

**OABCIG  
Elementary – Ida Grove**



**Staff Handbook  
2018-2019**

***BLACKBOARD HEROES***

*I had some teachers through the years  
Who believed with all of their hearts'  
That every student, in some way,  
Was beautiful and smart.*

*A brilliant student I was not,  
These teachers didn't care,  
They took the time to help me find,  
The talents I could share.*

*They helped me find the voice to write  
Each poem, song and story,  
And taught that every student has,  
A different path to glory.*

*I had some teachers through the years,  
True heroes in my heart,  
Whose voices sing when I am down,  
"You're beautiful and smart!"*

Jacqueline Schiff

## *Character Counts at OABCIG*

A person’s “character” refers to dispositions and habits that determine the way that person normally responds to desires, fears, challenges, opportunities, failures and successes.

We describe the character of a person in reference to moral judgments about the worthiness of a person. Thus, to have a strong, great or honorable character is to be a person of merit, worthy of admiration and honor.

Neither heredity nor environment determine character... but whether we give in to or overcome the negative messages we are exposed to as we make our way through life is often determined by whether our parents, teachers, mentors, and friends exposed us to good examples and morally inspiring ideas. Based on the choices a person makes.

*Watch your thoughts, they become words.  
 Watch your words; they become actions.  
 Watch your actions; they become habits.  
 Watch your habits; they become character.  
 Watch your character; it becomes your destiny.*

### **PILLERS OF CHARACTER**

One goal is to provide a safe and healthy learning environment for all people that enter our building. Students are expected to make good choices and practice the pillars of character:

- Trustworthiness
- Respect
- Responsibility
- Fairness
- Caring
- Citizenship

These pillars are expected from students, teachers, administration, bus drivers, custodians, associates, cafeteria workers, and all other staff. Learning to be a person of good character starts at the home. Therefore, the home and school must work together toward the ultimate goal of educating a child to become a “person of good character”.

<b>CITIZENSHIP</b>		<b>TRUSTWORTHINESS</b>	
<b>CARING</b>	<b>CHARACTER COUNTS At OABCIG Elementary</b>		<b>RESPECT</b>
<b>FAIRNESS</b>		<b>RESPONSIBILITY</b>	

### **RULES, RESPONSIBILITIES AND EXPECTATIONS**

Consistency, respect for others and ourselves, courtesy and good manners should be the corner posts of the discipline policy. ***While following these Basic Mustangs’ Rules, we will also not be chewing gum or wearing hats in the buildings.*** The following are our “basic” school rules:

## **OABCIG BASIC RULES**

Be Responsible  
Be Respectful  
Be Ready

## **OFFICE REFERRALS**

Discipline should first be handled at the teacher-student level while keeping in mind to preserve the student's dignity. There is a certain amount of responsibility that every teacher must share at the initial stage of discipline with students. If the discipline problem continues, the teacher should then communicate with the parent and guidance counselor. If those channels have not taken care of the situation, then the principal will become directly involved in working with the concern. The discipline problem should be taken care of as soon as possible in order to avoid undue concerns later on.

If any student becomes belligerent, violent, or any other sudden outbreak of a severe nature, he or she should be sent directly to the principal's office. If you need to send a student to the office because of a disciplinary situation inform the office that the child is on the way or that someone needs to come to your room to escort the child to the office. Do not leave your classroom unattended to take a student to the office.

**Some thoughts on discipline:**

**High expectations...**

Set high expectations for your students. What you expect is what you will receive.

**Choices...**

All choices we make have consequences, good or bad. They made a choice... empower them. They knew what the consequence was going to be.

**Love-teach-reteach-discipline...**

These are not separate elements, but rather interrelated components. Each disciplinary situation needs to be approached as a learning experience.

**Discipline...**

Something we do for students, not to them. Students function best in an environment with clearly defined limits.

**Firm-fair-consistent...**

**Safe, orderly environment...**

A standard of an effective school.



