

2020-2021

INSTRUCTIONAL STAFF HANDBOOK

**MORRICE
AREA
SCHOOLS**

**Mr. Michael Dewey- Supertindent
Mrs. Amy Leffel- Jr/Sr High School Principal
Ms. Lisa Brant- Elementary Principal**

**111 E. Mason Street
Morrice, MI 48857**

RETURN TO SCHOOL COVID-19 PANDEMIC DISCLAIMER

Parents and Students,

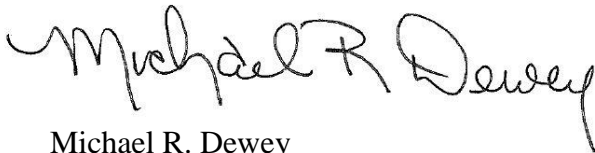
Due to the ongoing guideline changes for returning to school. Please note the following:

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures. Due to the circumstances of COVID-19, material contained herein may be superseded by the Morrice Area Schools Safe Schools Roadmap. Morrice Area Schools reserves the right to alter the Student Handbook and Safe Schools Roadmap without notice or obligation.

Please refer to our detailed return to school plan at:

www.morrice.k12.mi.us/morricestrongstart2020

Respectfully,

A handwritten signature in black ink that reads "Michael R. Dewey". The signature is written in a cursive style with a large, stylized 'M' and 'D'.

Michael R. Dewey
Superintendent
Morrice Area Schools

About the Handbook

This employee handbook will acquaint you with Morrice Area Schools and some policies affecting your employment. Since it is impossible to anticipate every situation that could arise, this handbook will highlight general district policies, practices, and benefits. Other existing policies and practices may not appear in this handbook. Unanswered questions about policies may be directed to Superintendent Michael R. Dewey at 625-3142.

This handbook applies to instructional staff of Morrice Area Schools and supersedes all previous district policies, practices, and benefits, both written and unwritten.

You have been provided with your own personal copy of the employee handbook. Please take time to review this handbook. Policies are effective immediately and you are expected to know and comply with them accordingly.

If any provision of this handbook is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall continue in full force and effect without being impaired or invalidated in any way. If any policy in this handbook conflicts with state or federal law, the law controls, and the policy or portion that conflicts with, the law will be considered inapplicable to employees, to the extent it conflicts with the law.

Statement of Commitment to Employees

Morrice Area Schools is committed to informing each and every employee about his or her job responsibilities and any changes which will impact those responsibilities. Morrice Area Schools also recognize that employees are much happier and more productive when they respect the management of their organization and believe their supervisors are competent, fair, and alert to employees' contributions. Likewise, employees are expected to also extend these attributes towards their supervisors and colleagues. Accordingly, Morrice Area Schools is committed to:

- The recruitment and selection of highly capable and innovative employees.
- To provide a work environment and leadership which unites employees and generates enthusiasm for the organization.
- Maintaining the highest standards of professional ethics.
- An understanding of the importance of the employees' role in the organization's success
- Providing an open door work environment in which the Superintendent and administrators commit to being available to colleagues at any convenient time to discuss any problems the employee may have

Statement of Ethics

The ethical employee is a person who accepts the requirements of membership in their profession and acts at all times in an ethical way. In doing so the ethical employee considers the needs of the students, the district, and the profession. In many cases the views of our employment as educators at Morrice Area Schools goes well beyond the walls of our schools. It is very important that we remember that we serve as examples, role models, and representatives of our school district. This statement of ethics should always be remembered when communicating to parents and community members. This becomes extremely important regarding the use of social media as many parents and community members monitor our postings.

The ethical employee, in fulfilling obligations to the student, families, colleagues, and the district will:

- Keep the confidence entrusted in the profession as it relates to confidential information concerning a student and family.
- Refrain from exploiting professional relationships with any student (or employee) for personal gain, or in support of persons or issues.
- Apply for accept, offer, or assign a position of responsibility on the basis of professional qualifications, and will adhere to the conditions of a contract or the terms of the appointment.
- Conduct professional business, including grievances, through established lawful and reasonable procedures.
- Strive for continued improvement and professional development.
- Accept no gratuities or gifts of significance that could influence judgment in the exercise of professional duties.
- Not use the district's or school's name, property, or resources for non-educational benefit without written approval of the employee's supervisor or the appointing authority.
- Maintain the dignity of the profession by respecting and obeying the law, exemplifying integrity and honesty.
- Extend equal treatment to all members of the profession in the exercise of their professional rights and responsibilities.
- Respond to requests for evaluation of colleagues and keep such information confidential as appropriate.
- Follow the proper chain of command in dealing with any student, of staff, issues.

Accident Reports	5	Recess Discipline	18
Announcements	5	Recess Schedule	18
Assemblies	5	Records and Documentation	18
Attendance and Tardy Procedures	5	Report Cards	18-19
Audio Visual Equipment	5	Respect	19
Buddy Rooms	6	Retention	19
Bullying	6	School Day	19
CA-60's	6	School Fusion	20
Calendar	6	School Improvement	20
Cancellation of School	6	School Improvement Team	20
Chemical Use Statement	7	Sexual Harassment and Intimidation	20-22
Child Abuse/Neglect	7	SOAR Awards	22
Classroom Care	7	Staff Lounge	22
Classroom Management and Supervision	8	Staffings	22
Classroom Parties/Reward/Food days	8	Student Accountability	22
Conference and Professional Days	8	Student/Parent Code of Conduct	22
Controversial Issues	8	Students in Office	22
Copy Machine Procedures	9	Substitute Teachers	23
Corporal Punishment	9	Suicide Risks	23
Discipline Statement	9	Supplies	23
District Web Page	9	Teacher Absence	23-25
Dress	10	Technology Policy	25-27
Dress Code	10	Telephone Numbers/ Students	27
Email and School Mail	10	Tornado Drill Procedure	27
Emergency Procedures	10	Vision Expectations	27-28
Emergency Substitute Plans	11	Visitors	28
Evaluations	11	Work Requests	28
Faculty Meetings	11	Year End Closing of School	28
Family Rights and Privacy Act	11	Acknowledging Receipt of Technology	29
Field Trips	11-12	Acknowledging Receipt of...	
Fire Drill Procedure	12-13	Keys and Key Fobs	29
Fund Raising	13	Acknowledging Receipt of...	
Grade Books	13	Employment Handbook	29
Grading Procedures	13	Acknowledgments – District Copy	31
Guest Speakers	14		
Hallways	14		
Handling of Money	14		
Incompletes	14		
Inside Recess	14		
Keys and Key Fobs	14		
Leaving Early	14		
Lesson Plans	15		
Lockdown Drill Procedures	15		
Medicine	15		
Mentoring	15		
Merit Pay	16		
Money	16		
Movies	16		
Newsletters	16		
Office Referrals	16-17		
Parent Contact	17		
Parent/Teacher Conferences	17		
Phone Usage	17		
Professional Development Days	17		
Professional Hours/Hall Responsibility	17		

ACCIDENT REPORTS:

Whenever a student is injured while under your supervision, an accident report form ***MUST*** be filled out/submitted to Principal within 24 hours of the time of the accident. Forms are available from the STAR folder or from the main office. In addition to completing the report, please do the following:

1. Notify building administrator immediately.
2. Get the names of any student witnesses and request a written statement from each.
3. Contact a parent or legal guardian. Use the call to express concern for the child's well being. **DO NOT** make any statement describing fault or blame and **DO NOT** attempt to diagnose the condition. State the facts.
4. Follow up with parents and child regarding district's handling of the situation.
5. Refer all questions of insurance or liability to a building administrator immediately.
6. Staff injuries must be reported to the building administrator and an injury report should be completed stating the incident in detail.

