

NATIONAL TRAIL LOCAL SCHOOL DISTRICT STAFF HANDBOOK

2026-2027



#ItsBETTERtobe aBLAZER

The District does not discriminate on the basis of sex in the educational program or activity it operates, including in admissions and employment, as required by Title IX and its implementing regulations. Questions about the application of Title IX and its regulations may be referred to the Title IX Coordinator or to the U.S. Department of Education's Assistant Secretary or both.

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NATIONAL TRAIL LOCAL SCHOOLS

6940 Oxford-Gettysburg Rd.

New Paris, Ohio 45347

Elementary School Telephone: 437-3333 x1400

Middle School Telephone: 437-3333 x1300

High School Telephone: (937) 437-3333 x1200

Mrs. Krista Alldred	K-4 Principal
Mrs. Deniece Harris	Administrative Assistant
Mr. Charles Boggs	5-8 Principal
Mrs. Karie Miller	Administrative Assistant
Mr. Jeff Schmidt	9-12 Principal
Mrs. Kelly Stanley	Administrative Assistant
Mr. Troy Ferguson	Athletic Director
Ms. Michelle Collins	Athletic/Transportation Assistant
Mrs. Jenny DeBoo	K-12 Attendance

NATIONAL TRAIL LOCAL SCHOOLS

CENTRAL OFFICE

Telephone: (937) 437-3333 x1100 FAX: (937) 437-7865

Mrs. Jennifer Couch	Superintendent
Mrs. Sindi Hoke	Superintendent's Assistant
Mr. Kerry Borger	Treasurer
Ms. Kim Dees	Payroll
Mrs. Tonja Plankenhorn	Accounts Payable
Mrs. Cindi Bixler	Special Education/ Psychologist
Mr. Brian Pool	Director of Technology
Mrs. Laura Brinkley	Food Service Supervisor
Mr. Brian Smith	Director of Facilities
Mr. John Toschlog	Transportation/Safety Director
Ms. Julie Schenck	School Resource Officer (SRO)

NATIONAL TRAIL LOCAL SCHOOLS

BOARD OF EDUCATION

Mrs. Mindy Ward	Board Member
Mr. Greg McWhinney	Board Member
Mr. David Harris	Board Member
Mrs. Cari Vonderhaar	Board Member
Mrs. Aubrey Hickey	Board Member

THIS STAFF HANDBOOK WAS BOARD APPROVED ON July 28, 2026

2026-2027 ADMINISTRATIVE ORGANIZATION

Responsibility

Absence Notes
 Athletics
 Career Based Intervention (C.B.I.)
 Class Advisors

 Counselor

 Custodial
 K-4 School Behavior Coach/CPI Trainer
 5-8 School Mental Health Counselor
 9-12 School Mental Health Counselor
 Discipline

 Enrollment of Students
 Event/Faculty Scheduling
 FCCLA
 Food Service
 Free/Reduced Lunch Program
 LPDC

 National Honor Society
 Jr National Honor Society
 Nurse
 Records (Inquiries/Transfers)

 Requisitions

 Renaissance

 Special Education (Requests/Records)
 Staff Evaluation
 Staff Parking
 Student Parking
 Student Council

 Supplies

 Transportation
 Work Permits
 Work Study

Person Responsible

K-12 Jenny DeBoo
 Troy Ferguson, Steve Behringer, Tyler Luce
 Troy Ferguson
 8th Stephanie Sink
 9th Kristen Wyatt
 10th Heather Leis
 11th Elysia Terrill
 12th Roxanne Laird
 9-12 Saharra Williamson
 K-8 Tiffany Fine
 Brian Smith
 Alexis Todd
 Lacey Martin
 Megan Schrodi
 K-4 Krista Alldred
 5-8 Charles Boggs
 9-12 Jeff Schmidt
 K-12 Sindi Hoke
 Troy Ferguson
 Roxanne Laird
 Laura Brinkley
 Laura Brinkley/Hannah Garner
 Mindy Thompson, Lauryn Wolfe, Dan Clark
 Kirsta Alldred and Jen Couch
 Bambie Osswald
 Beth Pool/Cassandra Hollingsworth
 Sarah Miller
 K-4 Deniece Harris/Tiffany Fine
 5-8 Karie Miller/Tiffany Fine
 9-12 Kelly Stanley/Saharra Williamson
 K-4 Deniece Harris
 5-8 Karie Miller
 9-12 Kelly Stanley
 K-12 Tonya Plankenhorn
 K-4 Lyndsay House/Dori Harrison/Haley Neidig
 6-8 Misty Canan
 9-12 Savanna Abner
 District Roxanne Laird
 Cindi Bixler
 Krista Alldred, Charles Boggs, and Jeff Schmidt
 Sindi Hoke
 Kelly Stanley
 HS Jackie Barnes
 MS Morgan Brunswick
 K-4 Deniece Harris
 5-8 Karie Miller
 9-12 Kelly Stanley
 John Toschlog
 Kelly Stanley/Jeff Schmidt
 Saharra Williamson

NTLS VISION AND MISSION STATEMENTS

District Vision

Our vision is to be a district where every student, regardless of background or need, experiences rigorous core instruction, timely interventions, and a safe, supportive culture that ensures growth, belonging, and post-school success.

NTES

Our mission is to create a safe, positive learning environment and a strong school culture where students feel valued and inspired to grow. We achieve this through partnerships with families and the community, collaborative teaching, and effective instructional practices that empower every student to succeed.

NTMS

Our mission is to foster a safe, inclusive, and engaging learning environment where all students feel valued and supported. Through high academic expectations, meaningful relationships, and targeted support, we empower students to take ownership of their learning, think critically, and grow socially and emotionally while developing confidence, belonging, and a love of learning.

NTHS

Our mission is to empower independent, critical thinkers for success in the real world through rigorous academics, innovative problem-solving, and strong community partnerships.

NEA CODE OF ETHICS

Preamble

The National Education Association believes that the education profession consists of one education workforce serving the needs of all students and that the term ‘educator’ includes education support professionals.

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of the democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

The remedies specified by the NEA and/or its affiliates for the violation of any provision of this Code shall be exclusive and no such provision shall be enforceable in any form other than the one specifically designated by the NEA or its affiliates.

PRINCIPLE I- Commitment to the Student

The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student's access to varying points of view.

3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly
 - a. Exclude any student from participation in any program
 - b. Deny benefits to any student
 - c. Grant any advantage to any student
7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

PRINCIPLE II- Commitment to the Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator:

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent his/her professional qualifications.
3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist a non-educator in the unauthorized practice of teaching.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Shall not knowingly make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action.

Adopted by the NEA 1975 Representative Assembly

Staff members are responsible to understand and uphold material found within this handbook and the National Trail Local Schools Board of Education Policy guidelines. School Board Policies can be accessed at: <https://simbli.eboardsolutions.com/index.aspx?S=36032186>

Additionally, Teaching staff should be aware of all information and expectations located within the NTEA/BOE Master Agreement. This can be found on our website at: https://www.nationaltrail.k12.oh.us/pluginfile.php/20852/mod_label/intro/NationalTrail_2026-2028%20_FINAL.pdf

CLASSIFIED STAFF ETHICS

Classified staff must be aware of, and practice, appropriate, ethical behavior in order to protect the rights of students and parents. As members of the National Trail Local School team, Bus Drivers, Custodians, Cafeteria Staff, Educational Aides and Secretaries have special relationships with teachers, other colleagues, with children and their parents, and with other members of the community. The

effectiveness of these relationships depends not only on the quality of the work performance, but also on professional and ethical behavior demonstrated on the job. The professional behaviors and attitudes expected at National Trail Local Schools does not end at the close of the school day. Please remember, all school personnel are representatives of the National Trail Local School District.

As a National Trail Local School District employee you are expected to:

1. Maintain confidentiality about all personal information and educational records concerning children and their families;
2. Respect the legal and human rights of children and their families;
3. Follow district or agency policies for protecting the health, safety and well-being of children;
4. Follow directions of teachers and other supervisors;
5. Maintain a record of regular attendance, arrive and depart at specified contract times and notify appropriate personnel when you must be absent;
6. Demonstrate honesty, loyalty, dependability, integrity, and a willingness to learn;
7. Demonstrate respect for cultural diversity and individuality of all students;
8. Follow the chain of command for various administrative procedures;
9. Follow the National Trail Local School District board policy and staff handbook expectations.

ACCIDENTS

If an accident occurs and a student or employee is injured, please report it to your building office immediately. You are responsible for completing the accident report on Public School Works that day. To access the [Public School Works](#) website, go to the NTLSD Website and the link can be found under the staff tab. Accident reports should be done for all injuries including minor scratches. An accident report not completed could result in further investigations, including negligence on the part of the staff member. **Remember that Workman's Compensation Forms must be filed within twenty-four hours of the accident.**

ADDRESS/NAME CHANGES

If your address, phone number or name changes during the year; please complete the change form and return it to the District Office immediately. Also notify your supervisor of the change.

AFTER SCHOOL/EVENING/WEEKEND or SPORTS ACTIVITIES

If a teacher holds an afterschool, evening or weekend activity for students, they must:

1. Supervise all students the FULL duration of time.
2. Turn off lights and lock the door when finished.
3. Remain with students, until all students have departed.
4. Enforce National Trail Local Schools Code of Conduct.
5. Students are permitted to ride the elementary bus if it is an academic activity with administrative approval.

APPEARANCE AND GROOMING

Staff dress and grooming should enhance a positive image of the District and not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate or compromise reasonable standards of health, safety and decency.

The Board retains the authority to specify the following dress and grooming guidelines for staff. All staff members will, when assigned to District duty, including extracurricular activities:

- Be physically clean, neat and well groomed
- Dress in a manner reflecting your professional assignment
- Dress in a fashion that is commonly accepted in this community
- Hats are not proper attire and should only be worn on specific allowed days.

National Trail staff members are expected to appropriately model the dress code.

School spirit and special events on a building wide basis will be coordinated through the administration. Jeans **may only be worn** on designated days and when worn must be with shirts that are school colors, that promote NT, or shirts that promote academics, colleges, or universities. Shorts should not be worn without administrative approval, except for PE teachers or on designated spirit days, field days, or field trips.

Staff is encouraged to participate in special dress-up days throughout the year.

ARTIFICIAL INTELLIGENCE

Empowering Educators: Professional AI Use

Staff are encouraged to explore approved AI tools to enhance their professional workflows. Positive and productive uses of AI include:

- Instructional Design: Using AI to brainstorm lesson ideas, generate creative writing prompts, or develop diverse teaching materials.
- Administrative Efficiency: Drafting routine communications, organizing schedules, and summarizing professional concepts.
- Curriculum Support: Creating initial drafts of rubrics, project outlines, and study aids to support student learning.
- Professional Growth: Utilizing AI as a research assistant to explore new pedagogical strategies or to summarize educational trends.

Professional Guardrails and Restrictions

To ensure compliance with state law and district standards, staff must adhere to the following restrictions:

- Student Privacy: Staff must not upload or share personally identifiable information (PII) or confidential student data on any AI platform. This includes names, grades, ID numbers, or any data protected under FERPA or CIPA.
- Evaluation and Grading: AI should not be the sole evaluator of student work. While AI may assist in providing feedback, the final assessment of student performance and the determination of grades remain the sole professional responsibility of the teacher.
- Approved Tools Only: Staff may only use AI platforms that have been officially reviewed and approved by the school IT staff. A list of approved tools is maintained on the school website. Additional tools may be reviewed and approved based on teacher recommendations and evaluation by IT staff.
- Transparency: In alignment with our academic honesty standards, if AI is used to significantly generate content for instructional materials or school-wide communications, staff should model integrity by appropriately crediting or disclosing the use of AI.

Implementation and Compliance

- Classroom Guidelines: Each teacher must maintain a specific AI policy within their Moodle classroom that clearly outlines expectations for their specific course.
- Student Responsibility: Teachers are responsible for ensuring students understand when AI use is permitted for a specific assignment and when it is prohibited.
- Consequences: Violations of these professional standards will follow the school's established academic integrity and administrative rules, which may include a requirement to redo work or additional consequences as determined by school administration.

By following these guidelines, staff can use AI to enhance the educational environment without compromising the integrity of the district or the privacy of our students.

ATTENDANCE

State board policy requires that the system keep accurate records of attendance. Students who have excessive absences should be referred to the principal. Each teacher will take daily attendance within 30 minutes of the start of school day using Progress Book.

Any student, who is late to first period, must report to the Main Office for a tardy pass. Taking attendance is the teacher's responsibility. Students are not to be assigned this responsibility.

Staff members are expected to take attendance after each class change. When a student is absent or missing from class and they are not listed on the daily absence list please follow the building policy for notifying the office. An updated attendance list will be available on Progress Book.

ANNOUNCEMENTS

Please turn in announcements via email to the building secretary by the designated time set by each office. At the HS level, announcements will be read at the start of the second block each day and the MS/ES will be read first thing in the morning. It is the teacher's responsibility to ensure that students are quiet during all announcements.

