

**WINDHAM EXEMPTED VILLAGE SCHOOL DISTRICT**

**TEACHER HANDBOOK**

**2016-2017**

**ADMINISTRATIVE STAFF GUIDANCE**

Gregg Isler, Superintendent Rose Gainard, JR/SR High Guidance

Samantha Pochedly, Treasurer/Director of Food Services Andrea Urso, KT Elementary Guidance

Laura Amero, JR/SR High Principal

**BOARD OF EDUCATION**

Melissa Roubic, President

Dan Burns, Vice President

Darryl McGuire, Board Representative

Dawn Kilgore, Board Representative

Elaine Grant, Board Representative

Marco Marinucci, JR/SR High Assistant Principal

Sheri Gross, Elementary Principal

Alysia Tinker, Director of Special Services

 **ATHLETICS**

Zack Burns, Assistant Director of Athletics

DJ Gross, Director of Athletics

**WINDHAM HIGH SCHOOL FIGHT SONG**

Cheer, cheer for our Windham High

Proudly we claim our shouts to the sky

Windhamites are loyal and bold

True to our colors, black and gold

Our Alma Mater’s best in the north

Fighting for victory we rally forth

Ever in our hearts repeating

Victory for Windham High

**WINDHAM HIGH SCHOOL ALMA MATER**

To Windham High our love we give

Our Alma Mater, dear

We’ll try in coming years to live

A life that is sincere.

Windham High, then here’s to you

To your colors we’ll be true

And when we’re great with pride we’ll state

T’was all because of you.

|  |  |
| --- | --- |
| **Mission**Windham Exempted Village Schools will provide a learning environment that inspires student achievement. Teaching & learning will have a foundation built on effective instructional strategies and the availability to technology resources that allow for optimal learning both in and beyond the classroom.  | **Vision**Windham Exempted Village Schools will prepare students for college and career readiness by: * Providing access to resources that meet the demands of each student’s individual needs.
* Authenticating real world learning experiences will ensure development of higher order thinking skills.
* Implementing technology within the student centered learning environment.
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**2016-2017 JR/SR STAFF DIRECTORY**

**Name Room # & Extension Subjects Taught**

Amero, Laura 522 JR/SR Principal

Balchick, Barbara 425 Grade 8 Science, Social Studies, Math

Bartlett, Angie 515/517 Attendance, SPED & Guidance Secretary

Bennett , Wendy 406 Grade 6-8 Science

Brkich, Danielle 415 Grade 6 ELA & Social Studies & Technology

Brown, Tamara 105 HS ELA

Brundage, Amanda 130 Project Lead the Way: STEM

Burns, Zack 129 Intervention Specialist & Assistant AD

Dempsey, Annie 407 Intervention Specialist

Eakins, Roger 108 HS Science and Math

Gainard, Rose 504 Guidance

Gross, DJ 107 Athletic Director & Physical Education

Gutherie, Kathy 536 Main Office Secretary

Hankins, Dougle 422 Grade 8 Math, HS Math

Harrah, Sherri 410 Intervention Specialist

Jarman, Marguerite 117 Grade 7 Math, HS Math

Kresen, Rebecca 137/139/259 Band, Choir

Marinucci, Marco 524 JR/SR High Assistant Principal

McCleary,Ron Gym Office/235 Physical Education

Moore, Tate 127 MS and HS ELA

Neer, Tina 416 Grade 6 SS & ELA

Parish, Stephanie 131 Grade 7& 8 Social Studies & World History

Pennell, Eliot 114 HS Science

Pressell, Derek 109 HS Government & History

Proto, Joyce 407 Educational Aide

Romito, Leslie 101 Intervention Specialist

Seger, Lauryn 126/260 K-12 Art

States, Jeff 426 Grade 6 ELA & Math

Sobol, Mariel 128 Foreign Language: Spanish

Stevenson, Pat 541/205 Nurse

Tinker, Alysia 513 Special Services Director

Upshire , Josh 103 Intervention Specialist

Workman, Kim 423 Grade 6 & 8 ELA

**2016-2017 KT STAFF DIRECTORY**

**Name Room # & Extension Subjects Taught**

Apthorpe, Nita Main Office/201 Secretary

Austin, Kathy A107/230 1st Grade

Baranski, Allison                      C107/254                               Literacy Coach Grades K-2 & LLI

Bowman, Reagan A102/225 Mahoning County Integrated Preschool

Boxler, Lisa C104/251 3rd Grade

Daniel, Paula B105/241 Intervention Specialist Grades 4/5

Eacona, Tammy A108/231 1st Grade

Fox, Megan A103/276 Kindergarten

Frazier, Kenda C108/255                                  MH Unit

Gordon, Debi A106/229 Intervention Specialist Grades K/1

Hill, Sarah B110/246 4th Grade – ELA & Social Studies

Hoover, Amy C103/250 Intervention Specialist Grades 2/3

Isler, Brenda C109/256 2nd Grade

Johnston, Denise B103/239 5th Grade ELA & Social Studies

Klabik, Jen C108/255 MH Unit

Kovach, Chelsea A101/224 Preschool

Kresen, Rebecca 115/259 Music (PM only)

Lovejoy, Kathy C113/261/265 Technology/Library

McCleary, Ron Gym Office/235 Physical Education

Neer, Tina B108/244 5th Grade Math & Science

Ostectrico, Allyson 112/268 Speech Therapy

Reid, Lisa B109/245 4th Grade Math & Science

Rosebaugh, Andrew B102/238 Literacy Coach Grades 3-5

Samaniego, Louie A104/227 LLI

Sampson, Lisa C105/252 3rd Grade

Seger, Lauryn 114/260 Art (PM only)

Showalter, Angie B104/240 5th Grade Math & Science

Slone, Sarita C101/248 2nd Grade

Stevenson, Pat 105/205 Nurse

Urso, Andrea 111/206 Guidance

**2016-2017 CENTRAL OFFICE STAFF DIRECTORY**

**Name Extension Job Title**

Hankins, Leigh Ann 501 Superintendent Administrative Assistant

Hickman, Crystal 507 EMIS Coordinator

Isler, Gregg 501 Superintendent

Pochedly, Samantha 506 Treasurer/Director of Food Services

Riggs, Gloria 512 Assistant Treasurer

**USE OF ELECTRONIC COMMUNICATIONS EQUIPMENT BY STUDENTS**

**JR/SR HIGH:** Students in the middle school and high school are allowed to possess cellular telephones and other electronic communications devices while on school grounds, school buses or while attending school-sponsored activities. Video camcorders, cameras, cellular telephones cameras and similar recording devices are not to be used or displayed at any time while on school grounds, school buses or while attending school-sponsored activities without prior consent of a school official.

**Note:** If the teacher allows the cell phone to be used in class for educational purposes, then students are permitted to have their cell phones visible. If the teacher does NOT allow cell phones, the students are to comply with the teacher’s policy. If the student refuses to comply, disciplinary action will occur. The administration reserves the right to limit cell phone use in the building, if needed**.**

**ELEMENTARY:** Students attending elementary school (K-4) are not permitted to possess electronic communication devices while on school grounds, school busses or while attending school-sponsored activities.

Violators of this policy may have their pagers, cellular telephones and other electronic communications devices confiscated and the appropriate discipline administered in accordance with the Student Code of Conduct.

If individuals use their cellular telephone or other recording device to photograph or transmit inappropriate images or use it to convey inappropriate text, a suspension from school and/or referral to the police may result. In addition, if an electronic device is used in testing situations, a suspension from school may result as well as any additional punishment associated with cheating.

The District assumes no liability if these devices are broken, lost or stolen. These devices are also subject to the Board’s policy on interrogations and searches. Notices of this policy appear in the student handbooks.

**2016-2017 School Calendar**

Aug. 18- 19, 20 Staff In-service

Aug. 22 KT Open House 5:00 pm-6:30 pm

Aug. 23 Students’ first day

Sep. 1 JR/SR High Open House 4:30 pm- 6:00 pm

Sep. 5 Labor Day- No School

Sep. 16 Early Release

Sep. 22 Parent-Teacher Conferences 3:00 pm-9:00 pm

Oct. 14 NEOEA Day-No School

Oct. 21 End of 1st grading period

Nov. 8 Staff In-service ( No school for students)

Nov. 22 Early Release

Nov. 23-25 Thanksgiving Holiday- No School

Nov. 28 No School

Nov. 29 Classes resume

Dec 22-2 Winter break-No school

Jan. 3 Staff In-service (No school for students)

Jan. 4 Classes resume

Jan. 6 End of 2nd grading period

Jan. 16 MLK Day- No School

Jan. 17 No School

Jan. 30 Early Release

Feb. 20 President’s Day- No School

Mar. 10 Early Release

Mar. 17 End of 3rd grading period

Apr. 13-18 Spring Break- No School

Apr. 19 Classes Resume

May 2 No School

May 25 Students’ last day / End of 4th grading period

May 26 Staff last day

May 28 Commencement

**GRADING PERIODS**

1st grading period: Aug. 23 - Oct. 21 2nd grading period: Oct. 24 - Jan. 6

3rd grading period: Jan. 9 - Mar. 17 4th grading period: Mar 20- May 25

**Note:** Should the district exceed the State maximum for calamity days, make-up days will be added to the end of the school year.

