standardized tests, test supplies or resources.
   c. Using technology to intentionally host or post improper or inappropriate material that could reasonably be the accessed by the school community.
   d. Using inappropriate language, gestures or signs at any school-related activity, such as racial slurs, or biased, lewd or lascivious expressions.
   e. Knowingly contributing or failing to intervene in the harassment, intimidation or bullying of a student.
   f. Falsifying, intentionally misrepresenting, willfully omitting or being negligent in reporting for absences or leaves.
   g. Using confidential student, family or school-related information in a non-professional way (e.g. gossip, malicious talk or disparagement).
   h. Soliciting students or parents of students to purchase equipment, supplies or services, or to participate in activities that financially benefit the educator without notifying the Superintendent or designee and/or not in accordance with local board policy.
   i. Using school property without the approval of the Superintendent or designee and/not in accordance with local board policy (e.g. technology, copy machines, vehicles).
   j. Willfully refusing to perform services and duties required by the contract, except as outlined in ORC Chapter 4117 (collective bargaining law).

2. **Sexual Harassment/Gender Harassment**: In accordance with applicable law, employees of the Allen East Local School District Board of Education are expressly prohibited from engaging in harassment, retaliation against a person for opposing or reporting harassment, or aiding or abetting harassment of any student or employee. Allegations of sexual harassment or gender-based harassment should be made to the Superintendent. The Superintendent will review the complaint within 10 working days, if possible. If harassment has occurred, the student may be liable for discipline up to and including suspension/expulsion or, in the case of employees, suspension without pay and/or termination of employment. The above policy also applies to all students in the Allen East Local School District. Allegations of sexual harassment or gender-based harassment involving students should be made to the principal.

3. **Drug Free Workplace**: (See Board of Education Policy.) No employee shall unlawfully manufacture, distribute, dispense, possess or use any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol or any controlled substance as defined in federal and State law, in the workplace. “Workplace” is the site for the performance of any work in connection with the school district. The workplace includes any school building, school property, school-owned vehicles or school-approved vehicle used to transport students to and from school or school activities (at other sites off school property) or any school-sponsored athletic event in which students are under the jurisdiction of the school authorities.
As a condition of employment, each employee shall notify his supervisor, in writing, of his conviction of any criminal drug statute for a violation occurring in the workplace as defined above, not later than five days after such conviction. Employees are given a copy of the standards of conduct and the statement of disciplinary sanctions and are notified that compliance with the standards of conduct is mandatory. Employees who violate the policy shall be subject to disciplinary proceedings in accordance with prescribed school district administrative regulations, local, state and federal laws and/or the negotiated agreement, up to and including termination. Any employee in violation of this policy may be required to participate in a drug abuse assistance or rehabilitation program approved by the Board. All employees are provided the opportunity to participate in a drug-free awareness program to inform them of requirements, services and penalties. A list of local drug and alcohol counseling, rehabilitation and re-entry programs and services that are available in the community is available in the central office.

4. **Anti-Hazing:** (See Board of Education Policy 5516.) It is the policy of the Allen East Local Board of Education and School District that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing. Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying. Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both mental and physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property or at a school-sponsored activity, on school-provided transportation or at any official school bus stop.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy. The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships. Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Superintendent/designee and appropriate discipline is administered. The Superintendent/designee must provide the Board President with a semiannual written report of all verified incidents of hazing and/or bullying and post the report on the District’s website.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development. District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law. No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or
participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

5. Licensure Code of Professional Conduct for Ohio Educators. Information about the code of professional conduct for Ohio Educators may be found at the following web address: http://education.ohio.gov/Topics/Teaching/Educator-Conduct/Licensure-Code-of-Professional-Conduct-for-Ohio-Ed

HALL SUPERVISION

It is critically important for all teachers to be visible before school, between classes, and after school. It also helps when teachers will occasionally step into the restrooms between classes. Please do your share of supervision; we all are in this together. Teachers are the best deterrents of irresponsible behavior. Students need positive reinforcement to get to every period on time. Please understand that your presence in the hallways and in the restroom areas is VITAL for “crowd control” starting at 7:45 am, between classes, and ending at 3:05 pm. It is also very important that each teacher arrives back in the classroom before the students do after lunch.

COURSE SYLLABUS

It is highly recommended that all teachers have a course syllabus for each course that is taught. It should include brief course unit descriptions, homework policy, grading procedures, etc.

LESSON PLAN AND SEATING CHART

Please have all lesson plans available every day. You must have emergency plans readily available in your room. All materials, copies, and instructions must accompany these plans. DO NOT plan to call or email the secretary with plans the morning of your absence. Plan in advance and treat each night you leave as if you will be out the next day.

All teachers must have a seating chart for each class including homeroom, computer labs, and study halls.

SUBSTITUTE FOLDERS

Teachers must have a substitute folder readily available either in the individual classroom or in the office. Items should include:

1. A daily work schedule, which includes any assigned duties for Monday through Friday. Subs need to know about hall duty, cafeteria duty, etc.
2. A current seating chart for all classes including study hall.
3. Classroom expectations.
4. List of textbooks and/or workbooks for each class.
5. Names of responsible students in each class who might help the sub.
6. Master copies of some worksheets and activities that the teacher might recommend if needed.

