

Table of Contents

[Welcome to Tallmadge City Schools](#)

[About Us](#)

[Absence Notification](#)

[Academic Freedom](#)

[Acceptable Use Policy](#)

[Administration of Medication to Students](#)

[Admission of Nonresident Students of Employees](#)

[Attendance](#)

[Building Use](#)

[Calendars](#)

[Cash in School Buildings](#)

[Certification/Licensure](#)

[Closings and Delays](#)

[COBRA/HIPPA Laws](#)

[Compensation](#)

[Conduct](#)

[Conflict of Interest and Nepotism](#)

[Credit Cards](#)

[Criminal Records Check](#)

[Dress and Grooming](#)

[Drug-Free Workplace](#)

[Equal Opportunity Employment / Nondiscrimination](#)

[Evaluations](#)

[Expense Reimbursements](#)

[Family and Medical Leave Act \(FMLA\)](#)

[Fraud Reporting System \(Auditor of State\)](#)

[Fundraisers](#)

[Grading Scales](#)

[Grievance Procedure](#)

Hazing and Bullying

Health and Safety

- Bloodborne Pathogens
- Communicable Diseases
- First Aid
- Food Allergies
- Safety
- Student Safety

Holidays

Hours of Work/Work Schedules

Insurance

Interrogations and Searches

Leaves

- Assault Leave
- Childbirth/Adoption Leave
- Jury Duty Leave
- Military Leave
- Personal Leave
- Professional Leave
- Sick Leave
- Unpaid Leave
- Vacation Leave (Classified Employees)
- Witness Duty Leave

Overtime/Compensatory Time

Performance of Duties

Personnel Records

Phone Usage

Public Records (Public's Right to Know)

Public School works

Purchasing Procedures

Reduction In Force (RIF)-Classified/Certified

Reporting Child Abuse

Severance Pay

Sexual Harassment

Staff Meetings

Student-Employee Relations

[Student Records](#)

[Student Supervision](#)

[Student Supports and Family Engagement](#)

[Tobacco Use](#)

[Transfers](#)

[Transportation](#)

[Tutoring for Pay](#)

[Vacancies](#)

[Visitors to Classrooms](#)

[Volunteers](#)

[Appendix A – Employee Rights and Responsibilities Under FMLA](#)

[Appendix B – Signature Page](#)

Welcome to Tallmadge City Schools

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

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

In addition to reviewing this handbook, all employees also must review and familiarize themselves with board adopted policies and procedures. Throughout this handbook there are references to board policies, where this occurs the applicable policy code(s) also are included. Employees should review the applicable policy. Board policies will periodically be updated and, when revised, supersede any conflicting language in this handbook. The most current policies are available on the District website. Employees are required to follow all board policies regardless of whether the policy is referenced specifically in this handbook. Additional staff resources and links to programs referenced in this handbook are available in the staff section on the District website.

Employees must review and familiarize themselves with the current student handbook and student code of conduct of the building(s) to which they are assigned. Unless otherwise indicated in a section, the information in this handbook applies to all District staff – certified, classified and non-bargaining unit staff

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

Certified Staff – those staff covered by the Tallmadge City Schools Teachers Association collective bargaining agreement (Teachers' collective bargaining agreement)

Classified staff – those staff covered by the Tallmadge City Schools Classified School Employees collective bargaining agreement (Classified staff collective bargaining agreement)

Administrative staff – non-bargaining staff are those not covered under a negotiated agreement or employed under an administrative contract

VISION

“Tallmadge is a collaborative community that empowers every student.”

MISSION

“Every Tallmadge graduate is successfully employed, enrolled or enlisted.”

About Us

[Tallmadge City Schools Portrait of a Graduate](#)
[Tallmadge City Schools Strategic Plan](#)

The Tallmadge City School District is located in Tallmadge, a suburban residential community in Summit County, which is in northeastern Ohio. Seventeen square miles of rolling wooded terrain surround the city landmark, Tallmadge Circle - a four acre park at the center of the community and the hub of its Western Reserve history.

There are three buildings organized as Tallmadge Elementary (grades K-5), Tallmadge Middle (grades 6-8) and Tallmadge High School (grades 9-12).

As a district, we are very proud of the many opportunities and activities that we offer for our students, parents, and community members. The Tallmadge City Schools' District Profile is a representation of all of the great things happening in our schools, including Academics, Athletics, Arts and Activities, Fiscal Responsibilities, Facilities, Student Wellness, and Parent and Community Involvement.

Our goal is to provide the experiences and opportunities that will prepare each student for enrollment in postsecondary education, employment or enlistment in the military. To view everything that the Tallmadge City Schools has to offer, please click here to read the [District Profile](#).

Absence Notification

Comply with Collective Bargaining Agreement

Certified and Classified staff must review applicable collective bargaining agreement for procedures and notice timeframes specific to type of leave.

