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Absence Notification

Comply with Collective Bargaining Agreement

1. All leaves must be requested through Kiosk. Information on utilizing Kiosk can be found on the District website.
 - A. Certified and classified employees requesting the use of a personal day should submit the request, when possible, at least five days prior to the intended absence.
 - B. Certified employees requesting the use of professional leave should submit the request at least 30 working days prior to the requested date of leave.
 - C. Certified and classified employees must submit sick leave absences through Kiosk immediately upon return to work or before planned appointment if possible.
 - D. Applicable employees must submit requests for vacation leave at least **three days** before the intended absence unless otherwise authorized by their supervisor.
2. In the event of unanticipated absences, including sickness or tardiness, employees must call and speak directly to their immediate supervisor as soon as possible, but no later than 60 minutes prior to the start of their workday. Neither text messages nor a recorded voicemail is an acceptable form of notification.
2. Failure to follow the proper call-in procedure may result in disciplinary action and/or unauthorized leave without pay.

Academic Freedom

Comply with Collective Bargaining Agreement

The right of teachers to teach certain subjects or to employ certain teaching methods may be restricted by the Board where such subjects or methods are deemed by the Board to be educationally unsound, inappropriate for the age or majority level of the students or irrelevant to any valid educational objective. All instruction must conform to state academic content standards and the District's adopted courses of study. The right to free speech protected by the First Amendment does not extend to the in-class curricular speech of teachers made pursuant to their official duties. Accordingly, teacher speech in the classroom may be subject to reasonable controls as to appropriateness.

Policies IB / IGAC / INB

Acceptable Use Policy

Comply with Collective Bargaining Agreement

All computers and technology devices are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to Board policies, guidelines and work rules will result in the revocation of the user's access privilege and may result in discipline up to and including termination.

All communications and information accessible via the network should be assumed to be property of the District. Email is not guaranteed to be private. The user in whose name an online service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers and passwords private and shall use the system only under the account numbers issued by the District.

Employees must review the board approved policy and procedures for acceptable use and shall sign and return the Computer Network Agreement Form included at the end of this handbook.

Policy EDE / Reg. EDE-R

Administration of Medication to Students

Comply with Collective Bargaining Agreement

Employees are permitted to administer medicines to students at school in compliance with state law and Board-adopted policies and procedures. Only employees of the Board who are licensed health professionals or who are appointed by the Board and have completed a drug administration training program conducted by a licensed health professional that meets the requirements of state law and considered appropriate by the Board can administer prescription drugs to students. Each building principal will maintain a list of employees permitted to administer medication. All employees must review the policies and regulations for administration of general medication and student use of asthma inhalers or epinephrine autoinjectors. Employees administering diabetes medications may be subject to additional requirements.

Policy JHCD / Reg. JHCD-R

Admission of Nonresident Students of Employees

Comply with Collective Bargaining Agreement

A student may enroll in the District on a tuition-free basis, in compliance with Board policy, and the negotiated agreement where applicable, if his/her parent is a full-time employee of the District. The Board policy shall be uniformly applied to all such children and shall provide for the admission of any such student upon request of the parent(s).

Attendance

Comply with Collective Bargaining Agreement

Regular attendance is essential to the District's efficient operation and is a necessary condition of employment. When employees are absent, essential work falls behind and other employees must assume additional workloads. All employees are expected to report to work on time every day that they are scheduled to work and to maintain a satisfactory record of attendance. If an employee is unable to report to work, he/she is required to follow the procedures set forth in the Absence Notification section included in this handbook.

Employees may be subject to discipline for any of the following reasons:

1. Failure to follow report-in procedures;
2. Pattern abuse of sick leave;
3. Failure to provide physician's verification when required;
4. Being absent without proper authorization or
5. Misuse of sick leave.

Calamity Days

Comply with Collective Bargaining Agreement

Certified employees

When the student day is delayed due to inclement weather, the regular teacher workday will be delayed by the same number of minutes. Certified employees will not be expected to report for duty on days when the district is closed due to inclement weather.

When blizzard bags are elected for use, teachers will follow the procedures in accordance with Board action.

Classified Employees

When the student day is delayed due to inclement weather, the regular classified workday for bus drivers, monitors, aides, café staff and van drivers will be delayed by the same number of minutes. These same listed employees will not be expected to report for duty on days when the district is closed due to inclement weather. Cafeteria

employees will be provided with a copy of the delay schedule at the beginning of the year and must follow this schedule.

When the student day is delayed due to inclement weather, school secretaries will be delayed by the same number of minutes. School secretaries are required to work the first five calamity days. It is understood that past these five days may be made up at a different time and therefore worked at that time.

Other classified employees of administrative assistant, assistant treasurer, maintenance and custodial staff are to adhere to their supervisor's director, which is typically to report to work as usual. Supervisor's discretion is used for acceptable arrival time and release time due to weather conditions and any current advisories or warnings.

When blizzard bags are elected for use, classified employees not required to report for work are to plan with their supervisor a time and activity to perform that equals the same number of hours as their regular work day missed. A submission to the Treasurer's office of an approved blizzard bag timesheet is required.

Policy EBCD, Reg. EBCD-R

Cash in School Buildings

Monies collected by employees shall be handled in compliance with Board policies.

State law requires a proper receipting and depositing of all public monies. Therefore, all monies collected shall be receipted, accounted for and deposited every day, if possible. Specifically, if the money collected:

1. exceeds \$1,000, it must be deposited on the next business day or placed in a safe; or
2. does not exceed \$1,000, it must be deposited the next business day or placed in a safe place to be deposited within three business days.

In no case shall more than \$10 be left overnight in unsecured areas of school buildings. The Treasurer will provide for making bank deposits after regular banking hours in order to avoid leaving money in a school building overnight. Employees who will be collecting money must contact the Treasurer for required documentation and procedures. All events where students are collecting money must be closely supervised and monitored by an employee.

Policies DM / IGDF / IGDG

Certification/Licensure

Comply with Collective Bargaining Agreement

Employees working in positions for which a certificate/license is required must provide a valid certificate/license to the Superintendent's office. It is the employee's responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.

All certificated/licensed employees must complete and keep current their Individual Professional Development Plans (IPDP) and must submit such plans to the Local Professional Development Committee (LPDC) for approval. Records of all continuing education units and college/university credits also must be submitted to the LPDC.

Employees whose job requires a Commercial Driver's License (CDL) are responsible for maintaining the appropriate CDL and endorsement. They also are responsible for maintaining valid state certification and other certifications as required.

Any individual hired to direct, supervise or coach a pupil-activity program must have a criminal records check with no disqualifying offenses, substantive knowledge of the pupil-activity program and any applicable rules and regulations of the district, and have completed the National Federation of State High School Associations fundamentals of coaching course. Any individual hired to direct, supervise or coach a pupil-activity program that involves athletics, routine or regular physical activity or health and safety conditions also are required to obtain a pupil-activity permit, which requires them to demonstrate that they are of good moral character and have completed approved CPR and first aid courses.

COBRA/HIPAA Laws

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides employees (or former employees), their spouses and dependents with a temporary extension of group health insurance when coverage is lost due to certain "qualifying" events.

The Health Insurance Portability and Accountability Act (HIPAA) protects individuals and their dependents from losing their health insurance coverage based on pre-existing condition exclusions in the event of job change or loss.

Employees should contact the Treasurer for more information on COBRA or HIPAA.

Compensation

Comply with Collective Bargaining Agreement

Payroll Practices

Employees will be paid over 26 pays on alternate Fridays beginning on September 1st. In years there are 53 Fridays employees will receive 27 equal paychecks. If a payday occurs when employees are not scheduled to work, they will be paid on the preceding teacher workday. If a payday occurs on a day the Treasurer's office is closed, employees may receive pay in advance of the regular payday if feasible or on the next succeeding school day. Paychecks for employees who begin work after the start of the school year will be prorated over the remaining paydays, as long as the employee has earned the amount of the first check. Upon written request, a new employee may be paid by special check after five days service for the days of service and the remaining salary will be prorated for the remaining regular paydays.

Employees are required to participate in electronic direct deposit and may direct their money to a maximum of three different repositories and/or accounts using a percentage or fixed dollar amount. Employees will receive a pay stub showing earnings, taxes and deductions. After initial set up, employees may make three changes per fiscal year to their direct deposit accounts, provided notice is given to the payroll department two week prior to the next scheduled pay date. Employees must complete all required paperwork for direct deposit accounts.

Payroll Deductions

In addition to deductions required by law, additional payroll deductions may be made in accordance with the negotiated agreement.

Employees should contact the Treasurer's office with any questions on payroll procedures.

Conflict of Interest and Nepotism

Employees shall not engage in, nor have a financial interest in, any activity that conflicts with their duties and responsibilities in the District. Employees shall not sell textbooks, instructional supplies, equipment, reference books or any other products to the District. They shall not furnish the names of students or parents to anyone selling these materials.

Employees shall not engage in work of any type in which information concerning a customer, client or employer originates from any information available to them through District sources. Employees must not use their influence or authority to secure authorization of a public contract, including an employment contract, for a family member.

In order that there is no conflict of interest in the supervision and evaluation of employees, at no time shall any administrator/supervisor responsible for the supervision and/or evaluation of an employee be directly related to that employee.

