

# **EAST GUERNSEY LOCAL SCHOOL DISTRICT**

## **FACULTY HANDBOOK**



This handbook contains information which is necessary to help our buildings run efficiently and effectively. It will be subject to revision and updating each spring. The distribution of this handbook is authorized by the East Guernsey Local Board of Education. This handbook is to be returned to the building principal/supervisor at the conclusion the school year for revisions.

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East Guernsey School District Forms can be located on the website

## **MISSION STATEMENT**

### **We believe**

- All members of the school community should demonstrate their commitment to education by modeling dignity, respect, understanding, fairness and effective communication.
- Our school should provide all students with an education that guides them to become productive citizens.
- Students should be accountable for actively participating in their education.

### **Our vision**

The vision is to create successful learning experiences and opportunities through cooperative utilization of school and community resources to promote lifelong learning. In an environment that is safe, secure and supportive, our district will provide each student with the skills necessary to become responsible and contributing members of society.

### **Our mission**

The mission of the East Guernsey School community is to provide students with the necessary skills to become lifelong learners and responsible, contributing members of society. Through dialogue with all stakeholders, the school community will create meaningful learning experiences and opportunities in a safe, supportive environment, integrating school and community resources.

## **SCHOOL DISTRICT GOALS AND OBJECTIVES**

1. Develop Mastery of Basic Skills. The District promotes the acquisition of basic comprehension, communication and computation skills to the greatest extent possible for each student. Efforts are made to offer each student opportunities to master the basic skills needed to pursue his/her chosen goals.
2. Gain Knowledge and Experience in Natural Sciences, Social Sciences, Humanities and Fine Arts. The District provides opportunities and encouragement for students to gain knowledge and experience in the sciences, humanities and arts.
3. Develop a Positive Self-Image. The District attempts to respond to each student's need to develop a positive self-image and enhances his/her ability to determine, understand and examine his/her own capabilities, interests and goals.
4. Develop Skills of Constructive and Critical Thinking. The District fosters skills of constructive and critical thinking in order to enable each student to deal effectively with conditions and problems in an independent, self-fulfilling and responsible manner.

5. Develop Skills Appropriate to a Technological Society. The District provides students with information necessary to function in a rapidly changing workplace.
6. Develop Respect for Others and the Law. The District promotes the development of students to enable them to become mature, responsible citizens with respect for the rights of others and the law.
7. Gain Lifelong Learning Skills. The District promotes an eagerness for learning that encourages each student to continue to benefit from educational opportunities beyond formal schooling.
8. Gain Understanding of Value Systems, Cultures and Heritage. The District provides an opportunity for each student to gain knowledge and understanding of social skills so that he/she is prepared to participate responsibly and successfully in a pluralistic society.
9. Gain Understanding of Economic Roles in Society. The District encourages each student to gain a critical understanding of his/her role as a producer and consumer of goods and services and of the principles involved in the production of goods and services.
10. Gain Knowledge and Understanding of the Environment. The District encourages student development of an appreciation for the maintenance, protection and improvement of the physical environment.
11. Develop Positive Health Habits and Physical Skills. The District helps students develop good habits concerning care of the body and avoidance of harmful effects of drugs, alcohol and tobacco. Lifelong physical fitness, including lifetime recreational skills, is promoted.
12. Develop Within the Community a Sense of Pride in the Schools. The District highlights the strengths of the education program and invites the community to participate in school functions.
13. Continual Evaluation and Revision of Curriculum. The District provides, through the evaluation process, a curriculum that is pertinent to student and community needs.

Reference: Board Policy AE

**Adopted**

3/17/2015

## **ORGANIZATIONAL CHART**

## **PERSONNEL POLICIES**

The following Personnel Policies are discussed in detail in the Board Policy Manual located in each building. For further reference, consult the identified Board Policy.

Nondiscrimination – Board Policy AC

Nondiscrimination on the Basis of Sex – Board Policy ACA

Sexual Harassment – Board Policy ACAA

Nondiscrimination of the Basis of Handicap – Board Policy ACB

Equal Opportunity Employment – Board Policy GBA

Verification of Employment Eligibility – Board Policy GBO

Human Relations Program – Board Policy IGAB

Programs for Students with Disabilities – Board Policy IGBA

English as a Second Language (Limited English Proficiency) – Board Policy IGBI

Title I Programs – Board Policy IGBJ

Equal Educational Opportunities – Board Policy JB

Student Conduct (Zero Tolerance) – Board Policy JFC

Gangs – Board Policy JFCEA

Hazing – Board Policy JFCF

Staff and Student Handbooks

## **NO TOBACCO USE ON DISTRICT PROPERTY BY STAFF MEMBERS**

The Board has a duty to protect and promote the health and well-being of all students and staff. The Board is acutely aware of the serious health risks associated with the use of tobacco products, both to users and nonusers, and that most tobacco use begins by the age of 18. The Board recognizes that staff and school visitors serve as role models to students and, therefore, adopts this 100% tobacco-free District policy to endorse a healthy lifestyle and prevent tobacco use.

For the purpose of this policy, “tobacco” is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, and spit tobacco, also known as smokeless, dip, chew and snuff, in any form.

For the purpose of this policy, electronic cigarettes are considered “tobacco.”

### **Tobacco Use Prohibited**

No staff member or volunteer is permitted to smoke, inhale, dip or chew tobacco at any time, including non-school hours:

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

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

### **Tobacco Advertisements and Promotions**

Tobacco advertising is prohibited on school grounds, in all school-sponsored publications and at all school-sponsored events. Tobacco promotional items that promote the use of tobacco products, including clothing, bags, lighters and other personal articles, are not permitted on school grounds, in school vehicles or at school-sponsored events.

### Providing Notice to Staff

“No Tobacco” signs will be posted throughout the District at entrances and other appropriate locations in all academic buildings, administrative spaces and athletic fields. District staff will be provided notice of this policy through staff handbooks. District vehicles will display the international “No Smoking” insignia.

### Enforcement

Disciplinary measures taken against staff for violations of this policy comply with the requirements of State law, related District policies and regulations and/or the staff negotiated agreements.

### Educational Reinforcement

Tobacco use prevention education is closely coordinated with the other components of the school health program. Staff responsible for teaching tobacco use prevention education have adequate pre-service training and participate in ongoing professional development activities to effectively deliver the education program.

Reference: Board Policy GBK

## **TUTORING FOR PAY**

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

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

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

Reference: Board Policy GCQAB

## **PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL**

- A. Open discussion of problems or concerns is the first line of dealing with complaints at all levels. Citizens, students or parent complaints will be filtered through the Administration, if necessary, with attempts of resolution at the lowest possible level. Attempts to settle complaints against certified staff should be made informally through personal, private conferences among parent, teacher, pupil, citizen, principal and/or affected staff. If the Administration determines in his/her discretion that the complaint is frivolous or that no adverse action will be taken against the certificated staff, then the teacher need not attend a meeting with the complainant. However, the teacher shall be notified in writing within five (5) work days that a complaint was lodged against the teacher and that the complaint was resolved without adverse action against the teacher. For the purpose of this Article, a complainant is defined as a single individual or a single individual and spouse.