Plan to update the substitute folder as the year progresses. Teacher absences are expected; however, it is important to have materials available for a substitute. Allowing students to be in a classroom with nothing to do invites and encourages disaster for any substitute.

Movies are not to be shown in your classroom as down time. If you wish to show a movie it must be in your lesson plans and show how the viewing is aligned with the standards/indicator/benchmark.
HOMEWORK ASSIGNMENTS

All teachers must have meaningful homework assignments for students. This is a great organizational tool that will help students be accountable and responsible for their own learning. *The emphasis needs to be on a quality assignment not quantity.*

GRADE SCALE

<table>
<thead>
<tr>
<th>Grade</th>
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<tr>
<td>A</td>
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<td>91-93</td>
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GRADE AND PROGRESSBOOK

Please follow all timelines assigned when grades are due for midterms and quarters. *All grades have to be updated in Progress Book on a Monday to Monday basis.* A general rule of thumb is two graded assignments per week. If you assign an incomplete or find that you need to change a grade please see your principal for a grade change form. There will be no changes two weeks after grades have been given.

Students in JDC: If a student leaves your class mid-quarter for JDC, you must average their grade with yours. Do not change their grade based on the work done or not done within your classroom.

INCOMPLETES

A teacher may issue a temporary grade of Incomplete (I) when a student has not completed classroom work and grades are due in the office. Unless there are extenuating circumstances, *after two weeks a grade of incomplete becomes an F.* If the incomplete is issued because the missing work constitutes a major phase or project of the course, no credit will be given in the course.

Per Ohio High School Athletic Association (OHSAA) rules, all incompletes given to students who are athletes now must be forwarded to the OHSAA for review. The OHSAA will not allow a student to receive extra time to turn a failing grade into a passing grade through an incomplete unless the incomplete is due to a major illness or family problem. If a student has not been absent and is only given an incomplete to extend the quarter, the OHSAA will not count the incomplete as a passing grade once the work is made up.

STUDY HALL

1. Students in study hall are expected to study. Bring study materials.
2. Students are required to sit in assigned seats.
3. Talking, hall/restroom passes will be kept to a minimum.
4. Students will treat others with respect.
5. Students will follow directions the first time they are given.
OBSERVATIONS AND EVALUATIONS
The evaluation process and format for all teachers will follow the guidelines of the negotiated agreement. “Walk-through” observations check for instructional format, strategies, type of student involvement, etc. All staff will complete their Student Learning Objectives (SLO) during the first several weeks of school.

PURCHASING PROCEDURES
1. Employee completes a requisition form, available in the building office. All requisitions must be submitted to the building administrator for approval. Please remember to include all shipping and handling charges. Please have your account filled in at the bottom of your requisitions. If you do not know your account number please let your building secretary know and they will get it to you.

2. If there are more than two or three items to be ordered, use a supplemental form sheet. Then, on the requisition, put “as per attached sheet”. List your order as completely as possible for each item, catalog number, number, description, quantity, include price, etc.

3. Turn the requisition into your building principal’s office. If approved, the form will be sent to the Treasurer and Superintendent for approval. If approved, a white copy of your purchase order will be returned to you.

4. When you receive the purchase order, you may place your order. Remember: Do not order until you have the purchase order number.

5. When the order is delivered to the school, the procedure is as follows:
   a. Deliveries are to be made to either a custodian or secretary. Materials are never to be received by teachers or delivered to the classroom without being processed through the office of the principal. If the bill is mailed to you, give it to the principal’s office promptly.
   b. When your order is complete and ready for payment, please notify your building secretary.

6. If you have any questions, see your building principal or call the Treasurer at 419-648-3333, ext. 1007.

TEACHERS HANDLING STUDENT SCHOOL FUNDS/DEPOSITS
The principal must first approve all fundraisers and they must have been submitted with your activity budget. Teachers must account for any money collected from each student. Money collected will be deposited daily. The secretary will give the teacher a receipt for each deposit. If you have money to be deposited, please take the money/checks to the office before 2:00 p.m. Please do not leave money in your classroom overnight. Take it to the office. Reminder: the sale of candy and similar edible items can only take place after school hours. This is per our wellness policy. If you have questions about your fundraising items, ask before you order.

WORK ORDER REPAIRS
Any work repair requests must be completed using the online School Dude Help Desk form. The link is available under “Employee Logins” on the Allen East webpage.

DISTRICT INFORMATION

ANNOUNCEMENTS
Announcements will be posted on the Allen East website. Remind students to look over this page each day. Email any announcements and the dates to post to your building secretary. The administration reserves the right to deny the announcement. It is your responsibility to maintain an atmosphere that permits all students the opportunity to hear information. Announcements over the PA will only be made the first few minutes of first period and the last few minutes
of seventh period. Only emergency announcements will be made any other time. Information to Apollo students should be sent to Apollo in advance so there is sufficient time for the students there to know of the activity. One of the major complaints of the Apollo students and their parents is they are “never told”.

**CALENDAR**

Please contact your building secretary to have events placed on the school calendar. Students or teachers are not to put events on the calendar. In order to avoid conflicts, this rule should be strictly observed. Any activity not scheduled on the calendar in the proper manner will not be held.