**JR/SR HIGH BELL SCHEDULE**

The doors to the school building will open at 7:20 a.m. Students are not permitted in the building before this time, except through written permission. A five minute warning bell will ring at 7:40 a.m. and 1st period will begin promptly at 7:45 a.m.

**Breakfast:** 7:20-7:40

1st period 7:45-8:27

2nd period 8:27-9:09

3rd period 9:11-9:53

4th period 9:53-10:35

5 A Lunch 10:35-11:10

5 B Lunch 11:10-11:45

6th Period 11:47-12:28

7th Period 12:30-1:12

8th Period 1:14-1:56

9th Period 1:58-2:40

**KT ELEMENTARY SCHEDULE**

The doors to the school building will open at 8:15am for students. Students are not permitted in the building before this time, except with prior permission. Breakfast will be served from 8:20am – 8:45am. The tardy bell rings at 8:50am. The school hours are from 8:45am – 3:15 pm.

**LUNCH/RECESS PERIODS**

There will be three lunch/recess periods:

K-1 Lunch/Recess 11:30am – 12:10pm

2-3 Lunch/Recess 12:00pm-12:40pm

4-5 Lunch/Recess 12:30pm – 1:10pm

**Licensure Code of Professional Conduct for Ohio Educators**

Educators are entrusted by the public with the responsibility of providing a high-quality education to every student. Through various roles, these professionals devote themselves to providing a safe and nurturing environment in which all students can learn. In alignment with the *Standards for Ohio Educators* and the *Ohio Academic Content Standards for Students*, our state’s educators strive for excellence through high expectations that they hold for themselves and their students. The professional conduct of every educator affects attitudes toward the profession. Educators are trustees of the profession and share with the broader community the responsibility of providing high-quality public education.

Aware of the importance of maintaining the confidence and trust of students, parents, colleagues, and the public, Ohio educators maintain the highest degree of professional conduct for themselves and their peers. The *Licensure Code of Professional Conduct for Ohio Educators* serves as the basis for decisions on issues pertaining to licensure that are consistent with applicable law, and provides a guide for conduct in situations that have professional implications for all individuals licensed by the State Board of Education, such as teachers, principals, superintendents, and other persons serving schools (e.g., school nurses, coaches, substitute teachers).

Ohio is nationally known as a state that produces high-quality educators and recognizes that its 250,000 practicing educators hold the fundamental beliefs defined in the following eight principles:

1. Educators behave in a professional manner, realizing that one’s actions reflect directly on the status and substance of the profession.

2. Educators maintain a professional relationship with all students at all times, both in and outside the classroom.

3. Educators accurately report information required by the local board of education or governing board, state education agency, federal agency or state or federal law.

4. Educators adhere to federal, state and local laws and statutes regarding criminal activity.

5. Educators comply with state and federal laws related to maintaining confidential information.

6. Educators serve as positive role models and do not use, possess or unlawfully distribute illegal or unauthorized drugs.

7. Educators ensure that school property, public funds or fees paid by students or the community are used in the best interest of students and not for personal gain.

8. Educators fulfill all of the terms and obligations in their employment contract.

As education is a public trust, the Ohio Department of Education pursues allegations of unprofessional conduct. By law, educators are entitled to all due process rights, with each circumstance considered on a case by case basis to determine appropriate action. The *Licensure Code of Professional Conduct for Ohio Educators* includes the presumptive range of applicable disciplinary actions involving any individual licensed by the State Board of Education.

**1. Professional Behavior**

**Educators shall behave as professionals realizing that their actions reflect directly on the status and substance of the education profession.**

***An educator serves as a positive role model to both students and adults and is responsible for preserving the dignity and integrity of the teaching profession and for practicing the profession according to the highest ethical standards.***

**Conduct unbecoming** to the profession includes, but is not limited to, the following actions:

a) Failing to adhere to the *Licensure Code of Professional Conduct for Ohio Educators.*

b) Committing any violation of state or federal laws, statutes, or rules, although the conduct may not have resulted in a criminal charge, indictment, prosecution or conviction. (This does not include traffic violations.)

c) Disparaging a colleague, peer or other school personnel while working in a professional setting (e.g., teaching, coaching, supervising, or conferencing) on the basis of race or ethnicity, socioeconomic status, gender, national origin, sexual orientation, political or religious affiliation, physical characteristics, age, disability or English language proficiency.

d) Failing to complete a criminal background check as required by state or federal law.

e) Violating local, state or federal procedures related to the security of standardized tests, test supplies or resources.

f) Being disciplined by another state educational entity or other professional licensing board or entity for unethical conduct.

g) Using technology to intentionally host or post improper or inappropriate material that could reasonably be accessed by the school community.

*The disciplinary actions for violations of Principle 1 can be found on Page 9.*

**2. Professional Relationship with Students**

**Educators shall maintain a professional relationship with all students at all times, both in and out of the classroom.**

***An educator’s responsibility includes nurturing the intellectual, physical, emotional, social, and civic potential of all students and providing a safe environment free from harassment, intimidation and criminal activity. An educator creates, supports, and maintains an appropriate learning environment for all students and fulfills the roles of trusted confidante, mentor and advocate for students’ rights. An educator must serve as a champion against child abuse and be cognizant of student behaviors that suggest abuse or neglect.***

**Conduct unbecoming** includes, but is not limited to, the following actions:

a) Committing any act of sexual abuse of a student or minor or engaging in inappropriate sexual conduct with a student or minor.

b) Committing an act of cruelty to children or an act of child endangerment (e.g., physical abuse, mental injury, or emotional abuse).

c) Soliciting, encouraging, engaging or consummating an inappropriate relationship with a student or minor.

d) Disparaging a student on the basis of race or ethnicity, socioeconomic status, gender, national origin, sexual orientation, political or religious affiliation, physical characteristics, academic or athletic performance, disability or English language proficiency.

e) Using inappropriate language, gestures or signs at any school-related activity such as racial slurs, biased, lewd or lascivious expressions.

f) Provoking an altercation between students, or provoking or engaging in a physical altercation with students, that is not for the purpose of ensuring the health, safety, and welfare of students.

g) Failing to provide appropriate supervision of students, within the scope of the educator’s official capacity, which risks the health, safety, and welfare of students or others in the school community.

h) Knowingly contributing to or knowingly failing to intervene in the harassment, intimidation or bullying of a student.

i) Using technology to promote inappropriate communications with students.

*The disciplinary actions for violations of Principle 2 can be found on Page 9.*

**3. Accurate Reporting**

**Educators shall accurately report information required by the local board of education or governing board, state education agency, federal agency or state or federal law.**

***An educator communicates appropriate representation of facts concerning qualifications for professional practice, student information, school board policy, and other educational matters. An educator must report, to the superintendent or designee, conduct by a licensed educator that substantially impairs his or her ability to function professionally or any conduct that is detrimental to the health, safety, and welfare of students.***

**Conduct unbecoming** includes, but is not limited to, the following actions:

a) Falsifying, intentionally misrepresenting, willfully omitting or being negligent in reporting information submitted to federal, state, and other governmental agencies such as professional qualifications, criminal history and information submitted in the course of an official inquiry or investigation, college or professional development credit and/or degrees, academic awards, and employment history when applying for employment and/or licensure, or when recommending an individual for employment, promotion or licensure.

b) Falsifying, intentionally misrepresenting, willfully omitting or being negligent in reporting reasons for absences or leaves.

c) Falsifying, intentionally misrepresenting, willfully omitting or being negligent in reporting information regarding the evaluation of students and/or personnel.

d) Intentionally failing to report to superintendent or designee conduct that substantially impairs an educator’s ability to function professionally in his or her position or any conduct that is detrimental to the health, safety, and welfare of students.

e) Intentionally failing to make a mandated report of any violation of state or federal law.

*The disciplinary actions for violations of Principle 3 can be found on Page 10.*

**4. Criminal Acts**

**Educators shall adhere to federal, state and local laws and statutes.**

***An educator shall not engage in criminal activity as evidenced by a criminal conviction, guilty plea, finding of guilt, or participation in a court-ordered diversion or treatment in lieu of conviction program.***

**Conduct unbecoming** includes, but is not limited to, the following actions:

a) A criminal offense that is an offense of violence, theft , drug abuse , or sexually-oriented offense as defined in Ohio Administrative Rule 3301-20-01 (e.g., murder, rape, drug trafficking, kidnapping, robbery, felonious assault).

b) A criminal offense that requires an educator to meet the rehabilitation standards as defined in Ohio Administrative Code Rule 3301-20-01 (e.g., assault, passing bad checks, fraud, domestic violence, possession of drugs).

c) A criminal offense that is not identified as an absolute bar offense or offense requiring rehabilitation pursuant to Ohio Administrative Code Rule 3301-20-01, and the offense involves a student, a minor or an offense involving a school district or school personnel.

d) Conveying or possessing a deadly weapon or dangerous ordnance in a school safety zone, on school premises, or at a school-related activity unless authorized by state or federal law.

e) A criminal offense that is not identified as an absolute bar offense or offense requiring rehabilitation pursuant to Ohio Administrative Code Rule 3301-20-01, and the offense does not involve a student, a minor, a school district or school personnel. (This does not include traffic violations.)

