



STAFF HANDBOOK

**Cleveland College Preparatory School
Northeast Ohio College Preparatory School
University of Cleveland Preparatory School
Lake Erie Preparatory School
Ohio College Preparatory School
Akron Preparatory School
Canton College Preparatory School**

Effective July 1, 2017

300 GENERAL

- 301 About this Handbook
- 302 About the Schools
- 303 Our Mission Statement
- 304 Our Values
- 305 Non-Discrimination Policy
- 306 Harassment
 - 306.1 Statement of Philosophy
 - 306.2 Definition of Harassment
 - 306.3 Individuals Covered Under the Policy
 - 306.4 Reporting a Complaint
- 307 Immigration Law Compliance Policy
- 308 Local Professional Development Committee

310 YOUR EMPLOYMENT AT THE SCHOOL

- 311 Employment Status
- 312 Employment Agreements
- 313 Salary/ Hourly
- 314 Employee Categories

315 WORKING CONDITIONS

- 316 Teacher School Year
- 317 Teacher Standard Work Day
- 318 Non-Teaching Staff Standard Work Day
- 319 Teacher Lunch
- 320 Non-Teaching Staff Lunch
- 321 Teacher Planning Period
- 322 Teaching Staff Work Year

325 EMPLOYEE QUALIFICATIONS

- 326 Teachers, Co-Teachers, Intervention Specialists
 - 326.1 Resident Educator Program
 - 326.2 Teacher Evaluation
- 327.1 Assistant Teachers
- 327.2 Teacher Assistants
- 328 One-On-One Assistants/ Instructional Paraprofessionals
- 329 Other Employees
- 329.1 Employment of Substitute Teachers

330 ETHICAL BEHAVIOR

- 331 Use of Alcohol and Drugs
 - 331.1 Use of Over-the-Counter Medicine and Authorized Use of Prescription Medicine
 - 331.2 Prohibitions
 - 331.3 Searches
 - 331.4 Consequences for Violation of this Policy
 - 331.5 Testing

- 331.6 Types of Testing
- 331.7 Medical Examinations
- 332 Physical Examination
- 333 Weapons in the Workplace
- 334 Homeland Safety Declaration Regarding Material Assistance/
Non-Assistance to a Terrorist Organization
- 335 Amorous Relationships between Supervisors and Subordinates
- 336 Transportation of Students by Employees
- 337 Home Visits by Employees
- 338 Sharing Employee Personal Information
- 339 Professionalism
- 340 Conflicts of Interest
- 341 Acceptance of Gifts
- 342 Fraud Reporting Policy

350 EMPLOYMENT STATUS/PERSONNEL FILES

- 351 Full-time Employee
- 352 Part-time Employee
- 353 Access to Personnel Files
- 354 Access to Other Files
 - 354.1 Public Records
 - 354.2 Student Records
 - 354.3 Confidentiality of Records
 - 354.4 Employee Reference Checks
 - 354.5 Personnel Data Changes
- 355 Board-Staff Communications

360 EMPLOYEE MISCONDUCT, DISCIPLINE AND TERMINATION

- 361 Employee Discipline
- 362 Progressive Discipline and Just Cause
 - 362.1 Corrective Action
 - 362.2 Skipped Steps
 - 362.3 Removal of Discipline
- 363 Causes for Disciplinary Action
- 364 Termination
- 365 Resignation
- 366 Reduction in Force
 - 366.1 Recall of Positions

367 GRIEVANCE PROCEDURE

- 367 Grievance Definition
 - 367.1 Communication
 - 367.2 Commitment
- 368 Informal Resolution
 - 368.1 Resolution Level – 1
 - 368.2 Resolution Level – 2
- 369 Time Limits

370 COMPENSATION AND BENEFITS

- 371 General Policy
- 372 Scheduling
- 373 Recording Work Time
- 374 Saturday School
- 375 Salary Deduction Policy
- 376 Direct Deposit
- 377 Overpayment / Underpayment of Earnings

380 TIME OFF FROM YOUR JOB

- 381 Personal Leave/ Paid Time Off (PTO Days)
 - 381.1 Catastrophic Paid Time Off Bank
- 382 Professional Leave
- 383 Child Care Leave
- 384 Jury Duty
- 385 Assault Leave
- 386 Bereavement Leave
- 387 Medical Leave
- 388 Military Leave
- 389 Family Leave (FMLA)

390 HEALTH AND SAFETY

- 390.1 Health/Safety Subcommittee
 - 391 Environmental
 - 391.1 OSHA
 - 392 Written Reports
 - 393 Investigation
 - 394 Assault
 - 395 Classroom Locks
 - 396 Restrooms
 - 397 Cleanliness
 - 398 Bed Bug Infestation
 - 399 Parking

400 MISCELLANEOUS POLICIES

- 400 Insurance
 - 400.1 Health Insurance and Annuities
 - 400.2 Workers' Compensation Insurance
 - 400.3 STRS/SERS
 - 400.4 Unemployment Compensation
- 401 Reimbursement
 - 401.1 Mileage Reimbursement
- 402 Internal Substitution
- 403 Saturday School/ Twilight School
- 404 Family and Scholar Handbook
- 405 Compliance
- 406 Probationary Period/ Just Cause

- 407 Staff Dress Code
- 408 Teacher Responsibility
- 409 Child Abuse and Neglect
- 410 PBIS
- 411 Policy Changes
- 412 Fund Raising

415 TECHNOLOGY AND INTERNET ACCEPTABLE USE

- 416 Technology Use
- 417 Solicitation and Distribution of Materials
- 418 Confidentiality
- 418 Trademark Usage
- 419a Lost/ Damaged Technology Items

420 SCHOOL EMPLOYEE JOB DESCRIPTIONS

430 EMPLOYEE AND STUDENT CARE AND SAFETY

- 431 Staff Student Relationship
- 432 General Safety Rules
- 433 Reporting Accidents
- 434 Injuries
- 435 Special Medical Needs
- 436 Student Abuse and Neglect
- 437 Student Transportation by Private Vehicle
- 438 Emergency Procedures
 - 438.1 Emergency School Evacuation
 - 438.2 Emergency School Closing/Inclement Weather

Welcome!

Dear Staff Member:

It is our pleasure to welcome you. You have become a part of an organization that prides itself on its commitment to our students. With the commitment of hardworking staff like you, we are able to successfully serve our students and their families.

Our employees are the school's most valuable assets. This staff handbook is a general guide that we hope will help you understand how you and the School can work together toward a shared success. We ask that you take the time to read it and familiarize yourself with our School philosophy, policies, and practices. If anything in this handbook is not clear to you, or if you need more information, please ask your immediate supervisor.

Thank you for joining our team. We hope your experience here will be challenging, fun, and rewarding.

Best wishes,

Board of Directors

About This Handbook

In your best interest as a new Employee of the school (hereby referred to as “School”), we have designed this handbook to answer questions regarding your job and make you aware of the School rules, procedures, policies, fringe benefits and other matters of interest to you. The information expressed in this handbook, or any future additions or revisions does not constitute an agreement or any contractual rights in favor of employment for any specified period or definite duration. The employment relationship may be established pursuant to a contract and may be “at will” meaning that, with or without cause and without prior notice, the employer and Employee may terminate the employment relationship, subject only to a written authorized agreement to the contrary. The only person authorized to enter into any agreement or assurances to the contrary of this handbook is the Head of School and/or Principal(s) and any such agreement or assurance must be in writing and signed by the Head of School and/or Principal(s). The policies, procedures, benefits and matters contained in this book are subject to revisions at any time by the School’s Board.

You are expected to read this handbook thoroughly so that you understand all its contents. You are encouraged to bring questions regarding any policies or benefits to any member of management. You are required to sign a Handbook Acknowledgment form and return it. We encourage you to ask questions so that misunderstandings will be kept to a minimum and we can concentrate on our number one job - teamwork and service to our students.

We want you to enjoy your job and sincerely hope that you find your employment at the School to be pleasant, personally challenging, rewarding and profitable.

302

About Our Schools

The School is an Ohio public charter school, serving students in grades Kindergarten through eighth or kindergarten through High School.

303

Our Mission Statement

To prepare students for a college preparatory high school that will ensure success and graduation from a four year college.

304

Our Values

The School strives for a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in an atmosphere which promotes equal opportunities and prohibits discriminatory practices and harassment based upon age, color, sex, national origin, disability, race, religion, or status as a Vietnam veteran, or on any other basis prohibited by Federal, state or local law. Harassment, whether verbal, physical, or environmental, is unacceptable and will not be tolerated.

305

Non-Discrimination Policy

The School is an Equal Opportunity Employer. It is our policy to administer all of our employment practices, including those pertaining to recruitment, hiring, placement, transfer, promotion or compensation, layoff or termination, and selection for training in a nondiscriminatory manner without regard to age, color, sex, national origin, disability, race, religion, or status of a Vietnam veteran or on any other basis prohibited by federal, state, or local law. The School will also make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship.

Any employee with a question or concern about discrimination in the workplace is encouraged to bring their concern to the attention of the Head of School and/or Principal(s) or their designee. If the Head of School and/or Principal(s) is allegedly of concern with regards to discrimination, the individual shall bring the question or concern to the attention of the Co-founders. If the Co-founders are allegedly of concern with regards to discrimination, the individual shall bring the question or concern to the attention of the Board. No reprisal will be permitted for raising concerns or making a report. Anyone determined to have engaged in discrimination or retaliation for a report of discrimination will be subject to disciplinary action, up to and including termination of employment.

29 USC § 631; 29 USC § 206(d); 42 USC § 2006(c); 42 USC § 12101; R.C. 4112.02.

306.1 **Statement of Philosophy**

The School strives for a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in an atmosphere which promotes equal opportunities and prohibits discriminatory practices and harassment based upon age, disability, national origin, race, religion, or gender. Harassment, whether verbal, physical, or environmental, is unacceptable and will not be tolerated.

306.2 **Definition of Harassment**

For purposes of this policy, harassment is defined as unwelcome or unwanted conduct of an offensive nature (whether verbal, visual, or physical) when: 1) submission to or rejection of this conduct by an individual is used or threatened to be used as a factor in decisions affecting hiring, evaluation, promotion, or other aspects of employment; or 2) this conduct has the purpose or effect of unreasonably interfering with an individual's employment performance or creating an intimidating, abusive, hostile, or offensive work environment.

Examples of harassment include, but are not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated jokes which include offensive references to age, disability, national origin, race, religion, or gender; unwelcome flirtations, advances, or propositions; verbal abuse of a sexual nature; graphic, verbal commentary about an individual's body, sexual prowess, or sexual deficiencies; leering; whistling; touching; pinching; assault; coerced sexual acts; suggestive, insulting, threatening, or obscene comments or gestures; dissemination or display in the workplace of objects, written materials, or pictures which include offensive references to age, disability, national origin, race, religion, or gender; asking questions about sexual conduct; racial or ethnic slurs or epithets.

Harassment is unacceptable in the workplace itself and in other work-related settings, such as business trips, meetings, or business-related social events.

29 USC § 631; 29 USC 206(d); 42 USC 2006(c); 42 USC 12101; R.C. 4112.02.

See also Anti-Harassment, Intimidation and Bullying.

306.3 **Individuals Covered Under the Policy**

This policy protects all employees. The School will not tolerate, condone, or allow harassment, whether engaged in by fellow employees or other non-employees who conduct business with the School. The School encourages reporting of all incidents of harassment, regardless of who the offender may be.

306.4 **Reporting a Complaint**

The School encourages all individuals who believe they are being harassed to firmly and promptly notify the offender that his or her behavior is unwelcome. The School does, however, recognize that, in some instances, power and status disparities between the alleged harasser and the individual may make such a confrontation impossible. In the event that such informal, direct communication between individuals is either ineffective or impossible, the following steps should be followed in reporting a harassment complaint. A complaint may be filed by one experiencing or witnessing harassment.

A. Notification of Appropriate Staff

Individuals who believe they have been subjected to harassment should report the incident to the HR Director. When appropriate, the HR Director will immediately consult with the Board and/or Superintendent. If the HR Director or Superintendent are allegedly involved in the incident, then the individual should report the incident directly to the President of the Board.

The School encourages prompt reporting of complaints so that rapid response and appropriate action may be taken, but no limited time frame applies. Late reporting of complaints will not in and of itself preclude the School from taking remedial action.

B. Protection Against Retaliation

The School will not in any way retaliate or permit retaliation against any individual who makes a good faith report of harassment or who assists or cooperates in an investigation thereof. Retaliation is a serious violation of this harassment policy and should be reported immediately. Any person found to have violated this policy by retaliating against another individual for making a report of harassment or for assisting or cooperating in the investigation thereof will be subject to the same disciplinary action provided for harassment offenders.

C. Investigating the Complaint

Any allegation of harassment brought to the attention of the School will be thoroughly and promptly investigated. Confidentiality will be maintained where possible throughout the investigatory process to the extent practical and appropriate under the circumstances.

D. Resolving the Complaint

Upon completing the investigation of a harassment complaint, the School will communicate its findings and intended actions.

If the investigation finds that harassment occurred, the harasser will be subject to appropriate disciplinary procedures, as listed below.

If the investigation determines that no harassment has occurred, this finding will be communicated as appropriate.

E. Sanctions

Individuals found to have engaged in misconduct constituting harassment will be disciplined, up to and including discharge. Appropriate actions will be determined by the School. For example, action may include reprimanding the offender, documenting the occurrence in the personnel file, referral to counseling, withholding of a promotion, demotion, reassignment, temporary suspension without pay, or termination of employment.

Although the School's ability to discipline a non-employee harasser (e.g., customer, supplier) is limited by the degree of control, if any, that the School has over the alleged harasser, any individual who has been subjected to harassment by such an individual should still file a complaint and be assured that the School will take those actions it deems appropriate to end any harassment.

307 **Immigration Law Compliance Policy**

The School is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with The School within the past three years, or if their previous I-9 is no longer retained or valid.

8 USC § 1324a.

308 **Local Professional Development Committee**

In compliance with Ohio Revised Code ("R.C.") 3314.03, the School will follow the requirements for establishing a Local Professional Development Committee ("LPDC"), as is required by R.C. § 3319.22. In establishing the LPDC, the following shall apply:

1. The LPDC shall be a consortium within **the School** (building level committee) (either option being referred to herein as "consortium" or "constituents").
2. The certified/licensed general education teachers in the School shall elect three (3) certified/licensed teachers to be a member of the LPDC.
3. Representation of a principal on the LPDC shall be determined by majority vote of the School Governing Authority (if the LPDC is a building level committee). The following apply to the votes of the principal if the LPDC is both a building level and non-building level consortium:
 - a. The principals of the constituents shall vote at a time concurrent with the vote by the teacher constituents.

- b. The principals of the consortium shall vote on an order of membership on the LPDC whereby the principals' representation shall revolve between the consortium schools on a yearly basis.
4. An additional member of the LPDC may be elected by the School leaders, and if none, by the School Governing Authority.
5. The activities of the LPDC shall apply to each constituent as though the consortium were a district.
6. The terms of the members of the LPDC shall be two (2) years and the members may be re-elected in accordance with 2, 3, and 4 above. Members may serve additional terms, except for the principal in accordance with 3(b) above, if applicable.
7. Mid-term vacancies on the LPDC shall be filled by: for teachers, by a majority vote of those teachers elected to the LPDC, and, for principals, by the Head of School and/or Principal(s) and/or Dean(s), or, if none, by the School Governing Authority or Authorities.
8. The LPDC shall meet at least monthly per school year, but may meet more. This policy empowers the LPDC to determine the frequency, time, and place of the meetings and such decisions shall have a binding effect.
9. An educator wishing to appeal the decision of the LPDC may appeal to the President of the School Governing Authority for review by School Governing Authority (if a building level committee) or, if a consortium of non-building level and building level constituents, to **the sponsor's designee**.
10. Any tie vote or any vote without a majority shall be decided by the President of the School Governing Authority (if a building level committee) or, if a consortium of building and non-building level constituents, by **the sponsor's designee**.
11. The LPDC shall 1) set the requirements for teachers requiring renewal of Ohio Department of Education certificates or licenses, 2) make decisions regarding participation in external training or professional development, 3) address the performance improvement processes internally, and 4) all other matters required by law.

Revised and adopted on 6/10/2014

R.C. 3319.22

SECTION 310

YOUR EMPLOYMENT AT The School

311

Employment Status

All School employees have an "employment-at-will" relationship. This means that the employee is free to leave The School at any time, with or without reason, and that the School has the same right to end its employment relationship with that employee. No one at The School has authority to make a contrary agreement with you except the Board. Any such contrary agreement must be in a formal written document and signed by the Board.

312

Employment Agreements

Employment agreements or letters are issued to some full time employees. Supplemental agreements are issued to employee's who perform duties in addition to their regularly agreed to services. Hourly-rated employees are not issued annual agreements and they are considered to be casual employees and are paid on a time sheet basis. All agreements are subject to final approval by the Board and may either be "At Will" agreements or otherwise as stated therein.

313

Salary/ Hourly

The annual salary of each salaried employee will be paid in 24 equal twice-monthly payments unless they begin their service after the start of a new year and in that instance the salary will be paid in equal installments through the end of the year. Hourly employees are paid for actual hours worked and the schedule does not guarantee a specific number of hours per week or number of pay periods. Anticipated weekly hours during the school year may be affected by unforeseen events such as a school closing due to inclement weather, or other catastrophic or unforeseen events. Paydays shall be on the 15th and last day of each month. When payday falls on a weekend or a holiday, the payday will be the last regular workday before the weekend or holiday.

314

Employee Categories

Each employee is designated as either nonexempt or exempt from federal and state wage and hour laws. Nonexempt employee are entitled to overtime pay under specific provisions of federal and state wage and hour laws. An exempt or nonexempt classification is based upon the rate of pay and job duties.

Fair Labor Standards Act; R.C. 4113.15(A).

SECTION 315

WORKING CONDITIONS

316 **Teacher School Year**

The teacher school year shall be one hundred ninety five (195) days for returning teachers and two hundred (200) days for new teachers. The school year start shall include ten non-instructional days for returning teachers and fifteen non-instructional days for new teachers in the first year. This is subject to change after the first year with input from the calendar committee.

A minimum of sixteen hours during this time will be dedicated solely to classroom setup.

317 **Teacher Standard Work Day**

The workday for Employees shall be from 7:45 am to 4pm. The day is inclusive of a thirty (30) minute, uninterrupted, duty-free lunch. Employees who are required to work outside of the regularly scheduled workday shall be compensated at their current pay rate for any additional time, excluding parent-teacher conferences, supplemental contracts, open houses, and meet-and-greet events.

318 **Non-Teaching Staff Standard Work Day**

The workday for Employees shall be from 8am to 4pm. The day is inclusive of a thirty (30) minute, uninterrupted, duty-free lunch.

319 **Teacher Lunch**

All full time salaried Teachers shall receive a duty free, lunch break of at least thirty (30) uninterrupted minutes during which they are to be free from job duties.

320 **Non-Teaching Staff Lunch**

Non-teaching Employees will receive a daily duty free, uninterrupted lunch break of at least thirty (30) minutes during which they are to be free from job duties.

321 **Teacher Planning Period**

Employees shall have an uninterrupted scheduled planning period of not less than the regular class period for that day that shall be used for classroom and instructional preparation. The planning period shall be at least fifty (50) consecutive minutes per day. This planning period is part of the standard workday. The parties agree that all Employees shall be given at least one planning period every school day.