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

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

Certified staff, instructional and non instructional aides and administrators

Leave must be requested through Frontline Absence Management. Upon hiring, you will receive a personal invitation email with the subject line: Tallmadge City School District invites you to Absence Management. For more information on creating your Frontline ID click [here](#). Absentee requests should be made no later than 6am. If after 6am, the employee must contact the appropriate building principal. Teachers are to have

emergency sub plans on file in the office for unanticipated absences. In the case of an absence scheduled in advance, teachers must have appropriate lesson plans and information for the day.

Classified staff

Classified staff members must notify their immediate supervisor of their absence prior to the start of their shift.

Academic Freedom/Controversial issues

Comply with Collective Bargaining Agreement

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

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

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

Teaching about controversial issues

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

1. study any controversial issue that has political, economic or social significance and concern;
2. have free access to all appropriate information, including materials that circulate freely in the community;

3. study under competent instruction in an atmosphere free from bias and prejudice and
4. form and express their own opinions on controversial issues without jeopardizing relations with teachers or the school.

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

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

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

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

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

Teaching about religion

Schools must be neutral in matters of religion. The District must show no preference for one religion over another and must refrain from the promotion of any religion.

It is the responsibility of the public schools to foster mutual understanding and respect for all individuals and beliefs. In pursuing this goal, teaching in the public schools should recognize that holidays are observed differently by different religious groups. Teachers should also respect the fact that some individuals' beliefs do not include religious observances.

Teaching about religious holidays or about religion in general should:
be objective;

avoid any doctrinal impact and

avoid any implication that religious doctrines have the support of school authority.

Policies IB / IGAC / INB

Acceptable Use Policy

Comply with Collective Bargaining Agreement

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

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

Staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District. The District reserves the right to amend policies and regulations as necessary throughout the school year. Users are notified of the updated policies and regulations and must comply with the updated requirements. These policies and regulations also apply to use of District-owned devices, or accessing of District intranet and software programs off District property. All users using platforms established for e-learning regardless of whether the employee is using a personal or District provided device must be used in accordance with the standards for conduct outlined in the acceptable use policy accompanying regulation.

Employees shall agree to abide by the terms of the Computer Network Agreement Form included with their Public School Works agreements

Policy EDE / Reg. EDE-R

Administration of Medication to Students

Comply with Collective Bargaining Agreement

Authorized employees are permitted to administer medicines to students at school in compliance with state law and Board-adopted policies and procedures. Only

employees of the Board who are licensed health professionals or who are appointed by the Board and have completed a drug administration training program meeting state law requirements, conducted by a licensed health professional and considered appropriate by the Board can administer prescription drugs to students. Each building principal will maintain a list of employees permitted to administer medication. All employees must review the policies and regulations for administration of general medication and student use of asthma inhalers or epinephrine autoinjectors.

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

Admission of Nonresident Students of Employees

Comply with Collective Bargaining Agreement

A student may enroll in the District on a tuition-free basis, in compliance with Board policy and the collective bargaining agreement, if his/her parent is a full-time employee of the District. The Board policy shall be uniformly applied to all such children and shall provide for the admission of any such student upon request of the parent(s). Request forms are available through the office of the Superintendent. In accordance with the collective bargaining agreement and board policy.

Policy JECB

Attendance

Comply with Collective Bargaining Agreement

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

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

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

Building Use

Employees requesting the use of a building must contact the building principal. Applications for community use of buildings are in accordance with Board policies and procedures and all appropriate forms must be completed.

Policy KG and Reg. KG-R

Calendars

Comply with Collective Bargaining Agreement

The **district calendar** sets forth the days and hours schools are in session, holidays, vacation periods, in-service training days, teacher orientation days and days of reports to parents. Calendar options will be determined by staff input through the Steering Committee. Options of the calendar will be voted on by all employees of Tallmadge City Schools with Steering Committee representatives responsible for conducting the vote. The Steering Committee will submit the preferred calendar based on the vote to the superintendent for board approval. District calendars will be created for two years.

The **employee work schedule calendar** will be located under the [Treasurer tab](#) on the website. These calendars will contain the days that employees are required to work. Also located on this site is the pay date schedule.

Cash in School Buildings

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

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

In all cases, if the money collected:

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

The Treasurer has established provisions for the safeguarding of cash until it can be deposited with the Treasurer and/or bank including provisions for making bank deposits

after regular banking hours. Money should be secured in a locked desk, file cabinet, safe or other secure room on school property until it can be deposited.

Policy DM

Certification/Licensure

Comply with Collective Bargaining Agreement

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

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

Any individual hired to direct, supervise or coach a pupil-activity program must have a valid educator license, certificate, pupil-activity permit or other qualifying permit and pass a criminal records check with no disqualifying offenses. Prior to employment, the individual must demonstrate the ability to work effectively with pupils, substantive knowledge of the pupil-activity program and any applicable rules and regulations of the district, and have completed the National Federation of State High School Associations fundamentals of coaching course. Any individual hired to direct, supervise or coach a pupil-activity program that involves athletics, routine or regular physical activity or health and safety conditions also are required to demonstrate that they are of good moral character and have completed approved required trainings. More information for these positions and required trainings is available in the Athletics Handbook.