B. **Complaint Against A Certificated Staff Member**  
(Administrative Procedure)

The Administration may commence an investigation as to the authenticity of any information related to a complaint. No complaint will be placed in the main personnel file of a certificated member unless:

1. A conference was held including the complainant, the certificated staff member and the Principal or immediate Supervisor of the certificated staff member.
2. The findings and resolution, if any, of the aforementioned conference have been reduced to writing by the Principal or the immediate Supervisor and initialed by the certificated staff member. Such initialing shall not be construed as agreeing with the document, but only that the certificated staff member received a copy of the document. Refusal to initial findings and resolution will be noted and the materials filed per paragraph B.(3)
3. In the event a record of the conference held between the complainant, staff member and immediate Supervisor is filed in the staff member's personnel file, the certificated staff member shall be notified in writing and be given an opportunity to write a rebuttal to such record for placement in the personnel file. Such rebuttal must be filed within ten (10) school days from the date notice is given to the staff member.

C. Student, citizen or parental complaint will be filtered through the Administration with attempts to resolution at the lowest possible level. No student, citizen or parental complaint regarding a teacher, will be considered by the Board unless the procedure outlined above has been followed. Should the complaint not be resolved at the conclusion of the administrative complaint then the following procedure shall be implemented:

1. Complainant shall notify the Superintendent in writing of his/her request for Board consideration of the complaint at the next regular Board meeting;
2. Notice of the Board consideration of the complaint will be given to the teacher involved by means of registered mail at least five (5) school days prior to the Board meeting. Notice will be mailed to the last registered address of the teacher filed with the Board.
3. The complaint shall be heard by the Board in executive session. The teacher will be allowed to remain in the executive session called for purpose of Board consideration of the complaint and will be allowed to have (1) representative accompany him/her to the meeting.
4. Resolution by Board action will become a part of the teacher's file and the teacher shall receive a copy of the action. The teacher may attach an opinion or statement to the filed complaint within ten (10) school days of Board action.

**TITLE IX AND SECTION 504 GRIEVANCE PROCEDURES**

**Staff/Administrators Alleged Discrimination Grievance Procedure**

In accordance with the U.S. Department of Education and the Ohio Department of Education's Office for Civil Rights (OCR) Guidelines, any staff/teacher or supervisor who believes that the East Guernsey Local School District or any school official has inadequately applied the principles of and/or regulations of Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendment Act of 1972 (sex/gender), and Section 504 of the Rehabilitation Act

of 1973 (disability) or the Age Discrimination Act of 1975, as amended, he/she may bring forward a complaint which shall be referred to as a formal grievance. However, whenever practical and/or possible, within five days an informal solution of the alleged discriminatory grievance should be attempted at the Principal/immediate Supervisor level. If an informal acceptable solution cannot be attained, the formal Title IX/Section 504 procedure shall commence as follows:

**Step 1** An alleged formal discrimination grievance complaint should first be made to the Principal or immediate Supervisor within ten school days of date incident occurred.

**Step 2** If not resolved at Step 1, the decision may be appealed at the district's Title IX and/or Section 504 Coordinator within five school days.

**Step 3** If not resolved at Step 2, the decision may be appealed to the district's Superintendent who functions as the final mediator at the local level.

Title IX/Section 504 Coordinator

Name of Coordinator: Richard Hall, Superintendent

Address: 237 Beymer Road

City, State, Zip: Old Washington, OH 43768

Phone Number: (740)489-5190

**Step 4** If not resolved at Step 3, the decision may be appealed by the complainant to the Office of Civil Rights, U.S. Department of Education, 55 Erieview Plaza, Room 300, Cleveland, Ohio 44114-1816.

## **SEXUAL HARASSMENT**

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

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

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

Examples of sexual harassment-type conduct may include, but are not limited to, unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes, flirtations, advances or propositions; verbal abuse of a sexual nature; graphic verbal commentary relating to an individual's body, sexual prowess or sexual

deficiencies; coerced sexual activities; any unwanted physical contact; sexually suggestive or obscene comments or gestures; or displays in the workplace of sexually suggestive or obscene objects or pictures. Whether any act or comment constitutes sexual harassment-type conduct is often dependent on the individual recipient.

**The Grievance Officer:** The Board directs the Superintendent to appoint one or more sexual harassment grievance officers who are vested with the authority and responsibility for investigating all sexual harassment complaints in accordance with the procedures set forth in the accompanying regulation and staff and student handbooks.

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

The Board has developed complaint procedures, which are made available to every member of the school community. The Board has also identified disciplinary penalties, which could be imposed on the offenders.

Reference: Board Policy ACAA

## **SEXUAL HARASSMENT**

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

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

3. If either party disagrees with the decision of the grievance officer, he/she may appeal to the Superintendent/designee. After reviewing the record made by the grievance officer, the Superintendent/designee may attempt to gather further evidence necessary to decide the case and to determine appropriate action to be taken. The decision of the Superintendent/designee is final.

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

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

Reference: Board Policy ACAA-P

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## **CRISIS MANAGEMENT**

Refer to School Emergency Procedure.

## **ACCOUNTABILITY**

Ohio Academic Content Standards (if established) must be used to develop lesson plans and are the basis for the academic content of the class.

Each teacher must have a clear and defensible rationale for grades given. Grades entered, dated and identified must be in the grade book and samples of work used to determine grades, should be available upon request for illustration purposes.

## **AHERA NOTIFICATION EAST GUERNSEY LOCAL SCHOOL DISTRICT**

East Guernsey Local School District, in accordance with U.S. Environmental Protection Agency Regulation 40CFR763, subpart E; has completed the required inspection, prepared their Asbestos Management Plan, and has, to the best of its knowledge, met the general requirements of this regulation.

All buildings in the district were inspected to enable the East Guernsey Local School District to act in accordance with AHERA ACI to control the possible exposure to asbestos within their buildings in August, 2002.

For specific information of types and locations of asbestos containing materials within the East Guernsey Local School District, please consult the AHERA Management Plan.

The East Guernsey Local School District AHERA Management Plan is available for public review at the Administration Office during normal working hours. A copy is maintained at each school for that particular building.

## **ACCIDENT & ILLNESS REPORTING**

**ONLY RECORDABLE** occupational accidents and illnesses go on the OSHA 101 and OSHA 200 form.

A Recordable Accident/Illness is:

1. Every occupational death
2. Every non-fatal occupational illness (which means ALL occupational illnesses)
3. Those non-fatal occupational injuries that involve:
  - \* loss of consciousness
  - \* restricted work activity or motion
  - \* transfer to another job
  - \* medical treatment (i.e. sutures)
  - \* lost days from work (LWD)

The responsibility to train staff about recordable occupational accidents and illnesses is place on the district administration.

It is the obligation of each employee to notify the appropriate, responsible supervisor whenever a work-related accident, illness or exposure occurs.

## **NOTICE TO AFFECTED EMPLOYEES EXPOSURE RECORDS**

In accordance with 29 CFR 1910.20(9) as made applicable through R.C. 4167.07, this is to inform you of the existence of employer records associated with chemicals and physical agents to which you may have been exposed at work.

You have the right to request a copy of any exposure record that pertains to you. This record will be provided to you at no cost and within fifteen (15) working days of your request.

**LOCATION OF RECORDS:**

Central Office Personnel Files

**PERSON TO CONTACT:**

Superintendent

**PHONE NUMBER:**

(740)489-5190

**LOCATION OF MSDS SHEETS:** MSDS sheets are maintained in custodial work areas.

**LOCATION OF WRITTEN SAFETY STANDARDS:** Occupational Safety and Health General Guidelines are maintained in the Superintendent's Office

## **DRUG-FREE WORKPLACE**

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

Because of the Board's commitment to provide a safe workplace, no employee shall unlawfully manufacture, distribute, dispense, possess or use any narcotic drug, hallucinogenic drug,

amphetamine, barbiturate, marijuana, alcohol or any other controlled substance, as defined in State and Federal law, in the workplace.