*The disciplinary actions for violations of Principle 4 can be found on Page 10.*

**5. Confidentiality**

**Educators shall comply with state and federal laws related to maintaining confidential information.**

***An educator is entrusted with information that could be misused to embarrass or damage a student’s reputation or relationship with others. Therefore, the educator has the responsibility to keep information about students confidential unless disclosure serves professional purposes, affects the health, safety, and welfare of students and others, is required by law, or parental permission has been given. An educator maintains the security of confidential information such as academic and disciplinary records, personal confidences, photographs, health and medical information, family status and/or income.***

**Conduct unbecoming** includes, but is not limited to, the following actions:

a) Willfully or knowingly violating any student confidentiality required by federal or state laws, including publishing, providing access to, or altering confidential student information on district or public web sites such as grades, personal information, photographs, disciplinary actions, or individual educational plans (IEPs) without parental consent or consent of students 18 years of age and older.

b) Using confidential student, family, or school-related information in a non-professional way (e.g., gossip, malicious talk or disparagement).

*The disciplinary actions for violations of Principle 5 can be found on Page 10.*

**6. Use, Possession, or Unlawful Distribution of Alcohol, Drugs and Tobacco**

**Educators shall not use, possess or unlawfully distribute illegal or unauthorized drugs. Educators shall not use alcohol during any school activity involving students, minors or underage persons. Educators shall not use tobacco during any school activity except in a designated area. Educators shall not furnish, provide or encourage students or underage persons to use, possess or unlawfully distribute alcohol, tobacco, illegal or unauthorized drugs.**

***An educator is entrusted with protecting the health, safety, and welfare of students at any school event. The use of alcohol, illegal or unauthorized drugs causes impairment of professional judgment that may potentially harm others. A professional educator must serve as a positive role model and refrain from the illegal use of tobacco on any school grounds or at any school activity.***

**Conduct unbecoming** includes, but is not limited to, the following actions:

a) Being under the influence of, possessing, using or consuming illegal or unauthorized drugs.

b) Being on school premises in an official capacity (e.g., teaching, coaching, supervising, or conferencing) or at any school activity involving students, minors or underage persons while under the influence, possessing, or consuming alcoholic beverages.

c) Furnishing or providing tobacco, alcohol or illegal/unauthorized drugs to any student, minor or underage person.

d) Being on school premises or at any school activity involving students, minors or underage persons while using tobacco except in a designated area.

e) Promoting the use of steroids, stimulants, or nutritional supplements to accelerate physical growth or contribute to the control of weight loss or weight gain to enhance physical performance.

*The disciplinary actions for violations of Principle 6 can be found on page 10.*

**7. Accepting Compensation for Self Promotion or Personal Gain**

**Educators shall ensure that school property, public funds or fees paid by students or the community are not used for personal gain. Educators shall not make decisions based upon gifts, gratuities, favors or the socioeconomic status of parents, family members, community members or businesses.**

***An educator is entrusted with public funds and school property in the course of performing job duties and maintains a high level of honesty, accuracy and accountability to ensure that institutional privileges are not used for personal gain. An educator maintains integrity with students, colleagues, parents, families, community or businesses when accepting gifts, gratuities or favors. To avoid bias or prejudice, an educator needs to ensure that decisions made about students or school policy are not negatively influenced by the socioeconomic status of parents, family members, community members or businesses.***

**Conduct unbecoming** includes, but is not limited to, the following actions:

a) Soliciting students or parents of students to purchase equipment, supplies, or services or to participate in activities that financially benefit the educator without notifying the superintendent or designee and/or not in accordance with local board policy.

b) Accepting gifts from vendors or potential vendors for personal use or gain exceeding $25.00 in value.

c) Tutoring students in one’s district for profit without notifying the superintendent or designee and/or not in accordance with local board policy.

d) Coaching and/or promoting athletic or artistic camps, off season leagues, etc. in one’s district for profit without notifying the superintendent or designee and/or not in accordance with local board policy.

e) Failing to account for funds related to school activities collected from students, parents, family members, community members, staff or peers in accordance with local board policy.

f) Co-mingling public or school-related funds with personal funds or checking accounts.

g) Submitting fraudulent requests for reimbursement of expenses.

h) Using school property without the approval of the superintendent or designee and/or not in accordance with local board policy (e.g., technology, copy machines, vehicles).

*The disciplinary actions for violations of Principle 7 can be found on Page 10.*

**8. Commitment to Contract**

**Educators shall fulfill all of the terms and obligations detailed in their employment contract with the local board of education or educational agency for the duration of the contract.**

***An educator knows and understands the rights and responsibilities as outlined in the employment contract and adheres to the terms and conditions of the agreement by fulfilling responsibilities and duties required of the position.***

**Conduct unbecoming** includes, but is not limited to, the following actions:

a) Abandoning the contractual agreement for professional services without prior release from the contract by the Board of Education or designee according to Ohio Revised Code 3319.15.

b) Willfully refusing to perform services and duties required by the contract except as outlined in the Ohio Revised Code Chapter 4117.

c) Violating or interfering with due process as outlined in the contractual agreement.

*The disciplinary actions for violations of Principle 8 can be found on Page 10.*

Adopted March 11, 2008, State Board of Education

**DISCIPLINARY/DUE PROCESS**

The State Board of Education has the authority to suspend, limit, revoke or deny licenses; issue a letter of admonishment; or enter into a consent agreement with an applicant or licensed educator, to administer the educator discipline process in accordance with Chapter 33 and Chapter 119 of the Ohio Revised Code and Chapter 3301 of the Ohio Administrative Code.

When an educator is reported to the Ohio Department of Education (ODE) for an allegation of unprofessional conduct made by a principal, parent, teacher, student, superintendent, or community member the department will determine whether the State Board of Education has jurisdiction to investigate the matter pursuant to Section 3319.311 of the Ohio Revised Code.

If it is determined that an investigation is warranted, a thorough investigation would be conducted pursuant to Section 3319.311 of the Ohio Revised Code at which time **all mitigating circumstances will be fully examined to determine whether the allegation can be substantiated.** If an allegation is reported and it turns out to be a false allegation or unsubstantiated all the information obtained in the case file will be sealed two years after the investigation is concluded in accordance with Section 3319.311 of the Ohio Revised Code.

If the results of an investigation warrant initiating an action under Section 3319.31 of the Ohio Revised Code, **an educator is entitled to all due process rights** afforded pursuant to Chapter 33 and Chapter 119 of the Ohio Revised Code and Chapter 3301of the Ohio Administrative Code.

DISCIPLINARY GUIDELINES

Upon a determination that the results of an investigation warrant the State Board of Education to impose a disciplinary action pursuant to Section 3319.31 of the Ohio Revised Code, the State Board may impose an appropriate penalty within the presumptive range on a case by case basis as set forth in these disciplinary guidelines unless the aggravating and mitigating factors in an individual case warrant a penalty outside the presumptive range.

The range of disciplinary actions are presumptions and may include a letter of admonishment, consent agreement, limitation of a license, suspension of a license, revocation of a license, or denial of a license. The terms “suspension,” “revocation,” and “denial” shall mean any length of suspension, revocation or denial, including permanent revocation or permanent denial. A license may be suspended or limited pursuant to a consent agreement or State Board resolution. A complete explanation of the types of disciplinary actions can be accessed through the Department of Education’s Web site, www.ode.state.oh.us, search keywords *disciplinary actions*.

The State Board may determine that a penalty outside the range of the disciplinary guidelines is more appropriate in an individual case based upon aggravating and mitigating factors as outlined in Sections 3301-73-21 (A) (B) and Section 3301-20-01 (E) of the Ohio Administrative Code, or any other factors the State Board, district or educational entity, or superintendent considers relevant. Further, the State Board may determine not to impose a disciplinary action involving an educator’s licensure or application for licensure based upon a local school district or educational entity appropriately addressing the violation of the *Licensure Code of Professional Conduct for Ohio Educators* at the district or building level.

The *Licensure Code of Professional Conduct for Ohio Educators* applies to all individuals licensed by the Ohio Department of Education. The presumptive ranges are only applicable for disciplinary actions involving an educator’s licensure or application for licensure. The presumptive ranges are not applicable for any discipline imposed at the local level. Possible discipline at the local level must follow all local contractual provisions, including but not limited to due process, progressive discipline, and just cause. However, an educator who violates one or more of the principles may be subject to discipline at both the state level and local level.