BEHAVIOR MANAGEMENT TIPS

1. Active Listening

It's important to take into account what students are saying verbally and paraverbally. It's vital to try and really understand what they're asking. Listen for feelings, not just facts.

Consider engaging in a Genuine Encounter Moment. You can do this by:

- Giving the student total and complete focus
- Giving eye contact and having a friendly and open expression on your face
- Listening closely
- Withholding judgment

Children overwhelmingly are exposed to many more negative comments in a day than positive ones. Some studies show that 90% of comments directed to children are negative or directive. The more you can genuinely engage with your students in an authentic way, the more they feel respected and valued. And this authentic engagement will positively impact their behavior.

2. Set Clear Limits

Students need to know what they're allowed and not allowed to do. There are four things to consider when setting limits:

- Avoid using fear, intimidation, obligation, and guilt.
- Clearly state the specific boundary with a corresponding consequence.
- The corresponding consequence should be a logical or natural consequence that results from not following the limit, and it should be enforceable.
- Avoid a power struggle.

3. Sidestep Power Struggles

A power struggle occurs when two people hold different ideas and both are unwilling to compromise. Sometimes the best approach to dealing with power struggles is to avoid them. Instead of trying to force students to do what you want, try using these alternatives:

- Establish an agenda for the day.
- Find a common interest and build on that interest.
- Be friendly. Smile!
- Use a one-word direction.
- Remember that "No" is a complete sentence.
- Provide choice.
- Find a win-win. Compromise.
- Brainstorm solutions.

4. Meet their Physical and Emotional needs

It's important to teach students to become self-aware and to engage in self-care. When your students' physical needs are not being met, they have the potential to escalate into aggressive or acting-out

behaviors. A handy way to teach children to remember their physical needs is to use the acronym HALT.

- **H – Hungry.** Hunger can be a physical or an emotional need. If the hunger is physical, offer nutritious snacks. If the hunger is emotional, help them name the emotional need they're feeling.
- **A – Angry.** Anger is a normal, healthy emotion. Anger becomes destructive when people express it inappropriately. It's important to name the emotion and to explore what's causing it. Offer solutions like mediating if the student is angry at another person. Physical activity also helps with feelings of anger. Go for a walk. Go to the gym. Do some push-ups.
- **L – Lonely.** Loneliness can occur both in a crowd and by oneself. Students with emotional regulation issues and behavior disorders withdraw into themselves for a variety of reasons. If you notice your student is withdrawn, engage them in conversation. Reach out and engage in active listening. Help the student connect with a peer.
- **T – Tired.** When we're tired, we find it difficult to cope. Problems seem bigger; the world seems more hostile when we're tired. If your student feels tired, encourage them to rest or to take a short nap. If that's not possible, go for a walk around the block or encourage them to take a couple of deep breaths.

5. Daily Physical Activity

Exercise is an important tool to help students manage both their physical and mental health. Exercise is an effective treatment for mild to moderate depression, anxiety, and stress. Exercise releases endorphins that make you feel good. It promotes neural growth and releases tension. It also allows students to focus on physical activity and interrupt negative thinking. As an added benefit, it improves memory, enhances self-esteem, and improves sleep.

6. Mindfulness and Breathing Exercises

Mindful breathing is the process of focusing your attention on your breathing and nothing else. You concentrate on the process of your breath moving in and out of your body. The results of mindfulness are stress relief, decreased blood pressure, and improved sleep. It has been used to help in the treatment of depression, eating disorders, anxiety, and substance abuse.

There are many examples of breathing exercises that can be found on the Internet. Here we offer one strategy to get you started.

- Balloon breathing:
 - Inhale fully. Place your hands on your belly and breathe in slowly through your nose.
 - Fill your belly up as if it's filled with a giant balloon.
 - Exhale fully. Open your mouth and blow all of the air out of your body.
 - Let your belly get flat like an empty balloon.
 - Repeat five times.

6. Catch them Being Good

Sometimes negative behavior is the only way that students can communicate their needs to you. It may be the only way they know how to get your attention. Instead of reinforcing the negative behavior, try to catch them being good. The goal here is to praise the positive behaviors and neutralize or ignore the negative behaviors.

Steps for catching a student being good:

- Identify the negative or disruptive behavior (one or two behaviors).
- Identify the times when negative or disruptive behavior occurs in the classroom.
- Identify fixed time intervals through the course of the day in which you will assess to see if your student is engaging in negative behavior.
- If, at those fixed intervals, the student is not engaged in the negative behavior, praise them or reward them.
- If, at those fixed intervals, the student is engaged in the negative behaviors, ignore the behavior (if at all possible).

- Direct your attention to those students who are acting appropriately and give them praise/rewards.

7. Model Prosocial Skills

Prosocial skills are those behaviors that we engage in that benefit others. These behaviors include cooperation, sharing work, sharing toys, and emotionally supporting others who are in distress.

Students who have behavior disorders often have not developed strong prosocial skills. You can support prosocial skill development by:

- Being a positive role model. The more that students see positive adult interactions, the more likely they are to engage in such activities themselves.
- Talking through common social situations and providing feedback about appropriate social interaction.
- Role-playing. Have students act out social situations and appropriate responses.
- Encouraging structured social play between peers. Play is one of the best ways to encourage sharing, cooperation, and helping.

8. Offer Choices Instead of Giving Orders

Offering students choices instead of giving an order elicits their cooperation. Choices communicate that their EA/instructional aide respects them and their opinions. It provides an opportunity for students to build responsibility and be empowered.

Use these guidelines when offering choice to your student:

- Provide two positive options.
- Be clear and specific.
- Make sure that both choices are acceptable and feasible.

9. Alter the Volume and Cadence of your Voice

Often we overlook how we can affect the emotional state of our students. Emotions can be infectious. When we are angry, aggravated, excited, anxious, or nervous, these emotional states can impact the state of escalation of our students.

If you notice that your student is escalating and becoming visibly agitated, try these techniques to control your own emotions:

- Lower the volume of your voice and speak more quietly. As you speak more quietly, your student will have to become quieter to hear you.
- Alter the cadence of your voice and speak more slowly.
- Modulate your tone of voice and be calm and supportive.
- Simplify your vocabulary.

Remember that as your student starts to escalate, they're starting to lose rationality. Speaking loudly and quickly will increase their agitation.

CHILD ABUSE

All employees of the District who know or have reasonable cause to suspect that a child under 18 years of age or a disabled child under 21 years of age has suffered, is suffering or faces a threat of suffering any type of abuse or neglect are required to immediately report such information to the public children services agency or the local law enforcement agency.

Conversely, public children services agencies must notify the Superintendent of any allegations of child abuse and neglect reported to them involving the District, as well as the disposition of the investigation.

To ensure prompt reports, procedures for reporting are made known to the school staff. A person who participates in making such reports is immune from any civil or criminal liability, provided the report is made in good faith.

The Board directs the Superintendent/designee to develop a program of in-service training in child abuse prevention; child sexual abuse; violence; school safety and violence prevention including human trafficking; substance abuse, the promotion of positive youth development and youth suicide awareness and prevention. Training is also provided on the Board's harassment, intimidation, or bullying policy.

Where required the in-service training program is developed in consultation with public or private agencies or persons involved in child abuse prevention, school safety, violence prevention or intervention programs or youth suicide awareness and prevention. The child sexual abuse training is provided by law enforcement officers or prosecutors with experience in handling cases involving child sexual abuse or child sexual violence.

Each person employed by the Board to work as a school nurse, teacher, counselor, school psychologist or administrator shall complete at least four hours of the established in-service training within two years of commencing employment with the District, and every five years thereafter.

Middle and high school employees who work as teachers, counselors, nurses, school psychologists and administrators must receive training in dating violence prevention. The curriculum for training in dating violence prevention is developed by the Superintendent/designee and training must occur within two years of commencing employment and every five years thereafter.

Each person employed by the Board to work as a school nurse, teacher, counselor, school psychologist, administrator or any other personnel the Board deems appropriate shall complete training in youth suicide awareness and prevention once every two years.

Board Policy: JHG

[Adoption date: September 28, 1989]

[Re-adoption date: September 18, 2000]

[Re-adoption date: March 24, 2010]

[Re-adoption date: July 21, 2010]

[Re-adoption date: April 25, 2023]

CLASSROOM DOORS

ALL classroom door windows should be unobstructed and the classroom should be clearly viewable from the hallway. Doors should also be locked when students are in the classroom.

Our goal at NT is to maintain transparency during the course of the educational day. Additionally, student and staff safety is of the utmost importance. The ability to see into the classroom is the best way to protect all within that room as well as allowing others to see the great teaching taking place each day.

With this change, we will still allow the doors to be covered during theme weeks, spirit days or holidays...however the door window must remain unobstructed when decorated. Do not use tape directly on doors. If you need to tape something to a door, you must use masking tape or painter's tape only.

COLLECTIVE BARGAINING RIGHTS

For information specific to your position, refer to your Collective Bargaining Agreement. A copy of the NTEA Agreement is available for your review on our website at <http://www.nationaltrail.k12.oh.us/>. The Agreement is very detailed regarding procedures and provision applicable to your position with the District. Teaching staff should be aware of all information and expectations located within the NTEA/BOE Master Agreement.

NTEA – National Trail Teachers Association – Represents teachers and instructional support personnel excluding paraprofessionals.

COMPUTER/ONLINE SERVICES - (Acceptable Use and Internet Safety)

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. For purposes of this policy computers include District-owned desktop computers, laptops, tablets and other mobile computing devices.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
2. using profanity, obscenity or other language that may be offensive to another user or intended to harass, intimidate or bully other users;
3. accessing personal social networking websites for noneducational purposes;
4. reposting (forwarding) personal communication without the author's prior consent;
5. copying commercial software and/or other material in violation of copyright law;
6. using the network for financial gain, for commercial activity or for any illegal activity;
7. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
8. accessing and/or viewing inappropriate material and
9. downloading of freeware or shareware programs.

The Superintendent/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/online services use. The District has implemented technology-blocking measures that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors. The District has also purchased monitoring devices, which maintain a running log of Internet activity, recording which sites a particular user has visited.

"Harmful to minors" is defined as any picture, image, graphic image file or other visual depiction that:

Taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion; depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of genitals and taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

Annually, a student who wishes to have computer network and internet access during the school year must read the acceptable use and internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District. The District reserves the right to amend policies and regulations as necessary throughout the school year. Users are notified of the updated policies and regulations and must comply with the updated requirements. These policies and regulations also apply to use of District-owned devices, or accessing of District intranet and software programs off District property. All users using platforms established for e-learning regardless of whether the student or employee is using a personal or District provided device must be used in accordance with the standards for conduct outlined in this policy and the accompanying regulation. Users in violation of this policy or the accompanying regulation may be subject to discipline.

Board Policy: EDE

[Adoption date: September 18, 2000]

[Re-adoption date: February 22, 2011]

[Re-adoption date: February 26, 2013]

[Re-adoption date: September 23, 2014]

[Re-adoption date: January 11, 2021]

COMPUTER/ONLINE SERVICES (Acceptable Use and Internet Safety)

The following guidelines and procedures shall be complied with by staff, students or community members who are specifically authorized to use the District's computers or online services.

1. Use appropriate language. Do not use profanity, obscenity or other language that may be offensive to other users. Illegal activities are strictly forbidden.
2. Do not reveal your personal home address or phone number or those of other students or colleagues.
3. Note that electronic mail (email) is not guaranteed to be private. Technology coordinators have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
4. Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
5. The network should not be used in such a way that it disrupts the use of the network by others.
6. All communications and information accessible via the network should be assumed to be property of the District.
7. Rules and regulations of online etiquette are subject to change by the administration.
8. The user in whose name an online service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers and passwords private. They shall use this system only under the account numbers issued by the District.
9. The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and online communications for improper use.
10. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
11. Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment, intimidation, bullying or disparagement of others based on their race, color, national origin, ancestry, citizenship status, sex, sexual orientation, age, disability, religion, economic status, military status, political beliefs or any other personal or physical characteristics.
12. Copyrighted material may not be placed on the system without the author's permission.

13. Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
14. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
15. Users are expected to keep messages brief and use appropriate language.
16. Users shall report any security problem or misuse of the network to the teacher, his/her immediate supervisor or building administrator.
17. Violations of this authorized use may result in a loss of access or cancellation of privileges.
18. Users will be responsible for restitution due to actions resulting in damage to any part of the network or school owned technology.
19. It is against school policy for any student to record any class, school event, or event in the school without permission of each participant. Class recordings done by teachers for instruction are considered to be for the use of their students only and may not be shared outside of the classroom environment.

