

# WAYNE LOCAL SCHOOL DISTRICT

## Waynesville Elementary Teacher Handbook

### 2025-2026



#### WAYNE LOCAL SCHOOL DISTRICT

**Waynesville Elementary School**  
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## INTRODUCTION

It is a privilege to serve the children, parents, and community members who reside in the Wayne Local School District.

The intention of this employee handbook is to communicate important information to all employees about school district operations.

Employees should know and understand in addition to this employee handbook there are additional important sources of information:

1. Policy Manual of the Wayne Local Board of Education: this policy manual is available in each administrative office as well as the Mary L. Cook Library.
2. Master Agreements with the Waynesville Education Association and the Waynesville Non-certificated Employees Association.
3. Additional employee guidelines specific to each school building and employment area, such as transportation and food service.
4. Coaches' manual provided by the Athletic Director.
5. Student Handbooks are available on our school website under the "Resources" tab, then click on "Forms and Handbooks".

This handbook has been provided to you as a means of communicating general district information, rules, and regulations. It is not intended to either enlarge or diminish any board policy, administrative regulation or guideline, or negotiated agreement. Material in this handbook may be superseded by such board policy, administrative regulation, collective bargaining agreement, or changes in federal or state laws. Any information contained in this staff handbook is subject to unilateral revision or elimination from time to time without notice.

Please speak with your building principal or myself should you have any questions about the material in this staff handbook.

Sam Ison, Superintendent  
Wayne Local Schools



# WAYNE LOCAL

## SCHOOL DISTRICT

Waynesville, Ohio

**The mission of Wayne Local Schools** is to, in partnership with the community, develop the intellectual foundation for beneficial life-long learning, the necessary values for success, and the appropriate skills to be an informed, responsible, productive, and adaptive citizen. **The vision of Wayne Local Schools** is to provide the highest quality education, in a diverse student population, with compassion and excellence in all we do.

### At Wayne Local Schools we value...

**Citizenship** – the character of an individual viewed as a member of society

**Integrity** – adherence to ethical principles; soundness of character

**Service** – contribution to the welfare of others; the function of serving

**Academics** – scholarly endeavors that prepare students for success in a knowledge based economy

**Excellence** – the state or quality of excelling or being exceptionally good

### Spartan Pride is...

**CITIZENSHIP**

**INTEGRITY**

**SERVICE**

**ACADEMICS**

**EXCELLENCE**

We're **SMALL**  
enough to really  
know our  
students. That  
gives them **BIG**  
opportunities.

### At Wayne Local Schools, we strive to...

- Provide and implement a state of the art learning environment and a positive learning community.
- Provide an educational environment that meets the academic needs of all students.
- Provide an educational environment that supports the development of the whole child.

## **Wayne Local Schools Standards of Professional Conduct**

This pledge affirms our commitment to the highest standards of professional conduct and offers guidance in acting or making decisions on behalf of Wayne Local Schools.

### **1. Avoiding Conflicts of Interest.....**

A conflict of interest can arise when an employee's personal interests (material, financial, or otherwise) influence, or appear to influence, that employee's ability to act in the best interest of the school district. Every employee should act with integrity and avoid actual or apparent conflicts of interest between personal and professional relationships.

### **2. Preserving Confidentiality.....**

Confidential information acquired as a result of your position or in the course of your employment with the school district must be protected. Care should be taken to properly shred highly confidential information before depositing in recycling bins or waste baskets.

Confidential information should not be shared outside the schools except on an as-needed and authorized basis.

### **3. Maintaining the Highest Standard of Professional Conduct.....**

We are all expected to treat each other and our stakeholders with professionalism, integrity and courtesy at all times. We embrace diversity and are respectful of one another's differences.

We are firmly committed to provide equal opportunity in all aspects of employment and treatment of others. Additionally each employee has a responsibility for maintaining an environment that is safe and healthy. Finally employees should report to work in condition to perform their duties, free from the influence of alcohol or illegal drugs.

### **4. Providing Accurate Information Reporting.....**

The district requires individuals to act in good faith, responsibly, with due care, competence, and diligence without knowingly or recklessly misrepresenting facts. Business records and communications can become public record and we should avoid exaggeration, derogatory remarks, guesswork, or inappropriate characterizations that can be misunderstood or misinterpreted. Mistakes should never be covered up; instead they should be promptly and fully disclosed.

### **5. Protecting District Resources.....**

Our employees have direct access to district resources, consistent with their responsibilities, and are empowered to utilize those resources. With empowerment comes responsibility; every employee is personally responsible for showing respect for and protecting district's property and resources.

### **6. Individual Responsibility.....**

Each of us is expected to adhere to this pledge and is separately responsible for our own actions. If you are faced with a difficult decision that is not addressed in this pledge, ask yourself the following questions:

- Is it legal?
- Is it honest and fair?
- Is it in the best interest of the school district?
- How does it make me feel about myself and the school district?
- Would I feel comfortable if it was published with my name in the newspaper or on the internet?



# WAYNE LOCAL SCHOOL DISTRICT

## 2025-26 SCHOOL CALENDAR

Board Approved 3/11/2024, Rev. 3/10/2025

August 2025					
M	T	W	TH	F	S
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

September 2025					
M	T	W	TH	F	S
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30				

October 2025					
M	T	W	TH	F	S
			1	2	3
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	

November 2025					
M	T	W	TH	F	S
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	

December 2025					
M	T	W	TH	F	S
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			

January 2026					
M	T	W	TH	F	S
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

February 2026					
M	T	W	TH	F	S
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	

March 2026					
M	T	W	TH	F	S
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

April 2026					
M	T	W	TH	F	S
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		

May 2026					
M	T	W	TH	F	S
			1		
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

Summary					
Q1	August 19 - October 17		41 days		
Q2	October 20 - December 19		41 days		
Q3	January 6 - March 13		46 days		
Q4	March 23 - May 28		47 days		