Following are the disciplinary actions, including a presumptive range of penalties that shall apply to violations of the *Licensure Code of Professional Conduct for Ohio Educators.*

DISCIPLINARY ACTIONS

1. Professional Behavior

Educators shall behave as professionals realizing that their actions reflect directly on the status and substance of the education profession.

If an educator violates Principle 1, the presumption for the appropriate range of disciplinary action is the following:

i. Suspension (1 day to 1 year) of a license depending upon the violation of the testing procedure;

ii. Suspension of a license until the educator comes into compliance with the required background checks;

iii. Letter of admonishment up to revocation/denial of a license for other acts unbecoming to the professional conduct of educators.

2. Professional Relationship with Students

Educators shall maintain a professional relationship with all students at all times, both in and out of the classroom.

If an educator violates Principle 2, the presumption for the appropriate range of disciplinary action is the following:

i. Revocation/denial of a license for sexual/physical abuse;

ii. Suspension (1 day to 5 years) of a license up to revocation/denial of a license for psychological, verbal or emotional abuse; to solicit, encourage, engage, or consummate an inappropriate written, verbal, psychological, emotional or physical relationship with a student or minor; or inappropriate use of technology with a student.

iii. Suspension (1 day to 5 years) of a license for disparagement, inappropriate language, physical altercations, inappropriate supervision or harassment.

3. Accurate Reporting

Educators shall accurately report information required by the local board of education or governing board, state education agency, federal agency or state or federal law.

If an educator violates Principle 3, the presumption for the appropriate range of disciplinary action is suspension (1 day to 1 year) of a license.

**4. Criminal Acts**

**Educators shall adhere to federal, state and local laws and statutes.**

**If an educator violates Principle 4,** the presumption for the appropriate range of disciplinary action is the following:

i. Revocation/denial of a license for a criminal offense that is an offense of violence, theft offense, drug abuse offense or sexually oriented offense as defined in Ohio Administrative Code Rule 3301-20-01;

ii. Revocation/denial of a license for a criminal offense involving the school community or where the victim is a student or a minor;

iii. Suspension (1 day to 5 years) of a license up to revocation/denial of a license for all other felony criminal acts;

iv. Letter of admonishment up to revocation/denial of a license for all other misdemeanor criminal acts (e.g., disorderly conduct, trespass, assault, passing bad checks, fraud, domestic violence, possession of drugs).

**5. Confidentiality**

**Educators shall comply with state and federal laws related to maintaining confidential information.**

**If an educator violates Principle 5,** the presumption for the appropriate range of disciplinary action is suspension (1 day to 2 years) of a license.

**6. Use, Possession, or Unlawful Distribution of Alcohol, Drugs and Tobacco**

**Educators shall not use, possess or unlawfully distribute illegal or unauthorized drugs. Educators shall not use alcohol during any school activity involving students, minors or underage persons. Educators shall not use tobacco during any school activity except in a designated area. Educators shall not furnish, provide or encourage students or underage persons to use, possess or unlawfully distribute alcohol, tobacco, illegal or unauthorized drugs.**

**If an educator violates Principle 6,** the presumption for the appropriate range of disciplinary action is the following:

i. Suspension (1 year to 5 years) of a license up to revocation/denial of a license for violations dealing with students, minors, or underage persons or *school* activities;

ii. Suspension (1 day to 5 years) of a license for misuses *unrelated* to students, minors, or underage persons or school activities.

**7. Accepting Compensation for Self Promotion or Personal Gain**

**Educators shall ensure that school property, public funds or fees paid by students or the community are not used for personal gain. Educators shall not make decisions based upon gifts, gratuities, favors or the socioeconomic status of parents, family members, community members or businesses.**

**If an educator violates Principle 7,** the presumption for the appropriate range of disciplinary action is the following:

i. Suspension (2 years to 5 years) up to revocation/denial of a license for theft of school property or school funds;

ii. Letter of admonishment up to suspension (1 day to 1 year) of a license for using one’s position for personal gain.

**8. Commitment to Contract**

**Educators shall fulfill all of the terms and obligations detailed in their employment contract with the local board of education or educational agency for the duration of the contract.**

**If an educator violates Principle 8,** the presumption for the appropriate range of disciplinary action is suspension (1 day to 1 year) of a license.

Adopted March 11, 2008, State Board of Education

**STAFF EXPECTATIONS**

*Syllabus and Curriculum*

All staff members are expected to share the expectations of the classroom with students. A syllabus, when possible, can be posted on the staff websites and/or sent home to parents to allow parents to become more involved with their students’ educational process.

Staff members are expected to follow Ohio’s Learning Standards when developing the curriculum for the core content areas. By following these standards, teachers are maintaining high learning expectations for our students and preparing them for future careers. Any class/subject that is an elective course is to have a set curriculum and syllabus.

*Classroom Telephones*

The office and administration will attempt to limit classroom phone calls. If/when the classroom phone rings, students are not permitted to answer the classroom phone. It is the teacher’s responsibility to answer the call.

*Professional Dress*

Windham employees serve as role models for the students and community. Employees are expected to dress professionally every day. The District expects that all employees are well groomed, neat, clean, and wear appropriate attire that is in good taste and suitable for an educational setting. Dress or attire that is considered inappropriate or adversely affects the educational atmosphere is unacceptable.

The following guidelines are to be followed:

1. All clothing must be in good taste and suitable for an educational setting.
2. All staff members are required to wear their ID badge daily.
3. Women Dress: Women should wear clothing that is not excessively tight. No yoga pants are permitted. Dresses and skirts are allowed at an acceptable length- use the same fingertip rule as the students. Slits in skirts should come no higher than 3 inches above the knee. Low cut blouses, bare midriff, chest revealing, pants below the hips, see-through clothing, halter tops, tank-tops are not allowed. Clothing must cover under garments.
4. Men Dress: T-shirts and tank tops are not allowed. Slacks and casual dress pants are acceptable. Physical education teachers may wear shorts- all other staff members may not wear shorts.
5. Physical education teachers should wear the appropriate athletic attire necessary to meet the requirements of their job responsibilities and a sweat/warm-up suit when not actively teaching physical education classes or coaching.
6. Capri pants should not come above the knee. Bermuda shorts are not acceptable.
7. Rumpled or ripped clothing is not acceptable.
8. Flip-flops are not permitted. Open-toe shoes are acceptable; however, they should not be sandals that represent beach sandals. Sandals should be dressier and appropriate for the educational setting.
9. Denim is only worn on Friday’s for Spirit Days. Denim does not have large holes, stains, or be excessively tight.
10. Shirts worn on Spirit Friday’s are Windham polo shirts or a Windham t-shirt. Polos and t-shirts should be in good condition. Windham hooded and zip-up sweatshirts are allowed but are to be in good condition. Any shirts with holes, worn marks, or stains are not acceptable.

\*Any employee deemed inappropriately dressed according to this dress code policy will be addressed.

**BUILDING PROCEDURES**

1. *PUBLIC ADDRESS SYSTEM-* ***JR/SR HIGH:***

PA announcements will be given every morning and afternoon. Morning announcements will start around 7:50 a.m. and afternoon announcements will start around 2:35 p.m. **Each announcement must submitted (hard copy) on the GREEN Announcement Form.**

Morning announcements are to be submitted to Kathy Gutherie in the main office by 7:40 a.m. Afternoon announcements must be submitted to Kathy Gutherie in the main office by 2:30 p.m.

It is imperative that the PA system render service to the school and items not falling into that category will not be broadcast.

*PUBLIC ADDRESS SYSTEM-****ELEMENTARY:***

PA announcements will be given every morning and afternoon. Morning announcements will start at 8:50 a.m. and afternoon announcements will start at 3:10 p.m.

Please submit any morning announcements to Nita Apthorpe by 8:40 a.m. and afternoon announcements by 3:00 p.m.

2. *TEACHER CELL PHONE USE*

 **Point of emphasis**: The administration recognizes that cell phones are an emerging technology that can be used beyond simple communication. With that in mind the following best practices should be used:

* Do not use your cell phone during a class period or while supervising students.
* During a class period, if you receive a call that you absolutely must answer (a rare occurrence) ask a colleague to supervise your class and step into a private area to talk.
* If you need to use your cell phone during a plan period or during personal time, please use it in a private (non-student) area.

3. *DAILY ATTENDANCE and DRESS CODE REPORTING PROCEDURES*

Teachers are urged to check their mailboxes twice a day, once before going to their first period assignment to pick up any material to be distributed to first period students, and before leaving school for any late messages.

Emails will be sent often to staff members. Staff members are encouraged to check their email at least twice a day, once at the beginning of the day, and before leaving school. This will be the main form of communication used to inform staff members of any changes or upcoming events.

**JR/SR HIGH:** An accurate attendance must be taken each first period Attendance is taken electronically. Morning

attendance must be completed by 8:00 a.m. If you do not complete your attendance by 8:00, please call the attendance office

immediately at 515. Please make dress code referrals at this time also.