ANNOUNCEMENTS:

Announcements will be made over the PA system. Morning announcements should be completed within 15 minutes of tardy bell. Afternoon announcements should be completed no earlier than 15 minutes before the end of the day.

ASSEMBLIES:

All teachers/staff must attend and monitor their classes at all assemblies for which they have been released. This will help to enforce positive student behavior.

ATTENDANCE AND TARDY PROCEDURES:**ELEMENTARY:**

The teacher's attendance book is a legal document for a state audit. Attendance will be documented in a separate book from grades. It is the responsibility of all teachers to accurately record attendance both in the morning and afternoon, both in attendance book and on PowerSchool, and to inform the office of any attendance issues. Students are considered tardy if they are 5 minutes or more late for class.

JR/SR HIGH:

Students are expected to be in class and ready to receive instruction when the bell rings.

Students are to be recorded as tardy if they are not in the classroom ready to receive instruction when the bell rings. Once a student is 15 minutes late, they should be recorded as absent from class. If students are late because they were detained by school personnel, they must have a pass. Parents will be notified by the School Reach Instant Alert system when a student is tardy to class.

AUDIO VISUAL EQUIPMENT:

A/V equipment is available for use in the teacher's lounge and library. All staff will follow protocols to properly check out/check in AV equipment. This includes chrome books and

library/computer lab desktop computers. Please return unused A/V equipment to proper storage area after use. Do not leave A/V equipment in hallways.

BUDDY ROOMS (Elementary):

It is understood that the utilization of a “buddy room” system is an important factor towards student achievement. This “buddy room” may be a system of behavior management to redirect off-task student behavior or simply a shared learning environment, such as a reading buddy situation. Buddy rooms need to be prearranged with fellow teachers.

BULLYING:

All staff have the duty to supervise students, provide adequate and appropriate instruction prior to commencing an activity that may pose risk of harm, and provide a safe environment. This duty extends to students when they are in the custody of the school. Schools also have a duty to supervise students off school grounds when still in custody of the school (i.e. field trips).

Bullying will not be tolerated at Morrice Area Schools. It is the responsibility of all staff to monitor students and implement anti-bullying procedures within classrooms. In addition, all staff members are expected to not engage in bullying tactics among peers/fellow colleagues. This includes harassment, deception, gossip, and all other forms of behavior that are unprofessional in nature or serve to intimidate or repress another individual(s).

Bullying is a form of emotional or physical abuse that has three defining characteristics:

1. Deliberate: A bully’s intention is to hurt someone.
2. Repeated: A bully often targets the same victim over and over.
3. Power Imbalanced: A bully chooses victims he or she perceives as vulnerable.

Bullying occurs in many forms, but may include physical, verbal, or indirect forms. It is your legal duty to monitor and have in place anti-bullying procedures.

CA-60’s:

It is the responsibility of ALL teachers to monitor student CA-60’s and know what is in each child’s record. This includes IEP’s, 504 plans, court documents, etc. It is also the responsibility of the teacher to keep accurate records within the CA-60’s.

CALENDAR:

All staff are expected to honor the district calendar set forth. In addition, staff is required to keep building office informed of any items that need to be included on building calendar (i.e. field trips, staffings, assemblies, special programs, etc.)

CANCELLATION OF SCHOOL:

In the event that school is cancelled due to weather/etc., staff will be notified as soon as possible. There will be a calling system to notify staff.

CHEMICAL USE STATEMENT:

Morrice Area Schools acknowledges that the use of alcohol and tobacco on school grounds and at school sponsored activities and other illicit drugs are wrong, harmful, and illegal. Disciplinary action will be taken for any offenses up to and including discharge of services. Under no circumstance is it appropriate for any employee to attend any school sponsored activity under the influence of alcohol or illicit drugs.

CHILD ABUSE/NEGLECT:

Act 238 of Public Acts of 1975, known as the Child Protection Law, requires that any school administrator, teacher, counselor, nurse, school social worker, or child care provider, report all cases of suspected physical or sexual abuse or neglect of children less than 18 years of age. The law also provides legal immunity for all such professional personnel when they, in good faith, report suspected neglect or abuse to the Department of Social Services, Protective Services Division, Shiawassee County.

Definitions:

1. "Child" means a person less than 18 years of age.
2. "Child abuse" means harm or threatened harm to a child's health or welfare by a person responsible for the child's health or welfare, which occurs through negligent treatment, including the failure to provide adequate food, clothing, shelter, or medical care.

Procedures:

Any school administrator, teacher, counselor, nurse, school social worker, or childcare provider who has reasonable cause to believe that a child has been the victim of abuse or neglect must proceed as follows:

1. Make an immediate verbal report to the Protective Services Division of the Department of Social Services.
2. Notify building administrator of the suspected abuse.

CLASSROOM CARE:

Developing school pride and a sense of responsibility begins with participation in room maintenance. Please use caution and courtesy to restore classroom to a tidy fashion before dismissing students. The use of adhesive to hold decorations **SHALL** not be used on finished wood surfaces or windows. Do not staple into wood surfaces. Do not tape or poke tacks into the ceiling tile or hang items from light fixtures. The use of streamers, of any kind, is prohibited by the State Fire Marshall.

Any classroom alterations beyond normal furniture arrangement need to have prior administrator approval.

Teachers are not to have students use chemicals to disinfect tables, chairs, etc. (such as Clorox wipes, disinfectant spray, etc.) Teachers may use these items at their discretion to keep their rooms clean and orderly.

All mounting materials on walls and glass will be removed by the classroom teacher prior to check-out at the end of the school year.

CLASSROOM MANAGEMENT AND SUPERVISION:

The success of teaching and general atmosphere of the school are greatly determined by the proper management of the classroom. A critical factor for student success is the teacher's ability to control and manage his/her classroom. Effective classroom managers are those whose classrooms are orderly, have a minimum of student misbehavior, and have high levels of time-on-task activities. To have the best opportunity for this to occur, some or all of the characteristics (*although not limited to*) should be evident in each classroom:

1. Students are taught what constitutes appropriate behavior, what the school and classroom rules are, and how to follow them.
2. It is clear to students that there will be consequences for misbehavior.
3. Classroom rules are promptly, consistently, and equitably enforced from the very first day of school.
4. Classroom activities are monitored and students are given feedback and reinforcement regarding their behavior.
5. Policies established in the Board approved Parent/Student handbook are enforced as well as established building behavioral support initiatives.
6. On FLEX days, students must have a classroom pass to go to the library during FLEX times and they must have a task to complete. If a student does not have a pass, they will be redirected back to their assigned classroom. One pass per student. If students become loud in the library, they will be sent back to their assigned FLEX classroom and they may lose the privilege of using the library during FLEX time. (Teacher discretion)

A number of details, if followed uniformly by all teachers/staff, will aid in maintaining effective classroom management throughout the building. The following tend toward uniformity:

- Keep a complete and accurate seating chart.
- Keep classrooms locked when unattended.
- Create and maintain a friendly and orderly atmosphere in your class. Students have the most respect for teachers who are friendly, fair, and demand a high standard of work

****NOTE* DO NOT LEAVE CLASSES OR ROOMS WITH STUDENTS UNSUPERVISED!
Legally, teachers will be held responsible for activities that occur in their classrooms while students are under their supervision.***

CLASSROOM PARTIES/REWARD/FOOD DAYS

All classroom parties and food celebrations must be approved by building administrators before the planning process begins. A healthy food option and sensitivity towards allergies should always be included with all celebrations.

CONFERENCE AND PROFESSIONAL DAYS:

If funding allows, each teacher shall be allowed leave with pay during the school year for a conference or professional business relating to job responsibilities as per the negotiated MSEA collective bargaining agreement. Conference days are to be used for workshop attendance, seminars, or approved activities towards professional development. Conferences shall be related to the teacher's curricular or extra-curricular assignments for that year or the ensuing year. A

conference request form needs to be completed and returned to the building administrator and a copy will be returned to the teacher.