Policy GCBB / GDBB

Closings and Delays

Comply with Collective Bargaining Agreement

Refer to applicable collective bargaining agreement

Employees are notified of closings through the school closing alert system. Employees should notify the Superintendent of any changes in contact information.

Policy EBCD / Reg. EBCD-R

COBRA/HIPAA Laws

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

The Health Insurance Portability and Accountability Act (HIPAA) grants individuals the right to receive notice of the uses and disclosures of their protected health information and protects individuals and their dependents from losing their health insurance coverage based on pre-existing condition exclusions in the event of job change or loss.

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

Compensation

Comply with Collective Bargaining Agreement

There are 24 pay days each year with pay being bi-monthly. Pay days are indicated on the staff pay dates calendar. The staff pay dates calendar is posted on the [staff resources page at tallmadgeschools.org](#). All employees are required to use Direct Deposit to receive their paycheck. An electronic paystub is sent via email on or before each payday.

Suggested provisions:

- Direct deposit (mandatory/optional), timelines for changing direct deposit financial institution
- Deduction options
- Email or hard copy pay stub
- What happens when payday falls on bank holiday

Conduct

All staff members have a responsibility to make themselves familiar with, and to abide by, the laws of the state of Ohio, the negotiated agreement, the policies of the Board and the administrative regulations designed to implement them. All educators also are required to comply with the Licensure Code of Professional Conduct for Ohio Educators. Violations of any of these shall be regarded as cause for disciplinary action.

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

When the behavior is sexual harassment, the Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

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

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

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

Policy GCB

Conflict of Interest and Nepotism

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

Employees shall not engage in work of any type in which information concerning a customer, client or employer originates from any information available to them through District sources. Employees must not use their influence or authority to secure authorization of a public contract, including an employment contract, for a family member. Employees may not engage in the sale of products to the schools, even if the proceeds of such sales are intended for charitable or civic purposes.

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

Policies GBCA / GBI

Credit Cards

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

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

Policy DJH

Criminal Records Check

Comply with Collective Bargaining Agreement

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

Policy GBQ

Dress and Grooming

Comply with Collective Bargaining Agreement

All employees, when assigned to District duty, including extracurricular activities, shall:

1. be physically clean, neat and well groomed;
2. dress in a manner reflecting their professional assignment;

3. dress in a manner that enhances a positive image of the District;
4. dress in a manner that doesn't interfere with the educational process and does not compromise reasonable standards of health, safety and decency and

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

Policy GBCC

Drug-Free Workplace

Comply with Collective Bargaining Agreement

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

Because of the Board's commitment to provide a safe workplace, no employee shall unlawfully manufacture, distribute, dispense, possess or use any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol or any other controlled substance, as defined in State and/or Federal law, in the workplace. The Board also prohibits the use and possession of legally acquired medical marijuana in the workplace.

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

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

Employees are given a copy of the standards of conduct and the statement of disciplinary sanctions and are notified that compliance with the standards of conduct is mandatory. When the District has reasonable suspicion an employee is under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol or any other controlled substance, as defined in State and/or Federal law, the employee may be subject to testing in accordance with prescribed administrative regulations, local, State and Federal law and/or the negotiated agreement and may be considered in violation of this policy. Employees who violate the policy shall be subject to disciplinary proceedings in accordance with prescribed administrative regulations, local, State and Federal law and/or the negotiated agreement, up to and including termination. Any employee in violation of this policy

may be required to participate in a drug-abuse assistance or rehabilitation program approved by the Board.

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

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

Policy GBP

Equal Opportunity Employment / Nondiscrimination

The District shall provide equal opportunities for employment, retention and advancement of all employees regardless of race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity.

Policies AC / GBA

Evaluations

Comply with Collective Bargaining Agreement

Certified staff

Refer to applicable Board adopted Ohio Teacher Evaluation System/Ohio School Counselor Evaluation System policy and negotiated agreement. Staff not subject to OTES or OSCES follow procedures included in the negotiated agreement.

Administration

To assist administrators in the development of their professional abilities, to provide information for employment decisions and to comply with mandates of State law, district administrators will be evaluated annually.

Principals/Assistant Principals

Principals and Assistant Principals will be evaluated using OPES. Evaluations will be done by the superintendent or the superintendent designee as long as the evaluator is current on their OPES certification.

Other Administrative Staff

Administrators not evaluated with OPES, will be evaluated by the superintendent or superintendent designee. The evaluation measures the administrator's effectiveness in performing duties included in the job description and the specific objectives and plans developed in consultation with the superintendent.

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

Classified Staff

Refer to applicable Board adopted policies and procedures and negotiated agreement.

Policy AFD (Also GDN)

Expense Reimbursements

Comply with Collective Bargaining Agreement

Employees who incur expenses in carrying out their authorized duties shall be reimbursed by the District upon submission of a properly approved [documentation](#) with supporting receipts as required by administrative regulations. Expenses may be approved and incurred within the limits of budgetary allocations for the specific type of expense and in accordance with Board policies and procedures and the negotiated agreement. A traveler on official school business is expected to exercise the same care in incurring expenses as a prudent person exercises in traveling on personal business.