Credit Cards

Credit cards are not to be used to circumvent the general purchasing procedures required by State law and Board policies.

Credits are authorized for use in the following manner:

1. All credit cards issued to and in the name of the District shall be held and supervised by the Treasurer and used only for approved District-related activities.
2. Credit cards may be used for District-related transportation, reservations and expenses, conference registrations and hotel reservation guarantees for the Board and employees.
3. Gratuities are permissible when card is used for purchases and a reasonable tip is added to the bill.
4. If monies are budgeted and deposited with the Treasurer in advance, credit cards may be used by school employees for student trips and competitions for safety and security reasons.
5. With prior approval of the Treasurer, credit cards may be used by school employees for school-related purchases from a vendor who does not accept purchase orders or vouchers.
6. The Treasurer will keep a record of all credit card use.
7. Receipts and appropriate form(s) are to be turned in with the credit card to the Treasurer within five business days upon completion of approved use. Failure to turn in receipts and appropriate form(s) to the Treasurer within five business days may result in the charges being deemed unrelated or unsubstantiated. The user is responsible for any unsubstantiated or unrelated purchases.

Credit cards may be used for the following purposes.

1. School business travel, meetings, lodging and meals for out-of-District meetings or seminars are subject to the reimbursement limits established by the Board.
2. Purchases from vendors that require a credit card as form of payment do not supersede the requirement of preapproval of a purchase order for the purchase. The use of the credit card for electronic commerce must be preapproved by the submission of a purchase order prior to purchase.

3. The use of the credit card over the Internet must be safeguarded at all times. All vendors must be preapproved for use and must show sufficient proof of being a legitimate business entity. All purchases over the Internet are the sole responsibility of the Board's authorized buyer in the event of business fraud.
4. If the use of a tax-exempt form is not possible, the expenditure is allowed. The person using the credit card should take along the appropriate tax exemption form so that sales tax is not charged.

Upon returning from an approved business trip, an employee shall submit all original itemized invoices and original credit card charge receipts to the Treasurer's office. Credit card statements will not suffice as invoices. Credit card statements will be mailed directly to the Treasurer's office. Any late fees assessed to the District due to an employee failing to submit invoices and credit card receipts on a timely basis are the responsibility of the employee. Receipts for meals must include the names of all individuals for whom meals were provided and the purpose of the meeting.

The use of the credit card is prohibited for the following items:

1. purchase of personal goods or services for an administrator, an administrator's spouse, children or anyone employed or not employed by the Board and attending a District business function;
2. payment of any fines, penalties or personal liabilities incurred by the administrator or anyone else;
3. alcoholic beverages or tobacco;
4. fuel for use in a personal vehicle;
5. entertainment expenses, including pay-per-view movie charges and/or
6. cash advances.

Persons using a credit card for personal, nonauthorized purposes or undocumented expenditures shall be held personally responsible for those expenditures. Abuse of the credit card is subject to disciplinary procedures, including termination.

The use of a credit card does not supersede the required completion of a professional leave form when applicable. These procedures also dictate the reimbursement procedures of the Board.

Policy DJH / Reg. DJH-R

Discipline

Comply with Collective Bargaining Agreement

All employees are expected to abide by all applicable laws, local ordinances, Board policies and work rules and District and building regulations. Violations of any of these shall be regarded as cause for disciplinary action.

Employees may be disciplined for violating Board policies and procedures, administrative guidelines and work rules and regulations. The principles of progressive discipline shall be followed except when the severity of the offense merits a higher level of discipline.

Non-teaching Employees

Pursuant to state law, a non-teaching employee may be suspended, demoted or terminated for a violation of the Board's written rules and regulations or for incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, or any other acts of misfeasance, malfeasance or nonfeasance.

Teaching Employees

Pursuant to state law, a teaching employee shall be terminated only for good and just cause.

Policies GBCB / GCPD / GDPD

District Calendar

Comply with Collective Bargaining Agreement

The Board will adopt a school calendar annually.

The teacher's union may make recommendations regarding the school calendar for the next school year. Recommendations must be submitted to the Superintendent by November 1. The board considers these recommendations from the union but has sole discretion in adopting the calendar.

Policies IC/ICA

Dress and Grooming

Comply with Collective Bargaining Agreement

Employee dress and grooming should enhance a positive image of the District. All employees, when assigned to District duty, including extracurricular activities, shall:

1. be physically clean, neat and well groomed;

2. dress in a manner reflecting their professional assignment;
3. dress in a manner that enhances a positive image of the District;
4. dress in a manner that doesn't interfere with the educational process and does not compromise reasonable standards of health, safety and decency and
5. be prohibited from wearing political buttons, pins or t-shirts at work during work hours.

The Board/Superintendent or designee retains the right to address any dress and grooming issues that are deemed inappropriate.

Policy GBCC

Drug-Free Workplace

Comply with Collective Bargaining Agreement

No employee shall unlawfully manufacture, distribute, dispense, possess or use any narcotic drug hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol or any other controlled substance, as defined in state and federal law, in the workplace.

“Workplace” is the site for the performance of any work done in connection with the District. The workplace includes any District building, property, vehicles or Board-approved vehicle used to transport students to and from school or school activities (at other sites off District property) or any school-sponsored or District activity, event or function, such as a field trip or athletic event in which students are under the jurisdiction of District authorities.

As a condition of employment, each employee shall notify his/her supervisor, in writing, of his/her conviction of any criminal drug statute for a violation occurring in the workplace as defined above, not later than five days after such conviction.

Employees who hold a CDL must comply with the drug testing procedures outlined in board policy EEACD and regulation EEACD-R.

Policies EEACD / GBP / Reg. EEACD-R

Employee-Student Relations

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

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

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

Employees shall use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines:

1. Employees shall not make derogatory comments to students regarding the school, its employees and/or other students.
2. The exchange of purchased gifts between employees and students is discouraged.
3. Employee-sponsored parties at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.
4. Employees shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
5. Employees shall not associate with students at any time in any situation or activity that could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
6. Dating between employees and students is prohibited.
7. Employees shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
8. Employees shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
9. Employees shall not send students on personal errands.
10. Employees shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
11. Employees shall not attempt to diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or

family relationships but, instead, should refer the student to the appropriate individual or agency for assistance.

12. Employees shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.

Social Networking Websites

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

Violations of this section will result in employee and/or student discipline in accordance with state law, Board policies and regulations, the employee and student Codes of Conduct and handbooks and/or employee collective bargaining agreements. Nothing in this section prohibits District employees and students from the use of education websites and/or use of social networking websites created for curricular, cocurricular or extracurricular purposes.

Policy GBH (Also JM)

Equal Opportunity Employment / Nondiscrimination

The District shall provide equal opportunities for employment, retention and advancement of all employees regardless of race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, military status or disability.

The Board's policy of nondiscrimination extends to students, employees, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability or military status.

The Board does not discriminate on the basis of legally acquired genetic information.

The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means including the use of electronic communications devices, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual.

Employees who engage in discrimination of another employee or student shall be subject to disciplinary action.

Permission, consent or assumption of risk by an individual subjected to discrimination does not lessen the prohibition contained in this section.

No one shall retaliate against an employee or student because he/she files a grievance; assists or participates in an investigation, proceeding or hearing regarding the charge of discrimination of an individual; or because he/she has opposed language or conduct that violates this section.

Policies AC / GBA

Evaluations

Comply with Collective Bargaining Agreement

Teachers

Refer to board adopted policy AFC-1, (Also GCN-1) Evaluation of Certified Staff (Ohio Teacher Evaluation System

Certified Employees not subject to OTES

Certified employees not subject to OTES shall be evaluated in accordance with the negotiated agreement and/or applicable Board policies and procedures.

Classified Employees

1. All regular classified employees will be evaluated annually by their immediate supervisors.
2. Written evaluations will be completed at the end of the first 120 days of employment for new employees and by June 1 of each year for all other classified personnel.
3. The supervisor will assess the employee on the basis of work performance and abilities. Evaluation forms will be completed in triplicate. An additional narrative

report will be written if necessary. The supervisor will also submit his/her recommendation regarding continued employment of the employee.

4. After completing the evaluation form, the supervisor will conduct a conference with the employee to discuss:
 - A. the reasons for the performance evaluation and
 - B. the areas in which work performance should be improved.
5. The supervisor and the employee will sign the evaluation form at the close of the conference.
6. One copy of the completed evaluation form will be included in the employee's personnel file; one copy will be given to the employee. The employee will have access to the evaluation reports in his/her personnel file.

Policies AFC-1 (Also GCN-1) / AFC-2 (Also GCN-2)/ AFD (Also GDN) and Regs. AFC-2-R (Also GCN-2-R / AFD-R (Also GDN-R)

Expense Reimbursements

Comply with Collective Bargaining Agreement

Employees who incur expenses in carrying out their authorized duties shall be reimbursed by the District upon submission of a properly approved expense voucher with supporting receipts as required by administrative regulations. Expenses may be approved and incurred within the limits of budgetary allocations for the specific type of expense.

All expenses must have prior approval from the Superintendent or his/her designee.

Employees are prohibited from accepting, soliciting or using the authority or influence of his/her position to secure, for personal travel, a discounted or "frequent flyer" airline ticket or other benefit from an airline if they have obtained or earned the ticket on official travel. Any miles earned become the property of the District and must be used for future official travel by District employees or the Board.