CONTROVERSIAL ISSUES:

Teachers have a right to hold views on controversial/political issues and express them in an appropriate forum; they do not have a right to express these views in an unbalanced manner in the classroom. Parents have a right to expect that controversial/political issues will be treated in a balanced and unbiased manner and that their children will not be subjected to any form of indoctrination in relation to these. Students have the right to hold and express views in relation to controversial/political issues; they also have the right to have controversial/political issues presented to them in a balanced and unbiased manner.

COPY MACHINE PROCEDURES:

Copy machines for teacher use are currently located in the teacher lounge. Teachers should not be make copies on the office copier unless approved by building administrator or building secretary. Materials copied should be used for instructional purposes with students and not for personal use. Excessive copying is discouraged. It is also understood that staff will use judgment with wasting of paper, toner, etc and will be judicious in the use thereof to conserve paper/supplies and avoid/limit waste. *Students are NOT allowed access to the copy machines or to the staff lounge to obtain copies/work for the teacher.*

CORPORAL PUNISHMENT:

An employee or volunteer shall not threaten to inflict, or cause to be inflicted corporal punishment upon any student. Corporal punishment is defined as the “deliberate infliction of physical pain or an action by any means upon the whole or any part of a pupil’s body as a penalty or punishment for a pupil’s offense.” A person may use reasonable physical force to protect himself/herself or others from immediate physical injury, obtain possession of a weapon or dangerous object to protect property from physical damage. In some cases, verbal abuse has been considered corporal punishment. Some examples of corporal punishment may include asking students to perform labor or activity when not part of the curriculum or outside the curriculum (i.e. push-ups, standing in place, physical labor not connected to discipline, etc.)

DISCIPLINE STATEMENT:

Every discipline situation is an opportunity to redirect and teach expected behavior. Not all students come to school with the same values and expectations as their teachers. We must be willing to teach school expectations by talking, counseling, and redirecting with students. Every discipline situation is an opportunity to teach expected behaviors.

The teacher should at all times initially try to solve student discipline problems. If a chronic problem exists, the teacher is **required** to make a phone call to the parent(s) and an incident report should be filed with the Principal to document the call. Documentation of date and time of call should be in the report as well as action taken. Disciplinary action will not take place by the principal until this form is completed. However, if the situation arises where a student needs to be removed from a classroom, the student should be sent to the office. Unless the referral is severe, disciplinary action will not be taken by the principal until an office referral form has been completed with documentation of parent contact by the teacher.

If problems are major, the teacher is to bring the student to the Principal's office or instruct the student to go to the office. The office shall be called when students are sent for disciplinary action. A formal disciplinary referral or incident report **MUST** follow with documentation of parent notification by the teacher. All actions taken must protect the due process of the student.

These documents should be turned in by the end of the day. Verbal communication with the Principal as soon as possible after the incident will help complete the discipline process in a timely fashion.

DISTRICT WEB PAGE:

It is suggested the responsibility of the teacher to maintain and update classroom web pages at least weekly for the benefit of the school and the community.

DRESS:

Dress attire of the faculty should reflect the honorable profession of education and fit the day's activity. As role models for students, our example is always important, so general rule is the teacher should be the best dressed individual in the classroom. Clothing worn by staff should reflect personal and professional pride, be clean, and orderly. Teacher dress is professional Monday through Thursday with business casual on Fridays. Fridays is Oriole dress day, meaning jeans may be worn with a school insignia shirt. Exceptions to dress policy can be made with building principal approval.

DRESS CODE:

It is the responsibility of teachers/staff to enforce the student dress code. Every effort should be made to be as sensitive as possible with student dress code issues. At times it may be more appropriate to have a teacher of the same sex handle dress code issues.

EMAIL AND SCHOOL MAIL:

Memos, staff meeting agendas, etc. will be emailed to you. Best practice would be to make sure you check your email and school mailboxes before and after school. **DO NOT** send a student to get your mail or read your school email. Some information may be confidential and must be handled according to FERPA laws.

The school district reserves and will exercise the right to review, audit, interrupt, access, and disclose all matters on the school's district email system at any time, with or without notice, and that such access may occur during or after the regular school day. School email is for school related business only, personal emails using your school account do fall under the Freedom of Information Act.

It is also understood that teacher's will limit emails/ computer usage to non-instructional times, such as planning times, in order to maximize on student instructional hours.

EMERGENCY PROCEDURES:

It is the responsibility of all teachers to clearly post emergency procedures near their classroom door and to reinforce procedures with their students. All staff should exit building during

emergency procedures (unless otherwise noted), even if the procedure is a practice drill. Further information about fire drills, lockdowns, and tornado procedures can be found under those headings.

DO NOT BLOCK EMERGENCY WINDOWS! There should be NO items blocking escape exits from the room. DO NOT stack items on top of the registers in classrooms or arrange room to impede the emergency exits. This means having a clear exit to the door and windows free of tables, filing cabinets, book shelves, etc. Do not block or place anything under windows with fire screens.

Elementary teachers are required to bring with them their classroom emergency binders on field trips and when taking a class to visit a special course (Physical Education, Music, Band, Library or Technology).

EMERGENCY SUBSTITUTE PLANS:

All teachers must prepare a purposeful lesson plan that may be used in emergency situations. Plans ***MUST*** be submitted to the Principals' office by the end of the first week of school. Plans should include class schedule, lesson plan, location of materials, class list, and any other pertinent information a substitute would need to follow.

EVALUATIONS:

Please refer to contractual language on evaluations. In addition, all teachers will be evaluated according to state law.

FACULTY MEETINGS:

ALL staff are expected to remain at the faculty meetings for the duration of the meeting or until the conclusion of the meeting. Concerns/announcements should be put into writing and turned in to the Principal for placement on the agenda by noon of the day before the meeting. Staff will not be excused from a faculty meeting without written approval from building administrator and should re-arrange personal and coaching schedules to accommodate faculty meetings.

FAMILY RIGHTS and PRIVACY ACT:

The Family Rights and Privacy Act limit the disclosure of personally identifiable information from a student's work. Classroom assignments and tests can be covered under these guidelines. The following guidelines should be followed:

1. Student grades should NOT be read aloud in class in the presence of others.
2. Classroom charts to show student progress, points, etc. may be considered as an educational record and are not allowed. Charts that reflect exemplary accomplishments (i.e. general awards, honors) are allowed. Charts are allowed if coded in a way that only individual students know.
3. Students should not be used to hand back graded papers unless the grades cannot be seen.
4. Students can grade other students' papers as long as the final grade is not attached. Scores should not be read aloud in class. "Editing" another student's paper is considered a teaching aid and is acceptable.

FIELD TRIPS:

Field trips are recognized as an important part of the educational experience. Teachers desiring to participate in a field trip should fill out and submit to their building administrator the Field Trip Planning Information form located in the STAR folder no less than two weeks prior to the field trip. It is the teacher's responsibility to check with the bus garage for available dates before filling out the form and submitting to their building administrator.

Field Trip forms are routed through the following offices before approval is granted. Obtaining the building administrator's signature of approval does not guarantee approval of field trips and it is the requesting teacher's responsibility to obtain signatures/approval from the following: Principal, Central Office, Bus Garage, Kitchen, Building Secretary, participating Teacher.

It is advised the teacher check with the director of transportation first to see if there is already an event scheduled. Once the field trip has been confirmed and documented in central office, all parties will receive a copy and it will be recorded on shared calendars.