Board Policy: EDE-R

[Approval date: September 18, 2000]

[Re-approval date: September 23, 2014]

[Re-adoption date: January 11, 2021]

CLASSROOM/STUDENT MANAGEMENT

Teachers are responsible for the management of discipline in their classroom. Teachers should set clear expectations for student behavior and be consistent in enforcing their classroom policy. **All class rules and expectations for learning should be posted in your classroom.**

The following is a list of characteristics and principles of good teaching:

1. Make full use of instructional time allotted to your class.
2. **Supervise students at all times.** Be in the hallway during class changes as much as possible
3. Never leave your room/bus unattended.
4. Show the students that you care about their progress in your class.
5. Vary instructional methods and activities.
6. Contact parents regularly and keep them informed of their child's progress.
7. Do not use humiliation or sarcasm when correcting a student. Handle student problems in a private manner when possible.
8. Do not discuss a student's problems with other students.
9. Insist that students address adults properly.
10. Enforce the rules in the student handbook.
11. **Keep hall passes to a minimum.** Teachers are to maintain a pass list that logs all students who leave your classroom.
12. **Be aware of students with WEP's, IEP's, and 504 plans in your class.** Provide the required modifications and interventions.
13. Staff must return all required and requested forms and documents in a timely fashion.

COMMUNICATING VIA SOCIAL MEDIA

Staff may communicate with students and parents from time to time using various forms of social media (Cell Phone, Telephone, Facebook, Twitter, SnapChat, Instagram, email, etc..) for school related issues such as homework, student progress, authorized school activities, and behavioral concerns. It is the staff members' responsibility to keep comments professional in all conversations.

AVOID

Here are the main activities that school staff must avoid doing on Social Media sites to avoid potential conflicts with students, parents, administrators, board members and the media:

- **Staff members should avoid: Sending students friend requests**
- **Staff members should avoid: Accepting friend requests from students**
- **Staff members should avoid: Posting (or being tagged in) provocative pictures or videos**
- **Staff members should avoid: Leaving inappropriate status updates**
- **Staff members should avoid: Leaving suggestive comments**
- **Staff members should avoid: Joining inappropriate fan pages**
- **Staff members should avoid: Commenting on student drama**
- **Staff members should avoid: Displaying personal contact info**
- **Staff members should avoid: Having open/public privacy settings**

Most students are active users of the Internet, whether via their desktop, laptop, iPad or smartphone. The Internet is a great resource, but it's important for you and your students to be aware of the challenges and issues that can occur online.

- **Keep your account secure**
- **Understand the social media format you are using**
- **Remember social media is a public space**
- **Protect passwords**
- **Use online safety to connect with your students**
- **Communicate and respect personal boundaries**
- **Consider the context**
- **Think about the ramifications before post or respond**
- **Involve parents and school administrators**

Staff members are also expected to refrain from posting or sharing content that could be perceived as unprofessional, inappropriate, or misaligned with the values and expectations of the National Trail Local School District. Any public comments that reflect negatively on the District, its students, or staff should be strictly avoided.

Social Networking Websites

- District staff who have a presence on social networking websites are prohibited from posting data, documents, photographs or inappropriate information on any website that might result in a disruption of classroom activity. The Superintendent/designee has full discretion in determining when a disruption of classroom activity has occurred.
- District staff is prohibited from providing personal social networking website passwords to students.
- Fraternization between District staff and students via the Internet, personal e-mail accounts, personal social networking websites and other modes of virtual technology is also prohibited.
- Access of personal social networking websites during school hours is prohibited.

CONFIDENTIALITY

Staff must be careful when discussing students. Students and their parents have a right to privacy. Please refrain from talking about students, including coordination of services, in areas that students can overhear your conversations. If you have a copy of reports from doctors, special educators or other professionals please see that they are secured. **DO NOT KEEP CONFIDENTIAL MATERIAL IN YOUR CLASSROOM WHERE ANYONE OTHER THAN YOURSELF HAS ACCESS.**

Always ask yourself...

- What information would you want discussed with others regarding your child?
- What would you like said about yourself as a parent?
- What would you like said about your family, your values, your lifestyle?

Confidentiality Pointers

- Never use names if you are asked about your job.
- Suggest that questions about a student are best directed to the special education teacher.
- Do not share other student's names or information regarding their programs with parents during IEP meetings, conferences or informal conversations.
- Information regarding specific students and programs should not be shared in the lunchroom, staff room, office areas, out in the community or any other setting.
- When conferencing or writing information regarding a student or family that contains confidential information, be aware of those around you who may be within hearing distance. Look for a more private place within the school building

CONFISCATED STUDENT PROPERTY

Staff members who confiscate inappropriate item(s) from students are responsible for the security of the items. Staff members who do not follow this procedure will be held liable for replacement costs. When weapons or potentially dangerous items have been confiscated by staff members a school administrator or the school resource officer are to be contacted immediately to retrieve the confiscated items from the staff member. At the end of the day, all confiscated items must be returned to the student or turned over to designated personnel for secure storage until a parent or guardian can pick them up. No illegal item will be returned. All staff members should know and follow the designated procedures for handling and turning in confiscated items.

DETENTIONS AND OFFICE REFERRAL PROCESS

Staff members may assign in class disciplinary consequences to students breaking any classroom rules or school rules that are in the handbook. If the issue requires special attention leave the detention notice with the building administrator. The staff member **must** call or make contact with the parents of students who regularly get into trouble.

For more serious and repeated offenses, Staff members should fill out a Disciplinary Referral Form. The staff member should clearly explain the problem or situation and give the form to the building administrator. In a situation where the student needs to be removed from the room, the staff member needs to call the office and make them aware of the situation. Staff members should never argue or physically handle any student. If the student refuses to follow your directions, call the office for help. Staff members are never to leave their classroom unattended, unless it is an emergency.

GENERAL GUIDELINES

- Learn all you can about previous school experiences of your students (but do not let this information bias you).
- Be prepared for class. Ten seconds of idle time can develop into 10 minutes of problems.
- Make your assignments reasonable and clear.
- Be prepared for the unexpected (whatever it may be).
- Keep class rules to a minimum.
- Share and post your classroom rules with students on the first day of class.
- Be consistent each and every day.
- Do not punish the entire class for the actions of a few.
- Never say anything to a student in front of a class that you would not say in the presence of his or her parents.
- Never humiliate a student in front of others.
- Students have plenty of buddies. Don't be a buddy, be a staff member.
- Don't be afraid to apologize.
- Use the telephone. Let the parents work with you.
- Never argue with a student in front of the class.
- Be enthusiastic – it's contagious.
- Don't be a screamer. A barking teacher does nothing but make noise.

- Know your students' hobbies, interests, problems, friends, etc., and show a sincere interest in these things.
- Keep administrators informed when dealing with problem students.

DISCRIMINATION COMPLAINT PROCEDURE

Initiating a Complaint

Individuals who feel they have been subjected to unlawful discrimination or retaliation may file a complaint, either orally or in writing, with the compliance officer or an administrator, supervisor or other District-level administrator. Employees are required to promptly report to the compliance officer or an administrator, supervisor or other District-level administrator when they become aware of incidents of unlawful discrimination or retaliation. All other persons associated with the District are encouraged to promptly report when they become aware of such incidents. Any administrator, supervisor or District-level administrator who receives such a complaint must forward it to the compliance officer. If the compliance officer is the subject of the complaint, an individual may file a complaint with the Superintendent, who shall assume the role of compliance officer for such complaints. If the Superintendent is the subject of the complaint, the complaint should be referred to the Board President.

The Board has adopted separate policies and procedures for sexual harassment. All sexual harassment reports must be managed in accordance with the sexual harassment policy and procedure.

Interim Measures

Upon receiving a complaint, the compliance officer will consider whether any interim measures should be taken to restore or preserve equal access to the District's education program or activity, including measures designed to protect the safety of all parties or the District's educational environment, or deter discrimination. The compliance officer should consider the complainant's wishes with respect to interim measures, but may move forward with any interim measures deemed appropriate.

Investigating a Complaint

The compliance officer shall investigate the complaint to determine whether the complainant has been subjected to unlawful discrimination or retaliation. The investigation may include individual interviews with the parties involved, interviews with individuals who may have observed the alleged conduct or may have other relevant knowledge, and consideration of any documentation or other information presented by the parties or other individuals who may have observed the alleged conduct or may have other relevant knowledge. The respondent will be provided an opportunity to respond to the allegations during the investigative process and before any determinations are made.

The District may refer the investigation to a third party.

At the conclusion of the investigation, the compliance officer shall review the merits of the complaint, summarize the relevant evidence, and prepare and deliver a written report to the complainant and respondent that outlines whether the complainant has been subjected to unlawful discrimination or retaliation. The compliance officer may consult with the Board's legal counsel prior to finalizing the report.

Appeal

If the complainant is not satisfied with the decision of the compliance officer, a written appeal may be filed with the Superintendent or designee within five calendar days of receipt of the compliance officer's response. The Superintendent or designee may decide to hear or deny the request for appeal and may request additional information prior to making a decision. The Superintendent or designee's decision will be final. A copy of the Superintendent or designee's final decision shall be sent to the complainant and respondent.

Informal Resolution

At any time during complaint procedure and prior to reaching a determination regarding responsibility, the District may facilitate an informal resolution process that does not involve a full investigation and determination of responsibility provided that the District obtains the parties' voluntary, written consent to the informal resolution process. If the parties do not reach resolution through the informal resolution process, the parties will resume the complaint procedure at the point they left off.

POLICY: AC-R

[Approval date: September 28, 1989]

[Re-approval date: October 19, 1995]

[Re-approval date: September 18, 2000]

[Re-approval date: August 24, 2021]

EFFECTIVE TEACHING MODEL

It would be impossible to outline in this handbook every successful teaching practice recognized by leaders in the field of education. However, a brief overview of the most used and successful practices are provided as a point of reference for professional growth and development. All teachers are encouraged to discuss these and other practices with us on a regular basis so that our primary focus is on improving the quality of our overall instructional program. Teachers are invited to use the building administrators as a resource for discovering new and effective teaching practices as well as an instrument of feedback for honing the skills necessary for effective teaching.

Examples of teaching practices for which we look and encourage are listed below. Detailed information or reading sources will be gladly provided upon request.

1. **Lesson design** must include an opening sequence consisting of a motivational component or anticipatory set. The design may also include one or more presentations followed each time by modeling or group guided practice or independent practice or combinations each of the aforementioned and a closure. Alternative assessments are used to determine the student's degree of mastery of the objective and the need to re-teach any portion(s) of the objective.
2. **Cooperative learning** is a recognized and encouraged teaching strategy that can be employed as a component of: an opening sequence for the purpose of introducing new information or motivating students to learn, a group or independent practice activity, a closure for the purpose of reinforcing previous learning.
3. **Questioning skills** are a very important part of teaching and the most frequently misused teaching practice. Close ended or lower order (Bloom's taxonomy) questions should be avoided. Choral responses should be reserved for practicing pronunciations and not used to gather student thinking and responses. Generally, questions should be used to check for understanding and reinforce learning. If planning to include questions in your lesson design, remember that prior planning prevents poor performance. It is recommended that questions be worded precisely in your plans and be given consideration as to purpose, level of difficulty, and sequence of the words. Direct the question(s) to the entire class and resist the temptation to accept responses that are called out or the practice of calling on individuals. If calling on individuals, cross checking strategies may increase the question's effectiveness somewhat, but signaling is the best method for eliciting and measuring responses from all of the students.
4. **Presentations** must consider that students learn in a variety of ways. As such, your presentations should include visual and tactile modalities along with auditory whenever possible. Presentations should also consider the abilities of your learners as well as their prior knowledge. New information should be offered as chunks or bits of learning followed by reinforcing activities (practice or questions). The more advanced the learner, the larger the chunks can be. (Remember, the converse of this corollary also applies.)

In addition, teachers and other staff members are expected to:

- Monitor and communicate student progress
- Make data-based decisions regarding instructional interventions needed to support struggling students
- Assist students in the development of good study habits and time management skills
- Use effective classroom management strategies

EMERGENCY DRILLS (Fire, Tornado, Lock Down, Bomb Scares, etc.)

Ohio law requires that every school building and bus have various fire, tornado and lock down drills with proper documentation during the school year.

The instruction of the emergency procedures is an important responsibility of the classroom teacher. Each staff member is expected to KNOW the evacuation plan for his or her room and cover all information with their students.

Post/cover all evacuation plans and plan for assistance to the handicapped.

LOCKDOWN

"Soft Lockdown"

- Staff members may continue to teach and students may continue to learn.
- Students and staff MUST stay in their secured location/area once soft-lockdown is called.
- No one SHOULD leave a secured location until drill ends or you are released from that location by the administration or an officer.
- Students and staff DO NOT need to hide.
- Classroom doors SHOULD remain locked.
- Lock-down boot SHOULD be put in place.
- IF in the HALL, RESTROOM, CAFETERIA or OUTSIDE – Students and Staff should return to your classroom.

"Lockdown"

- ALL activities MUST stop.
- Doors MUST remain locked.
- Individuals MUST stay in the secured location.
- Lock-down boot MUST be placed.
- Students and staff MUST move to a non-visible area of the room.
- Everyone should remain QUIET.
- IF in the HALL, RESTROOM, CAFETERIA or OUTSIDE – Students and Staff should go to the NEAREST classroom or secure location.