322 **Teaching Staff Work Year**

The Employer shall follow the adopted school calendar, as adopted by the School Board of Directors, for each school year, which shall include at a per diem rate:

- Fall Break (5 days)
- Thanksgiving Break (Wednesday, Thursday, Friday)
- Winter Break (10 days)
- Dr. Martin Luther King Jr. Day
- Spring Break (5 days including the Monday following Easter)
- Memorial Day
- Designated start date and end date of each school year

SECTION 325

EMPLOYEE QUALIFICATIONS

Teachers, Co-Teachers, Intervention Specialists

Prior to employment, teaching applicants must submit the following documents:

- A. Resume and Cover Letter;
- B. Evidence of a Bachelors Degree or higher;
- C. Certified transcripts from an accredited college or university attended by the teacher;
- D. Copy of the diploma issued by an accredited college or university;
- E. hold a valid teacher's license under the laws of the State of Ohio and/or meet applicable state Highly Qualified Teacher certification and licensure standards.
- G. References or recommendations for employment, and;
- H. An application for the completion of a criminal background check as required by Ohio Revised Code 109.572 and 3319.39. New employees are employed on a conditional basis pending receipt of a satisfactory background check. Every employee must undergo a criminal background check. Certain convictions as outlined in Ohio Law will prohibit an individual from being employed in a public school. A listing of the disqualifying offenses may be obtained from the Head of School and/or Principal(s)'s office or from his/her designee.

Teachers must possess physical and mental health so as to be able to fulfill the conditions of employment or the continuation of employment.

Teachers may be required to possess such other experience, training or special skills as may be required by the Board or the School administration for any specific position, including but not limited to all those required by federal and state laws.

20 U.S.C. § 6301; R.C. 3319.30; R.C. 3313.71.

Resident Educator Program

The School's Resident Educator Program provides support for teachers new to the School with four years or less experience. This program is designed to provide direct assistance to the School's beginning teachers through mentors who offer the necessary support to help meet classroom challenges. All beginning teachers employed full time under a Resident Educator license must successfully complete the School's Resident Educator Program and pass the formative and summative assessment before they are issued a 5-year professional license, which is a license required to work as a fully credentialed teacher in Ohio Schools.

Resident Educator support:

A full formal program of support shall be four academic years in length. Resident Educator support shall include mentoring that is provided on an ongoing basis and that is congruent with the formative and summative assessment in accordance with OAC 3301-24-18. Additionally, training may include such things as monthly mentor meetings, observation of classroom practice, review of documentation prepared by the teacher, informal interviews and seminars or other practical training.

Resident Educator formative and summative assessment:

All beginning teachers employed full time under a Resident Educator license must successfully complete a Resident Educator Program and pass a formative and summative assessment. The formative and summative assessment shall be administered during the third and fourth year of teaching. Passage of these assessments results in eligibility for the professional license.

The Resident Educator Program and assessments for beginning administrators shall be implemented based upon guidelines and timelines established by the Ohio Department of Education in consultation with practicing administrators and other stakeholders.

R.C. 3319.22; OAC 3301-24-18

326.2 **Evaluation**

Teachers shall be evaluated under a framework that conforms with the framework for evaluation of teachers developed under section 3319.113 of the Revised Code. *R.C.3319.113*.

Teachers who receive a final summative rating of "Skilled" from a school within the Network in the immediately preceding school year will be required to complete a professional growth plan annually and participate in one formal observation cycle in the following school year. Teachers must maintain a rating for student growth measures of "average" or higher *and* a final summative rating of "skilled" or higher during the current school year in order to continue the less frequent observation cycle in accordance with Sub. House Bill 362.

Teachers who receive a final summative rating of: "Accomplished" from a school within the previous I CAN SCHOOLS Network in the immediately preceding school year will be required to complete a professional growth plan annually and participate in one formal observation cycle in each of the following two school years. Teachers must maintain a rating for student growth measures of "average" or higher during the current school year in order to continue the less frequent observation cycle in accordance with Sub. House Bill 362.

All steps of state mandated evaluations shall be completed by the school administration prior to deadlines as defined by the Ohio Revised Code.

In the event a teacher contests the outcome of the evaluation, it shall be subject to the grievance procedure.

R.C. 3319.113

327.1 **Assistant Teachers**

Prior to employment Assistant Teacher applicants must submit the following documents:

- A. Resume and Cover Letter;
- B. Evidence of a Bachelors Degree or higher;
- C. Certified transcripts from an accredited college or university attended by the teacher;
- D. Copy of the diploma issued by an accredited college or university;
- E. hold, at minimum, a substitute teacher's license under the laws of the State of Ohio.
- E. Written references or recommendations for employment;
- F. An application for the completion of a criminal background check as required by Ohio Revised Code 109.572 and 3319.39. Employees will be employed on a conditional basis pending receipt of a successful background check. Every employee must undergo a criminal background check. Certain convictions as outlined in Ohio Law will prohibit an individual from being employed in a public school. A listing of the disqualifying offenses may be obtained from the Head of School and/or Principal(s)'s office or from his/her designee.

Assistant Teachers must possess both physical and mental health to be able to fulfill the duties of employment or the continuation of employment.

Assistant Teachers may be required to possess such other experience, training or special skills as may be required by the Board or the School administration for any specific position, including but not limited to all those required by federal and state laws.

Revised and adopted on 6/22/2014

327.2

Teacher Assistants

Prior to employment Teacher Assistants applicants must submit the following documents:

- A. Resume and Cover Letter;
- B. Complete at least two years of study at an institution of higher education (defined as 48 semester or 72 quarter hours as verified by a college transcript from an accredited institution of higher education*); **OR**
 - 2) Obtain an associate (or higher) degree from an accredited institution of higher education (defined as an associate degree program from an accredited institution of higher education); **OR**
 - 3) Meet a rigorous standard of quality and demonstrate through a formal state or local academic assessment – (i) knowledge of, and the ability to assist in instructing reading, writing and mathematics; or (ii) knowledge of, and the ability to assist in readiness for reading, writing and mathematics.
- C. hold a valid credential under the laws of the State of Ohio and/or meet applicable state certification and licensure standards.
- D. Provide written references or recommendations for employment;
- E. Possess an application for the completion of a criminal background check as required by Ohio Revised Code 109.572 and 3319.39. Employees will be employed on a conditional basis pending receipt of a successful background

check. Every employee must undergo a criminal background check. Certain convictions as outlined in Ohio Law will prohibit an individual from being employed in a public school. A listing of the disqualifying offenses may be obtained from the Head of School and/or Principal(s)'s office or from his/her designee.

Teacher Assistants must possess both physical and mental health to be able to fulfill the duties of employment or the continuation of employment.

Teacher Assistants may be required to possess such other experience, training or special skills as may be required by the Board or the School administration for any specific position, including but not limited to all those required by federal and state laws.

R.C. 3319.088.

328

One-On-One Assistants (Instructional Paraprofessionals)

Instructional paraprofessionals who have instructional duties in Title I schoolwide buildings or are paid with Title I funds in a Title I targeted assistance building are required to meet the following criteria:

Prior to employment One-On-One Assistants (Instructional Paraprofessionals) applicants must submit the following documents:

- A. Resume and Cover Letter;
- B. Complete at least two years of study at an institution of higher education (defined as 48 semester or 72 quarter hours as verified by a college transcript from an accredited institution of higher education*); **OR**
 - 2) Obtain an associate (or higher) degree from an accredited institution of higher education (defined as an associate degree program from an accredited institution of higher education); **OR**
 - 3) Meet a rigorous standard of quality and demonstrate through a formal state or local academic assessment – (i) knowledge of, and the ability to assist in instructing reading, writing and mathematics; or (ii) knowledge of, and the ability to assist in readiness for reading, writing and mathematics.

*Current employees as of June 30, 2016 that do not meet one of the above three qualifications will have 60 days to register for, take and pass the Parapro Assessment. For this group of current employees, the school will pay half of the registration fee for the employee to take the assessment.

- C. hold a valid credential under the laws of the State of Ohio and/or meet applicable state certification and licensure standards.

The *Parapro Assessment* focuses on one's knowledge of, and ability to assist in instructing reading/reading readiness, writing/writing readiness, and mathematics readiness. A passing score of 456 (out of a total of 480 possible points) must be obtained on the Parapro test in order to meet the requirements.

** An accredited institution of higher education is defined in the Higher Education Act as an educational institution that is legally authorized by the State to provide a program of education beyond secondary education for which the institution awards a bachelor's degree or provides not less than a two year program that is acceptable toward such a degree and is accredited at the college level by an accrediting agency recognized by the U.S. Secretary of Education. If you are uncertain as to whether your degree or coursework is from an accredited higher education institution, please check with the institution.*

One-On-One Assistants must possess both physical and mental health to be able to fulfill the duties of employment or the continuation of employment.

One-On-One Assistants may be required to possess such other experience, training or special skills as may be required by the Board or the School administration for the position.

329

Other Employees

Prior to employment applicants for other positions must submit the following documents:

- A. Resume and Cover Letter;
- B. Written references or recommendations for employment;
- C. Copies of any specific license or certificate as may be required by law or by the Board or the School administration for the position sought;
- D. An application for the completion of a criminal background check as required by Ohio Revised Code 109.572 and 3319.39. New employees will be employed on a conditional basis pending receipt of a satisfactory background check. Every employee must undergo a criminal background check. Certain convictions as outlined in Ohio Law will prohibit an individual from being employed in a public school. A listing of the disqualifying offenses may be obtained from the Head of School and/or Principal(s)'s office or from his/her designee.

Employees must possess both physical and mental health to be able to fulfill the duties of employment or the continuation of employment.

Employees may be required to possess such other experience, training or special skills as may be required by the Board or the School administration for the position.

329.1

Employment of Substitute Teachers

Substitute teachers must possess a valid substitute teacher certificate issued by the Ohio Department of Education. If an applicant can provide evidence that application for a substitute teacher certificate has been made, that person may be employed conditionally

for up to 60 days pending receipt of the certificate. If a certificate is not obtained within that period of time, employment will be terminated. All substitute teachers must make application for a criminal background check required by Ohio Revised Code 109.572 and 3319.39. Every employee must undergo a criminal background check. Certain convictions as outlined in Ohio Law will prohibit an individual from being employed in a public School. A listing of the disqualifying offenses may be obtained from the Head of School and/or Principal(s)'s office or from his/her designee. New substitute teachers are employed on a conditional basis pending receipt of a satisfactory background check.

R.C. 3319.226; R.C. 3319.36; R.C. 3319.101; 1964 O.A.G. No. 903.

SECTION 330
ETHICAL BEHAVIOR

330

Ethical Behavior

The School requires exemplary moral and ethical standards of conduct by its employees. The Board also requires that all employees maintain high standards in interpersonal relationships with other employees, parents, visitors and with students.

An employee may not (1) authorize or use his/her position to secure authorization of a contract of the Board in which he/she or their family members or business associates have an interest (2) profit from a School contract he/she authorize unless it was awarded to the lowest and best bidder after a competitive bid, or, (3) have an interest in the profits or benefits of a School contract other than his/her own employment contract.

R.C. 102.04(C), R.C. 2921.42, R.C. 2921.43.

331

Use of Alcohol and Drugs

Persons subject to the terms of this policy and the testing procedures are as follows:

- A. All employees of the School and its subsidiaries.
- B. All employees of temporary employee agencies or employee leasing services assigned to perform work for or on behalf of the School or its subsidiaries.
- C. All employees of contractors providing services at School locations or at other locations on behalf of the School.
- D. All applicants for employment with the School and its subsidiaries.

The policy of the School prohibits possession of, use of, or being under the influence of alcohol or illegal drugs or other controlled substances during working hours, on School property at School programs, or School activities, in any facility maintained by the School, or in School-supplied vehicles.

Employees of the School and its subsidiaries are its most valuable resource and for that reason, their health and safety is of paramount concern. The School will not tolerate any alcohol or drug use which imperils the health and well-being of its employees or threatens its business. The use of illegal drugs and abuse of other controlled substances, on or off duty, is inconsistent with the law-abiding behavior expected of all our employees. Employees who use illegal drugs or abuse other controlled substances, on or off duty, pose a risk to their own health and safety, as well as that of other employees. Such employees also tend to be less productive, less reliable, and prone to greater absenteeism resulting in the potential for increased cost, delay, and risk in the School's business. Employees have the right to work in a drug-free environment. In addition, alcohol and drug abuse inflicts a toll on the nation's productive resources and the health and well-being of American workers. The School is, therefore, committed to maintaining a safe workplace, free from the influence of alcohol and drugs.

U.S. Const. Amend. IV, XIV; Oh. Const. Art. 1 §14; R.C. 2925.03; R.C. 3319.20; R.C. 4123.34.

331.1 **Use of Over-the-Counter Medicine and Authorized Use of Prescription Medicine**
Employees using over-the-counter medication or medication prescribed by a physician are expected to discuss potential side effects with a physician. An employee using any drug which may alter his or her physical or mental ability must report this treatment to the Head of School and/or Principal(s) or his/her designee, who will determine whether the School should temporarily change the employee's job assignment during the period of treatment.

331.2 **Prohibitions**

The School's policy prohibits the following:

- A. Use, possession, manufacture, distribution, dispensation, or sale of illegal drugs, alcoholic beverages, and tobacco products on School premises or School business, in School-supplied vehicles, or during working hours.
- B. Unauthorized use or possession, or any manufacture, distribution, dispensation, or sale of a controlled substance on School premises or any facility maintained by the School, in School-supplied vehicles, or during working hours.
- C. Use, manufacture, distribution, dispensation, possession, storage, or any sale of alcohol or illegal drugs or controlled substances on School premises or School business, in School-supplied vehicles, or during working hours.
- D. Being under the influence of alcohol or a controlled substance or illegal drugs on School premises or School business or at any facility maintained by the School, in School-supplied vehicles, or during working hours.
- E. Use of alcohol off School premises that adversely affects the individual's work performance, his own or others' safety at work, or which the School regards as adversely affecting its reputation in the community or with its customers.
- F. Possession, use, manufacture, distribution, dispensation, or sale of illegal drugs off School premises.
- G. Switching or adulterating any urine, blood, or other sample submitted for testing.
- H. Refusing consent to testing or to submit a urine, blood, or other sample for testing when requested by management.
- I. Refusing to submit to a search when requested by management in accordance with this policy.
- J. Failure to adhere to the requirements of any alcohol or drug treatment or counseling program in which the employee is enrolled.
- K. Arrest or conviction under any criminal drug law.

- L. Arrest or conviction under any law prohibiting driving under the influence of alcohol or other drugs.
- M. Failure to notify the School of any arrest or conviction under any criminal drug law or laws prohibiting driving under the influence of alcohol or other drug, within five (5) days of the arrest or conviction.
- N. Refusing to sign a statement agreeing to abide by the School's Alcohol and Drug Abuse Policy.
- O. Refusing consent or refusing to submit to pre-employment testing.

R.C. 2925; R.C. 2925.03.

331.3

Searches

- A. Whenever the School has reason to believe that an employee's work performance or on-the-job behavior may be affected by alcohol or drugs, the School may search the employee, the employee's locker, desk, or other School property under the control of the employee, as well as the employee's personal effects or automobile on School property or any facility maintained by the School.
- B. Whenever the School has reason to believe that an employee possesses alcohol or drugs on School premises, the School may search the employee, the employee's locker, desk, or other School property under the control of the employee, as well as the employee's personal effects or automobile on School property or any facility maintained by the School.

U.S. Const. Amend. IV, XIV; Oh. Const. Art. 1 §14.

331.4

Consequences for Violation of this Policy

- A. Violation of the School's Alcohol and Drug Abuse Policy may result in severe disciplinary action, including discharge, at the School's sole discretion.
- B. In addition to any disciplinary action, the School may, in its sole discretion, refer the employee to a treatment and counseling program for alcohol or drug abuse. The Head of School and/or Principal(s) shall determine whether an employee it has referred for alcohol or drug treatment and counseling should be temporarily reassigned to another position.
- C. The School will promptly terminate any employee who tests positive for alcohol or drugs while undergoing treatment and counseling for alcohol or drug abuse, regardless of whether such treatment and counseling is voluntary or required by the School.
- D. The results of, or an employee's refusal to submit to, any chemical/drug/alcohol test described herein may, in addition to any disciplinary action imposed,

disqualify an employee from receiving compensation and benefits under Ohio's workers' compensation laws.

331.5

Testing

- A. Whenever the School has reason to believe that an employee's work performance or on-the-job behavior may be affected in any way by alcohol or drugs, the School may require the employee to submit a urine, blood, or other sample for testing.
- B. The School will afford employees subject to testing the opportunity, prior to testing, to list all prescription and non-prescription drugs they have used in the last thirty (30) days and to explain the circumstances surrounding the use of such drugs.
- C. Employees subject to testing must sign an approved form consenting to the testing and consenting to the release of the test results to the School. Refusal to sign the consent form will be considered refusal to be tested and will result in discharge and may result in denial of workers' compensation benefits.
- D. The School, prior to taking any action, will give all applicants and employees who test positive the opportunity to explain in writing the test results.

331.6

Types of Testing

All employees are subject to the following types of testing:

- A. Post-Accident Testing
 - Alcohol and drug testing is required of employees whose performance either contributed to an accident or cannot be completely discounted as a contributing factor to an accident. Because alcohol does not remain in the body for extended periods of time, testing will be done as soon as possible.
 - Reportable accidents that require testing include:
 - a. Death of any person.
 - b. Bodily harm to any person resulting in one or more of the following:
 - (i) Loss of consciousness
 - (ii) Necessity to carry person from the scene
 - (iii) Necessity for medical treatment (beyond first-aid)
 - (iv) Disability which prevents the discharge of normal duties or pursuit of normal activities beyond the day of the accident
 - c. Explosion or fire.
 - d. Serious damage to the property of the School or others.
 - e. Any event that is serious in the judgment of the School requires testing.

- If any employee who is subject to post-accident testing is conscious, and refuses to be tested, that person will immediately be placed on suspension, pending further disciplinary action.

B. Other Testing

1. Alcohol and drug testing of employees will be conducted when there is reason to believe the employee is impaired from the use of alcohol or drugs. A decision to test will be based on specific physical, behavioral, or performance indicators of possible alcohol or drug use. For example, repeated errors on the job, regulatory or School rule violations, or unusual time and attendance patterns, could provide evidence to test an employee based on reasonable cause.
2. Any employee who is tested will immediately be placed on suspension pending test results.
3. The School may conduct pre-employment testing.

R.C. 4123.651.

331.7

Medical Examinations

Employees may be required to undergo medical examinations from time to time during their employment if, in the judgment of the School, such examinations are shown to be job-related and consistent with business necessity. A School-designated health care provider may perform examinations or the employee may be required to provide results of a medical examination from the employee's health care provider. The School will maintain employee medical records in a file separate from other personnel records, and access to such medical information will be restricted as allowed or required by law.

R.C. 149.43; R.C. 1347; R.C. 4123.651.

332

Physical Examination

New employees, after a conditional offer of employment by the Board, may be required to pass a full physical examination administered by a physician of the School's choice and must provide proof of satisfactory completion of the employee's health examination to the Head of School and/or Principal(s) or his/her designee. The School's employee health examination form must be completed and turned in no later than ten days prior to the first day of work. The School will reimburse or advance the cost of the physical examination directly to the physician.

Any applicant for employment who is found ineligible for service by the health examiner may be refused employment. The School will comply with applicable laws requiring accommodation of qualified individuals with disabilities who are able to perform essential job functions with or without reasonable accommodation(s).

The Head of School and/or Principal(s) or his/her designee may require fitness for duty or other medical examinations of employees in accordance with applicable laws.