The Field Trip Planning Information form should list (*attach information to form*):

1. Destination, departure and arrival times
2. Specific information on all stops.
3. Specific information on route to be followed.
4. List of all students that will be going including school hours they will miss and the grade they are in.
5. Source of funding.

Permission slips are required of all students participating in field trips. Permission slips must include a parent signature and be on file prior to the date of the field trip. In addition, it is the teacher's responsibility to find school placement for students not approved to attend field trip. Students not going on field trips should have classroom time arranged with another teacher and provided with work to complete for the duration of the field trip. Do not send students to the office if they do not have permission forms. Chaperones must have completed a Criminal Background Check, located on Morrice website.

FIRE DRILL PROCEDURE:

All staff will have fire drill information **clearly** posted near classroom door and it is the responsibility of all staff to practice with students the procedures for a fire. During a fire emergency, the emergency fire lights will continually flash, a continual warning siren will sound, and fire doors will automatically close. Staff are to escort students from the building to a designated safety zone. Drills will be both announced and unannounced.

General Procedures

1. Immediately stop class activity, turn off lights. Vacate room in an orderly fashion. The last person to leave is to close the door.
2. Each teacher is directly responsible for the conduct of his/her students and should review the drill procedure in class periodically throughout the year. The teacher will remain with his/her group until the "all clear" signal has been given. **Teachers should take their class attendance book with them and account for each student in their class. If a student is missing or you have an**

extra student, this should be reported to administration. (They should take their emergency binder out with them as attendance is done online now.) Each teacher is also responsible for keeping a diagram posted close to the classroom door showing the fire exit.

3. Teachers who are on planning periods should assist in the halls to aid in traffic control and general fire drill discipline. ALL staff are to exit the building.
4. Vacate rapidly and silently but do not run.
5. Students will stay together and return in an orderly fashion.
6. Stress the fact that this is NOT a game!
7. Students should move a minimum of 100 feet from the building during any drill.

All persons must leave the building. All teachers must accompany their class out and back into the building. It is the responsibility of the administration and teaching staff to make sure the building is evacuated. All teachers are responsible for keeping track of students in their class and their whereabouts at all times.

Exit Doors (Elementary):

- Office is to exit through front doors.
- Gym is to exit north doors and meet by swings on the playground.
- Rooms 301, 302, & 303 exit front doors and meet in field by Central Office (***do not take kids into parking lot!***)
- Rooms 304, 305, 306, 307, 308, 309, 315 and offices by preschool are to exit from doors next to room 315 (GSRP Room) and to line students up on sidewalk near road.
- Cafeteria, Small office across hallway from cafeteria (rm 212), Room 216 (computer lab), room2 213 & 218, and upper elementary bathrooms are to exit from building through doors between room 214 and 216. Walk students to grass area between staff parking lot and house.
- Rooms 220, 221, and 222 exit building by bus doors and walk to grass area between staff parking lot and house.
- Rooms 400, 401, 402, 403, 404 and 405 exit building at north doors by playground and meet in field.

Exit Doors (Jr/Sr High):

- Office, media center, cafeteria, rooms 110, 112 and 200 are to exit through main entrance doors.
- Rooms 114, 115, 116, 118, 120 and 122 are to exit at the west end of hallway.
- Boys locker room and gymnasium are to exit using east entrance
- Girls locker room, rooms 401, 403, and 405 are to exit using west gymnasium entrance
- Rooms 121 and 412 are to exit using west exit in classroom
- Rooms 406, 497, 409, 411 and 413 are to exit at the west end of hallway.
- Art room, weight room and the shop are to exit using the east exits in respective classrooms

FUND RAISING:

Teachers/staff must comply with board policy on fundraising and obtain approval for fund raising activities through both building administrator and Superintendent. A detailed proposal of activity must accompany approval requests. *See Money section for further clarification.

GRADE BOOKS:

Grade books are a legal document and must include teacher name, full student names and student number, dates, grades, and subjects. Teachers are to keep grade books up to date on a daily basis and be able to provide books for documentation/audits upon request. PowerSchool is one component of gradebooks.

Understanding that PowerSchool is a great communication tool for parents and students, grade books in PowerSchool must be updated weekly for all grade levels. In the Jr/Sr High Athletic eligibility checks will be conducted on Wednesday of each week. The grade at the end of the day on Wednesday in PowerSchool will be the one used for eligibility for the following week. All grades in PowerSchool shall be up-to-date on Wednesday of each week. Teachers may make changes, which would affect eligibility, on Thursday but need to email the athletic director and principal. No eligibility changes will be made the week of eligibility.

GRADING PROCEDURES:

Grading is a teacher, not an administrative, responsibility. Teachers should take special care to document test results, point systems, attendance, and tardies in their grade books and on PowerSchool. If a student or parent challenges or questions a final grade, the grade book will be used as the source documentation. It is important that any grade given must be substantiated.

GUEST SPEAKERS:

Any speaker brought into the schools, whether motivational, etc., should have prior approval by the building principal. Speakers need to be connected to the curriculum.

HALLWAYS:

Hallways should be kept clear of clutter that impedes usage space. A small desk/chair outside a classroom is acceptable. A large table that blocks a portion of the hallway is not. In addition, it is staff's responsibility to keep hallways clear and presentable during the school day. This means having student work clearly displayed, keeping boots, etc. lined up and organized. A clean and clear hallway denotes pride in our building. Anything placed into the hallway must be brought back into the classroom by the end of the day.

HANDLING OF MONEY:

Teachers are responsible for any money that is collected for school or extracurricular activities. Money should not be kept in an unsecured location and should be turned into the office ASAP and no later than the end of the day of collection.

INCOMPLETES:

Teachers have the option of the issuance of the letter grade (I), which indicates incomplete. Incompletes are issued by the teacher but careful review and consideration should be given before issuing an "I." Teachers should formally notify students (and parents) that they are receiving an incomplete and all incomplete work must be completed within 10 school days of the end of the marking period. If a student does not complete work within 10 days, the teacher will issue a letter grade earned at the end of the term. Please note: If a student earns a 78%, or higher, on an end of

semester, or yearly assessment then the student earns credit for the class, regardless of the missing assignments or failing grade entering the assessment.

INSIDE RECESS (Elementary):

In the event of poor weather, indoor recess will be held. Notification of indoor recess will be indicated by the red t-shirt outside the library entrance. On days of indoor recess, students will need to stay in their rooms (if during class time) or they will be in the library or other appropriate area if during lunch recess.

KEYS & KEY FOBS:

The building administrator shall issue all keys. All keys are for temporary use and should be returned when no longer needed. ***It is unlawful to duplicate keys for public buildings.*** Teachers/staff shall not loan out or allow students to use school keys. Keys are to be inventoried and collected at the close of each school year. Teachers requiring keys for summer use should make arrangements with their Principal. Please report lost keys to the main office immediately. All keys and key fobs are the sole property of Morrice Area Schools.

LEAVING EARLY:

No teacher/staff member may leave job assignment early in the day without first having prior approval from Principal. This includes leaving early for illness, doctor appointments, personal appointments, etc.

LESSON PLANS:

Effective day-to-day planning is essential for quality teaching. It is the responsibility of the teacher and it is assumed of the teacher that every teacher will be prepared for his/her classes each school day and is expected that teachers will have completed lesson plans at all times. It is the administration's responsibility to insure sound teaching methods and techniques are being used to deliver instruction. In addition, proper sequencing of class goals, learning experiences, and the built-in reinforcement of certain academic areas is considered sound educational strategy.

Morrice Area Schools believes that teachers know best what should happen in their classrooms on a daily basis. Thus, daily lesson plans/unit plans should be turned in only when asked for by the Principal. When the principal does a classroom visit, he/she may ask what goal area you are working in and what the ultimate desired outcome is according to the districts framework, GLCE's, HSCE's, or Common Core standards.

