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Welcome to Fairlawn Local Schools

Welcome to Fairlawn Local Schools! This handbook is designed to assist in directing employees to pertinent information impacting daily operations.

All employees covered by a collective bargaining agreement must review the applicable collective bargaining agreement for specific terms and conditions of employment.

In addition to reviewing this handbook, all employees also must review and familiarize themselves with board adopted policies and procedures.

Throughout this handbook there are references to board policies, where this occurs the applicable policy code(s) also are included. Employees should review the applicable policy. Board policies will periodically be updated and, when revised, supersede any conflicting language in this handbook. The most current policies are available at

<http://go.boarddocs.com/oh/fairlawn/Board.nsf/Public?open&id=policies> .

Employees are required to follow all board policies regardless of whether the policy is referenced specifically in this handbook. Bus drivers are also required to review and comply with all procedures outlined in the District transportation handbook.

Unless otherwise indicated in a section, the information in this handbook applies to all District staff – professional and support/

Throughout the handbook there will be areas where information is delineated by classification. Where this appears, the following definitions apply:

Professional Staff – those staff covered by the Fairlawn Local Schools Teachers Association collective bargaining agreement (Teachers' collective bargaining agreement) and administrators

Support staff (classified positions) – all nonexempt district employees serving in classified positions including but not limited to instructional aides, cafeteria employees, custodial, administrative assistants and transportation staff.

MISSION

Commitment + Community = Quality Education

About Us

Fairlawn Local Schools, Home of the Jets, is located at 18800 Johnston Rd. Sidney, Ohio. The district encompasses 52 sq. miles and is located in Shelby County. The district serves approximately 550 students Pre-K-12. It is the mission of our district to provide a quality education to all students with the commitment of the staff and community. We strive to meet the needs of all students in a safe environment. We are proud of our academic offerings. All students are invited to participate in our many programs and activities that allow them to achieve success.

Absence Notification

Comply with Collective Bargaining Agreement

Failure to follow the proper absence notification procedure may result in disciplinary action and/or unauthorized leave without pay.

In the event of unanticipated absences, including sickness or tardiness, employees must call and speak directly to their immediate supervisor as soon as possible.

Professional staff

Leaves must be requested in accordance with all procedures outlined in the negotiated agreement. Teachers unable to attend school because of illness must notify their building principal of their absence by 6am, violations may be subject to disciplinary action. Teachers must notify the building principal prior to the close of the students' school day if they know will be unable to attend the following day.

Teachers must request leave through submission of required documentation in accordance with timelines outlined in the negotiated agreement. Teachers are to have emergency sub plans on file in the office for unanticipated absences. In the case of an absence scheduled in advance, teachers must have appropriate lesson plans and information for the day.

Support staff

Support staff members must notify their immediate supervisor of their absence no later than two hours prior to the start of their shift. Neither text messages nor a recorded voicemail is an acceptable form of notification.

Administrators

Building principals must notify the Superintendent of unanticipated absences by 6am.

Academic Freedom/Teaching About Controversial Issues

Comply with Collective Bargaining Agreement

Public education in a pluralistic society must strive to present, as objectively as possible, varied events, activities and perceptions reflected in history, literature and other sources of humanity's thought and expression. A major goal of education in a free society is to develop persons who can think critically, understand their culture, live compassionately with others, make sound decisions and live with the consequences of their judgment. Because points of view differ and biases exist, students must have access to materials that express this diversity of perspective.

It is the responsibility of the teacher to make certain that such access to materials presenting various sides of an issue is available. Teachers must take into account the age and relative maturity of their students and the need for guidance and help in studying issues and arriving at balanced views.

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 and/or District administrators to be educationally unsound, inappropriate for the age or maturity 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.

Teaching about controversial issues

In the study of controversial issues, students have the right to:

1. study any controversial issue that has political, economic or social significance and concern;
2. have free access to all appropriate information, including materials that circulate freely in the community;
3. study under competent instruction in an atmosphere free from bias and prejudice and
4. form and express their own opinions on controversial issues without jeopardizing relations with teachers or the school.

The study of controversial issues should be objective and scholarly with minimum of emphasis on opinion. The teacher must approach controversial issues in the classroom in an impartial and objective manner and must refrain from using classroom privileges and prestige to promote a partisan point of view.

Teachers determine the appropriateness of certain issues for consideration using the following criteria.

1. Treatment of the issue in question must be within the range, knowledge, maturity and competence of the students.
2. There should be study materials and other learning aids available from which a reasonable extent of data pertaining to all aspects of the issue can be obtained.
3. The issue should receive only as much time as is needed to consider it adequately.
4. The issue should be current, significant and relevant to the students and the teacher.

A teacher who is in doubt about the advisability of discussing certain issues in the classroom shall confer with the principal concerning the appropriateness of doing so. If discussion of an issue is not approved by the building principal, the teacher may refer the issue to the Superintendent.

If parents desire that their child be excused from participation in discussion of such material, arrangements are made to respect that request.

Policies IB / INB

Acceptable Use Policy/Use of Technology

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. Staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District. The District reserves the right to amend policies and regulations as necessary throughout the school year.

Users are notified of the updated policies and regulations and must comply with the updated requirements. These policies and regulations also apply to use of District-owned devices, or accessing of District intranet and software programs off District property. All users using platforms established for e-learning regardless of whether the employee is using a personal or District provided device must be used in accordance with the standards for conduct outlined in the acceptable use policy accompanying regulation.

Employees shall sign and return the Computer Network Agreement Form included at the end of this handbook.

Student use of technology

Teachers and instructional aides are to review parameters established in student handbooks for student use of technology. Any searches of a student's device may only be done in accordance with the board adopted interrogations and searches policy and procedure.

Policies EDE / JFCK / JFG and Regs. EDE-R and JFG-R

Administration of Medication to Students

Comply with Collective Bargaining Agreement

Authorized 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 meeting state law requirements, conducted by a licensed health professional 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.

Policy JHCD / Regs. JHCD-R-1, JHCD-R-2, JHCD-R-3

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, 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).

Policy JECB

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 and any applicable requirements of the negotiated agreement.

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.

Cash in School Buildings

State law requires a proper receipting and depositing of all public monies. Therefore, all monies collected are receipted, accounted for and deposited in accordance with State law and all District policies and procedures

Individuals receiving money at cash collection points are responsible for reviewing and complying with all procedures for cash collection points and are responsible for the safekeeping of money until the money is deposited.

In all cases, if the money collected:

1. exceeds \$1,000, it must be deposited on the next business day after the day of receipt or
2. does not exceed \$1,000, it must be deposited no more than three business days following the day of receipt.

The Treasurer has established provisions for the safeguarding of cash until it can be deposited with the Treasurer and/or bank including provisions for making bank deposits after regular banking hours. Money should be secured in a locked desk, file cabinet, safe or other secure room on school property until it can be deposited.