Tuberculin Testing – Instructional Staff

- A. New employees shall:
1. present documented evidence of having a negative tuberculin test (Mantoux Test 5 TU PPD preferred) within ninety (90) days before the first day of work;
 2. if a known positive reactor, have a chest X-ray and other appropriate examinations revealing the absence of tuberculosis in a communicable state within ninety (90) days before the first day of work.
- B. Currently employed teachers, administration or staff shall:
1. present documented evidence of having a negative tuberculin test (Mantoux 5 TU PPD preferred) performed no earlier than September 1, 1974, and every third year thereafter;
 2. if a known positive reactor, have a chest X-ray annually or if the person has completed a course of preventative therapy or adequate chemotherapy in accordance with guidelines prescribed by the Head of School and/or Principal(s) or his/her designee of the Ohio Department of Health, have a chest X-ray at three (3) year intervals;
 3. have additional tuberculosis screening at more frequent intervals at the discretion of the local board of health.

42 USC 12112(d); R.C. 3313.71; OAC 3701-15-02-(A) and (B).

Weapons in the WorkplaceObjective

To create a safe working environment for our employees and students by prohibiting the possession and/or use of weapons in the workplace. The School will not tolerate any weapon possession or use.

Scope

Persons subject to the terms of this policy are as follows:

- A. All employees of the School.
- B. All substitute teachers working in the School.
- C. All employees of contractors providing services on behalf of the School.
- D. All applicants for employment with the School.
- E. All other persons, including visitors, vendors, subcontractors, students, etc.
- F. This policy applies to all persons, except law enforcement personnel on official business, regardless of whether the person is licensed to carry a weapon.

Policy

This policy prohibits possession and/or use of prohibited weapons at any time on School grounds, a School vehicle, or at a School sponsored event.

Prohibited weapons include any form of weapon and any form of explosive restricted under local, state or federal regulation. This includes all firearms, illegal knives or other weapons restricted by the law. If you have a question about whether an item is covered by this policy, please contact the Head of School and/or Principal(s) or his/her designee. You will be held responsible for making sure beforehand that any potentially covered item you possess is not prohibited by this policy.

R.C. 2923.122; R.C. 2923.126.

Prohibitions

The School's policy prohibits:

- A. Use or possession of weapons on School grounds, on a School vehicle, or at a School sponsored event.
- B. Use or possession of weapons while performing any task on the School's behalf.
- C. Refusing to submit to a search when requested by the School in accordance with this policy.
- D. Refusing to sign a statement agreeing to abide by the School's Weapons in the Workplace Policy.
- E. Failing or refusing to report a known violation of this policy.
- F. Failing or refusing to cooperate with any investigation relating to a possible violation of this policy.

Searches

The School reserves the right to conduct searches of any person, vehicle or object on School property at any time and for any reason. Pursuant to this provision, the School is authorized to search lockers, desks, purses, briefcases, baggage, toolboxes, lunch sacks, clothing, vehicles parked on School property, and any other personal effect or item in which a weapon may be hidden. Additionally, the School may search a vehicle owned by it and used by a School employee, a vehicle owned by an employee that is being used to transport students on behalf of the School, and any other vehicle on School grounds or recently on School grounds, regardless of whether the vehicle is located on School grounds at the time of the search or request. The Head of School and/or Principal(s) or his/her designee may conduct searches. To the extent the search is requested by the Head of School and/or Principal(s) or his/her designee or his or her designee, the employee may refuse the search; provided, however that such refusal is a violation of this policy and may result in disciplinary action including termination of employment for refusal to cooperate. The School reserves the right to conduct searches on School grounds and to authorize searches by law enforcement on School grounds without the employee present.

Consequences For Violation of This Policy

- A. Violation of the School's Weapons Policy may result in severe disciplinary action, including discharge, at the School's sole discretion.
- B. Using or possessing a weapon on School grounds in violation of this policy will be considered an act of criminal trespass and will be grounds for immediate removal from School grounds and may result in criminal prosecution.

If you become aware of anyone violating this policy, take no action and immediately report it to your supervisor or to the Head of School and/or Principal(s) or his/her designee.

R.C. 2923.122; R.C. 2923.126.

334

Homeland Safety Declaration Regarding Material Assistance/ Non-assistance to a Terrorist Organization

Please choose one of the following options:

 The employer **IS** a political subdivision or instrumentality of the State of Ohio. Therefore, all employees under final consideration for employment, who are hired after April 24, 2006, must complete the Homeland Safety Declaration Regarding Material Assistance/ Non-assistance to a Terrorist Organization for Public Employment which is contained in **Appendix Y**. Hiring of an employee after April 24, 2006 is contingent upon the completion of the form. Additionally, any person, company, affiliated group, or organization or person who holds, owns or otherwise has a controlling interest in a company, affiliated group or organization that conducts business in an aggregate amount greater than one hundred thousand dollars (\$100,000.00), with the employer, must complete the Homeland Safety Declaration Regarding Material Assistance/ Non-assistance to a Terrorist Organization Government Business and Funding Contracts Form which is contained in **Appendix Z**.

 The employer **IS NOT** a political subdivision or instrumentality of the State of Ohio. Because School Board members have a controlling interest in the School, and the School receives funding in an aggregate amount greater than one hundred thousand dollars (\$100,000.00) annually from the State of Ohio, the School Board members must complete the Homeland Safety Declaration Regarding Material Assistance/ Non-assistance to a Terrorist Organization Government Business and Funding Contracts Form which is contained in **Appendix Z**.

 X If it is **UNCLEAR** whether the employer is a political subdivision or instrumentality of the State of Ohio, then the employer may require all employees under final consideration for employment, who are hired after April 24, 2006, to complete the Homeland Safety Declaration Regarding Material Assistance/ Non-assistance to a Terrorist Organization for Public Employment which is contained in **Appendix Y**. Additionally, the employer may require any person, company, affiliated group or organization or person who holds, owns or otherwise has a controlling interest in a company, affiliated group or organization that conducts business in an amount in excess of One Hundred Thousand Dollars (\$100,000.00), with the employer, to complete the Homeland Safety Declaration Regarding Material Assistance/ Non-assistance to a Terrorist Organization Government Business and Funding Contracts Form which is contained in **Appendix Z**.

If all the questions on the forms are answered “no” the School shall retain the forms, which are public records. If any of the questions are answered “yes”, the School must notify the Ohio Department of

Homeland Security and forward the appropriate form to the agency. A refusal to answer a question is also treated as a “yes” response. Answering the questions untruthfully is a fifth degree felony.

335

Amorous Relationships Between Supervisors and Subordinates

The School strives to maintain an environment of safety, trust, and mutual respect. As part of its ongoing efforts to maintain a safe working environment, the School prohibits and will not tolerate discrimination, harassment or any mistreatment of employees.

While the School recognizes that "consensual" amorous or romantic relationships between employees do not constitute sexual harassment, it also recognizes that such relationships may end unhappily or become conflicted and result in charges of sexual harassment, or even physical or psychological abuse. In such cases, the School has a legal duty to respond to and investigate these charges in the same manner as charges arising in any other context.

Further, some courts reviewing such claims have held that supervisor and employee relationships are inherently unequal because supervisors have authority or control over employees. Thus, in relationships that are inherently unequal, the existence of consent may not insulate an individual or the School from liability if charges of sexual harassment are filed.

Accordingly, all supervisors are expressly prohibited from engaging in amorous relationships with employees under their supervision. Supervisors who violate this policy will be subject to the disciplinary procedures including possible termination.

336

Transportation of Students by Employees

Student transportation to and from the School, and to and from other School-related locations, will be provided by parents, guardians or an authorized vendor. No employee of the School is permitted to transport any student of any school operated by I CAN SCHOOLS at any time, for any reason, unless the employee first obtains written pre-authorization from a Principal or from the Executive Director of School Accountability.

337

Home Visits by Employees

No employee of the School is permitted to make a home visit to any student of any school operated by I CAN SCHOOLS at any time for any reason, without obtaining prior written approval from the school Principal, unless the employee is a relative of the student. Home visits will be conducted for the purpose of conducting official school business only and to further the education of the student. The employee should report the outcome to his or her visit to the Principal, within one business day of the visit.

338

Sharing Employee Personal Information

No employee of the School is permitted to provide any student of any school operated by I CAN SCHOOLS with his or her personal contact information. "Personal contact information" includes but is not limited to the following: personal home phone number, personal cell phone number, personal email address, residential address, or social media accounts or names. If a student asks an employee for personal contact information, the employee must advise the student to contact the employee via the employee's "icanschools.org" email address, or to call the School's phone number.

339

Professionalism

Every employee of the School is expected to conduct himself or herself in a professional manner in the workplace and at all times when acting on behalf of the School. Employee communications protected under Section 7 on the National Labor Relations Act are excluded from this rule.

Further, all employees are prohibited from engaging in any inappropriate contact with any current or former student of any age, irrespective of whether the student is a minor. This prohibition includes, but is not limited to, using inappropriate communications with a current or former student, participating in a consensual amorous relationship with a current or former student, or making suggestive jokes or comments to a current or former student. In addition to the above prohibitions, employees are reminded that engaging in any sexual or sexually suggestive conduct with any student is strictly prohibited and could result in felony prosecution, in addition to subjecting the employee to immediate termination by the School.

340

Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the school wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Please contact the Human Resources Department for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of the School. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose the existence of any actual or potential conflict of interest to a member of the Executive Team so that safeguards can be established to protect all concerned parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the school does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the School.

If the employee has any questions or doubt about a potential conflict of interest, it is the employee's duty to come to the employer to discuss and resolve the issue prior to the existence of the potential conflict of interest.

341

Acceptance of Gifts

Gift Policy Described. No employee is to accept a commission, gift or anything of value from individuals, groups, clubs or companies within or outside the Company that are supplying, or seeking to supply, materials or services required in the operation of the Company. Acceptance of such gifts may be cause for dismissal. Employees may attend business lunches with supervisor approval.

The Company considers the presentation of gifts to employees by students and parents/guardians, acceptable for special circumstances only. Special circumstances include but not limited holiday, birthday, teacher appreciation, end of school year, and or special events. Acceptance of gifts valued over \$25 is considered an undesirable practice because this tends to embarrass students with limited means and gives the appearance of currying favors.

All gifts of any kind intended for any student from any employee, for any reason will require approval from the Principal.

342

Auditor of State's fraud reporting-system

In 2003, then Auditor of State created the Auditor of State's fraud hotline. The hotline was established as a way for all Ohioans to report potential fraud throughout government. Since its inception, not a week passes without the Auditor of State's office receiving tips or complaints.

House Bill 66 (HB 66) makes several changes to the Auditor of State's fraud hotline. The bill requires the Auditor of State to maintain a system for the reporting of fraud, including misuse of public money by any public official or office. The system allows all Ohio citizens the opportunity to make anonymous complaints through a toll-free telephone number, the Auditor of State's website, or through the United States' mail.

The Auditor of State is required to keep a log of all complaints filed. The log is a public record under Section 149.43 of the Revised Code and must contain the following: the date the complaint was received, a general description of the nature of the complaint, the name of the public office or agency with regard to which the complaint is directed, and a general description of the status of the review by the Auditor's office. Information in the log may be redacted if Section 149.43 of the Revised Code or another statute provides an applicable exemption. During the course of Auditor of State investigations, information will be redacted pursuant to Section 149.43(A)(2) in order to conduct thorough investigations.

On the bill's effective date, May 4, 2012, public offices, including community schools, must make their employees aware of the fraud-reporting system. Public offices also must provide information about the fraud reporting system to all new hires. All new employees must confirm that they received this information within thirty days after beginning employment.

Section 117.103 requires the Auditor of State to confirm that public offices have so notified new employees. The statute provides two ways to verify compliance. First, public offices may require new employees to sign forms acknowledging the employees were notified of the fraud-reporting system. The Auditor of State has created a model form, which is used by the school and found on the Auditor of State website. Alternatively, public offices may consider providing the fraud reporting system information in the employee manual for the public office. The

employee should sign and verify the employee's receipt of such a manual. This option satisfies the bill's requirements on public employers.

Finally, the legislation also extends the current whistle-blower protections contained in Section 124.341 of the Revised Code to employees who file a complaint with the new fraud-reporting system. If a classified or unclassified employee becomes aware of a situation and reports it to the Auditor of State's fraud-reporting system, the employee is protected against certain retaliatory or disciplinary actions. If retaliatory or disciplinary action is taken against the employee, the employee has the right to appeal with the State Personnel Board of Review.

The Ohio Auditor of State's office maintains a system for the reporting of fraud, including misuse of public money by any official or 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.

Auditor of State's fraud contact information:

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

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 thirty days after beginning employment to confirm receipt of this information.

By signing below you are acknowledging the School provided you information about the fraud-reporting system as described by Section 117.103(A) of the Revised Code, and that you read and understand the information provided. You are also acknowledging you have received and read the information regarding Section 124.341 of the Revised Code and the protections you are provided as a classified or unclassified employee if you use the before-mentioned fraud reporting system.

I _____, have read the information provided by the School, as 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.

PRINT NAME, TITLE, AND
DEPARTMENT

PLEASE SIGN NAME

DATE

SECTION 350

EMPLOYMENT STATUS/PERSONNEL FILES

351 **Full-Time Employee**
A full-time employee is one who is expected to regularly work an average of no less than 40 hrs. per week.

Fair Labor Standards Act; R.C. 3319.086.

352 **Part-Time Employee**
A part-time employee is one who is expected to work less than 40 hrs/week on average.

Based upon scheduling needs and fluctuating work demands The School may employ temporary or seasonal employees. While all policies and procedures will apply equally to temporary and seasonal employees, no fringe benefits are offered unless specifically indicated upon hire.

Fair Labor Standards Act (29 USC § 201 et. seq.); R.C. 3319.086.

353 **Access to Personnel Files**
The School maintains personnel files on each Employee. These files will contain the following information: application for employment; resume; copies of personal references; job evaluations; professional credentials or certification; copies of performance appraisals, disciplinary warning notices, letters of commendation, and any reports related to the Employee.

To ensure that personnel files are up-to-date at all times, it is the responsibility of each Employee to promptly notify management of any changes in name, telephone number, home address, marital status, change in legal name, addition or deletion of dependents, change in beneficiaries, change in Federal or State tax deductions, scholastic achievements, the individuals to notify in case of an emergency, or other relevant personal information.

Personnel files are the property of The School, and access to the information they contain is restricted. Generally, management personnel of The School who have legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Employee Compliance Manager or his/her designee. With reasonable advance notice, Employees may review their own personnel file with advance notice and by appointment.

Ohio Privacy Act; R.C. 1347; R.C. 149.43.

354 **Access to Other Files**

354.1 **Public Records**

Public records are recorded accounts or information that are kept by the School for the conduct of School business and instruction. Any person may inspect the public records of the School during regular business hours of the office in which such records are kept, provided adequate advance notice is given to the custodian of the records. A School employee or representative will be present during the inspection of the records. A person may purchase copies of the School's public records upon payment of a fee, which is equal to the exact cost of making the

copies. The School's public records may not be removed from the School except by a School employee who is authorized to do so.

R.C. 149.43.

354.2

Student Records

Student records will be collected and maintained in the School office. These records shall be available only to students, their parent, legal guardians, School personnel who have an educational or instructional purpose for the records. Both parents shall have equal access to their child's records unless a court has ordered otherwise. Upon receiving notification that a student has transferred and the new School requests student records, the School will forward the records to the new School. Copies may be made of a student's record if requested by a parent or court appointed guardian. The Head of School and/or Principal(s) or his/her designee shall maintain a log of persons who have accessed School records and the specific record(s) which were inspected or copied. A School employee shall be present during the inspection of the records.

R.C. 3319.321.

354.3

Confidentiality of Records

If The School receives information as confidential from a public agency the School will maintain the confidentiality of such information unless directed to do otherwise by a court of law, to the fullest extent permitted by law.

R.C. 149.43.

354.4

Employment Reference Checks

To ensure individuals who join I CAN SCHOOLS are well qualified and have strong potential to be productive and successful. It is the policy of I CAN SCHOOLS to check the employment reference of applicants.

The Human Resources Department will respond to outside employers requesting reference checks for previous employees in writing only to those reference check inquires that are submitted in writing. Responses to such inquires will confirm only dates of employment and position(s) held. No additional employment data will be released without the written authorization and release signed by the individual who is subject to the inquiry.

354.5

Personnel Data Changes

It is the responsibility of each employee to promptly notify the Principal and the Human Resources Department of any changes in personnel data. Personal mailing addresses, telephone numbers, demographic information and names of dependents as it relates to insurance enrollment. Individuals to be contacted in the event of an emergency, educational accomplishments, and other such reports should be accurate and current at all times. If any personnel data has changed, notification should be sent to the Principal and the Human Resources Department immediately, within 10 (ten) business days of the change occurring. The Human Resources Department will communicate with the employee in accordance with the instructions given.

Board-Staff Communications

Staff members report directly to the Head of School and/or Principal(s) regarding administrative and instructional issues. The Principal(s)/Head(s) of School report directly to the Executive Director of School Accountability on all issues, which affect the operation of the School, and on any other concerns regarding the School.

All communications from The School staff members to the Board should be submitted through the Head of School. This procedure shall not deny any employee the right to appeal to the Board through established procedures or attend a Board meeting. The appropriate forms to initiate a communication or an employee grievance may be obtained from the HR Director.

SECTION 360

EMPLOYEE MISCONDUCT, DISCIPLINE AND TERMINATION

361

Employee Discipline

The School is committed to establishing and maintaining supervisory practices and procedures that support effective operations in the interest of the organization and its employees. Such procedures may include the administration of disciplinary action to assist employees in overcoming work-related problems, performance deficiencies, or behavior that violates the School's policies, practices, and procedures.

Although the School maintains a progressive disciplinary procedure, circumstances may warrant disciplinary action outside of the progressive procedure. For example, the progressive procedure may not be appropriate: (1) when the conduct at issue involves severe performance deficiencies, performance problems related to skill or ability, or certain types of inappropriate conduct; (2) when the initial steps of progressive discipline do not assist the employee in correcting the problem; (3) when the employee occupies a position requiring the exercise of effective management and leadership; or (4) when the employee's actions, or inactions, may seriously impair the School's ability to carry out its mission. If the School determines that these, or similar circumstances exist, the School may determine that the progressive disciplinary procedure is inappropriate. Moreover, under certain circumstances, a supervisor may determine that although the procedure should be utilized, certain steps in the procedure should be omitted or repeated.

R.C. 124.34.

363

Causes for Disciplinary Action

Examples of offenses that can lead to disciplinary action or dismissal include, but are not limited to:

- a. Conviction of an offense that would prohibit the staff member from exercising care and custody over students in the Company;
- b. Committing any violation of state or federal laws, statutes, or rules, although the conduct may not have resulted in a criminal charge, indictment, prosecution or conviction.
- c. Failure to complete a criminal background check, or other mandated employment screenings, as required by state and federal law.
- d. Falsifying, intentionally misrepresenting, willfully omitting or being negligent in reporting information submitted to federal, state, and other governmental agencies such as professional qualifications, criminal history and information submitted in the course of an official inquiry or investigation, college or professional development credit and/or degrees, academic awards, and employment history when applying for employment and/or licensure, or when recommending an individual for employment, promotion or licensure. This includes but is not limited to, employment application, time keeping records, or student records;
- e. Intent to, or behavior which inflicts physical or emotional harm to a person or damage to property, whether intentional or negligent; (This can include any behavior which would constitute any type of harassment.)
- f. Disparaging a colleague, peer or other personnel while working in a professional setting (e.g., teaching coaching, supervising, or conferencing) on the basis of race or ethnicity,

socioeconomic status, gender, national origin, sexual orientation, political or religious affiliation, physical characteristics, age, disability or English language proficiency.