2-hour Release each Quarter:					
			Friday, October 17, 2025		
			Friday, December 19, 2025		
			Friday, March 13, 2026		
			Thursday, May 28, 2026		

8/18 - 8/20/25 - Kdg Readiness Assessment
8/18/25 - All staff report to work
8/19/25 - All day orientation for 2nd & 4th
8/19/25 - First day for 6th - 12th graders
8/20/25 - All day orientation for 1st, 3rd, 5th
8/21/25 - 1st - 5th graders in session
8/22/25 - First day for Kindergarten
8/25/25 - First day for Preschool
Staff In-Service Days
Teacher Professional Day
No School - Holiday
No School; Break/Day Off
No School - Conference Exchange Day
5/17/2026 (Sunday) Graduation
5/28/2026 Last Day of School for Students

Jr/Sr High School Open House: 8/25/2025 6:00 pm - 8:00 pm

Elem. Open House for PS, Kindergarten, 2nd, & 4th Grade: 8/14/2025 5:00 pm - 7:00 pm

Elem. Open House for 1st, 3rd, & 5th grade: 8/18/2025 5:00 pm - 7:00 pm

Orientation for 6th, 7th & New Jr/Sr High students on 8/18/2025 from 7:30 am - 9:30 am

Staff Professional Day in evening - Nov 13th

CONFERENCE DAYS (K - 5TH GRADE) Oct. 9 4:00 pm to 7:00 pm

CONFERENCE DAYS (6 - 12TH GRADE) Oct. 9 4:00 pm to 7:00 pm

Feb. 12 4:00 pm to 7:00 pm

Mar. 5 4:00 pm to 7:00 pm

4:00 pm to 7:00 pm

## **GRADING AND PROGRESS REPORTS**

School Board Policy #5420 states that the Board directs the establishment of a system of reporting student progress. This directs teachers to send progress reports during each quarter. Mid-term grades will no longer be sent home. Instead, parents will be instructed to check ProgressBook for students on the dates below. Teachers will submit grades through Progress Book for each student in their class, and these individual grade reports will be sent home quarterly. Teachers are encouraged to send additional Progress Book reports and/or call home **if students show significant drops in grades** after progress reports are sent home. This is a great way to provide additional customer service and encourage students to see the importance of tracking their grades.

Take grades regularly throughout the quarter and post to Progress Book **at least once per week**. Parents have a legitimate complaint if they do not see grades being posted regularly and then a drop in the quarterly grade the final week or two of the quarter. Each of us should have a goal of taking at least 2 grades per week each quarter. The more opportunities we give students to “show what they know”, the better position we put ourselves in to explain why and how the child’s grade is fair, objective, and demonstrates progress toward mastery of skills, concepts, and vocabulary.

**Assessments** – Throughout the year we want to continue to focus our attention on consistent and frequent formative assessments that we can use to drive instruction. We want to increase the frequency of assessments using models that resemble the AIR Assessments to better prepare our student for State testing. Some of you are doing a great deal of this already and can assist others who may have questions. The more we put students into testing situations, the better prepared they will be for the next generation of assessments.

### **Grades Due in ProgressBook (8AM) for Mid-term Check and in the office for Report Cards:**

Mid-term Check– Quarter 1: TBD

Report Card – Quarter 1: TBD

Mid-term – Quarter 2: TBD

Report Card – Quarter 2: TBD

Mid-term – Quarter 3: TBD

Report Card – Quarter 3: TBD

Mid-term – Quarter 4: TBD

Report Card – Quarter 4: TBD

## **Staff and Grade Level Team Meetings**

Monthly K-5 meetings will be held at 7:45 a.m. in the Media Center throughout the school year. Meetings will start promptly at 7:45 a.m. and will be the first Tuesday of the month. In an effort to promote our own professional learning community, we will try to make as much of our meeting time oriented toward “professional development”. This will allow us to issue certificates for CEU credit. Teachers should notify Anna Garafolo if they are unable to attend a meeting. Make up sessions are available if needed. Monthly K-2 and 3-6 meetings will also be held on the third Tuesday of the month at 7:45 a.m. meeting locations will be announced monthly in the WES Weekly Bulletin.

Grade level meetings will be held on the weeks we don’t have staff meetings. Meetings will be held during common plan time. Grades 3-6 will meet on Wednesdays and K-2 will meet on Thursdays. Intervention Specialists, Title I, and Specials will join other grade level meetings as their schedules allow. Grade level meetings will be facilitated by administration. An agenda will be sent prior to the meeting when possible, and staff is welcome to submit items to discuss. These meetings are to facilitate discussions around student concerns and other issues affecting each grade level

### **Possible meeting topics include:**

- Content goals/objectives—Common Core / State Standards
- Pacing of material/lessons
- Technology PD-Chromebooks, etc.
- Lesson strategies – delivery of instruction
- Assessments
- FIP / Formative Assessment
- Data analysis
- Horizontal or vertical articulation of curriculum
- Other academic issues/concerns
- Specific student concerns

The over-arching goal of staff meetings and grade level meetings will be to continue improving the professional learning community of the school.

## **Meeting Dates**

### **PLC Meetings: TBD**

### **Preschool Meetings: TBD**

## **SECTION I: GENERAL POLICIES**

### **ADMINISTERING MEDICINE TO STUDENTS**

Designated school employees may administer medications to students according to Board policy. Students must have a completed Medical form on file to take any medicines at school. Non-prescription medicines may be administered only with written permission of the parent, and prescription medicines may be administered only with a written prescription from a physician. The school nurse, the building principal, and other designated office personnel are primarily responsible for administering medicines to students. At no time should any school employee provide something like an aspirin or Tylenol to a student who is complaining of not feeling well. Always send these students to the clinic.

### **ALTERNATIVE SCHOOL**

Wayne Local School District pays tuition to allow some students to attend school at the Warren County Alternative School. This is a non-traditional school setting for children who are not experiencing success in school, as demonstrated by grades, attendance, or behavior.