**ELEMENTARY:** Please complete attendance electronically by 9:00 a.m. each morning.

STUDENTS ARE NOT TO BE EXCUSED DURING THE TIME ALLOTTED FOR ATTENDANCE AND ANNOUNCEMENTS. Teachers are required to keep daily attendance records for each class. The daily period-by-period attendance records are of major importance when verifying student attendance.

4. *STUDENTS ABSENCE FROM CLASS*

**JR/SR HIGH:**

Daily absence lists will be available as soon as possible after reports are received from the first period. The list will be made up of the names of all students who are reported absent at that time, less those reported tardy before the list is prepared. **At the beginning of each period, the list should be checked against those present in the classroom.**

NAMES OF STUDENTS NOT LISTED ON THE ABSENCE LIST AND NOT PRESENT IN THE CLASS SHOULD BE REPORTED TO THE ATTENDANCE OFFICE. Do not wait until the following day to ask a student about his/her absence. Send a note to the office or call the office about the absent student. Be certain to indicate clearly the name, date and period missing. A check will then be made on each absentee from class not otherwise accounted for. Classroom attendance must be checked by teachers at the beginning of each period. Students whose names are on the absence list and who report to your class must present an excuse slip at the beginning of the period. If unable to present the excuse slip, they must be sent to the Attendance Office to obtain the proper pass for admission to school.

Students who are absent should present an unexcused or excused slip to you. Students who are absent are allowed to receive their work from the teacher. The student will receive a 1% reduction at the end of the grading period for every unexcused absence per class.

**ELEMENTARY:**

Homeroom teachers are responsible for communicating absent students to the respective ELA teacher each morning.

Upon return from an absence, students are required to submit written verification of their absence within 48 hours. Please turn these in to Nita Apthorpe upon receiving.

5. *STUDENTS TARDY TO CLASS*

**JR/SR HIGH:**

Students have 2 minutes to get to each class. For most students, this will not be an issue; however, some students will be traveling from further parts of the building. **Use your best judgment to distinguish between habitual offenders and students who have justifiable reasons for tardiness.**

Teachers will not refuse to admit students who are tardy to class, and students should never be sent to the office for tardiness.

Teachers are asked to keep persona, accurate records of students who are tardy. Use the procedure below when addressing tardy students.

**TARDY TO CLASS (CUMULATIVE) PROCEDURE**

**Note:** This process is revised at the beginning of each grading period.

1st Tardy: Verbal warning from teacher

2nd Tardy: Verbal warning from teacher

3rd Tardy: Detention issued by teacher

4th Tardy: Office referral

5th Tardy: Office referral

6th: Tardy: Office referral

7thand further tardies: Home Suspension

**ELEMENTARY:**

A student is considered tardy if he/she is not in class by 8:50 a.m. Students who arrive tardy to school must report to the office and have a note from home. If the student arrives tardy to homeroom without an admit slip, the child should be sent back to the office to obtain one.

Excused tardy include personal illness, death in the family, religious holidays, court appearances, medical/dental appointments, and other emergencies deemed sufficient by the administration. Excessive tardinees may be subject to court referral.

6. *CLASSROOM VISITATIONS*

Classroom visitations by parents or guardians will not be honored. However, a mutually agreed upon visitation time may be scheduled with an instructor before, during or after school when students are not receiving instruction.

7. *STUDENT ACTIVITIES*

 **Philosophy:** The student activities program is an integral part of the educational process and recognizes that a complete co-

 curricular program provides an opportunity for students to enlarge and develop interests, aid in fellowship, create enthusiasm

 and leadership skills.

Purpose

1. To afford all students who desire to participate the opportunity to do so.

2. To allow participants to develop maximum self-potential.

3. To create an atmosphere for a positive social attitude.

4. To provide students with an opportunity to extend interest beyond the classroom.

5. To provide an opportunity to develop skills and attitudes which can be applied to daily life.

6. To encourage wise use of leisure time.

7. To foster and promote school spirit.

8. To afford teachers an opportunity to view students in a variety of co-curricular areas.

9. To serve the school and community by helping others.

10. To have fun.

*General Guidelines*

Working with students in co-curricular activities provides teachers with an opportunity to know young people in a less formal setting. This dimension of understanding can be very helpful in our primary responsibility of instruction and guiding student learning. To a large degree, the success of an activity depends on the advisor's ability and willingness to work with the leadership of the organization. However, the main thrust, the planning and the program of the activity should be student initiated.

*Guidelines for Advisors*

1. Student conduct as set forth in the conduct code of the Student Handbook is required at all times whether a group is away from school or anywhere under school control.

2. Meeting times and locations shall be scheduled on the building's master calendar with the principal. In addition, all approved major functions shall be placed on the building master calendar at the beginning of the school year.

3. If an organization plans a trip or event away from the school, permission must be obtained from the principal. If buses are needed, they must be requested. Parent permission forms are required.

4. At least one faculty advisor must be in attendance when an organization has an in school function. The sponsor will remain until all students have left the building.

5. When students request to have an unusual activity, they must first consult with the activity advisor, and/or the principal.

6. Every student organization that handles funds is required to submit an estimated budget.

7. Each organization that raises money must deposit those funds with the financial secretary in the main office. Exact procedure for depositing money and requesting checks will be explained by the financial secretary.

8. When a club or organization plans to have a fund raising activity, the nature and purpose of the activity must be approved by the sponsor, the director of student activities and the principal.

9. If a student misses a class or part of a class because of co-curricular activities, he or she will be held responsible for the entire class and all information disseminated in that class.

10. If an activity advisor has the intention to deny the privilege of participation from an activity for disciplinary reasons, the advisor shall consult with the administration for advice and proper procedure.

*Safety Guidelines*

In addition to supervisory duties, extra-curricular advisors must be concerned with the overall safety of the students in their charge. Advisors must alert students to any possible safety hazard connected with the activity and appropriate precautionary measures.

1. Any tools and equipment being utilized during an activity must be used in the manner for which it was designed.

2. During a car wash, vehicles can only be moved by their owners.

3. Students can drive only their own family vehicle when a vehicle is a necessary part of an activity.

4. In the case of an accident, the parents of the injured student must be notified immediately and a school administrator must be informed.

*Emergency Situations*

1. The advisor of a co-curricular activity should be prepared if an emergency arises: an accident, injury, illness, violence, unruliness, disobedience, drinking, or some other occurrence.

2. Advisors should be well versed on the Student Code of Conduct.

3. Advisors should carry with them the home telephone numbers of their students, the rescue squad, and the home phone number of the principal.

4. Call, when in doubt, to seek help and advice if an emergency situation arises.

5. If some unusual situation occurs during an activity, notify the principal.

 6. Advisors or organizations that take field trips, or engage in physical activities shall have parents fill out the school

 system's **Emergency Medical Authorization Form** and carry these forms with them for reference.

8. *FIELD TRIPS*

The Board recognizes the importance of extracurricular field trips as beneficial extensions of the instructional program for students at all grade levels as determined by the building principal.

Each extracurricular field trip should be carefully scheduled and structured by the classroom teacher to provide supplemental learning experiences outside the classroom using outside resources to stimulate the learning experience.

The building principal should work closely with the classroom teacher selecting extracurricular filed trips that are educationally beneficial to the student. **The building principal must approve all proposed extracurricular field trips prior to the field trip being scheduled.** After approval, it will be the advisor/supervisor’s responsibility to schedule bussing with transportation.

**Teachers must submit list of students attending the field trip at least 1 week in advance to the administrator.** The administrator reserves the right to not permit specific students to attend a field trip based off of his/her attendance, current grades, and/or discipline.

Students participating in extracurricular field trips are subject to all Board rules and regulations and must remain under the direct supervision and control of a staff member or advisor as designated by the Superintendent.

The Board shall not endorse, support or assume liability for any extracurricular field trip that has not been approved by the Superintendent/designee. The Board must approve all overnight extracurricular field trips.

When planning a field trip a teacher should review the "Field Trip Policy" and complete the Windham Schools FieldTrip

Request. PRIOR to the field trip being planned, the trip must be applied for in writing, approved by the principal and

forwarded to the Superintendent or his designee for final action.

1. The field trip from school, when well-planned and organized, is an important part of the instructional program.
2. Such trips may be approved by the principal when adequate supervision is provided to insure the safety of the students and when the purpose of the trip falls within the present educational needs of the students.
3. Written permission must be obtained from the parents in advance of the trip.
4. An itinerary of the trip must be filed with the principal before the class leaves the building.
5. Ample adult supervision must be provided
6. No applications for field trips will be honored after May 1.
7. No field trips will be permitted after May 15, unless approved by superintendent.
8. Field trip requests that do not require overnight accommodations should be submitted twenty (20) days prior to requested date.
9. Overnight field trips must be approved by the Board of Education. Requests must be detailed and made to the Board the semester prior to the trip.
10. School rules and regulations are to be enforced. Suitable dress is mandatory. Students whose appearance is not acceptable should not be given permission to go on the field trip.
11. The teacher must have an Emergency Medical Authorization form for each participant on the field trip.