**INSIDE A RESPONSIBLE CLASSROOM THERE IS...**

**MUTUAL RESPECT**

not Fear or Ridicule

**ENCOURAGEMENT**

not Criticism or Unconcern

**SHARED RESPONSIBILITY**

not Sole Responsibility or Undependability

**CONSEQUENCES FOR BEHAVIOR**

not Punishment or Inconsistency

**SHARED DECISION MAKING**

not Judgment or Indecision

**INFLUENCE**

not Power or Weakness

**COOPERATION**

not Competition or Control

**TEACHER FACILITATION AND LEADERSHIP**

not Command or Desertion

**DESIRE TO LEARN FROM WITHIN**

not Imposed Learning or Indifference to Learning

**FREEDOM AND ORDER**

not Dictatorship or Chaos



## **DISCIPLINE AND STUDENT BEHAVIOR:**

Good discipline includes a responsibility for one's actions in accordance with socially accepted behavior as well as a respect for and proper response to rules, laws, and order. When there is good discipline, schools can then best perform the functions of teaching basic skills and guiding the development of students, who, in turn can realize their greatest opportunities for growth.

### **Classroom Responsibilities**

- **BE RESPECTFUL** by...
  - Listening to others
  - Following directions
  - Accepting differences
  - Treating others as you would like to be treated
  - Helping others
  - Using kind words
  - Not bullying others
  
- **BE RESPONSIBLE** by...
  - Completing work with your best effort
  - Being prepared
  - Taking care of self and property
  - Making smart choices
  
- **BE READY** by...
  - Using line basics
  - Asking for help
  - Reporting your concerns
  - Following school procedures
  - Using school materials appropriately

Additional Teacher Expectations:

- **Teachers are expected to accompany their class TO and FROM all specials (not between), lunch, and whole class restroom breaks. Please be in the hall before and after recess.**
- From the first day of school, we want to remind students of our hallway expectations. It is the responsibility of the entire staff to reinforce a safe and orderly environment that is conducive to learning. A good suggestion is that a room will not begin to walk through the hallways until all the children are at the correct voice volume.
- Please make a special effort to inform children as to what is expected of them in the hallways. Remind them that it's a matter of courtesy that we do not have the right to disturb others in the building.

## **ACCIDENTS**

If a student in your room is injured, or an accident occurs while you have outside supervision responsibility, be sure that you use good judgment. Don't take any chances by assuming that a child is just complaining. Notify the nurse/office. The nurse/office will notify parents when appropriate. If the injury necessitates notify an emergency medical unit. School personnel will attempt to notify parents/guardians for further instructions, such as doctor preference. Follow standard procedures and complete appropriate accident report forms..

**Students should not be left unsupervised.**

## **MORNING AND AFTERNOON ROUTINES**

### **MORNING ROUTINE**

- An associate will be on duty outside starting at 7:45 students will be allowed in the building when the first bus arrives. Students that want breakfast will eat then. Pre-school, kindergarten, and 1<sup>st</sup>

grade will be in the gym. 2<sup>nd</sup>, and 3<sup>rd</sup> will be in the Library, computer room. 4<sup>th</sup> and 5<sup>th</sup> will be in the music and art room. There will be associates in each of the rooms.

- Students will rotate outside in the AM when the weather is nice.

### **AFTERNOON ROUTINE**

- All students are dismissed at 3:30 (Please be ready to dismiss by this time).
- Students riding the country routes will go outside to wait for the bus
- Students who walk and/or ride bikes will exit out of the preschool doors.
- Students who are being picked up by parents will exit the south doors to meet their parents in the parking lot. Students will wait on the blacktop until their parents are here to pick them up.

### **ANNOUNCEMENTS**

Any announcements we have for students will be written down and passed out to each room at the end of the day.

### **ATTENDANCE AND LUNCH COUNTS**

Classroom teachers will send their attendance and lunch count via JMC to the office by 8:45 each morning.

Any handwritten excuses should be brought to the office. Also forward emails from parents concerning attendance to the office.

### **CAMERAS**

Digital Camera's will be in the office and should be checked out there.

### **CLASSROOM/SCHOOL MAINTENANCE**

Every teacher who is assigned to a specific classroom assumes the responsibility for the general care of the room.

Any willful destruction of school property that has been witnessed by a certified or non-certified adult within the building than becomes the expense of the child and/or family. Some accidents are unavoidable and can happen to anyone at any time. However, accidents due to obvious negligence or damage caused by willful intent become the responsibility of the person(s) involved.

Report any vandalism and repairs needed to the office. You will need to email maintenance director and the principal your request.