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

Employees are prohibited from accepting, soliciting or using the authority or influence of his/her position to secure, for personal travel, a discounted or "frequent flyer" airline ticket or other benefit from an airline if they have obtained or earned the ticket on official

travel. Any miles earned become the property of the District and must be used for future official travel by District employees or the Board.

Policy DLC / Reg. DLC-R

Family and Medical Leave Act (FMLA)

Comply with Collective Bargaining Agreement

Refer to board policy and procedures and the negotiated agreement.

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

See Appendix for Employee Rights and Responsibilities under the FMLA.

Policy GBR / Reg. GBR-R

Fraud Reporting System (Auditor of State)

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

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

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

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

Web: www.ohioauditor.gov

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

Policy EBCE / Reg. EBCE-R

Fundraisers

See linked policies.

[Policies GBIA \(Also IG DFA\) / IGDF / Reg. IGDF-R](#)

Grading

See linked policies

Policies [IKA/IK/IKAB](#)

Grievance Procedure

Comply with Collective Bargaining Agreement

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

Hazing and Bullying

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

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

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

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

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

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

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

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

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

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

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

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

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

The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials. When the behavior involves allegations of sexual harassment, the Title IX sexual harassment grievance process will be followed, as applicable. When the behavior is sexual harassment, the Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

School Personnel Responsibilities and Complaint Procedures

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

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

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyberbullying”), such as the following:
 1. posting slurs on websites, social networking sites, blogs or personal online journals;
 2. sending abusive or threatening emails, website postings or comments and instant messages;
 3. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and

4. using websites, social networking sites, blogs or personal online journals, emails or instant messages to circulate gossip and rumors to other students.
6. excluding others from an online group by falsely reporting them for inappropriate language to internet service providers.

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

Teachers and Other School Staff

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

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

Complaints

1. Formal Complaints

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

2. Informal Complaints

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged

conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

3. Anonymous Complaints

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

4. False Complaints

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

Intervention Strategies

1. Teachers and Other School Staff

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

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

2. Administrator Responsibilities

1. Investigation

The principal/designee is notified of any formal or informal complaint of suspected harassment, hazing, intimidation or bullying. Under the direction of the building principal/designee, all such complaints are

investigated promptly. A written report of the investigation is prepared when the investigation is complete. The report includes findings of fact, a determination of whether acts of hazing, bullying and/or dating violence were verified, and when prohibited acts are verified, a recommendation for intervention, including disciplinary action, is included in the report. Where appropriate, written witness statements are attached to the report.

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

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

2. Nondisciplinary Interventions

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

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

3. Disciplinary Interventions

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Discipline procedures will not infringe on any student's rights under the First Amendment to the Constitution of the United States.

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

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

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

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

Report to the Custodial Parent or Guardian of the Perpetrator

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

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

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

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

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

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

Police and Child Protective Services

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

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

Policy JFCF / Reg. JFCF-R

Health and Safety – Workers' Compensation

1. Accident Prevention and Reporting

All work-related injuries must be reported by the employee to his/her administrator/supervisor immediately following the incident and complete an [Injury/Accident/incident Report](#). All injuries that require medical treatment will be fully investigated by the supervisor.

All employees must report to the Central Office personnel immediately after receiving the initial medical treatment to submit the Physician Report Form. The only exception is a medical condition that prevents the employee's return, in which case a phone call is required. Medical proof of the exception will be required upon return to work.

Policy GBE / Reg. GBE-R

2. Workers Compensation

The **Ohio Bureau of Workers' Compensation (OBWC or BWC)** provides medical and **compensation** benefits for work-related injuries, diseases and deaths. If an employee suffers a workplace injury or develops an occupational disease, the **BWC pays for medical care and lost wages**. The employee can see any doctor for their first visit, but then must choose a medical provider certified by the BWC.

3. Bloodborne Pathogens

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

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

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

Policy EBBC

4. Communicable Diseases

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

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

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

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

Policy JHCC

5. First Aid

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

- C. Only emergency care and first aid are provided. A physician or nurse provides training for first-aid treatment and emergency care for various types of illness and injury. Use of medications is limited to topical applications as directed by a physician for certain types of injuries or to such medication as might have been officially authorized for an individual student.
- D. In cases in which the nature of an illness or an injury appears serious, the parent(s)/guardian shall be contacted and the instructions on the student's emergency card shall be followed. In extreme emergencies, arrangements may be made for a student's immediate hospitalization whether or not the parent(s)/guardian can be reached.
- E. No elementary or middle school student who is ill or injured shall be sent home alone. High school students may be sent home if the illness is minor and the parents/guardian, who have authorized such dismissal on the emergency medical forms, have been informed in advance.
- F. Board-approved procedures shall be followed to guard against athletic injuries and to provide care and emergency treatment for injured athletes.
- G. Employees should familiarize themselves with the locations of the Automated External Defibrillators (AEDs) within each building. All District employees must be trained on the use of an AED, this training must be renewed at least once every five years, and only employees who have completed the required training are authorized to use the AED. A list of trained employees shall be kept in each building.