### **ANNOUNCEMENT PROCEDURES**

School-wide announcements are made via televisions and over the school's public address system. The school principal will decide which announcements will be made during the school day. Please use common sense in the length and frequency of announcements to students.

### **ANTI-HARASSMENT**

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board. (WLS Board of Education Policy Reference 3362)

The Anti-Harassment Complaint Coordinator is the District Superintendent.

### **ASBESTOS NOTIFICATION**

Asbestos management plans are located in the school district central office and are available for inspection. The school district contracts for an annual asbestos inspection to keep these records current. Most of the asbestos in the school district has been removed, and the small amount that remains is contained in a manner that presents no safety concerns.

## **ASSEMBLIES AND SUPERVISION**

During assemblies, all teachers will be expected to supervise students and correct any student demonstrating undesirable behavior. Most problems of student behavior in assemblies are a result of poor supervision. Students seldom misbehave when a member of the staff or the administration is observing. For this reason, teachers must be present during assemblies. Faculty members are expected to sit with the student body and also to supervise them, or to be assigned other supervisory duties.

## **ASSIGNMENT OF STUDENTS TO CLASSES**

The building principal is responsible for assigning students to classes. The school district does not accept parent requests for specific teachers, but does use information from parents to make the best choices for students and teachers.

## **BELL SCHEDULES**

Each school's bell schedule will be provided by the building principal.

## **BLOODBORNE PATHOGENS AND COMMUNICABLE DISEASES**

The district provides reasonable protection against the risk of exposure to communicable disease for all employees while engaged in the performance of their duties. All school district employees are required to receive annual training about safety issues associated with blood borne pathogens and other communicable diseases. Students and staff who contract these diseases will have their status safeguarded in accordance with Federal and State statutes regarding confidentiality and their civil rights will be respected.

## **CARE OF CLASSROOM AND EQUIPMENT**

Teachers should make sure the room and equipment are being used properly. Any student abusing the building or equipment should be reprimanded and sent to the office, if necessary. Teachers should promote pride in the school facilities and student self-discipline by having high expectations for students to keep the area around them neat and clean. Please check the tops of desks and library tables daily. If they are damaged by writing or scratches, report it to the office. Windows should be closed at the end of every day. If the room is too hot or cold, report to the office to have the thermostat regulated. When leaving your room for any extended time, please lock your door. Please notify the office of any physical problems within your room. Proper repair will be made promptly. Teachers and students are not to remove or exchange any school furniture or equipment unless authorized to do so by the principal.

## **CHECKOUT**

All teachers are required to work on the day after students last day to take care of grades and storing materials for the summer. Each building principal will establish the schedule for the teachers' last day and checkout procedures, which may vary from building to building. Checkout forms are due no later than 4:00 p.m. on the last teacher work day.

## **CHILD ABUSE AND NEGLECT TRAINING**

All new teachers/professions are required to attend a Child Abuse and Neglect Training session. According to O.R.C. 3319.073 it requires new employees to receive this training or present evidence of prior training.

## **CHILD ABUSE AND NEGLECT OF STUDENTS REQUIRED REPORTING**

State law requires any school employee who suspects a child may be neglected or abused to report this concern. Building principals and school guidance counselors may provide assistance to teachers with making reports to local law enforcement or children's services agencies. A written copy of such reports must be made to the building principal on the day such a report is made.

Ohioans who suspect child abuse or neglect now have one phone number that can put them in contact with child welfare or law enforcement officers in their county. The Ohio Department of Job and Family Services (ODJFS) launched 855-OHCHILD (855-642-4453), where reports can be anonymous.

## **CLASSROOM SECURITY**

Staff members are requested to turn out the lights and secure all windows and doors when leaving a classroom. Personal items of value are not a good idea at school, and should be locked in a secure location when present at school.

## **CLASSROOM SUPERVISION**

Each teacher is expected to supervise his own classroom students at all times. Each teacher is legally responsible for the students assigned to him/her each period of the day. Do not leave students unattended in classrooms and study halls. Students should never be left alone, unsupervised, in the classroom. If an emergency occurs and you must leave your classroom, please call the office.

## **CLINIC**

When a student becomes ill, he/she is to report to the clinic with a note from a teacher or the office, except in an emergency. If after one period the student is unable to return to class, an attempt will be made to obtain permission for him/her to go home. Permission will be granted from a student's parent, guardian or emergency medical contact through the principal, school nurse or secretary. The student will sign out. In the absence of a school nurse or office personnel, designated teachers may administer medicine per the student's medical form, such as on a field trip.

## **COMMUNICATION AND PUBLIC RELATIONS**

Positive public relations are the responsibility of every school employee. Each teacher will be asked to submit positive news a few times each year that can be published in the school district's electronic and published newsletters. Written accounts about student achievements and noteworthy instructional and extra-curricular activities should be considered for publication. Keep in mind that the residents of the Wayne Local school system are interested in their schools. All employees must constantly attempt to communicate good news to the public.

## **COMMUNITY INVOLVEMENT**

Employees are encouraged to participate in community activities such as the Ohio Sauerkraut Festival and in the community's many civic groups.

## **COMMUNITY USE OF SCHOOL FACILITIES**

School facilities are available for community use when the facilities are not being used by school groups. The superintendent is solely authorized to approve non-school usage of school facilities. A facility usage request form is available in each school district office.