The appearance of our building is only as neat and clean as we want to make it. Let's work together in taking a great deal of pride in our building.

### **CLASSROOM SCHEDULES**

Daily classroom schedules are to be posted outside your room, and turned into the office by the first Friday in September.

### **FACULTY MEETINGS**

Faculty, grade level, Building Leadership Team, and various other committee meetings will be held as designated by the principal. Please reserve the 2<sup>nd</sup> Tuesday of each month at 7:45 for staff meetings.

### **PROFESSIONAL LEARNING COMMUNITIES (PLC)**

Collaboration during PLC will focus on Dufour's four questions:

- -What do we want students to learn?
- -How will we know they learned it?
- -How will we respond if they don't learn it?
- -How will we respond if they already know it?

The days and times of these professional learning communities will be communicated to you through the principal.



## **CLASSROOM PARTIES**

**Due to health reasons, we ask that treats be pre-packaged (not homemade) and that they contain no peanut products.**

Parents may sign-up to help. The homeroom parent will contact party helpers.

Parties are to be only 30-45 minutes at length.

The district prefers younger siblings not to attend the parties so that the classroom party helpers can focus on helping with the party

**Movies should be approved by the principal**

## **HALL BULLETIN BOARD/SHOWCASES**

To promote pride in our elementary school and self-esteem in our children, we recommend following any overall themes and displaying the kids' works.

## **HOMEWORK**

Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make-up incomplete class work. In the elementary school we encourage children to complete as much schoolwork as possible within the normal school day, when they are under the direct supervision of a qualified instructor. However, there are times when homework may need to be assigned. Students are expected to complete homework on time. Failure to complete homework may result in loss of class credit and a failing grade in the class.

## **LESSON PLANS**

Lesson plans serve primarily two functions. First, they help outline the sequence of Learning Targets and activities that are to be taught for approximately one week. Lesson plans are flexible and can change daily depending upon what occurs within the classroom.

### **IOWA CORE Lesson Planning**

1. Content: Clearly defined Learning Target of what a student will know and be able to do.
2. Instruction: Strategies, activities, and materials needed for instruction. Including plans for differentiation that might be needed for your students.
3. Assessment: How will you assess that your students meet your Learning Target?

Lesson plans serve as a guide for a substitute that would be coming into your classroom if you are absent for any reason. The following items are essential ingredients in the lesson plan books.

1. Plans should clearly describe the daily routines within the classroom, such as lunch, breaks, special classes, duties, bus lists, etc...
2. Plans should include a current seating arrangement.
3. Plans should clearly define the Learning Target to be taught during the day and how it will be assessed
4. Plans should be on top of the desk.

## **MEDICATION**

The nurse/secretary is solely responsible for distributing prescription medication prescribed by a physician. If the nurse/secretary is absent, an office staff member is responsible for the distribution of medications. If you are aware of any students bringing medication to school that is unauthorized, please contact the nurse immediately.

## **NO-SMOKING ON SCHOOL GROUNDS**

There is no smoking on school grounds. This includes in or outside the building, ground, and inside a vehicle on school grounds.

## **PHONE CALLS**

Please limit personal phone calls to planning times and lunchtime as much as possible.

## **CELL PHONES**

Cell phones should not be used any time that teachers or associates are responsible for student supervision during the school day, direct student supervision outside, or meetings with parents.

Employees that are driving and transporting students shall not use a cell phone while the vehicle is in motion.

### **PERSONAL PROPERTY AT SCHOOL**

If a staff member feels that any item a student has brought to school is disrupting learning or potentially dangerous to the individual student or another person, that staff member may take that item or items from the student. The item or items in contention, especially if potentially dangerous to the student or another person, will be brought to the attention of the principal.

### **PROFESSIONAL DRESS**

We are all professionals; please dress appropriately. Blue jeans are allowed on special activity days designated by the principals. Remember, you are a role model for every student in your classroom.

### **PUBLIC RELATIONS**

A classroom teacher is one of the most influential factors in a school public relations program. Many parents tend to evaluate the total school program and its' education program in terms of their son's or daughter's attitude toward an individual teacher.

**It is a good public relations gesture to write a little note or make a telephone call to parents about some outstanding schoolwork or act their child has performed.** Usually parents hear from us only when we are dissatisfied with a child's performance. Be cautious on wording in certain emails. It may be best to have some conversations in person.