Policy EBBA / Reg. EBBA-R

6. Food Allergies

Employees shall familiarize themselves with the Board policy and building-specific plan for food allergy management. Teachers of students with food allergies will be notified when necessary as part of the student specific written food allergy management plan. Care should be taken to not draw undue attention to students with food allergies. Employees should strive to create a healthy, allergy conscious environment in the individual classrooms.

Policy EFH

7. Safety

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

- B. Weapons and Threats of Violence — Unlawful possession of weapons on school property or threats of violence by employees will result in appropriate disciplinary action, up to and including termination.
- C. Duty to Report — Employees shall report any information concerning weapons or threats of violence by other employees, students or visitors to the appropriate administrator/ supervisor. Failure to report may subject the employee to disciplinary action. Any threat of immediate physical harm shall be reported to the appropriate local law enforcement.

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

8. Student Safety

In an attempt to ensure student safety, employees:

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

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

Policy JHF

Holidays

Comply with Collective Bargaining Agreement

For employees working 11 or 12 months only: July 4, Labor Day, Thanksgiving Day, Friday following Thanksgiving Day, Christmas Day, one (1) extra day during the Christmas vacation, New Year's Day, Martin Luther King Day, Presidents' Day, and Memorial Day.

Refer to applicable collective bargaining agreement for more information.

Hours of Work/Work Schedules

Comply with Collective Bargaining Agreement

Refer to applicable collective bargaining agreement.

Insurance

Comply with Collective Bargaining Agreement

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

Interrogations and Searches

All employees shall abide by the District interrogation and search policies and procedures and must contact an administrator prior to searching a student and/or his or her property unless extenuating circumstances presenting a health and safety risk are present. Searches of student email by the Director of Technology are authorized in [EDE-R](#).

Policy JFG / Reg. JFG-R

Leaves

Comply with Collective Bargaining Agreement

Refer to applicable collective bargaining agreement.

Non-union staff

1. Assault Leave

An employee shall be granted assault leave by the Superintendent or his/her designee in the event that the employee is absent due to physical disability resulting from an assault that occurs in the course of Board employment while the employee was performing his/her assigned duties. In no event shall assault leave extend beyond thirty (30) days except in unusual circumstances.

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

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

2. Parental/Adoption Leave

Any teacher who is pregnant may elect to use her accumulated Sick Leave in her period of disability and/or Maternity Leave without pay. After six (6) weeks of use of Sick Leave after delivery, the teacher may be required to submit a doctor's statement verifying the necessity of continued use of Sick Leave due to disability.

Maternity Leave without pay shall be granted at the request of the teacher. Refer to applicable collective bargaining agreement for more information..

Paternity Leave without pay will be granted at the request of a teacher who has fathered or adopted a child in accordance with the applicable collective bargaining agreement.

The granting of unpaid Adoptive Leave shall be governed by the same provisions as as prenatal leave..

4. Jury Duty Leave

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

The Board shall pay to each employee serving as a juror the difference between his/her regular salary and the remuneration received for serving as a juror for each workday of jury duty. Employees shall provide official documentation for each day in attendance on jury duty.

5. Military Leave

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

6. Personal Leave

Full-time employees shall receive **3** days of personal leave each contract year, without loss of salary, to transact personal business or attend to affairs that are of personal nature and cannot be conducted at times other than during regular work hours.

Personal leave may not be utilized to extend a holiday or vacation period. Part-time employees' personal leave shall be prorated.

Applications for personal leave shall be made to the employee's administrator/supervisor at least 2 days prior to the beginning of such requested leave. When emergency situations arise making such application impossible, the administrator/supervisor shall be notified at the first opportunity via Aesop.

7. Professional Leave

Paid professional leave may be used for the following reasons:

- A. Meetings;
- B. conferences/conventions;
- C. Seminars/workshops; and
- D. In accordance with the negotiated terms of the collective bargaining agreement.
- F. Employees must complete the [Professional Leave Form](#) and submit it for supervisory approval prior to using the professional leave.

8. Sick Leave

Full-time employees shall be entitled to 15 days sick leave with pay for each year under contract, which shall be credited at the rate of one and one-fourth days per month.

Use of Sick Leave — Sick leave with pay may be used for the following reasons with the approval of the Superintendent or designee:

- A. For absence of the employee due to personal illness, injury or exposure to contagious diseases that could be communicated to other employees or school children.
- B. For absence of the employee due to pregnancy, accumulated sick leave may be used before delivery as well as the time period following delivery while under a doctor's care. Upon returning to work, a doctor's release must be provided.
- C. For medical/dental appointments that cannot be scheduled outside of employee's normal work hours.
- D. For absence of the employee due to the illness or personal injury of someone in the employee's immediate family. Immediate family is defined as

parents, grandparents, in-laws, children, siblings, spouses or a person living in the same household.