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

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

Employees are given a copy of the standards of conduct and the statement of disciplinary sanctions and are notified that compliance with the standards of conduct is mandatory. Employees who violate the policy shall be subject to disciplinary proceedings in accordance with prescribed administrative procedures, local, State and Federal law and/or the negotiated agreement, up to and including termination. Any employee in violation of this policy may be required to participate in a drug-abuse assistance or rehabilitation program approved by the Board.

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

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

Reference: Board Policy GBP

### **ADMINISTERING MEDICATION OR FIRST AID TO STUDENTS**

All staff is cautioned against administering drugs or medicine to students. The school nurse should be consulted in all cases where drugs or medicines are concerned. Upon permission by the child’s parents and completion of necessary forms, medicine may be administered by the nurse or office staff when necessary.

Likewise, the need for first aid treatment arises occasionally during the school year. In conforming with the legal aspects of first aid treatment as described in Volume XII, No. 3 of Legal Notes from the Ohio Association of Secondary School Administrators, the following guidelines are established:

1. The protection and safety of the student who is injured or sick must always be of utmost importance.
2. The general rule of doing what a prudent person would do in the situation and refraining from doing what a prudent person would not do is the standard used to determine negligence.

Reference: Board Policy EBBA, EBBA-P, JHCD

## **ARRIVAL AND DEPARTURE**

All certified staff members are to be at the school by 8:00 a.m. and stay until 3:30 p.m. In the event that a staff member will be late for school, he/she will contact the Principal/Supervisor, so that arrangements may be made to cover the duties until he/she arrives.

In accordance with the ratified Master Agreement, “Flex” time is an option for teachers who choose to work from 7:30 a.m. to 3:00 p.m.

“Flex” time is granted at the discretion of the building administrator. The following procedures are in effect:

1. All requests for “Flex” time must be made in writing via application (see Forms) and personally delivered to the Principal in advance of the dates requested.
2. Participating teachers are on an “Honor System” to report to school no later than 7:30 a.m. and not leave before 3:00 p.m.
3. Duty, such as Morning Detention, may be assigned during this time.
4. Any requests to leave school before 3:30 p.m. are to be covered by “Flex” time.
5. “Flex” time will not be granted for the following:
  - \* Pre-arranged student conferences
  - \* Pre-arranged parent conferences
  - \* Pre-arranged faculty conferences, such as IAT
  - \* Mandatory staff meetings or Superintendent up-dates
  - \* Performance of expected professional duties
6. “Flex” time may be withdrawn at the discretion of the building Principal if necessary.
7. The “Flex” time arrangement is intended to be for the entire school year.
8. Procedures are subject to review and revision.

Contract Refs.: Teachers’ Negotiated Agreement, Article IV, Section Z

## **TECHNOLOGY EQUIPMENT**

Technology equipment is available for teacher use. It is important that this equipment be properly used and cared for. Those teachers who do not know how to use the equipment are to ask the designated responsible party to help them learn to use it. In the event of equipment breakdown, the designated responsible party should be notified immediately. The designated responsible party will make the necessary arrangements to have the equipment repaired. Teachers are permitted to sign out technology equipment to be used in their rooms for an extended length of time. Teachers wanting to take equipment out of the building must have the Principal’s approval prior to taking the equipment.

## **TECHNOLOGY INVENTORY**

At the beginning and end of the school year, classroom inventories of equipment and materials for each teacher will be collected. Each teacher is required to place the number of each item contained in the room and maintain the list. The teacher is primarily responsible for the care of all equipment and material found on the inventories. The teacher should report any vandalism, breakage, relocation or lost items to the building Principal immediately. All purchases and relocation must be reported on an Inventory Change Form. Inventory lists will be presented to the building Principal by October 1 the first semester and closing inventories by May 1 the second semester.

## **CLASSROOM MANAGEMENT/SUPERVISION**

Teachers should expect to find their classrooms cleaned each morning. Please notify the Principal if your room has not been cleaned and placed in proper order, so that we keep the rooms and furniture looking presentable and to develop a sense of appreciation and responsibility in our children. It is important that we teach the following procedures and practice them by keeping our rooms clean, attractive and livable.

1. Notify the office immediately if an accident of any kind occurs that needs immediate clean up attention.
2. Before dismissal each day, children should align seats and desks in the designated order and see that the area surrounding their desks is free of litter.
3. Chairs should be placed on top of desks at the end of each day (when overall cleaning will be done).
4. Teachers should check boys' and girls' restrooms periodically.
5. Inspections of desks and lockers should be conducted periodically to hold students to a standard of neatness that is valuable to their education.
6. Display of student work is encouraged, however, mounting work of any kind must have Principal's approval.
7. Teachers should not leave students unattended in class. It is the responsibility of each teacher to remain in their classroom while students are in attendance.
8. It is the teacher's responsibility to maximize time on task.

## **COMMUNICABLE DISEASE PROCEDURES**

While risk of one student infecting another with HIV/AIDS during competition is close to nonexistent, there is a remote risk that other blood borne infectious diseases can be transmitted. For example, Hepatitis B can be present in blood as well as in other body fluids. Procedures for reducing the potential for transmission of these infectious agents should include, but not be limited to, the following:

In the event of an open wound:

1. The bleeding must be stopped, the open wound covered and if there is an excessive amount of blood on the student's clothing, it then must be changed.
2. Routine use of gloves or other precautions to prevent skin and mucous-membrane exposure when contact with blood or other body fluids is required.
3. Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
4. Clean all contaminated surfaces and equipment with an appropriate disinfectant.
5. Practice proper disposal procedures to prevent injuries caused by needles, scalpels and other sharp instrument or devices.
6. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags or other ventilation devices should be available for use.
7. Teachers with bleeding or oozing skin conditions should refrain from all direct student care until the condition resolves.
8. Contaminated towels should be properly disposed of/disinfected.
9. Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouth guards and other articles containing body fluids.

## **NETWORK PRIVACY AND ACCEPTABLE USE FOR STAFF MEMBERS**

### **COMPUTER/ONLINE SERVICES**

(Acceptable Use and Internet Safety)

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. For purposes of this policy, computers include District-owned desktop computers, laptops, tablets and other mobile computing devices. All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
2. using profanity, obscenity or other language that may be offensive to another user or intended to harass, intimidate or bully other users;

3. accessing personal social networking websites for noneducational purposes;
4. reposting (forwarding) personal communication without the author's prior consent;
5. copying commercial software and/or other material in violation of copyright law;
6. using the network for financial gain, for commercial activity or for any illegal activity;
7. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
8. accessing and/or viewing inappropriate material and
9. downloading of freeware or shareware programs.

The Superintendent/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/online services use. The District has implemented technology-blocking measures that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors. The District has also purchased monitoring devices that maintain a running log of Internet activity recording which sites a particular user has visited.

"Harmful to minors" is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of genitals and
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

Annually, a student who wishes to have computer network and Internet access during the school year must read the acceptable use and Internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District. These policies and regulations also apply to use of District-owned devices, or accessing of District intranet off District property.