Comments concerning the school or other members of the staff should be constructive and positive in nature.

### **REQUISITIONS**

All requests for materials and supplies are to be submitted to the principal through email. No purchase orders will be submitted to the central office until the building principal has approved the order and coded the account number.

### **Sending Students to the Office for Supplies**

If you send a student for supplies, materials, or mail, please have them report to the office secretary. Students do not belong in the faculty workroom, lounge, or in teacher's mailboxes. Office secretaries will get the supplies for the students. If needing a quick copy – please send the student to the office.

### **GUESTS**

If a student wishes to bring a guest to school, the student must receive permission from the homeroom teacher and the office prior to the guest's visit. All guests must check in at the office.

### **TEACHER ARRIVAL AND DEPARTURE**

Faculty members are expected to arrive at school in time to be on duty at 8:00 a.m. and depart no earlier than 4:00 p.m., including professional development days, and workdays. On days proceeding recognized holidays and vacation periods, Fridays, and assigned evening activities, an employee may leave after students are dismissed, the last bus has left, and the responsibilities in the room are completed.

Anyone arriving late or leaving early to school must have prior consent from the principal. In emergency situations, please inform the building principal as soon as possible. Anyone wishing to leave the building during its normal operation time please notify the office and sign out at the office counter. Please sign in at the office when you return. Our concern here is in case of emergencies or phone calls so that we do not waste time looking for someone who is not in the building.

### **TEACHER ATTENDANCE**

When a teacher is going to be absent, a call should be made to the principal **before 6:30 AM**. When a teacher expects to be absent in advance, this should be brought to the attention of the office as soon as possible in order to allow sufficient time to obtain a substitute.

## **VISITORS/SPEAKERS IN CLASSROOM**

Teachers please notify your building principal prior to inviting visitors (friend/relative) or speakers into your classroom.

## **EMPLOYEE TECHNOLOGY AND INTERNET USE**

### ***(OABCIG TECHNOLOGY HANDBOOK FOR STAFF)***

#### ***Internet and Online Policies***

The OABCIG Community School District recognizes the role of technology in preparing students for success in life and work in the 21st century. It also requires students and staff to learn to use the District's technology resources appropriately. To that end, the District will provide students and staff with appropriate access to its network; including the Internet and other resources available through it. A majority of the sites available are highly respectable and of value from a research point of view, which is why we are making this tool available.

We have taken steps to try to prevent intentional access to some of the sites that are not considered to be appropriate, but with the growth of the Internet there are new sites popping up all the time and we cannot provide total isolation from the unsuitable sites.

The purpose of the District's network is to support and enhance education. Uses that might be acceptable on a personal account on another system may not be acceptable on the District's educational system. Appropriate uses include instructional activities and assignments, as well as professional or career development activities.

We do expect that the students and staff of OABCIG will hold themselves to a higher standard of conduct and use their Internet and Online access for an educational research tool. The following is a list of OABCIG Internet and Online guidelines; they may be amended as the need arises:

- The use of the District network and access to the Internet is a privilege, not a right.
- Users will be held responsible for their actions when using the network.
- As a user of the Internet, you may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.
- You should adhere to online protocol:
  - Respect and follow all copyright and license agreements.
  - Cite all quotes, references and sources.
  - Remain on the system only long enough to get needed information, and then exit the system.
  - Apply the same privacy, ethical and educational considerations utilized in other forms of communication.
- You shall not intentionally access, download, or send any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane, or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations.
- If you gain access to any service via the Internet, which has a cost involved, or if you incur other types of costs, you will be responsible for these costs. You should be aware that network storage areas might be treated like school lockers. Network administrators/staff members may review files and communications to maintain system integrity and insure that users are using the system responsibly. Do not expect that files stored on the district server will always be private.
- Inappropriate uses will result in suspension or revocation of user privileges and/or other disciplinary action.
- User activity, which is an apparent violation of law, may be disclosed to law enforcement authorities or other third parties without prior consent of the offending person.
- Demonstrated intent to violate this policy may be considered the same as an actual policy violation.
  - (Demonstrated intent means evidence of actions that, if successful or if carried out as intended, would result in a policy violation.)