- E. For absence of the employee due to the death of a member of the immediate family. Immediate family, for use of sick leave as it is related to death, is defined as family covered by sick leave policy.

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

After 3 consecutive days of absence, medical documentation is required prior to returning to work.

9. Unpaid Leave

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

10. Vacation Leave (Classified Employees)

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

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

Employees with 15 or more years of service shall be entitled to vacation leave with full pay for a minimum of four calendar weeks, excluding legal holidays.

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

11. Witness Duty Leave

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

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

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

Policies GCBD / GDBD

Overtime/Compensatory Time

Comply with Collective Bargaining Agreement

Classified Staff

The normal work week shall be from Monday through Friday of each week. The normal duty schedule will be 8 hours each day. All assigned duties beyond 8 hours per day or 40 hours per week will be compensated by either compensatory time off at the time-and-one-half up to a maximum of 90 hours or at the rate of time-and-one-half.

No overtime work shall be permitted unless approved in advance by the Superintendent, Building Principal, or other appropriate administrative supervisor.

Compensatory time

Refer to applicable collective bargaining agreement for more information.

Performance of Duties

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

Personnel Files

Comply with Collective Bargaining Agreement

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

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

5. The District shall keep reports of investigations of employee misconduct in the employee's personnel file, unless the State Superintendent of Public Instruction or his/her designee determines that the report does not warrant taking action against the employee. If the State Superintendent of Public Instruction or his/her designee determines no action is warranted, the investigation report must be moved from the employee's personnel file to a separate public file.
6. Each employee has the right, upon written request, to review the allowable contents of his/her own personnel file. Personnel files must be reviewed in the presence of an appropriate human resource employee. No part of the personnel file shall be removed from the office by the employee.

7. Employees may make written objections to any information contained in the file. Any written objection must be signed by the employee and becomes part of the employee's personnel file after the appeal procedure outlined in the Ohio Revised Code. The appeal procedure permits any employee who disputes the accuracy, relevance, timeliness or completeness of information maintained in his/her file to compel the District to investigate the current status of the information.
8. Personnel records should be reviewed only within the confines of the Superintendent's or Board offices.

Policy GBL

Phone Usage

Comply with Collective Bargaining Agreement

1. Personal Cellular Phones

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

2. District Phones

In order to permit employees to make necessary personal calls with minimum loss of time, certain District telephones may be used for personal calls. Staff who need to make a long distance calls for school business can contact the building administration for use of a phone allowing for such calls. Building administrators can also request a staff member's phone be allowed to make long distance calls.

3. District owned cell phones

Staff assigned a District cell phone are subject to the procedures outlined in Board policy and procedure.

Policy EGAC / Reg. EGAC-R

Public Records (Public's Right to Know)

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

Business of the Board is discussed and decisions are made at public meetings of the Board, except such matters required to be discussed in private executive sessions.

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

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

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

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

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

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

The Superintendent/designee transmits the information sought by mail or by any other means of delivery requested, if the method is reasonably available. The number of requests physically sent by mail or another delivery service to any one person may be limited to 10 a month unless the person certifies, in writing, that neither the records nor the information in them will be used for commercial purposes. If the District provides public records on a free and accessible website the number of requests delivered in a

digital format to any one person may be limited to 10 a month unless the records requested are not provided on the website and the person certifies, in writing, that neither the records nor the information in them will be used for commercial purposes.

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

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

Policy KBA

Public School Works

Staff have access to Public School Works which houses Staff Training, Student Accident Management, Student Behavior Management as well as Student Bullying Report and Student Safety Reporting. The link to Public School Works is located under the Staff link on the webpage.

Staff Training

All staff are required to take annual online training in the Public School Works [Staff Training Portal](#). You will be notified of your required training through email. Please make sure that you complete each training by the due date.

Student Accident Management

To report a student's accident you must fill out the details located in [this portal](#). The building administrator will be notified of the report.

Student Behavior Management

[This portal](#) is where student behavior reports are submitted for both documentation and office referral. Behavior documentation can be for positive or negative behaviors. For positive behavior, positive certificates can be printed out or sent to parents.

Purchasing Procedures

Employees are subject to District purchasing policies and procedures. Employees must receive necessary approval from an administrator in advance of a purchase. Once the approval is received, a requisition form must be filled out and a purchase order must be obtained. In most cases a purchase order number must be given to the supplier. This number can be obtained from the building secretary or Eileen Calaway at extension 8103. The requisition form must include the supplier's name, address and phone number. It must also include the item(s) being purchased, the amount of items, unit price of each item and the total amount which must include shipping and handling. The

requisition must be signed by the person making the request and the administrator who approved the purchase. This information is then transferred to a Purchase Order which will be sent to the supplier.

For more information, please contact building administrators.

Policy [DJF](#), Reg. [DJF-R](#)

Reduction in Force (RIF)-Classified/Certified

Comply with Collective Bargaining Agreement

Refer to the applicable collective bargaining agreement for more information.