"Fire Drill"

- Immediately Exit Building.
- Move to designated safety location with class.
- As exiting the building, please remain QUIET and Orderly.
- IF in the HALL, RESTROOM, CAFETERIA or OUTSIDE – Students should report to the first staff member they see so their location can be reported.
- Listen for further directions.

"Tornado Drill"

- Move to designated safety location with class. (Interior first floor location away from a window with a solid structure above room)
- As you move to safety location, please remain QUIET and Orderly
- IF in the HALL, RESTROOM, CAFETERIA or OUTSIDE – Students should report to the first staff member they see so their location can be reported
- Listen for further directions.

EMERGENCY MANAGEMENT AND SAFETY PLANS

The Board acknowledges that the safety and well-being of students and staff are high priorities. Although emergencies cannot be predicted, effective prevention and management strategies are used to minimize the effects of emergency situations arising in the District.

An emergency is defined as a serious, unexpected, and often dangerous situation requiring immediate action that threatens the actual safety and security of students, employees or visitors of the District or whose impact threatens the feeling of safety and security, both of which are detrimental to a positive learning environment. Emergencies or hazards include, but are not limited to, an active shooter, hostage situations, bomb threats, act of terrorism, infectious diseases or pandemic, severe weather, bullying, threats of violence or threats to life, and other natural, technological or human-caused events that the administrator knew or should have reasonably known about that compromise the health or safety of students, employees, administrators or property.

Comprehensive Emergency Management Plan and Test

The Superintendent/designee develops a comprehensive emergency management plan meeting State law requirements for each building with the involvement of applicable stakeholders. The plan establishes protocols for addressing and responding to serious threats to the safety of the school property, students, staff, volunteers and visitors. Each protocol includes procedures deemed appropriate by the Board or governing authority for responding to threats and emergency events including, but not limited to, notification of appropriate law enforcement personnel, calling upon specified emergency response personnel mental health professionals, public health officials and other outside experts who could assist in responding to and recovering from an emergency, and informing parents of affected students. The plan includes the emergency operations plan established under State law, a floor plan unique to each floor of the building, a site plan including all building property and surrounding property, an emergency contact sheet, a threat assessment plan, a protocol for school threat assessment teams established under State law including completion of required trainings, and stakeholder

signatures. The plan is kept in a secure location and is not considered a public record.

A copy of each school building's current comprehensive emergency management plan is filed with the Director of Public Safety and the law enforcement agency that has jurisdiction over the school building. Upon request the plan also is provided to the regional mobile training officer and the fire department and emergency medical service organization that serves the political subdivision in which the school building is located. The floor plan is used solely by first responders responding to an emergency in the building and is not a public record.

The administration reviews the plan annually, considering the most current information dealing with the subjects, as well as making relevant information about the plan known to the community. The administration certifies the accuracy of the plan, emergency contact information sheet, floor plan and site plan to the Director of Public Safety between January 1 and July 1 annually. When the comprehensive emergency management plan is used, assessment of the way the emergency was handled is completed by the Board and the administration. Suggestions for improvement, if necessary, are solicited from all applicable stakeholders.

Although the plan is reviewed annually, State law requires the District's comprehensive emergency management plan to be updated at least every three years from the previous date of compliance and whenever a major modification to an individual school building requires changes in that building's procedures or whenever information on the emergency contact information sheet changes. The three-year review process reflects on lessons learned based on areas of improvement identified in the required emergency management test and actual emergencies at the school building, and best practices to continually improve the plan.

An emergency management test is conducted annually in accordance with State law. Student participation in such tests is not mandatory. Parental consent should be obtained when students are to be included in emergency management tests. When evaluating student inclusion in emergency management tests, the administration considers what benefit such inclusion may have on the student population in preparation for an

emergency and to enhance the safety of students in the building. Administrators consider age-appropriate participation, guidance, trauma-informed best practice and training in preparing for student participation in any tests.

Emergency Drills

The Board directs the Superintendent/designee to conduct all drills required by State law. Drills provide both students and staff with practice in responding to emergency conditions should such conditions occur. Plans are posted in each classroom and other areas accessible to staff and students where required by law.

Board Policy: EBC

[Adoption date: September 28, 1989]

[Re-adoption date: September 18, 2000]

[Re-adoption date: March 24, 2010]

[Re-adoption date: February 22, 2011]

[Re-adoption date: December 5, 2017]

[Re-adoption date: October 23, 2018]

[Re-adoption date: May 25, 2021]

[Re-adoption date: December 7, 2022]

EMERGENCY MEDICAL AUTHORIZATIONS (Student)

Emergency Medical Authorizations are now on Final Forms and will be filled out by our parents online. It is recommended that each staff member have one copy for each student in your homeroom.

Copies of Emergency Medical Authorization forms MUST accompany teachers on any field trip. Teachers are responsible for gaining the proper documents when needed. Students are never to copy or have access to emergency medical files.

EVALUATIONS

Evaluations will be given to each staff member based on a rotating schedule. Certified evaluations will be based on language in the NTEA/NT BOE Master Agreement and classified staff will be evaluated on a 1 year, 2 year, 2 year, Continuing Contract (Every 3 years) cycle. Each individual will be evaluated by their direct building or district supervisor.

EXPECTATIONS OF NATIONAL TRAIL STAFF MEMBERS

Staff Members will:

1. Maintain certification.
2. Be committed to students and their learning.
3. Know the subjects they teach and how to teach those subjects.
4. Pursue innovative ideas, methods, techniques, and curriculum changes, foster success through data-driven practices, and embrace change.
5. Be responsible for managing and monitoring student learning, creating, maintaining, and altering instructional settings to capture student interest and foster success.
6. Deal justly and impartially with all students, allowing for individual differences.
7. Demonstrate receptive and approachable manner, willing to give extra time to counsel students with educational, personal, and other related problems while maintaining professional boundaries.
8. Use professional skill and understanding of student behavior to prevent small incidents from becoming major problems.
9. Maintain school records and personal student data with accuracy and confidentiality.
10. Communicate with parents and students concerning trends, problems and achievements, in a timely manner and consistent manner.
11. Staff must return all required and requested forms and documents in a timely fashion.

FACILITY USE

If you wish to use an additional/another room during the day or after hours please contact the building principal. All building use after 5:00pm or on the weekends must be approved through the Athletic Director

FAMILY MEDICAL LEAVE

The Board provides leave to eligible employees consistent with the Family Medical Leave Act (FMLA). Eligible employees are entitled to up to 12 workweeks (or 26 workweeks to care for a covered servicemember) of unpaid family and medical leave in a 12-month period. The Board continues to pay the District's share of the employee's health benefits during the leave. In addition, the District reinstates the employee to the same or an equivalent position after the employee's return from leave.

In complying with the FMLA, the District adheres to requirements of applicable State and Federal law.

Additional information is contained in the regulations, which follow this policy.

Board Policy: GBR

[Adoption date: October 19, 1995]

[Re-adoption date: September 18, 2000]

[Re-adoption date: July 21, 2009]

[Re-adoption date: August 23, 2011]

[Re-adoption date: June 25, 2013]

[Re-adoption date: March 23, 2020]

FIELD TRIPS

1. Each student going on a field trip **MUST** have paid to attend the field trip (If necessary).
2. If a student cannot pay, see the principal about getting funds from the principal's fund. *If this is not done the student(s) **will not** be able to participate.*
3. Please put your trip request in at least **two weeks** in advance with the building principal. This includes purchase order, bus request, etc.
4. If you need a check to take with you – put everything in at least **three weeks** beforehand.
5. A good idea: 1 week prior and 1 day prior – always remind the treasurer's office when the check will be needed. **This is your responsibility.**
6. If you know what you plan on doing – even next spring – you could put this in anytime. The sooner the better.
7. Students are responsible for getting the work they will miss from other classes prior to going on the trip. The work is due on/by the next scheduled meeting for the classes missed.
8. Students must have a signed permission form, emergency medical form and field trip medication forms when appropriate.

ORDER OF THINGS TO BE DONE FOR APPROVAL:

1. After the trip is approved, by the principal, submit the purchase order (if necessary) – Remember 2-3 week's prior.
2. Please fill out a bus request form. If a couple of classes are going – you may need to ask for more than one bus. Return trip sheets to the building administrator. **Please remember one bus trip sheet per bus.**
3. Collect money and deposit with the secretary by the end of each business day. No money is to be kept in your class room at the end of the day. **All students should get a receipt for money collected.**

****All students going on the bus must come home on the bus. In emergency situations, arrangements must be in writing and have been made ahead of time with the building principal.**

YOU MUST ALSO DO:

1. Student list submitted to cafeteria 1 week prior.
2. Assign student seating prior to the trip.
3. A complete – final list of staff members, parents and students must be submitted to the building secretary prior to leaving that day. Note any student absences on the list.
4. Staff members must have copies of emergency medicals and medication with them prior to leaving that day. **It is the teacher's responsibility to collect these forms.**
5. **All parent chaperones for ANY overnight trip must be approved by the Board of Education with the appropriate background prior to the trip.**
6. **Staff should be notified via email of all students attending the trip at least 1 week in advance. A final list should be emailed to staff members the day of the trip.**
7. **All overnight trips must be board approved at least one month in advance of the trip.**

FUNDRAISING GUIDELINES

1. All monies collected from students or student fundraisers or student activities must be locked-up and turned into the building secretary at the end of each business day.
2. All monies related to school matters must be receipted daily.
3. Any monies collected as a donation must be given to the board office in order for the Board of Education to take appropriate action.
4. All treasurer approved forms (anticipated budget, sales project potential and pay-in forms) must be filled out prior to and at the end of each fundraiser.

Any food item must meet the USDA Guidelines to be sold during school hours. If food items, such as candy, do not meet the USDA Guidelines, they can only be sold before or after school hours.

FUNDRAISING (ONLINE) CAMPAIGNS/CROWDFUNDING

The Board believes that online fundraising campaigns, including crowdfunding campaigns, may support and further the interests of the District.

All crowdfunding campaigns must be reviewed by and receive prior approval from the Superintendent.

In order for a crowdfunding campaign to be approved, the campaign must:

1. be conducted in compliance with all State and Federal laws, as well as relevant District policies and procedures, including those governing the confidentiality of student information. No information that could personally identify a student, including student names or images, may be used without the prior written consent of parents or adult students. The Superintendent must review all images and text used as part of the campaign.
2. be compatible with the District's educational philosophy, needs, technical infrastructure, and core values. The organizer must submit in writing to the Treasurer a statement identifying the purpose(s) for raising the money. All online fundraisers must be conducted in accordance with District policies and procedures.
3. be in the name of the school or District with all donations being sent, paid or contributed directly to the school or District. Staff are prohibited from establishing campaigns that are directly sent, paid or contributed to a staff member in lieu of the District or school.
4. be reviewed to determine whether the crowdfunding site obligates the District to assume any responsibility to file required reports of charitable activities.

Staff may use Amazon Wish Lists as a fundraising tool with prior approval from the Superintendent. However, platforms such as GoFundMe may not be used. Any items received through approved platforms become the property of the District and must be inventoried accordingly.

The Advisor & Building office maintains a documentation of campaign approval, details of the campaign, a printed copy of the website, copies of all related agreements and permission forms, copies of any checks donated and any inventory listing non-monetary donations.

No donations of money, property, equipment, or materials are accepted without Board approval and all donations accepted are the property of the District. Upon acceptance, donations are promptly entered into the District property inventory or deposited into District bank accounts and are subject to normal fiscal oversight and auditing. Donations are used solely for the purpose(s) stated in the campaign provided the purposes are lawful and do not remove the authority of the Board.

POLICY: IGDEA

[Adoption date: October 23, 2018]

GMAIL/PARENTSQUARE

Staff members should check their e-mail several times during the course of the school day. All emails during the work week will be responded to within a 24-hour time period. Additionally, staff will utilize ParentSquare as a method of two-way communication between the students' families and the staff member. It is expected that staff follow the building and district guidelines established by the District Leadership Team.

HALL PASSES (E-HALL PASS)

When applicable, passes must be issued to all students leaving from and returning to the classroom. Staff members are to keep a record of all students who leave their classroom. Staff members in grades 6-12 will utilize the e-Hallpass system. **No student shall leave a classroom without a signed/approved pass by the classroom teacher.**

HAZING AND BULLYING POLICY

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, electronic 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 mental or 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, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended. Discipline procedures will not infringe on any student's rights under the First Amendment to the Constitution of the United States. When the behavior is sexual harassment, the Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

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 or electronic means, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

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 principal/designee and appropriate discipline is administered. When employees have actual knowledge that the behavior is sexual harassment, they must contact the Title IX Coordinator.

The Superintendent/designee must provide the Board President with a semiannual written summary of all reported incidents and post the summary on the District's website, to the extent permitted by law.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students and by November 30 annually reports to the Ohio Department of Education compliance with this requirement through the consolidated school mandate report. If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

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.