A traveler on official school business is expected to exercise the same care in incurring expenses as a prudent person exercises in traveling on personal business. Excessive costs, such as those caused by circuitous routes or luxury services or accommodations, are not considered prudent, nor are they accepted for reimbursement.

The following regulations apply to travel and other types of reimbursable expenses directly related to the performance of District business.

1. Travel Requests: These must be submitted 30 days in advance through the appropriate administrators to the Superintendent/designee.
2. Transportation: All modes of transportation are authorized consistent with the requirements of the assignment and the efficient and economic conduct of official business. Travel is by the most direct route.
 - A. Automobile: Reimbursement is made at the IRS rate set in January each year. This is the maximum rate regardless of the number of passengers. Parking charges, as well as toll and ferry charges, are reimbursable.
 - B. Travel by Public Conveyance: Round-trip tickets should be purchased if these offer a price advantage. Approval is for coach fare only.
 - C. Local Transportation: Local transportation such as taxicabs, airport limousines and buses should be used when justified.
 - D. Car Rentals: Rental cars may be used only in cases of emergencies or when no other means of local transportation is practicable and the rental has been preapproved. Emergencies include: canceled airline flights or change in destination due to inclement weather or other circumstances.

3. Subsistence

- A. Lodging: Any person on official District business who must secure lodging in connection with that business is entitled to reimbursement for the cost of a single room. If the traveler is accompanied by his/her spouse, lodging expenses are reimbursed at the single occupancy rate.
- B. Meals: Meals consumed by any person on official business will be reimbursed at cost up to approved limits:

breakfast	\$15
lunch	\$20
dinner	\$30

The Superintendent has the right to permit additional money for meals if the request is accompanied by a receipt and the amount is not excessive.

4. Other Reimbursable Expenses

- A. Telephone and Postage: Telephone toll calls from or to the District must be charged to the District office, thereby eliminating a claim on an expense voucher. Calls other than from or to the District should be charged whenever possible to the District. If an expense for telephone, postage or certified or registered mail must be paid in cash, the claim may

be made on an expense voucher as a “miscellaneous expense.” An explanation must be given, such as the origin and destination of the call. A receipt should be obtained.

- B. Conference Registration Fees: Conference and convention registration fees are reimbursable as a miscellaneous expense on the travel expense voucher. Registration fees in excess of \$50 or more may be requested for advance payment to the agency by separate purchase order prior to the event.
- C. Gratuities: Staff members are reimbursed with bona fide documentation for gratuities for any meals while on professional leave in the performance of their duties within the limits of prior approved meal reimbursements.

5. Expense Voucher and Receipts

Reimbursement for expenses is obtained by submitting an expense voucher within 30 days after the expense is incurred. Vouchers submitted later are subject to delays in payments.

The signed original is required.

- A. Attachments to Expense Voucher: Receipts are required for cash expenditures in excess of \$1.00 for travel by public conveyance; local transportation; car rentals; parking, toll bridge and ferry charges; lodging; meals and conference and convention registration fees.
- B. Payment of Travel Voucher: Checks for vouchers will be mailed to the address shown on the voucher.

Policy DLC / Reg. DLC-R

Family and Medical Leave Act (FMLA)

Comply with Collective Bargaining Agreement

Refer to Board policy GBR, Family and Medical Leave and Board Regulation GBR-R, Family and Medical Leave.

See Appendix A for Employee Rights and Responsibilities under the FMLA.

Policy GBR / Reg. GBR-R

Field Trips

All field trips sponsored by the District are educational in nature and are directly related to the subject matter and the course objectives of instruction at the particular grade level. Field trips are lessons and are to be planned as such, with objectives determined in advance. Appropriate instruction should precede and follow each field trip. All field trips must be approved by the Board or its designee.

To the extent feasible, community resource persons and organizations are involved in planning and conducting field trips so that students derive the greatest educational benefit from the trip.

Non-School-Sponsored Field Trips

Non-school-sponsored field trips organized by employees acting as independent contractors/agents involving students on a volunteer, self-supporting basis are not approved by the Board and are not considered a part of the curriculum. Responsibility for privately planned field trips or tours rests with the individuals and agency sponsoring them. The Board assumes no legal or financial responsibilities for non-school-sponsored field trips.

If recruitment of students for a field trip is sought through the schools, the recruitment request shall be made with approval of the Superintendent. Recruitment efforts shall not occur during class time or the employee's workday.

Travel Vendor Compensation

Any compensation paid by a private travel vendor to a District official or employee, after the official or employee has participated in selecting the vendor to provide a field trip, is considered "public money" and must be returned to the District.

All travel arrangements must be in compliance with District field trip regulations and approved by the Superintendent/designee.

Eligible Participants

In most cases, an entire class takes part in a field trip. From time to time, however, trips may be planned for a smaller group (when, for example, the place to be visited can accommodate only a small group or when the trip is appropriate for only a few students working together on a project). The Board also wishes to make it possible for an individual student to experience a field trip if such a trip would provide instructional benefits.

In all cases, when only part of a class goes on a field trip, the administration ensures that satisfactory arrangements are made for the instruction of those staying in school and adequate transportation and supervision are provided for those who are going on the trip.

Distance and Duration

1. Regular field trips are those which take place within the community or to places near enough so that they can be accomplished during one school day.
2. Extended field trips are:
 - A. of several days' duration when school is not in session (e.g., a trip to Washington, D.C.; language class trips to Canada and Mexico) or
 - B. within the state and involving more than one day's time while school is in session.

Permission for extended field trips must be secured from the Superintendent, subject to approval by the Board.

Field trips out of the state while school is in session are not normally approved. the Board considers special requests for such trips when they are necessary to a curricular or cocurricular purpose, well-planned, adequately chaperoned and satisfactorily financed.

Parental Permission

Written permission from parent(s) must be obtained prior to any student's participation in a school-sponsored field trip.

Expenses

Field trips that are part of the instructional program and do not involve overnight stays may be paid for by the District.

Field trips that are part of the school's extracurricular activities (such as sports spectator trips, band trips, etc.) and/or trips that involve overnight stays usually involve some expense to the participating student. The administration is careful that such trips do not proliferate to the point at which the expense becomes a burden for the parents.

Fund drives are allowed under the Board's policies governing student gifts and solicitations and student fundraising activities. In no case may a student be prevented from participating in a field trip solely because of inability to pay.

Regulations Governing Field Trips

It is the responsibility of the Superintendent to set Districtwide regulations for field trips and each building principal to set rules for his/her school that comply with Board policy and District regulations.

Fraud Reporting System (Auditor of State)

The Ohio Auditor of State's office maintains a system for the reporting of fraud, including misuse of public money by any public official or public office. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll-free number, the Auditor of State's website or through the United States mail.

Employees may use any of the following methods to report suspected fraud to the Auditor of State:

Telephone: 1-866-FRAUD OH (1-866-372-8364)

US Mail: Ohio Auditor of State's office
Special Investigations Unit
88 East Broad Street
P.O. Box 1140
Columbus, OH 43215

Web: www.ohioauditor.gov

Additional information on fraud reporting is available on the District website.

Grading Scales

The administration and certified staff devise grading systems for evaluating and recording student progress. The records and reports of individual students are kept in a form that is understandable to parents as well as teachers.

The Board approves the grading and reporting systems as developed by the faculty, upon recommendation of the Superintendent. The grading and reporting systems, along with the grading scale, are outlined in the student handbooks.

There are fundamental principles that must guide all instructors in the assignment of marks and achievement.

1. The achievement mark in any subject should represent the most objective measurement by the teacher of the achievement of the individual. A variety of evaluation measures are used and accurate records are kept to substantiate the grade given.
2. An individual should not receive a failing grade unless he/she has not met stated minimum requirements.

3. Grades are a factor used to motivate students. Poor or failing grades should trigger a variety of instructional and intervention activities to assist the student in achieving better grades by the next grading period, if possible.

Policies IKA / IKAB

Grievance Procedure

Comply with Collective Bargaining Agreement

Certified employees

Employees who are members of a recognized employee bargaining unit shall use the grievance procedure set forth in their collective bargaining agreement.

The definition of what constitutes a grievance shall be the one in the respective collective bargaining agreement.

Classified employees

The Board has developed reasonable and effective means of resolving grievances in order to secure proper and equitable solutions at the lowest possible level. The Board intends, in these grievance procedures, to expedite the process for all parties concerned.

For the purposes of this section, the following definitions shall apply:

1. Grievance – A grievance is an alleged violation of state laws or regulations; the policies, rules or regulations of the Board, or written administrative procedures.
2. Conferee – A conferee is a fellow employee, department head, supervisor, administrator or legal counsel.
3. Grievant – A grievant is a single certified or classified employee of the Board.
4. A day – A day is any day that the Board administrative offices are open for business.

The time limits provided for in this section may be extended by mutual written agreement of the parties. Any decision not appealed within the limits from one level to the next level in the grievance procedure shall be considered settled on the basis of the last decision and not subject to further appeal.

There shall be no reprisals taken against any employee because of participation in a grievance, and under no circumstances will the procedure constitute a reflection on the employment record of the employee except to the extent that grievances must be

maintained as a public record. Employees shall not conduct reprisals against the Board based on the grievance procedure.

1. Informal Level

Alleged grievances should be discussed in private, informal conferences with the grievant's immediate supervisor or administrator and without conferees.