**CLASSROOM FURNITURE**

If any furniture is moved from its assigned room, please notify your principal. Personal items are not permitted in the classrooms such as microwaves, coffeemakers, refrigerators, or any items with a heating element, etc.

**CLASSROOM LIGHTS**

Please make sure that you turn off your classroom lights when you leave at the end of each day as well as secure your classroom.

**CLASSROOM PHONES**

Make positive use of them both internally and externally. A phone call to a parent might be the key to eliminating issues that have the potential to be explosive. A red light on your handset indicates you have voicemail. This must be checked on a regular basis. All voicemails should be returned within 24 hours. Also, obtain e-mail addresses from parents whenever possible, and share your e-mail address with parents. It is a quick and efficient method to communicate. Long distance calls may only be made for school business.

Students are **only** permitted to use classroom telephones for an emergency, a class assignment or at the end of the school day.

**COMMUNICATION**

Call/text a school official any time you have an issue we would need to be aware. Please leave a voicemail if we are not immediately available.

**COMPUTER AND EMAIL**

Make sure you check your email daily. Most information will be distributed in this format. Make sure the emails you send are appropriate. Your emails are public record, and as such anyone can come in and request copies of the emails you have sent and received. The same is true of your computer and internet use. Make sure your internet use is for school related activities. You can use many game type of activities with students but if a request is made and it shows the staff member only on a game style site, personal email, etc. during a time when you have students, this can result in disciplinary action.

**COPY MACHINE**

Teachers and trained office workers only may use the copy machines. Please arrange to do this chore either before or after school or during conference periods. The only students permitted to use the copy machines are the students helping in the office. Also, these students are permitted to use the copy machines only during periods they help in the offices. **Do not send students to the office to use copy machines on your behalf.**
**FOBS/KEYS**

Each employee will receive a FOB (electronic key) to gain access into the building. If you enter the building on day when no activities are scheduled, please make sure the building is empty before you leave and arm the security system. If a FOB is lost or stolen, contact your building administrator immediately so access can be terminated for the security of the building. The employee will be responsible for the replacement cost of a lost or stolen FOB/key.

**MEDIA REQUESTS AND RELEASES**

To request media coverage for a school activity or event, please contact your principal. If you are personally contacted by a person from the media, please refer him/her to call your principal.

**OHIO ALERTS**

If you want to receive a text message or email regarding school closings or events please go to: [http://ohioalerts.org/AllenEast](http://ohioalerts.org/AllenEast) and sign up. You can also get closing information from our website and the local media outlets.

**VISITORS**

All visitors, including parents and former students, must obtain a pass and approval from an administrator prior to visiting any classroom, teacher or student. After 7:53 am, everyone* coming into the building will have to enter through the L1 entrance. The L1 entrance is located by the elementary office. Staff members with FOB’s will still be able to enter at any location with a FOB reader.

*Students in grades 6-12 will be able to enter at the A1 entrance after 7:53 am.

**STUDENTS**

**ALLEN EAST K-12 CODE OF CONDUCT**

Hallways, Cafeteria, etc.

1. Students will follow directions the first time they are given.
2. Any student whose voice can be distinguished is too noisy.
3. Student will keep hands, feet and other objects to themselves.
4. Students will use the equipment appropriately.
5. Students will move from one area to another in an orderly manner.
6. Students will use designated hallways to move from class to class.
7. Students will treat others with respect.

**Severe Clause – any student who severely disrupts the school setting may go directly to a Friday detention or suspension.**

**ADMISSION SLIPS**

Regular attendance is required of all students. It is the responsibility of the student to contact the teacher(s) to make up any work missed during an absence. Students will receive credit for make-up work.

Unexcused absence – It is the student’s responsibility to get assignments from staff and if the assignment was due on the day of an unexcused absence, it is due upon the student’s return. If an assignment was made during the unexcused absence, the student can make up the assignment but will be deducted an additional 2% from the end of the nine weeks grade. This can be waived by the administration on a case by case basis.
BEHAVIOR EXPECTATIONS

Student behavior is dependent on each teacher taking responsibility for every student. We need to adopt this philosophy: “Every student belongs to every teacher all the time” (Jones, 1985).

Every teacher is encouraged to develop a written Behavior Plan with input from students. The plan should include classroom expectations and consequences for not meeting those expectations.

Only send a student to the office if you intend to write a disciplinary referral. Parent contact must be made with all referrals. Ask yourself these questions:
1. Is the student issue so important that he/she loses instructional time? This is especially critical with the minimum class periods. We need to devise a system by which a student can return to class after a conversation with the principals and/or guidance counselor.
2. Are you being a positive role model when you send students out of class?
3. Have you followed your Behavior Expectations plan?

We understand that there are rare occasions when a teacher reaches the “end of his/her rope”; however, use this rationale sparingly please. There are approximately 1,100 students in this school, and it is not effective or efficient to have a backlog of students sitting in the office.

The only place students should have food or drink is in the cafeteria. The only exception is for 7-12 students who are allowed to eat breakfast in their classrooms during first period. Besides breakfast, do not allow students to enter your class with these items.