## ***Additional Employee Technology Use Rules***

The OABCIG Community School District provides computers, networks and Internet access to support the educational mission of the district to enhance the curriculum and learning opportunities for students and staff. All OABCIG computers and technology tools remain under the control, custody and supervision of the school district.

- The school district reserves the right to monitor all activity by employees.
- Employees have no expectation of privacy in their use of school technology.
- Employees are to utilize the school technology, networks and Internet services for school-related purposes and performance of job duties.
- Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations or other system users.
  - "Incidental personal use" is defined as use by an employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable district policies, procedures and rules.
- The intent of these rules is to provide employees with general requirements for utilizing the school's technologies, Internet, and networks. The School Board rules may be supplemented by more specific administrative procedures and rules governing day-to-day management and operation of the systems.
- These rules provide general guidelines and examples of prohibited uses for illustrative purposes but do not attempt to state all required or prohibited activities by users. Employees who have questions regarding whether a particular activity or use is acceptable should seek further guidance from the system administrator.
- Failure to comply with Board policy, these rules and/or other established procedures or rules governing technology use may result in disciplinary action, up to and including discharge. Illegal uses of the OABCIG Community School District technology will also result in referral to law enforcement and/or educational authorities.

## ***Access to School Technology, Networks and Internet Services***

- The level of access that employees have to school technology, networks and Internet services is based upon specific employee job requirements and needs.

## ***Acceptable Use***

- Employee access to the school technology, networks and Internet services is provided for administrative, educational, communication and research purposes consistent with the school district's educational mission, curriculum and instructional goals. General rules and exceptions for professional behavior and communication apply to use of the school technology, networks and Internet services.
- Employees are to utilize the school technology, networks and Internet services for school-related purposes and performance of job duties. Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations or other system users.
  - "Incidental personal use" is defined as use by an employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules.

## ***Prohibited Use***

- The employee is responsible for his/her actions and activities involving school technology, technology tools, networks and Internet services and for his/her files, passwords and accounts. General examples of unacceptable uses, which are expressly prohibited, include but are not limited to, the following:
  - Any use that is illegal or in violation of Board policy, including harassing, discriminatory or threatening communications and behavior, violations of copyright laws, illegal activities, etc.
  - Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive.
  - Any inappropriate communications with students or minors.
  - Any use for private financial gain, or commercial, advertising or solicitation purposes.
  - Any use as a forum for communicating by e-mail, or any other medium, with other school users or outside parties to solicit, proselytize, advocate or communicate the views of an individual or non-school sponsored organization; to solicit membership in or support of any non-school sponsored organization; or to raise funds for any non-school-sponsored purpose, whether for-profit or not-for-profit.
  - No employee shall knowingly provide school e-mail addresses to outside parties whose intent is to communication with school employees, students and/or families for non-school purposes.

- Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from the building principal or other appropriate administrator.
- Any communication that represents personal views as those of the school district or that could be misinterpreted as such.
  - Downloading or loading software or applications without permission from the system administrator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties.
  - Opening or forwarding any e-mail attachments (executable files) from unknown sources and/or that may contain viruses.
  - Sending mass e-mails to school users or outside parties for school or non-school purposes without the permission of the system administrator.
  - Any malicious use or disruption of the school technology, technology tools, networks and Internet services or breach of security features.
  - Any misuse or damage to the school technology equipment.
  - Misuse of passwords or accounts (employee or other users).
  - Any communications that are in violation of generally accepted rules of network etiquette and/or professional conduct.
  - Any attempt to access unauthorized sites.
  - Failing to report a known breach of security to the system administrator.
  - Using school computers, technology tools, networks and Internet services after such access has been denied or revoked.
  - Any attempt to delete, erase or otherwise conceal any information stored on a school computer that violates these rules.

### ***No Expectation of Privacy***

- The OABCIG Community School District retains control, custody and supervision of all computers, technology tools, networks and Internet services owned or leased by the district. The district reserves the right to monitor all activity by employees and other system users. Employees have no expectation of privacy in their use of technology, including e-mail messages and stored files.