2. Level One

A. Within three working days after the occurrence of the act or omission giving rise to the grievance, the grievant must present his/her grievance in writing to the administrator/supervisor with immediate administrative responsibilities for the position to which the complainant is assigned.

B. This statement shall be a clear, concise statement of the grievance.

C. Copies of this statement may be sent to the conferees.

D. Within five working days, the administrator shall communicate his/her decision to the employee in writing.

(1) Either party to the grievance shall have the right to request a personal conference in order to resolve the grievance. Either party may request the presence of one conferee.

3. Level Two

A. In the event the employee is not satisfied with the decision at Level One, he/she may appeal the decision in writing to the superintendent within five working days after receiving it.

B. This written statement should include:

(1) a copy of the original grievance;

(2) the decision rendered;

(3) the name of the appellant's conferee, if any; and

(4) a clear, concise statement of the reasons for the appeal from the decision.

C. The Superintendent shall communicate the decision to the grievant within 10 working days.

4. Level Three

- A. Within five working days after receiving the decision of the Superintendent, the grievant may, on his/her own or through his/her conferee, appeal the decision in writing to the Board.
- B. The Board shall schedule the matter for a hearing to be held at the next regularly scheduled Board meeting.
- C. The grievant and/or his/her conferee shall be present at the hearing.
- D. Within 10 working days, the Board will submit its decision, in writing, together with supporting reasons to the grievant. A copy shall be furnished to the administrators/supervisors involved and the Superintendent.
- E. The decision of the Board is final.

Hazing and Bullying

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended.

Throughout this section, the term bullying is used in place of harassment, intimidation and bullying.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this section.

The District shall include, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction shall include recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices or electronic means, are inconsistent with the educational process and are prohibited at all times.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees must be particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students shall be informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents shall be reported immediately to the Superintendent/designee and appropriate discipline is administered.

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

The administration shall provide training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training shall be provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with state and federal law.

Retaliation is prohibited against any employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

School Personnel Responsibilities and Complaint Procedures

Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing bullying and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the

use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

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

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “cyber bullying”), such as the following:
 - A. posting slurs on websites, social networking sites, blogs or personal online journals;
 - B. sending abusive or threatening emails, website postings or comments and instant messages;
 - C. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
 - D. using websites, social networking sites, blogs or personal online journals, emails or instant messages to circulate gossip and rumors to other students.
6. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention shall be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

Teachers and Other School Staff

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

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

Complaints

1. Formal Complaints

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

2. Informal Complaints

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

3. Anonymous Complaints

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

4. False Complaints

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

Intervention Strategies

1. Teachers and Other School Staff

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

School personnel may find opportunities to educate students about harassment, hazing, intimidation and bullying and help eliminate such prohibited behaviors through class discussions, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of harassment, hazing, intimidation or bullying.

2. Administrator Responsibilities

A. Investigation

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

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

B. Nondisciplinary Interventions

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

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

C. Disciplinary Interventions

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action.

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

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

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

Report to the Custodial Parent or Guardian of the Perpetrator

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

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

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

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

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

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

Police and Child Protective Services

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

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

Policy JFCF / Reg. JFCF-R

Health and Safety

1. Bloodborne Pathogens

The District is committed to protecting the health and safety of all District employees. The following procedures are precautionary measures against the transmission of diseases. Prudent actions are to be employed by all employees.

Training

All employees with occupational exposure participate in a training program. This training shall be provided at the time of initial assignment to tasks where

occupational exposure may take place, and annually thereafter. This training shall be conducted by the school nurse and shall include epidemiology, symptoms, and transmission of bloodborne pathogen diseases while incorporating requirements of Federal and State law.

Training records will be completed and maintained for each employee with occupational exposure. These records will be maintained for at least three years and kept in the clinic. The training records will include the dates of the training sessions, the contents or a summary of the training sessions, the name and qualification of person conducting the training, and the names and job titles of all employees attending the training sessions. Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days.

Vaccination

The District shall make available the hepatitis B vaccine and vaccination series to all employees who have occupational exposure. In addition, post-exposure evaluation and follow-up will be provided to all employees who have had an exposure incident. These will be made available at no cost to the employee at a reasonable time and place, and shall be performed by or under the supervision of a licensed physician or health care professional. All lab tests will be conducted by an accredited laboratory at no cost to the employee.

Employees may decline the option of receiving the hepatitis B vaccination. If this option is declined, employees must sign a statement declining this vaccination (included as Appendix B). Employees who initially declined the hepatitis B vaccination but at a later date decide to accept the vaccination while still covered under the standard, will have the vaccine provided at no cost.

Employee classification

Employees having reasonably anticipated occupational exposure in the District include personnel trained in First Aid, employees who may have contact on occasion with students or other employees in an injured/ill state, or employees who have contact with infectious materials from cleaning activities and therefore qualify under the requirements of this standard. Departments where employees are at risk of exposure include classroom teachers, aides, recess monitors, physical education teachers, shop teacher, bus drivers, custodians, and the school nurse or other first aid providers such as secretaries. All employees at Spencerville Local School District are covered under this program.

Job duties that could cause exposure include:

- applying first aid for cuts, scrapes, puncture wounds, compound fractures, or burns of students and employees.

- assisting students and employees in an emergency situation such as an accident or fight.
- continuing care and treatment of student's or employee's injuries, such as changing bandages or cleaning wounds.
- cleaning up blood and other potentially infectious material including emptying waste receptacles.

Procedures

These procedures are a review of appropriate hygienic and sanitation practices for all employees. Employees should encourage students to follow these procedures.

1. Universally recognized precautions are to be followed at all times. Universally recognized precautions require the assumption that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV, HBV, HCV and/or other bloodborne pathogens. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.
2. Whenever possible, a student should be directed to care for his/her own minor bleeding injury. This includes encouraging students to apply their own Band-Aids. If assistance is required, Band-Aids may be applied after removal of gloves if the caregiver will not come into contact with blood or wound drainage.
3. Engineering and work practice controls shall be used to eliminate or minimize employee exposure. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be used. Engineering controls shall be examined and maintained or replaced on a regular schedule to ensure their effectiveness. Personal protective equipment shall be provided without cost to employees, and will be chosen based on anticipated exposure to blood or other potentially infectious materials. The protective equipment will only be considered appropriate if it does not permit blood or other potentially infectious materials to pass through or reach the employee's clothing, skin, eyes, mouth or other mucous membranes. Protective equipment may include gloves, repellent gowns, aprons or jackets, and face and/or eye shields.

Gloves shall be worn when it can be reasonably anticipated that the employee may have contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin, and when handling or touching contaminated items or surfaces. Gloves shall not be washed or reused, and should be discarded after use. After removal of gloves or other

personal protective equipment, employees shall immediately wash their hands with soap and water.

Maximum protection with gloves, face and/or eye protection, and gowns are required whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated. Such tasks may include feeding a child with a history of spitting or forceful vomiting and assisting with severe injury and wound with spurting blood.

Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.

4. Hand washing facilities will be readily accessible to all employees. Complete and effective hand washing of at least 10 seconds duration should follow any first aid or health care given a student or contact with potentially infectious materials.
5. In the event hand washing facilities are not readily available; thorough cleaning, using an antiseptic cleanser and clean cloth/paper towels or antiseptic towelettes provided by the District as an alternative, is necessary. In the event alternatives are used, hands must be washed with soap and running water as soon as possible.
6. If exposure to blood or other potentially infectious materials occurs through coughing, any first-aid procedure, or through an open sore or break in the skin, thorough washing, preferably with germicidal soap, is necessary.
7. Any surface contaminated with blood or other potentially infectious materials must be cleaned after each use and at the end of the day with soap and water and then rinsed with an EPA-approved disinfectant*. These surfaces include equipment, counters, mats (including those used in physical education and athletic events) or changing tables.
8. An EPA-approved disinfectant* must be used when cleaning fluids such as blood or vomit from the floor or other such contaminated surfaces.
9. Contaminated laundry such as clothing and towels must be placed and transported in bags and containers in accordance with the District's universally recognized precautions. All such items must be laundered in hot or cold water and soap and placed in a dryer.
10. Needles, syringes, broken glassware and other sharp objects found on District property must not be picked up by students at any time, nor by employees without appropriate puncture-proof gloves or mechanical device

such as a broom, brush and dustpan. Any such items found must be disposed of in closable puncture-resistant, leak-proof containers that are appropriately labeled or color-coded. Containers for contaminated sharps will be easily accessible to employees and located as close as feasible to the immediate area where sharps are used. Sharps containers will be maintained in an upright position, and not allowed to overfill. When moving or disposing of used sharps containers, the containers will be closed immediately, and placed in a secondary container if leakage is possible.

11. All bins, pails, cans, and similar receptacles intended for reuse which have a reasonable likelihood for becoming contaminated with blood or other potentially infectious materials will be inspected and decontaminated on a regularly scheduled basis and cleaned and decontaminated immediately or as soon as feasible upon visible contamination. All wastebaskets used to dispose of potentially infectious materials must be lined with a plastic bag liner that is changed daily.

* EPA-approved disinfectants which can be used include Lysol, Purex, Clorox, Tough Act bathroom cleaner, Dow bathroom cleaner, Real Pine liquid cleaner, Pine Sol, Spic and Span, Tackle liquid, Comet and other products with EPA numbers.