- g. Serious or repeated acts in violation of general safety rules or practices in the performance of work or in the use of Company facilities for any purpose;
- h. Absence without notification; (This is defined as failure to report, intentionally misrepresenting, willfully omitting or being negligent in reporting reasons for absences or leaves for a scheduled workday without notification to the Administration.)
- i. Excessive employee tardiness and absences beyond the allocated paid time
- j. Possessing, consuming or being under the influence of alcoholic beverages or any non-prescribed, controlled substance during work hours; (An employee is to inform their supervisors of any appropriately prescribed prescription medicine which they have been given which may affect their job performance or ability to function at work.)
- k. Possession of explosives or firearms on Company property, while representing the Company, or while the employee is conducting any business of the Company;
- l. Unauthorized possession of or use of any Company property, equipment or material;
- m. Using technology to intentionally host or post improper or inappropriate material that could reasonably be accessed by the school community.
- n. Unauthorized disclosure of confidential records which include but are not limited to student records, employee records and/or company records; standardized tests, test supplies or resources
- o. Providing inappropriate assistance to students on standardized tests and proficiency tests;
- p. Failure to perform job functions or Administrative directives in a satisfactory and/or timely manner;
- q. Co-mingling public or school-related funds with personal funds; submitting fraudulent requests for reimbursement of expenses; failing to account for funds related to school activities collected from students, parents, family members, community members, staff or peers.
- r. Willfully or knowingly violating any student confidentiality required by federal or state laws, including publishing, providing access to, or altering confidential student information on district or public web sites such as grades, personal information, photographs, disciplinary actions, or individual educational plans (IEPs) without parental consent or consent of students 18 years of age and older.
- s. Using confidential student, family, or school-related information in a non-professional way (e.g., gossip, malicious talk or disparagement).
- t. Improper verbal or physical conduct toward a student, parents, family members, community members, staff or peers.

- u. Failure to follow company policies, procedures, or job instructions;
- v. Insubordination
- w. Dress Code Violation
- x. Sleeping on duty;
- y. Failure to adhere to job description
- z. Failing to adhere to the Licensure Code of Professional Conduct for Ohio Educators

The preceding examples are not all inclusive. The company will determine cause for initiation of disciplinary actions and level of discipline appropriate to each occurrence by examining the facts presented.

364

Termination

In certain circumstances, The School will choose to be an "At Will" employer and as such an employee may be terminated without cause. Whether an employee is "at will," or, serving under a contract that requires cause for termination, listed below are some reasons which may result in an employee being terminated. This list is not intended to contain all possible reasons for termination.

- Theft or Dishonesty;
- Intentional destruction or unauthorized use of School property;
- Falsification of School Records;
- Unacceptable work performance, including irregular or tardy attendance;
- Willful violation of School policies or property;
- Unacceptable attendance record;
- Providing inappropriate assistance to students on standardized tests and proficiency tests;
- Threatening, harassing, assaulting or abusing any student, employee or visitor;
- Dress Code Violation
- Possession of firearms or explosives;
- Violation of the drug, alcohol and/or smoking policies;
- Intoxication or use of alcohol on School property;
- Use, sale or possession of unlawful drugs on School property
- Sleeping on duty;
- Neglect of duty and disruption of others;
- Insubordination;
- Abuse or inappropriate access of confidential information;
- Willful violation of School safety or security regulations.
- Consistently out of uniform
- Consistently having a disorganized classroom.

Resignation

When an employee wishes to resign he/she must submit their resignation in writing at least 10 work days prior to the effective date. The final paycheck will be issued once all materials (including, but not limited to, the School's laptops, intellectual property, etc) have been returned and has been inspected by the Head of School and/or Principal(s) or designee.

Policy Guidelines:

- I. A former employee may be rehired/reinstated if he/she left the company in good standing (was listed as eligible for rehire) and if an appropriate position is available.
- II.
- II. The time period between the termination and re-employment determines whether the employee is "**reinstated**" or "**rehired**".
- A. If the time period between when the employee was terminated and re-employed is **10 calendar days or less**, the employee is considered **reinstated**.
- B. If this time period is **more than 10 days**, the employee is considered a **rehire**.
- III. If an employee is **reinstated**, he/she is eligible for the following:
- A. The original hire date is used to determine service award eligibility.
- B. The original hire date will be used to determine: PTO days accrued and used
- C. If an employee was covered by medical insurance and the employee is reinstated (within the 10 day period), the employee's benefits will not be affected.
- IV. If an employee is considered a **rehire**, the following guidelines apply.
- A. The employee's rehire date is the new hire date. This date determines service award eligibility.
- B. If applicable, the employee's rehire date is the new date which determines:
1. PTO eligibility.
 2. Benefits eligibility.
- C. If an employee that is being rehired (exceeds 10 calendar days from termination date to rehire) had medical coverage and the employee did not continue coverage through COBRA, the employee is not eligible for benefits until after the normal waiting period as described in the Employee Handbook.
- *Time frames for resignations are subject to the provision of Section 3319.15 of the O.R.C.*

Reduction in Force and Recall

In the event that a decision is made to reduce the number of employees employed by a school, administration shall give affected employees written notice of reduction in force and the reason for such reduction by mail or personal delivery at least thirty days before the reduction in force. The school, shall reduce employees, based upon the employees' most recent summative evaluation rating releasing from lowest evaluation

rating to highest evaluation rating. In the event of comparable evaluations or no evaluations, the Employer shall use initial hire date as the determining factor. In cases where comparable evaluations are not apparent, the following rating groups will be used to determine a “comparable evaluation”: Skilled/Accomplished, and Developing/Ineffective.

366.1

Recall of Positions

Displaced employees shall have recall rights for a period of 18 months from the date of written notice of reduction in force. Recall rights extend only to positions for which employees are qualified to teach for the following school year. Recall shall be performed in the reverse order of the reduction in force.

SECTION 367
GRIEVANCE PROCEDURE

GRIEVANCE PROCEDURE**Definition**

A grievance is defined as any disagreement regarding the application of any provision in this agreement, employee contract, and/or staff handbook. Coordinated misuse of the grievance procedure will be discussed and acted upon accordingly.

367.1

Communication

Effective schools are characterized by transparency, openness, and fluid communication. The healthy development of the schools necessitates active input from all stakeholders in our learning communities, including ideas, feedback, suggestions, and good-faith criticism and complaints regarding the schools, their Employees, and the Employer.

367.2

Commitment

Recognizing that conflict within the schools is unavoidable, the Parties are committed to ensuring that conflict results in productive outcomes that benefit our students, schools, Employee's, the Employer and the communities it serves.

368

Informal Resolution

The Parties prioritize resolving conflict in an informal, expedited manner. As such, if an Employee has a grievance, it should be in writing and directed to his or her Principal within ten school days of the incident giving rise to the grievance or within ten school days of the date the grievant should reasonably have known of such occurrence. If the grievance is not brought within the specified time period, the Grievance is considered waived, unless a time line extension is agreed to in writing by the grievant and principal. The grievant and his or her Principal shall make a good-faith effort to resolve the grievance before escalation to another level. At maximum, a conference shall take place within ten (10) days of the Grievance being brought to the attention of the Principal. Within five (5) school days of the conference, the Principal must inform the grievant of his or her decision in writing.

Employees shall have the right to have representation at all meetings with the Employer pertaining to the grievance.

368.1

Resolution Level 1

If the grievant is not satisfied with the Principal's decision, s/he may file the Grievance with Associate Director of School Accountability and/or the Human Resources Director within ten (10) working days of the written decision. The grievance must be specific, detailed and in writing. It shall specify each provision of the Agreement allegedly violated, and how, along with the sought resolution. A meeting with the

Associate Director of School Accountability and Human Resources Director shall take place within one (1) month of the grievance being filed, barring unusual scheduling circumstances. A written decision detailing the their disposition of the situation shall be returned to the Employee within five (5) days of the Level 1 hearing.

368.2

Resolution Level 2

If the grievance is not resolved at Level 1, any Party may appeal to the Superintendent or their designee within ten (10) school days of the Committee's written decision. That person will review all documentation and decisions and may, at the written request of the grievant, conduct his own investigation (which may include a conference with the grievant and/or any other individual), and shall issue a written decision within ten (10) school days of the grievant's request for review.

The decision of the Superintendent shall be final and binding upon all Parties.

369

Time Limits

Grievances may be withdrawn at any step of the Grievance Procedure without prejudice. Grievances not appealed within the designated time limits or extended by mutual agreement will be treated as withdrawn grievances.

Time is of the essence and all effort should be made to expedite this process. Failure to comply with the time limits imposed in this policy will act as a bar to further steps unless the time limits at any step or for any hearing are extended by mutual written agreement of the parties involved at that particular step.

SECTION 370

COMPENSATION AND BENEFITS

371

General Policy

The School strives to establish pay levels that commensurate with the individual's experience. The School's goal is to attract excellent staff-one of our School's most valued assets. Adjustments may be made by the Board, taking into consideration past performance, experience, market availability, job responsibilities, etc.

372

Scheduling

The hours worked will be established and changed as necessary to meet the needs of the School and its students. A general description of School and work hours will be announced at the beginning of the School year. This schedule may change from time to time as necessary.

373

Recording Work Time

All employees are responsible for keeping accurate time records in accordance with School procedure. Instructions will be given by the Head of School and/or Principal(s) or his/her designee as to how to complete your time slip. You are not to complete any other employees' time slip nor permit/direct someone else to complete yours.

20 USC 211(c).

375

Salary Deduction Policy

It is our policy to comply with the “salary basis” requirements of the Fair Labor Standards Act. Therefore, we prohibit the School from making any improper deductions from the pay of exempt employees. We want employees to be aware of this policy and that the School does not allow deductions that violate the FLSA.

Deductions from pay are permissible when an exempt employee:

1. is absent from work for one or more full days for personal reasons other than sickness or disability without prior approval;
2. for absences of one or more full days due to sickness or disability if all paid time off has been taken.
3. to offset amounts
4. employees receive as jury or witness fees, or for military pay;
5. for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.

Also, the School is not required to pay the full salary in the initial or terminal week of employment;

- a. for penalties imposed in good faith for infractions of safety rules of major significance,
- b. or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial day or full day deductions may be made.

If you believe that an improper deduction has been made from your salary, you should immediately report this information to the Head of School and/or Principal(s). Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

29 C.F.R. § 531, et. seq.

376

Direct Deposit

All employee compensation will processed via direct deposit. Live checks will only be issued in emergency situations.

377

Overpayment/ Underpayment of Earnings

The School strives to ensure that all employees are paid timely and accurately. If an employee is overpaid or underpaid, it is the responsibility of the employee to immediately contact his/her Supervisor and/or the Human Resources Department, within 10 (ten) banking days of the discrepancy occurring. In the event that an employee is overpaid, the overpayment must be returned to the school in full. In the event that an employee is underpaid, the HR Department will work with the Payroll Department to immediately rectify the matter.

SECTION 380

TIME OFF FROM YOUR JOB

381

Personal Leave/Paid Time Off (PTO Days)

Employees shall receive up to ten (10) restricted paid days per school year , after their probationary period has expired and on the first day of school every year thereafter. Employees shall be able to accrue up to 100 days of sick time. Employees shall be able to cash out any remaining PTO upon separation of employment at the rate of \$100 per day.

Use of paid time off should be requested as far in advance as possible. A time off request form must be completed and submitted to the Principal/Head of School for consideration of approval.

All employees must sign in and out daily using the school designated system for tracking employee attendance.

Any employee who leaves work for 1.5 – 4.5 hours will use half of one paid time off day, if paid time is available and approved. Any employee who leaves work for 4.5 or more hours will use one full day of paid time off if paid time is available and approved.

Upon return to duty after an unforeseen absence due to illness, the employee must complete a Time Off Request Form to be submitted to the Head of School and/or Principal(s) or his/her designee who will approve the paid time, provided paid time off is available and provided that the unforeseen absence is not in excess of three consecutive work days without a doctor’s note.

The Principal/Head of School will forward the form to the Employee Compliance Manager or his/her designee.

A personal leave of absence will not be granted to allow an employee to seek or engage in other employment.

Three unexcused tardies in a thirty day period will result in disciplinary action. An employee that signs in later than the requested start time is considered tardy.

Unpaid time off that is not approved and exceeds 3 days may result in disciplinary action.

Employees taking time off (paid or unpaid) immediately prior or immediately following a school holiday may not be paid for the school holiday. The only exception to this is if there is an emergency situation. Supporting documentation will need to be turned in to the immediate supervisor upon employees return.

Employees receive paid National Holidays in accordance with the current academic calendar. Employees taking time off (paid or unpaid) immediately prior or immediately following a national holiday will not be paid for the holiday. The only exception to this is if there is an emergency situation. Supporting documentation will need to be turned in to your immediate supervisor upon return.

School Leaders and Office Managers shall receive up to 12 restricted paid days after their probationary period, unused days will be paid out after the end of the fiscal year at a rate of \$100 per day.

381.1

Catastrophic Paid Time Off Bank

Employees may donate unused paid time off (PTO) to Employees of the same school who have exhausted their paid time off leave for catastrophic illness. Such time shall be deducted from the Employee’s accrued sick time.

382

Professional Leave

In instances where the Employer provides professional development for Employees , which occurs during the work day and requires the Member’s absence from job duties, such time shall not be deducted from that Employee’s accrued PTO time.

383

Child Care Leave

Requests for unpaid leave for pregnancy, child birth, adoption or other child care related circumstances may be requested for up to eight (8) weeks for the birth mother, and up to three (3) weeks for the father or non-birthing mother. With the approval of the Principal or their designee accumulated personal leave may be used in conjunction with child care leave if the employee so requests. Health insurance shall be paid by and continued by the Employer during the term of such leaves.

384

Jury Duty

The Employer shall provide employees with unpaid leave to report for jury duty or for a court appearance in response to an official summons or subpoena.

385

Assault Leave

Leave for employee absences resulting from assault or injury, while the employee is engaged in the performance of job-related duties, shall be granted without loss of pay and/or benefits upon the receipt of medical documentation.

Assault leave will be limited to a maximum of thirty (30) working days per school year, not chargeable to Paid Time Off, and shall be non-accumulative from year to year.

If upon the exhaustion of the allowed thirty (30) assault leave days, the individual is unable to perform his/her contracted duties, he/she may apply for Workers' Compensation (if eligible), an unpaid leave of absence, or disability retirement. Should the individual qualify for Workers' Compensation, he/she shall receive the difference in pay between his/her regular rate of pay and the Workers' Compensation benefit until such time as the benefit terminates.

386

Bereavement Leave

The Employer shall provide Employees with paid leave due to the death of a member of the employee’s immediate family which is defined as the employee’s spouse, domestic partner, parent, parent-in-law, child, step-child, sibling, grandparent or grandchild. The employee may receive up to three (3) days of paid leave per bereavement event, not to be subtracted from accrued PTO leave. In the event of exceptional loss or need, PTO days may be used in addition to the three (3) bereavement days. This arrangement requires the mutual agreement of the Employee and the principal.

387

Medical Leave of Absence

If an employee is unable to physically or mentally perform his or her job they may request an unpaid medical leave of absence. This should be done in concert with the recommendations of a physician(s). Medical leaves of absence must be reported to the Board. While on medical

leave the employee shall not accumulate personal leave, health insurance shall not be continued by the Board and the employee shall not take other employment. Employees may elect to pay the cost of health insurance during a period of approved leave.

29 U.S.C. 2601; R.C. 3313.20.

388

Military Leave

The School observes all applicable laws concerning military leave and re-employment rights following military training and service.

38 U.S.C. 4301; R.C. 3319.085; R.C. 5923.05.

389

Family Leave (FMLA)

An employee is eligible under the Federal Family and Medical Leave Act (FMLA) if:

1. The employee has been employed by the School for at least twelve (12) months;
2. The employee has worked a minimum of 1250 hours during the twelve (12) month period before the leave is requested; *and*
3. The employee is employed at a School worksite which employs fifty (50) or more employees, or the total number of employees within 75 miles of the worksite is fifty (50) or more at the time the request is made.

Even though the School may be a covered employer, employees must meet all three requirements to be eligible.

An employee may take a total of twelve (12) weeks of unpaid leave during the twelve (12) month period described below for any one or more of the following reasons:

1. The birth of a son or daughter of the employee and in order to care for such son or daughter;
2. The placement of a son or daughter with the employee for adoption or foster care;
3. To care for the spouse, son, daughter, or parent of the employee if such spouse, son, daughter, or parent has a serious health condition; or
4. A serious health condition that makes the employee unable to perform the functions of his/her position.

The twelve (12) month period is defined as a "rolling" 12-month period measured backward from the date an employee begins using any FMLA leave.

A "serious health condition" is an illness, injury, impairment, or physical or mental condition which involves:

1. Any period of incapacity or treatment in connection with or consequent to inpatient care in a hospital, hospice, or residential medical care facility;

2. Any period of incapacity requiring absence from work, school, or other regular daily activities of more than three (3) calendar days, that also involves continuing treatment by a health care provider; or
3. Continuing treatment by, or under the supervision of, a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity for more than three (3) calendar days, or for prenatal care.

A leave taken by an employee for the birth or placement of a son or daughter must be taken in one continuous segment, up to twelve (12) weeks, and must be taken within twelve (12) months of the birth or placement of the son or daughter. An employee is required to give thirty (30) days written notice of his/her intent to take leave, unless such leave is unforeseeable. In such a case, the employee must give notice as soon as practicable.

Leave taken to attend to the serious health condition of the employee or the employee's family member may be taken in one continuous segment, up to twelve (12) weeks, or may be taken on an intermittent or reduced leave, if medically necessary. The employee must make a reasonable effort to schedule his/her leave so as not to unduly interrupt School operations and must give thirty (30) days written notice of his/her intent to take leave, if practicable.

Intermittent or reduced leave will be allowed only for serious health conditions when medically necessary and properly validated or certified. An employee is not entitled to take an intermittent leave or a leave on a reduced schedule for the birth or placement of a child.

If an employee chooses to take intermittent or reduced leave, the School may require the employee to transfer temporarily to another position in the School for which he/she is qualified, and which would provide equivalent pay and benefits and a better accommodation for the employee's recurring periods of leave.

The employee will remain covered by the School-sponsored health care benefits while on leave. However, he/she is required to continue payment of any required contribution for insured benefits. If the employee does not return to work after the leave period, the School will require the employee to repay the health care premiums paid by the School during the leave period, unless the employee does not return due to a serious health condition as defined in this policy or due to other circumstances beyond the employee's control.

An employee on leave does not lose any benefit which has accrued prior to the first day of leave and the leave period will be treated as continued service for purposes of determining vesting and eligibility to participate in pension, 401(k), and other School retirement plans. However, an employee does not accrue any other benefits during the leave period, nor does the leave period entitle the employee to any greater rights than he/she would have had if he/she had remained in the workplace.

If an employee takes any under this policy, accrued paid time will be applied to the leave period until such paid time off is exhausted. The remainder of the leave will be unpaid.

An employee returning from leave will be reinstated to the same position or an equivalent position, with equivalent pay, benefits, and other terms of employment, unless the employee would not otherwise have been so employed at the time reinstatement is requested.

Any employee returning from a medical leave, whether under this policy or not, may be required to present certification of the employees fitness to return to work and identifying any restrictions relating to the leave of absence.

Certain higher level employees may be denied reinstatement and the Human Resources Coordinator should be consulted if the employee is believed to be within the highest paid 10% of workers employed within 75 miles of the employee's workplace.