Policy DM

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 valid educator license, certificate, pupil-activity permit or other qualifying permit and passed a criminal records check with no disqualifying offenses. Prior to employment, the individual must demonstrate the ability to work effectively with pupils, substantive knowledge of the pupil-activity program and any applicable rules and regulations of the district, and have completed all required coaching courses. 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 demonstrate that they are of good moral character and have completed all additional required trainings.

GCBB / GDBB

Closings and Delays

Comply with Collective Bargaining Agreement

Employees are notified of closings through the school closing alert system (One Call Now). Employees should notify the building principal or immediate supervisor of any changes in contact information.

Professional staff

Review negotiated agreement and board approved make up plan including online make ups where apply and comply with.

Support staff

Support staff will be notified by their immediate supervisor if they are required to report to work on a day when the schools are delayed or closed.

Policy EBCD / Reg. EBCD-R

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) grants individuals the right to receive notice of the uses and disclosures of their protected health information and 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.

Contact the District Treasurer for more information on COBRA or HIPAA.

Policies GBN / GBS

Compensation

Comply with Collective Bargaining Agreement

Payroll procedures

1. The District has 26 pay periods per year. When these dates fall on weekends, or bank holidays, the District treasurer will issue payroll checks on the day preceding the holiday. Checks will be issued via direct deposit on the designated pay dates.
2. Direct deposit is mandatory. Employees must complete required forms obtained from the Treasurer for establishing direct deposit. Employees are responsible for notifying the Treasurer of any bank account changes. All changes should be provided no later than two weeks before the scheduled payroll deposit date.
3. Paystubs are sent to the employee’s via email.
4. Deductions include all statutorily required deductions. Employees may contact the Treasurer for more information on optional deduction options.

Conduct

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

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

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

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

Policy GBCB

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.

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.

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.

Employees, Board members, or agents of the District will not solicit or accept any gratuities, favors, or items from a contractor or a party to a subcontractor for a federal grant or award. Violations of this rule are subject to disciplinary action.

Policies DECA / GBCA

Credit Cards

The District maintains credit cards for use by authorized individuals in accordance with Board adopted policies. Individuals who foresee a need for use of the District credit card must contact the Treasurer.

Persons using a District credit card for personal, nonauthorized purposes or undocumented expenditures shall be held personally responsible for those expenditures. Misuse of the credit card is subject to disciplinary procedures, including termination. An employee or officer of the Board who knowingly misuses a District credit card account also is in violation of State criminal law.

Policy DJH

Criminal Records Check

Comply with Collective Bargaining Agreement

All employees are subject to all applicable requirements for criminal records checks. Employees are responsible for understanding and ensuring compliance with timelines for checks.

Policy GBQ

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. All educators also are required to comply with the Licensure Code of Professional Conduct for Ohio Educators. 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. When the behavior is sexual harassment, the Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

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, including the total number of hours in the school year, the length of the school day and beginning and end dates of instruction.

In preparing the calendar, the Superintendent may provide opportunities for members of the staff to offer suggestions before recommending a calendar to the Board for final consideration and adoption.

Staff should review the school calendar for important dates and deadlines. Staff members scheduling events, trips, speakers or meetings must clear these events with the principal to avoid scheduling errors and duplication of times.

Policies IC/ICA

Dress and Grooming

Comply with Collective Bargaining Agreement

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. Teacher attire should not contradict anything that is prohibited for student attire.

Staff subject to the teachers' negotiated agreement may not wear blue jean slack/pants or blue jean shorts on regular student school days, however other denim materials may be worn. Blue jeans may be worn on field trips when the principal determines that the nature of the educational activity warrants the alternative attire. Blue jean slacks/pants and blue jean shorts may be worn on Fridays at the discretion of the administration.

Bus drivers also must comply with requirements of State law and the transportation handbook

Policy GBCC

Drug-Free Workplace

Comply with Collective Bargaining Agreement

The Board endeavors to provide a safe workplace for all employees, realizing that the use/abuse of drugs and alcohol can endanger the health, safety and well-being of the nonuser, as well as the user.

Because of the Board's commitment to provide a safe workplace, 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/or Federal law, in the workplace. The Board also prohibits the use and possession of legally acquired medical marijuana 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 are given a copy of the standards of conduct and the statement of disciplinary sanctions and are notified that compliance with the standards of conduct is mandatory.

When the District has reasonable suspicion, an employee is under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol or any other controlled substance, as defined in State and/or Federal law, the employee may be subject to testing in accordance with prescribed administrative regulations, local, State and Federal law and/or the negotiated agreement and may be considered in violation of this policy. Employees who violate the policy shall be subject to disciplinary proceedings in accordance with prescribed administrative regulations, local, State and Federal law and/or the negotiated agreement, up to and including termination. Any employee in violation of this policy may be required to participate in a drug-abuse assistance or rehabilitation program approved by the Board.

All employees are provided the opportunity to participate in a drug-free awareness program to inform them of requirements, services and penalties.

A list of local drug and alcohol counseling, rehabilitation and re-entry programs and services offered in the community is made available to employees.

Policy GBP

Employee Assistance Plan

Comply with Collective Bargaining Agreement

Employees covered under the District health insurance have access to an Employee Assistance Plan (EAP).

How Can the EAP Help You

Call the EAP for guidance and support managing work and life, including:

- Achieving personal goals
- Finding care for an aging relative
- Sorting through legal matters
- Resolving conflicts
- Improving health such as weight loss, stress management or quitting smoking
- Planning for a strong financial future
- Strengthening relationships
- Improving communication skills
- Planning for life events such as marriage or birth of a child

YOUR EMPLOYEE ASSISTANCE PROGRAM

Call for confidential support or information any time, day or night.

1-877-233-0976

To access Achieve Solutions, go to:

www.achievesolutions.net/jhp

Privacy is a priority

The EAP upholds strict confidentiality standards. Your personal information is kept confidential in accordance with federal and state laws. No one will know you have accessed the program services unless you specifically grant permission or express a concern that presents a legal obligation to release information (for example, if it is believed you are a danger to yourself or to others).

This is provided for informational purposes only and does not guarantee eligibility for program services. Beacon Health Options services do not replace regular medical care. In an emergency, seek help immediately.

Employee-Student Relations

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

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

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

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

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

Social Media

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

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

Policy GBH (Also JM)

Equal Opportunity Employment / Nondiscrimination

The Board is committed to an environment in which all individuals, including students, staff, job applicants, the general public and individuals with whom it does business, are treated with dignity and respect. The Board prohibits discrimination based on race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability, military status or legally acquired genetic information.

District Compliance Officer(s)

The Board designates the following individual(s) to serve as the District's compliance officer:

Title: Superintendent
Address: 18800 Johnston Road, Sidney, Ohio 45365
Phone number: 937-492-5930
Email: schneider@fairlawn.k12.oh.us

The compliance officer is responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including, but not limited to, Title II of the Americans with Disabilities Act, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act of 1975.

The compliance officer is responsible for addressing any inquiries or complaints regarding discrimination or retaliation in a prompt and equitable manner.