Reporting Child Abuse and Mandatory Training

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

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

Reports are made to Summit County Children Services -330-434-KIDS (5437)

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

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

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

Middle and high school employees who work as teachers, counselors, nurses, school psychologists and administrators must receive training in dating violence prevention.

The curriculum for training in dating violence prevention is developed by the Superintendent/designee and training must occur within two years of commencing employment and every five years thereafter.

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

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

Policy JHG

Severance Pay

Comply with Collective Bargaining Agreement

Refer to the applicable collective bargaining agreement for more information.

Sexual Harassment

The District does not discriminate on the basis of sex in any education program or activity that it operates, including admission and employment. The District is required by Title IX of the Education Amendments of 1972 and the regulations promulgated through the U.S. Department of Education not to discriminate in such a manner. Inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

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

Title: Shelley Monachino, Director of Human Resources and Student Experience
Address: 486 East Avenue, Tallmadge, OH, 44278
Phone number: 330-633-3291
Email: monachino.shelley@tallmadgeschools.org

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

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

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

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

Retaliation Prohibited

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

Confidentiality

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

Notice Requirements

The District provides notice to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, employees and the union(s) with the name or title, office address, email address and telephone number of the Title IX Coordinator and notice of the District grievance procedures and process, including how to report or file a complaint of sex discrimination, how to file a

formal complaint of sexual harassment and how the District will respond. The District also posts the Title IX Coordinator's contact information and Title IX policies and procedures in a prominent location on the District website and in all handbooks made available by the District.

Training Requirements

The District ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receives training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process including hearings, appeals and informal resolution processes, when applicable, and how to serve impartially including by avoiding prejudice of the facts at issue, conflicts of interest and bias. The District also ensures that decision-makers and investigators receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant as set forth in the formal procedures that follow, and training on any technology to be used at a live hearing, if applicable. Investigators also receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. All materials used to train individuals who receive training under this section must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment and are made publicly available on the District's website.

Conflict of Interest and Bias

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

Determination of Responsibility

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

Sexual Harassment Grievance Process

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

published in accordance with all statutory and regulatory requirements.

Definitions

The following definitions apply for Title IX policies and procedures:

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

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

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

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

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

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

District Requirements

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

The District treats individuals who are alleged to be the victim (Complainant) and perpetrator (Respondent) of conduct that could constitute sexual harassment equitably by offering supportive measures. Supportive measures are designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District’s educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or

other course-related adjustments, modifications of work or class schedules, mutual restrictions on contact between the parties, leaves of absence, increased security and monitoring of certain areas of the District's property, campus escort services, changes in work locations and other similar measures.

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

Timelines

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

Response to a Formal Complaint

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

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

Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

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

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

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

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

Investigation of a Formal Complaint

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

1. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the District and not the parties';
2. Provide an equal opportunity for the parties to present witnesses and evidence;
3. Not restrict either party's ability to discuss the allegations under investigation or to gather and present relevant evidence;
4. Allow the parties to be accompanied with an advisor of the party's choice who may be, but is not required to be, an attorney. The District may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
5. Provide written notice of the date, time, location, participants, and purpose of any interview or meeting at which a party is expected to participate, with sufficient time for the party to prepare to participate;

6. Provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal complaint and comply with the review periods outlined in this process;
7. Objectively evaluate all relevant evidence without relying on sex stereotypes;
8. Ensure that Title IX Coordinators, investigators, decision-makers and individuals who facilitate an informal resolution process, do not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent;
9. Not make credibility determinations based on the individual's status as Complainant, Respondent or witness;
10. Not use questions or evidence that constitute or seek disclosure of privileged information unless waived.

Dismissal of Formal Complaints

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

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

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

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

Evidence Review

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

investigative report.

Investigative Report

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

Decision-Maker's Determination

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

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

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

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

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

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

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

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

Appeals

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

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

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

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

Informal resolution process

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

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

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

Recordkeeping

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

1. Each sexual harassment investigation, including any determination regarding responsibility, any disciplinary sanctions imposed on the Respondent, and any remedies provided to the Complainant designed to restore or preserve equal access to the District's education program or activity;
2. Any appeal and the result therefrom;
3. Any informal resolution and the result therefrom and
4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The District must make these training materials publicly available on its website.

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

Staff Meetings

Except in the event of an emergency, staff meetings shall be scheduled on a regular basis twice a month, e.g., the second and fourth Mondays of each month. These meetings shall not exceed sixty (60) minutes. Teachers are expected to attend these meetings that may extend outside the normal teacher school day unless the Principal approves their absence from such meeting in advance. Attendance at additional meetings is voluntary.

Such approval for absence shall not be unreasonably withheld. It is anticipated that Building Administrators will limit the need of extra staff meetings by the use of other forms of communication, whenever possible.

Association representatives following the conclusion of staff meetings may make announcements concerning Association activities

Student-employee Relations

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

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

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

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

1. Staff members shall not make derogatory comments to students regarding the school, its staff and/or other students.
2. The exchange of purchased gifts between staff members and students is discouraged.
3. Staff-sponsored parties at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are

prohibited.