An employee who requests leave to care for his/her own serious health condition or the serious health condition of a family member must provide a certification by his/her care provider which justifies the leave.

This certification must be provided by the employee within fifteen (15) days of the request for leave, unless it is not practicable to do so. Failure to provide the required certification on time may affect the employee's ability to take leave as requested.

The School also may require an employee on leave to check in periodically with management to inform them of his/her status and intent to return to work. A check-in schedule should be arranged between the employee and the Human Resources Administrator before leave is taken.

The School may also require a second opinion as to a serious health condition at its own expense. This opinion shall not be given by a medical professional regularly used by the School.

In the event of a conflict between the two opinions, the School may, at its own expense, require a third opinion from a medical professional jointly designated by the School and the employee whose decision shall be binding on the School and the employee.

Finally, an employee returning from leave taken for his/her own serious health condition must provide certification from his/her care provider that he/she is able to resume work.

29 U.S.C. § 2601.

SECTION 390

HEALTH AND SAFETY

390.1 Health/Safety Subcommittee

A health and safety subcommittee shall be established and meet as needed, at least quarterly and outside instructional school hours, to discuss conditions and needs of each school. The committee shall consist of one school representative per building, the Employer, and the

Facilities Director or their designee. The Employer agrees to initiate corrective action if required on all concerns within 10 school days.

391

Environment

The Employer shall provide a comfortable, safe, and healthy work environment for all of its employees. These conditions shall provide proper teaching and learning environments for teachers, scholars, and staff.

391.1

OSHA Regulations Exposure Control Plan

These guidelines suggest procedures designed to help employees comply with OSHA Regulations. Personnel should be trained in and will be responsible for practicing these procedures in the event of exposure to blood and/or to bloody body fluids spills.

Health Care: First Responders

This category of personnel includes those designated in the School's policies, procedures, administrative guidelines, etc.

1. List of equipment includes:
 - Appropriate First Aid supplies and their location(s)
 - Appropriate cleaning materials
 - Personal protective equipment available for handling bloody body fluid spills (i.e. gloves, gauze squares, absorbent materials, etc.)
 - Sharps container
2. Procedure for handling bloody body fluid spill(s) include(s):
 - Assessment of injury/body fluid spill
 - Utilization of appropriate personal protective equipment
 - Procedure for First Aid in handling the injury/body fluid spill
 - Procedure for safe transfer of injured person to First Aid station
 - Procedure for cleaning with appropriate materials if so authorized to perform
 - Method of disposal of bloody waste in a Biohazard labeled bag
 - Procedure for storage and disposal of sharps
 - Procedure for sanitizing equipment and sharps containment utilized
 - Degloving and hand washing
 - Disposal of Biohazard bagged waste materials
 - Procedure for written injury/accident report to supervisor
 - Report to supervisor if personally exposed to blood fluids*
 - Medical evaluation of personal exposure to bloody body fluids to begin within two (2) hours of actual exposure.
3. Establish and maintain a sharps injury log for recording of percutaneous injuries from contaminated sharps.
4. Annual Review and Update

The School shall take into account innovations in medical procedure and technological developments that reduce the risk of exposure to bloodborne pathogens; and document annually, consideration and implementation of appropriate commercially-available, and effective safer devices. The School shall also solicit and document input from School personnel responsible for patient care, who are potentially exposed to injuries from contaminated sharps in the identification evaluation and selection of effective engineering and work practice controls, and should document the solicitation in the Exposure Control Plan.

* Personal Exposure to Bloody Body Fluids includes splash of blood or bloody body fluid into the eye(s) or mouth, or, exposure to blood or bloody body fluid or bloodied cleaning products through broken skin (*i.e.*, cut, abrasion, puncture).

392

Written Reports

Employees are responsible for and have a right and obligation to report in writing to their Principal, any allegedly unsafe circumstance, situation or event, including any injury, as soon as possible. Employees are guaranteed that there will be no negative repercussions as a result of such reporting.

393

Investigation

The Employer shall investigate any written reported unsafe, hazardous, unhealthy or potentially dangerous working conditions and shall initiate necessary steps to have the condition remedied within three (3) school days commensurate with the urgency of the situation.

394

Assault

Employees shall immediately report any instance of assault suffered in connection with their employment to the Principal and to local law enforcement. Consistent with its legal obligations under applicable laws, the Employer shall comply with any request from the Employee for information in its possession relating to the incident or persons involved, and shall act in appropriate ways as a liaison between the Employee, local law enforcement and any court or agency.

395

Classroom Locks

All classroom doors will be equipped with functional, sturdy, locks to ensure staff and student safety.

396

Restrooms

Employees and scholars shall be provided with functional, dedicated staff restroom facilities. The Employer will provide functional, separate, operational, and clean restrooms. The same will be separately provided exclusively for Employee use.

397

Cleanliness

Employees shall enjoy working in a clean and tidy workplace. Teachers shall not be required to perform unreasonable custodial duties. This includes, but is not limited to: bedbugs, lice, and other infestations.

398

Bedbug Infestations

With proper documentation, the Employer agrees to reimburse affected Employees for the term of this agreement to defray expenses related to the extermination of bed bugs in Employee private residences.

Except in extraordinary circumstances, in no case will funds be dispersed under this section to cover any cost other than extermination of bed bugs.

The Employee shall:

1. Provide some means to authenticate that the employee's home infestation is due to exposure to bed bugs in the course of their work related duties.
2. Ensure that no landlord or other party is obligated to pay for the extermination for any case they recommended for payment by the agency.

399

Parking

Employees will be provided with parking spaces for their vehicles free of cost.

SECTION 400

MISCELLANEOUS POLICIES

400 **Insurance**

400.1 **Health Insurance and Annuities**

The Board provides health insurance for all employees who work 35 hours or more weekly. Hourly employees who less than 35 hour are not generally provided paid health insurance. The amount contributed by the Board is determined annually prior to the start of a new School year. The Board also contracts for dental and vision. From time to time the Board may have several contracts with companies who provide tax-sheltered annuities to employees who wish to contribute. These are paid entirely by the employee. Employee contributions shall be made through payroll deductions. If an employee is given a leave of absence for a period of time the Board will not pay the employee's health insurance except as required for eligible parties under the FMLA (see policy no. 384 above). The employee may elect to pay the premiums for such time as they are on an approved leave. Staff members who resign at the end of their contract will have their health insurance paid through the end of the month immediately following the end of the contract.

R.C. 9.90; R.C. 3313.202.

400.2 **Workers' Compensation Insurance**

As required by law, all employees are covered by Workers' Compensation Insurance, which may provide benefits for injuries or illness that occur as a result of employment at The School. Any injury, regardless of its apparent seriousness must be reported immediately to your supervisor. Failure to immediately report an on the job injury will result in discipline up to and including discharge.

R.C. 4123.01; R.C. 4123.83.

400.3 **STRS/SERS**

By law, many Staff may be covered by the State Teachers Retirement System or the State Public Employee Retirement System. Some contractors may not be eligible for such benefits. Determinations will be made based on law, facts and circumstances, in conjunction with applicable professional advisors and governmental agencies.

R.C. 145.03.

400.4 **Unemployment Compensation**

By law, most workers are insured for unemployment compensation, which provides income payment in certain conditions for a period of weeks if you lose your job under certain conditions.

R.C. 4141.01.

401 **Reimbursement**

The Employer shall reimburse any pre-approved expenses for classroom supplies and materials incurred by any Employee. All school's shall utilize a standard pre-approval form that indicates the approval and reimbursement process. Approved expenses shall be reimbursed within work (2) weeks of the business office's timely receipt of required documentation. Employees shall not be responsible for technology related duties or expenses.

401.1 **Mileage Reimbursement**

Employees required to use their own automobile to travel during their work day or for pre-approved special circumstances outside of city limits within which the school is located shall

be reimbursed for the expenses at the current IRS rate. All mileage related to canvassing will be reimbursed at the IRS rate.

402 **Internal Substitution**

Internal substitution is defined as one Employee covering a class or duty for another Employee in lieu of a planning or lunch period (period). No Employee shall be required to perform internal substitution more than two (2) periods per month. However, Employees may volunteer to substitute more than two (2) periods per month. Whenever an Employee volunteers to perform internal substitution, he or she shall fill out a time sheet and shall be compensated on the next pay period. Substitution shall be compensated at the rate of thirty (\$30.00) dollars per period. Partial periods of substitution may be compensated at half the rate of a full period of substitution but shall not be compensated at less than twenty (\$20.00) dollars. The parties agree that special education teachers in an inclusion class will not be called upon for internal substitution. No internal substitution can occur if it violates IEP service minutes for a scholar. When a teacher is absent, the substitute must be licensed.

403 **Saturday School/Twilight School**

With prior written approval of the school principal, teachers who supervise Saturday School, and/or Twilight School, shall be compensated at the rate of two hundred dollars (\$200) per day.

404 **Family and Scholar Handbook**

The policies and procedures in the current Family Handbook shall be followed. The Employer shall annually review the Handbook and collaborate with Principal's on any changes to be recommended to the Board.

405 **Compliance**

The School shall be in full compliance with the Ohio community school law located in Ohio Revised Code Chapter 3314 or other applicable laws in the Ohio Revised Code, Ohio Administrative Code, United State Constitution, Ohio Constitution, or Federal law.

406 **Probationary Period/Just Cause**

Employees shall serve an initial ninety (90) days probation in which they may be terminated without cause, and without access to appeal through the grievance procedure. On the ninety- first day teachers shall be subject to the provisions of Just Cause for any and all terminations of employment.

Staff Dress Code

Office Managers, Teachers, Co-Teachers, Assistant Teachers, Teacher Assistants, Intervention Specialists, One-on-One Assistants, Counselors and Other School Employees are expected to set an example for students to follow regarding dress and grooming. Employees shall dress and conduct themselves in a manner which reflects the discipline, respect and dignity associated with the image of the School.

Employee Dress Code:

- Women: Professional Dress
- Business dresses must be a minimum of knee length
- Dresses must contain sleeves (no sleeveless or cap sleeves) and must have a modest or high neckline
- Skirts at knee length or longer
- Dress pants of full or capri length, no shorter than mid-calf
- Shirts with sleeves (no sleeveless or cap sleeves) with a high or modest neckline
- Shirts should remain tucked in or should be designed to cover the waistline at all times
- Closed toe or modest peep toe professional dress shoes/boots
- Heels on shoes should not exceed two inches to allow for ease of movement
- Belts of neutral color or patterns with no embellishments
- Professional dress socks to be worn with dress pants
- Neutral hosiery free of excessive or distracting patterns must be worn with dresses or skirts
- No head coverings may be worn including but not limited to hats, scarves or wraps with the exception of religious reasons.
- Accessories shall be minimal and modest as to not distract from the learning environment
- Hair colors shall remain conservative and not be excessive or distract from the learning environment.
- Hair styles shall remain free of graphics or designs that are offensive, excessive or distracting from the learning environment
- Black blazer and tie will be provided for women

- Men: Professional Dress
- Dress pants of full length with belt loops
- Belts of neutral color or patterns with no embellishments
- Professional dress socks to be worn with dress pants
- Dress shirts with long or short sleeves
- Shirts should remain tucked in with the exception of a sweater or vest
- No head coverings may be worn including but not limited to hats, scarves or wraps with the exception of religious reasons.
- Accessories shall be minimal and modest as to not distract from the learning environment
- Hair colors shall remain conservative and not be excessive or distract from the learning environment.
- Hair styles shall remain free of graphics or designs that are offensive, excessive or distracting from the learning environment
- Black blazer and tie will be provided for men
- PE teacher may dress in professional athletic attire and athletic tennis shoes

- On designated days, all staff may be required, with notice, to wear full professional uniform which will include black or khaki pants, a white long sleeved button up shirt that has a collar to support a tie, school blazers and school ties.

Principals, Heads of School and Deans shall adhere to Business Professional dress expectations:

Men:

- Business suit or a blazer with dress pants and a tie.
- Business suits, blazers and dress pants must be neutral in color.
- Blazer may at times be optional and a neutral sweater or vest may be worn.
- Dress shirts must be long-sleeved.
- Shoes must be professional dress shoes and neutral in color
- Belts of neutral color or pattern must be worn.
- Professional dress socks to be worn with dress pants
- No head coverings may be worn including but not limited to hats, scarves or wraps with the exception of religious reasons.
- Accessories shall be minimal and modest as to not distract from the learning environment
- Hair colors shall reflect natural hair colors
- Hair styles shall remain free of graphics or designs

Women:

- Business skirt suit or pants suit or dress and jacket.
- Skirts and dresses should be a minimum of knee length
- Shirts worn under blazers must be professional and consist of a modest or high neckline
- In the event a blazer/jacket is not worn, a professional sweater or professional blouse would be worn that has a modest or high neckline
- Blouses and sweaters must contain sleeves (no sleeveless or cap sleeves)
- Closed toe or modest peep toe professional dress shoes/boots
- Belts of neutral color or patterns with modest to no embellishments
- Professional dress socks to be worn with dress pants
- Neutral hosiery free of patterns to be worn with dresses or skirts
- No head coverings may be worn including but not limited to hats, scarves or wraps with the exception of religious reasons.
- Accessories shall be minimal and modest as to not distract from the learning environment
- Hair colors shall reflect natural hair colors
- Hair styles shall remain free of graphics or designs

*Exceptions on special days in the school may be made to the dress codes

408 Teacher Responsibility

The School will increase the decision-making authority and flexibility of its teachers while imposing greater responsibility for student performance on the teachers.

20 U.S.C. §6301(7); NCLB §1001(7).

409 Child Abuse and Neglect

Because of their sustained contact with school-age children, teachers and other School employees are in a position to identify abused or neglected children. The School requires that every teacher, counselor, psychiatrist, nurse or administrator complete at least four hours of in-service training in child abuse prevention, violence, and substance abuse and the promotion of positive youth development within two years of commencing employment in the School, and

every five years thereafter. The School shall maintain records of staff participation in in-service child abuse detection.

To comply with Section 2151.421 of the Ohio Revised Code, any School teacher, School employee or employee assigned to the School, or School authority who knows or suspects that a student under eighteen years of age (or a mentally retarded, developmentally disabled, or physically impaired student under twenty-one (21) years of age) has suffered or faces a threat of suffering any physical or mental wound, injury, disability, or condition of a nature that reasonably indicates abuse or neglect of the student shall immediately report that knowledge or suspicion, by telephone or in person, to the local county Children's Services Board or, if the student is not a resident of the local county, to the public children's services agency or a municipal or county police officer of the county in which the student resides. S/He shall also notify the Head of School or his/her designee.

If the agency or officer receiving the report requests a written report, the Head of School or his/her designee shall provide a written report containing the following information:

1. The names and addresses of the student and the student's parents or the person or persons having custody of the student, if known;
2. The student's age and current condition;
3. The nature and extent of the student's known or suspected injuries, abuse, or neglect, or of the known or suspected threat of injury, abuse, or neglect, including any evidence of previous injuries, abuse, or neglect; and
4. Any other information that might be helpful in establishing the cause of the known or suspected injury, abuse, or neglect, or of the suspected threat of injury, abuse, or neglect.

In addition, the Head of School or his/her designee may take color photographs of areas of trauma visible on the student and include them with the written report.

The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. Information concerning alleged child abuse of a student is confidential information and is not to be shared with any unauthorized person. A staff member who violates this policy may be subject to disciplinary action and/or civil and/or criminal penalties.

The Head of School or his/her designee should be mindful of the possibility of physical or mental abuse being inflicted on a student by an employee. Any such instances, whether real or alleged, should be reported to the Head of School or his/her designee who will investigate and take appropriate action in accordance with Board directives.

Anyone making a report under 2151.421 of the Ohio Revised Code is presumed to be acting in good faith and is immune from any civil or criminal liability that might otherwise result from making the report. A report made under this section is confidential as set forth in 2151.421 of the Ohio Revised Code. No person may disclose the contents of any report made under this section except as provided above.

Failure to make a report required by this section, or unauthorized disclosure of the contents of a report made under this section, may result in disciplinary action against the employee.

R.C. 2151.421; R.C. 3319.073; OAC 3301-57-01.

410 Positive Behavior Intervention – Seclusion and Restraint

The School has adopted the State of Ohio’s policy for the use of positive behavior intervention supports and the use of restraint and seclusion.

OAC 3301-35-15

411 Policy Changes - Manual Distribution and Maintenance

From time to time, policies, rules and regulations may be changed. The Head of School or his/her designee or the Board will provide notification of changes and/or notice will be made at the School facility.

This manual is intended to be a useful guide to all members of the Board, the administration, all personnel employed by the School or a Management Company, the students of the School, and to the public.

All Policies shall be considered public records and shall be open for inspection in the Board offices and in the office of the Head of School or his/her designee during regular office hours.

412 Fund Raising Activities and Projects

All fund raising activities conducted at or on behalf of the School must be approved in advance of the proposed activity by the Head of School or his/her designee. Copies of the forms and rules and regulations are available from the Treasurer. There is a potential personal liability associated with maintaining proper and accurate records, safeguarding and depositing funds and assuming responsibility for conducting and overseeing a fund raising project. Staff members are advised to carefully follow all rules, regulations and policies governing fund raising activities.

SECTION 415

TECHNOLOGY AND INTERNET ACCEPTABLE USE

416

Technology and Internet Acceptable Use

The use of technology and computer resources at the School is a revocable privilege. Failure to abide by this policy may render you ineligible to use the School’s computer facilities and may bring additional disciplinary action.

Employees are expected to use the technology available at the School in a manner appropriate to the School’s academic and moral goals. Technology includes, but is not limited to, work or cellular phones, beepers, pagers, radios, CD/MP3/DVD players, video recorders, video games, personal data devices, desktop computers, laptops, chargers, mice, keyboards, SWIVL, cameras, and iPads tablets, other hardware, electronic devices, software, Internet, e-mail, social media networks or applications all other similar networks and devices that performs any of these functions.

Employees are expected to be responsible and use Technology to which they have accessed appropriately. Obscene, pornographic, threatening, or other inappropriate use of Technology, including, but not limited to, e-mail, instant messaging, text messaging, picture or video messaging, web pages, social media and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the School community, is prohibited, even if such uses take place after or off School property (i.e., home, business, private property, etc.).

Failure to adhere to this policy and the guidelines below will result in disciplinary action as outlined in the Disciplinary Procedures.

Unacceptable uses of Technology/Internet include but are not limited to:

1. Violating the conditions of federal and Ohio law dealing with students and employees' rights to privacy. Trespassing in others' folders, work, or files; copying other people's work or attempting to intrude onto other people's files; using other users' e-mail addresses and passwords.
2. Using profanity, obscenity or other language which may be offensive to another user; sending messages with derogatory or inflammatory remarks about an individual's race, sex, age, disability, religion, national origin or physical attributes via the Internet or Technology; bullying, insulting, intimidating, or attacking others; transmitting any material in violation of federal or state law.
3. Accessing profanity, obscenity, abusive, pornographic, and/ or impolite language or materials.
4. Violating copyright laws by illegally downloading or installing music, any commercial software, shareware, or freeware. You are required to strictly comply with all licensing agreements relating to any software. All copyright laws must be respected.
5. Plagiarizing works through the Internet or other Technology. Plagiarism is taking ideas of others and presenting them as if they were original to the user.
6. Damaging Technology devices, computers, computer systems or computer networks (for example, by the creation, introduction or spreading of computer viruses, physically abusing hardware, altering source codes or software settings, etc.).
7. Using the Technology or the Internet for commercial purposes or activities, which is defined as offering or providing goods or services or purchasing goods or services for personal use, and includes, but is not limited to, the following:
 - a. any activity that requires an exchange of money and/or credit card numbers;
 - b. any activity that requires entry into an area of service for which the School will be charged a fee;
 - c. any purchase or sale of any kind; and
 - d. any use for product advertisement or political lobbying.
8. Neither the Internet nor any other Technology may be used for any purpose which is illegal or against the School's policies or contrary to the School's mission or best interests.