## **COMPLAINTS**

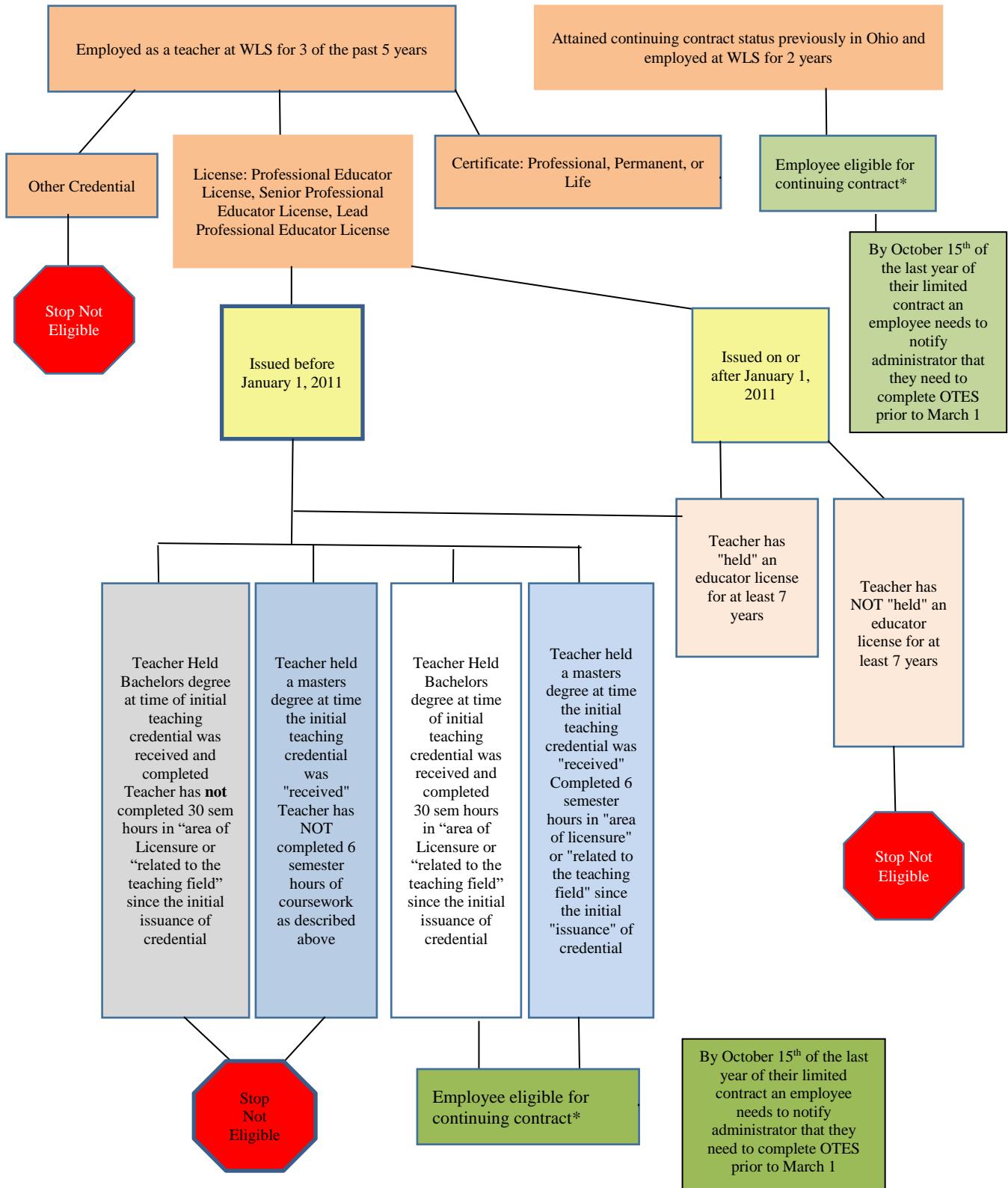
*Student/Parent Complaints*-The District recognizes that complaints regarding staff performance, discipline, grades, student progress, homework assignments, and similar issues will be made by students and parents from time to time. In general, the school district requires complaints to go through normal chain of command processes for successful resolution. That is, the student/parent should first confer with the teacher to resolve the issue, then proceed to the principal, the superintendent, and the Board of Education, in that order. This process may not always be possible, given the severity of the complaint, or other special circumstances may require other processes to successfully resolve the issue.

*Staff Complaints*-Employee complaints contending a violation, misinterpretation, or inappropriate application of district policies or administrative guidelines should be directed to the immediate supervisor for informal discussion and resolution. The same concept of using the chain of command to resolve issues applies. The collective bargaining agreement provides a grievance process for issues involving any portion of the collective bargaining agreement.

## **CONFIDENTIALITY OF STUDENT INFORMATION AND RECORDS**

All students have a right to privacy, and staff members are to respect the privacy of information such as grades, discipline issues, IEP's, and data in the students' permanent record.

# CONTINUING CONTRACT REQUIREMENTS



For newly hired teaching staff members that have not obtained a continuing contract elsewhere, the practice of the District has been to award a one year contract upon initial employment. If re-employed, another one year contract is awarded. Upon subsequent re-employment, another one year contract is awarded. Thereafter, a three year contract is awarded. Nothing contained herein shall be construed as waiving the District's right to issue a one or two year extended-limited contract to a teaching staff member who is eligible for a continuing contract.

## **CONTROVERSIAL ISSUES**

It is not possible to avoid all issues that will offend some students, parents, or some members of the community. Exposure to controversial issues can be an important learning tool for students, especially as they get older and closer to voting and other rights and obligations of citizenship. Teachers must receive prior permission to discuss or teach controversial issues from the building principal, and are encouraged to share such information with parents before doing so. As a general rule, teachers are encouraged to avoid instructional materials that use profanity, vulgarities, and sexual themes. Teachers must demonstrate respect for various religious and political views, and the ultimate right of parents to determine their child's exposure to these issues. From time to time it may be necessary to provide alternative educational materials to students whose parents object to a particular educational topic.

## **COPIES**

All teachers using equipment in the teacher's workroom should check with the school secretary if there are problems with the machines, or if you need help with any of the equipment. Infringement on copyrighted material, whether prose, poetry, graphic images, music, audiotape, video or computer-programmed materials, is a serious offense against federal law, a violation of Board policy, and is contrary to ethical standards required of school employees.