## **CONFERENCES**

### **Teacher-Student-Parent-Guardian**

A teacher-student-parent-guardian conference may take place at any time. Conferences may be requested by teacher-student-parent-guardian. Conferences may take place at any time which is mutually agreed upon. These should be held when a youngster is working below his/her capability, when a serious behavioral problem arises, when guidance is needed, when encouragement would help a youngster do better and for positive reinforcement for those who are doing well.

## **STAFF LEAVE**

To maintain quality instruction when a teacher is absent, substitute information will be available from the teacher and/or the office. This should include room procedures, discipline plan, seating chart, classroom rules, etc. Unscheduled absences should be reported to the building secretary before 10:00 p.m. or between 6:00 and 6:30 a.m.

## **DANGEROUS WEAPONS**

The Board of Education will not tolerate the possession of weapons or any other device designed to inflict serious bodily harm by any staff member while on District property, at a school-sponsored event or on a school vehicle.

Any staff member found possessing a weapon or other device designed to inflict bodily harm on District premises, a school vehicle or on property being used by the District for school purposes may be charged with a felony. This restriction applies to staff members licensed to possess firearms unless serving as an authorized security officer.

The Superintendent shall ensure that any staff member possessing a weapon or other device designed to inflict bodily harm is reported immediately to the appropriate law enforcement agency. The staff member shall be disciplined up to and including discharge consistent with law, due process and any negotiated agreement.

Pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordnance onto school premises. VIOLATORS WILL BE PROSECUTED.

## **DISCIPLINE**

The responsibility for discipline of students varies for each job description. If student misbehavior is noticed, prudent action by all staff is warranted. The following general items will be of help to most employees.

## **General**

1. Show genuine interest in every child in the group
2. Praise in public, censure in private
3. Be consistent; children are quick to spot inconsistencies
4. Never punish the entire group for the behavior of one child
5. Never punish in anger or to "get even"
6. Show confidence in a child's ability
7. Keep children who are potential problems, interested and busy; Help from the Principal, counselor, teachers, supervisors or parents should be sought when needed
8. Be liberal and praise, but do not strive for popularity
9. Do not create situations that encourage children to lie, to challenge your authority or to test your intentions
10. Allow children to save face when they are in a tight spot
11. Corporal punishment may be used only by the Principal when a classified employee is involved
12. Use common sense at all times when disciplining students

Reference: Board Policy JG

## **EDUCATIONAL NONSCHOOL-SPONSORED TRIPS**

The Board does not and cannot prohibit students from participating in nonschool-sponsored trips sponsored by individuals or organizations so long as the trips do not interfere with student participation in the regular school curriculum. The Board, however, does not sponsor such trips or assume any responsibility for them. Further, the Board does not and cannot warrant, guarantee or take any position as to the reliability of any individual or organization that sponsors and solicits students to participate in nonschool-sponsored trips or the quality of such trips.

Nonschool-sponsored trips are not school-sponsored activities, and students who participate in them and parents who authorize student participation, take full responsibility for any consequences that arise from such participation.

Teachers employed by the Board who solicit students to participate and/or any other activities related thereto, in nonschool-sponsored trips sponsored by themselves or other individuals or organizations are acting outside the scope of their employment or official responsibilities as teachers of the District.

Teachers who intend to engage in such activities on behalf of themselves or other individuals or organizations must first advise the administration in writing of their intention to do so and sign an acknowledgement that:

1. their participation in such trips and/or all other activities related thereto is outside the scope of their employment and official responsibilities as teachers of the District and
2. the Board will not indemnify them or furnish their defense for any liability incurred as a direct or indirect result of their participation in such trips and/or any other activities related thereto

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

Teachers must also advise those students that the trip is not a school-sponsored activity, that they are acting outside the scope of their employment or official responsibilities as teachers of the District, that the Board accepts no responsibility and that the Board does not warrant, guarantee or take any position as to the reliability of the individuals or organizations sponsoring the trip or the quality of such trips.

Teachers must also have parents or guardians of students who participate in the trips sign an acknowledgment, that they have been advised of this policy and that they have read and understand this policy which will be supplied to the administration with a list of those students who will be participating in any nonschool-sponsored trip.

Reference: Board Policy IICA

### **EDUCATIONAL SERVICE CENTER**

The East Guernsey Local School District works cooperatively with the Ohio Valley Educational Service Center. To insure maximum use of ESC services, the following should take place:

1. Each staff should be aware of the services offered through the ESC and avail themselves of these services when needed.
2. Staff members should attend curriculum meetings, etc. conducted by the ESC when requested.
3. Services available through the ESC include Preschool Program for Children with Disabilities, Psychological Testing Services, Speech and Hearing Pathological Services, Curriculum Development, Substitute Training, Paraprofessional Training and other services.

### **EMERGENCY CLOSING OF SCHOOL**

When it becomes necessary to close the school due to weather conditions (calamity days), the teachers and staff will be notified through radio, TV, School Link, web site ([www.eguernsey.k12.oh.us](http://www.eguernsey.k12.oh.us)) and building phone trees. Listen to WILE/WCMJ, WTRF-TV, WHIZ, WOVC, WOMP, WWVA, WTOV and PreK-12 Notification system will be utilized also.

Reference: Board Policy EBCD

### **EMERGENCY PROCEDURES**

The East Guernsey Local School District works cooperatively with other governmental and community agencies to prevent, assess, manage and follow-up on any threat to the safety of our students and staff. A supplemental reference guide has been developed by a committee comprised

of parents, community representatives, law enforcement personnel, hospital personnel, district staff, Board member and district administration to address the steps necessary for effective prevention, intervention and follow-up of emergencies that may affect our schools such as:

- |  |  |
|--|--|
| *Bomb Threats and Explosions<br>*Chemical/Toxic Fumes or Spills<br>*Criminal Acts Against Person or Property<br>*Hostage Situations<br>*Possession or Use of Weapon on District Grounds<br>*Student Abductions or Runaways<br>*Tornado and Severe Weather Conditions<br>*Utility Outages | *Bus Accidents<br>*Death/Suicide of Student or Staff<br>*Fires<br>*Medical First Aid Emergencies<br>*Poisoning<br>*Student Disturbances<br>*Unwanted Intruders |
|--|--|

If you have not received a copy of the district's Comprehensive School Safety Plan, please contact your building Principal/Supervisor.

### **EMPLOYEES DRESS CODE**

Employees of the East Guernsey Local School District are encouraged to constantly present themselves to the students and public in a neat, well-dressed and professional manner. Bizarre or flamboyant dress styles which may elicit unfavorable comment from students or parents are not to be worn. All employees are urged, during working hours to dress in an exemplary manner that will encourage students to comply with the dress code established for students.

It is further expected that all employees, as professionals, will dress and wear hair styles that are neat in appearance. Dress code guidelines are designed to create a good atmosphere for the educational process, with emphasis upon respect for the general pride of our school district.

Employees who call undue attention to themselves by their manner of dress will be asked to make corrections. The responsibilities for value judgment will be made by the school Principal with consideration of safety, atmosphere and interference of the educational process.

### **CLASS PARTIES**

Class parties may be held by elementary and middle school classes as directed by the building Principal. They are to be scheduled in the time period immediately preceding daily dismissal and are to be limited to one hour. Teachers are encouraged to involve the parent-teacher organization with parties as often as possible. In lieu of birthday parties, teachers are encouraged to ask parents to contribute a library book to the school with the child's name inscribed inside.