All users are expected to be responsible, courteous and thoughtful when using Technology and the Internet. Common sense should prevail. The use of the School computer network system

should be in support of education and research, consistent with the educational mission or objectives of the School and in accordance with federal law, Ohio law and the School Code of Conduct.

Employees have no expectation of privacy with respect to the use of Technology, the Internet, intranet or e-mail. Maintenance and monitoring of the School network system may lead to the discovery that a student has or is violating School policy or the law. Violations of School policy, the School Code of Conduct or the law may result in severe penalties, up to and including expulsion.

The School makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the School technology system will be error-free or without defect. The School will not be responsible for any damage users may suffer, including but not limited to, loss of data, interruptions of service, or computer viruses. The School is not responsible for the accuracy or quality of the information obtained through or stored on the School system. The School will not be responsible for financial obligations arising through the authorized use of the system.

In accordance with the Children’s Internet Protection Act (“CIPA”), the School has placed a filter on its Internet access as one step to help protect its users from intentionally or unintentionally viewing inappropriate material. The School blocks the categories that are determined to be potentially inappropriate. However, families must be aware that some material accessible via the Internet contains illegal, defamatory, inaccurate, or potentially offensive language and/or images. While the goal of the School is to use Internet resources to achieve educational goals, there is always a risk of students accessing other materials. Parents should be aware of these risks.

Violations

Any student or employee who abuses the privilege of using the School’s Equipment will be subject to appropriate disciplinary action. The School also reserves its right to advise appropriate authorities of any illegal use of the School’s Equipment.

417

Solicitation and Distribution of Materials

Section 1 – Definitions

“Distributing” or “distribute” means to pass out or deliver any non-work related material to its intended recipients.

“Employee” means only those persons currently employed by the School, and does not include: 1) employees of I CAN SCHOOLS, Inc.; 2) employees of other schools operated under contract with I CAN SCHOOLS, Inc.; 3) former employees of the School.

“Non-employees” means all individuals that are not included in the definition of “employee” under this policy.

“Non-work area” means the portion of the School premises that is not a work area.

“Non-work related materials” means all materials that are not work related, and specifically includes, but is not limited to, all materials pertaining to the support, opposition, or

endorsement of any union, labor organization, collective bargaining representative, or candidate for any office or position.

“Posting” or “post” means to affix any non-work related material anywhere on the School premises.

“School” means the school and does not include I CAN SCHOOLS, Inc., or any other school operated by I CAN SCHOOLS, Inc.

“School premises” means all real property owned, rented or leased by the School or I CAN SCHOOLS, Inc., including but not limited to work areas, non-work areas, recess areas, assembly areas, and any and all parking lots, parking garages, or parking spaces. Streets and sidewalks adjacent to the School are not part of the School premises.

“Soliciting” or “solicit” means to ask for or try to obtain something from someone, and specifically includes but is not limited to asking employees to sign, authorize or endorse any non-work related material. Not included in this definition are brief discussions, no matter the subject.

“Work area” includes all of the following: classrooms, offices, hallways, gymnasiums, cafeterias, assembly rooms, playgrounds, or school bus (or van) loading or unloading zones.

“Work related materials” means documents or records, whether physical or electronic, including but not limited to memos, emails, reports, forms or notices that are used to manage, administer or operate the School.

“Work time” means the time in which an employee is expected to be working. Work time includes the period of time between 7:45AM and 4:00PM, with the exception of the employee’s lunch period, on any calendar day in which School employees are expected to report to the School. Planning periods, instructional periods, tutoring periods, special education periods, professional development periods, and the time between periods, are work time. Work time also includes any time that the employee remains on the School premises after 4:00PM for either: 1) a student-related event furthering a legitimate educational purpose, such as an after-school club meeting or sports practice; or 2) any time the employee chooses to stay on the School premises to complete additional work.

Section 2 – Prohibitions

A. Prohibition of Soliciting, Distributing or Posting of Non-Work Related Materials by Employees

The School prohibits soliciting, distributing or posting non-work related materials by anyone, including employees, in all work areas on the School premises during work time. A bulletin board is provided in the work room or break room, which is made available for all employees to post materials that the employee may wish to share with other employees. All employees shall have equal access to post items on the break room bulletin board.

After 4:00PM, employees are permitted to remain on the School premises if they intend to complete additional work, such as lesson planning or grading. Once an employee has finished his or her work, the employee should exit the School premises, unless a student-related event furthering a legitimate educational purpose requires an employee’s continued presence on the School premises.

B. Prohibition of Soliciting, Distributing or Posting of Non-Work Related Materials by Non-Employees

Non-employees are prohibited from soliciting, distributing materials to, or posting items on the School premises at any time, irrespective of content or form.

C. Use of the School's Email Systems

Employees are permitted to utilize the School's e-mail system to solicit, distribute or post non-work related information.

However, the School's email system may not be able to handle excessive non-work related use, and therefore the School reserves the right to limit the email system to work-related emails, if non-work related use of the email system inhibits the email system's functionality.

D. Prohibition of Granting Access to the School Premises

Employees may not grant access to the School premises to any non-employee. If the need arises for a non-employee to gain access to the School premises for a legitimate educational purpose, the employee requesting access for a non-employee shall notify the School Director, who shall grant access to the School premises only to individuals who are needed on the premises to further the School's legitimate educational purposes. In these instances, the non-employee should report to the School office to receive a guest pass.

Former employees are considered non-employees, and are not permitted onto School premises at any time without advanced written consent granted by the School Director, who shall grant such access only for legitimate educational purposes.

Employees may not solicit other employees during any employee's work time, and employees on non-work time may not engage in soliciting, distributing or posting information to other employees who are on work time. All employees are permitted to use the bulletin board in the employee break room to share information with other employees.

Section 3 – Safe Harbor Clause

Nothing in this policy shall curtail any right granted to employees under the National Labor Relations Act, including employees' rights to discuss the terms and conditions of their employment, including but not limited salaries, wages and benefits, work rules, working conditions and disciplinary actions.

Section 4 – Survival Clause

Should any portion of this Policy be deemed unlawful or unenforceable by any state or federal court or agency, including but not limited to an administrative law judge, the remainder of this Policy shall remain in full force and effect.

418

Confidentiality

Employees are expected to keep all information that they send, transmit or obtain as part of their employment at the School confidential. They may share this information with other employees where it is necessary to accomplish their work.

Employees are permitted to discuss with one another, or with outside parties, without the permission of the School, the terms and conditions of their employment, including but not limited salaries, wages and benefits, work rules, working conditions and disciplinary actions.

Nothing in this policy shall curtail any right granted to employees under the National Labor Relations Act. Employees should be especially careful not to disclose student information that is required by federal law to be kept confidential under FERPA. If you have any questions as to whether certain student information is protected from disclosure by FERPA, please contact your school director.

Regarding investigations conducted by the School, the School has a compelling interest in protecting the integrity of its investigations. In every investigation, the School has a strong desire to protect witnesses from harassment, intimidation and retaliation, to keep evidence from being destroyed, to ensure that testimony is not fabricated, and to prevent a cover-up. The School may decide in some circumstances that in order to achieve these objectives, we must maintain the investigation and our role in it in strict confidence. If the School reasonably imposes such a requirement and you do not maintain such confidentiality, you may be subject to disciplinary action up to and including immediate termination.

419 **Trademark Usage Policy**

The names, logos, trademarks and other intellectual property of the School may not be used by employees without the express written consent of the School's leadership.

The only exception to this policy is that the employees of the School are permitted, without consent, to use the name, logo or trademarks of the School as part of any organizing effort or campaign that is being conducted pursuant to the National Labor Relations Act (NLRA). Nothing in this policy should be interpreted to restrict employees' ability to organize under the NLRA.

419a **Lost/ Damaged Technology Items**

Lost or damaged technology related items are the responsibility of the employee and thus the cost for replacement will be deducted from the employee's pay. This includes but is not limited to, laptops, chargers, desktops, mice, keyboards, phones, SWIVL cameras, and iPads. In cases where items are stolen, a copy of the police report will be required to be submitted with the replacement request in order for the cost to be covered by the company.

In a case where the lost or stolen item is recovered after replacement is ordered, no refunds will be provided.

SECTION 420

SCHOOL EMPLOYEE JOB DESCRIPTIONS

Principal/ Head of School
Division: Academics
Classification: Exempt

Job Summary

The school Principal/Head of School serves as the educational leader and chief administrator, responsible for managing the policies, regulations, and procedures to ensure that all students are supervised in a safe learning environment that meets the approved curricula and mission of the school. The Principal/Head of School will articulate and implement a culture of pride and high behavioral and academic expectations at the school. Achieving academic excellence requires that the school Principal/Head of School work collaboratively to direct and nurture all members of the school staff to communicate effectively with parents. Inherent in the position are the responsibilities for scheduling, curriculum development, extracurricular activities, personnel management, emergency procedures, and facility operations. In collaboration with the Deans of the School, the Principal/Head of School is expected to build and maintain a healthy student and adult learning community. The Principal/Head of School will be accountable directly to the Executive Director of School Accountability. The Job Description and Performance Expectations found below will be subject to change from time to time depending upon the ongoing needs of the school. The Principal/Head of School's employment will be on an "at-will" basis (as is or will be the case with all school employees), which means that either party may, at any point, terminate the employment relationship with or without cause.

Job Description and Performance Expectations

- a. Provide thorough and explicit oversight and development to the Deans of Student Life and Management with regards to the Dean of Student Life and Management responsibilities outlined in the job description (Addendum A)
- b. Provide thorough and explicit oversight and development to the Deans of Student Learning and Instruction with regards to the Dean of Student Learning and Instruction responsibilities outlined in the job description (Addendum B)
- c. Ensure the established policies and procedures are in place and enforced equitably for all participants of the school including students, staff and leadership
- d. Provides effective guidance, support, coaching, assistance and supervision to all members of the leadership team.
- e. Conducts evaluations for staff and leaders and earns and maintains OTES credentials
- f. Stays well knowledgeable of all polices, laws and mandates as imposed by the handbooks, State of Ohio and Department of Education and sees they are fully implemented and communicated effectively within the school building.
- g. Supervises all school personnel directly or indirectly
- h. Serve as the chief administrator of the school in developing, implementing and communicating policies, projects, programs, curricular and non-curricular activities in a manner that promotes the educational development of each student and the professional development and growth of each staff member.
- i. Conceptualizes goals and plans accordingly to ensure that procedure and schedules are implemented to carry out the total school program
- j. Ensures the school program in its entirety is compatible with the legal, financial and organizational structure of the school system.
- k. Define responsibilities and accountability of all staff and support staff and develop plans for interpreting the school program to all constituents.
- l. Identifies objectives for the instructional, extracurricular and athletic programs of the school
- m. Supervise and evaluate student and staff performance and progress in the instructional program
- n. Maintain inter-school communication and seek assistance from central office to improve student performance
- o. Maintain healthy relationships with staff, students, and parents
- p. Comply with established lines of authority
- q. Encourage the use of community resources, cooperate with the community, interpret the school program for the community and maintain communication with community members
- r. Manages, directs and maintains records of supplies and equipment necessary to carry out the daily school routines
- s. Organizes, oversees and provides support to various services, supplies, materials, and equipment necessary to carry out the school program

- t. Assume responsibility for the health, safety, and welfare of students, employees and visitors.
- u. Complete in a timely fashion all records and reports as requested
- v. Maintain accurate attendance records and effectively implements the attendance policy with regards requirements set forth by Board policies and state law.
- w. Establish schedules and procedures for the supervision of students in non-classroom areas
- x. Maintain and account for all student activity funds and money collected from Students and functions in compliance with the determined CFO polices
- y. Establish procedures for safe storing and integrity of all public and confidential school records. Ensure that student records are complete and current.
- z. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
- aa. Provide bi-weekly progress reports to families and quarterly report cards
- bb. Enforce student and staff uniform policy and appearance policy so as to assure a school environment that is focused
- cc. Manages the school staff and leaders effectively
- dd. Encourage the staff and leaders to contribute their best efforts to the school's success
- ee. Effectively supervise support staff including special education staff, specials staff, office staff, janitorial staff, food vendor staff, grounds staff, counseling staff, therapeutic staff, and other vendor staff immediately responsible for the care and management of students, facility, operations and grounds.
- ff. Design, implement and revise systems to maintain a safe and orderly building in every aspect of the school program before, during and after
- gg. Maintain a healthy working environment for all staff
- hh. Produce a school designation of C or higher
- ii. Make final decisions that will build and sustain a K – 8 campus environment
- jj. Create and maintain organized offices, storage spaces, work spaces, classrooms and any and all common areas with effective systems
- kk. Monitor all discipline files and documentation necessary for parent meetings
- ll. Research all (including new) legal issues with regard to the school code of conduct and students' rights
- mm. Educate Deans on the Board and State policies to ensure transparency
- nn. Maintain professional behavior which is appropriate in the field of education and supports the school
- oo. Act at all times with a sense of urgency and relentlessness
- pp. Plan and accomplish multiple tasks as needed or required
- qq. Ensure building safety and security

- rr. Oversee the safety and discipline with all off campus activities
- ss. Provide the management Board with all relevant data and reports to effectively manage school
- tt. Serve as the leader and chief administrator of the school's administrative team
- uu. Organize and oversee weekly leadership meetings
- vv. Complete any other reasonable duty deemed necessary by the Management Team and/or the Board of Directors to ensure the safety of students and success of the school
- ww. Incorporates the qualities of fairness and honesty in administering all aspects of the school's management program.
- xx. Protects the privacy rights and confidentiality of matters in dealing with students and staff.
- yy. Communicates a commitment to the dignity and contributions of all cultures.
- zz. Ensures that established policies and procedures are in place and enforced equitably for all participants in the school.
- aaa. Applies the laws and regulations of state and federal authorities governing the education of persons with disabilities, including proper testing and program implementation.
- bbb. Establish the annual master schedule for instructional programs, ensuring sequential learning experiences for students consistent with the school's philosophy, mission statement and instructional goals.
- ccc. Perform other duties as assigned

Associate Principal
Division: Academics
Classification: Exempt

Job Summary

The school Associate Principal serves as the educational leader and chief administrator, responsible for managing the policies, regulations, and procedures to ensure that all students are supervised in a safe learning environment that meets the approved curricula and mission of the school. The Associate Principal will articulate and implement a culture of pride and high behavioral and academic expectations at the school. Achieving academic excellence requires that the school Associate Principal work collaboratively to direct and nurture all members of the school staff to communicate effectively with parents. Inherent in the position are the responsibilities for scheduling, curriculum development, extracurricular activities, personnel management, emergency procedures, and facility operations. In collaboration with the Deans of the School, the Associate Principal is expected to build and maintain a healthy student and adult learning community. The Associate Principal will be accountable directly to the Executive Director of School Accountability. The Job Description and Performance Expectations found below will be subject to change from time to time depending upon the ongoing needs of the school. The Associate Principal's employment will be on an "at-will" basis (as is or will be the case with all school employees), which means that either party may, at any point, terminate the employment relationship with or without cause.

Job Description and Performance Expectations

- a. Provide thorough and explicit oversight and development to the Deans of Student Life and Management with regards to the Dean of Student Life and Management responsibilities outlined in the job description (Addendum A)
- b. Collaborate with the Principal to ensure the established policies and procedures are in place and enforced equitably for all participants of the school including students, staff and leadership
- c. Provides effective guidance, support, coaching, assistance and supervision to all members of the leadership team.
- d. Conducts evaluations for staff and leaders and earns and maintains OTES credentials
- e. Stays well knowledgeable of all polices, laws and mandates as imposed by the handbooks, State of Ohio and Department of Education and sees they are fully implemented and communicated effectively within the school building.
- f. Supervises all school personnel directly or indirectly
- g. Serve as the chief administrator of the school in developing, implementing and communicating policies, projects, programs, curricular and non-curricular activities in a manner that promotes the educational development of each student and the professional development and growth of each staff member.
- h. Conceptualizes goals and plans accordingly to ensure that procedure and schedules are implemented to carry out the total school program
- i. In collaboration with the Principal, ensures the school program in its entirety is compatible with the legal, financial and organizational structure of the school system.

- j. Define responsibilities and accountability of all staff and support staff and develop plans for interpreting the school program to all constituents.
- k. Identifies objectives for the instructional, extracurricular and athletic programs of the school
- l. Supervise and evaluate student and staff performance and progress in the instructional program
- m. Maintain inter-school communication and seek assistance from central office to improve student performance
- n. Maintain healthy relationships with staff, students, and parents
- o. Comply with established lines of authority
- p. Encourage the use of community resources, cooperate with the community, interpret the school program for the community and maintain communication with community members
- q. Manages, directs and maintains records of supplies and equipment necessary to carry out the daily school routines
- r. Organizes, oversees and provides support to various services, supplies, materials, and equipment necessary to carry out the school program
- s. Assume responsibility for the health, safety, and welfare of students, employees and visitors.
- t. Complete in a timely fashion all records and reports as requested
- u. Maintain accurate attendance records and effectively implements the attendance policy with regards requirements set forth by Board policies and state law.
- v. Establish schedules and procedures for the supervision of students in non-classroom areas
- w. Maintain and account for all student activity funds and money collected from Students and functions in compliance with the determined CFO polices
- x. Establish procedures for safe storing and integrity of all public and confidential school records. Ensure that student records are complete and current.
- y. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
- z. Provide bi-weekly progress reports to families and quarterly report cards
- aa. Enforce student and staff uniform policy and appearance policy so as to assure a school environment that is focused
- bb. Manages the school staff and leaders effectively
- cc. Encourage the staff and leaders to contribute their best efforts to the school's success

- dd. Effectively supervise support staff including special education staff, specials staff, office staff, janitorial staff, food vendor staff, grounds staff, counseling staff, therapeutic staff, and other vendor staff immediately responsible for the care and management of students, facility, operations and grounds.
- ee. Design, implement and revise systems to maintain a safe and orderly building in every aspect of the school program before, during and after
- ff. Maintain a healthy working environment for all staff
- gg. Ensure academic program supports strong improvement in student academic performance
- hh. Ensures that appropriate differentiation is implemented for all learners including those with exceptional needs
- ii. Ensure smooth operation of all curricular, instructional, and testing functions to meet expectations and common core standards
- jj. Implement and oversee assessments including, ORF, DIBELS and newly created Common Core aligned assessments and work with teachers to create action plans for improvement between each testing period
- kk. Collect, compile and analyze all academic data including progress monitoring assessment data, daily instructional data and SPED growth data
- ll. Oversee the instructional design, implementation and instructional integrity of all tutoring programs and monitor academic growth and progress made on a weekly basis
- mm. Implement external assessment systems, including NWEA and all state assessments
- nn. Develop and implement effective internal assessment systems
- oo. Use data results from all internal and external assessment systems to inform all curricular decisions
- pp. Present achievement data to school constituencies in easily accessible form
- qq. Seek and share curriculum practices from high performing urban schools
- rr. Coordinate design of school's academic needs based on data results and best practices
- ss. Serve as primary instructional coach for new and existing faculty; providing feedback and support on instructional methods, classroom management, and curriculum and implement coaching plans when necessary to assist staff in areas of weakness or deficiency
- tt. Participates in parent conferences and student planning meetings as needed (e.g., IAT, IEP, etc.).
- uu. Communicates expectations, provides guidance, and shows an active interest in student progress.
- vv. Helps staff resolve problems that impede student participation in appropriate learning activities thorough conference, professional development and coaching.
- ww. Facilitates staff selection and orientation processes. Expresses high expectations and provides support to improve staff performance (e.g., observations, consultations, meetings, etc.).
- xx. Monitors education laws, rules, and regulations. Keeps current with state academic content standards, benchmarks, and indicators. Promotes the continuity of the instructional program. Provides insights about student skill progression and key contributions made by staff at each level
- yy. Helps manage the instructional program. Promotes academic excellence in a nurturing environment. Directs the development, assessment, and revision of curriculum guides and courses of study. Manages the planning process to select instructional materials and equipment
- zz. Complies with federal/state policies/procedures for the education of students identified as having a disability. Ensures that services are provided in the least restrictive educational environment.
- aaa. Produce a school designation of C or higher
- bbb. Make final decisions that will build and sustain a K – 8 campus environment
- ccc. Create and maintain organized offices, storage spaces, work spaces, classrooms and any and all common areas with effective systems
- ddd. Monitor all discipline files and documentation necessary for parent meetings
- eee. Research all (including new) legal issues with regard to the school code of conduct and students' rights
- fff. Educate Deans on the Board and State policies to ensure transparency