CONSEQUENCES

1. Warning
2. Documented Parent Contact
3. Fifteen (15) or Thirty (30) minute detentions after or before school.
4. Documented Parent Contact/Meeting Request
5. May refer to Principal with Parent Contacts Documented

EMERGENCY MEDICAL AUTHORIZATION

Each fall the school distributes Emergency Medical Authorization Forms to the parents or guardians of all students. In the event that emergency medical treatment is necessary for a student, the district will adhere to the instructions on the authorization form.

Emergency medical authorization will be kept in a separate, easily accessible file in the office during the school year. At any time a student or a group of students are taken out of the district as participants in a school event, the staff in charge of the event must take the Emergency Medical Authorizations for those students. This includes, and is not limited to, music trips, athletic trips, field trips and academic contest participants. This does not include student spectators at events.

MANDATORY REPORTING LAW

Ohio Revised Code: 2151.421 http://codes.ohio.gov/orc/2151.421

What is a mandated reporter? A mandated reporter is someone required by law to report if they suspect or know that child abuse if occurring. A list of mandated reporters for Ohio includes: school authorities, employees and teachers, attorneys, audiologists, child care workers, children services personnel, coroners, day care personnel, dentists, nurses, physicians including hospital interns and residents, podiatrists, psychiatrists, social workers, speech pathologists, and animal control officers/agents.

The above mandated reporters are mandated when:
Acting in official capacity
Knows or suspects that the child has suffered or faces a threat of a physical or mental wound, injury, disability, or condition that indicates abuse or neglect
Immediately report your suspicions to the public children service agency or law enforcement agency in the county in which the child lives or was abused.

**Allen County Children Services: 419-227-8590** or [http://www.allencsb.com/default.aspx](http://www.allencsb.com/default.aspx)

**Don't know the county? Call:** Childhelp® USA National Child Abuse Hotline at 1-800-4-A-CHILD® (1-800-422-4453). TDD: 1-800-2-A-CHILD

**What information do I need to make a report?**
- The name and address of the child you suspect is being abused or neglected
- The age of the child
- The name and address of the parents or caretakers
- The name of the person you suspect is abusing or neglecting the child and the address if available
- The reason you suspect the child is being abuse and neglected
- Any other information which may be helpful to the investigation
- You have the option of giving your name or reporting anonymously. Giving your name can help the investigator clarify information. The agency will not give your name to the person suspected of abusing the child.

*Please Note: All of the above information is not needed to make a report. If you are not sure you have enough information to report, always error on the safety of the child. Children services screens all reports to determine if there is enough information to investigate.*

**What happens after a report is made?**
In Ohio, after a report is made,
- A child protective services investigator will interview the child, family members & others as deemed appropriate.
- The investigator determines if the child is being abused or is at risk for abuse.
- The case may be referred to local social service agencies, or to juvenile, family or criminal court.

Teachers, counselors, administrators, nurses and social workers are all mandatory reporters of child abuse. If a case of child abuse is reported to you directly, you must report the incident to the appropriate agency. Teachers, counselors, nurses and social workers cannot hand off the reporting duty to another person. Ultimately it is the person who takes the report of neglect responsibility to call the appropriate agency. Teachers are free to contact an administrator to have the administrator walk the teacher through the process, but it is the teacher’s responsibility to report.

**NURSES OFFICE**
The nurses’ office is for staff and students to use if illness develops during the school day. Students are only permitted to enter with an authorized pass.

**PARENT AND/OR STUDENTS COMPLAINTS**
If a parent calls to complain about a teacher’s performance, we will refer the parent directly to the teacher. Issues need to be resolved between parents and teachers; we will sit in on a conference with a parent(s), but we don’t like to have meetings about teachers without the teacher(s) in question present. The same is true when students come to the office to complain about a teacher. Meaningful discussion needs to take place with the teacher and the student. We will be a part of that meeting if necessary.
SAFETY

ACCIDENTS – STUDENT/STAFF INJURIES

In case of an accident involving bodily injury, the classroom teacher, teacher on duty or the nearest teacher in the vicinity of the accident is to follow this procedure:

1. Stay at the scene of the accident.
2. Send a student to the office to report the accident.
3. Do not attempt to move the injured person.
4. Keep others away from the injured person.
5. The principal or the person in charge will report directly to the scene to take charge as soon as the office is notified.
6. The office will call the appropriate person or place in accordance with the severity of the injury.
7. The teacher first upon the scene is to report the details to the building principal. A detailed report should be given to the Superintendent’s secretary for the purpose of insurance, etc.
8. In case of a minor cut, bump, etc. send the student, accompanied by another student, to the office for first aid.
9. If the accident should happen at an activity outside the class hours, follow the above items 1, 2, 3 and 4; and then:
   a. If the child is able to speak and give a doctor’s name, that doctor should be called. Check emergency medical form for doctor/hospital name. If that doctor is not available, any other doctor should be called until medical help is found.
   b. The person placing the call to the doctor should then contact the child’s parents. Ask them to come to the school at once and explain the nature of the injury or illness. Please try to be tactful and do not unduly alarm the parents or shock them unnecessarily, try to state the facts in such a way as to give them a chance to adjust to the situation.

All employees are required to turn in a “School Accident/Injury Report” form whenever there has been an accident resulting in actual or suspected injury within 24 hours. This applies to accidents occurring at co-curricular events for which you are the responsible certified adult as well as to any school-day mishaps. It is your responsibility as supervising teacher to complete this report and turn it in to the nurse or principal. If the injury or bump to the head is serious enough then the communication should be made by telephone, either by the nurse or the principal.