### ***CIPA & Content Filtering***

**In accordance with requirements of the Children’s Internet Protection Act (CIPA) and the Neighborhood Children’s Internet Protection Act (NCIPA), all equipment connecting to the Internet from any connection located within the District’s buildings will be filtered.** Content filtering and blocking of inappropriate Internet content and materials is done at the district level for all users; students, staff, and guests.

The district complies with all local, state, and federal rules and regulations for filtering and blocking content.

Specifically, the Child Internet Protection Act (CIPA) guidelines are strictly adhered to by the OABCIG Community School District. **The District must take effective steps to prevent users from accessing or transmitting visual depictions of material deemed obscene, child pornography, and any material deemed harmful to minors as those terms are defined in CIPA. The District will also take effective steps to prevent users from accessing or transmitting offensive, disruptive, or harmful data or any "inappropriate matter" as that term is used in the NCIPA. This includes, but is not limited to, messages, files, or data that contain the following:**

- Alcohol, tobacco or drugs
- Gangs
- Obscene language or nudity
- Bullying or harassment
- Discriminatory or prejudicial behavior
- Gambling
- “Hacking”
- Unauthorized disclosure of personal identification information
- Any unlawful activities by minors and/or adults

### ***Backgrounds and Screensavers***

- Any images set as a device background must be school appropriate and comply with District and School Board Policy. Inappropriate media may not be used as a device background. Presence of guns, weapons,

adult material, inappropriate language, alcohol, drugs, or gang-related symbols, etc. will result in disciplinary action.

### ***Copyright and Plagiarism***

- All staff are expected to follow all copyright laws as outlined in *Fair Use Doctrine of the United States Copyright Law (Title 17, USC)*. The distinction between what is fair use and what is infringement in a particular case will not always be clear or easily defined. There is no specific number of words, lines, or notes that may safely be taken without permission.
- Acknowledging the source of the copyrighted material does not substitute for obtaining permission. Copyright protects the particular way authors have expressed themselves. The safest course is to get permission from the copyright owner before using copyrighted material.
- Many people think of plagiarism as copying another's work or borrowing someone else's original ideas. To "Plagiarize" means that you are stealing and passing off the ideas or words of another as one's own. You should never use another person's' work without crediting the source. In other words, plagiarism is an act of fraud. It involves stealing someone else's work and lying about it afterward.

### ***Confidentiality of Information***

- Employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.

### ***Digital Citizenship - Internet & Online Safety Education***

- Staff members will participate in professional development instruction, as appropriate, in accordance with the provisions of this policy.
- Instruction shall include:
  - The safety and security of students while using e-mail, chat rooms, social networking sites and other forms of electronic communications, including the proper use of and behavior in an online environment;
  - The inherent danger of students disclosing personally identifiable information online;
  - The use of netiquette to avoid cyber bullying and steps for dealing with the issue of a cyber bully;
  - The need for firewalls, virus and spyware blocking software; and,
  - The consequences of unauthorized access (e.g., "hacking"), cyber bullying and other unlawful or inappropriate activities by students or staff online.
  - Students may not access social media for personal use from the District network but may be permitted limited access to social media for educational use in accordance with a teacher's approved plan.

### ***Staff Responsibilities to Students***

- Teachers, staff members and volunteers, who utilize school for instructional purposes with students have a duty to supervise such use.
- Teachers, staff members and volunteers, are expected to be familiar with the district's policies and rules concerning student technology and Internet use and to enforce them.
  - When, in the course of their duties, employees/volunteers become aware of student violations, they are expected to stop the activity and inform the building principal, technology coordinators, or network administrator.
- School staff will help ensure student compliance with the district's **Responsible Use Procedures**.
- In accordance with the Broadband Data Improvement Act (S.1492), all staff members are responsible for providing instruction for their students, and adherence to, the appropriate use of technology and online safety and security as specified above (Digital Citizenship - Internet & Online Safety Education).

## ***Compensation for Losses, Costs and/or Damages***

- The OABCIG Community School District assumes no responsibility for any unauthorized charges made by employees including but not limited to credit card charges, subscriptions, long distance telephone charges, equipment and line costs, or for any illegal use of its technology, network, or Internet (such as copyright violations).
- The employee shall be responsible for any losses, costs or damages incurred by the OABCIG Community School District related to violations of this policy and/or these rules.