- ggg. Maintain professional behavior which is appropriate in the field of education and supports the school
- hhh. Act at all times with a sense of urgency and relentlessness
- iii. Plan and accomplish multiple tasks as needed or required
- jjj. Ensure building safety and security
- kkk. Oversee the safety and discipline with all off campus activities
- lll. Provide the management Board with all relevant data and reports to effectively manage school
- mmm. Serve as the leader and chief administrator of the school's administrative team
- nnn. Organize and oversee weekly leadership meetings
- ooo. Complete any other reasonable duty deemed necessary by the Management Team and/or the Board of Directors to ensure the safety of students and success of the school
- ppp. Incorporates the qualities of fairness and honesty in administering all aspects of the school's management program.
- qqq. Protects the privacy rights and confidentiality of matters in dealing with students and staff.
- rrr. Communicates a commitment to the dignity and contributions of all cultures.
- sss. Ensures that established policies and procedures are in place and enforced equitably for all participants in the school.
- ttt. Applies the laws and regulations of state and federal authorities governing the education of persons with disabilities, including proper testing and program implementation.
- uuu. Collaborate with the Principal to establish the annual master schedule for instructional programs, ensuring sequential learning experiences for students consistent with the school's philosophy, mission statement and instructional goals.
- vvv. Perform other duties as assigned

Dean of Student Life and Management (DSLMM)
Division: Academics
Classification: Exempt

Job Summary:

Role of the Dean of Student Life and Management

Reporting directly to Principal, the Dean of Student Life and Management is responsible for overseeing the school culture and supporting the goals and objectives of the school. The Dean of Student Life and Management will work to ensure that staff and students are supported in all facets of the school program. The Dean of Student Life and Management will oversee every facet of the school's operation that directly impacts student culture. This will include monitoring of classroom management and behavior, management of all internal and external data, and facilitating and sustaining the healthy and safe environment where achievement will thrive. The Dean of Student Life and Management will be responsible for direct oversight of the staff. Further duties and performance expectations are listed below:

- a. Maintain a high quality learning environment with respect the code of conduct
- b. Create and maintain an organized office with effective systems
- c. Monitor all discipline files and documentation necessary for parent meetings
- d. Uphold the district's student conduct code
- e. Monitor and adheres to Board and State policies for student attendance
- f. Maintain visibility
- g. Promote a favorable image of the school
- h. Builds community partnerships that enhance district programs and services.
- i. Counsels students to acknowledge and manage responsible personal conduct.
- j. Helps resolve problems that impede student learning and/or participation in school activities
- k. Supports a full range of educational options. Works with intervention assistance teams (IAT). Participates in parent conferences and IEP meetings as requested.
- l. Helps supervise student activities as directed (e.g., arrivals/departures, parking lots, lunch periods, hall duty, extracurricular programs, etc.).
- m. Prepares and maintains accurate records. Submits reports on time. Maintains district records for the maximum period mandated by law and/or board policy.
- n. Helps supervise the collection, entry, and verification of educational management information and student data (e.g., EMIS, etc.) as directed.
- o. Respects personal privacy. Maintains the confidentiality of privileged information.
- p. Takes proactive approach to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.).
- q. Intervenes and works with staff to eliminate unacceptable adult/student behavior.
- r. Encourages parent organizations. Supports and participates in school and student activities
- s. Participates in professional growth opportunities.
- t. Accepts personal responsibility for decisions and conduct.
- u. Strives to develop rapport and serve as a positive role model for others.
- v. Develops and/or updates administrative procedures to comply with legal mandates.

- w. Research all (including new) legal issues with regard to the school code of conduct and students' rights
- x. Educate parents on the code of conduct and discipline policies to ensure transparency
- y. Collaborate with teachers to support classroom management strategies that support high behavioral expectations
- z. Maintain professional behavior which is appropriate in the field of education and supports the school
- aa. Maintain a culture of high expectations for student behavior and a no excuses environment with respect to misconduct
- bb. Oversee and supervise after-school detention program
- cc. Monitor the oversight of calls, typing detention letters along with suspensions in accordance to the handbook, and track all disciplinary actions
- dd. Act at all times with a sense of urgency and relentlessness
- ee. Plan and accomplish multiple tasks as needed or required
- ff. File and maintain all referrals, written and otherwise
- gg. Complete all parent phones calls about student discipline
- hh. Oversee student investigations and document all referred incidents
- ii. Track and hold students accountable for homework detentions and / or 3 demerit detentions as determined by the daily demerit log
- jj. Update school forms including, but not limited to, Demerit Logs, Absenteeism forms, Uniform letters, etc.
- kk. Monitor student uniforms as required: ties are on properly, shirts tucked in, collars are on appropriate, and students are wearing required belts and shoes
- ll. Orchestrate, plan, and oversee the arrival and dismissal routines for all students
- mm. Oversee transportation, including RTA passes and parent reimbursement
- nn. Oversee all student behavior with emphasis of students in class: learning position, on task, eyes on the speaker, uniforms are on properly, etc.
- oo. Organize and implement all lunchroom systems and procedures
- pp. Ensure building safety and security
- qq. Oversee the safety and discipline with all off campus activities
- rr. Composes a wide variety of materials (e.g. quantity reports, student activities, correspondence, audits, etc.) for the purpose of intentionally documenting activities, providing written reference and/or conveying information.
- ss. Provide school leadership and Management Team with all relevant data and reports to effectively manage school
- tt. Implement systems that “sweat the small stuff,” maximize the programmatic goals of the school, and are scalable as the school grows
- uu. Develop solutions to complex problems that involve multiple stakeholders and steps
- vv. Develop a disciplined planning process that identifies the school's highest-priorities.
- ww. Establish a school culture that is centered on core values that ultimately shows deep care for each student and staff member, and holds each student and staff member to the highest level of accountability.
- xx. Create a professional learning community in which teachers regularly collaborate to reflect on and refine Student Life and Management at the school using achievement data, student work, and their own observations/experiences
- yy. Effectively relate to students and engage them in relationships, in one-on-one, small group and large group settings
- zz. Ensure effective communication with families with respect to student academic performance, student conduct, school programs, and school performance
- aaa. Mentors and coach staff members with challenging but manageable assignments to encourage growth; identify and systematically develops future leaders.

- bbb. Demonstrate a high level of professional maturity, including emotional constancy in stressful situations, the ability to bring out the best in others, a solution seeker, and acts as a positive force to motivate others
- ccc. Inspire students, families, staff, and others to believe in and reflect the school's mission, high expectations and values
- ddd. Demonstrate tenacity and persistence in pursuit of solutions that maximize student achievement; is willing to do whatever it takes to get the work done right
- eee. Shares a sense of urgency about achievement for ALL students and preparing every student for four-year college
- fff. Serve as member of school's administrative team
- ggg. Complete any other reasonable duty deemed necessary by the Principal/Head of School or Management Team to ensure the safety of students and success of the school
- hhh. Communicates, through multiple avenues, the culture climate the school
- iii. Ensures that scholars are prepared, socially and academically, for a college preparatory environment.
- jjj. Perform other duties as assigned

Dean of Student Learning and Instruction (DSL)
Division: Academics
Classification: Exempt

Job Summary:

Role of the Dean of Student Learning and Instruction

Reporting directly to Principal, the Dean of Student Learning and Instruction is responsible for overseeing student learning and teacher instruction and supporting the goals and objectives of the school's academic programs and assessments. The Dean of Student Learning and Instruction will work to ensure that staff and students are supported through sound, data driven decision-making and observation of classroom instruction. The Dean of

Student Learning and Instruction will oversee every facet of the school's operation that directly impacts student learning. This will include monitoring of classroom instruction, management of all internal and external assessment data, and curriculum development for all subject areas. The Dean of Student Learning and Instruction will be responsible for direct oversight of the instructional staff. Further duties and performance expectations are listed below:

- a. Ensure academic program supports strong improvement in student academic performance
- b. Ensures that appropriate differentiation is implemented for all learners including those with exceptional needs
- c. Ensure smooth operation of all curricular, instructional, and testing functions to meet expectations and common core standards
- d. Implement and oversee assessments including, ORF, DIBELS and newly created Common Core aligned assessments and work with teachers to create action plans for improvement between each testing period
- e. Collect, compile and analyze all academic data including progress monitoring assessment data, daily instructional data and SPED growth data
- f. Oversee the instructional design, implementation and instructional integrity of all tutoring and Saturday School programs and monitor academic growth and progress made on a weekly basis
- g. Implement external assessment systems, including NWEA and all state assessments
- h. Develop and implement effective internal assessment systems
- i. Use data results from all internal and external assessment systems to inform all curricular decisions
- j. Present achievement data to school constituencies in easily accessible form
- k. Seek and share curriculum practices from high performing urban schools
- l. Coordinate design of school's academic needs based on data results and best practices
- m. Serve as primary instructional coach for new and existing faculty; providing feedback and support on instructional methods, classroom management, and curriculum and implement coaching plans when necessary to assist staff in areas of weakness or deficiency
- n. Secures and maintains OTES credentialing and conducts OTES evaluations
- o. Participates in parent conferences and student planning meetings as needed (e.g., IAT, IEP, etc.).
- p. Communicates expectations, provides guidance, and shows an active interest in student progress.
- q. Helps staff resolve problems that impede student participation in appropriate learning activities thorough conference, professional development and coaching.
- r. Facilitates staff selection and orientation processes. Expresses high expectations and provides support to improve staff performance (e.g., observations, consultations, meetings, etc.).
- s. Uses the school's vision and mission to guide and define decisions and ensures that the mission is shared and communicated
- t. Design school's academic standards, benchmarks, assessments, and curriculum when applicable
- u. Assist with creating scope and sequence for all subjects offered when applicable and modify as needed
- v. Promotes professionalism. Implements state mandated and locally developed personnel appraisal standards. Participates in collaborative planning of effective staff development programs that improve teaching outcomes and student learning (e.g., methods, skills, commitment, etc.).
- w. Monitors education laws, rules, and regulations. Keeps current with state academic content standards, benchmarks, and indicators. Promotes the continuity of the instructional program. Provides insights about student skill progression and key contributions made by staff at each level
- x. Helps manage the instructional program. Promotes academic excellence in a nurturing environment. Directs the development, assessment, and revision of curriculum guides and courses of study. Manages the planning process to select instructional materials and equipment
- y. Complies with federal/state policies/procedures for the education of students identified as having a disability. Ensures that services are provided in the least restrictive educational environment.
- z. Upholds the student conduct code. Maintains high expectations for behavior and performance
- aa. Helps with pupil management issues. Prepares conduct reports and discipline recommendations
- bb. Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.

- cc. Upholds applicable local, state, and federal laws. Maintains effective relationships with community services (e.g., legal, health, welfare, etc.). Serves as a school contact for service providers.
- dd. Supervises the collection, verification, and data entry/recording of program information as directed.
- ee. Prepares/maintains accurate records. Submits required paperwork on time.
- ff. Maintains the confidentiality of privileged information
- gg. Encourages parent organizations and promotes school-sponsored activities
- hh. Pursues growth opportunities that enhance professional performance and advance district goals
- ii. Strives to develop rapport and serve as a positive role model for others.
- jj. Maintains a professional appearance. Wears work attire appropriate for the position.
- kk. Plan and implement summer staff orientation and training
- ll. Oversee the management of all student academic records.
- mm. Provide all necessary resources, training, and materials to teaching staff to effectively raise student academic achievement
- nn. Serves as a model and encourages all staff to contribute their best efforts and produce the highest quality work
- oo. Protects the privacy rights and confidentiality of all matters involving students and staff and demonstrates fairness and honesty when managing others
- pp. Establish professional standards and expectations for teaching staff
- qq. Coordinate and lead professional development activities in collaboration with Principal
- rr. Supervise classroom teaching and lead all staff evaluations
- ss. Conduct frequent classroom observations and provide intentional feedback to push classroom instruction and teacher performance
- tt. Complete daily power walks to ensure classroom instruction and culture are meeting standards and provide immediate feedback as needed
- uu. Oversee instruction of Special Education department to insure student needs are being met and collaborate with Special Education department to meet the needs of struggling students through use of various intervention strategies
- vv. Provide Executive Director of School Accountability with all relevant data and reports to effectively manage school
- ww. Collaborate with Dean of Student Life and Management to enhance school culture, adult culture and school safety and cleanliness
- xx. Possess and maintain the energy necessary to meet the expectations and responsibilities of the position and ensures deadlines are met in a timely manner
- yy. Ensure understanding and implementation of all items on the Academic and Social calendars
- zz. Keep appropriate audiences and constituencies informed about the school and its functions and ensures that all proper constituents are involved in decision making.
- aaa. Continuously researches best practices and remains well informed about professional issues.
- bbb. Lead the school in teacher recruitment efforts when applicable
- ccc. Assist as needed when selecting and hiring new professional and support staff
- ddd. Serve as member of school's administrative team and assume additional administrative responsibilities in the building or within the network, as needed
- eee. Assume classroom teaching responsibilities, as needed
- fff. Earn a designation of a C or higher on the State Report Card
- ggg. Complete any other tasks as assigned by the school Principal and Executive Director of School Accountability to ensure the success of the school
- hhh. Perform other duties as assigned

Division: Academics
Classification: Exempt

Job Summary:

The Employee shall perform the duties of **College Counselor** at the School, as described below and the laws of the State of Ohio. Employee agrees and acknowledges that he/she is responsible to teach the School curriculum and support the goals and objectives of the School. Further job description and performance expectations are listed below:

- a. Create a resource rich environment for students and teachers as it pertains to college information, scholarship opportunities and financial aid opportunities
- b. Act as a primary contact linking students to enrichment programs, summer college programs and scholarships
- c. Inform students and parents of college options and provide resources so that families can make the best possible choices for their students
- d. Assist with the organization of college trips by providing teachers with college contacts and enrichment opportunities
- e. Outreach to local and national colleges
- f. Creates and implements a college prep course that begins with 9th grade and grows each year. The course will be used to teach all students the importance of college along with the steps each students needs to be taking to ensure acceptance.
- g. Create a calendar and schedule college workshops and information sessions including FAFSA workshops, college visits, essay writing workshops and scholarship information sessions
- h. Prepares reports and analyzes data on student eligibility, college acceptance statistics and scholarships received by students
- i. Assists Intervention Specialist with Individualized Education Plans as it pertains to college
- j. Create and maintain a tracking system for students after they graduate from high school
- k. Assists students in application preparation (e.g. scholarships, college, financial aid, etc.) for the purpose of ensuring completion of application processes within designated time frames.
- l. Assists students, teachers, administrators, parents, and community personnel for the purpose of aiding the academic and personal welfare of students.
- m. Assumes individual responsibilities as assigned by administration (e.g. collegial groups, staff in-service, committee work, student activities, student supervision, etc.) for the purpose of improving staff knowledge and supporting student activities.
- n. Collaborates with school personnel, parents, and various community agencies for the purpose of improving the quality of student outcomes.
- o. Composes a wide variety of materials (e.g. quantity reports, student activities, correspondence, audits, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- p. Coordinates with teachers, college and university personnel, resource specialists and/or community (e.g. service clubs, courts, child protective services, etc.) for the purpose of providing/receiving requested information and/or making recommendations.
- q. Counsels students, parents, and guardians (e.g. individual and/or group sessions) for the purpose of enhancing student success in school.
- r. Develops a variety of special programs (e.g. career night, financial aid workshops, etc.) for the purpose of providing information to assist students in the successful transition from high school to college.
- s. Furthers personal education via staff development, college courses, etc. for the purpose of staying current with latest and best practices, and learning new theories and technology.
- t. Maintains confidentiality of all information for the purpose of protection of students, staff, parents, and school.