All employees of the Board of Education are covered by Workers’ Compensation for injuries incurred while on duty. All accidents and/or injuries while an employee of the Board of Education is on duty or on Board property should be reported to an administrator and/or the school nurse. If the employee is incapable of notifying any of the above, a witness or a knowledgeable person must do it. The “School Accident/Injury Report” form should be turned into your building secretary. If there is any change in the condition of the injury after the initial report, this should be placed in writing to be attached to the original accident report.

BULLYING – HARRASSMENT – CYBER-BULLYING

School Personnel responsibilities and intervention strategies:

1. Teachers and other school staff who witness acts of bullying shall promptly intervene in the situation and notify the Building Principal and/or his/her designee of the event observed, and shall promptly file a written incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected bullying shall promptly notify the Building Principal and/or his/her designee of such report(s). If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the Building Principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he or she shall prepare a succinct written report of the informal complaint, which shall be forwarded promptly (no later than the next school day) to the Building Principal or his/her designee. Minor incidents will be handled directly by the teacher following the Olweus program in place.
In addition to addressing both informal and formal complaints, school personnel members are encouraged to address the issue of bullying in other interaction with students. School personnel may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. Schools personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student/school personnel, even if such conduct does not meet the formal definition of “bullying.”

2. School Personnel will:
   a. Closely supervise students in all areas of the school property.
   b. Watch for signs of bullying and stop it when it happens.
   c. Respond quickly and sensitively to bullying reports.
   d. Take seriously parents’ concerns about bullying.
   e. Assign consequences for bullying based on the school discipline code.
   f. Use the classroom and other areas of the school to discourage exclusion.
   g. Teach students to accept and forgive the behavior of others.

3. Examples of Bullying:
   a. Name-calling, hurtful or racist names
   b. Hitting, punching, kicking, bumping
   c. Threatening
   d. Teasing or mocking
   e. Deliberately ignoring or excluding
   f. Sending hurtful notes, e-mails, texts, voicemail messages
   g. Interfering with the property of another
   h. Sexual innuendo and harassment

EQUIPMENT SAFETY

School districts and boards of education are immune from negligence suits brought by injured persons by virtue of the doctrine of sovereign immunity. School administrators and teachers are not so cloaked with immunity, and they may therefore find themselves defendants in negligence suits brought because of their own negligent act, or even when the administrator or teacher is carrying out, to the letter, a board policy, which results in injury. Additionally, an administrator could be held liable for the negligence of a teacher who acts under his/her supervision. Since the landmark Ohio Supreme Court Case of Baird v. Hosmer, negligent supervision of the use of school equipment has been a springboard to liability for teachers and the responsible administrators. Baird involved faulty athletic equipment and negligent supervision of its use. Other potential high-risk areas are science class laboratories and shop areas. When equipment is concerned, there are two main sources of liability: negligent supervision and defective equipment.

FAULTY EQUIPMENT

Make sure the equipment is in proper working order before it is used. This seems obvious, but following such simple common sense advice could have prevented a serious accident in an Ohio case involving an exploding welding outfit. In another Ohio case, a gym teacher properly followed rules for training and supervision as discussed above and insured that a student was capable of safely using a piece of equipment, but was still found liable for injuries suffered by the student (on the theory that the teacher negligently selected a piece of equipment which had a jagged metal edge).

Be careful with the use of old, outdated equipment. Though perhaps even in perfect working order, recent designed evolution may have rendered its continued use, in the face of modern safety advancements, unreasonable. Football helmets are a perfect example. Several high school football coaches (in other states) have found themselves responsible for head injuries merely because the school board, with immunized wisdom, chose to go another year with old helmets rather than authorized expenditures to remedy the problem.

Finally, strict on-site supervision cannot be over stressed. Not only can it help avoid student misuse of the equipment but also a teacher’s presence can minimize the damages wrought by any accident when the teacher is there to deal with the
emergency situation. Part of the teachers’ training, of course, should include emergency procedures geared to the appropriate dangers – for instance: lab teachers should have training in the proper procedures for burns caused by flames or chemicals.

There are simply no hard and fast rules when guarding against negligent actions brought on account of unsafe equipment. Remember that the standard, like in all areas of negligence, is one of reasonableness. Of course, the primary benefit of safe use of equipment is not reduced legal losses, but the reduction in injuries to students.

**EMERGENCY EVACUATION ROUTES**

Make sure that mandated fire and tornado procedures are posted by each door in every room. State law requires a fire drill monthly and tornado drills in the spring.

**FIRE PLAN**

Please refer to emergency procedures guide for any specifics including bomb threat and lock down. The following is a recommended plan set of procedures for the Allen East Local Schools in case of a fire or fire drill.