## **COUNSELING AND GUIDANCE PROGRAM**

Each school building has a guidance counselor available to assist students, parents and staff. Counselors do not offer professional therapy, but are very involved with academic counseling, student assistance with a variety of academic, social, and personal issues, and each school counselor serves as the state test coordinator for their school.

## **CRIMINAL RECORDS CHECKS**

The state board of education require persons seeking employment or employed in the public schools to submit fingerprints and written permission authorizing criminal records checks in all of the following situations:

1. any person initially applying for any certificate, license or permit; 2. any person applying for renewal of any certificate, license or permit; 3. any person teaching under a professional teaching certificate no later than five years after the original certificate was issued or renewed; 4. ODE has set September 5, 2008 as the deadline for all permanent, eight year, and permanent non-tax certificated/licensed educators in the State of Ohio to complete the background check requirements. The department of education requires these educators to then complete both the BCI and FBI background checks once every five years unless they apply for a new license or permit of a different type.

WLS must have on file a BCI background check and FBI background check. FBI background checks must be resubmitted every five (5) years.

## **CONDUCT UNBECOMING**

As stated in the article "*ODE defines 'conduct unbecoming'*" by Renee L. Fambro, Deputy Director of Labor Relations.

*The question of what constitutes "conduct unbecoming for the teaching profession" was left unanswered by House Bill 79, which requires reporting of conduct unbecoming when it results in a criminal conviction;*

*nonrenewal or termination; resignation under treat of nonrenewal; or termination or resignation stemming from an investigation.*

*In March 2008, the Ohio Department of Education (ODE) released its final rules creating a Licensure Code of Professional Conduct for Ohio educators. The rules define what actions constitute “conduct unbecoming” and other teacher misconduct that must be reported. The new code is divided into eight categories; professional behavior; professional relationships with students; accurate reporting; criminal acts; confidentiality; use, possession or unlawful distribution of alcohol, drugs and tobacco; accepting compensation for self-promotion or personal gain; and commitment to contract. Each category sets forth a statement that defines the expected behavior of educators. Each category then lists a nonexclusive list of what constitutes “conduct unbecoming.” Some examples include:*

- *Disparaging a colleague, peer or other school personnel while working in a professional setting (e.g. teaching, coaching, supervising or conferencing) on the basis of race or ethnicity; socioeconomic status; gender; national origin; sexual orientation; political or religious affiliation; physical characteristics; age; disability; or English language proficiency.*
- *Violating local, state or federal procedures related to the security of standardized tests, test supplies or resources.*
- *Using technology to intentionally host or post improper or inappropriate material that could reasonably be accessed by the school community.*
- *Using inappropriate language, gestures or signs at any school-related activity, such as racial slurs, or biased, lewd or lascivious expressions.*
- *Knowingly contributing or failing to intervene in the harassment, intimidation or bullying of a student.*
- *Falsifying, intentionally misrepresenting, willfully omitting or being negligent in reporting reasons for absences or leaves.*
- *Using confidential student, family or school-related information in a non-professional way (e.g. gossip, malicious talk or disparagement).*
- *Soliciting students or parents of students to purchase equipment, supplies or services, or to participate in activities that financially benefit the educator without notifying the superintendent or designee and/or not in accordance with local board policy.*
- *Using school property without the approval of the superintendent or designee and/or not in accordance with local board policy (e.g. technology, copy machines, vehicles).*
- *Willfully refusing to perform services and duties required by the contract, except as outlined in Ohio Revised Code Chapter 4117 (collective bargaining law).*

*The code goes on to discuss the disciplinary process, including due process requirements, as well as potential sanctions for violations. You can find the entire code of conduct at [www.ode.state.oh.us/GD/DocumentManagement/DocumentDownload.aspx?DocumentID=46191](http://www.ode.state.oh.us/GD/DocumentManagement/DocumentDownload.aspx?DocumentID=46191).*

## Discipline Documentation Form

### Employee Information

Name of Employee: \_\_\_\_\_

Employee's Job Title: \_\_\_\_\_

### Incident Information

Date/Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Description of Incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witnesses to Incident: \_\_\_\_\_

Was this incident in violation of a company policy?      Yes      No

If yes, specify which policy and how the incident violated it. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Action Taken

What action will be taken against the employee?  
\_\_\_\_\_  
\_\_\_\_\_

Has the impropriety of the employee's actions been explained to the employee? Yes No

Did the employee offer any explanation for the conduct? If so, what was it?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of person preparing report: \_\_\_\_\_

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

## **CURRICULUM**

Wayne Local Schools uses the Ohio's recommended model courses-of-study that are aligned with Ohio's state assessments. Teachers are expected to design every lesson around the State's model curriculum.

## **DISPLAY AND BULLETIN BOARDS**

Bulletin boards and display areas are located throughout the schools. This is a great way to create an attractive and positive learning climate, and to share good news with the public who visit the schools. The fire department restricts some exhibits and it is always good to check with the principal or maintenance supervisor about covering too much wall space with paper or possibly blocking aisles or doors.

## **DRUG FREE WORKPLACE**

Wayne Local School District shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any school district employee, while on district property or at any district event.

## **DRUG AND ALCOHOL USE AND TESTING REQUIREMENTS**

Requirements for all employees operating a vehicle under a CDL or Van Certification

Federal law prohibits any alcohol misuse that could affect the performance of driving a commercial motor vehicle. This includes:

- A. use on the job;
- B. use during the four hours before driving a commercial motor vehicle;
- C. having prohibited concentrations of alcohol in the system while driving a commercial motor vehicle;
- D. use during eight hours following an accident and
- E. refusal to take a required test.
- F. Federal law prohibits any controlled substance use without a licensed physician's written prescription.
- G. Federal law requires employers to implement certain drug and alcohol testing procedures in accordance with the requirements of 49 C.F.R. Part 382. The law mandates that drivers of commercial motor vehicles (bus drivers and chauffeurs alike), which includes school buses and school vans, be subject to pre-employment testing, reasonable suspicion testing, random testing, post-accident test, return to duty and follow-up testing.