- u. Requests student records for the purpose of registering new or transferring students.
- v. Researches program eligibility requirements (e.g. financial aid, college eligibility, etc.) for the purpose of providing up-to-date, accurate counsel to students.
- w. Serves as a liaison for the purpose of coordinating resources to further student achievement and development.
- x. Maintain detailed class records for all students including college application information, FAFSA completion, scholarships applied, college acceptance and scholarships received
- y. Assists other deans and directors for the purpose of supporting them in the completion of their work activities.
- z. Tutor a small group of students at least one day per week after school for 60 minutes; choice of the day may be left to the discretion of the teacher or HOS/Principal and Deans
- aa. Perform other duties as assigned

Teacher/ Co-Teacher
Division: Academics
Classification: Exempt

Job Summary:

The Teacher shall perform the duties of **Teacher** at the School, as described below and the laws of the State of Ohio. Teacher agrees and acknowledges that he/she is responsible to teach the School curriculum and support the goals and objectives of the School. Further job description and performance expectations are listed below:

- a. Creates and completes all plans in a timely manner as prescribed by the Principal/HOS/Administrative Team of School
- b. Working with students to ensure mastery of all material delivered
- c. Developing and implementing classroom management strategies that respect the needs and development of the students and that ensures a positive, harmonious learning environment
- d. To maintain professional behavior which is appropriate in the field of education and supports the school

- e. To assist Principal/HOS/Administrative Team of the School with building-wide expectations and revising school curriculum
- f. Supports and works to create and maintain a classroom that is organized and focused on student achievement
- g. Completes all plans in a timely manner as prescribed by the Principal/HOS/Administrative Team of School
- h. Delivers instruction that is student centered and is aligned with school curriculum
- i. Supports the school parental involvement policies
- j. Participates in all professional development activities
- k. Administers and monitors all state standardized and internal assessments in accordance with school wide policies and procedures.
- l. Prepares students to achieve on all internal academic assessments
- m. Participates in weekly team meetings
- n. Engages in data driven instruction and adjusts and modifies instructional practices in collaboration with the school leadership as driven by data
- o. Engages in a fair and appropriate assessment of performance and grade book entry that follows the logistics provided.
- p. Prepares students to achieve on all internal academic assessments
- q. Administers and monitor all state standardized and internal assessments in accordance with school wide policies and procedures
- r. Implements teaching practices consistent with the school's vision and philosophy
- s. Helps with supervision and/or coverage according to the needs of the school
- t. Tutors a small group of students at least one day per week after school for 60 minutes; choice of the day may be left to the discretion of the teacher and/or Principal/HOS/Administrative Team
- u. In the event that more than one tutoring group is serviced with documented approval of the Principal, additional compensation at the rate of \$25.00 shall be provided.
- v. Completes any other duty deemed necessary by the Principal/HOS/Administrative Team of School for the success of the School
- w. Perform other duties as assigned

Intervention Counselor
Division: Academics
Classification: Exempt

Job Summary:

The Employee shall perform the duties of **Intervention Specialist** at the School, as described below and the laws of the State of Ohio. Employee agrees and acknowledges that he/she is responsible to teach the School curriculum and support the goals and objectives of the School. Further job description and performance expectations are listed below:

- a. Creating and maintaining a high quality learning environment with respect to the academic needs of the child
- b. Working with students to ensure mastery of all material delivered
- c. Developing and implementing classroom management strategies that respect the needs and development of the students and that ensures a positive, harmonious learning environment
- d. To maintain professional behavior which is appropriate in the field of education and supports the school
- e. To assist the HOS/Principal and Deans with building-wide expectations and revising school curriculum
- f. Supports and works to create and maintain a classroom that is organized and focused on student achievement
- g. Completes all plans in a timely manner as prescribed by the Principal/HOS and Deans
- h. Delivers instruction that is teacher centered and is aligned with school curriculum
- i. Supports the school parental involvement policies
- j. Participates in all professional development activities
- k. Prepares students to achieve on state standardized tests
- l. Prepares students to achieve on all internal academic assessments

- m. Participates in weekly team meetings
- n. Implements teaching practices consistent with the school's vision and philosophy
- o. Helps with supervision according to the needs of the school
- p. Tutor a small group of students at least one day per week after school for 60 minutes; choice of the day may be left to the discretion of the teacher or HOS/Principal and Deans
- q. Read, understand, and implement IEPs for SWD
- r. To remain abreast of and monitor legal issues and requirements as they pertain to Special Education and related services
- s. Create detailed weekly lesson plans for each small group and submit to instructional leaders
- t. Work with DSE to create rigorous intervention schedules
- u. Provide rigorous direct instruction for small groups using I Can expectations, modified for the student(s) needs and strengths
- v. Collect academic work samples that show progress on IEP goals/objectives
- w. Collect behavioral data that shows progress on IEP goals/objectives
- x. Collect functional behavioral data for FBAs, as directed by the Director of Special Education (DSE)
- y. Write and facilitate FBA and BIP documents/meetings.
- z. Write narrative IEP progress reports that show growth through data points.
- aa. Submit draft IEPs to DSE one week prior to first scheduled IEP meeting, revise/resubmit as necessary.
- bb. Schedule and facilitate IEP meetings that include participation from the entire IEP team.
- cc. Draft and provide parents with PR-01's after an IEP is signed/before IEP is implemented
- dd. Provide parents, teachers, leaders, and other stakeholders copies of current IEPs (as allowed by confidentiality rules)
- ee. Consult with general education teachers regarding students with disabilities
- ff. Provide inclusion services to SWD in the general education environment, including but not limited to team teaching, pull aside, strategic support, and small group testing.
- gg. Provide testing accommodations to SWD on caseload as required by their IEP.
- hh. Modify student work, as required by the IEP, for students in the general education environment.
- ii. Assist in providing behavior remediation for SWD, in conjunction with DSLM
- jj. Work with building leaders to track suspensions for SWD, and proceed with manifestation procedures in conjunction with the principal, DSLM, and DSE
- kk. Complete any other duty deemed necessary by the Principals and Deans for the success of the School
- ll. Perform other duties as assigned

Intervention Specialist
Division: Academics
Classification: Exempt

Job Summary:

The Employee shall perform the duties of **Intervention Specialist** at the School, as described below and the laws of the State of Ohio. Employee agrees and acknowledges that he/she is responsible to teach the School curriculum and support the goals and objectives of the School. Further job description and performance expectations are listed below:

- a. Creating and maintaining a high quality learning environment with respect to the academic needs of the child
- b. Working with students to ensure mastery of all material delivered
- c. Developing and implementing classroom management strategies that respect the needs and development of the students and that ensures a positive, harmonious learning environment
- d. To maintain professional behavior which is appropriate in the field of education and supports the school
- e. To assist the HOS/Principal and Deans with building-wide expectations and revising school curriculum
- f. Supports and works to create and maintain a classroom that is organized and focused on student achievement
- g. Completes all plans in a timely manner as prescribed by the Principal/HOS and Deans
- h. Delivers instruction that is teacher centered and is aligned with school curriculum
- i. Supports the school parental involvement policies
- j. Participates in all professional development activities
- k. Prepares students to achieve on state standardized tests
- l. Prepares students to achieve on all internal academic assessments
- m. Participates in weekly team meetings
- n. Implements teaching practices consistent with the school's vision and philosophy
- o. Helps with supervision according to the needs of the school
- p. Tutor a small group of students at least one day per week after school for 60 minutes; choice of the day may be left to the discretion of the teacher or HOS/Principal and Deans
- q. Read, understand, and implement IEPs for SWD
- r. To remain abreast of and monitor legal issues and requirements as they pertain to Special Education and related services
- s. Create detailed weekly lesson plans for each small group and submit to instructional leaders
- t. Work with DSE to create rigorous intervention schedules
- u. Provide rigorous direct instruction for small groups using I Can expectations, modified for the student(s) needs and strengths
- v. Collect academic work samples that show progress on IEP goals/objectives
- w. Collect behavioral data that shows progress on IEP goals/objectives
- x. Collect functional behavioral data for FBAs, as directed by the Director of Special Education (DSE)
- y. Write and facilitate FBA and BIP documents/meetings.
- z. Write narrative IEP progress reports that show growth through data points.

- aa. Submit draft IEPs to DSE one week prior to first scheduled IEP meeting, revise/resubmit as necessary.
- bb. Schedule and facilitate IEP meetings that include participation from the entire IEP team.
- cc. Draft and provide parents with PR-01's after an IEP is signed/before IEP is implemented
- dd. Provide parents, teachers, leaders, and other stakeholders copies of current IEPs (as allowed by confidentiality rules)
- ee. Consult with general education teachers regarding students with disabilities
- ff. Provide inclusion services to SWD in the general education environment, including but not limited to team teaching, pull aside, strategic support, and small group testing.
- gg. Provide testing accommodations to SWD on caseload as required by their IEP.
- hh. Modify student work, as required by the IEP, for students in the general education environment.
- ii. Assist in providing behavior remediation for SWD, in conjunction with DSLM
- jj. Work with building leaders to track suspensions for SWD, and proceed with manifestation procedures in conjunction with the principal, DSLM, and DSE
- kk. Complete any other duty deemed necessary by the Principals and Deans for the success of the School
- ll. Perform other duties as assigned

Assistant Teacher
Division: Academics
Classification: Exempt

Job Summary:

The Assistant Teacher shall perform the duties of **Assistant Teacher** at the School, as described below and the laws of the State of Ohio. Assistant Teacher agrees and acknowledges that he/she is responsible to teach the School curriculum and support the goals and objectives of the School. Further job description and performance expectations are listed below:

- a. Creating and maintaining a high quality learning environment with respect to the academic needs of the child

- b. Working with students to ensure mastery of all material delivered
- c. Developing and implementing classroom management strategies that respect the needs and development of the students and that ensures a positive, harmonious learning environment
- d. To maintain professional behavior which is appropriate in the field of education and supports the school
- e. To assist Principal/HOS/Administrative Team of the School with building-wide expectations and revising school curriculum
- f. Supports and works to create and maintain a classroom that is organized and focused on student achievement
- g. Completes all plans in a timely manner as prescribed by the Principal/HOS/Administrative Team of School
- h. Delivers instruction that is student centered and is aligned with school curriculum and in collaboration with Teacher colleagues
- i. Supports the school parental involvement policies
- j. Participates in all professional development activities
- k. Prepares students to achieve on state standardized tests
- l. Prepares students to achieve on all internal academic assessments
- m. Participates in weekly team meetings
- n. Implements teaching practices consistent with the school's vision and philosophy
- o. Helps with supervision according to the needs of the school
- p. Tutor a small group of students at least one day per week after school for 60 minutes; choice of the day may be left to the discretion of the teacher or Principal/HOS/Administrative Team
- q. Complete any other duty deemed necessary by the Principal/HOS/Administrative Team of School for the success of the School
- r. Perform other duties as assigned.

Teacher Assistant
Division: Academics
Classification: Non-Exempt

Job Summary:

Under the direction of a licensed Teacher, the **Teacher Assistant** shall perform the duties as described below and the laws of the State of Ohio. The Teacher Assistant agrees and acknowledges that he/she is responsible to teach the School curriculum and support the goals and objectives of the School as directed by a licensed Teacher. Further job description and performance expectations are listed below:

- a. Creating and maintaining a high quality learning environment with respect to the academic needs of the child
- b. Working with students to ensure mastery of all material delivered
- c. Developing and implementing classroom management strategies that respect the needs and development of the students and that ensures a positive, harmonious learning environment
- d. To maintain professional behavior which is appropriate in the field of education and supports the school
- e. To assist Principal/HOS/Administrative Team of the School with building-wide expectations and revising school curriculum
- f. Supports and works to create and maintain a classroom that is organized and focused on student achievement

- g. Completes all plans in a timely manner as prescribed by the Principal/HOS/Administrative Team of School
- h. Delivers instruction that is student centered and is aligned with school curriculum and in collaboration with Teacher colleagues
- i. Supports the school parental involvement policies
- j. Participates in all professional development activities
- k. Prepares students to achieve on state standardized tests
- l. Prepares students to achieve on all internal academic assessments
- m. Participates in weekly team meetings
- n. Implements teaching practices consistent with the school's vision and philosophy
- o. Helps with supervision according to the needs of the school
- p. Tutor a small group of students at least one day per week after school for 60 minutes; choice of the day may be left to the discretion of the teacher or Principal/HOS/Administrative Team
- q. Complete any other duty deemed necessary by the Principal/HOS/Administrative Team of School for the success of the School
- r. Perform other duties as assigned.

Note: The above are all under the direction of a licensed Teacher.

Office Manager
Division: Academic
Classification: Non-Exempt

Job Summary:

The Employee shall perform the duties of **Office Manager** at the School, as described below and the laws of the State of Ohio. Employee agrees and acknowledges that he/she is responsible to manage the School office and support the goals and objectives of the School. Specific duties are as follows:

- a. Coordinates various office support services, including vendors and facilities management.
- b. Fields phone calls and other communications from parents, social services, vendors, and other stakeholders.
- c. Assists with the maintenance of all office equipment, including fax machines, copiers, printers, and phones.
- d. Oversee all building supplies, which include receiving shipments, taking inventory and maintaining running inventory records.
- e. Maintains accurate and complete student files in hard copy and electronic form, while adhering to the FERPA and Ohio Department of Education Laws.
- f. Assist in EMIS and SOES funding database reporting and Student Information System (SIS).
- g. Maintains accurate Attendance, Transportation, Enrollment and Food Service logs.
- h. Communicates with other schools regarding the timely receipt of all student records, as well as admissions and withdrawals.
- i. Supports fellow Office Managers, Principals, Admissions Department and Leadership Team.
- j. Work collaboratively with Admissions to assure proper intake of enrollment paperwork, roster and classroom set up and attends parent orientations.
- k. Attends scheduled meetings, professional developments, and trainings as required.
- l. Office Manager will actively assist the Admissions Department as required, along with Parent Orientations, Community Day/Recruitment Events, Mailings and Recruitment Procedures.

- m. All other duties as assigned

One-On-One Assistant
Division: Academics
Classification: Non-Exempt

Job Summary:

The Employee shall perform the duties of **One-on-One Assistant** at the School, as described below and the laws of the State of Ohio. Employee agrees and acknowledges that he/she is responsible to assist in the implementation of the School curriculum and support the goals and objectives of the School. Further job description and performance expectations are listed below:

- a. Creating and maintaining a high quality learning environment with respect to the academic needs of the child
- b. Working with student(s) to ensure mastery of all material delivered
- c. To maintain an effective Special Education program with the assistance of the Intervention Specialists
- d. Work with student(s) with special needs to increase and support goals listed in the IEP
- e. To stay abreast and monitor all legal issues that are associated with our Special Education population
- f. Developing and implementing classroom management strategies that respect the needs and development of the student(s) and that ensures a positive, harmonious learning environment
- g. To maintain professional behavior which is appropriate in the field of education and supports the school
- h. To assist Intervention Specialist and Leaders of the School with building-wide expectations and revising special education curriculum
- i. Supports and works to create and maintain small groups that are organized and focused on student achievement
- j. Assist in the implementation of lesson plans as prescribed by the Intervention Specialists and School Leaders
- k. Supports instruction that is teacher centered and is aligned with school curriculum
- l. Participates in all professional development activities
- m. Prepares student(s) to achieve on state standardized tests
- n. Prepares student(s) to achieve on all internal academic assessments
- o. Participates in weekly team meetings when applicable
- p. Implements professional practices consistent with the school's vision and philosophy
- q. Helps with supervision according to the needs of the school
- r. Conduct instructional groups at the direction of school leaders
- s. Assist in the daily operations of the school as needed to ensure the success of the school.
- t. Complete any other duty deemed necessary by the leaders of School for the success of the School
- u. Demonstrate a "do whatever it takes" mentality and approach to the job including, but not limited to, dedicating time above and beyond to ensure tasks are completed to support the overall successful function of the school
- v. Perform other duties as assigned

In School Suspension Monitor
Division: Academics
Classification: Non-Exempt

Job Summary:

The In School Suspension Monitor shall:

1. Establish high standards and expectations for all students to accept responsibility for behavior.
2. Monitor students and consistently school apply rules regarding student behavior during ISS.
3. Maintain an atmosphere in which students are expected to follow expectations of ISS program, including adherence to all school rules
4. Work with the administration to have in-school suspension serve as an effective corrective disciplinary technique.
5. Assist students as needed with homework or instructional assignments.
6. Keep accurate records of student attendance and behavior, including any tardiness, and submit to the DSLMs daily.
7. Use excellent written and oral language skills when communicating with students, parents, and colleagues.
8. Provide a supportive and positive ISS room climate that encourages students taking responsibility for their actions.
9. Utilize the behavioral taxonomies to control student interactions and behavior.
10. Seek assistance of the Intervention Guidance Counselor and the DSLMs when needed.
11. Establish a professional rapport with students that earns their respect.
12. Ensure the safety and health of all students, while following established procedures.
13. Create an attractive, organized, functional, healthy, and safe ISS room/space.
14. Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility.
15. Maintain positive, cooperative, and mutually supportive relationships with the leadership team, instructional staff, and students.
16. Attend required staff meetings and serve, as appropriate, on staff committees.
17. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
18. Perform any duties that are within the scope of employment, as assigned by the Principal or designee, and not otherwise prohibited by law or regulation.

EVALUATION:

The Principal or designee shall evaluate the In School Suspension Monitor in accordance with Board Adopted Policy.

SECTION 430

EMPLOYEE AND STUDENT CARE AND SAFETY

Staff Student Relationship

Professional and support staff members because of their proximity to students are frequently confronted with situations which, if handled incorrectly, could result in liability to the School and personal liability to the professional staff member. Compliance with the following guidelines will minimize that possibility.

1. Each staff member shall maintain a standard of care for supervision, control, and protection of students commensurate with assigned duties and responsibilities.
2. A staff member should not voluntarily assume responsibility for duties s/he cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
3. A staff member shall provide proper instruction in the safety matters presented in assigned curriculum guides.
4. Each staff member shall immediately report to the Head of School or his/her designee any accident or safety hazard s/he detects.
5. A staff member shall not send students on any personal errands.
6. A staff member shall not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs.

This provision should not be construed as precluding a professional or staff member from associating with students in private for legitimate or proper reasons.

7. If a student comes to a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, the staff member may help the student make contact with certified or licensed individuals in the community or the facility who specialize in the assessment, diagnosis, and treatment of the student's problem. Under no circumstances should a staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior.
8. A staff member shall not transport students in a private vehicle without the written approval of the Head of School or his/her designee.
9. A student shall not be required to perform work or services that may be detrimental to his/her health.
10. Possession of weapons or any device designed to inflict bodily harm by any School employee, student or visitor while on School grounds, on a School vehicle, or at a School sponsored event is prohibited and shall result in suspension or dismissal of the student or the employee.

Pursuant to the Ohio laws, each staff member shall report immediately to the Head of School or his/her designee any sign of suspected child abuse or neglect. The Head of School or his/her designee shall follow required procedures for reporting suspected child abuse or neglect to proper legal authorities.

General Safety Rules

The School has written and posted fire, tornado and emergency safety procedures. These procedures are reviewed with students and staff members on a regular basis.

Students shall not be left unattended. If a teacher leaves the classroom for a short time either a teacher aide or another staff person must be left in charge.

In-class projects, experiments and similar activities, which could have some measure of potential danger, must first be approved by the Head of School or his/her designee. If approved the teacher must provide intensive close supervision of the project.

Chemicals and chemical products shall be secured and placed in locked storage units.

Reporting Accidents

All accidents on School property, on School transportation and at School-sponsored events must be reported to the Head of School or his/her designee immediately. An accident report form must be completed as soon as possible following the accident and turned into to Head of School or his/her designee. These reports will be compiled, summarized and submitted to the Board quarterly.

R.C. 4123.51 and R.C. 4123.511.

Injuries

The main office, or designated location, shall have a first aid kit for treating minor injuries. Minor scratches and cuts may be attended to in the classroom or School office. When a student is more seriously injured, the Head of School or his/her designee shall contact the parent or guardian. If medical treatment is indicated, appropriate steps shall be taken. The child's health form should be taken from the file and be available for examination. Teachers shall not administer medication to students.

Once the squad is called, they have the authority to determine if transport to a hospital is needed. The School shall notify the parent or guardian regarding the accident and the action taken.

Special Medical Needs

Parents are responsible for notifying School officials if a student has any special medical needs. The School personnel will not address any needs requiring the services of a trained professional. In most instances, the special medical needs will result in limited participation in certain activities and classes rather than any treatment being administered. In all instances the Head of School or his/her designee will make the final decision as to how the School will handle any special needs requests.

Student Abuse and Neglect

Any employee who knows or suspects child abuse or neglect shall immediately report the suspicions to the Head of School or his/her designee. The Head of School or his/her designee shall then investigate and, if necessary, contact the appropriate authorities. The identity of the staff member shall be kept confidential. The identity of the student and any information pertaining to the situation shall be kept confidential.

R.C. 2151.421; R.C. 3319.073.

Student Transportation by Private Vehicle

Employees may only transport the School students in their private vehicles if a consent and waiver has been signed by the parent and authorized by the Head of School or his/her designee.

438.1 **Emergency School Evacuation**

The School has a written and posted set of procedures which will insure the health and safety of students and employees in the event an evacuation of the School is necessary.

See also Policy No. 424 Emergency Preparedness and Evacuation of School Buildings; **Appendix GG** Health Plan Emergency Drills and Safety Drills; Policy No. 429 Bomb Threat Procedures; **Appendix II** Bomb Threat Form and Checklist; and Policy No. 448 School Safety Plan.

438.2

Emergency School Closing/Inclement Weather

The School will follow the decisions of the Head of School or his/her designee regarding weather-related closings. Information about the School closing will be posted on the School telephone system. The Head of School or his/her designee may close the School, delay the opening of the School, or dismiss School early when such actions are required for the protection of the health and safety of students and employees. In the event School is closed no School related activities will be held.

Handbook Acknowledgment Form

EMPLOYEE ACKNOWLEDGMENT

My signature attests that I have read the attached policies, I understand the attached polices and I agree to abide by them.

Employee Name (Printed)

Signature of Employee Date

My signature attests that I have read the Internet Acceptable Use Policy and I agree to abide by it.

Employee Name (Printed)

Signature of Employee Date