Reports and Complaints of Unlawful Discrimination/Harassment

Individuals who feel they have been subjected to unlawful discrimination or retaliation may file a complaint, either orally or in writing, with the compliance officer or an administrator, supervisor or other district-level administrator. Employees are required to promptly report to the compliance officer or an administrator, supervisor or other district-level administrator when they become aware of incidents of unlawful discrimination or retaliation. All other persons associated with the District are encouraged to promptly report when they become aware of such incidents. Any administrator, supervisor or district-level administrator who receives such a complaint must forward it to the compliance officer.

The Board has developed complaint procedures, which are made available to every member of the school community. The complaint procedures are not intended to interfere with the rights of any individual to pursue action through State and/or Federal law, contact law enforcement, or file a complaint with the United States Department of Education, Office of Civil Rights, the Ohio Civil Rights Commission or the Equal Employment Opportunity Commission.

The Board has adopted separate policies and procedures for sexual harassment, including the identification of the Title IX Coordinator. All sexual harassment reports must be managed in accordance with the sexual harassment policy and procedure.

Interim Measures and Responsive Action

Upon receiving a complaint, the compliance officer will consider whether any interim measures should be taken to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter discrimination.

The District shall enforce its prohibitions against unlawful discrimination by taking responsive action reasonably calculated to stop and prevent further misconduct. Employees or students who engage in unlawful discrimination or retaliation may be subject to disciplinary action. The Board has identified disciplinary penalties, which may be imposed on the offender(s).

Confidentiality

Matters, including the identity of both the reporting party and the responding party, are kept confidential to the extent possible.

Retaliation

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 policy. Any administrator, supervisor or district-level administrator who is aware of such retaliation shall forward it to the compliance officer. Reported acts of retaliation will be promptly investigated and addressed.

Discrimination Complaint Procedure

Initiating a Complaint

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

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

Interim Measures

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

Investigating a Complaint

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

The District may refer the investigation to a third party.

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

The report is final and binding.

Informal Resolution

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

Policies AC / GBA and Reg. AC-R

Evaluations

Comply with Collective Bargaining Agreement

Teachers and counselors

Refer to Board adopted Ohio Teacher Evaluation System/Ohio School Counselor Evaluation System policy and negotiated agreement.

Policy AFC-1 (Also GCN-1) / AFCA (Also GCNA)

Administrators

Refer to applicable Board adopted policies and procedures.

Policy AFC-2 (Also GCN-2) and Reg. AFC-2-R)

Support Staff

Refer to applicable Board adopted policies and procedures.

Policy AFD (Also GDN) and Reg. 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 forms with supporting receipts as required by board policy and procedure. Expenses may be approved and incurred within the limits of budgetary allocations for the specific type of expense and in accordance with Board policies and procedures and the negotiated agreement where applicable. 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.

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.

Policy DLC / Reg. DLC-R)

Family and Medical Leave Act (FMLA)

Comply with Collective Bargaining Agreement

Refer to board policy and procedures and the negotiated agreement.

Questions regarding FMLA should be directed to the Treasurer's Office.

See Appendix for Employee Rights and Responsibilities under the FMLA.

Policy GBR / Reg. GBR-R)

Field Trips

All field trips must be approved by the Board or its designee.

All field trips (not contests, for example Enviro-thon, or dairy judging) must be scheduled with a principal no later than one month in advance of the field trip. Approved field trips must be placed on the master calendar through the central office.

No field trips the first or last week of the semester, a maximum of two trips per week, and only one trip per day. Field trips during the month of May should be kept at a minimum. The bus trip request form must be completed and returned to the transportation supervisor at least two weeks in advance of the trip to ensure there is a bus available on the date you have selected. State law requires that a map and directions be filed with the bus trip request.

If students will not be in the building for lunch, please notify the food service supervisor no later than one week before the trip.

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

Two weeks in advance distribute field trip forms to the students. Clearly state when these forms are due, which must be at least two days in advance so an accurate list of participants can be prepared for the staff.

Teachers should prepare a list of students participating and distribute that to the teachers via email. Make sure a list is given to other staff, secretaries and principals. Students leaving the school building must have an emergency medical form on file in the office. Teachers in charge of field trips must make their own copies of the emergency medical forms and carry them with them on the day of the field trip.

Policy IICA / Reg. IICA-R

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

More information on reporting fraud violations is available in Board adopted policy and procedure.

[Policy EBCE / Reg. EBCE-R](#)

Fundraisers

All student fundraising activities must be in compliance with State, requirements of the Auditor of State's office and Board policies and procedures. Employees must contact the building principal prior to beginning or promoting any student fundraiser. All fundraisers are subject to administrative approval, including fundraisers through the use of crowdfunding sites (i.e., GoFundMe, Donorschoose, etc.)

[Policies GBIA \(Also IGDFA\) / IGDF](#)

Grading Scales and Procedures

GRADE BOOK

Your grading system should be explained to students and justified when necessary to students and parents. Putting it together in a "syllabus" type document with parent and student sign off is the best idea. It is important to remember that student grades can be accessed by parents via the internet. **Please make sure that your grades are updated at least one time a week.** Don't wait until the week before report cards come out to grade five – eight – eleven assignments and enter them in the gradebook!

GRADING SYSTEM

*All grades appearing on the grade card will be recorded in a letter format. "A" indicates superior work. "B" indicates work of good quality. "C" indicates work of average quality. "D" indicates work below average. "F" indicates work that is failing and no credit toward

graduation and retention in middle school may result. Teachers carry the responsibility for their own grades.

The grade book must justify the grades placed on the student report cards. **At least (12) grades** shall be recorded each quarter. The grading system used to record grades in the grade book (e.g., percentage, total points, etc.) is up to the professional judgment of the teacher. He/she must record the final grade in letter format. This system must be written out for students and a copy of it filed in the office. This system should include methods of weighting tests, quizzes, homework, etc. A copy of this system must be filed in the office during the first week of school.

Board Adopted Grading Scale:

100 - 93 = A

92 - 85 = B

84 - 75 = C

74 - 65 = D

*All marks of “incomplete” must be changed within two weeks of the end of the grading period unless there is communication with the principal, or the incomplete will be changed to an F.

HOMEWORK

Teachers should decide on a reasonable amount of homework to assign pupils. Studies have concluded a good rule of thumb is ten minutes per grade level. Avoid assigning “busy work”. Homework should enhance the lessons in the classroom, and be given for a specific reason. Make-up work will generally be assigned after the student has missed two days of school. When a homework sheet is being generated for a student, please be sure to bring assignments for the student before 3:10. It is embarrassing for the office staff when a parent requests homework, drives to school, and finds their students’ teachers didn’t take the time to drop off homework. **Students will have two days for each day of absence to complete the work, unless there are extenuating circumstances**

MAKE-UP WORK ASSIGNMENTS

Students should be given the number of days missed to make-up work - as is indicated in the Student Handbook. Occasionally it will be necessary to obtain assignments for students who are absent for extended periods due to illness. This goes through the office unless the student has approached the teacher with a note before the absence.