LOCKDOWN/SECURE MODE DRILL PROCEDURES:

When you hear "LOCKDOWN" on the PA system, please follow this procedure:

1. **PLACE** students away from the door.
2. **CHECK** the hall for any persons not yet secured and place them in your room.
3. **LOCK** room
4. **BARRICADE** door
5. **TURN OFF** lights.
6. **PREPARE** for an alternate emergency exit.
7. **SILENCE CELL PHONES**

8. **PLACE** a placard under the door into the hallway: **GREEN** = Secured area and no threat in the room. **RED** = Dangerous situation or medical emergency in the room (do only if you can safely place the card).
9. **WAIT** for further instructions.
10. **IF YOUR ROOM IS BEING ATTACKED, EXIT BY ANY MEANS POSSIBLE AND ACCOUNT FOR YOUR STUDENTS. FORM A PLAN AND FIGHT BACK IF YOU CANNOT ESCAPE.**

When you hear “**SECURE MODE**” on the PA system, please follow this procedure:

1. **LOCK** each door/room and continue activities within the building
2. **INFORM** all persons the building is in Secure Mode
3. **CLOSE/LOCK** all windows
4. **DO NOT ALLOW STUDENTS TO LEAVE YOUR ROOM**
5. **WAIT** for further instructions over the PA or phone
6. **MONITOR** halls if there is movement to other areas. Assigned staff will assure doors are locked and monitored.

MEDICINE:

No medication of any kind, whether prescribed or over the counter, may be prescribed or dispensed by school personnel. Students receiving medication(s), which must be taken during school hours, should have a written order form from their physician stating the name of each medication, giving directions for administering, and listing possible side effects. Students taking medication in school should do so in the main office under the supervision of the secretary in the presence of two adult witnesses and documented. All medications are to be kept in a locked file in the office.

Staff medication should only be brought into the school when absolutely necessary and shall be stored in a lockable space. Please refer to Student Handbook for additional information.

MENTORING:

Public Act 335 as amended by PA 289 Section 1526 requires all new classroom teachers in the first three years of classroom teaching experience to be mentored by one or more master teachers and 15 days of intensive professional development. Refer to contract language for additional mentoring questions.

MERIT PAY:

Requests to receive merit pay are to be submitted to the central office no later than the final day of instruction for the school year.

MONEY:

Teachers are responsible for any money that is collected for school or extracurricular activities. Money should not be kept in an unsecured location. All money collected by teachers for field trips or other activities must be counted, coins must be rolled, and the backs of checks stamped before final deposit is made to the office. Money collected by departments/teams/grade levels must be coordinated and brought down as one deposit. Teachers are responsible for all money collected. There are forms in the shared drive requesting checks and for deposits. Allow 3-5 days for a check request.

MOVIES:

In order to have a consistent policy regarding the showing of movies, any movie shown **MUST** be indicated in the teacher's lesson plan. "G" rated movies may be shown without parent notice. "PG" rated movies may be shown **IF** they have been previewed by the teacher **AND** if a letter has been sent home to parents indicating the benchmark the movie will address **AND** allowing their student an alternative assignment should they so elect. No PG-13 or R rated movies may be shown under any circumstance at the elementary. At the Jr/Sr High, PG-13 movies may be shown with administrator and parent approval. Be sure you are not violating copyright laws when showing movies. Movies being shown must have an educational connection with GLCE, HSCE's, or other curricular connection, and can be substantiated through lesson plans and upon request.

NEWSLETTERS:

Newsletters are a great communication tool for home/school connection. A copy of class newsletters needs to be provided for the building principal.

OFFICE REFERRALS:

Students being sent to the office for disciplinary reasons **MUST** have an office referral stating the infraction *and the steps taken to mitigate the problem within the class* before the end of the work day. All students sent to the office also **MUST** have some form of parent communication contact made by the teacher and a record of this contact needs to be noted on the office referral. All discipline issues are to be referred directly to the building Principal (or teacher in charge if Principal is gone). Once a completed office referral is received by the office, then discipline will be decided by the principal. Staff discussion of the assessed discipline is prohibited.

PARENTAL CONTACT:

Effective communication with parents is key to the success of Morrice Area Schools. Teachers/staff have a responsibility to keep parents informed of not only academic and social progress of their children, but also the physical well being and other factors that arise during the day. It is the teacher's responsibility to notify parents of changes in routine, schedule, emergencies, discipline issues, grades, etc. It is the teacher's responsibility to contact parents if students are underperforming academically in a timely and consistent manner. It is recommended to keep a log of parent communication.

PARENT/TEACHER CONFERENCES:

All staff are required to conduct and attend parent teacher conferences. This is an opportunity to share with parents and discuss academic achievement and concerns. Teachers will not be allowed to miss conferences without prior approval from the building administrator and proof of rescheduling parent conference times.

PHONE USAGE:

Personal calls should be made during scheduled break times unless there is an emergency. Personal long distance calls are discouraged by staff on school phones. Students should only use the office phone and not the phones in the teacher's rooms.

PROFESSIONAL DEVELOPMENT DAYS:

Professional development days are contractual days. Teachers are required to attend and dress in business casual attire.

PROFESSIONAL HOURS/ HALL RESPONSIBILITIES:

Teachers are contractually obligated to be on duty five minutes before and five minutes after contracted start and end times. During this time, teachers should assist in monitoring halls.

PTO:

The PTO is an essential part to the functioning of the school as they provide support for teachers and students. As a result, the PTO raises large amounts of funds that directly impact the quality of education and these funds help to supply classroom supplies, fund field trips, provide conference attendance for teachers and such. It is expected that teachers will provide assistance with PTO functions, such as carnival, auction dinner, PTO meetings, and such. Please consider supporting the PTO by volunteering your time to assist in their activities.

RECESS DISCIPLINE (Elementary):

It is the responsibility of teachers to monitor and administer recess discipline during class recess times. It is the responsibility of the lunch recess aides to ONLY administer recess discipline during lunch recess.

RECESS SCHEDULE (Elementary):

All students will be afforded the opportunity to participate in classroom recess unless instructed otherwise by the building administrator. Lunch recess may be denied in an effort to reinforce classroom expectations and student achievement.

All teachers should have students in classrooms by 2:35pm in order to facilitate office notes and end of the day announcements.

RECORDS AND DOCUMENTATION:

Be thorough and complete in your record keeping. These are legal documents of student progress and grades. All teachers should maintain at a minimum grade book, attendance book, plan book, PowerSchool, parent contact logs, substitute teacher records, and PD logs. Seating charts, class record books, grade books, and plan books *must* be kept up to date and readily available for a substitute teacher if it should be necessary to call one in without advanced notice. All teachers are responsible to keep the emergency response binder visible.

REPORT CARDS:

Elementary:

Report cards will be sent home at the end of each marking period. If there is not a report card sent home (e.g. Kindergarten), then a progress report must be provided. Report cards should include academic performance, DRA reading levels, and comments for parents. Additional information about student performance may also be attached. It is required that K-6 teachers use Powerschool as a digital gradebook that is updated by Wednesday of each week. Parents keeping up to date with PowerSchool and contacting teachers will help prevent probable failures, a decline in performance, students not working up to his/her ability, and excessive absences or tardies.

Jr/Sr High:

Students should receive report cards approximately every nine weeks at a minimum. However, the only grades that will appear on the permanent transcripts are the ones earned at the end of each semester. Semester grades will be mailed home. Every effort will be made by the teaching staff to contact parents when students are failing. This may be done by phone, email or mail. PowerSchool Parent Portal is available for parents and students to check grades online at any time. Keeping PowerSchool up to date and contacting teachers will help prevent probable failures, a decline in performance, students not working up to his/her ability, and excessive absences or tardies. Grades should be updated by Wednesday of each week.