**Procedures:**
1. An alert will be made by way of the fire alarm and/or public address system.
2. Evacuation of building should begin immediately at the sound of the alarm.
3. Students must move far enough away from the building that they will be safe and that fire equipment can get to the building.
4. Take class roster (grade book) and count heads when you get at a safe distance from the building.
5. If a child is missing, report it to the building administrator immediately.
6. The evacuation routes are as follows:

<table>
<thead>
<tr>
<th>ROOM</th>
<th>PRIMARY EXIT</th>
<th>SECONDARY EXIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>B – 100</td>
<td>Any of the 3 doors for a Direct Exit.</td>
<td></td>
</tr>
<tr>
<td>C – 100 (Band)</td>
<td>*North West Hall Exit B-3</td>
<td>North Hall C - 1</td>
</tr>
<tr>
<td>C – 107 (Vocal)</td>
<td>*North Hall Exit C-1</td>
<td>North West Hall B-3</td>
</tr>
<tr>
<td>C – 117 (Ind. Tech.)</td>
<td>*West Exit Door</td>
<td>North Hall Door</td>
</tr>
<tr>
<td>“E” Wing</td>
<td>*Classroom Exit – West</td>
<td>Event Exit (Beside Gym)</td>
</tr>
<tr>
<td>“F” Wing</td>
<td>*Classroom Exit – West</td>
<td>Event Exit (Beside Gym)</td>
</tr>
<tr>
<td>G – 100 to G – 101</td>
<td>*Middle Hall Exit – South</td>
<td>Exit West – J Corridor</td>
</tr>
<tr>
<td>G – 108 to G – 116</td>
<td>*Exit to Playground – East</td>
<td>Middle Hall Exit - South</td>
</tr>
<tr>
<td>G – 118 to G – 119</td>
<td>*Middle Hall Exit – South</td>
<td>Exit West – J Corridor</td>
</tr>
<tr>
<td>H – 100 to H – 102</td>
<td>*West Exit</td>
<td>Main Entrance</td>
</tr>
<tr>
<td>H – 107 to H – 111</td>
<td>*Main Entrance</td>
<td>West Exit</td>
</tr>
<tr>
<td>H – 112 to H – 120</td>
<td>*West Exit</td>
<td>Main Entrance</td>
</tr>
<tr>
<td>J – 105 to J – 106</td>
<td>*Classroom Exit</td>
<td>Main Entrance</td>
</tr>
<tr>
<td>J – 108</td>
<td>*Main Entrance</td>
<td>West Exit</td>
</tr>
<tr>
<td>J – 112 to J – 114</td>
<td>*Middle Hall Exit – South</td>
<td>Exit West – J Corridor</td>
</tr>
<tr>
<td>K – 100 to K – 101</td>
<td>*Exit to Playground</td>
<td>Middle Hall Exit - North</td>
</tr>
<tr>
<td>K – 102 to K – 103</td>
<td>*Middle Hall Exit – North</td>
<td>Main Exit - South</td>
</tr>
<tr>
<td>K – 106 to K – 116</td>
<td>*Classroom Exit</td>
<td>Exit to Playground – East</td>
</tr>
<tr>
<td>K – 118</td>
<td>*Exit to Playground</td>
<td>Middle Hall Exit - North</td>
</tr>
<tr>
<td>K – 126 to K – 129</td>
<td>*Middle Hall Exit – North</td>
<td>Main Exit - South</td>
</tr>
<tr>
<td>L – 114 to L – 116</td>
<td>*Main Exit – South</td>
<td>Board Office Exit</td>
</tr>
<tr>
<td>Gymnasium</td>
<td>*North Exit Door</td>
<td>Hall Exit off Locker Rooms</td>
</tr>
<tr>
<td>Media Center</td>
<td>*Library Exit East Doors</td>
<td>South Exit</td>
</tr>
<tr>
<td>High School Office</td>
<td>*Event Exit</td>
<td>West HS Wing Exit</td>
</tr>
<tr>
<td>Auditeria</td>
<td>*Event Exit</td>
<td>West HS Wing Exit</td>
</tr>
</tbody>
</table>
TORNADO PLAN

Please refer to emergency procedures guide for any specifics including bomb threat and lock down.
The Following is a recommended plan set of procedures for the Allen East School in case of a tornado or tornado drill.

Procedures:
1. An alert will be made by way of the tornado alarm and/or public address system.
2. Tornado procedures should begin immediately at the sound of the alarm.
3. The tornado locations are as follows:

<table>
<thead>
<tr>
<th>ROOM</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>B–100</td>
<td>*Hallway outside room away from outside windows and doors</td>
</tr>
<tr>
<td>C–100 (Band)</td>
<td>*North West Hall</td>
</tr>
<tr>
<td>C–107 (Vocal)</td>
<td>*North Hall</td>
</tr>
<tr>
<td>C–117 (Ind. Tech.)</td>
<td>*Drafting Room</td>
</tr>
<tr>
<td>“E” Wing</td>
<td>*Hallway outside room away from outside windows and doors</td>
</tr>
<tr>
<td>“F” Wing</td>
<td>*Hallway outside room away from outside windows and doors</td>
</tr>
<tr>
<td>“G” Wing</td>
<td>*Hallway outside room away from outside windows and doors</td>
</tr>
<tr>
<td>“H” Wing</td>
<td>*Hallway outside room away from outside windows and doors</td>
</tr>
<tr>
<td>“J” Wing</td>
<td>*Hallway outside room away from outside windows and doors</td>
</tr>
<tr>
<td>“K” Wing</td>
<td>*Hallway outside room away from outside windows and doors</td>
</tr>
<tr>
<td>Gymnasium</td>
<td>*Locker Room</td>
</tr>
<tr>
<td>Media Center</td>
<td>*Hallway</td>
</tr>
<tr>
<td>High School Office</td>
<td>*Auditeria</td>
</tr>
<tr>
<td>Auditeria</td>
<td>*Remain in Auditeria</td>
</tr>
</tbody>
</table>

REVIEW THE SAFETY PLAN

Take the time to review the safety plan from Mr. Altenburger. It contains all the information for lockdowns, school evacuations and rules to remain as safe and secure as possible.