Policies IKA / IKAB / Reg. IKAB-R

Grievance Procedure

Comply with Collective Bargaining Agreement

Professional Staff

Employees who are covered by the teachers negotiated agreement unit shall use the grievance procedure set forth in the respective collective bargaining agreement.

Support Staff

The Board encourages the administration to develop effective means for resolving differences that may arise among support staff employees, reducing potential areas of grievances and establishing and maintaining recognized channels of communication.

Grievance procedures should provide for prompt and equitable adjustment of differences at the lowest possible administrative level. Each employee should be assured the opportunity for an orderly presentation and review of complaints and concerns.

It is the policy of the Board to develop and practice reasonable and effective means of resolving difficulties that may arise among employees, to reduce potential areas of grievances, and to establish and maintain recognized two-way channels of communication between employees.

1. Employees are encouraged to go first to the person against whom the grievance concerns, and try to resolve the difficulty. If the grievance/complaint remains unsatisfied, the employee refers the complainant to the building principal or other immediate supervisor to have his/her views considered further. Whether the complaint terminates with the individual staff member involved or seems likely to go further, the staff member immediately informs his/her supervisor of the complaint.
2. If a complaint/grievance comes first to the principal or other supervisor of the person criticized, the principal or supervisor should make no commitments, admissions of guilt or threats. If the complaint involves a particular employee, the supervisor should suggest a conference between the complainant and the employee criticized and should inform that employee immediately of the complaint. If the complainant has already met with the employee criticized and remains unsatisfied, the supervisor should invite the complainant to file the complaint in writing.
3. If a complaint/grievance comes first to any other school employee, that employee refers the complainant to the person criticized or to his/her immediate supervisor and immediately informs both.
4. No further action on the complaint/grievance should be taken unless the complainant submits the complaint in writing.

5. When a written complaint/grievance is received, the principal or other appropriate supervisor schedules a conference with the complainant, the person criticized and, if advisable, the department chairman or other personnel who, in the opinion of either the supervisor or the person criticized, could contribute to a resolution of the problem.
6. If the complainant is not satisfied with the results of the conference above, he/she should then be referred to the Superintendent, who may handle the complaint/grievance personally or refer it to other personnel or the Board, as he/she may see fit.

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.

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

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended. Discipline procedures will not infringe on any student's rights under the First Amendment to the Constitution of the United States. When the behavior is sexual harassment, the Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

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

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

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices or electronic means, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

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

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the principal/designee and appropriate discipline is administered. When employees have actual knowledge that the behavior is sexual harassment, they must contact the Title IX Coordinator.

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

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

Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

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

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials. When the behavior involves allegations of sexual harassment, the Title IX sexual harassment grievance process will be followed, as applicable. When the behavior is sexual harassment, the Title IX sexual harassment grievance process will be followed, if applicable, prior to

imposing any discipline that cannot be imposed without resolution of the Title IX process.

School Personnel Responsibilities and Complaint Procedures

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

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

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyberbullying”), such as the following:
 - A. posting slurs on websites, social networking sites, blogs or personal online journals;
 - 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 is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

Teachers and Other School Staff

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

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

Complaints

1. Formal Complaints

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

2. Informal Complaints

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

3. Anonymous Complaints

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

4. False Complaints

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

Intervention Strategies

1. Teachers and Other School Staff

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

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

2. Administrator Responsibilities

A. Investigation

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

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

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

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. Discipline procedures will not infringe on any student's rights under the First Amendment to the Constitution of the United States.

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

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

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

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

Report to the Custodial Parent or Guardian of the Perpetrator

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

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

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

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

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

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

Police and Child Protective Services

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

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

Policy JFCF / Reg. JFCF-R

Health and Safety

In addition to the requirements outlined below, all employees are required to review the emergency management and safety/crisis management plans and participate in all required trainings. Teachers are responsible for seeing that students know what to do during emergency situations and that appropriate instructions are posted in each room.

1. Bloodborne Pathogens

Employees shall adhere to universally recognized precautions against the risk of infection and illness that can occur with exposure to bodily fluids.

Employees shall complete annual in-service training on bloodborne pathogens. First-aid kits will be placed in each school building and each student transportation vehicle. Correct procedures for cleaning up body fluid spills and for personal cleanup will be included in the District's exposure control plan.

All employees who are required to provide first aid to students and/or employees shall be offered an immunization with hepatitis B vaccine. The vaccine shall also be offered to all employees who have occupational exposure as determined by the administrator.

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 health aide or public health nurse. Upon the recommendation of the nurse or health aide, the student may be excluded from school. Re-admission is dependent upon a decision by a physician, health aide 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

Teachers are to notify the office and clinic aide when an accident occurs and aid the victim to the extent possible.

- A. A health aide or other trained person is responsible for administering first aid and emergency care 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 health center of each school.
- C. Only emergency care and first aid are provided. A physician or health aide provides 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 or middle school student who is ill or injured shall be sent home alone. High school 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.

- G. Employees should familiarize themselves with the locations of the Automated External Defibrillators (AEDs) within each building. All District employees must be trained on the use of an AED, this training must be renewed at least once every five years, 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.

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.
- B. Weapons and Threats of Violence — Unlawful 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 / 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

Professional staff and administrators

The official calendar shall be adopted annually by the Board. Holidays shall be determined according to the annual calendar and the applicable collective bargaining agreement or individual employment contract.

Support staff

The following holidays have been established by law as paid holidays: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. If Independence Day, Christmas Day or New Year's Day falls on a Saturday, employees will not be required to work on the preceding Friday. When any of these days falls on a Sunday, employees are not required to work on the following Monday. Employees are eligible for paid holidays only if they accrue earnings the day before and the day after the holiday.

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

Policy GDBE

Hours of Work/Work Schedules

Comply with Collective Bargaining Agreement

Professional Staff

Refer to collective bargaining agreement. With administrative approval, teachers may leave the building during working hours if the absence does not interfere in any way with professional duties. Teachers are to arrive at 7:40 a.m. and may leave at 3:25 p.m. If you arrive late or need to leave early, notify the office. Extra effort should be made to insure you arrive on time each day.

Administrators

Refer to employment contract

Support Staff

1. 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.
 - A. Meal periods do not count as hours worked unless the individual is required to perform work duties during the meal period.
 - B. Break periods of 15 minutes or less count as work time.
 - C. 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.
2. Individuals who begin work earlier or work later than their assigned hours must receive prior authorization from their immediate supervisor.

Insurance

Comply with Collective Bargaining Agreement

Refer to applicable collective bargaining agreement or employment contract. For more information or to reference plan documents contact the District Treasurer.

Interrogations and Searches

All employees shall abide by the District interrogations and searches policies and procedures and must contact an administrator prior to searching of a student and/or their property unless extenuating circumstance presenting a health and safety risk are present.