### **FACILITIES RENOVATIONS**

There will be no modifications made to any building system, school grounds or other district property without written permission for such modification from the Superintendent's office. In all requests, detailed specifications must be provided prior to any approval.

## **FIELD TRIPS**

When funds are available, field trips are encouraged as a way to supplement the regular curriculum. The procedures concerning field trips are as follows:

1. A field trip should be a planned, educational experience and is considered to be a means of effectively supplementing the regular school curriculum. Educational field trips should show some relevance to the curriculum before approval will be granted.
2. A class or organization will be limited to take two field trips a year. In most cases, these trips must be taken between the hours of 8:30 a.m. and 3:00 p.m. to return so students can go home on their regular bus. Field trips of more than 130 miles (round trip) must have special approval from the Transportation Supervisor. Under special circumstances, additional field trips may be considered. This would be at the discretion of the Principal.
3. Application forms for field trip requests are available in the "Forms" section of the staff information notebook. This form should be filled out in detail and submitted to the Principal at least three weeks before the scheduled date for the field trip for his initial approval.
4. Proper and adequate supervision of the educational field trip must be provided before approval will be granted.
5. Upon approval of the field trip, parental permission slips must be sent home with each child taking the field trip and returned with the parent/guardian's signature before the student will be permitted to make the trip. This will be the responsibility of the teacher.
6. In general, there should be a full bus on a given field trip. This means that only field trips with 30-40 students per bus will be approved.
7. Emergency Care cards for all participants (driver, teacher, chaperones, students, etc) must be carried on all field trips. This is the responsibility of both driver and supervising teacher.
8. For overnight trips, it is the advisor's responsibility to have all requests in to the Superintendent's office two weeks (14 days) prior to the Board meeting at which it will be acted upon.

Reference: Board Policy IICA

## **BOARD POLICY ON THE FIELD TRIP PROCEDURES**

1. It is the advisors responsibility to have all requests for overnight trips into the Principal's office, then to the Superintendent's office two weeks (14 days) prior to the Board meeting at which it will be acted upon. Advisors must not make any arrangements of any kind until the trip has been approved.
2. The list of chaperons must be strictly adhered to and no changes are permissible after the chaperon list has been presented to the Board for approval without the Board's approval. Unauthorized persons, including family members, are not allowed on field trips.
3. Responsible, mature adults should be enlisted to chaperon all trips. These adults must be 21

years of age or more.

4. As all trips are considered to be an extension of the school, no chaperon shall partake of any mind altering substance, including alcoholic beverages, while on assignments. Any prospective chaperon who does not wish to comply with this rule or any other rule adopted by the Board may decline to act as a chaperon for personal reasons, without reprisal.

5. A parental permission slip is required for each child participating in the trip, including walking or bicycling excursions. Slips are available in each school office.

6. The teacher provides the parents with information concerning the purpose and destination of trip, transportation, eating arrangements, date and time of departure, estimated time of return and a detailed itinerary when a field trip will extend beyond the school day.

7. Participating students may pay a pro rata share of costs for transportation, admission fees, etc.

8. The teacher should review acceptable standards of conduct with the students in advance of the trip. The teacher has primary responsibility for the conduct of the children. Children who cannot be self-controlled or teacher-controlled may be excluded from field trips.

9. The buddy system, or partners, is recommended to assure constant awareness of each child's whereabouts, needs and participation.

10. Should an emergency situation occur, the teacher is responsible for notifying the principal by telephone as soon as possible.

11. Use of private vehicles are discouraged in favor of a commercial carrier because of insurance limitations.

12. Children are not permitted to leave the field trip group during the trip unless prior written arrangements are made by parents.

13. If children return to the school from a trip after school hours, the teacher and the principal make provisions for their safe departure home, taking into account the age of the students and the hour.

14. All staff members receive a copy of this procedure.

Reference: Board Policy IICA-P

## **FIRE AND EMERGENCY PROCEDURES**

By law, bus drivers must complete a fire drill and/or emergency evacuation with their students on the bus. Drivers are responsible for scheduling and reporting the date and time to the supervisor.

By law, the building shall participate in at least 10 fire drills per year. For an orderly evacuation of a building, the following procedures must be observed.

1. Building Principal is to draw up a plan of evacuation and place instructions for each room in a conspicuous place.
2. During the first week of school, teachers are encouraged to make a practice run so that children will know where to go.
3. Children are to evacuate the building in a quiet and order manner.
4. Lights are to be turned off and doors and windows closed.
5. After evacuation of the building has taken place, each teacher is to count the children under his/her supervision to make sure all are present and to report to the designee; make use of class register.
6. A record should be kept by the Principal of the number of drills held during the year.
7. At the sound of the Fire Bell:
  - a. Teachers should take charge, signal children to rise and supervise their evacuation.
  - b. Make sure that handicapped children are assisted.
  - c. Monitors shall check washrooms, locker rooms, etc. to make sure everyone is out. Monitors are those teachers who do not have students during the fire drill.
  - d. Remind students to empty building as soon as possible, and as quietly as possible, but do not push, run or hurt someone in front of you in the process of going out of the building.

The following procedures must be followed during a tornado drill:

1. Teacher assign student to close windows
2. Students move into designated areas as described on a tornado drill sheet posted in the room
3. Last person out of the room turn off lights and shut the door
4. Each teacher is to remain with his/her students
5. Teachers who are not in class are to supervise the restroom areas
6. During the drill, students are to move quickly and quietly to the designated area, assume an accepted Tornado Safety position and remain quiet in the area until directed to return to class or evacuate the building
7. Teacher should take a flashlight with them
8. Any injury is to be reported to the building Principal or designee

Reference: Board Policy EBC

## **FUND RAISING ACTIVITIES**

Any fund-raising activity, whether on a school or individual class basis, must first have the approval of the administrator of the building, who will then forward the request for its approval to the Superintendent and Treasurer. Non-school fund raisers are prohibited. East Guernsey Local School District has a sales agreement with Pepsi Bottling Company. Only Pepsi products should be used at school activities where soft drinks are served or sold.

## **GRADE BOOKS**

Grade books, hard copy or software are supplied by the district for each teacher's use. These are to be averaged and kept up to date at all times. A minimum of one grade per subject should be entered into the grade book each week for each child. Recorded grades should be reflective of a student's work. This assures a sound basis for a grade given by a teacher.

## **GRADING SYSTEM**

The following grading system shall be used by all teachers in the district:

97-100% =	A+	93-96% =	A	90-92% =	A-
87-89% =	B+	83-86% =	B	80-82% =	B-
77-79% =	C+	73-76% =	C	70-72% =	C-
67-69% =	D+	63-66% =	D	60-62% =	D-
0-59.9% =	F				

The yearly average is determined by the average of the four (4) nine (9) week grading period grades. A student who fails three (3) nine (9) week periods will not receive academic credit or pass. A student who passes three (3) nine (9) week grading periods will receive academic credit or pass.

## **REPORTING TO PARENTS**

Report cards are issued at the end of each nine weeks grading period or a total of four times a school year. Standards of markings are as follows:

- O = Outstanding
- S = Satisfactory
- U = Unsatisfactory
- A = Superior Work
- B = Above Average
- C = Average
- D = Below Average
- F = Failing
- E = Effort
- I = Incomplete

Interim reports will also be required for students in danger (below average) or currently failing. Conferences with parents will be used as an integral part of the reporting system. Home visitation, phone contacts or written notes are all additional methods to be used in reporting student progress to parents.