Reporting requirements and follow up procedures

When an employee incurs an exposure incident, it should be reported to the Superintendent's office as soon as it is feasible, and an Exposure Incident Report form completed, along with the Accident Report form used by the district. These forms are included in Appendix B. Following a report of an exposure incident, the District shall make available to the exposed employee a confidential medical evaluation and follow-up. This evaluation shall include documentation of the routes of exposure and the circumstances under which the exposure occurred, as well as the identification and documentation of the source individual, unless it is prohibited by law or infeasible. The employee will be offered the option of having their blood tested for HIV/HBV/HCV serological status. The employee will be given information from the evaluating health care professional on medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment. Written opinions will be issued after the employee is sent to receive the Hepatitis B vaccine, or when the employee is sent to a health care professional following an exposure incident. The employee will receive a copy of the evaluating health care professional's written opinion within 15 days of the completion of the evaluation.

Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with Federal regulations. This record shall include the name of the employee, a copy of the employee's hepatitis B vaccination and any medical records relative to the employee's ability to receive vaccination. A copy of the all

results of examinations, medical testing, and follow-up procedures shall also be maintained in these records, along with a copy of the health care professional's written opinion. A copy of the information provided to the health care professional shall also be kept in these records. All information in these records will be kept confidential and will not be disclosed without the employee's express written consent. The District maintains the required records for at least the duration of employment plus thirty years in accordance with Federal regulations.

Policy EBBC

2. Communicable Diseases

In order to protect the health and safety of students and employees, the District shall follow all state laws and Ohio Department of Health regulations pertaining to immunizations and other means for controlling communicable diseases that are spread through casual contact in the schools.

All students with signs or symptoms of diseases suspected as being communicable to others are to be given immediate attention and sent home if such action is indicated.

Any student suspected or reported to have a communicable disease shall be examined by a school nurse or public health nurse. Upon the recommendation of the nurse, the student may be excluded from school. Re-admission is dependent upon a decision by a physician, school nurse or public health nurse.

Building administrators will educate employees about the building level plan for how to identify, detect and report communicable diseases, when to isolate students from other students, when to exclude students from school, what should be done to educate excluded students and how to integrate infected students back into the classrooms.

Policy JHCC

3. First Aid

- A. The school nurse or other trained person is responsible for administering first aid in each building. An emergency medical service will be called in case of serious illness or injury.
- B. The parents/guardian of all students are asked to sign and submit an emergency medical authorization form that indicates the procedure they wish to be followed in the event of a medical emergency involving their child. The forms are kept readily accessible in the K-12 building office.
- C. Only emergency care and first aid are provided. The school nurse or other trained person shall provide training for first-aid treatment and emergency

care for various types of illness and injury. Use of medications is limited to topical applications as directed by a physician for certain types of injuries or to such medication as might have been officially authorized for an individual student.

- D. In cases in which the nature of an illness or an injury appears serious, the parent(s)/guardian shall be contacted and the instructions on the student's emergency card shall be followed. In extreme emergencies, arrangements may be made for a student's immediate hospitalization whether or not the parent(s)/guardian can be reached.
- E. No elementary student who is ill or injured shall be sent home alone. Junior and senior high students may be sent home if the illness is minor and the parents/guardian, who have authorized such dismissal on the emergency medical forms, have been informed in advance.
- F. Board-approved procedures shall be followed to guard against athletic injuries and to provide care and emergency treatment for injured athletes.

Use of Automated External Defibrillators (AEDs)

Employees should familiarize themselves with the locations of the AEDs within each building. The District will provide annual AED training, and only employees who have completed the required training are authorized to use the AED. A list of trained employees shall be kept in each building.

The following considerations are taken when considering placement and use of AEDs in the district.

General

1. Children and adolescents are at low risk for sudden cardiac arrest.
2. Sudden death related to undetected heart anomalies appears to occur most often in high school athletes.
3. Teaching staff, school support staff and other adults use school buildings and attend school-sponsored events.
4. Adults over age 50 are five times more likely to experience sudden cardiac arrest than children and adolescents.

Specific

1. The age and cardiac histories of school staff.

2. The types of activities and events hosted in the school buildings and the populations in attendance.
3. The types of policies and procedures that are already in place to support student and staff wellness, e.g., required physical exams and injury prevention efforts.
4. The attention currently given to the use of protective sports equipment and equipment safety measures.
5. Whether there is a history of student or staff deaths.
6. The availability and response times for emergency medical services, including 911 access and AED availability among first responders such as police, ambulance and fire departments.
7. The relative effectiveness of the District's current crisis plan in dealing with sudden cardiac and other emergencies, and how the use of AEDs would fit in with the rest of the crisis plan.
8. Consideration of legal issues such as informed consent.

Key Elements

1. A core emergency response team of trained personnel, including the school nurse, and a method to activate this team.
2. A well-defined emergency plan that clearly states all policies and procedures relative to the use of an AED.
3. Strategic placement and availability of the AED unit(s), preferably within four to five minutes of those needing the AED.
4. A rapid and effective communication system, especially regarding events held at remote locations.
5. Training of appropriate staff in CPR, including the use of an AED.
6. Regular maintenance of the AED unit(s) according to the manufacturer's specifications.
7. Periodic testing and repair replacement of nonfunctioning units.
8. Reporting the use of an AED to a collaborative emergency health care provider, who in turn is required to report to the regional Emergency Medical

Services Council.

9. Physician oversight.

District Procured EpiPens

Employees who have been authorized to use and are trained in use of District procured EpiPens should follow these procedures for use of District procured EpiPens. Employees should also follow any other instructions provided by the nurse.

1. Do not delay treating anaphylaxis – every second counts and could save a life. It may be given for a known allergy such as a food or medication allergic reaction or insect sting reaction, or an unknown allergen,
2. An EpiPen should be used immediately for severe symptoms of anaphylaxis. Examples include: shortness of breath, wheezing, pale skin, weak pulse, dizziness, tightness of throat, hoarseness, trouble swallowing or breathing, obstructive swelling of tongue and/or lips.
3. The EpiPen should be given in the middle outside of either thigh and will go through clothing. The individual should note the time of each injection. The EpiPen Jr. (0.15mg) should be administered for anyone weighing 33-66 lbs. The EpiPen (0.3mg) should be administered for anyone weighing more than 66 lbs. Do not delay administering EpiPen to obtain weight.
4. The employee must stay with the individual and a call must be made to 911.
5. Maintain airway, monitor circulation and start CPR as necessary.
6. Keep the individual quiet, lying on back if possible.
7. If no improvement is made within five minutes a second dose should be administered.
8. When emergency medical services (EMS) arrive provide them with observed signs and symptoms of anaphylaxis, time EpiPen(s) administered and also send used EpiPen(s) with EMS to hospital.

Policy EBBA / Reg. EBBA-R

4. Food Allergies

Employees shall familiarize themselves with the Board policy and building-specific plan for food allergy management. Teachers of students with food allergies will be

notified when necessary as part of the student specific written food allergy management plan. Care should be taken to not draw undue attention to students with food allergies. Employees should strive to create a healthy, allergy conscious environment in the individual classrooms.

Policy EFH

5. Safety

A. Electronic Surveillance — Electronic surveillance may occur on school property and/or in school vehicles in areas where there is no reasonable expectation of privacy.

1. Cameras

Surveillance cameras may be used both inside and outside of buildings and on school vehicles to assist in the security of students, staff and property.

1. Cameras are not positioned in areas where individuals have a reasonable expectation of privacy.
2. The administration provides prior written notice to staff, students and parents/guardians that electronic surveillance may occur on school property or in school vehicles. In addition, appropriate signs are posted in building entrances and at other locations deemed appropriate by the administration to inform visitors that electronic surveillance may occur on District property
3. The use of cameras in transportation vehicles is supervised by the building principals and the transportation supervisor.
4. The use of cameras is subject to District policies concerning the confidentiality of student and staff records.
5. Surveillance cameras are used only to promote the order, safety and security of students, staff and property.

2. Metal Detectors

The administration is authorized to use stationary or mobile metal detectors at its discretion.

Notices are posted at each main doorway and in student handbooks explaining that weapons are not permitted at school and that students may be required to submit to a metal detector check.

1. Prior to beginning metal detector checks, an administrator or law enforcement officer explains the process to the student body, emphasizing that checks are intended to maintain a safe school environment. Any search of a student's person as a result of activation of the detector is conducted in private.
 2. The administrator or officer checks each student by visually searching his/her locker and having them bring contents to a checkpoint.
 3. The administrator or officer will ask the student to remove all metal-containing objects from his/her clothing and personal effects. The administrator/officer scans the student without touching him/her, as well as the student's personal effects. If the student refuses to cooperate, the administrator/officer may proceed with the check in the presence of another adult.
 4. If the metal detector is activated during scanning of the student's effects, the administrator/officer opens the student's bag, purse, etc., and looks for weapons. If the detector is activated during scanning of the student's person, the student is given a second opportunity to remove any metal-containing object from his/her person.
 5. If the metal detector is again activated, a same-sex administrator/officer conducts a pat-down search of the student's outer clothing in the area where the metal detector was activated. If the administrator/officer feels an object on the student's person, the student is given an opportunity to remove the object. If the student refuses, the administrator/officer escorts the student into a private room and removes the object from the student in the presence of an adult witness of the same sex.
 6. If a properly conducted search yields a weapon or any other illegal material, it is turned over to the proper legal authorities for ultimate dispositions.
- B. Weapons and Threats of Violence — Possession of weapons on school property or threats of violence by employees will result in appropriate disciplinary action, up to and including termination.
- C. Duty to Report — Employees shall report any information concerning weapons or threats of violence by other employees, students or visitors to the appropriate administrator/ supervisor. Failure to report may subject the employee to disciplinary action. Any threat of immediate physical harm shall be reported to the appropriate local law enforcement.