### **Test Required**

1. Pre-employment. Prior to the first time a driver performs safety sensitive functions for the employer, the driver must undergo testing for alcohol and controlled substances. This requirement pertains to all new hires and existing employees transferred to a commercial drivers' position or school van position. The Board is under no obligation to hire an applicant who fails a drug or alcohol test.
2. Post-Accident Testing. As soon as practical after an accident involving a commercial motor vehicle or school van, a driver may be tested for alcohol and controlled substances. An accident is defined as one which involves the loss of human life, known injury or the driver receives a citation under state or local law for a moving traffic violation arising from the accident. A CDL and school van license holder who is subject to post-accident testing shall remain readily available for such testing or shall be deemed by the District to have refused to submit to testing. The required testing shall not delay necessary medical attention for injured people following an accident or prohibit a CDL or school van license holder from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

3. Random testing. The selection of CDL and school van license holders for random alcohol and controlled substances testing shall be made by a scientifically valid method provided by the District's drug-testing facility. Under the selection process used, each CDL and school van license holder shall have an equal chance of being tested each time selections are made.
4. Reasonable suspicion testing. Drivers are required to submit to testing based on "specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver". Reasonable suspicion testing is authorized by the regulations during, just preceding or after a period of the work day the driver is required to be drug or alcohol free. The required observation for reasonable suspicion testing will be made by the Superintendent and/or designee.
5. Return to duty testing. After a driver fails to pass an alcohol or controlled substance test, the driver will be required to undergo and pass another test before the driver is permitted to operate a commercial motor vehicle and/or school van.

## **Email**

Email is part of our lives, but we need to be careful how we use it. Email is public record and may be requested by any citizen through a public records' request. Therefore, be careful what you say in email about parent(s), student(s), and/or colleague(s). Do not discuss grades through email unless the parent has given you specific written instructions to do so (keep a hard copy in this case). Always use only the first name and last initial of a student when corresponding through email. If you can use first name only and maintain clarity – then please do so.

## **ESL STUDENTS**

Students whose primary language is a language other than English are provided appropriate assistance through the district's English as a Second Language (ESL) program. Federal law requires these students to be counted in the school district's accountability measure of Adequate Yearly Progress after they have been enrolled for one year.

## **FACULTY MEETINGS**

According to the Master contract with the Wayne Local School Board and the WEA, two monthly staff meetings may be held. Dates for each school will be provided by the building principal. All faculty members must attend these meetings unless emergencies prevent their attendance. The teacher will notify the principal whenever he/she is unable to attend a meeting. Please make arrangements to attend a make-up session as soon as possible.

## **FAMILY AND MEDICAL LEAVES OF ABSENCE (FMLA)**

FLMA leave policy is found in 3430.01 for professional staff of the Wayne Local Board of Education's adopted policies. Safeguards for employees include FMLA information posted in a conspicuous location, written notice to the employee when leave is requested and written FMLA policy.

Included in the FMLA policy are the qualifying reasons for FMLA and Military Family Leave. Additionally the policy addresses eligible employees; the district's calculation method of the amount of time for leave; definition of serious health condition; intermittent and reduced schedule leave; substitution or concurrent use of paid leave with FMLA leave; limits on FMLA when both spouses are employed by the Board of Education; certification; recertification; job restoration and maintenance of health benefits; and the requirement of fitness for duty examinations upon request before returning to work. A hard copy of the policy is available.

## **FEES**

A fee is an amount of money collected from a student to cover the cost of consumable materials required for specific courses. All fee money must be spent in the year it is collected on the students who paid the fee. Fee accounts do carry over until the student graduates, but every effort should be made to not carry over to the next year.

## **FIELD TRIPS**

Field trips can be an important component of an educational program, especially for students from economically disadvantaged homes. Field trips are limited to one (1) per grade level and subject to administrative approval. Teachers are requested to have administrative approval of the field trip BEFORE sharing this information with the students and parents. All overnight and out-of-state trips require approval of the Board of Education. Teachers who desire to take field trips must fill out the Field Trip Request Form at least one month in advance of the proposed trip. Upon approval by the principal, the form will be forwarded to the superintendent for approval and for transportation arrangements. After approval, the teacher is responsible for sending notes home to parents prior to students making the trip. The teacher must publish a list of the students attending the field trip at least one week in advance of the trip. Teachers are responsible for supervision of students on field trips at all times, and the field trip is merely an extension of the classroom, where all school district policies and rules are to be enforced.

## **FINES**

A fine is an amount of money collected from students who have lost or abused property that belongs to the school district. Teachers must maintain accurate and up-to-date records of all school district property given to students, such as textbooks, novels, equipment, uniforms, instruments, and other items. The names of students who have lost or mistreated items must be submitted to the office at the end of each semester.

## **FOOD SERVICE**

The school district participates in the National School Lunch, School Breakfast, and Commodity programs. The goal of the food service department is to provide nutritious meals to students, and to operate a self-supporting program. Students are provided opportunities to complete applications for free and reduced meals.

## **FRAUD REPORTING-SYSTEM**

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](http://www.ohioauditor.gov)**

*Employees who file a complaint with the new fraud-reporting system receive some protections under Section 124.341 of the Revised Code. 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.*

## **FUNDRAISING FOR CHARITY AND DONATIONS TO WORTHY CAUSES**

There are many worthy causes and organizations that solicit assistance from students and school groups each year. In general, each school building will have no more than three charity fundraising events, one being the annual Christmas food drive. Teachers who wish to do a charity event must have the principal's prior approval **BEFORE** discussing the event with students.

## **GIFTS TO EMPLOYEES**

Ohio ethics rules prohibit public employees from accepting gifts such as dinners or golf outing from any school district vendor that exceeds \$50.00 without filing a written report with the Ohio Ethics Commission. Any employee who may potentially have a conflict of interest with a potential school vendor is required to report that potential conflict to the superintendent before the expenditure of any school district funds.