POLICY: JFCF

[Adoption date: September 28, 1989]

[Re-adoption date: September 18, 2000]

[Re-adoption date: December 18, 2007]

[Re-adoption date: July 21, 2010]

[Re-adoption date: August 28, 2012]

[Re-adoption date: October 23, 2018]

[Re-adoption date: January 10, 2019]

[Re-adoption date: April 28, 2020]

[Re-adoption date: September 22, 2020]

HAZING AND BULLYING

The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials. When the behavior involves allegations of sexual harassment, the Title IX sexual harassment grievance process will be followed, as applicable. When the behavior is sexual harassment, the Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

School Personnel Responsibilities and Complaint Procedures

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

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

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyberbullying”), such as the following:
 - A. posting slurs on websites, social networking sites, blogs or personal online journals sending abusive or threatening emails, website postings or comments and instant messages;
 - B. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
 - C. using websites, social networking sites, blogs or personal online journals, emails or instant messages to circulate gossip and rumors to other students.
 - D. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.
6. In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

Teachers and Other School Staff

Teachers and other school staff who witness acts of hazing, bullying and/or dating violence, as defined above, promptly notify the building principal/designee of the event observed, and promptly file a written incident report concerning the events witnessed.

Teachers and other school staff who receive student or parent reports of suspected hazing, bullying and/or dating violence promptly notify the building principal/designee of such report(s). If the report is a formal, written complaint, the complaint is forwarded to the building principal/designee no later than the next school day. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he/she prepares a written report of the informal complaint that is forwarded to the building principal/designee no later than the next school day.

Complaints

1. Formal Complaints

Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation, bullying and/or dating violence. The reports should be written. Such written reports must be reasonably specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.

2. Informal Complaints

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

3. Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of hazing, bullying and/or dating violence.

4. False Complaints

Students are prohibited from deliberately making false complaints of harassment, intimidation or bullying. Students found responsible for deliberately making false reports of harassment, intimidation or bullying may be subject to a full range of disciplinary consequences.

Intervention Strategies

1. Teachers and Other School Staff

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of hazing, bullying and/or dating violence in other interactions with students.

School personnel may find opportunities to educate students about harassment, hazing, intimidation and bullying and help eliminate such prohibited behaviors through class discussions, counseling and reinforcement of socially appropriate behavior. School 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 harassment, hazing, intimidation or bullying.

2. Administrator Responsibilities

a. Investigation

The principal/designee is notified of any formal or informal complaint of suspected harassment, hazing, intimidation or bullying. Under the direction of the building principal/designee, all such complaints are investigated promptly. A written report of the investigation is prepared when the investigation is complete. The report includes findings of fact, a determination of whether acts of hazing, bullying and/or dating violence were verified, and when prohibited acts are verified, a recommendation for intervention, including disciplinary action, is included in the report. Where appropriate, written witness statements are attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint is limited as is appropriate in view of the anonymity of the complaint. Such limitation of the investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

When hazing and/or bullying is based on race, color, national origin, sex, or disability, and the behavior creates a hostile environment, the applicable nondiscrimination grievance procedures are implemented where applicable.

Nondisciplinary Interventions

When verified acts of hazing, bullying and/or dating violence are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of the behavior, its prohibition and their duty to avoid any conduct that could be considered harassing, hazing, intimidating and/or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring some cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

Disciplinary Interventions

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Discipline procedures will not infringe on any student's rights under the First Amendment to the Constitution of the United States.

Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action.

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed only after a hearing before the Board, a committee of the Board or an impartial hearing officer designated by the Board in accordance with Board policy. This consequence is reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

Allegations of criminal misconduct are reported to law enforcement, and suspected child abuse is reported to Child Protective Services, per required time lines.

Report to the Custodial Parent or Guardian of the Perpetrator

If, after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building principal/designee notifies the custodial parent or guardian of the perpetrator, in writing, of that finding. If disciplinary consequences are imposed against such student, a description of such discipline is included in such notification.

Strategies are developed and implemented to protect students from new or additional harassment, intimidation or bullying, and from retaliation following reporting of incidents.

Reports to the Victim and His/Her Custodial Parent or Guardian

If, after investigation, acts of bullying or hazing against a specific student are verified, the building principal/designee notifies the custodial parent/guardian of the victim of the finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator.

Bullying matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

School administrators shall notify both the custodial parents or guardians of a student who commits acts of harassment, intimidation, bullying and/or dating violence and the custodial parents or guardians of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by law.

Police and Child Protective Services

In addition to, or instead of, filing a complaint through this policy, a complainant may choose to exercise other options including, but not limited to, filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of State law or common law that may apply.

The District must also investigate incidents of hazing, bullying and/or dating violence for the purpose of determining whether there has been a violation of District policy or regulations, even if law enforcement and/or the public children's services are also investigating. All District personnel must cooperate with investigations by outside agencies.

POLICY: JFCF-R

[Approval date: December 18, 2007]

[Re-approval date: July 21, 2010]

[Re-approval date: January 10, 2019]

[Re-approval date: April 28, 2020]

[Re-approval date: September 22, 2020]

HONOR ROLL

The Honor Roll will be posted for all students in grades 7 - 12 who qualify. Acknowledgement will occur after every grading period.

High School Honor Roll

Principals Honor Roll - GPA of 3.333-3.74 and no more than one C

Superintendents Roll - GPA of 3.750 and above and no grade below a B

Middle School Honor Roll

Principal's Honor Roll – Students must have all A's and B's

Superintendents Roll - Students must have all A's

IAT (Intervention Assistance Team)

The intervention assistance team is a group of teachers that will meet to develop interventions for a student who has been referred for additional supports.

ID BADGES & ACCESS FOBS

Employee ID badges at National Trail Local Schools now serve a dual purpose as both photo identification and electronic access fobs. These are provided free of charge to all employees and are required to be worn and visible at all times while on district property during school hours for safety and security purposes.

Badges/Fobs are assigned to individual staff members and are programmed to access designated areas. Staff members are responsible for the security of the spaces their fob grants access to. ID Badges/Fobs may not be shared, loaned, or given to students or other staff members under any circumstances.

Staff may not unlock doors to other rooms at the request of students or allow students to enter rooms unsupervised. At all times, badges/fobs should be kept secure to avoid loss or theft.

If a badge/fob/key is lost or stolen, it must be reported immediately to the staff member's supervisor. The replacement cost for a lost or stolen ID Badge/Fob is \$5.00 and a key is \$12.00..

Employee ID Badge/Fobs may be kept year-round for identification and discount purposes.

All requests for additional access, modifications, or replacement ID Badge/Fobs must be submitted through the Superintendent's Assistant. All system programming, issuance, and adjustments will be handled solely through that office.

INCOMPLETES

An incomplete on a report card shall be completed within 10 days of the end of grading period, or it converts to a 0.

INJURIES & ILLNESS

1. Treat all injuries and illness with the greatest of importance.
2. When a student becomes ill or injured at school, send them to the main office for a clinic pass.
In the case of a serious illness or injury contact the nurse or main office immediately.
3. Clinic or office personnel will notify parents, if necessary.
4. If necessary, file an Accident Report Form with administrator.

INSERVICE/PROFESSIONAL DEVELOPMENT

In-service/Professional development dates and hours to be announced. No personal days shall be taken on in-service days except in the case of an emergency as determined by the Superintendent.

INSTRUCTIONAL AIDES

The roles and responsibilities of the instructional aide vary from teacher to teacher and student to student. Our goal is the success of the student in the classroom. Communication is the key to a successful relationship between the teacher, student, and instructional aide. Please keep the teacher informed of any concerns you may have in the classroom.

The teacher has the ultimate responsibility to see that student needs are met. Discussing the plan for the student's day before the first class, and having a conversation at the end of the day as a wrap up is one way to be sure that the team is on the same page to meet those needs.

INSTRUCTIONAL MATERIALS

All primary instructional materials in grades K-12 must be School Board approved. All novels used for student assignment in grades 6-12 must be approved by the School Board and used in the grade level for which the novel was approved.

LEAVING THE BUILDING

If it becomes necessary for you to leave the building during school hours, please notify the building principal.

MAILBOXES

The teacher should inspect his/her mailbox before and after school daily. **Due to confidentiality, Students in Grades 5-12 are not permitted to pick up your mail.**

MAKE-UP WORK

Students who are absent for any reason (illness, vacation, suspension, etc.) will be required to make up work missed in each class. A day's absence does not excuse a student from responsibility to obtain all make-up work from his/her teachers immediately upon return to school. If work that is to be made up is done before the specified time, it will be graded and the proper grade given. Students have the same number of days plus one day to make up work.

When work is requested by the office or a parent please be sure that the work is sent to the office by the required time. 24 hours' notice will be given in most cases.

MEDICATIONS - ADMINISTERING MEDICINES TO STUDENTS

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. If possible, all medication should be given by the parent(s) at home. If this is not possible, it is done in compliance with the following.

1. Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program meeting State law requirements, conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.
2. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensing of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
3. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person comply with the physician's order.
4. The school nurse or other designated individual must receive and retain a statement which complies with State law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.
5. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
6. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."
7. No person employed by the Board is required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Inhalers for Asthma

Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic

symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant.

In order for a student to possess the inhaler, he/she must have written approval from the student's physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

Epinephrine Autoinjectors

Students are permitted to carry and use an epinephrine autoinjector (epipen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an epipen extends to any activity, event or program sponsored by the student's school or activity, event or program in which the school participates.

Student possession of an epipen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent. Written approval must be on file with the principal and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student.

Diabetes Medication

If a student's treating physician determines a student with diabetes is capable of performing diabetes care tasks, the student is permitted to attend to the self-care and management of his/her diabetes during regular school hours, and at school-sponsored activities upon written request from the student's parent/guardian or other person having care or charge of the student. Students may perform these tasks in the classroom, in any area of the school or school grounds, and at any school-sponsored activity. Students are permitted to possess, at all times, the necessary supplies and equipment to perform the tasks in accordance with the student's treating physician's orders. This right may be revoked if the student performs any care tasks or uses medical equipment for purposes other than the student's own care. The student is provided with a private area for performing self-care tasks if requested by the student, student's parent/guardian or other person having care or charge of the student.

Seizure Medication

If a student has an active seizure disorder diagnosis, the school nurse, or another school employee if the school does not employ a nurse, will create an individualized seizure action plan for that student in accordance with State law. The action plan must include information on how to administer prescribed seizure drugs to the student and school districts must designate at least one employee in each school building aside from a school nurse to be trained every two years on implementing seizure action plans, including training in administering seizure drugs.

POLICY: JHCD

[Adoption date: September 28, 1989]

[Re-adoption date: September 18, 2000]

[Re-adoption date: September 24, 2008]

[Re-adoption date: August 23, 2011]

[Re-adoption date: March 24, 2015]

[Re-adoption date: October 19, 2015]

[Re-adoption date: December 6, 2023]

MID-TERM REPORTS

Mid-Term reports will be given to the students at the mid-way point of each quarter. **Teachers will make contact with a parent for any student who has a failing mark in their class. In cases where a student's grade drops markedly after the mailing of the mid-term reports, the teacher is responsible to make immediate contact with the parents prior to report card time.**

MOBILE CARTS AND PROCEDURES

When using a mobile cart, staff members must assign students to a specific device and closely monitor student activity. **Each student is to be assigned a number that they will use the entire school year.** If the computer is damaged, please report this to the technology department. Upon return, the teacher

should check each laptop to ensure that nothing has been damaged. Each cart should be returned to its home location and plugged into the wall and turned-on.

MOODLE/GRADES

All teachers will use MOODLE when applicable. MOODLE is considered a legal document. Each teacher is expected to update their grades in all classes weekly. **Grades and weekly activities should be updated by 8:30a at the start of each week.** The teacher is responsible for determining grades as well as supporting and explaining such. All students should be given a full explanation as to how their grade is calculated. Please be specific with dates of activities. All major assignments should be updated in your gradebook within 7 calendar days. Student grades must reflect the mastery of work within your course or scope of standards. Teacher MOODLE pages must meet, at a MINIMUM, the MOODLE rubric baseline category (SEE APPENDIX).

MOVIES/VIDEOS FOR CLASSROOM USE

1. The video/movie shown must be for educational purposes and fit the current subject and be followed up by an appropriate classroom activity.
2. The video/movie must be in connection with face-to-face teaching activities.
3. Films which are used must be previewed by the instructor
4. Films utilized in class should be viewed for only portions of the class time.
5. Movies that are rated above your students age, will require a parent signature.

NURSE PASSES

If you have a student that is sick, please send them to the nurses office. As the student is leaving, please contact the nurse to make them aware the student is on the way. Once the student(s) has been seen by the nurse, it will be determined if a call should be made home and have the student picked up or gain permission for them to drive home. Only permission given by the nurse will be considered an excused absence.

OUTSIDE VOLUNTEERS

Any person who is going to work with students in an unsupervised manner (Band Camp Counselors, Coaches, Assistant Directors, Bus Chaperones (case by case basis), Chaperones for supervision of students not their own, overnight visits, AG Ball volunteers, etc...) must be approved by the board of education and have the appropriate school approved back-ground checks. **Please remember that if you plan on having someone approved, you must do this at least one month in advance and turned into you building administrator for approval.** Please see the building principal if you have any questions.