Reference: Board Policy IKAB

## **INTERVENTION**

Students in grades K-10 are annually assessed in writing, reading and math. Students in grades 3-10 are also annually assessed in social studies and science. Students below grade or proficient level will receive Intervention/Remediation services.

Students in grades 7-12 who are in danger of not achieving at the proficient level on state and local assessments will be identified as “At Risk” and required to successfully complete a Beyond the School Day Intervention Program (BTSD). At Risk students who do not participate in BTSD programs will lose school privileges.

Reference: Board Policy IGBE

## **INVENTORY**

All staff members are required to complete and turn into their building Principal a textbook inventory form by May 1. Any changes in the equipment inventory valued over \$50.00, over the course of the school year must be reported to the building Principal on the Inventory Change form within one week of the change.

## **HOMEWORK**

Homework is defined as any school related work which is assigned by the teacher to be done outside of the regular school day. It may include make-up work, practice or work not completed during time of school. When possible, it is to be related to the educational needs of the individual rather than to the entire group.

- General Principles:**
1. Homework should be constructive and never be used as punishment
  2. Whenever possible, more able students should be challenged accordingly
  3. To be effective, homework should be checked and returned to the student within 48 hours

<b>Suggested Time Limits:</b>	Primary grades K-2:	Little or no homework assigned
	Intermediate grades 3-5:	As needed, but as general guideline, no more than one hour
	Middle School:	As required

High School:

As required

Reference: Board Policy IKB

## **LESSON PLANS**

Teachers will show evidence of daily lesson planning, written in a format of the individual teacher's choice that is designated for the teacher's use. Lesson plans will contain the following components:

1. State Standards/Learner Outcomes or Course of Study
2. Objective stated in terms of what the student should learn
3. Strategies
4. Assessment, which will be labeled

Lesson plans are to be submitted weekly (except for those weeks limited by the Agreement); specifically, lesson plans will be available to the building Principal, upon request, by 8:00 a.m. of the first day of the student's week and filed with the Principal's office by the end of the teacher's planning/conference time on that day (by the end of the teacher's day if the teacher has no planning/conference time during the day). Lesson plans are not required for the week before and the week after the end of the grading periods.

## **MEETINGS**

Certified employees are expected to attend all meetings called by administrators and Superintendent. Meetings are scheduled as needed by the appropriate building Principal or Supervisor. Refer to Master Agreement, Article IV – Teaching Conditions.

## **PROMOTION AND RETENTION OF STUDENTS**

The promotion of each student in the District will be determined individually. The decision to promote a student or to retain a student in a grade will be made on the basis of the following factors which the teacher, building Principal, parents, guidance counselor or Superintendent will take into consideration: reading grade level, mental ability, age, physical maturity, emotional and social development, social problems, home conditions, grade average, attitude, standard test scores and assessment results.

Promotion, placement and retention procedures demand continuous analysis and study of the cumulative student case history records so that guesswork and conjecture may be reduced to a minimum and decisions may be as objective as possible.

Guidelines may include, but are not limited to:

1. A student receiving passing grades in the core courses in grade kindergarten through eight will be promoted.

2. A student having failing grades in any subject may be placed in the next higher grade level with discretion only with the approval of the Principal and consultation with teachers, parents, guidance counselors and Superintendent.
3. The following procedure will be in place for retention or placement:
  - A. Parents or guardians will be notified at the first indication of their child's possible retention or placement. These warning conferences are requested by the building Principal, teacher or counselor as soon as reasonably possible.
  - B. Parent/guardian of students considered for possible retention or placement is notified and a conference requested in the fourth grading period to further discuss the situation.
  - C. The building Principal notifies the parent/guardian of the retention or placement decision.
  - D. The Superintendent reviews any appeal of student placements or retentions and consultation with teachers, parents/guardian, Principal or guidance counselor will take place prior to any final decision. Notification will be made before the beginning of the next school year.
4. A student with failing grades will be given opportunities and suggestions for intervention and assistance toward academic success.
5. No conditional, temporary placement to the next grade will be permitted.
6. Any student who is truant for more than 10% of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade is retained, unless the student's Principal and the teachers of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

"Academically prepared", as used in this policy, means that the Principal, in consultation with the student's teacher(s) has reviewed the student's work and records and has concluded that, in his/her judgment as a professional educator, the student is capable of progressing through and successfully completing work at the next grade level.

All mandatory state assessments are administered to District students in accordance with State law. No student who fails to take a mandatory assessment, unless the student has been exempted from the requirements to take the test in accordance with law, is promoted to the next level. A philosophical objection by a student or parent to participation in an assessment does not exempt a student from the testing requirement.

Students who fail to receive a limited proficient score on the third grade reading achievement test must meet one of the following criteria in order to be promoted or placed in fourth grade:

1. The student is a disabled student excused from the test.
2. The student's Principal and reading teacher agree the student is academically prepared to be promoted.

3. The student has successfully completed summer school.
4. The student has a written plan developed by an IAT team which includes the reading teacher, counselor, Principal and parent/guardian.

Certain specified students who are offered intervention services either after-hours or in summer classes are truant if they do not attend the intervention programs.

Intervention services are offered to students who are not making satisfactory progress toward the attainment of the statewide academic standards for their grade level.

Reference: Board Policy IKE

## **PUBLIC RELATION**

Public relation is a most vital part of the school-community relations. All employees should take every opportunity to display a friendly attitude to the people of our community and participate in community activities where possible. Since news spreads quickly in a small community, we must be extremely careful of the type and accuracy of information we pass along to other staff and members of the community.

## **PUPIL ACCIDENTS**

Accidents occurring to the pupils at school events away from school property, on the playground, in the building or on the way to or from school must be reported to the office. Accident reports (see Forms) must be completed immediately following the accident by the person who observed or supervised the student when they had the accident.

No child should be sent home without first sending them to the office to have the secretary or nurse call home. No sick student should be left alone.

## **PURCHASE ORDERS**

During the school year, you may need to buy or order something. Remember a purchase order must be obtained before the purchase is made. If this procedure is not followed, the Treasurer can refuse to reimburse you or pay for the merchandise. If you do not know the correct procedure, contact the building Principal, Supervisor or Treasure's office.

## **RECORDS**

Accuracy in keeping reports is very important since the information the reports contain does affect a child's progress in school. All school records are considered confidential. (FERPA) District Records Control Office

## **REPORTING CHILD ABUSE**

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

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

The Board directs the Superintendent/designee to develop a program of in-service training in child abuse prevention for all school nurses, teachers, counselors, school psychologists and administrators. This program is developed in consultation with public or private agencies or persons involved in child abuse prevention or intervention programs.

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

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

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

Reference: Board Policy JHG

## **REQUESTS FOR SUPPLIES AND MATERIALS**

During the school year, each classified employee may be asked to list supplies and materials that will be needed. Staff members should make requests for absolute essentials first. Other things that will be useful and helpful, but not essential, are to be listed second. Requests should be made at the proper time so that they can be calculated for budget consideration. Requests for purchased items should be submitted on the appropriate requisition form (see Forms). Building Principals and Supervisors will discuss the request with appropriate staff members, minimize requests and submit requests to the Superintendent.