## **GUEST SPEAKERS**

Guest speakers may be used in classroom when the content being presented is consistent with the approved curriculum. Teachers are expected to notify the principal of the date, time, and content whenever such a guest speaker is scheduled. The principal may disapprove any guest speaker at any time. Please have the guest speaker report to the office for a visitor's badge.

## **HALLWAY SUPERVISION**

During the change of classes, teachers are requested to station themselves in the hallways to help supervise students in the halls. Please do your share – be a part of the team by insisting on good behavior in the halls, cafeteria, and restrooms.

The hallways of a school are often the only contact that much of the local community and most visitors have with the building outside of the office, gymnasium and commons areas. Therefore, the condition of the halls and procedures for passing between classes become very important factors in creating the opinion many people have of the job we as a faculty are doing.

- A. Students are not to loiter in the halls or in the restrooms.
- B. Each teacher will provide supervision wherever he/she might be. Don't be afraid to become involved – even if away from your classroom.
- C. Monitor restroom breaks and know who is in/out of your classroom.
- D. Students may remain in the building after the bell rings if engaged in a supervised activity directly under the supervision of a teacher. They are to be with the teacher in the specific area of activity, and not loitering in the halls. For those teachers engaged in special activities after school, do not leave before all students are safely transferred to their parent's control.

## **HAND WASHING POLICY**

Studies have shown that hand washing and personal hygiene are the most important measures a person can use to prevent illness and communicable disease. Many germs can live for long periods on tables, counters, and other hard surfaces. Hand washing with soap and warm water for a minimum 20 seconds, paying close attention to the surfaces between the fingers and on the back of the hands, is best for removing dirt and germs. The proper use of hand sanitizers is also useful in controlling the spread of germs.

It is the policy of Wayne Local Schools that students and staff wash their hands with soap and water:

1. After using the restroom;
2. Before and after eating;
3. If their hands are visibly soiled;
4. If the student or staff member has encountered chemicals or other items, such as soil, in a science lab, art room, vocational facility, or other educational venue that soils hands;
5. If the student or staff member encountered chemicals during cleaning the school environment;
6. After cleaning animal habitats or handling animals;
7. Before and after each task when preparing food in any class such as family science or an integrated class;
8. After athletic practices and games;
9. If the student or staff member has encountered bodily fluids;
10. After recess;
11. After sneezing or coughing.

When soap and water are not available and hands are visibly soiled, CDC guidance adds that alcohol based, waterless disposable hand wipes or gel sanitizers may be used in place of hand washing on most occasions. Not all sanitizers are effective, however. A 60 percent minimum alcohol concentration is necessary to kill most harmful bacteria and viruses.

Hand washing signs will be posted at all rest rooms and/or hand sinks.

Soap, warm water, and towels or an air dryer will be located at all hand washing areas.

The school will provide education in hand washing and hand hygiene at least once every school year.

## **HAZARDOUS MATERIALS IN THE WORKPLACE**

In order to assure the safety of staff and students, information and/or training as necessary is provided to assist staff to recognize and respond appropriately to the presence of hazardous materials in the workplace, including proper handling, labeling, storage, and disposal of such materials.

Material Safety Data Sheets (MSDS), which accompany any hazardous substance used in the school setting, are maintained and available to any school employee.

All school employees are expected to conduct their work in compliance with safe first aide and infection control procedures, and safety is to be observed at all times. It is the employee's responsibility to make full use of safeguards and safety procedures at all times.

## **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

The school district will safeguard the protected health information of employees from use or disclosure that may violate standards and implementation specifications to the extent required by law.

“Protected Health Information” means individually identifiable health information that is 1) transmitted by electronic media; 2) maintained in electronic media; or 3) transmitted or maintained in another form.

The electronic exchange of financial and administrative transactions related to an individual's protected health information will meet the requirements of HIPAA.

## **HOME INSTRUCTION**

There are occasions when a student is unable to attend school, such as for an extended health problem. The school district does sometimes provide a home instruction tutor to such students. Teachers are expected and required to work cooperatively with everyone involved with home instruction to the benefit of the student.

## **INDEPENDENT STUDY PROGRAM**

There may be some rare occasions when a student is assigned to an independent study program by the building principal.

## **INJURY/ILLNESS PROCEDURES FOR AN EMPLOYEE**

All injuries/illnesses occurring on school property or during the course of district-sponsored activities are to be reported to the building principal and nurse immediately, who will report to the superintendent. In the case of a typical BWC claim the employee should be taken to **Waynesville Urgent Care, 4353 East State Route 73, Suite 150, Waynesville OH 45068. Phone # (513) 855-4336.**

In the case of immediate assistance from rescue squad personnel; all employees are authorized to dial 911. Take immediate first aide actions to promote the safety and wellness of the employee. The squad will take the person to the most appropriate emergency facility.

A completed accident report form must be submitted to the principal's office within 24 hours. Employees seeking treatment for an on-the-job injury are required to complete the necessary paperwork needed for Workman's Compensation and give it to the school district treasurer within 24 hours.

## **INJURY/ILLNESS PROCEDURES FOR A STUDENT**

Take immediate first aide actions to promote the safety and wellness of the student. Notify the nurse and the principal's office. Dial 911 immediately if there is a need for assistance from rescue squad personnel. All employees are authorized to **dial 911!**

All accidents must be reported to the office immediately following proper care of the patient. An accident report form must be completed by the witnessing teacher and submitted to the principal's office. Office personnel will make needed contacts with parents or legal guardians.

Pupils who become ill in class must be sent to the nurse's office. In case of accident or illness where a pupil cannot be moved, notify the nurse immediately.