*Safety*

Each extracurricular field trip shall be properly planned to promote the highest level of safety possible for all involved students, staff and chaperones. A written permission form must be obtained and signed by a parent/guardian prior to any student’s participation in an extracurricular field trip. A written emergency medical authorization form signed by a parent/guardian must accompany each student participating in an extracurricular field trip. A student roster of all students participating in an extracurricular field trip should be maintained on each required school bus supplied by the group sponsoring the field trip. Chaperones shall accompany each school bus required for any extracurricular field trip. The chaperone’s responsibility is to assist the school bus driver in maintaining passenger control and enforcing procedures for the safety of all passengers. The school bus driver may instruct the chaperones where to be seated on the school bus.

*Eligible Participants*

In most cases, an entire class takes part in a field trip. From time to time, however, trips may be planned for a smaller group (when, for example, the place to be visited can accommodate only a small group or when the trip is appropriate only for a few students working together on a project). The Board also wishes to make it possible for an individual student to experience a field trip if such a trip would provide instructional benefits. In all cases, when only part of a class goes on a field trip, the administration ensures that satisfactory arrangements are made for the instruction of those staying in school and adequate transportation and supervision are provided for those who are going on the trip.

9. *STUDENT FUND-RAISING ACTIVITIES*

All fund raising projects must be approved by the principal's office. The principal reserves the right to cancel and return all fund raising items at the expense of the teacher and the organization if not properly approved. **All requests for fund raising must be submitted, in writing, to the building principal at least one month before the drive will be held**. Fundraiser forms are available from the office. PLEASE REFER TO THE STUDENT ACTIVITY HANDBOOK FOR FURTHER INFORMATION. If you have any further questions, please contact Samantha Pochedly or Gloria Rigg’s in the Treasurer’s Office.

10. *GRADE REPORTING*

At the end of a nine week grade period, classroom teachers assign grades using the designated reporting system. This procedure will be fully outlined in a special memorandum at each report period.

**JR/SR HIGH:**

A student must have a passing average and meet the minimum requirements of a course, including taking nine weeks, semester, and final exams, to earn credit. A student who fails to take a required final exam will fail the entire course regardless of the grades for the nine week periods. In order to receive credit for a semester course, the student must receive a passing grade (D or better) for a least two of the three grades on the report card.

Communicating with a parent whenever a student is performing below expectancy is encouraged. This may be done by written correspondence, conference, e-mail, telephone, or standardized forms.

**Windham Board of Education Policy:**

GRADE PERCENTAGE QUALITY POINT SCALE

A 90 – 100 4.0

B 80 - 89 3.0

C 70 - 79 2.0

D 60 - 69 1.0

 F Below 60 0

*Academic Awards*

An academic letter will be awarded to any student who earns a 3.2 grade point average each of the first three grading periods. After the first year other appropriate awards will be given to students who achieve this distinction.

Semester Class: 1st nine weeks = 40%

 2nd nine weeks = 60%

The final grade will be this weighted average of the two 9 weeks grades.

Full Year Class: 1st nine weeks = 22%

 2nd nine weeks = 22%

 3rd nine weeks = 22%

 4th nine weeks = 34%

The final grade will be this weighted average of the four 9 weeks grades.

In the seventh semester calculation for seniors, a projected grade will be used for full year classes. In this calculation, each of the first two nine-weeks grades will be counted at 50%.

*Incomplete Grades*

Incomplete grades should be made up as soon as possible. It is recommended that students be assigned the current grade versus an incomplete.

*“Risk of Failing Notice” (JR/SR HIGH ONLY)*

Notification to the parent when a student is at risk of failing a class is required. This should be done at any time a student's grade is in danger of falling below passing. As a general rule, parents should be notified for all “D” and “F” grades. Copies of the communication must be kept on file with the teacher and a copy given to Miss Amero and guidance counselor.

If a student is participating in inter-scholastic athletics, this requirement is in addition to fulfilling the established guidelines for reporting athletic eligibility. Please inform Mr. Gross or Mr. Burns of any student-athlete in risk of failing.

11. *MOVIES IN THE CLASSROOM*

 While movies should be viewed on a very limited basis throughout the year, the following guidelines must be followed:

1. The movie must have educational value and be aligned with the academic content standards.
2. Only "G" and “PG” rated movies are to be used (do not need to be previewed for content by teacher)
3. “PG-13” and "R" movies can be used:
	* If the movie is first previewed and edited for content by the teacher.
	* If the teacher gets written permission from the parent(s) of the children viewing the movie.
	* Prior permission has been received from the building principal.
4. *ACCIDENTS*

In case of an accident, please communicate with the nurse immediately or with the office if the nurse cannot be located. The school nurse is schedule to be in each building every day. All available assistance will be brought as quickly as possible. A written record of all accidents noted by the teacher or reported to the teacher by the student must be made. This written report will be kept in the principal's office. It is recommended that teachers keep a written record of their own regardless of the fact that the accident has been reported to the office. A form in the main office must be filled out by the teacher for each accident.

1. *SUPERVISION OF STUDENTS-RULES AND REGULATIONS*

Enforcement of school regulations is a responsibility that is shared by all members of the faculty and administration. While none of us may enjoy being disciplinarians, the nature of a school situation obligates each teacher to correct or refer to the office violations of school behavior standards. When we can act in unison on the problem, it is better for everyone in the long run, and a better school community is the result.

**Point of Emphasis:** Teachersare expected to be visible in the hallways during class changes and before/after school.

13. *DISCIPLINE*

Classroom discipline and control rest initially with the individual teacher. There are many ways the administration can support teachers in this responsibility. Should it ever become necessary to send a student to the office, PLEASE BE SURE THE OFFICE IS PROMPTLY AND FULLY INFORMED.

**JR/SR HIGH:**

*Detention*

1. Teachers can write detentions in their classrooms using the **detention form.**
2. Once a detention is written, give the white copy to the student.
3. Place the other copies in Mr. Marinucci’s mailbox.
4. Teachers are to assign the day of detention to the student. Detentions can be served on Tuesday-Thursday in room 425 from 2:45-3:30 after school.
5. If you give out a detention on the day a detention is offered, students are to serve it on the next detention day.

*Academic Intervention*

Students can be assigned to Academic Intervention by any teacher if a student needs more individualized tutoring. Students can be assigned to this if they’re behind on their school work.

1. Intervention is offered every day The Hangar from 2:45-3:30.
2. To assign students to intervention, you must assign the student to the intervention for the next day. If it’s a Friday, you will assign the student to serve the intervention on the following Monday.
3. Please use the **3 color form.**
4. The white copy goes to the student.
5. Attach the student(s) work to the other two copies and give to Mrs. Gutherie.

*Office Referral*

1. The **Disciplinary Office Referral** form is used when students are sent to the office because of an infraction that needs to be dealt with immediately by the administration.
2. Once you send the student to the office, call Kathy Gutherie IMMEDIATELY at ext. 536 to let her know the student is on his/her way and to briefly explain the infraction.
3. Send the **Disciplinary Office Referral** form as soon as you can to Kathy for the administration to review.

*In School Suspension*

1. ISS will be served in room 132 on Tuesdays and Thursdays.
2. Students are to report to ISS after breakfast or will be placed in there throughout the day by the administration, as needed.
3. Teachers will be notified via email by the main office of those serving ISS the next day. Teachers are to place the student(s) work in the basket labeled “ISS WORK.” The ISS teacher will submit the work in your mailbox. Please be specific with directions.

14. *DRUGS AND ALCOHOLIC BEVERAGES*

Any certified or non-certified member of the building staff is encouraged to report the names of individuals who exhibit actions, conversation, or behavior which may indicate chemical (drug and/or alcohol) involvement.

15*. ROOM EXCUSE PROCEDURE-* ***JR/SR HIGH:***

Students must sign in and out of the room. Teachers are responsible to keep accurate records.

**ELEMENTARY:**

Each teacher is to have some type of object as their hall pass for students to carry with them when they leave the room. This

ensures permission was granted for the student to be out of the classroom.

16*. TEACHERS' ABSENCES*

Please call Kathy Gutherie at 330-527-2325 (home) when calling off in the morning or at night. In case of emergencies, call

in the middle of the night if you need to. If you can’t get through to Kathy’s home phone, call 330-671-3724 (cell).

Please call prior to 6:45 a.m. After 6:45 a.m., call the office answering machine at 330-326-2711 ext. 536 and leave a

message.

Inform your building administrator via email or phone call/text to inform him/her of your absence.

To send lesson plans, email them to kgutherie@windham-schools.org or fax to 330-326-3713. **ALL teachers are expected**

**to submit lesson plans when not in attendance.**

NOTE: Just because you called off in the Kiosk does NOT mean you have a substitute. **YOU MUST STILL CALL**

**KATHY!**

**ELEMENTARY:**  For personal, professional, and advance sick leave days, report to Nita. ANY unexpected absences HAVE

to go through Kathy so that Nita and Kathy are not calling the same substitutes for the same staff member.