NEGLIGENT SUPERVISION

Set standards (or insure that such standards are set by the teaching staff) regarding qualification of students to use dangerous equipment. It must be certain, through prior instruction, that each student is familiar with the hazards incident to the use of such equipment, and before allowing the student to use equipment he or she is tested to determine if the equipment can be used safely. A checklist could be used which shows, in writing that each student has progressed satisfactorily in preliminary instruction so as to warrant that student’s use of the equipment. Such written memoranda need not be elaborate, but obviously one would take more precautions in insuring student capabilities to operate a lathe, circular saw, or arc welder than would be necessary for most gym equipment. One reason for such precautions is that without the proper training to inform the student of dangers, there can be no assumption of the risk of any harm. An even stronger reason is that a teacher, by mere virtue of his or her position, has an affirmative legal duty to explain and inform and the administrator has the affirmative duty to insure that the teacher has completed this preliminary phase to the use of such equipment by students. The memoranda could take the form of a test covering the student’s familiarity with the equipment. Success on the written test and a showing of instruction in areas not correctly answered on such a test would later by evidence that the student has been trained properly to use the equipment.

When dealing with a dangerous instrumentality, make sure each student wears proper safety equipment, such as goggles, gloves and apron for shop and lab. Require strict adherence to statutes which require safety equipment such as is required by Section 3313.643 of the Revised Code since the violation of such a safety statute is negligence per se on the part of the teacher (or administrator who knew or should have known that the statute was not normally being followed.) Similarly, strong supervisory action by teachers should be standard procedure to minimize horseplay (such as an athlete attempting to move a tackling sled with no shoulder pads or helmet).
The standard of care expected of teachers, and of administrators who are responsible for the performance of given school activities involving the use of equipment, is one of reasonableness. The Ohio Supreme Court has interpreted this to impose an obligation of maintaining supervision and discipline within areas of the teacher or administrator’s responsibility and such person is required to exercise reasonable care in the performance of his or her duties. Because liability ultimately depends on the interpretation of the concept of reasonableness, no hard or fast rules exist.

**ATTENDANCE**

**STAFF ABSENCES**

When it is necessary for a teacher to be absent for personal days, professional days, or sick leave days, please notify Larry Altenburger: 419-236-1475 (Grades K-5) Jarrod Wehri 419-231-0742 (grades 6-8) or Keith Baumgartner: 419-230-1372 (Grades 9-12) (between 5:45 am-6:15 am.)

*When you return to work, enter the absence in the Kiosk.* All teachers are required to have an emergency lesson plan on file. If you have more specific directions for the day please send them in or have your substitute refer to the lesson plan book. Seating charts and other necessary information should be in the book on your desk. Staff members who find it necessary to leave during the day due to illness, doctor’s appointment, etc. or who know in advance should enter your staff absence in the Kiosk before you leave.

**KIOSK**

On your return or prior to your return from any absence, your absence must be entered into the Kiosk for payroll purposes. It is your responsibility to enter your absence on Kiosk for your payroll. Failure to enter the absence will result in a delay of salary payment.

If you have prior notice that you will be using leave, it should be entered into the Kiosk for prior approval. If you have to use leave without notice, your leave is required to be entered into the Kiosk on the day you return from work. Any leave not entered into the Kiosk by the Monday of payroll week will be treated as unapproved leave and the employee will be docked for the day(s) that are unapproved. The employee will be reimbursed for the docked days only when the leave days are entered into the Kiosk and approved by your supervisor. The repayment will occur on the following pay check.

**PERSONAL LEAVE**

Please follow the negotiated contract regarding personal days. Please notify your building principal as soon as possible when using a personal day. Please be sure to enter the day in the Kiosk.

**PROFESSIONAL DEVELOPMENT DAYS**

Please follow the negotiated contract regarding professional meeting requests. The request is to be submitted to your principal at least thirty days in advance. All professional development days are subject to approval by the principal. You must enter a professional day in the Kiosk.
APPENDIX

TEACHER MEETING SCHEDULE

9-12 staff will meet on the second Wednesday of every other month from 7:20am to 7:45am. 9-12 staff will meet in E112 (Mr. Mattevi’s Room). K-5 staff will meet on as needed basis in room J121 and 6-8 staff will meet on an as needed basis.

9-12 Schedule:
- August 29/30
- October 19
- December 21
- February 15
- April 19 (Requisitions/Orders)

Parent Teacher Conferences:
- 6-12 staff – Thursday, October 6th 5:30-8:00pm and Thursday, February 2nd 5:30-8:00pm.
- K-6 staff – Monday, November 21st 4:30-7:30 and Tuesday, November 22nd 12:00-7:00.