Policy JFG / Reg. JFG-R

Leaves

Comply with Collective Bargaining Agreement

Professional Staff

Refer to applicable collective bargaining agreement.

Administrators

Leaves are granted to administrators in accordance with State law and the individual employment contract

Support Staff

1. Childbirth/Adoption Leave

The District does not provide a separate childbirth/adoption leave. Employees must contact the Treasurer for what other leaves may be available including but not limited to the options for Family and Medical Leave Act (FMLA) and sick leave when applicable.

2. 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.

3. Military Leave

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

4. Personal Leave

Full-time employees shall receive three days of personal leave each contract year, without loss of salary, to transact personal business or attend to affairs that are of personal nature. Part-time employees' personal leave shall be prorated. Personal leave may not be utilized to extend a holiday or vacation period.

Personal leave shall be granted upon 48 hour notice to the appropriate supervisor. In cases of emergency, the 48 hour notice may be waived. No reason(s) shall be required for the use of personal leave.

Personal leave shall not be granted on the first or last day of school for leisure or recreational activities, nor to work another job, including self-employment.

Unused personal leave cannot be carried over.

5. Professional Leave

Paid professional leave may be used when approved in advance by the Superintendent for necessary professional development related to their position.

6. Sick Leave

Support staff employees are entitled to 15 days sick leave with pay, for each year under contract, which is credited at the rate of one and one-fourth days per month. Unused sick leave is cumulative up to 300 workdays.

Sick leave may be used for each of the following reasons:

- A. Personal Illness
- B. Pregnancy
- C. Illness in the immediate family. Immediate family is defined as: relatives permanently living in the same household and husband, wife, children, stepchildren, stepparents, parents, parents-in-law, brother and sister and grandchildren.
- D. Death in the employees' immediate family for up to three days. Employees' immediate family shall include spouse, parents, stepparents, brothers and sisters, children, stepchildren, grandparents, aunts, uncles, nieces and nephews, in-laws, grandchildren and great grandchildren

Any employee who finds it necessary to be absent for any of the reasons listed above shall contact his/her appropriate supervisor at the earliest possible time by phone.

An employee returning to work after unanticipated sick leave must complete and process required forms immediately upon his/her return to work.

After three consecutive days of absence, medical documentation is required prior to returning to work.

7. 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.

8. Vacation Leave

After service of one year with the District, each full-time employee (including full-time hourly-rate and per diem employees) shall be entitled, during each year thereafter, to vacation leave with full pay for a minimum of two calendar weeks, excluding legal holidays.

Employees with 10 or more years of service shall be entitled to vacation leave with full pay for a minimum of three calendar weeks, excluding legal holidays.

Employees with 20 or more years of service shall be entitled to vacation leave with full pay for a minimum of four calendar weeks, excluding legal holidays.

There is no carryover of vacation leave.

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.

9. 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 GCB / GDB

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 must request an exemption from their supervisor.

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 must receive prior approval from a supervisor before working overtime. Refer to Board policy and procedure and supervisor for detailed procedures.

Policy GDKA / Reg. GDK-A-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 or Board offices.

Policy GBL

Phone Usage

Comply with Collective Bargaining Agreement

1. Personal Cellular Phones

Employees shall not use cell phones for personal purposes while on duty except in the case of an emergency. Employees may be subject to disciplinary action for inappropriate use of cell phones during their scheduled workday.

Bus drivers also are subject to the requirements of State law and procedures outlined in the transportation handbook

2. District Phones

In order to permit employees to make necessary personal calls with minimum loss of time, certain District telephones may be used for personal calls. Employees making personal calls are responsible for paying any long distance and/or toll charges.

3. District owned cell phones/cell phone stipends

Staff assigned a District cell phone, or receiving a stipend for District use of a personal cell phone are subject to the procedures outlined in Board policy and procedure.

Policy EGAC / Reg. EGAC-R

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 District-wide interest is coordinated by the Superintendent.

Business of the Board is discussed and decisions are 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 are open for inspection in the central office during the hours when the administrative offices are open.

Each Board member attends 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 requests physically sent by mail or another delivery service 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. If the District provides public records on a free and accessible website the number of requests delivered in a digital format to any one person may be limited to 10 a month unless the records requested are not provided on the website and 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

Purchasing Procedures

Employees are subject to District purchasing policies and procedures. Employees must receive necessary approval in advance of a purchase. Contact the building principal or District Treasurer for more information.

Policy DJF, Reg. DJF-R

Reduction in Force (RIF) of Professional Employees

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. Reductions are done in accordance with all statutory and negotiated agreement requirements.

The Board may reduce the number of administrators upon the return to duty of administrators after leaves of absence, suspension of schools, territorial changes affecting the District, decreased enrollment of students in the District, for financial reasons or for other reasons unrelated to the performance of the individual administrator. When the Board determines that it is necessary to reduce the number of administrative staff positions, Board approved procedures shall apply.

Policy GCPA, Reg. GCPA-2-R

Reduction in Force (RIF) of Support Employees

Whenever it becomes necessary to reduce the support staff because of financial reasons, job abolishment, management reorganization, lack of work or in the interest of economy, the procedures set forth in State law govern the rights of employees affected by the reduction.

Policy GDPA

Reporting Child Abuse and Mandatory Training

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

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

Shelby County Sheriff – 937-498-1111
Shelby County Children Services 937-498-4981

The information above is provided as a convenience and does not remove the employee obligation for reporting child abuse if the information provided is not accurate at time of report. Employees are responsible for reporting child abuse in accordance with law and finding the most recent contact information to fulfill reporting obligations.

The District has developed a program of in-service training in child abuse prevention; violence; school safety and violence prevention including human trafficking; substance abuse, the promotion of positive youth development and youth suicide awareness and prevention. Training is also provided on the Board's harassment, intimidation, or bullying policy. Where required this program is developed in consultation with public or private agencies or persons involved in child abuse prevention, school safety, violence prevention or intervention programs or youth suicide awareness and prevention.

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

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

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

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

Policy JHG

Sexual Harassment

The District does not discriminate on the basis of sex in any education program or activity that it operates, including admission and employment. The District is required by Title IX of the Education Amendments of 1972 and the regulations promulgated

through the U.S. Department of Education not to discriminate in such a manner. Inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The Board designates the following individual to serve as the District's Title IX Coordinator:

Connie Schneider, Superintendent
Address: 18800 Johnston Road, Sidney, Ohio 45365
Phone number: 937-492-5930
Email: schneider@fairlawn.k12.oh.us

Any person may report sex discrimination, including sexual harassment, at any time, including during non-business hours. Such a report may be made in person, by mail, by telephone or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

For purposes of this policy and the grievance process, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District's education program or activity or
3. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8) or "stalking" as defined in 34 USC 12291(a)(30).

When the harassment or discrimination on the basis of sex does not meet the definition of sexual harassment, the Title IX Coordinator directs the individual to the applicable sex discrimination process for investigation.

Retaliation Prohibited

The District prohibits intimidation, threats, coercion or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation proceeding or hearing, if applicable. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances

as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this part, constitutes retaliation.