Policies EBC / ECA / GBCB / KGB and Regs. EBC-R / ECA-R

6. Student Safety

In an attempt to ensure student safety, employees:

- A. shall not send students on errands that would require the student to leave school property and/or drive a vehicle;
- B. shall not attempt to diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance;
- C. shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background; and
- D. shall immediately report any suspected signs of child abuse or neglect.

In addition to instruction in safety, buildings are inspected annually to detect and remedy health and safety hazards. Employees shall immediately report to the building administrator any accident or safety hazard he/she detects.

Policy JHF

Holidays

Comply with Collective Bargaining Agreement

Official calendars shall be adopted annually by the Board. Holidays shall be determined according to the annual calendar.

When any of these days falls on a Sunday, classified employees will not be required to work on the following Monday. Employees are eligible for paid holidays only if they work the day before and the day after the holiday.

Because various classifications of classified personnel are scheduled to work a different number of months during the calendar year, the Board approved calendars inform all employees of the specific holidays to which their particular job classification is entitled.

Policies GCBE / GDBE

Hours of Work/Work Schedules

Comply with Collective Bargaining Agreement

Certified employees

Refer to collective bargaining agreement

Classified Employees

The standard workweek for classified employees is Sunday-Saturday. Employees should refer to their supervisor for the days and hours they are required to report for duty.

All classified employees must document their time in accordance with procedures outlined by their supervisor.

Insurance

Comply with Collective Bargaining Agreement

Certified employees

Refer to collective bargaining agreement

Classified Employees

Full time classified employees follow the teacher's negotiated agreement.

Part Time Classified Employees

Any part time classified employee with an effective date of hire of July 1, 2011 or beyond will be considered eligible for benefits in accordance with the following:

1. the minimum of 186 days at 8 hours a day will be considered full-time employment for the consideration of full-time health, dental and life insurance benefits
2. at least $\frac{1}{2}$ time status must be achieved to be eligible for $\frac{1}{2}$ time benefits, anything less will not be eligible for insurance benefits
3. a classified employee who works 186 days at the equivalent of four hours per day will only be eligible for $\frac{1}{2}$ time valued benefits (life insurance=\$20,000; health and dental: Board will pay half of full-time amounts)
4. benefits will be paid at $\frac{1}{2}$ (4 hour), $\frac{3}{4}$ (6 hours) or full-time (8 hours); therefore, classified employees must reach these levels to be eligible for either $\frac{1}{2}$, $\frac{3}{4}$ or full time payment of these benefits
5. classified employees may work more than one classified job to obtain more hours and therefore receive more paid benefits. (Example: a 4 trip/hour a day

bus driver would be ½ time but if they work an additional two hours in the cafeteria they would qualify for ¾ time payment of benefits).

Any part time classified employee hired before July 1, 2011 is grandfathered into the previous rules for eligibility and payment of health, dental and life insurance unless the employee denied benefits and enrolled after July 1, 2011 in which case they are subject to the above rules.

Variable Hour Employees (Certified and Classified)

Refer to Board regulations GCE-R, Part-time and Substitute Certified Staff Employment (Health Care Coverage) and GDE-R, Part-time and Substitute Classified Staff Employment (Health Care Coverage)

Interrogations and Searches

All employees shall abide by the District interrogations and searches policies and procedures.

Policy JFG / Reg JFG-R

Leaves

Comply with Collective Bargaining Agreement

1. Assault Leave

Certified employees

Refer to collective bargaining agreement.

Classified Employees

An employee shall be granted assault leave by the Superintendent or his/her designee in the event that the employee is absent due to physical disability resulting from an assault that occurs in the course of Board employment while the employee was performing his/her assigned duties.

Notification for the use of assault leave shall be on prescribed forms and shall be signed by the employee and, if applicable, the licensed physician of the employee.

Assault leave granted under this provision shall not be charged against sick leave earned or leave granted under other leave provisions.

2. Childbirth/Adoption Leave

Refer to teacher's collective bargaining agreement

3. Funeral Leave (or Bereavement Leave)

Refer to teacher's collective bargaining agreement

4. Jury Duty Leave

Employees who are called for jury duty are encouraged to serve unless excused by the appropriate judicial authority.

The Board shall pay to each employee serving as a juror the difference between his/her regular salary and the remuneration received for serving as a juror for each workday of jury duty. Employees shall provide official documentation for each day in attendance on jury duty and submit to the District the compensation they receive from the court. All leave must be documented in Kiosk.

5. Military Leave

The Board shall grant military leave and reemployment in accordance with Ohio Revised Code 3319.14 and 3319.085.

6. Personal Leave

Refer to teacher's collective bargaining agreement.

7. Professional Leave

Certified employees

Refer to collective bargaining agreement.

8. Sick Leave

Refer to teacher's collective bargaining agreement.

9. Unpaid Leave

Pursuant to Ohio Revised Code 3319.13, upon the written request of an employee, the Board may grant an unpaid leave of absence for a period of not more than two consecutive school years for educational, professional or other purposes, and shall grant such leave where illness or disability is the reason for the request. Upon subsequent written request by the employee, the Board may renew the unpaid leave. Upon the return to service of the employee at the expiration of the leave of

absence, the employee shall resume the contract status that he/she held prior to the leave of absence.

10. Vacation Leave (Classified Employees)

In any school year, non-teaching employees in the designated classifications who are employed on a 12-month basis shall be entitled to one week vacation with pay if they render six months continuing service prior to June 30 or two weeks vacation with pay if they render twelve months service. An employee who begins his/her work with the Board between January 1 and June 30 of any school year shall be entitled to no vacation in that school year, subject to review by the Superintendent.

The following vacation schedule shall be followed:

Anniversary of first year employment: 2 weeks

Anniversary of tenth year of employment: 3 weeks

Anniversary of twentieth year of employment: 4 weeks

Upon separation from employment, employees shall be entitled to compensation at their current rate of pay for all lawfully accrued and unused vacation leave at the time of separation.

In case of the death of an employee, such accrued and unused vacation leave and prorated portion for the current year shall be paid in accordance with Ohio Revised Code 2113.04 or to the employee's estate.

11. Witness Duty Leave

Employees who are called as a witness are encouraged to comply with the subpoena unless excused by the appropriate judicial authority.

The Board shall pay to each employee serving as a witness his/her regular salary while serving for each workday as a witness. Employees shall provide a copy of the subpoena and official documentation each day they serve as a witness.

If the witness duty arises from an action brought by the employee against the District, the employee shall be required to use his/her personal or vacation leave.

Policies G CBD / G CBE / G DBD / G DBE and Reg. G DBE-R

Meetings

Comply with Collective Bargaining Agreement

Employee meetings shall be periodically scheduled throughout the school year by the Superintendent/designee/supervisor. Employees are expected to attend the meetings related to their duties/position. Employees unable to attend an employee meeting shall notify their supervisor in advance.

Overtime/Compensatory Time

Overtime compensation is available to those employees who are non-exempt from the provisions of the Fair Labor Standards Act (FLSA). Employees' overtime eligibility is reflected in their job descriptions. Employees must receive prior approval from a supervisor before working overtime. Employees who begin work earlier or work later than their assigned hours must receive prior authorization from their immediate supervisor.

Employees covered by these provisions are required to complete a daily time record showing actual hours worked. Failure to maintain or falsification of such records may be grounds for disciplinary action.

Overtime is paid at the rate of one and one-half times the employee's regular hourly rate of pay for any hours actually worked over 40 in workweek. "Hours actually worked" shall exclude all paid leave including personal leave, sick leave and vacation leave.

Hours worked means all hours during which the individual is required to be on duty. This is generally from the required starting time to normal quitting time.

- Meal periods do not count as hours worked unless the individual is required to perform work duties during the meal period.
- Break periods of 20 minutes or less count as work time.
- Hours for which an employee is compensated for sick leave, but during which he/she does not actually work, are not computed as "hours worked" for the purposes of determining overtime eligibility.

Compensatory time

Individuals who work more than 40 hours during any workweek may be awarded compensatory time off. Compensatory time is awarded at the rate of one and one-half hours for each hour of overtime worked.

1. Compensatory time may be accrued up to 240 hours (160 overtime hours). The employee is compensated for time worked beyond this maximum accrual at the rate of one and one-half times his/her normal hourly rate of pay.
2. Efforts are made to permit the use of compensatory time at a time mutually agreed upon by the employee and his/her supervisor. When the employee's absence would unduly disrupt the District's operations, the District retains the

right to postpone compensatory time usage.

3. Individuals with unused compensatory time who are terminated or who terminate their employment are paid for unused compensatory time according to the following:
 - A. The rate of compensation is not less than the average regular rate received by the employee during the last three years of his/her employment or the final regular rate received by the employee, whichever is higher.