*Teachers Reporting and Leaving School*

Teachers should be in the building by: 8:00 a.m. KT Elementary, 7:20 a.m. JR/SR High School unless they have an official assignment which may alter the time. Teachers having special assignments requiring them to be here earlier must meet the requirements of that assignment.

Teachers may leave the building by: 3:30 p.m. KT Elementary, 2:50 p.m. JR/SR High School when their responsibility to students and activities has been met. Teachers may leave the building during their half hour, uninterrupted lunch period. If possible, please notify the building secretary that you are leaving the building. Teachers may leave the building during their plan period upon approval of the administration.

If you are going to be late, contact Kathy Gutherie and your administrator AS SOON AS POSSIBLE so coverage can be arranged. Use the guide sheet/chart when entering into the Kiosk. Please be diligent and accurate with this.

17. *FACULTY SUNSHINE COMMITTEE GUIDELINES*

The committee will collect money for this fund in September of the school year. Giving to this fund is voluntary and not

compulsory. This fund is maintained by the Sunshine Committee. Donations will be accepted in any amount at any time.

Contributors may ask the building principal to see the expenditures and balance of these funds at any time.

18**.** *ATHLETIC EXTRA-CURRICULAR ELIGIBILITY*

Eligibility standards are established by the Ohio High School Athletic Association and the Windham Exempted Village

Board of Education. Eligibility for participation in extra-curricular organizations/clubs shall follow guidelines set forth for

athletics.

**Grades 7-8:** to maintain eligibility for grades 7 and 8, students must be currently enrolled in a member school and have received passing grades in a minimum of five (5) of the classes in which they were enrolled in the immediately preceding grading period

**Grades 9-12:** A student must be currently enrolled in school and must have received passing grades in a minimum of five (1) credit courses or the equivalent, in the immediately preceding grading period. This includes incoming freshmen students.

**Absence on Day of Extra-Curricular Activity:** To attend or participate in any activity such as an athletic event, play, band/choir performance, dance, etc., sponsored by the school, students are to be in attendance on the day of the activity. A day of attendance for participation in an extra-curricular activity is designated by an arrival of no later than 10:35 a.m.

A student leaving with an early dismissal OTHER THAN: medical, court, or principal discretion must be present for a **minimum of 4 hours of the school day** in order to participate in the extracurricular activity on the day of the event.

In addition to the eligibility requirements established by the Ohio High School Athletic Association, students in grades 7 –12 must have attained a minimum grade point average of 1.0 on the previous grading period. Students may participate in interscholastic activities if they received one failing grade for the previous grading period. An athlete will be ineligible when receiving two or more failing grades in the previous marking period. If a student’s individualized education plan (IEP) indicates that an exemption from this portion of the policy (GPA requirement) would be advisable, such eligibility requirements shall not be applicable to that student, but the OHSAA requirement would still be in effect.

Students failing to meet the above requirements in any one grading period will not be permitted to participate in any organizational (club) activities as a member until the required level of achievement is once again documented (next grading period). A student may participate in practice with the approval of the head coach, athletic director, principal and parent/guardian.

**BUILDING AND FACILITIES USE**

The practice of informing our custodial staff about the time and use of the high school facilities by groups and individuals is necessary if we are to maintain the security of our building. Although everyone associated with the district programs should follow procedures which promote maximum security, the custodial staff is primarily responsible for security measures. The administration needs to be aware of building use during after school hours. The following procedures are to be followed ANY time staff members, advisors, coaches, and/or community members are keeping students after school hours and using any school facilities

**The scheduling of group activities is made to Leigh Ann Hankins for time and facilities**. The Athletic Department will be responsible for coordinating all athletic schedules.

Faculty members using the building will please follow these procedures:

* + - 1. All individuals using a room or area in KT or the Junior/Senior High have to fill out a building use form. There are no exceptions to this.
			2. All building use forms are to be submitted to Leigh Ann Hankins **ONE WEEK prior to a meeting/event.** You may submit a hard copy or electronic copy, but the form MUST have a schedule of meetings/practices attached to it, if you are an advisor or coach. Building use forms submitted past the one week deadline will not be accepted.
			3. Building use forms are available online under “Forms/Links” or in the BOE office.
			4. The building calendar will be updated regularly online. It is YOUR responsibility  to check this calendar prior to submitting a form to ensure no conflicts occur with location AND with students. We want to avoid pulling students in too many directions at one time since many are involved in multiple teams and clubs.
			5. Coaches are to submit their practice/conditioning schedules PRIOR to the FIRST day of conditioning and practice.  Teams may block off times such as (Girls & Boys Basketball 3-6 in HS gym). **Specific schedules are still to be submitted to DJ Gross.**
			6. Students are to be supervised at all times. This includes dismissal time.  The adult does not leave until the last student is picked up.
			7. It is advised that larger events such as: band/choir concerts, drama plays, prom decorating, any dances, etc. be scheduled immediately to avoid conflict.
			8. Any changes/cancellations in your scheduled event location and/or time are to be communicated to Leigh Ann as soon as possible.
			9. The administration reserves the right to decline any building use form due to scheduling conflicts, late notice, and/or an over-abundance of events occurring at one time.
			10. Those who do not follow this procedure and use the facilities after school hours will be addressed by the administration.

*Care of Building, Equipment, and Facility*

 The proper respect for public property and equipment is important for morale and financial reasons. Report any vandalism to your immediate supervisor.

**SCHOOL RECORDS**

The student's permanent record, which is maintained in the records office, contains his academic record, attendance record, standardized test scores, class rank and record of school activities. Students and parents may request to review a student's high school record. Guidance counselors will assist in interpreting the material on file. A student's record is routinely made available to the student's teachers to aid them in meeting the student's special needs and interests.

School records will not be made available to out-of-school authorities without the permission of the student and/or his parents unless it is evident to the principal that the release of information about the student is in the student's interest. The release of student records (personally identifiable information) is protected under state and federal law; therefore, records may not be released without written consent of the parent.

Parents have the right to review the records of their child. If the parents are separated or divorced, the custodial parent is the only one who can authorize the release of personally identifiable information. The non-custodial parent may view the records and may receive copies of the information.

"Directory information" may be released. Directory information is defined as pupil's name, parent/guardian name(s), address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height as it relates to being a member of an athletic team, dates of attendance, date of graduation, and awards received. Directory information does not indicate whether a student is handicapped.

No one may release the name or other student information to anyone who is going to use it for a profit making activity.

**SERVICES**

*Guidance Services*

There are always students who need our special assistance. It would be helpful if teachers would be alert to situations where:

a. The pupil is a consistent under-achiever.

b. The pupil's scholastic achievement suddenly drops.

c. The pupil demonstrates bizarre conduct that might indicate a personal problem with which he needs help.

d. The pupil may be puzzling excessively over vocational choice or educational plans.

e. There may be a case of abuse.

\*In referring a student, it is preferable for you to see a counselor personally.

**SAFETY AND SECURITY**

1. *BUILDING CRISIS PLAN*

Every teacher is supplied with a Building Crisis Plan. These should be kept in a secure but easily accessible location.

2. *CAMERAS*

 Cameras are located throughout the building in strategic entrance, hallway, and cafeteria locations. Footage may only be viewed by administrative personnel and/or police.

3. *DOORS*

Classroom doors should be locked when the room is not in use.

Outside doors are unlocked from 7:30 a.m.- 9:00 a.m., KT Elementary and 7:00 a.m.-7:45 a.m. JR/SR High School for student and employee morning entrance. After or before these times, employees may enter doors by using their security fob.

4. *SECURITY DOORS FOB*

Every employee will be issued a security door fob.

 **BULLYING AND HARASSMENT**

**ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING**

*As Per Ohio Legislative House Bill 276, the Ohio State Board of Education ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING Model Policy, and this School District’s Board of Education Policy.*

This school district’s Board of Education and the Ohio State Board of Education have adopted anti-harassment and anti-bullying policies to make absolutely sure that our schools provide physically safe and emotionally secure environments for all students and all school personnel. Our school district Board, administrators and teachers will do everything possible to enhance/create positive learning and teaching environments that emphasize and recognize positive behaviors and to evoke nonviolence, cooperation, teamwork, understanding and acceptance toward all students and staff in our schools and at school activities and events

Specifically, students and parents should be aware of the following:

It is the policy of the Board of Education that any form of bullying behavior, whether in the classroom, on school property, to and from school or at school-sponsored events, is expressly forbidden. School personnel shall report prohibited incidents they witness and/or receive reports on from students to the school principal or other administrator designated by the principal.

School administrators will notify parents or guardians of any student involved in a prohibited incident.

A school district employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy if that person reports an incident of harassment, intimidation or bullying promptly in good faith and in compliance with the procedures specified in the policy.

Students who have been determined to have engaged in prohibited behaviors are subject to disciplinary action, which may include suspension or expulsion from school.