Confidentiality

The District must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any individual who has been alleged to be the victim or perpetrator of conduct that could constitute sexual harassment, and any witness, except as may be permitted by Family Educational Rights and Privacy Act (FERPA) or as required by law, or to carry out the purposes of the Title IX regulations, including the conduct of any investigation, hearing or judicial proceeding arising thereunder.

Notice Requirements

The District provides notice to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, employees and the union(s) with the name or title, office address, email address and telephone number of the Title IX Coordinator and notice of the District grievance procedures and process, including how to report or file a complaint of sex discrimination, how to file a formal complaint of sexual harassment and how the District will respond. The District also posts the Title IX Coordinator's contact information and Title IX policies and procedures in a prominent location on the District website and in all handbooks made available by the District.

Training Requirements

The District ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receives training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process including hearings, appeals and informal resolution processes, when applicable, and how to serve impartially including by avoiding prejudice of the facts at issue, conflicts of interest and bias.

The District also ensures that decision-makers and investigators receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant as set forth in the formal procedures that follow, and training on any technology to be used at a live hearing, if applicable. Investigators also receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. All materials used to train individuals who receive training under this section must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment and are made publicly available on the District's website.

Conflict of Interest and Bias

The District ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process do not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

Determination of Responsibility

The individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment is presumed not responsible for alleged conduct. A determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation in accordance with the process outlined in the accompanying regulation. No disciplinary sanctions will be imposed unless and until a final determination of responsibility is reached.

Sexual Harassment Grievance Process

The Board requires the following grievance process to be followed for the prompt and equitable resolution of student and employee complaints alleging any action that would be prohibited as sexual harassment by Title IX. The Board directs the process to be published in accordance with all statutory and regulatory requirements.

Definitions

The following definitions apply for Title IX policies and procedures:

“Actual knowledge:” notice of sexual harassment or allegations of sexual harassment to the District’s Title IX Coordinator or any official of the District who has authority to institute corrective measures on behalf of the District, or to any employee of an elementary or secondary school.

“Education program or activity:” includes locations, events or circumstances over which the District exercised substantial control over both the individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment, and the context in which the sexual harassment occurs.

“Complainant:” an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

“Respondent:” an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

“Formal complaint:” a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the allegation of sexual harassment.

“Supportive measures:” non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available and without fee or charge to the Complainant or Respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

District Requirements

When the District has actual knowledge of sexual harassment in an education program or activity of the District, the District will respond promptly in a manner that is not deliberately indifferent. When the harassment or discrimination on the basis of sex does not meet the definition of sexual harassment, the Title IX Coordinator will direct the individual to the applicable sex discrimination process for investigation.

The District treats individuals who are alleged to be the victim (Complainant) and perpetrator (Respondent) of conduct that could constitute sexual harassment equitably by offering supportive measures. Supportive measures are designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District’s educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual restrictions on contact between the parties, leaves of absence, increased security and monitoring of certain areas of the District’s property, campus escort services, changes in work locations and other similar measures.

The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. Upon the receipt of a complaint, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant’s wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the Complainant the process for filing a formal complaint. If the District does not provide the Complainant with supportive measures, then the District must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

Timelines

The District has established reasonably prompt time frames for the conclusion of the grievance process, including time frames for filing and resolving appeals and informal resolution processes. The grievance process may be temporarily delayed or extended for good cause. Good cause may include considerations such as the absence of a party, a party’s advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. In the event the grievance process is temporarily delayed for good cause, the District will provide written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action.

Response to a Formal Complaint

At the time of filing a formal complaint, a Complainant must be participating in or attempting to participate in the education program or activity of the District with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, by electronic mail, or other means designated by the District.

The District must follow the formal complaint process before the imposition of any disciplinary sanctions or other actions that are not supportive measures. However, nothing in this policy precludes the District from removing a Respondent from the District's education program or activity on an emergency basis, provided that the District undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal. Nor does it preclude the District from placing a non-student employee Respondent on administrative leave during the pendency of the grievance process. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

Upon receipt of a formal complaint, the District must provide written notice to the known parties including:

1. Notice of the allegations of sexual harassment, including information about the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, the date and location of the alleged incident, and any sufficient details known at the time. Such notice must be provided with sufficient time to prepare a response before any initial interview;
2. An explanation of the District's investigation procedures, including any informal resolution process;
3. A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation;
4. Notice to the parties that they may have an advisor of their choice who may be, but is not required to be, an attorney, and may inspect and review any evidence and
5. Notice to the parties of any provision in the District's code of conduct or policy that prohibits knowingly making false statements or knowingly submitting false information.

If, in the course of an investigation, the District decides to investigate allegations about the Complainant or Respondent that are not included in the notice initially provided, notice of the additional allegations must be provided to known parties.

The District may consolidate formal complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Investigation of a Formal Complaint

When investigating a formal complaint and throughout the grievance process, the District must:

1. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the District and not the parties’;
2. Provide an equal opportunity for the parties to present witnesses and evidence;
3. Not restrict either party’s ability to discuss the allegations under investigation or to gather and present relevant evidence;
4. Allow the parties to be accompanied with an advisor of the party’s choice who may be, but is not required to be, an attorney. The District may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
5. Provide written notice of the date, time, location, participants, and purpose of any interview or meeting at which a party is expected to participate, with sufficient time for the party to prepare to participate;
6. Provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal complaint and comply with the review periods outlined in this process;
7. Objectively evaluate all relevant evidence without relying on sex stereotypes;
8. Ensure that Title IX Coordinators, investigators, decision-makers and individuals who facilitate an informal resolution process, do not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent;
9. Not make credibility determinations based on the individual’s status as Complainant, Respondent or witness;

10. Not use questions or evidence that constitute or seek disclosure of privileged information unless waived.

Dismissal of Formal Complaints

If the conduct alleged in the formal complaint would not constitute sexual harassment even if proved, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the District must dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under this policy.

The Title IX Coordinator also may dismiss the formal complaint or any allegations therein at any time during the investigation or hearing, if applicable, when any of the following apply:

1. a Complainant provides written notification to the Title IX Coordinator that the Complainant would like to withdraw the formal complaint or any allegations therein;
2. the Respondent is no longer enrolled or employed by the District or
3. specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon dismissal, the Title IX Coordinator promptly sends written notice of the dismissal and the reasons for dismissal simultaneously to both parties.

Evidence Review

The District provides both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation. The evidence provided by the District must include evidence that is directly related to the allegations in the formal complaint, evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and any inculpatory or exculpatory evidence whether obtained from a party or other source. Prior to completion of the investigative report, the Title IX Coordinator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The parties have 10 calendar days to submit a written response to the Title IX Coordinator, which the investigator will consider prior to completion of the investigative report.

Investigative Report

The investigator must prepare an investigative report that fairly summarizes relevant evidence and send the report to the Title IX Coordinator. The Title IX Coordinator must

send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response. The parties have 10 calendar days to submit a written response to the Title IX Coordinator.