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

Social Media

1. District staff are prohibited from posting data, documents, photographs or inappropriate information on any social media platform that might result in a disruption of classroom activity or that violates State or Federal law relating to staff and student privacy. The Superintendent/designee has full discretion in determining when a disruption of classroom activity has occurred.

2. District staff are prohibited from providing personal social media passwords to students.
3. Fraternalization between District staff and students via the Internet, personal email accounts, text messaging, personal social media and other modes of virtual technology is also prohibited.
4. Use of social media for personal uses during working hours is prohibited.

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

Policy GBH (Also JM)

Student Records

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

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

Policy JO and Reg. JO-R

Student Supervision

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

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

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

During school hours or while engaging in school-sponsored activities, students shall be released only into the custody of parents or contacts in DASL who have been identified as someone who is "authorized to pick up".

Student discipline

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

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

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

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

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

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

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

Policy JG / JGD / JGDA / JGE

PBIS

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

Policy JP

Student Supports and Family Engagement

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

Parent and family involvement strategies in place are designed to:

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

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

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

Students experiencing homelessness

The district is responsible for identifying and serving students experiencing homelessness. The National Center for Homeless Education Common Signs of Homelessness document is a helpful starting point for understanding signs of students experiencing homelessness

<https://nche.ed.gov/wp-content/uploads/2019/12/Common-Signs-of-Homelessness.pdf>

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

Tobacco Use

Comply with Collective Bargaining Agreement

In accordance with Board policy and collective bargaining agreements, no staff member or volunteer is permitted to smoke, inhale, vape, dip or chew tobacco products at any time, including non-school hours:

1. in any building, facility or vehicle owned, leased, rented or chartered by the District or
2. on school grounds, athletic facilities or parking lots.

No staff member or volunteer is permitted to smoke, inhale, vape, dip or chew tobacco products at any time, including non-school hours, at any school-sponsored event off campus.

For the purpose of this section, electronic smoking devices and vapor products also are considered a “tobacco product.”

Policy GBK

Transfers

Comply with Collective Bargaining Agreement

The Superintendent, after considering (in no particular order) the criteria listed below, reserves the right to make all transfers and/or recommend the filling of a vacancy, whether initiated by a staff member or the Administration, with the best interest of the students as the prime criterion

Transportation

Use of school owned vans

Employees requesting use of a school owned van for students must contact the Superintendent. Drivers must meet state training qualifications and the vehicles must be equipped for safety and signage according to State law.

Student Transportation in Private Vehicles

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

If it is necessary to use private vehicles on a routine basis, evidence must be presented to the appropriate administrator that the vehicle, driver and purpose meet the requirements in Ohio Administrative Code for transportation in vehicles other than school buses, and that the driver is listed as a certified van driver by the Ohio Department of Education. The Board may procure accident insurance covering all pupils and other authorized passengers transported under the authority of the Board. This excess insurance provides compensation for injury or death to any student or authorized passenger caused by any accident arising out of or in connection with the operation of a private vehicle transporting students and other authorized passengers. The amounts and terms must be agreed upon by the Board and the insurance company.

Employee use of school owned vehicles

The Board does not permit the use of school-owned vehicles for personal use. Employees in violation of this policy and the established regulations are subject to disciplinary action, up to and including termination. Employees with a job related need for use of a school owned vehicle must contact their immediate supervisor.

Policy EEAE

Tutoring for pay

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

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

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

Policy GCQAB

Vacancies

Comply with Collective Bargaining Agreement

Refer to collective bargaining agreement

Visitors to Classrooms

Teachers must request approval from the principal in advance for any visitor visiting the building, or visiting individual classrooms. All visitors must first report to the office to sign in and receive a badge.

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

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

Policy KK

Volunteers

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

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

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

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

Policy IICC

Appendix A

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



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

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

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

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

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

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

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

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

BENEFITS & PROTECTIONS

ELIGIBILITY REQUIREMENTS

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

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

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

REQUESTING LEAVE

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

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

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

EMPLOYER RESPONSIBILITIES

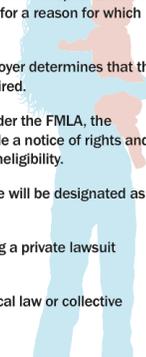
Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is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

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

ENFORCEMENT

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

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



For additional information or to file a complaint:

1-866-4-USWAGE

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

www.dol.gov/whd

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



Appendix B

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

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

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

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

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

Printed Name and Job Title

Signature _____ Date

Acceptable Usage Policy Agreement Form

I have read and I understand the *Tallmadge City Schools* computer and Internet usage policy, guidelines and regulations and agree to abide by all of the rules and standards for acceptable use stated therein and any policy or regulation updates provided by the District.

Printed Name

Signature _____ Date

***Tallmadge City Schools* Employee Handbook
Acknowledgement Form**

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

Please return this acknowledgement form to the << ***insert appropriate District office*** >> after printing your name and providing a signature and date below.

Printed Name

Signature _____ Date