RESPECT:

Respect is a professional privilege that all staff should honor, both with colleagues, as well as students, parents, and community. As professionals, it is the responsibility of all staff to maintain positive, open, and professional environment at all times. It should be the intent to build one another up with dignity to foster collegial growth.

RETENTION:

Research has shown that retention is the last viable option for student success and actually has negative consequences as the child progresses through school. Retentions should be considered with caution in the best interest of the child, taking into account social development, intervention opportunities that differentiated instruction throughout the year, academic achievement, and parental input as well.

The following steps should take place when considering possible retentions:

1. In January of year (end of semester), parents should be notified in writing if their child is performing below level and strategies that will be implemented to address deficits.
2. Teacher develops and documents change of action plan for interventions.
3. Review of student progress with parents at February conferences.
4. At conference in February, have parents sign letter of support making them aware of interventions taking place, academic deficiencies, and stating that retention may be a possibility.
5. March/ end of 3rd marking period. Letter sent home with report card to explain progress/declines.
6. April. Review of action plan with Principal for possible retention students.
7. May-Discussion with Principal and teacher about retention issues. Teacher meets with parents to discuss possibility of retention.

8. End of May-Decision made for retention or promotion. Parents sign letter of support that goes into CA-60. Teacher informs Principal of retention students.
9. Principal writes letters to parents about retention and contacts parents directly.

All final retention decisions rest with building Principal. Teachers are not to contact parents directly to state that child will be retained. Principal will make contact.

SCHOOL DAY:

Teachers are to be at workstations no later than 5 minutes before tardy bell and 5 minutes after dismissal bell. It is understood per contractual language that there may be times when special meetings may be scheduled outside of this schedule. These may include IEP meeting, 504 plans, parent meetings, staffing, etc. Instructional times are from 7:55am-2:53pm (Elementary) and 7:50-2:45pm (Jr/Sr High).

Google Classroom

Google Classroom Teacher Pages – Minimum Requirements

- Staff Profile Page completed with a complete profile written and maintained, accompanied by a picture.

- For each class, the following should be completed and maintained:
 - Class description, accompanied by a picture
 - Classroom announcements
 - At least one announcement posted each week for each class
 - Class syllabus uploaded to the “Files” module for each class
 - Highly encouraged to upload any other important documents such as homework assignments, notes, and classroom rules
 - Calendar feature visible on page
 - Test dates and important project dates posted on calendar

The teacher’s web page should be used in conjunction with the teacher’s PowerSchool gradebook. Homework assignment due dates should be made available in advance, either with the calendar feature of the teacher website or with the PowerSchool gradebook.

SCHOOL IMPROVEMENT:

School Improvement is vital to the success of the school and all teachers are expected to be continually working towards improvement both professionally and as a building. School Improvement meetings will take place after school and may occasionally be scheduled during the school day as needed. If they are scheduled during the school day, substitute teachers may be enlisted to facilitate involved teachers. School Improvement meetings are open meetings for the general public and require parental participation in addition to staff participation. School Improvement meetings may occasionally take place before school as needed. Faculty will be informed of school improvement meetings through the School Improvement Team Chairperson.

SCHOOL IMPROVEMENT TEAM:

The School Improvement Team consists of representatives within the school (e.g. teachers, para-professionals, etc.), parents/community members, and the building Principal. Representation on

the School Improvement Team comes from those wishing to volunteer or by Principal recommendation. The team will attempt to have representatives from across grade levels and subject areas.

SEXUAL HARASSMENT and INTIMIDATION:

It is the policy of Morrice Area Schools to maintain a learning and working environment that is free from sexual harassment and intimidation. No person shall be subjected to any form of sexual harassment or intimidation.

It shall be a violation of this policy for any board member, employee, or student to harass any member of the board, employee, or student body through conduct or communication of a sexual nature or intimidation as defined in this policy. This also extends to false accusations as being a form of intimidation.

Each administrator shall be responsible for promoting an understanding and acceptance of, and assuring compliance with state and federal laws, and board policy and procedures governing sexual harassment and/or intimidation within his/her building or office.

Definition:

Sexual harassment/intimidation means unwelcome sexual advances, requests for sexual favors, and other forms of verbal or physical conduct of sexual nature or intimidation when:

- a) submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or a student's participation in school programs or activities; or
- b) submissions to or rejection of such conduct by a board member, employee, or student is used as the basis for decisions affecting the employee or student; or
- c) such conduct has the purpose or effect of unreasonably interfering with a board member's, employee's, or student's performance or creating an intimidating, hostile, or offensive work or learning environment.

Sexual harassment or intimidation may include, but is not limited to, the following:

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks with sexual or demeaning applications
- Unwelcome touching
- Sexual jokes, posters, cartoons, etc.
- Suggesting or demanding involvement, accompanied by job
- Performance of public duties, or
- Intimidation to gain influence, self gain, or humiliation of victim.

A person who alleges sexual harassment by a board member, employee, or student in this school district, may file a complaint directly with his/her immediate supervisor, building principal, district Title IX coordinator, grievance officer, or Superintendent. Filing a grievance or otherwise reporting sexual harassment or intimidation will not reflect upon the individual's status, nor will it affect future employment, or work assignments (unless they purposely and falsely accuse as a form of intimidation).

The right to confidentiality, for both the accuser and accused, will be respected consistently with the school district's legal obligations and with the necessity to investigate allegations or misconduct and to take corrective action when this conduct has occurred.

All documentation regarding the complain and the investigation will be in a separate confidential file in the event that litigation is commenced or a charge is filed with the Equal Employment Opportunity Commission or the Michigan Department of Civil rights. All complaints, interviews, and investigations will be treated with the strictest confidentiality and utmost discretion. Only those board members, employees, or students whose participation in the investigation of a complaint was essential to its resolution will be informed of it.

Sanctions:

- a) A substantiated charge against a staff member in the school district shall subject that staff member to disciplinary action, up to and including discharge.
- b) A substantiated charge against a student in the school district shall subject that student to disciplinary action, which may include suspension or expulsion, consistent with the student discipline code.
- c) A substantiated charge against a board member in the school district shall subject that board member to any legal and disciplinary action allowed under current law.

For further information, see Neola policy #3362

SOAR AWARDS:

SOAR Awards should be used as an incentive towards positive behavior management and should be on an individual basis. **Mass numbers of SOAR awards given to a student or group of students at any one time should be discouraged. These should not be utilized as a classroom participation incentive.**

STAFF LOUNGE:

The staff lounge is set aside for faculty. As such, it takes a team effort to keep the place clean. Please cover food items in the microwave and do your part to keep the refrigerator, microwave, and general area clean and presentable. In addition, **NO STUDENTS ARE ALLOWED IN THE STAFF LOUNGE AT ANY TIME!** This includes having students pick up copied work from the copy machine.-

STAFFINGS:

If concerns arise about a student that is not making progress or suspected of needing more assistance (academically or behaviorally), the classroom teacher may request a staffing. Teachers are to record the student's name in the staffing book and are required to notify parents and other parties of a staffing request/date. Teachers should also complete the staffing request data document to demonstrate assessment data and current supports already being implemented. (Tier 1 and Tier 2)

STUDENT ACCOUNTABILITY:

Teachers are legally responsible for their students while under their instructional guidance and are responsible when students are out of their class during the time students are assigned to them. Students outside of class should have a hall pass. Students wishing to see the counselor may not miss class without classroom teacher permission In addition, teachers are legally responsible to take attendance, keep accurate attendance records, and enforce the student handbook. Depending on age range and maturity level it may not be appropriate for students to be placed in the hallway unsupervised.