Decision-Maker's Determination

The investigative report is submitted to the decision-maker. The decision-maker cannot be the same person(s) as the Title IX Coordinator or the investigator. The decision-maker cannot hold a hearing or make a determination regarding responsibility until 10 calendar days from the date the Complainant and Respondent receive the investigator's report.

Prior to reaching a determination regarding responsibility, the decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. Questions must be submitted to the Title IX Coordinator within three calendar days from the date the Complainant and Respondent receive the investigator's report.

The decision-maker must issue a written determination regarding responsibility based on a preponderance of the evidence standard. The decision-maker's written determination must:

1. Identify the allegations potentially constituting sexual harassment;
2. Describe the procedural steps taken, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather evidence, and hearings held;
3. Include the findings of fact supporting the determination;
4. Draw conclusions regarding the application of any District policies and/or code of conduct rules to the facts;
5. Address each allegation and a resolution of the complaint including a determination regarding responsibility, the rationale therefor, any recommended disciplinary sanction(s) imposed on the Respondent, and whether remedies designed to restore or preserve access to the educational program or activity will be provided by the District to the Complainant and

6. The procedures and permissible bases for the Complainant and/or Respondent to appeal the determination.

A copy of the written determination must be provided to both parties simultaneously, and generally will be provided within 60 calendar days from the District's receipt of a formal complaint.

The determination regarding responsibility becomes final either on the date that the District provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

Where a determination of responsibility for sexual harassment has been made against the Respondent, the District will provide remedies to the Complainant that are designed to restore or preserve equal access to the District's education program or activity. Such remedies may include supportive measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent. The Title IX Coordinator is responsible for effective implementation of any remedies. Following any determination of responsibility, the District may implement disciplinary sanctions in accordance with State or Federal law and or/the negotiated agreement. For students, the sanctions may include disciplinary action, up to and including permanent exclusion. For employees, the sanctions may include any form of responsive discipline, up to and including termination.

Appeals

Either the Complainant or Respondent may appeal the decision-maker's determination regarding responsibility or a dismissal of a formal complaint, on the following bases:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time that could affect the outcome and
3. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent that affected the outcome.

The request to appeal must be made in writing to the Title IX Coordinator within seven calendar days after the date of the written determination. The appeal decision-maker must not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent and cannot be the Title IX Coordinator, the investigator, or the decision-maker from the original determination.

The appeal decision-maker must notify the other party in writing when an appeal is filed and give both parties a reasonable equal opportunity to submit a written statement in support of, or challenging, the outcome. After reviewing the evidence, the appeal decision-maker must issue a written decision describing the result of the appeal and the rationale for the result. The decision must be provided to both parties simultaneously, and generally will be provided within 10 calendar days from the date the appeal is filed.

Informal resolution process

Except when concerning allegations that an employee sexually harassed a student, at any time during the formal complaint process and prior to reaching a determination regarding responsibility, the District may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility, provided that the District:

1. Provides to the parties a written notice disclosing:
 - A. The allegations;
 - B. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the Title IX formal complaint process with respect to the formal complaint and
 - C. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
2. Obtains the parties' voluntary, written consent to the informal resolution process.

The informal resolution process generally will be completed within 30 calendar days, unless the parties and the Title IX Coordinator mutually agree to temporarily delay or extend the process. The formal grievance process timelines are stayed during the parties' participation in the informal resolution process. If the parties do not reach resolution through the informal resolution process, the parties will resume the formal complaint grievance process, including timelines for resolution, at the point they left off.

Recordkeeping

The District must maintain for a period of seven years records of:

1. Each sexual harassment investigation, including any determination regarding responsibility, any disciplinary sanctions imposed on the Respondent, and any remedies provided to the Complainant designed to restore or preserve equal access to the District's education program or activity;

2. Any appeal and the result therefrom;
3. Any informal resolution and the result therefrom and
4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The District must make these training materials publicly available on its website.

The District must create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the District must document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District's education program or activity.

Policy ACAA and Reg. ACAA-R

Student Records

All employees must follow the Board student records policy and procedure. To carry out their responsibilities, school officials have access to student education records for legitimate educational purposes.

Employees with access to education records must not disclose student education record information or any personally identifiable information except in accordance with law and board policies and procedures. Directory information requests should be directed to building principal. This includes employee use or disclosure of student information including but not limited to directory information and photographs on social media platforms.

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.

1. Halls — Teachers are responsible for maintaining appropriate student behavior so as not to disturb other classroom instruction that is taking place. Teachers also should periodically check the restrooms.
2. Lunch — Assigned staff members are responsible for continuously circulating around the cafeteria during lunchtime, conversing with and monitoring students. Teachers acting as reasonably prudent adults shall increase the safety of the students and minimize occurrences that inhibit a positive learning environment. If there are multiple staff members on duty, these staff members will not get complacent conversing with one another, but instead continuously circulate around the cafeteria.
3. Playground — Same as lunch supervision.

Student discipline

Effective discipline, which requires respect for the rights of others, is necessary if all students are to attain a quality education.

The Board believes that the teacher-student relationship in the classroom, halls and on school property is important and should be one of mutual respect at all times. The teacher is recognized as the person in authority at all times in the classroom, halls, buildings, school grounds and at school-related events.

Each case of unsatisfactory behavior by a student is handled individually. The classroom teacher may take the steps that he/she believes are justified in each case. If the student does not respond to these measures, the teacher then refers the student to the principal. When an employee has actual knowledge that the behavior is sexual harassment, the Title IX Coordinator must be contacted. The Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

In terms of the relationship of the teacher and principal in discipline matters, the Board expects that whenever a discipline problem appears to extend beyond the classroom, the teacher discusses the problem with the principal. The teacher(s) and the principal work together in attempting to control or correct the problem.

A student's failure to comply with the requirements for conduct outlined in the student handbooks may result in the student being disciplined. A student cannot be suspended, expelled or removed from school solely because of unexcused absences. The student may lose all rights to participate in school-related social events or extracurricular activities for a period of time determined by the principal. Depending on the seriousness of the offense committed by the student, suspension or expulsion may also result. Discipline is always administered in a reasonable manner.

If several methods of discipline have been used in an effort to solve a problem and it appears necessary, in the judgment of the principal and Superintendent, to discipline or withdraw privileges from a large group, this action may be taken. Any punishment technique involving an entire class or large group is used only as a last resort.

Procedures for and due process procedures related to suspension, emergency removal and expulsion are outlined in board policy.

Policy JG / JGD / JGDA / JGE

PBIS

The District implements PBIS on a systemwide basis consistent with the components set forth in the State Board of Education's (SBOE) policy on positive behavior interventions and supports. Teachers should understand and implement district wide and building specific PBIS strategies. The District encourages family involvement as an integral part of its PBIS system.