## **SCHOOL VEHICLE**

The East Guernsey Local School District owns an eight (8) passenger van. The eight (8) passenger van may be used by the following:

1. A staff member who is traveling a long distance (i.e. over 75 miles) to a school-related event.
2. A group of staff members who are traveling to the same school-related event, which keeps each person from driving separately.
3. A volunteer or staff member who hauls school equipment to a school-related event.
4. A staff member with a van certification who wants to transport up to seven (7) students to a school-related event. The staff member drives the vehicle himself/herself.
5. A staff member who wants to transport up to seven (7) community adults to a school-related event.

Staff members requesting use of the van must follow these procedures:

The staff member must:

1. File a request for field trip, using the appropriate form, with the appropriate Principal or Supervisor at least one week in advance of the trip.
2. Pick-up the vehicle at the district bus mechanic's garage after authorization from the Transportation/Maintenance Supervisor or Superintendent.
3. Use either an approved PO or district fuel credit card for fuel.
4. Complete necessary after-trip forms.
5. Fully fuel the van for the next driver.
6. Return the van to the district bus mechanic's garage.

(Note: If proper procedures have not been followed, the driver will be required to take appropriate action and may be subject to not using the vehicle again.)

## **STUDENT ATTENDANCE**

Each teacher is to keep daily attendance and report absent or tardy students to the office when applicable, teachers are to take attendance. Accurate attendance is essential and is the responsibility of the teacher.

## **STAFF LEAVE**

After being absent, it is the teacher's responsibility to file a Leave Verification form in order to get credit for leave. Procedures for personal and professional days are covered by Collective Bargaining Agreement, follow Leave Verification procedure.

## **SUPERVISION**

1. All staff shall be responsible for the supervision of pupils. Good conduct shall be expected to all pupils in the halls, on the premises and on the bus to and from school or participation in extra-curricular activities.
2. Pupils shall be instructed to leave school premises after school is dismissed, except as detained by the teacher and Principal.
3. No pupil or group of pupils is to be in the building at any hour of the day unless under the supervision of a staff person.
4. Students shall follow building arrival and dismissal procedures. Hall traffic and unnecessary trips out of the class should be kept to a minimum by individual teachers.
5. Teachers shall be in their homeroom as determined by teacher schedules.
6. Teachers should be with their homerooms/classes during assemblies.
7. Teachers will be in the hallways, etc., or at his/her door when classes change.
8. Elementary teachers will lead each class to the bus upon dismissal.

## **TELEPHONE USEAGE**

The telephone in the office and school are for the use of the teachers and other staff members for school-related business. These phones are not to be used by students unless it is school-related business. All long distance calls are to be recorded on the Telephone Log and will be checked by the Treasurer's Office. The staff will be asked to pay for any personal long distance calls that are made. Billings will be sent from the Treasurer's Office.

When telephone calls come into the school for a teacher/staff member, the office staff will take and place the message in the staff's mailbox or transfer the call to voice mail. It is, therefore, important that all teachers/staff members check their mailboxes several times a day. Unless an emergency, a teacher/staff member will not be called from class or duty to answer the phone. Phone messages should be returned during conference periods, lunch periods or after school hours.

## **TEST ADMINISTRATION**

Individuals responsible for ensuring that all test security provisions are met in the district and building shall be:

- A. The assigned counselor is responsible for overseeing all aspects of the testing program in their building. This includes:
  1. Determining which students are required to take test(s).

2. Receiving all testing materials from the Ohio Department of Education.
3. Inventorying all testing materials including numbered test booklets, answer documents and administration manuals.
4. Certifying all materials listed on the bill of order.
5. Establishing procedures for administering the test.
6. Communicating to all staff used as proctors at least once annually the standards for determining what is unethical or inappropriate practice relative to the standards for ethical practice in use of assessment.
7. Delivering labeled materials to the appropriate test administrators.
8. Sending completed answer documents to a location designated by the Ohio Department of Education.
9. Inventorying testing booklets and materials.
10. Returning test materials to the Ohio Department of Education.
11. Keeping a record of students who pass or fail test(s) taken.
12. Distributing test results to appropriate school authorities.

Access to the state achievement/proficiency test materials is limited to the following:

1. Members of the administrative staff including Superintendent, Principal and counselor.
2. School employees who are directly involved in the distribution, administration and collection of test materials.

Building procedure for administering the achievement/state proficiency tests:

1. The Ohio Department of Education has specified that the following tests will be given: Reading, Mathematics, Citizenship and Writing, Science at specified grade level.
2. The specific testing dates and order of testing are predetermined.
3. A maximum amount of two and one half hours is given for each test administration. (Only one test given per day)
4. The student-test monitor ratio shall not exceed 30 to 1; If the number of students in any one group exceed 30, a second proctor shall be assigned to the test group; All test monitors shall be employees of the school district.
5. All participating students will remain in each testing session until a sufficient number are finished. At that time, those students are dismissed. Remaining students are dismissed at the discretion of the test administrator.

6. Following the completion of the test, the test administrator in each session returns all testing material to the counselor.
7. Testing materials shall be inventoried and boxed by the counselor.
8. Tests are administered as determined by the state for designated students.

With the exception of test materials specifically designated as “practice test” as released by the Ohio Department of Education, all test questions and all other materials which are considered part of the assessments including, but not necessarily limited to, reading passages, writing prompts, charts, graphs and tables shall be considered secure and subject to the provisions of State Law.

No person shall release, cause to be released, reproduce or cause to be reproduced any secure test materials through any means or medium including, but not limited to, electronic, photographic, written, oral, which would constitute cheating by a student and/or assisting a student to cheat.

The following procedures will be instituted to investigate an alleged violation to test security provisions and penalties for confirmed violations:

1. The designated counselor is obligated to report any/all violations to the Principal in writing within 24 hours of the alleged violation.
2. The Principal shall investigate all reported alleged violation of test security.
3. Within ten days after an investigation has determined that a violation has occurred, the District notifies the State Board of Education in writing of the finding and of the action taken.

Penalty for confirmed security violations:

1. Students confirmed of cheating or assisting another student to cheat will have their test(s) invalidated and may be subject to a 10 day disciplinary suspension.
2. Employees failing to follow procedures listed with respect to security violations either by students or other adults may be subject to the provisions of State Law, including termination of employment for teacher or nonteaching employee and classed as a minor or misdemeanor.

## **TEXTBOOKS**

Books will be issued at the beginning of the year and returned at the end of the year under the direction of the classroom teacher. The following steps are suggested:

### **ISSUE**

1. Pass out the texts and advise the students that it is to their advantage to also check the book’s condition and make known anything that might have been missed.
2. Record students’ last name first and alphabetically.
3. Record textbook numbers.

4. Teachers should require all students to sign and record the condition of the book in INK in the space on the book label.

## **RETURN**

1. Teachers should check each book personally and record any condition change on the record sheet.
2. Assess fines for damaged book and record the amount of fine per appropriate form.
3. Books needing repair are to be separated from the rest and brought to the attention of the office.
4. No student is to be credited with returning a book unless he/she returns the book originally assigned to him/her.

## **TRANSPORTATION OF ITEMS ON BUS BY STUDENTS**

Students should only carry items on the bus in back packs or duffel bags. Balls, jars, etc. should be in a bag. Students who must carry a lot of fund-raising items should transport small portions daily or have parents pick them up. Teachers should be aware of these student expectations and advise students accordingly. Bus drivers may clean out a seat or keep items close to them until the students are completely transported.