STUDENT/PARENT CODE OF CONDUCT:

Students and parents are provided a handbook of code of conduct and it is expected that involved parties (including school employees) abide by this code of conduct. Teachers are expected to enforce the policies in the handbook.

STUDENTS IN OFFICE:

Students should only be sent to the office if they are ill or for disciplinary action. ***UNDER NO circumstance are students to be sent to the office to be utilized as office volunteers or as a rewards system!*** If a student needs to utilize the office as a break area for a specific behavior plan, it must be approved by the principal and expectations shared with the secretary. If a student needs to call home, they should only do so during non-instructional time. Students come to school to learn, and as such, they are to be in their classrooms learning! Office contact (phone/email) must be completed before sending any student to the office. Unapproved students will be immediately sent back to classrooms.

SUBSTITUTE TEACHERS:

Teachers are expected to have teaching plans and materials ready for substitute teachers. Directions for locating lesson plans, textbooks, grade book, and work supplies should be in a prominent place. Lesson plans for substitute teachers need to be meaningful and relevant work for your students. While you may be absent from your classroom the children still need to learn and the substitute teacher still needs to teach.

SUICIDE RISKS:

If a student talks or writes about current suicidal feelings, has a preoccupation with death, or if a teacher notices other signs and symptoms, notify a counselor or administrator. Avoid “promises” not to tell anyone. It could be very dangerous for the student. It is better to risk over-reaction than under-reaction.

Recognizing The Danger Signals (Complied by the National Committee for Youth Suicide Prevention):

- Avoidance of friends and normal play or social activities
- Increased daydreaming
- Temper outburst
- Greater touchiness under questioning
- Crying or general aura of sadness
- Quiet youngster may become hyperactive, the outgoing youngster, withdrawn
- Sleep patterns may be interrupted
- Eating habits may change
- Tendency to become uncommunicative and a pervasive sense of hopelessness and helplessness.
- Making final arrangements, such as giving away prized possessions
- Statements about their intention to end their lives or less direct comments about how friends and family might be better off without them
- Persistent boredom
- Complaints of constant stomach ache, headache, or fatigue

- Neglect of personal appearance

NOTE: One of these signs alone may not be an indication of a problem. Look for patterns.

SUPPLIES:

Teacher supply requests are to be submitted to the office no later than the final day of instruction for the school year to receive reimbursement for classroom allowances. Additional supplies need to be approved by building administrator if purchased with district funds. As a cost saving measure, every effort should be used to utilize REMC or other district/county approved vendors.

TEACHER ABSENCE:

Please make every effort to notify your building office as soon as possible when you are going to be absent:

Elementary School	625-3141
Jr./Sr. High School	625-3143

Teachers should also go to www.aesoponline.com to register the absence through the PESG system.

The requirements and process of taking an absence day is outlined in the MSEA collective bargaining agreement as follows:

Absence days shall be granted at the rate of twelve (12) days per year, given in total at the beginning of the school year, irrespective of the maximum number of accumulated absence days acquired prior thereto. All absence days accumulated at the end of the school year in excess of one hundred fifty (150) days shall be forfeited. Absence days may be used for illness and/or disability including but not limited to pregnancy and childbirth.

If a teacher ends employment before the end of the school year and has used more absence days than one (1) per month, that teacher will pay back to the school district, sub's wages multiplied by the number of unearned days.

1. The Superintendent may, at his discretion, demand a doctor's statement if the teacher is absent two (2) consecutive days. The Board of Education will pay for the office call when the doctor's statement is demanded by the Superintendent.
2. Teachers taking one prearranged absence day must notify their building principal in writing. Prearranged absences shall be defined as any absence scheduled twenty-four hours or more in advance of the absence day. The building principal reserves the right to limit the number of prearranged absences for any given day to three within a building.
3. Teachers taking more than one consecutive prearranged absence day must receive prior approval by the building principal. Teachers will make every effort to notify the building principal at least five working days prior to the requested date of days off. The building principal reserves the right to limit the number of applications for any given day to three within a building. Prearranged absences immediately prior to or immediately after a vacation must be approved by the building principal. Absences in excess of two (2) consecutive days that have not been pre-approved by

the building principal will require a doctor's statement. In this case, said doctor's statement is the responsibility of the absent teacher.

4. Each teacher may use consecutive absence days, charged against his/her accumulated leave, for illness in the immediate family, with medical documentation.
5. Upon prior approval by the Superintendent, absence days may be used for conference days.
6. Four (4) days are allowed for a funeral in the event of the death of a member of the employee's immediate family: wife, husband, son or daughter, grandparent, grandchild, father, mother, brother, sister, mother-in-law or father-in-law. The four (4) days of funeral leave granted hereunder will not be deducted from an employee's accumulated absence days. In the event of a multiple death an employee will be allowed an additional (4) days of funeral leave which may be taken either without pay or deducted from the employee's accumulated absence days

Up to two (2) days are allowed for a funeral in the event of a death of a friend or other relative. The two (2) days of funeral leave granted hereunder will be taken either without pay or deducted from the employee's accumulated absence days.

7. On whole or part days when school is not in session, except on those contractual days when teachers are required to be present, absence days requested by teacher shall not be charged against those leaves. This shall not be construed to mean that teachers are required to be present on those days when school is called off due to snow, ice or tornadoes.

TECHNOLOGY POLICY:

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

Morrice Area Schools encourages and supports the use of electronic information technologies and the internet in educational endeavors. The district provides access to information resources available in a variety of electronic formats, and for development of informational management skills. Together these allow learners to access current and relevant resources provide the opportunity to communicate in a technologically rich environment and assist them in becoming responsible, self-directed, lifelong learners.

The district's information technologies are the district's property and are intended primarily for educational purposes. The district retains the right to access and review all electronic and voice mail communications, computer files, databases, and any other electronic transmissions contained in, or accessed by district information technologies without the user's permission.

Users have no reasonable expectation that any information contained on any district information technologies is confidential or private. The district's system is not a public forum and access to technology is a privilege and not a right.

The district makes no warranty of any kind, whether expressed or implied, for any reason regarding the availability of its information technologies, including but not limited to the loss of data. All district information technologies are provided on an “as is, as available” basis.

Technology equipment includes, but is not limited to, security cameras and equipment, computers, drivers, electronic storage devices, printers, scanners, network servers, video and audio recorders, cameras, photocopiers, phones, and other related electronic resources.

Software includes, but is not limited to, computer and network software, web based programs and software, free ware, print and non-print resources. Illegal software is defined as any software installed or downloaded on district equipment servers without written permission from building administrator and Superintendent.

Networks include, but are not limited to, all district voice, video, and data systems, including off site and third part service providers.

In accordance with the Children’s Internet Protection Act (CIPA), a federal law enacted by Congress in December 2000 to address concerns about access to offensive content over the internet on school computers, Morrice Area Schools has implemented a filtering system through the Shiawassee Regional Education Service district intended to block minors’ access to visual and content depictions that are obscene, child pornography, harmful to minors, or that the district determines to be inappropriate for minors.

It is also expected that employees of Morrice Area Schools will not attempt or engage in offensive content over the internet or through district technologies. This includes, but is not limited to, pornography or material of a sexual nature, violent depictions, illegal actions, or other inappropriate and offensive content.

The district does not take responsibility for resources or actions taken by users that do not support the purposes of Morrice Area Schools and retains the right to temporarily or permanently remove a user account on the network to prevent further unauthorized activity. This right shall apply to ANY person or employee of Morrice Area Schools granted access to the district’s technology network.