Policy JP

Student Supports and Family Engagement

Student supports and family engagement are an essential part of student success. Parent and family engagement in a student's education is an expectation. Research indicates that a home-school partnership and greater involvement on the part of parents and families in the education of their children generally result in higher achievement scores, improved student behavior and reduced absenteeism. All parents, family members and foster caregivers are encouraged to take an active role in the education of their children or foster children. Professional staff are expected to review and implement all applicable parent and family involvement policies and procedures of the building(s) to which they are assigned. Teachers are encouraged to initiate positive communications with parents about their student.

Parent and family involvement strategies in place are designed to:

1. encourage strong home-school partnerships;

2. provide for consistent and effective communication between parents and family members or foster caregivers and school officials;
3. offer parents and family members or foster caregivers ways to assist and encourage their children or foster children to do their best and
4. offer ways parents and family members or foster caregivers can support classroom learning activities.

In addition, building administrators/designees of schools receiving Title I funds will jointly develop with and distribute to parents of children participating in Title I programs a written parent family involvement policy and guidelines. The requirements of the policy and guidelines are consistent with Federal and State law.

The District provides various support services for developing the whole child. This includes and emphasis on, and resources related to mental health and social and emotional learning. For more information on services and programs available to the students you serve, or for resources on how to integrate SEL into your classroom, contact the guidance counselor of the building(s) to which you are assigned.

Students experiencing homelessness

The district is responsible for identifying and serving students experiencing homelessness. The National Center for Homeless Education Common Signs of Homelessness document is a helpful starting point for understanding signs of students experiencing homelessness <https://nche.ed.gov/wp-content/uploads/2019/12/Common-Signs-of-Homelessness.pdf>

If a staff member recognizes these, or other signs of homelessness, the building counselor, administrator or district homeless liaison should be contacted.

Tobacco Use

Comply with Collective Bargaining Agreement

The Board is dedicated to providing a healthy, comfortable and productive environment for its staff, students and citizens. Health professionals have determined that smoking poses health hazards not only for the smoker, but for the nonsmoker as well.

Recognizing these health issues, the Board prohibits smoking in all District-owned, leased or contracted buildings, vehicles and District property.

The Board also prohibits the use of electronic smoking devices and vaping in all District-owned, leased or contracted buildings and vehicles and District property.

Policy GBK

Transfers

Professional Staff

The assignment and transfer of teachers is the responsibility of the Superintendent in accordance with any required negotiated agreement requirements. Each teacher is assigned to a specific area and may be transferred to any other position for which he/she is qualified. Transfers may be requested by administrators, supervisors or teachers. The Superintendent may initiate a transfer whenever he/she believes it is in the best interest of the District.

A request for transfer does not guarantee that such a transfer will be made. Teachers are encouraged to discuss transfers or their intention to request transfer with the principal or other appropriate supervisor.

An administrator cannot be transferred during the term of his/her contract to a position of lesser responsibility unless he/she agrees to such a transfer.

Policy GCI

Support Staff

The assignment and transfer of all support staff are the responsibility of the Superintendent. Promotional transfers are made only by the Board upon the recommendation of the Superintendent. A request for transfer may be made in writing to the Superintendent.

Transportation

Refer to the District transportation handbook for more information on district transportation programs and requirements.

Student Transportation in Private Vehicles

School bus transportation is provided for all officially approved transportation requests to and from student activities. The use of private vehicles for transportation of students, volunteers, teachers and other employees to and from student activities is discouraged. If an emergency arises, transportation by private vehicles is permitted only in extenuating circumstances and if previously approved by the appropriate administrator. The driver must present evidence that the vehicle and the driver are covered for liability, medical payments, physical damage and uninsured motorist liability.

If it is necessary to use private vehicles on a routine basis, evidence must be presented to the appropriate administrator that the vehicle, driver and purpose meet the requirements in Ohio Administrative Code for transportation in vehicles other than school buses, and that the driver is listed as a certified van driver by the Ohio

Department of Education. The Board may procure accident insurance covering all pupils and other authorized passengers transported under the authority of the Board. This excess insurance provides compensation for injury or death to any student or authorized passenger caused by any accident arising out of or in connection with the operation of a private vehicle transporting students and other authorized passengers. The amounts and terms must be agreed upon by the Board and the insurance company.

Policy EEAE

Tutoring for pay

No teacher may tutor for pay a student who is a member of his/her class. Tutorial assistance to students is considered a normal responsibility of the teacher, except in extenuating circumstances.

A teacher may tutor other students on school premises for pay only in accordance with the following conditions.

1. Tutoring is done after the regular school day, unless special exceptions are approved by the Superintendent.
2. Tutoring in the school must have the approval of the principal and must be in accordance with District requirements and guidelines for community use of school facilities.

Policy GCQAB

Vacancies

Comply with Collective Bargaining Agreement

Professional staff

Refer to collective bargaining agreement

Support staff

When the Board declares a vacancy, vacancies are posted on the District website. Current employees also receive an email notice of new vacancies. Employees interested in applying for a vacancy should notify the applicable position supervisor in accordance with any established timelines.

Visitors to Classrooms

Teachers must request approval from the principal in advance for any visitor including but not limited to college/career and other recruiters.

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 **main office** and secure a visitor's badge.

Policy KK

Volunteers

Employees must contact the building principal prior to scheduling classroom volunteers.

All volunteers shall be registered with the District office and at the appropriate building. Standard procedures for record-keeping include hours contributed by various volunteers, types of services or donations made and an application kept on file at the local school for any volunteer who works directly with students, especially in tutorial relationships.

A background check may be required prior to an individual volunteering in a position; individuals subject to this requirement are prohibited from volunteering until a satisfactory background check is on file.

The District notifies current and prospective volunteers who have or will have unsupervised access to students on a regular basis that a criminal records check may be conducted at any time.

Policy IICC

Workers' Compensation

1. All work-related injuries must be reported by the employee to his/her administrator/supervisor and the Treasurer 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. All injuries that require medical treatment will be fully investigated by the supervisor or Treasurer

2. All employees must report to the Treasurer 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 may be assigned to the Transitional Work Program following the prescribed medical restrictions.

Policy GBE / Reg. GBE-R

Appendix A

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

BENEFITS & PROTECTIONS

ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

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

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

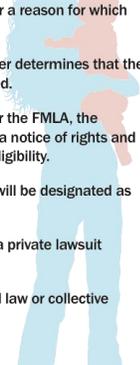
Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



Appendix B

**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 *Fairlawn 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 *Fairlawn Local Schools* computer and Internet usage policy, guidelines and regulations and agree to abide by all of the rules and standards for acceptable use stated therein and any policy or regulation updates provided by the District.

Printed Name

Signature

Date

***Fairlawn Local Schools* Employee Handbook
Acknowledgement Form**

The signature on this form indicates that you have received an electronic copy of the *Fairlawn Local Schools* Employee Handbook and provided access to the board policies and procedures. Any updates to this handbook will be provided electronically, and employees are responsible for reviewing all updates.

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

Printed Name

Signature

Date