Harassment, intimidation, or bullying is specifically designated in Board of Education policy and in state law to carry special legal statutory obligations. However, misconduct by one student against another student, whether or not appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator.

**What is meant by “harassment, intimidation and bullying”:**

Harassment, intimidation or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibited toward other particular student more than once and the behavior both:

* 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.

Harassment, Intimidation or Bullying also means electronically transmitted acts i.e., Internet, cell phone, personal digital assistance (PDA) or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both:

* causes mental or physical harm to the other student/school personnel; and
* is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student/school personnel.

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

A school-sponsored activity shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Ohio Board of Education.

**CONDUCT THAT IS NOT ACCEPTABLE:**

Harassment, intimidation or bullying can include many different behaviors including overt intent to ridicule, humiliate or intimidate another student or school personnel. Examples of conduct that could constitute prohibited behaviors include:

* Physical violence and/or attacks;
* Threats, taunts and intimidation through words and/or gestures;
* Extortion, damage or stealing of money and/or possessions;
* Exclusion from the peer group or spreading rumors; and,
* Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyber bullying”), such as the following:
* Posting slurs on Web sites where students congregate or on Web logs (personal online journals or diaries);
* Sending abusive or threatening instant messages;
* Using camera phones to take embarrassing photographs of students and posting them online; and,
* Using Web sites to circulate gossip and rumors to other students;
* Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

**Complaint Processes**

Our school district notifies students and parents through student and parent handbooks, posting in bulletin boards, and regular discussions with students, teachers and others. To repeat, harassment, intimidation, or bullying behavior by any student/school personnel in this school district strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

To repeat, “harassment, intimidation, or bullying”, in accordance with Ohio law, means any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

* Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students’/personal property.
* Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

**Formal Complaints**

Students and/or their parents or guardians may file reports regarding suspected harassment, intimidation or bullying. Such written reports shall 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, and they shall be promptly forwarded to the building principal for review and action in accordance with Section 6.

**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 shall be reasonably specific as to the actions giving rise to the suspicion of 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.

A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the school staff member and/or administrator shall be promptly forwarded to the building principal for review and action in accordance with Section 6.

**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 complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (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 harassment, intimidation and/or bullying.

**School Personnel Responsibilities**

**Teachers and Other School Staff**

Teachers and other school staff, who witness acts of harassment, intimidation or bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written, incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected harassment, intimidation, and bullying shall promptly notify the building principal and/or his/her designee of such report(s).

If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the building principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he or she shall prepare a written report of the informal complaint which shall be promptly forwarded (no later than the next school day) to the building principal or his/her designee.

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation or bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, 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, intimidation or bullying.”

**Administrator Responsibilities**

The principal and or his/her designee shall be promptly notified of any formal or informal complaint of suspected harassment, intimidation or bullying. Under the direction of the building principal or his/her designee, all such complaints shall be investigated promptly. A written report of the investigation shall be prepared when the investigation is complete.

Such report shall include findings of fact, a determination of whether acts of harassment, intimidation or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of 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.

**Remedial Actions**

Verified acts of harassment, intimidation, or bullying shall result in an intervention by the building principal or his/her designee that is intended to ensure that the prohibition against harassment, intimidation or bullying behavior is enforced, with the goal that any such prohibited behavior will cease.

Harassment, intimidation and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation and bullying. While conduct that rises to the level of “harassment, intimidation or bullying,” as defined above will generally warrant disciplinary action against the perpetrator of such prohibited behaviors whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension; or expulsion) is a matter for the professional discretion of the building principal. The following sets forth possible actions for building principals to enforce the Board’s prohibition against “harassment, intimidation or bullying.”

**Disciplinary Interventions**

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

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

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

**Reporting Obligations**

If after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building principal or his/her designee shall:

* notify in writing the parent or guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in such notification.
* notify the parent or guardian of the victim of such finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation and bullying.

Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse must be reported to Child Protective Services, per required timelines. Our school district will also investigate for the purpose of determining whether there has been a violation of District Policy or Procedure, even if law enforcement or CPS is also investigating. All School District personnel must cooperate with investigations by outside agencies.

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

If students or parents have any questions about our school district’s prohibition against harassment, intimidation or bullying, you should contact your building administrator immediately.

**STAFF CONDUCT**

1. *STAFF-STUDENT RELATIONS*

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

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

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

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

 1. Staff members shall not make derogatory comments to students regarding the school, 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 which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.

 6. Dating between staff members and students is prohibited.

 7. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.

 8. Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.

9. Staff members shall not send students on personal errands.

1. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
2. Staff members shall not attempt to counsel, assess, 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.
3. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.

*Social Networking Web Sites*

1. District staff who personally participate in social networking web sites are prohibited from posting inappropriate data, documents, photographs or other such information that might result in a disruption of classroom activity. The Superintendent/designee has full discretion in determining when a disruption of classroom activity has occurred.
2. District staff members are prohibited from providing social networking web site passwords to students.
3. Fraternization (associations which are irregular, unprofessional, improper or imprudent in ways that negatively affect the goals of the organization) between District staff and students via the Internet, personal email accounts, social networking web sites and other modes of virtual technology is also prohibited.
4. Access of social networking web sites during school hours is limited to educational purposes.

Violation of the prohibitions listed above will 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. Nothing in this policy prohibits District staff and students from the use of education websites and/or use of social networking websites created for curricular, co-curricular or extracurricular purposes.

**PERSONNEL RECORDS**

The Superintendent develops and implements a comprehensive and efficient system of personnel records. The secretary to the Superintendent and the secretary to the Treasurer are hereby designated as the employees directly responsible for the personnel records system. The following guidelines govern such records.

 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 are not placed in a staff member’s file.

 2. A personnel file for each employee is accurately maintained in the District office in accordance with administrative regulations incorporating the requirements set forth under the Ohio Privacy Act for the protection of employees. Employees will be notified whenever personal information concerning them 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 Revised Code Section 149.43.

 5. The District is required to keep reports of investigations of employeemisconduct in the employee’s personnel file, unless the State Superintendent of Public Instruction orhis/her designeedetermines that the report does not warrant taking action against the employee.

 If the State Superintendent of Public Instruction or his/her designeedetermines 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 contents of his/her own personnel file. If a document is not disclosed to the employee because it is determined by a physician, psychiatrist or psychologist to be likely to have an adverse effect upon the employee, the document will be released to the designated medical authority. Requests are made to the Superintendent and scheduled for a time convenient for the parties involved.

 7. Employees may make written objections to any information contained in the file. Any written objection must be signed by the staff member and becomes part of the employee’s personnel file after the appeal procedure outlined in the Ohio Revised Code. The appeal procedure permits any employee who disputes the accuracy, relevance, timeliness or completeness of information maintained in his/her file to compel the District to investigate the current status of the information.

 8. Personnel records should be reviewed only within the confines of the Superintendent’s office or the Board’s office.

**DRUG-FREE WORKPLACE**

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.

Toward this end, prospective employees must pass a drug test before beginning work or receiving an offer of employment. Payment for such testing will be the responsibility of the employer. Refusal to submit to testing will result in disqualification of further employment consideration.

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 Federal law, in the workplace.

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

As a condition of employment, each employee shall notify his/her supervisor, in writing, of his/her conviction of any criminal drug statute for a violation occurring in the workplace as defined above, not later than five days after such conviction. The Superintendent provides proper notification to the appropriate federal agencies within 10 calendar days of having received notice of such conviction. This requirement is mandated by the Drug-Free Workplace Act. Within 30 days of having received notice that an employee has been convicted of a drug statute for conduct occurring in the workplace, the District takes appropriate personnel action against the employee up to and including termination.

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. 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.

**PARENTAL INVOLVEMENT IN EDUCATION**

The Board believes that parental involvement is an important part of the educational program. Current research indicates that a home-school partnership and greater involvement on the part of parents in the education of their children generally result in higher achievement scores, improved student behavior and reduced absenteeism and increased involvement in school and community activities. All parents and foster caregivers are encouraged to take an active role in the education of their children or foster children.

The Board directs the administration to develop along with parents and foster caregivers the necessary regulations to ensure that this policy is followed and that parental involvement is encouraged. The regulations are to:

 1. Encourage strong home-school partnerships;

 2. Provide for consistent and effective communication between parents or foster caregivers and school officials;

 3. Offer parents or foster caregivers ways to assist and encourage their children or foster children to do their best in all phases of their education;

4. Offer ways parents or foster caregivers can support classroom learning activities and

 5. Provide opportunities for parents/guardians to be involved in the design, operation and evaluation of the school’s programs.

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 parental involvement policy and guidelines. The requirements of the policy and guidelines are consistent with Federal and State law.

**SCHOOL CEREMONIES AND OBSERVANCES/PATRIOTIC EXERCISES**

The Board believes that special recognition should be given to national holidays. The building principal should encourage a discreet observance of these holidays which have become a part of the American heritage. These observances may, in some instances, be in the form of a school assembly while in other instances they are a part of the classroom work.