Users of Morrice Area School’s technology are prohibited from:

- Using district technology for private use, commercial business (*other than for the district*), for product advertisement, or political lobbying.
- The malicious use of technology to disrupt the use of technology to others, to harass or discriminate against others, and to infiltrate unauthorized computer systems. These actions may result in criminal prosecution under statute 752.795 of the Michigan Criminal Code.
- Using district technology to draft, send, or receive inappropriate communications and materials, including but not limited to, items which are pornographic, obscene, vulgar, harassing, threatening, defamatory, or otherwise prohibited by law.
- Using the district’s email system to create, send, or forward content that may take up unnecessary storage space on the district’s network (such as chain letters and large attachments).
- Participating in hate mail, harassment, discriminatory remarks, and other antisocial behaviors on the network.
- Vandalizing district or any other information technologies. Vandalism is described as any attempt to harm, destroy, deface, disrupt, or alter operation of the district’s information

technologies or voice/video equipment. Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of computer viruses, spy ware, or spam.

- Using software to generate password combinations or user logins which may be used to access user accounts and information on and off the districts network.
- Using non-authorized equipment, digital media, and storage devices with district equipment or on the district network without permission from the Superintendent.
- Intentionally access or cause access to be made to a computer to devise or execute a scheme or artifice with the intent to defraud or to obtain money, property, or service by a false or fraudulent pretense, representation, or promise. These actions may result in criminal prosecution under statute 752.794 of the Michigan Criminal Code.

The school district's system is not a public forum and access to technology is a privilege and not a right. Any user who does not comply with the Technology policy shall lose network privileges. Repeated or severe infractions of the policy may result in permanent termination of privileges, expulsion, or termination of employment.

In addition, users violating any of the rights and responsibilities may face additional disciplinary action deemed appropriate in keeping with disciplinary guidelines and policies of the district.

TELEPHONE NUMBERS/STUDENTS:

If you wish to look up a student's telephone number, you will find the information on the student emergency card or demographic area of PowerSchool. It should be kept in mind that student telephone numbers are regarded as confidential information and, as a result, are not to be given out.

TORNADO DRILL PROCEDURE:

Notification of a tornado drill or actual tornado will come across the PA system. Upon notification, teachers are to quickly and quietly exit students from classroom to assigned safe-zone, have student sit cross legged facing the wall with their heads bowed to their stomachs and the hands covering their head/neck. Students are to be instructed to stay quiet. Teachers will post tornado drill map at classroom doors and instruct students of procedure periodically throughout the year.

Elementary Assigned areas:

Gym	Line students along west and south walls of wrestling room
Library	Go to assigned classroom area.
Cafeteria	Go to assigned classroom area.
Rooms 300-316	Students are to line outside classrooms in hallway.
Rooms 213-218	Boys bathroom in upper elementary wing
Rooms 220 & 222	Girls bathroom in upper elementary wing.
Room 221, 400-405	Outside classrooms in hallway.

Jr/Sr High Assigned areas:

Gym	Locker rooms
Media Center	Cafeteria
Cafeteria	Go to assigned classroom area
206	Hallway outside art room
112	Band Room
114	Storage Room
115, 116	Room 115

118	Cafeteria
120, 121, 122	North/South Hallway
401, 403, 405, 406	Cafeteria
407	Staff Lounge
409	Junior High Computer Lab
411, 412, 413	Staff Lounge
Art Room	Hallway outside art room
Band Room	Stay in room
Shop	Band room

Keep students away from glass windows!

VISION EXPECTATIONS:

It is expected that staff develops a meaningful relationship with each of their students based on love, dignity, and respect. Treat all colleagues with dignity and respect and act professionally in all that you do. The learning environment should be a positive, safe, and caring environment for all its members where employees work together with all staff members as a collaborative team. The learning environment is supportive of at-risk learners through the use of effective, efficient teaching strategies and interventions.

VISITORS:

All visitors NOT employed by Morrice Area Schools require notification and approval by the building principal to enter the building. All visitors will be required to sign in and out at the main office as well as wear an identification badge.

WORK REQUESTS (Custodial/ Technology/ Maintenance):

Requests for custodial needs should be made through building secretary or directly with custodians. Maintenance requests forms are located in the office and STAR folder and should be given to Principal to forward on to Mr. Eva. Technology requests should be directly sent to the technology help desk.

YEAR END CLOSING OF SCHOOL:

Before the close of the school year, teachers will be provided a Teacher Check-Out Sheet with a list of responsibilities to complete before leaving on summer break. It is understood that teachers may be called back from break if requirements are not met or met incorrectly and in need of correction. All keys and fobs will be given to the Principal before leaving unless pre-arranged with central office.

ACKNOWLEDGING RECEIPT OF TECHNOLOGY POLICY - Personal Copy

I have read the Morrice Area Schools Technology Policy and understand that my usage of technology on district computers, servers, email, voice mail, databases, or other technology sources is district property and intended for educational purposes. I understand that the district retains the right to access and review all electronic communications without user's permission at any time. Furthermore, I understand that violation of said policy may result in disciplinary action, including and up to discharge of services with Morrice Area Schools. I accept responsibility to use district technology for work related purposes and in accordance with district policy and release Morrice Area Schools from any legal actions that may arise from my misuse of technologies of the district.

Employee Signature

Date

2020-2021 ACKNOWLEDGING RECEIPT OF KEYS and KEY FOBS - Personal Copy

I understand that possession of keys or key fobs for access to Morrice Area School facilities is a privilege and not a right. I also understand that possession of keys assigned to me are my responsibility, that I shall not make duplicates, loan out, or allow students to possess or access my assigned keys at any time. It is also understood that all keys/fobs will be returned to building

administrator before leaving on summer break. Exceptions to this must be in writing with administrator approval.

Employee Signature

Date

2020-2021 ACKNOWLEDGING RECEIPT OF EMPLOYEE HANDBOOK- Personal Copy

I have received my copy of the Instructional Staff Handbook, which outlines the policies, practices, and benefits guidelines of the district, and I have read and I understand the information contained in the handbook provided to me.

Since the information in this handbook is necessarily subject to change as situations warrant, it is understood that changes in the handbook may supersede, revise, or eliminate one or more of the policies in this handbook. These changes will be communicated to me by my building principal or supervisor or through official notices. I accept responsibility for keeping informed of these changes.

Employee Signature

Date

2020-2021 ACKNOWLEDGING RECEIPT OF TECHNOLOGY POLICY - District Copy

I have read the Morrice Area Schools Technology Policy and understand that my usage of technology on district computers, servers, email, voice mail, databases, or other technology sources is district property and intended for educational purposes. I understand that the district retains the right to access and review all electronic communications without user's permission at any time. Furthermore, I understand that violation of said policy may result in disciplinary action, including and up to discharge of services with Morrice Area Schools. I accept responsibility to use district technology for work related purposes and in accordance with district policy and release Morrice Area Schools from any legal actions that may arise from my misuse of technologies of the district.

Employee Signature

Date

2020-2021 ACKNOWLEDGING RECEIPT of KEYS and KEY FOBS - District Copy

I understand that possession of keys or key fobs for access to Morrice Area School facilities is a privilege and not a right. I also understand that possession of keys assigned to me are my responsibility, that I shall not make duplicates, loan out, or allow students to possess or access my assigned keys at any time. It is also understood that all keys/fobs will be returned to building administrator before leaving on summer break. Exceptions to this must be in writing with administrator approval.

Employee Signature

Date

2020-2021 ACKNOWLEDGING RECEIPT OF EMPLOYEE HANDBOOK- District Copy

I have received my copy of the Instructional Staff Handbook, which outlines the policies, practices, and benefits guidelines of the district, and I have read and I understand the information contained in the handbook provided to me.

Since the information in this handbook is necessarily subject to change as situations warrant, it is understood that changes in the handbook may supersede, revise, or eliminate one or more of the policies in this handbook. These changes will be communicated to me by my building principal or supervisor or through official notices. I accept responsibility for keeping informed of these changes.

Employee's Signature

Date