PAYROLL/INSURANCE

All questions regarding your salary and insurance benefits should be directed to the Treasurer's Office.

PURCHASES

The principal must approve ALL requests for purchases first. The teacher is responsible for completing the requisition form to include the complete name and address of the vendor and the items requested by description, item number, unit cost, and total cost (Any catalog number must be included.) prior to giving it to the building secretary. The secretary will pass the requisition to the principal who will verify that money has been appropriated, and the requisition has cleared the Treasurer's Office and has been approved. Nothing is to be ordered prior to the approved purchase order being returned to the building secretary and given to the teacher. The teacher/staff member will be responsible for payment for any purchases made without proper authorization. Purchase orders submitted after the fact will not be honored by the Treasurer's Office and the staff member will be responsible for all debts incurred by the purchase.

PUBLIC CONDUCT ON DISTRICT PROPERTY

All persons on District grounds are expected to abide by all applicable laws, local ordinances, Board policies and District and building regulations.

No person on District property may assault, strike, threaten, menace or use improper, indecent or obscene language toward a teacher, instructor, other District employees or students at any time. This prohibition is extended to all athletic officials, coaches and athletes in the District and all visiting teams.

Unless otherwise permitted by law, no person is permitted to bring deadly weapons or dangerous ordnance into a school safety zone.

No person is permitted to distribute, dispense, possess or use any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol or any other controlled substance, as defined in State and/or Federal law, in a school building or upon the campus or grounds at any time.

No person may disrupt, disturb or interfere with the teaching of any class of students or any other activity conducted in a school building or upon the campus or grounds at any time.

Whoever violates this policy and/or building regulations will be asked to leave the property by whoever is in charge. Should that person refuse, law enforcement officials will be called. If the offender should be a student, the person in charge should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the state and local ordinances.

Good Conduct and Sportsmanship

The Board recognizes the value of co-curricular and extracurricular activities in the educational process and the values that young people develop when they have the opportunity to participate in an organized activity outside of the classroom.

Students and adults participating in co-curricular and extracurricular activities are expected to demonstrate responsible behavior and good conduct. The Board encourages the development and promotion of sportsmanship in all phases of the educational process, including athletics and all other co-curricular and extracurricular activities. Rules are posted at the entryways to all athletic events for all participants and spectators to review.

Board Policy: KGB

[Adoption date: October 19, 1995]

[Re-adoption date: September 18, 2000]

[Re-adoption date: December 21, 2009]

[Re-adoption date: March 27, 2017]

[Re-adoption date: February 27, 2024]

R-FACTOR

Starting with the 2019-2020 school year, National Trail rolled out the rFactor to the students and staff of our District.

We believe our culture is the heart of our school system. It makes National Trail Schools a special place to learn and work, and it gives us a unique advantage. Building and sustaining the National Trail culture requires intentional effort from everyone in the district.

What is The R Factor?

- A simple, proven, systematic behavior toolbox for Discipline-driven Responses in any situation.
- A common language that drives a powerful, shared culture among people.

While a member of the National Trail Community, we expect ALL to do the following:

- Be the Best Version of You
- Live by Vision, not Circumstance

- Ensure that Everyone Matters

As we are constantly being bombarded with changes from our legislators and then feeling/dealing with the reaction from ODE...we MUST stay focused on what we **CAN** control and not what we **CAN'T** control. Sometimes easier said than done, but as we have learned over the past year plus with our rFactor work "**How WE respond is OUR choice**"! Remaining positive is a choice we can make and often times it will be what defines us to your students, to your student's parents, and your colleagues.

10 ways that we can challenge ourselves to choose a positive response and be a "merchant" of hope for ALL:

1. Bring your best to work every day (Be a better version of you today than you were yesterday!)
2. Give two minutes of your time to one student and one staff member every day
3. Be empathetic
4. Value the mistakes of others and yourself
5. Model forgiveness of others and yourself
6. Understand you will not always see immediate results when working with kids
7. Have high standards for all kids everyday
8. Address inappropriate behavior
9. Don't be negative
10. Take time to smile/laugh and encourage others to have fun.

As a District, WE challenge ALL of you to model these practices each and everyday.

RECOGNITION OF STUDENTS

Rewards to students who exhibit good conduct are many and varied. Examples of such rewards may include but not necessarily be limited to:

Academic letters of achievement

1. Activities, clubs, organization memberships
2. Activities, clubs, organization officer ships
3. Advanced class recommendation or placement
4. Assemblies
5. Breakfasts, lunches, dinners
6. Special room privileges
7. Dances
8. Displays and exhibitions
9. Field trips
10. Honor Roll listing
11. Honor Society recommendation or membership
12. Job recommendations
13. Parties, picnics, banquets
14. Perfect attendance awards
15. Personal notes from teacher/administrator
16. Scholarship recommendation
17. Parking Privileges

REIMBURSEMENTS

District personnel who incur expenses in carrying out their authorized duties are reimbursed by the District upon submission of a properly filled out and approved voucher with supporting detailed receipts required by administrative regulations. The proper purchase order requests must be in place prior to any expenses being incurred. See purchases (above) for further clarification.

REMOTE LEARNING

A remote learning day is a means for making up calamity days once five days have been cancelled due to inclement weather, for calamity day six and beyond. Teachers will post lessons on Moodle for grades 5-12 or using SeeSaw for grades K-4 and students will complete those lessons. **Remote learning assignments are due the next school day.** Consideration will be given for students who do NOT have internet access from home. A paper copy, or comparable assignment, will be given upon the date of return to school if requested. These students will have seven calendar days from the date of return to submit remote day lessons. This assignment will be evaluated by your student's teacher.

Calamity Day 6 +: Staff should be prepared to run a remote day by 9:00 am. Teachers are required to give students/parents a method of contacting them on Remote Days to have questions answered. The maximum requirement for the teacher contact method is a Parent Square message or school e-mail. Teachers **should not** give students or parents their home or personal phone numbers or e-mails. Teachers are expected to respond to Parent Square messages or emails during the “normal school day” adjusted to the later start time or within 24 hours.

REPAIRS

Report any needed repairs on the proper **electronic** request form. The building administrator will prioritize these requests and determine the person to do the repair. If you have a concern that a repair is not handled in a timely manner, please see the building administrator.

ROOM DECOR

Teachers are asked to make a conscious effort to keep each classroom well decorated with meaningful and age appropriate educational displays and exemplary student work.

SPECIAL NEEDS STUDENTS

Each student with an Individualized Education Plan (IEP) and a 504 Plan must receive the services that are contained in the plan. **It is an expectation of the administration that teachers communicate with the special education staff on a regular basis in order to create the necessary accommodations listed on the students IEP/504 document.** It is not up to a teacher to pick and choose which portions of the plan to follow. In many instances the IEP/504 will include specific modifications and/or accommodations relating to evaluation and assessment. These specific modifications must be followed per the IDEA federal guidelines. **Teachers will be provided up to date copies of IEP/504's at the start of the school and anytime an IEP/504 changes.**

SEMESTER EXAMS

High School classes will take exams (Projects also acceptable) during the given time frame set by the administration. If a student is absent the day of an exam, their absence must be cleared in the office before they make-up their exam. Semester and Final exams are 20% of the student's semester grade and exams are to cover information from the current semester only. Teachers are expected to spend time reviewing before each exam and the quality of each exam should be comparable to the structure of the EOC, Grade Level, ACT or SAT assessments.

STAFF CONDUCT

All staff members have a responsibility to make themselves familiar with, and to abide by, the laws of the state of Ohio and the negotiated agreement, the policies of the Board and the administrative regulations designed to implement them. All educators also are required to comply with the Licensure Code of Professional Conduct for Ohio Educators.

The Board expects staff members to conduct themselves in a manner which not only reflects credit to the District, but also presents a model worthy of emulation by students. Unless otherwise permitted by law, staff members are not permitted to bring a deadly weapon or dangerous ordnance into a school safety zone.

All staff members are expected to carry out their assigned responsibilities. Essential to the success of ongoing operations and the instructional program are the following specific responsibilities which are required of all personnel:

1. faithfulness and promptness in attendance at work;
2. support and enforcement of policies of the Board and regulations of the administration;
3. diligence in submitting required reports promptly at the times specified;
4. care and protection of District property and
5. concern and attention toward their own and the District's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.

BOARD POLICY: GBCB

[Adoption date: April 10, 1986]

[Re-adoption date: August 22, 2005]

[Re-adoption date: November 17, 2008]

[Re-adoption date: May 23, 2017]

[Re-adoption date: April 28, 2020]

[Re-adoption date: August 23, 2022]

STAFF ETHICS

USE OF NARCOTICS, STIMULANT DRUGS, ALCOHOLIC BEVERAGES AND INTOXICANTS BY EMPLOYEES

No employee of the Board of Education will knowingly possess, use, consume, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind, nor possess, use or transmit paraphernalia relative to the use of the above named, except for classroom or professional use with the approval of the administration while:

1. on school property at any time and/or while on the job and
2. off the school property while on an official school activity, function and/or event.

Use of a drug authorized by a medical prescription from a registered physician will not be considered a violation of this policy.

Any employee found to be in violation of this policy is subject to termination of employment by the Board of Education. The act of terminating an employee's contract will be in compliance with State law and negotiated agreements.

BOARD POLICY: GBC

[Adoption date: September 28, 1989]

[Re-adoption date: September 18, 2000]

STAFF MEETINGS

Staff meetings are necessary for successful communication and management. In most cases, staff meetings will be announced ahead of time. All staff are expected to attend all staff meetings. When conflicts arise, staff need to communicate with their building principal ahead of time. Teacher Based Teams (TBT's) and/or Department Meetings, Building Leadership Teams (BLT) and District Leadership Teams (DLT) meetings will be held during each month and will meet on an assigned mutually agreed upon time.

STAFF-STUDENT RELATIONS

The relationship between the District's staff and students must be one of cooperation, understanding and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity.

Staff members should strive to secure individual and group discipline, and should be treated with respect by students at all times. By the same token, staff members should extend to students the same respect and courtesy that they, as staff members, have a right to demand.

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Excessive informal and/or social involvement with students is prohibited. Such conduct is not compatible with professional ethics and, as such, will not be tolerated.

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines.

1. Staff members shall not make derogatory comments to students regarding the school, its staff and/or other students.
2. The exchange of purchased gifts between staff members and students is discouraged.
3. Staff-sponsored parties at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.
4. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
5. Staff members shall not associate with students at any time in any situation or activity that could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
6. Soliciting, encouraging, engaging or consummating an inappropriate relationship with any student, minor or individual who was a student in the preceding 12 months is prohibited.
7. Staff members shall not use disparaging remarks, insults or sarcasm against students under any circumstances.
8. Staff members shall maintain appropriate professional, emotional and social boundaries in the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
9. Staff members shall not send students on personal errands.
10. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
11. Staff members shall not attempt to diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance.
12. Staff members shall not willingly or knowingly violate any student confidentiality required by Federal or State law.
13. Staff members shall not groom a student or minor for the purpose of establishing an inappropriate emotional, romantic or sexual relationship.

Social Media

1. District staff are prohibited from posting data, documents, photographs or inappropriate information on any social media platform that might result in a disruption of classroom activity or that violates State or Federal law relating to staff and student privacy. The Superintendent/designee has full discretion in determining when a disruption of classroom activity has occurred.
2. District staff are prohibited from providing personal social media passwords to students.
3. Fraternization between District staff and students via the internet, personal email accounts, text messaging, personal social media and other modes of virtual technology is also prohibited.
4. Access of personal social media during school hours is prohibited.

Violation of the prohibitions listed above may result in staff and/or student discipline in accordance with State law, Board policies and regulations, the staff and student codes of conduct and handbooks and/or staff negotiated agreements. Violations by staff also may be reported to the Ohio Department of Education for further investigation. Nothing in this policy prohibits District staff and students from the

use of educational websites and/or use of social media created for curricular, cocurricular or extracurricular purposes.

POLICY: GBH/JM

[Adoption date: September 28, 1989]

[Re-adoption date: September 18, 2000]

[Re-adoption date: July 21, 2009]

[Re-adoption date: February 22, 2011]

[Re-adoption date: January 10, 2019]

[Re-adoption date: April 28, 2020]

STUDENT DISCIPLINE

Staff members need to take a proactive role in student discipline. A proactive nature includes telephone calls to parents prior to the written disciplinary action. Staff members are responsible to problem solve classroom management issues with students and parents. Students who are continually disruptive in the classroom or on the bus should be reported to the principal.