Policy GDKA / Reg. GDKA-R

Performance of Duties

Employees are required to perform their normal duties as assigned by the Superintendent or his/her designee. Employees who fail to perform their duties will be subject to disciplinary action up to and including termination in accordance with Board policy, laws and any relevant collective bargaining agreements.

Personnel Files

Comply with Collective Bargaining Agreement

1. Personnel files contain records and information relative to compensation, payroll deductions, evaluations and such information as may be required by state or federal law or considered pertinent by the Superintendent. Anonymous material or material from an unidentified source shall not be placed in an employee's file.
2. A personnel file for each employee shall be maintained in the District office. Employees will be notified whenever personal information is placed in their file.
3. State law requires that all public records be promptly prepared and made available for inspection to any member of the general public at all reasonable times during regular business hours. Upon request, the person directly responsible for personnel records is required to make copies available at cost, within a reasonable period of time.
4. The public has access to all records in the personnel file with the following exceptions:
 - A. medical records;
 - B. records pertaining to adoption, probation or parole proceedings;

- C. trial preparation records;
- D. confidential law enforcement investigatory records;
- E. Social Security number and
- F. records of which the release is prohibited by state or federal law.

Additional exceptions are listed in Ohio's Sunshine Law, Ohio Revised Code 149.43.

- 5. The District shall keep reports of investigations of employee misconduct in the employee's personnel file, unless the State Superintendent of Public Instruction or his/her designee determines that the report does not warrant taking action against the employee. If the State Superintendent of Public Instruction or his/her designee determines no action is warranted, the investigation report must be moved from the employee's personnel file to a separate public file.
- 6. Each employee has the right, upon written request, to review the allowable contents of his/her own personnel file. Personnel files must be reviewed in the presence of an appropriate human resource employee. No part of the personnel file shall be removed from the office by the employee.
- 7. Employees may make written objections to any information contained in the file. Any written objection must be signed by the employee and becomes part of the employee's personnel file after the appeal procedure outlined in the Ohio Revised Code. The appeal procedure permits any employee who disputes the accuracy, relevance, timeliness or completeness of information maintained in his/her file to compel the District to investigate the current status of the information.
- 8. Personnel records should be reviewed only within the confines of the Superintendent's office of the Board office.

Policy GBL

Public Records (Public's Right to Know)

The Board supports the right of the people to know about the programs and services of their schools and makes efforts to disseminate appropriate information. Each building principal is authorized and expected to keep the school's community informed about the school's programs and activities. The release of information of Districtwide interest is coordinated by the Superintendent.

Business of the Board shall be discussed and decisions shall be made at public meetings of the Board, except such matters required to be discussed in private

executive sessions. The official minutes of the Board, its written policies, its financial records and all other public records shall be open for inspection in the central office during the hours when the administrative offices are open.

Each Board member shall attend public records training every term for which he/she is elected to public office. However, the Board may, by resolution, designate one or more persons to attend public records training on its behalf. If so decided, the Board appoints a designee whenever the composition of the Board changes.

The District may ask that the identity of an individual requesting information and the reason the information is sought be in writing. The District first informs the requester that such disclosure is not mandatory, unless the request is for student directory information. The District also informs the requester that providing such information in writing enhances the District's ability to identify, locate or deliver the records sought. The District may also ask that the request be put in writing, but notifies the requester that it is not mandatory to do so.

Any individual who wants to obtain or inspect a copy of a public record may request to have the record duplicated on paper, on the same medium on which the record is kept or on any other medium that the Superintendent/designee determines reasonable. If the request is ambiguous or overly broad, the District informs the requester of the manner in which records are maintained and accessed in the ordinary course of business and allows the requester to revise the request.

Records pertaining to individual students and other confidential materials are not released for inspection. Only that information deemed "directory information" may be released from an individual student's file, and only after complying with the regulations prepared by the administration for the release of such information. Student directory information is not released for profit-making purposes or when parents have affirmatively withdrawn their consent to release in writing. Student records that consist of "personally identifiable information" generally are exempt from disclosure.

All records responsive to the request are made available in a reasonable period of time. The District makes the requester aware of any information that is exempt from disclosure requirements by notifying the requester of any redacted information or by making redactions in a plainly visible manner. If a public records request is denied, the District provides an explanation with legal authority for the denial of the request. This explanation is provided in writing if the request is made in writing or if the Superintendent/designee determines written explanation is necessary.

The Superintendent/designee transmits the information sought by mail or by any other means of delivery requested, if the method is reasonably available. The number of mail requests sent to any one person may be limited to 10 a month unless the person certifies, in writing, that neither the records nor the information in them will be used for commercial purposes.

A fee may be charged for copies and/or delivery. The District may require the fee charged for copies and/or delivery be paid in advance.

The Board's public records policy is posted in a conspicuous location in the central office and in all other District buildings and employee handbooks provided by the District. The policy is distributed directly to the records custodian and receipt of the policy by the custodian is acknowledged. A copy of the records retention schedule is maintained and readily available to the public in the central office.

Policy KBA

Reduction in Force (RIF) of Certified Employees

Comply with Collective Bargaining Agreement

Pursuant to state law, the Board may reduce the number of teachers upon the return to duty of regular teachers after leaves of absence, suspension of schools, territorial changes affecting the District, decreased enrollment of students in the District or for financial reasons. The procedures used are outlined in the collective bargaining agreement.

Policy GCPA

Reduction in Force (RIF) of Classified Employees

Pursuant to state law, a reduction in force (RIF) can occur when the Board decides that it will be necessary to make a reasonable reduction in the number of nonteaching employees for any of the following reasons:

- return to duty of nonteaching employees after leaves of absence
- suspension of schools
- territorial changes affecting the District
- financial reasons

The Board shall suspend contracts in accordance with the recommendation of the Superintendent, who shall, within each pay classification affected, give preference first to employees under continuing contracts and then to employees on the basis of seniority.

Rather than suspend a contract in whole, the Board may, on a case-by-case basis, suspend a contract in part, so that an employee is required to work a percentage of the time he/she otherwise is required to work under the contract. The employee will receive a commensurate percentage of the full compensation the employee otherwise would

receive under the contract.

An employee whose continuing contract is suspended shall have recall rights to continuing service status by the Board in order of seniority of service in the District if and when a nonteaching position for which the employee is qualified becomes vacant or is created.

An employee whose continuing contract has been suspended under this section shall not lose recall rights to continuing service status by reason of having declined recall to a position requiring fewer regularly scheduled hours of work than required by the position the employee last held while employed in this District.

Policy GDPA

Reporting Child Abuse

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

To ensure prompt reports, building administrators shall inform their employees of reporting procedures. Employees should follow the reporting procedures for their building. A person who participates in making such reports is immune from any civil or criminal liability, provided the report is made in good faith.

Each person employed by the Board as a school nurse, teacher, counselor, school psychologist or administrator shall complete at least four hours of in-service training in the prevention of child abuse, violence and substance abuse, school safety and the promotion of positive youth development within two years of commencing employment with the District, and every five years thereafter.

In addition, middle and high school employees who work as teachers, counselors, nurses, school psychologists and administrators shall receive training in dating violence prevention. The training must occur within two years of commencing employment and every five years thereafter.

Policy JHG

Severance Pay

Comply with Collective Bargaining Agreement

Refer to teacher's collective bargaining agreement

Policy GCPCA

Sexual Harassment

Comply with Collective Bargaining Agreement

All persons associated with the District, including, but not limited to, the Board, the administration, the employees and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment, whether verbal or nonverbal, occurring inside or outside of District buildings, on other District-owned property or at school-sponsored social functions/activities, is illegal and unacceptable and will not be tolerated.

Definition of Sexual Harassment: Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or educational development;
2. submission to, or rejection of, such conduct by an individual is used as the basis for employment or education decisions affecting such individual or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive environment.

Examples of sexual harassment-type conduct may include, but are not limited to, unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes, flirtations, advances or propositions; verbal abuse of a sexual nature; graphic verbal commentary relating to an individual's body, sexual prowess or sexual deficiencies; coerced sexual activities; any unwanted physical contact; sexually suggestive or obscene comments or gestures; or displays in the workplace of sexually suggestive or obscene objects or pictures. Whether any act or comment constitutes sexual harassment-type conduct is often dependent on the individual recipient.

The Superintendent has been identified as the sexual harassment grievance officer and is vested with the authority and responsibility for investigating all sexual harassment complaints.

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

All sexual harassment complaints are investigated in accordance with the following procedure:

1. Any member of the school community who believes that he/she has been subjected to sexual harassment shall report the incident(s) to the appropriate grievance officer.
2. The grievance officer attempts to resolve the problem through the following process.
 - A. The grievance officer promptly confers with the charging party in order to obtain a clear understanding of that party's statement of the alleged facts. The statement is put in writing by the grievance officer and signed by the charging party as a testament to the statement's accuracy.
 - B. The grievance officer meets with the charged party in order to obtain his/her response to the complaint. The response is put in writing by the grievance officer and signed by the charged party as a testament to the statement's accuracy.
 - C. The grievance officer holds as many meetings with the parties and witnesses (if any) as are necessary to gather facts. The dates of meetings and the facts gathered are all put in writing.
 - D. On the basis of the grievance officer's perception of the problem, he/she will:
 - 1) bring both parties together and attempt to resolve the matter informally through conciliation or
 - 2) formally notify the parties by certified mail of his/her official action relative to the complaint.
 - 3) If either party disagrees with the decision of the grievance officer, he/she may appeal to the Superintendent/designee. After reviewing the record made by the grievance officer, the Superintendent/designee may attempt to gather further evidence necessary to decide the case and to determine appropriate action to be taken. The decision of the Superintendent/designee is final.