## **E-MAILS AND IOWA'S OPEN RECORDS LAW**

Iowa Code chapter 22 is Iowa's Open Records law. A public record includes e-mail messages sent and received by a school district (or area education agency or any public) employee on his/her school-owned computer.

Just because the e-mails are public records does not mean that every word within the communication gets released. Items that potentially could be expunged (e.g., omitted by using white-out) may include students' names, parents' names, home addresses, other "home" information, social security numbers, etc. What information – if any – gets expunged depends on the context and intent of the e-mail. Some senders of e-mail to district employees have some limited rights of privacy regarding their identity, again depending on all of the facts and circumstances. School administrators should check with their school attorneys when a request for copies of e-mails (or any public document) is received.

Because e-mails to or from a district employee on a school computer are public, it is wise to remind all employees of this. (If board members communicate to administrators via e-mail, it is prudent to also include them in any reminders.) In addition to the above information, consider including the following in a memorandum to staff:

Your **school computer** is not your property.

E-mails sent/received on your school account are subject to open records law. Remember that any parent may ask to see school e-mail about their child. Avoid this real life e-mail exchange between a school bus driver and a transportation supervisor:

Driver: "You have to do something about the situation with (student.)"

Supervisor: "What's the problem?"

Driver: "His *mother*."

When Mother saw the e-mail, she was not amused.

Instant messaging is treated in the same manner as e-mail.

### **Fire**

Teachers are to account for all students under their supervision and evacuate the building at the designated exits. Each room has a posted fire exit. When students hear the signal, they are to follow their teacher's directions and remain calm. Students and staff are to stay outside until they are told to return to the classrooms.

### **Tornado**

Teachers are to account for all students under their supervision and seek shelter in the designated areas of the building. Each room has a posted area designated as a tornado shelter. When students hear the signal, they are to follow their teacher's directions and remain calm. Students and staff are to stay in their designated area until told to return to their classrooms.

### **Lockdown**

Teachers are to account for all students under their supervision and enter the nearest classroom if you are away from your classroom. Lock all doors. Stay away from all doors and windows. Do not open the door for anyone! Students and staff are to stay in their designated area until told to return to normal routine.

### **Bomb Threat**

If the school receives a bomb threat, students and staff will go to a designated area. Teachers are to account for all students under their supervision and will have the responsibility of escorting their classes to the assigned areas and supervising them until it is cleared for them to return to the school. Clearance to return to the school building will be made by the Sheriff's department or local fire departments.

### **CHILD ABUSE REPORTING**

In compliance with the Code of Iowa, teaching staff is required to report suspected cases of child abuse to the proper authorities. The district's philosophy regarding suspected child abuse is "If we suspect a case of child abuse, we will report it".

### **STUDENT ABUSE BY SCHOOL EMPLOYEES**

In the OABCIG Community School District the Level I investigator of student abuse is Julie Staley and Alan Henderson.

### **EDUCATIONAL EQUITY POLICY**

The boards will not discriminate in their educational activities on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status.

The boards require all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school districts to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

It is the policy of the *Odebolt Arthur and Battle Creek-Ida Grove School Districts* not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact

*Doug Mogensen*

*O-A Elementary Principal*

*600 South Maple Street*

*Odebolt IA 51458*

***712-668-2827***

***Email: [dmogensen@oaOABCIG.org](mailto:dmogensen@oaOABCIG.org)***

*Alan Henderson*

*OABCIG Elementary Principal*

*403 Barnes Street*

*Ida Grove IA 51445*

***712-364-2360***

***[ahenderson@oaOABCIG.org](mailto:ahenderson@oaOABCIG.org)***

### **SUBSTITUTE TEACHERS**

The job of a substitute teacher is difficult at best. You can make his or her job easier and more effective if you have made some advanced preparation. Each teacher should have a folder, easily accessible to the substitute, containing the following:

- a. Daily class schedule.
- b. Seating Chart.
- c. Attendance and lunch ticket procedures.
- d. Classroom rules and procedures.
- e. Lesson plans.
- f. Lists of special groups - speech, Title 1, resource room, etc.
- g. Lunch procedures
- h. Emergency drill procedures.
- i. Bus students.
- j. Supervisory duties.
- k. Helpful students
- l. Location of materials in your room.
- m. Leave instructions concerning what information you want the substitute to provide you when you return.