STUDENT PERMANENT RECORD

Student records are available in the office and should be reviewed by the teacher. These records are originals and cannot be replaced. Student records may not leave the office and should be kept in a secure place to insure student confidentiality. No copies of information can be made, except by office personnel. Student IEP's or 504 plans must be reviewed and signed off by each teacher who has the student in their classroom prior to September 10th. Sign off sheets must be returned to the office and will be kept on file. You may make copies of recommendation sheets and IEP's. If you have copies that will be kept outside of the office complex they must be kept somewhere where they can be locked up at all times. These are confidential documents. Staff members can only access information on students that are assigned to them during the academic year. Student confidentiality applies to all student records.

SUPERVISION AND STUDENT SAFETY

Students should never be left unsupervised. If a teacher must leave a classroom or an area under their supervision, another adult must be left in charge. Staff members are legally responsible for student safety and behavior. At all times, supervision is a team responsibility. Every adult should take the responsibility for disciplining any child who is in need of assistance with his or her behavior, or forgets his or her manners. **Please be visible in the hallways; this will reduce potential problems before they begin.**

SUPERVISION DUTY EXPECTATIONS

PARKING LOT/BUS DUTY EXPECTATIONS - Monitor students as they enter school property, ensuring that they are following proper safety regulations. Staff members must be visible to students as they enter school property.

CAFETERIA DUTY EXPECTATIONS - Monitor students as they eat, stand in line and occupy the cafeteria. Students are expected to follow school rules and keep their area clean at all times. Staff members must be visible during the course of lunch and move around the cafeteria.

SUPERVISION - RESTROOM/HALLWAY EXPECTATIONS – Staff members are expected to be visible in the hallways during each class change. Staff members should monitor restrooms on a frequent basis and stand by their classroom doors as students are in the hallway in order to maximize student supervision. A cooperative effort between the building administrators and the staff members will help to alleviate problems.

PLAYGROUND - Monitor students as they are on the playground. Students are expected to follow school rules. Staff members must be visible and frequently moving around the playground area.

When supervising these specific duties, it is important for staff to be watching, be aware and be in the moment. Staff members are not be on their cell phones or other electronic devices supervision duties.

SYLLABUS-Secondary

Prepare a simple, neat, and easy-to-interpret handout for each student and parent that explains your grading criteria. Also, include your classroom management plan with behavioral guidelines, incentives & consequences for behavior, homework policy, make-up/re-take policy, absence/attendance policy, skeletal course outline, Detailed accounting of how quarter/semester/yearly grade is to be computed as well as parent and student signature lines. **Electronic copies should be sent to the Building Administration by the end of the first full week of classes.**

STAFF ABSENCES AND SUBSTITUTES

Substitute teachers will be handled through an on-line service called Frontline Absent Management, formerly AESOP. If a substitute is needed, you can submit your information and substitute needs on their website. You can use the link on our website understaff, go to the Staff tab and use the teacher sub request link, www.nationaltrail.k12.oh.us.

In cases of urgent necessity, teachers are to submit their sub request on Frontline, and notify their building administrator and/or secretary no later than eighty (80) minutes prior to report time. The principal's office should be notified each day during school hours if a substitute will be needed the following day.

All staff are to submit a leave request for the use of sick leave no later than five (5) days following the last day of leave is used or prior to your intended leave on the ESS/Kiosk system. Such sick leave must be taken in one-quarter (1/4), one-half (1/2), three-quarter (3/4) or whole day increments. <https://trail-ess.fiscal.swoca.net/login>

It is the teacher's responsibility to submit for a substitute on Frontline for all absences, including professional and personal days approved in advance.

Please make sure that sub folders/binders are easily located in your room and include; class rules, procedures, safety information, lesson plans, seating charts, and materials needed for instruction. For grades 5-12, your assignments and class materials should be posted on Moodle. **It is the responsibility of the teacher to ensure this information is accessible to the substitute teacher or present in your classroom prior to the start of the instructional day.**

ANY and ALL pertinent information about your absence should be added on a teacher's ESS/Kiosk request not on Frontline. Within Frontline, please note specific information such as locations of your sub plans and class specific information.

Administrators, Secretaries, Bus Drivers, Educational Aides, Kitchen Staff and Custodians are to follow procedures set by Department Supervisors

STAFF DAY

The teacher day is seven hours (7) and fifteen minutes (15) including lunch. Each teacher is scheduled for a one-half hour lunch period. 5-12 staff should arrive at school no later than 7:20 A.M. and are expected to be ready to begin supervising students by 7:20 A.M. K-4 staff should arrive at school no later than 8:30 A.M. and are expected to be ready to begin supervising students by 8:40 A.M. Teachers not supervising an after-school duty may leave the building any time after their day is completed and students are dismissed. **It is the responsibility of the teacher to contact the office if they will be late or need to leave early for any reason. During the course of the day, if a teacher leaves the building during their plan time or moves their class to a different location, the office should be contacted.**

The educational aide day is seven and half hours (7.5) including lunch. Aides will be given their report time by their supervisor at the start of each school year.

Custodians, Bus Drivers and Kitchen Staff – Your days and report times will be set by your supervisors at the start of each school year.

TELEPHONE/CELL PHONES

Staff Member cell phone use during work time should be avoided except for emergency situations. **NO** students are to use phones located in classrooms. Any personal long distance calls should be made with personal cell phones during the teacher's plan time.

Staff members' personal cell phones should be in quiet mode during times of student supervision. Any calls or texts received should be handled during the staff members' plan time. Speak to your principal/supervisor concerning any exceptions. Some staff requirements for cell phones may supersede above information based on the requirements for your specific job title.

All staff members are expected to model acceptable cell phone rules during the class time, including during down time.

TEST SECURITY

All staff will follow National Trail Local School Board of Education policy and Ohio Revised Code law when proctoring in test situations. Test security and confidentiality must be maintained in all instances. Test security rules can be accessed on the Ohio Department of Education website under the search engine- search for Testing Rules Book for updated information. National Trail Local Schools testing security procedures are available on the school website under the Board of Education tab. Testing security and procedures will also be addressed by the building administrator the week prior to testing. (Ohio Administrative Code 3301-13-05 (J)).

TEXTBOOKS

1. All textbooks are the property of the Board of Education. It is our duty to take the best care of these books and to teach the students to do the same.
2. All textbooks are to be numbered and labeled.
3. Keep a record of all books, and their condition, when issued to students.
4. Lost books will be paid for by the individual student.
5. Book covers are recommended for all books that are individually issued.

TOBACCO USE ON DISTRICT PROPERTY BY STAFF MEMBERS

The Board has a duty to protect and promote the health and well-being of all students and staff. The Board is acutely aware of the serious health risks associated with the use of tobacco products, both to users and nonusers, and that most tobacco use begins by the age of 18. The Board recognizes that staff and school visitors serve as role models to students and, therefore, adopts this 100% tobacco-free District policy to endorse a healthy lifestyle and prevent tobacco use.

Smoking is defined by State law as inhaling, exhaling, burning, or carrying any lighted or heated tobacco product or plant product intended for inhalation in any manner or in any form. Smoking also includes the use of an electronic smoking device and vapor products. For the purpose of this policy, "tobacco product" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, and spit tobacco, also known as smokeless, dip, chew and snuff, in any form.

Tobacco Use Prohibited

No staff member or volunteer is permitted to smoke, inhale, vape, dip or chew tobacco products at any time, including non-school hours:

1. in any building, facility or vehicle owned, leased, rented or chartered by the District or
2. on school grounds, athletic facilities or parking lots.

No staff member or volunteer is permitted to smoke, inhale, vape, dip or chew tobacco products at any time, including non-school hours, at any school-sponsored event off campus.

Tobacco Advertisements and Promotions

Tobacco advertising is prohibited on school grounds, in all school-sponsored publications and at all school-sponsored events. Tobacco promotional items that promote the use of tobacco products, including clothing, bags, lighters and other personal articles, are not permitted on school grounds, in school vehicles or at school-sponsored events.

Providing Notice to Staff

“No Tobacco” signs will be posted throughout the District at entrances and other appropriate locations in all academic buildings, administrative spaces and athletic fields. District staff will be provided notice of this policy through staff handbooks. District vehicles will display the international “No Smoking” insignia.

Enforcement

Disciplinary measures taken against staff for violations of this policy comply with the requirements of State law, related District policies and regulations and/or the staff negotiated agreements.

Educational Reinforcement

Tobacco use prevention education is closely coordinated with the other components of the school health program. Staff responsible for teaching tobacco use prevention education have adequate pre-service training and participate in ongoing professional development activities to effectively deliver the education program.

Board Policy: GBK

[Adoption date: September 18, 2000]

[Re-adoption date: September 23, 2003]

[Re-adoption date: September 23, 2014]

[Re-adoption date: October 28, 2019]

[Re-adoption date: December 7, 2021]

VALUABLES

Please do not leave your personal property unattended in your classroom. Students should not use your school keys. Your personal property is not covered by the school board insurance.

VISITORS

1. Any and all visitors are required to report to the principal’s office, sign-in and wear a proper name-tag/visitors badge while in the building.
2. Parent Visitations to Classrooms- Should a parent request to visit their child’s class(es), this may be arranged by contacting the principal 24 hours prior to their visit.
3. Parent/Teacher Conferences- Although parent/teacher conferences are provided four times a year, the need may arise for additional conferences. These conferences should be arranged through the teacher, with the principal being informed if necessary.
4. Peer Visitation- Peer visitation is generally discouraged, however, any such inquiries should be directed to the principal.



2026-2027 IMPORTANT DATES

JULY 2026

OHSAA Parent MTGS - Fall

Monday, July 27, 2026 (6:00pm)

AUGUST 2026

MVCTC Students (11th) 1st Day

Monday, August 10, 2026

MVCTC Students (12th) 1st Day

Tuesday, August 11, 2026

Orientation 12th Gr

Monday, August 17, 2026 (5:30 pm)

Orientation 9th Gr

Thursday, August 12, 2026 (5:30 pm)

Orientation 5th Gr

Monday, August 17, 2026 (5:30 pm)

District Open House

Monday, August 17, 2026 (6:00-7:30 pm)

Student First Day

Thursday, August 20, 2026

Kindergarten 1st Day

Wednesday, August 26, 2026

District-wide Tailgate

Friday, August 21, 2026

SEPTEMBER 2026

8th GD Career Day

Thursday, September 3, 2026

MVCTC Sophomore Days

Friday, September 11, 2026

New Paris Applefest

Friday, September 11 - Sunday, September 13, 2026

ES Parents Day

Monday, September 14 - Friday, September 18, 2026

1st Quarter Mid-Term

Friday, September 18, 2026

Preble County Pork Festival

Saturday, September 19 - Sunday, September 20, 2026

NTHS Blood Drive

Monday, September 21, 2026

ES/MS Picture Day

Wednesday, September 23, 2026

3rd GD AG Career/STEM Day

Thursday, September 24, 2026

HS Picture Day

Thursday, September 24, 2026

HS P/T Conference Night

Thursday, September 24, 2026 (3:00-6:30 pm)

OCTOBER 2026

All County Choir

Monday, October 5 - Tuesday, October 6, 2026

Homecoming Week

Monday, October 5 - Friday, October 9, 2026

Homecoming Parade

Wednesday, October 7, 2026 (6:30pm)

Homecoming Pep Rally

Friday, October 9, 2026 (1:45pm)

Homecoming Dance

Saturday, October 10, 2026 (7:00-10:00pm)

MS P/T Conference Night

Tuesday, October 13, 2026 (3:00-6:30pm)

End of 1st Quarter

Thursday, October 15, 2026

MS P/T Conference Night

Thursday, October 15, 2026 (3:00-6:30pm)

ASFAB Testing

Tuesday, October 20, 2026

3rd Grade ELA State Test

Tuesday, October 20, 2026 and Thursday, October 22, 2026

3rd Gr Make-up

through October 23, 2026

Picture Retake Day (K-12)

Wednesday, October 21, 2026

Senior Picture Day

Wednesday, October 21, 2026

FFA National Convention

Wednesday, October 21 - Saturday, October 24, 2026

ES P/T Conference Night

Thursday, October 22, 2026 (4:00-7:30 pm)

ES P/T Conference Night

Tuesday, October 27, 2026 (4:00-7:30 pm)

iSee Program

Wednesday, October 28, 2026

NOVEMBER 2026

HS P/T Conference Night

Thursday, November 5, 2026 (3:00-6:30pm)

Veterans Day Program

Tuesday, November 10, 2026 (9:00am)

Senior Picture Retakes

Thursday, November 12, 2026

HS National Honor Society
ES Donuts with Grownups
ES Family Reading Night
2nd Quarter Mid-Term
PC Career and College Fair
HS EOC Make-up Testing

DECEMBER 2026

HS EOC Make-up Testing
MS Ice, Ice Cookie Event
1st/2nd GD Musical
NTHS Blood Drive
HS Holiday Concert
MS Holiday Concert
PTO Santa Breakfast
HS 1st Semester Exams
End of 2nd Quarter

JANUARY 2027

Students Return
HS Solo and Ensemble Event
Preble County Spirit Day

FEBRUARY 2027

NTHS Blood Drive
Alternative Assessments
ES P/T Conferences
ES P/T Conferences
3rd Quarter Mid-Term
MS P/T Conferences
MS Family Showcase Night
HS P/T Conferences
HS Family Showcase Night
MS P/T Conferences
HS P/T Conferences
HS ACT Testing/Virtual Day