## **USE OF SCHOOL FACILITIES**

The Board encourages the proper community use of school facilities. It is necessary, however to ensure that such use does not interfere with the regular school purposes, impose undue burden upon personnel or strain the limited funds allotted for building services and maintenance; therefore, specific procedures have been established.

Staff use of the school facilities for personal reasons must follow specific procedures below. Staff use of the facilities for meetings, etc. should be cleared with the building Principal and necessary form (see Forms) completed prior to the usage.

### **Procedures**

A facility rental agreement is necessary when an individual, group or organization wants to use a school building or grounds for a purpose outside the regular school operation. A rental applicant must assure the Superintendent that the individual group/organization will comply with all procedures and will respect the property, equipment and grounds of the school.

Facility rental agreement forms are available in the office of each building. The building Principal will check the District calendar for any other District conflicts. The application of a community group for a permit to use a school building or facilities will be filed with the Superintendent or designee as soon as possible prior to the date of the proposed use, so that proper Board approval may be secured.

Upon determination that the building and District calendar is clear for the intended date of rental, the Superintendent will determine whether or not to present this request to the Board of Education for approval.

The building Principal will arrange for all personnel, special equipment, etc. that will be needed in the rental. Also, the Superintendent or designee will assess a fee or determine a waiver and notify the renter of Board's action by mailing a completed agreement.

### **Conditions Governing Use of School Facilities**

1. An employee of the Board or approved designee must be on duty whenever a school building or school stadium is used by the renter.
2. Out-of-school renters will not begin with their activities until school is dismissed in the afternoon and the students have left the building.
3. On days when school is closed because of snow or other calamity, all nonschool activities scheduled for that date will be cancelled or postponed.
4. No renter will, under any circumstances, tamper with any electrical or heating controls.
5. The kitchen equipment will not be used by any renter unless arrangements are made to have one of the regular cafeteria workers present.
6. There will be no smoking in the buildings.
7. The procedure for use of the activity complex or school grounds will follow the conditions outlined for the use of the buildings, including applicable agreements.
8. Renters who use school facilities must present either a waiver of liability or evidence of possession of liability insurance.
9. Renters will pay for the use of equipment, property on grounds, at the established rates per building rental fee schedule.
10. The Board reserves the right to require, if it should deem necessary, that renters using the building post a cash bond to cover any damages which might be done to any property, equipment or grounds. Renters will underwrite all damages due to its use of the premises or equipment.

Reference: Board Policy KG-P

### **VISITORS**

Visitors should come directly to the office when entering the building. Please direct any visitor to the office.

## **SCHOOL VOLUNTEERS**

The Board believes one of the greatest resources available may be found in the citizens of the community who have special knowledge and talents to contribute to the District. The use of citizens as volunteers within the school program enhances the educational process not only for students, but for the community as well. Volunteers may provide additional support in the classroom, promote community-school cooperation in facilitating the learning process and provide resource persons who have expertise in various areas.

Recruitment and selection of volunteers is done at the local building level. Interested individuals should contact the building principal or his/her designee. The interests and abilities of the volunteers are considered when making assignments.

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

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

Reference: Board Policy IICC

## **EAST GUERNSEY LOCAL SCHOOL DISTRICT WELLNESS PLAN**

As required by law, the East Guernsey Local School District Board of Education establishes the following Wellness Plan as part of its Wellness Program.

The East Guernsey Board of Education recognizes that good nutrition and regular physical activity affect the health and well being of the District's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits and by promoting increased physical activity both in and out of school.

The Board, however, believes this effort to support the students' development of healthy behaviors and habits, with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition habits:

- A. With regard to nutrition education, the District shall integrate nutrition education into the curricula.

- B. With regard to physical activity, the District shall when possible, integrate physical activity and movement across the curricula and throughout the school day.
- C. With regard to other school-based activities, the District shall promote healthy eating and wellness practices at its facilities both during and after school day.
- D. With regard to nutrition guidelines, the District will provide all students affordable access to a variety of nutritious foods they need to be healthy and learn well.

Furthermore, as required by law:

In accordance with Policy 8500, entitled Food Service, the East Guernsey food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption and disposal of food and beverages as well as the fiscal management of the program.

As set forth in Policy 8531, entitled Free and Reduced Price Meals, the East Guernsey Local guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).

The Board designates the building Principal as the individuals charged with operational responsibility for measuring and evaluating the District's implementation and progress under this plan.

The Superintendent shall report on the District's compliance with its Wellness Program and the progress toward achieving the goals set forth herein in this plan when requested to do so by the Board.

Review of the East Guernsey Local School District Wellness Program (policy and plan) will occur yearly by a committee appointed by the Board, consisting of a representative(s) of the Board, the administration, the food service provider, the parents, the students and the public. The committee shall provide the Board with any recommended changes to the program.

### **East Guernsey Local School District Wellness Plan Goals & Activities**

#### **A. With regard to nutrition education, the District shall integrate nutrition education within the curricula**

- Activity 1: Banners, poster and visuals will be displayed in the cafeteria and commons areas
- Activity 2: Five a Day the Color Way materials will be provided to teachers for classroom use
- Activity 3: Nutrition information will be sent home in parent newsletter

#### **B. With regard to physical activity, the District shall when possible, integrate physical activity and movement across the curricula and throughout the school day**

- Activity 1: Use gym or recess time for rewards instead of pop, candy & other food
- Activity 2: Provide opportunities for physical activity during unstructured time
- Activity 3: Allow more or longer recess/lunch time
- Activity 4: Use markers on playground to record walking distance

**C. With regard to other school-based activities, the District shall promote healthy eating and wellness practices at its facilities both during and after the school day.**

Activity 1: Post hygiene and wellness signs in all district facilities (i.e., wash hands, flush toilets, healthy eating choices, etc.)

Activity 2: Encourage concession stand & vending machine operators to offer healthier options

Activity 3: Discourage candy sales at school

Activity 4: Discourage using pop and candy as rewards

**D. With regard to nutrition guidelines, the District will provide all students affordable access to varied and nutritious foods they need to be healthy and learn well.**

Activity 1: Increase number of free & reduced lunches served

Activity 2: Provide a wider variety of choices

**E. In accordance with Policy 8500, entitled Food Service, the East Guernsey Food Service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption and disposal of food and beverages as well as the fiscal management of the program.**

**F. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the East Guernsey Local guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).**

## **WORK ORDERS**

During the year, things will need repaired in the building. When this happens, fill out the work order forms and will return one copy of the form to you so that you will know that a request has been made to correct the situation.

**It is understood the faculty member's signature indicates that he/she has received the 2015-2016 Faculty Handbook.**

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Faculty Member's Signature

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Date

**It is understood the faculty member's signature indicates that he/she has accessed the 2015-2016 Faculty Handbook online.**

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Faculty Member's Signature

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Date

**\*Please return this page only to the building Principal by August 28, 2015.**

## **COMPUTER NETWORK AGREEMENT FORM**

I hereby apply for a student/employee account on the District computer network:

Circle one: employee

Name: \_\_\_\_\_

School: East Guernsey Local Schools

Home Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

I have read and I understand this computer policy and its guidelines and regulations and agree to abide by all of the rules and standards for acceptable use stated therein. I further state that all information provided for the creation of this account is truthful and accurate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reference: Board Policy - EDE-E

**\*Please return this page only to the building Principal by August 28, 2015.**

**EAST GUERNSEY DISTRICT FORMS CAN BE FOUND ONLINE**

**Throw away all old forms!**