If any of the named officials are the charged or charging party, the Board designates an alternate investigator and retains final decision-making authority.

All matters involving sexual harassment complaints remain confidential to the extent possible.

Policy ACAA and Reg. ACAA-R

Student Records

All employees must follow the Board student records policy.

Policy JO and Reg. JO-R

Student Supervision

When students are in school, engaging in school-sponsored activities, or traveling to and from school on school buses, the school is responsible for them. School employees assigned to their supervision serve in loco parentis.

All students shall be under assigned adult supervision at all times when they are in school, on school grounds, traveling under school auspices or engaging in school-sponsored activities. School employees assigned this supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charge.

No employee shall leave his/her assigned group unsupervised except if an arrangement has been made to take care of an emergency.

During school hours or while engaging in school-sponsored activities, students shall be released only into the custody of parents or persons caring for students in the absence of parents.

Tobacco Use

Comply with Collective Bargaining Agreement

For purposes of this section, "tobacco use" shall mean use of electronic cigarettes and other such devices, all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, papers used to roll cigarettes and other lighted smoking devices for burning tobacco or any other plant.

The Board prohibits smoking and the use of tobacco by all employees at all times within any facility owned, leased or contracted for use by the Board, including Board-owned vehicles. Such prohibition also applies to school/agency grounds and school/agency-related events.

A notice to this effect is posted at the entrance to all school buildings and in a visible place in all school vehicles.

The following disciplinary actions shall be taken against district personnel found in violation of this policy:

First Offense: Written reprimand placed in personnel file

Second Offense: Three-day suspension without pay, written reprimand placed in personnel file

Third Offense: Five-day suspension without pay, termination recommendation made to Board of Education, written reprimand placed in personnel file

Policy GBK

Transportation

The transportation supervisor, assistant transportation supervisor, school bus drivers, bus aides and drivers of vehicles other than buses for the purpose of transporting students shall comply with all applicable provisions of the Ohio Revised Code and the Ohio Administrative Code. Employees should refer to the *Ohio Pupil Transportation Operation and Safety Rules* from the Ohio Department of Education, which is incorporated by reference into this handbook. Failure to comply may result in discipline up to and including termination.

Visitors to Classrooms

All individuals requesting to visit a classroom must be approved in advance by the building principal.

1. A visitor must have a valid reason for observing the class.
2. Limits on visit length should be set. Also, groups of more than two should be discouraged.
3. The teaching schedule should not be disrupted.
4. The teacher shall not leave the classroom to talk to visitors.
5. Visitors should be discouraged from interacting with the children unless their involvement in an activity is specifically requested.
6. Confidential information regarding the children shall not be shared with unauthorized individuals.
7. Each visitor will sign in at the K-12 building office and secure a visitor's badge.

Policy KK

Workers' Compensation

1. All work-related injuries must be reported by the employee to his/her administrator/supervisor immediately following the incident, but no later than the end of that day.

All injured employees must complete an Injury/Accident/incident Report immediately following the incident in consultation with the school nurse. All injuries that require medical treatment will be fully investigated by the Treasurer's office.

2. All employees must report to the supervisor or Treasurer's office immediately after receiving the initial medical treatment to submit the Physician Report Form. The only exception is a medical condition that prevents the employee's return, in which case a phone call is required. Medical proof of the exception will be required upon return to work.
3. Any employee who is unable to return to his/her regular work will be assigned to the Transitional Work Program following the prescribed medical restrictions.

Policy GBE / Reg. GBE-R

Appendix A

Employee Rights and Responsibilities Under the Family and Medical Leave Act

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

* **The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition."**

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

* **Special hours of service eligibility requirements apply to airline flight crew employees.**

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or

incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. §825.300(a) may require additional disclosures.

Revised: February 2013

Appendix B

HEPATITIS B VACCINATION DECLINATION STATEMENT

I understand that due to occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have read the Vaccine Information Statement from the CDC about the HBV vaccine. I have been given the opportunity to be vaccinated with the hepatitis B vaccine at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining the vaccine, I continue to be at risk of acquiring hepatitis B virus. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with the hepatitis B vaccine, I can receive the vaccination series at no charge.

Employee Signature _____

Date _____

Job Title _____

Witness _____

Date _____

Appendix B

EXPOSURE INCIDENT REPORT

Employee Name _____

Job Title _____

Date of Incident _____

Date Incident Reported _____

Time of Incident _____

Today's Date _____

Description of incident (including time of exposure, route, circumstances)

Identification of Source Individual _____

First Aid Given _____

Signature of Employee _____

Date _____

Signature of Supervisor _____

Date _____

Signature of Superintendent _____

Date _____

Appendix B

SPENCERVILLE LOCAL SCHOOLS
ACCIDENT REPORT FORM

A. Name _____ } Student } Non-Student
Employee
(name of injured person)

Gender _____ Grade _____ Time of accident _____
Date _____

B. NATURE OF INJURY:

<input type="checkbox"/> Abrasion	<input type="checkbox"/> Concussion	<input type="checkbox"/> Fracture	<input type="checkbox"/> Sprain
<input type="checkbox"/> Bruise	<input type="checkbox"/> Cut	<input type="checkbox"/> Laceration	<input type="checkbox"/> Strain
<input type="checkbox"/> Burn	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Puncture	<input type="checkbox"/> Other _____

C. PART OF BODY INVOLVED:

<u>Head</u>	<u>Trunk</u>	<u>Arms</u>	<u>Legs</u>
<input type="checkbox"/> Scalp	<input type="checkbox"/> Chest	<input type="checkbox"/> Shoulder	<input type="checkbox"/> Hip
<input type="checkbox"/> Back	<input type="checkbox"/> Abdomen	<input type="checkbox"/> Upper Arm	<input type="checkbox"/> Upper Leg
<input type="checkbox"/> Front	<input type="checkbox"/> Back	<input type="checkbox"/> Elbow	<input type="checkbox"/> Knee
<input type="checkbox"/> Eye		<input type="checkbox"/> Lower Arm	<input type="checkbox"/> Lower Leg
<input type="checkbox"/> Ear		<input type="checkbox"/> Hand	<input type="checkbox"/> Foot
<input type="checkbox"/> Nose		<input type="checkbox"/> Finger	<input type="checkbox"/> Toe
<input type="checkbox"/> Mouth			
<input type="checkbox"/> Tooth			
<input type="checkbox"/> Neck			

D. LOCATION WHERE ACCIDENT OCCURRED:

<input type="checkbox"/> Athletic Field	<input type="checkbox"/> Hallway	<input type="checkbox"/> School Bus
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Office	<input type="checkbox"/> To/From School
<input type="checkbox"/> Classroom	<input type="checkbox"/> Playground	<input type="checkbox"/> Vocational Shop
<input type="checkbox"/> Gymnasium	<input type="checkbox"/> Restroom	<input type="checkbox"/> Other

E. DESCRIPTION OF ACCIDENT:

F. WITNESS:

Name of
Witness _____ Position _____ Phone _____

Supervised Activity? † Yes † No Name of Adult in Charge _____

G. FIRST AID RENDERED:

By Whom _____ Time _____

Type of Aid
Administered _____

Parent/Guardian Notified _____ Time _____ By
Whom _____

H. ACTION TAKEN AND FOLLOWUP:

† Return to Class † Sent Home † Sent to Physician

† To Emergency Room _____ Name of Hospital

Does health record indicate that tetanus immunization is up-to-date? † Yes † No †

N/A

Days Absent _____

Additional Information _____

I. PERSON COMPLETING REPORT

Name _____ Title _____

Date Completed _____

Principal/Supervisor _____

Appendix C

**Acknowledgement of Receipt of Auditor of State
Fraud-Reporting System Information**

Pursuant to Ohio Revised Code 117.103(B)(1), a public office shall provide information about the Ohio fraud-reporting system and the means of reporting fraud to each new employee upon employment with the public office.

Each new employee has 30 days after beginning employment to confirm receipt of this information.

By signing below you are acknowledging that the Spencerville Local School District has provided you information about the fraud-reporting system as described by Ohio Revised Code 117.103(A), and that you read and understand the information provided.

I _____, have read the information provided by my employer regarding the fraud-reporting system operated by the Ohio Auditor of State's office. I further state that the undersigned signature acknowledges receipt of this information.

Printed Name and Job Title

Signature

Date

Acceptable Usage Policy Agreement Form

I have read and I understand the Spencerville Local School District computer and Internet usage policy, guidelines and regulations and agree to abide by all of the rules and standards for acceptable use stated therein.

Printed Name

Signature

Date

**Spencerville Local School District Employee Handbook
Acknowledgement Form**

The signature on this form indicates that you have received an electronic copy of the Spencerville Local School District Employee Handbook. Any updates will be provided electronically, and employees are responsible for reviewing all updates.

Please return this acknowledgement form to the Treasurer's office after printing your name and providing a signature and date below.

Printed Name

Signature

Date