MARCH 2027

Right to Read Week
HS/MS Band-O-Mania Concert
Industry Sector Days (11th & 12th)
OMEA Large Group
ACT Make-up Day
Shoes for the Shoeless
End of 3rd Quarter
Drama Production
ES Grandparents Day
All County Band
7th/8th Grade Formal
NTMS Honor Society Inductions
MS/HS Choir Concert
Spring Break

APRIL 2027

ELA EOY District Testing Window
ES Donuts with Grownups
NT/MVCTC FFA Banquet
HS ELA EOY Testing (ELA II)

Thursday, November 12, 2026 (6:30pm)
Thursday, November 19, 2026 (8:00 am)
Thursday, November 19, 2026 (6:00 pm)
Friday, November 13, 2026
Friday, November 20, 2026
Monday, November 30, 2026

Tuesday, December 1, 2026
Wednesday, December 2, 2026 (5:00-7:00 pm)
Friday, December 4, 2026 (9:00am)
Monday, December 7, 2026
Monday, December 7, 2026 (7:00pm)
Tuesday, December 8, 2026 (7:00pm)
Saturday, December 12, 2026 (9:00am)
TBA
Friday, December 18, 2026

Tuesday, January 5, 2027
Saturday, January 23, 2027
Sunday, January 24, 2027

Monday, February 1, 2027
Monday, February 1, 2027 - March 26, 2027
Tuesday, February 2, 2027 (4:00-7:30 pm)
Thursday, February 4, 2027 (4:00-7:30 pm)
Friday, February 5, 2027
Monday, February 9, 2027 (3:00-5:30 pm)
Monday, February 9, 2027 (5:30-6:30pm)
Monday, February 9, 2027 (3:00-5:30 pm)
Monday, February 9, 2027 (5:30-6:30pm)
Wednesday, February 11, 2027 (3:00-5:30 pm)
Wednesday, February 11, 2027 (3:30-7:00 pm)
Tuesday, February 23, 2027

Monday, March 1 - Friday, March 5, 2027
Tuesday, March 2, 2027
Tuesday, March 2, 2027
Friday, March 5 - Saturday, March 6, 2027
Tuesday, March 9, 2027
Thursday, March 11, 2027
Thursday, March 12, 2027
Friday, March 12 - Saturday, March 13, 2027
Monday, March 15 - Friday, March 19, 2027
Monday, March 15 - Tuesday, March 16, 2027
Friday, March 19, 2027 (7:00-9:00 pm)
Monday, March 22, 2027 (6:30pm)
Thursday, March 25, 2027 (7:00pm)
Monday, March 29 - Friday, April 2, 2027

Monday, April 5, 2027 - Friday, April 23, 2027
Thursday, April 8, 2027 (8:00 am)
Saturday, April 10, 2027 (6:00pm)
Tuesday, April 13 and Wednesday, April 14, 2027

MS ELA EOY Testing (5, 6, 7, 8)
 ES ELA Spring 3rd Grade Testing
 ES ELA EOY Testing 4th Grade
 Senior Citizen Luncheon
 Gathering of the Pans
 Math, SCI and SS Testing District Window
 HS Science EOY Testing (Biology)
 MS Science EOY Testing (5 and 8)
 4th Quarter Mid-Term
 Prom Mock Accident/Funeral/Trial
 Jr/Sr Prom
 HS Math EOY Testing(Alg I, Geo, Int Math I, II)
 MS Math EOY Testing (5, 6, 7, 8)
 ES Math EOY Testing 3rd Grade
 ES Math EOY Testing 4th Grade
 FFA State Convention

Tuesday, April 13 and Wednesday, April 14, 2027
 Wednesday, April 14 and Tuesday, April 20, 2027
 Thursday, April 15 and Wednesday, April 21, 2027
 Thursday, April 15, 2027
 Saturday, April 17, 2027
 Monday, April 19, 2027 - Friday, May 7, 2027
 Tuesday, April 20, 2027 and Wednesday, April 21, 2027
 Tuesday, April 20, 2027 and Wednesday, April 21, 2027
 Friday, April 23, 2027
 Friday, April 23, 2027 (Begins @ 12:00)
 Saturday, April 24, 2027 (7:00-10:00pm)
 Tuesday, April 27, 2027 and Wednesday, April 28, 2027
 Tuesday, April 27, 2027 and Wednesday, April 28, 2027
 Wednesday, April 28, 2027 and Tuesday, May 4, 2027
 Thursday, April 29, 2027 and Wednesday, May 5, 2027
 Thursday, April 29 - Friday, April 30, 2027

MAY 2027

Staff Appreciation Week/HOPE Week
 Job Interview, Lunch & Learns (11th & 12th)
 NTHS Blood Drive
 HS History & Government EOY Testing
 ES Math EOY Testing 3rd Grade
 ES Math EOY Testing 4th Grade
 Senior Commitment Day
 HS Concert, Banquet, Awards
 MVCTC Seniors Last Student Day
 4th GD Exploring Career Clusters
 MVCTC Juniors Last Student Day
 5th GD Exploring Career Clusters
 8- Grade Washington DC Trip
 Boone's Best Sports Awards
 HS Exams (Sr and Underclassmen)
 Senior Awards
 Underclass Awards
 Seniors Last Day
 Class of 2027 Senior Walk
 Class of 2027 Graduation Practice
 Graduation (Class of 2027)
 Last Day of School (Grades K-11)
 End of 4th Quarter
 8th Grade Clap Out

Monday, May 3, 2027 - Friday, May 7, 2027
 Monday, May 3 - Friday, May 7, 2027
 Monday, May 3, 2027
 Tuesday, May 4 and Wednesday, May 5, 2027
 Tuesday, May 4, 2027
 Wednesday, May 5, 2027
 TBA
 Monday, May 10, 2027 (6:00pm)
 Tuesday, May 11, 2027
 Tuesday, May 11, 2027
 Wednesday, May 12, 2027
 Wednesday, May 12, 2027
 Monday, May 17 - Friday, 21, 2027
 TBA
 TBA
 Monday, May 24, 2027 (8:00am)
 Tuesday, May 25, 2027 (12:15pm)
 Monday, May 24, 2027
 Monday, May 24, 2027 (10:20am)
 Friday, May 28, 2027 (7:30am)
 Saturday, May 29, 2027 (6:00pm)
 Thursday, May 27, 2027
 Thursday, May 27, 2027
 Thursday, May 27, 2027 (2:20pm)

DATES ARE SUBJECT TO CHANGE

Moodle Rubric

Self-Assessment Form

Course Name _____

Teacher _____

	Baseline	Effective	Exemplary
Table of Contents – Course Organization	The table of contents clearly shows topic names. No sections say "Topic #"	Course sections are broken up by course topics.. The top "General" section has little to no content.	Course sections are broken into small, logical topics that encompass a definitive learning goal. The top "General" section has little to no content.
Topic Areas	Sections only include activities and resources pertinent to that section.	Sections only include activities and resources pertinent to that section. and "Labels" make it easy to find and locate Information sections.	Sections only include activities and resources pertinent to that section. and "Labels" and enhanced graphics and color make it easy to find and locate Information sections. Sections are engaging.
Course Overview	The top section (topic) includes classroom teacher contact information, classroom rules, and a syllabus.		The top section (topic) includes classroom teacher contact information, classroom rules, and a syllabus. Graphics and video are used as a student and parent overview of the course.
Assignments	All assignments and grades are in the online gradebook. Note: Any Moodle "Activity" can be used as a classroom assignment, not simply the "Assignment" activity.	Assignments (and grades) are posted with complete directions. Assignments include dates due so that they show up on the course/student calendar.	Assignments (and grades) are posted with directions, links, examples, and relevant indicators. Assignments include dates due that show up on the calendar. Assignments are engaging and include graphics and color.
Online Communication		Forums, chats, or online feedback is used to allow students to communicate.	Forums, chats, or online feedback is used to allow students to allow students to communicate, share ideas, and ask questions of all participants.
Differentiation		The course includes links to provide optional instruction for different levels of students.	The course automatically differentiates items for students.

2026-2027 National Trail School Calendar (2/24/26 BOE Approved)

START – FINISH:
August 20, 2026-May 27, 2027

SUMMARY OF DAYS:	
First Semester	85
Second Semester	98
TOTAL DAYS	183

CALENDAR LEGEND:	
End of Quarter	
Parent/Teacher EX	
Staff Work/PD Day	
Holidays	
Vacation Days	
Student First Day	

HOLIDAYS:	
Labor Day	9/7
Thanksgiving Day	11/26
Christmas Day	12/25
New Year's Day	1/1
MLK Day	1/18
Presidents Day	2/15
Good Friday	3/26
Easter	3/28
Memorial Day	5/31

PD DAYS:	
August 14 th - 18 th	
September 25 th	
January 29 th	
March 26 th	

August					Student Days/Hours		
M	T	W	TH	F	(T) DAY	(ST) DAY	HOURS
03	04	05	06	07			
10	11	12	13	14	1		
17	18	19	20	21	6	2	13
24	25	26	27	28	11	7	45.5
31					12	8	52
September							
	01	02	03	04	16	12	78
07	08	09	10	11	20	16	104
14	15	16	17	18	25	21	136.5
21	22	23	24	25	30	25	162.5
28	29	30			33	28	182
October							
			01	02	35	30	195
05	06	07	08	09	40	35	227.5
12	13	14	15	16	41	36	234
19	20	21	22	23	46	41	266.5
26	27	28	29	30	51	46	299
November							
02	03	04	05	06	59	50	325
09	10	11	12	13	64	55	357.5
16	17	18	19	20	69	60	390
23	24	25	26	27	70	61	396.5
30					71	62	403
December							
	01	02	03	04	75	66	429
07	08	09	10	11	80	71	461.5
14	15	16	17	18	85	76	494
21	22	23	24	25	85	76	494
28	29	30	31		85	76	494
January							
				01	85	76	494
04	05	06	07	08	90	80	520
11	12	13	14	15	95	85	552.5
18	19	20	21	22	99	89	578.5
25	26	27	28	29	104	93	604.5
February							
01	02	03	04	05	109	98	637
08	09	10	11	12	112	101	656.5
15	16	17	18	19	116	105	682.5
22	23	24	25	26	121	110	715
					121	110	715
March							
01	02	03	04	05	126	115	747.5
08	09	10	11	12	131	120	780
15	16	17	18	19	136	125	812.5
22	23	24	25	26	141	129	838.5
29	30	31			141	129	838.5
April							
		01	02		141	129	838.5
05	06	07	08	09	146	134	871
12	13	14	15	16	151	139	903.5
19	20	21	22	23	155	143	929.5
26	27	28	29	30	160	148	962
May							
03	04	05	06	07	165	153	994.5
10	11	12	13	14	170	158	1027
17	18	19	20	21	175	163	1059.5
24	25	26	27	28	180	167	1085.5
31					180	167	1085.5

2026-2027 HIGHLIGHTS

AUG 14 Staff PD Day (No School)
AUG 17 Open House/Staff Work Day (No School)
AUG 18 Staff PD Day (No School)
AUG 19 Staff Work Day (No School)
AUG 20 Student First Day

SEP 7 Labor Day (No School)
 SEPT 24 HS P/T Conference Night 3:00-6:30
SEP 25 Staff Work/PD Day

OCT 13/15 MS P/T Conferences 3:00-6:30
OCT 15 End 1st Quarter
OCT 16 No School
 OCT 22/27 ES P/T Conferences 4:00-7:30

NOV 3 STAFF /Work Day (No School)
 NOV 5 HS P/T Conference 3:00-6:30
NOV 23 P/T Conf. Exchange (No School)
NOV 24-27 Thanksgiving Break (No School)
NOV 26 Thanksgiving Day

DEC 18 End 2nd Qtr/End of 1st Semester
DEC 25 Christmas
DEC 21 - JAN 1 Winter Break No School

JAN 1 New Year's Day (No School)
JAN 4 STAFF Work Day (No School)
JAN 5 Classes Resume
JAN 18 MLK Day (No School)
JAN 29 STAFF PD/Work Day (No School)

FEB 2/4 P/T Conferences ES 4:00-7:30
 FEB 9/11 P/T Conferences HS & MS 3:00-6:30
 FEB 9 HS/MS P/T Conference 3:00-5:30,
 FEB 9 HS/MS Showcase 5:30-6:30
FEB 12 P/T Conf. Exchange (No School)
FEB 15 Presidents' Day (No School)

MAR 12 End 3rd Quarter
MAR 26 STAFF PD Day (No School)
MAR 29-APR 2 Spring Break (No School)

MAR 26-APR 2 Spring Break (No School)

MAY 27 End 4th Quarter End 2nd Semester
May 27 Student Last Day
MAY 28 Staff Work Day
 MAY 29 Graduation
May 31 Memorial Day