Building Leadership Team/HSTW Meeting Schedule 9-12 Staff - 7:15-7:45am in Mr. Rose’s room
- September 20
- November 15
- January 17
- March 21
- May 16
STATEMENT OF PURPOSE
The district’s information technology resources, including, but not limited to, computers, computer networks, Internet access, email service, selected databases, and other electronic communication tools are provided to staff and students for educational purposes only. If you are uncertain whether a contemplated activity is educational, you should consult an administrator, or a technology staff member to help you decide before proceeding with the activity.

TERMS OF AGREEMENT
In order for a staff member, a methods/student teacher, a K-12 student, or other approved user to be allowed access to the district’s computers, computer network, the Internet, email, or any of the district’s other technologically delivered information resources, the attached consent form must be completed and placed on file with the designated district office. Further, all staff and students must understand that the agreement covers hardware brought in from the outside that is not owned by the district. Students and staff who want to gain access to the network using their own personal devices or use their devices in school must be aware that the acceptable use policy still applies. The Allen East School District will not be held liable for any outside electronic device that is damaged or stolen. Further, The Allen East School District has the right to refuse to work on any device that is not owned by the District. This form must be completed and submitted annually.

ACCEPTABLE USES
Adherence to this policy is required for continued access to the district’s technological resources. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. The district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network, Internet access, email, and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the district and no user shall have any expectation of privacy regarding such materials. The district may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement.

Anyone who uses the district’s information technology resources shall meet the guidelines, responsibilities and rules as described in this policy and those posted in appropriate handbooks and administrative communications. The use of the district’s information technology resources is a privilege, not a right. Despite every effort for supervision and filtering, all users and parent/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the district’s resources and report any problem to an appropriate administrator. A user who violates this acceptable use agreement, or any district rule applying to these resources, shall be subject to disciplinary action, which may include the elimination of email and/or computer privileges up to termination of employment.

Users of the district’s information technology resources shall demonstrate that they:

1. Respect and protect the privacy of others by
   - Using only their assigned accounts and accessing only authorized resources.
   - Not disclosing or sharing their passwords or impersonating another user.
   - Not disclosing private information about themselves or others on the Internet or in email messages.
2. Respect and protect the intellectual property of other by
   - Not infringing on copyright by making illegal copies of music, games or movies.
   - Not plagiarizing the works of others.
3. Respect and protect the integrity and security of the district’s electronic resources by
   - Following all instructions and regulations regarding network security practices.
   - Reporting security risks or violations to a teacher or administrator.
   - Not destroying or damaging any data, networks, equipment, or other resources belonging to the district.
   - Not using district technology resources and equipment to disrupt school operations, engage in bullying, or make threats against students or school personnel.
• Not using district technology resources and equipment to engage in activities that intentionally violate the district adopted student code of conduct, appropriate directives and board policies.

4. Respect and practice the principles of responsible electronic communications by
• Communicating in ways that are kind, respectful, legal and ethical with no tolerance for discrimination and/or harassment.
• Using electronic mail and messaging systems, mailboxes, bulletin boards, forums, blogs, wikis, Web 2.0 technologies, web sites, Internet access, etc. only in support of education and/or research which is consistent with the academic philosophy of the Allen East Schools.
• Not using district supported electronic communication resources to participate in sexting and other unlawful activities, commercial activities, securing personal financial gain, providing false identity, and misrepresenting the district. This also applies to outside hardware devices brought into school and used during school hours.
• Protecting the integrity of the district’s resources by not intentionally accessing harmful forms of programming or communications that obstruct, disrupt, or corrupt electronic communications systems and services. Currently, staff members have administrative rights to add downloads and software to their workstations. Staff must be aware that any material downloaded on their machine that damages the operation of the machine may result in the workstation be reimaged with the possibility of all stored data being lost.

5. Teacher Owned Devices
• Teachers are permitted to bring in their own electronic devices into school to use for educational purposes. The school will not be held liable if the device is stolen, broken or destroyed. The Allen East technology department is not permitted to work on employee owned electronic devices other than connecting the device to the network. Teachers must understand even though they have their own device, they still must adhere to the acceptable use policy while connected to the school’s network.

6. Warranties/Indemnification
• The Allen East Local School District makes no warranties of any kind, whether expressed or implied, in connection with its provision of access to and use of its technology, computer networks, and the Internet provided under this policy. The Allen East Local School District will not be responsible for any claims, losses, damages or costs (including attorney’s fees) of any kind suffered, directly or indirectly, by any user resulting from the use of technology and the electronic network. The user takes full responsibility for his/her use. The user agrees to indemnify and hold the Allen East Local School District, its employees, and the Northwest Ohio Computer Association harmless from any and all loss, costs or damages resulting from the use authorized under this agreement, including but not limited to any fees or charges incurred through purchases of goods or services by the user over the electronic network. The user agrees to cooperate with District in the event of the District initiating an investigation of a user’s misuse of his/her access to the computer network and the Internet, whether that use is on a District computer outside the School District’s network.
• Staff members accessing the Internet through the Board’s Education Technology are personally responsible and liable, both civilly and criminally, for the unauthorized or inappropriate use of the Internet. The Board reserves the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using the Board’s Education Technology. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.