## **INTEGRATED PEST MANAGEMENT POLICY**

The Wayne Local School District recognizes that the maintenance of a safe, clean, and healthy environment for students and staff is essential to learning. It is the goal of the district to provide the safest and lowest risk approach to control pest problems, while protecting students, staff, the environment, and district property.

The district supports a least-toxic integrated pest management approach. This focuses on long-term pest prevention and gives non-chemical methods first consideration when selecting appropriate control techniques. The full range of alternatives, including taking no action, will be considered first, with chemical controls used as a last resort. Preference will be given to chemicals and methods of application that pose the least hazards to people and the environment. The district's long-term goal is the elimination of all chemical pest control methods.

## **INVENTORY**

All teachers are required to maintain accurate inventories of textbooks, classroom furniture, and equipment.

## **JOB DESCRIPTIONS**

Each employee is required to have a signed job description, and job descriptions are subject to change per rights reserved to management except those expressly limited by the collective bargaining contract.

## **KEYS**

Teachers will be issued a key for each room to which they need to have access by the office staff, and outside door keys are issued by the school district's Technology Coordinator. The loss of any key should be reported to the office immediately. Teachers will be fined \$50 for the loss of any "Smart Key." Keys should be in the teacher's possession at all times. Classroom doors should be locked at the end of the school day. Teachers should open and lock doors personally. Staff members are not to have keys made without written permission from the principal in charge of the building.

## **LESSON PLANS**

Quality instruction is only possible with quality planning. All teachers are required to complete lesson plans that are directly linked to Ohio adopted state standards. Each building principal will provide an acceptable lesson planning format. A copy must be available for the Principal at all times. Each principal may provide additional specific information about lesson plan requirements.

## **LIBRARY/MEDIA SUPPORT**

Each school building has a library/media center staffed by a school district employee. Teachers are encouraged to use the print and media resources provided by the school library, the local public library, and other resources.

## **LPDC**

State law establishes Local Professional Development Committees in each school district to assist teachers with licensure. The Wayne Local LPDC consists of both teachers and administrators to review the required documentation for conversion from certification to licensure and for licensure renewal. Members of the LPDC will communicate with employees periodically about their certificate/license.

## **MAIL SERVICES**

The school district uses an interschool mail service to transmit documents between offices and schools. The USPS delivers mail to the central office daily.

## **MATERNITY LEAVE GUIDELINES**

In Article 14 of the master contract Wayne Local School District establishes the use of paid sick leave only for "justifiable" reasons. Pregnancy and a post-partum period is a "justifiable" use of sick leave. The established standard of maternity leave in public school districts in the State of Ohio is six weeks with pay if the employee has accrued enough sick leave. Maternity leave starts the ninth month or sooner related to the birth or adoption of a child. The six weeks is a recovery period that will apply to all employees, despite the fact that some mothers may physically be able to return to work much earlier than 6 weeks. If the delivery is a Caesarian procedure the employee is eligible for 8 weeks of paid recovery time.

1. If the child is born or adopted during the summer months when the school district is not in-session; the typical employee does not need to use paid sick leave. Starting from the date of birth/adoption if the 6 (8) weeks have expired by the time the staff work year begins the employee would not be able to use any paid sick leave. Alternatively, if 5 weeks have expired by the time the work year begins then the employee would be able to use one week of paid sick leave and so on. The employee cannot delay maternity leave to start paid leave at the beginning of the school year.

Summer maternity leave releases the employee from having to attend any potential work functions during the 6(8) weeks of maternity leave.

2. Six (6) weeks of maternity leave releases the employee from the requirement to meet the five (5) or more consecutive work days of absence requirement or providing a physician's statement indicating an anticipated date of return. Secondly the employee does not need to complete and submit a "return to work" certificate.
3. If the delivery is a Caesarian procedure the employee is eligible for 8 weeks of paid recovery time. The employee does not need to submit a physician's statement after five days or submit a "return to work" certificate.
4. The employee may receive more than 6-weeks of recovery time if there are related complications and a physician's note indicates the need to be on leave beyond 6-weeks. In this case the employee must submit a "return to work" certificate.
5. The 12-week FMLA standard is the over-arching federal requirement that allows an eligible employee to take a leave of absence without pay due to personal ill health or disability which prevents the teaching staff member from normal teaching duties due to sickness, illness, accident, or personal maternity (including the status of being pregnant, miscarriage, complications related to pregnancy, childbirth, and the recovery there from). FMLA leave is not counted when a staff member is on vacation because school is not in-session. In other words, school is not scheduled for periods of time during summer, winter or spring breaks and that time is not deducted toward 12 weeks.
6. In cases 2, 3, and 4 the employee may "substitute" (run concurrently) any of earned or accrued paid leave /sick leave and personal leave/ for unpaid leave, when school is in session.
7. While on FMLA leave the Board shall maintain the staff member's current coverage under the Board's group health insurance program.
8. The Superintendent will notify the employee when it has been determined that an FMLA qualifying event has started the 12-week maximum period for a 12 month period of time.
9. Article 14.12 establishes a teaching staff member may request a leave of absence without pay for child care reasons to begin with the birth. The leave of absence without pay for child care reasons shall terminate one (1) year after the one-year anniversary date. The staff member may be asked to stay out until the conclusion of a grading period.

Additional leave may be granted by the Board at its discretion.

## **NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

Wayne Local School District does not discriminate on the basis of religion, race, color, national origin, gender, disability, or age in its programs, activities, or employment.

The compliance officer for Wayne Local Schools is the Superintendent of the Warren County Educational Service Center.

## **NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

Wayne Local School District does not discriminate on the basis of race, color, religion, national origin, gender, disability, or age in its programs and activities, including employment opportunities.

The compliance officer for Wayne Local Schools is the Superintendent of the Warren County Educational Service Center.

## OHIO RESIDENT EDUCATOR PROGRAM

To be eligible to participate in the Ohio Resident Educator Program, beginning teachers must:

- Hold a valid resident educator license or alternative resident educator license of any type, or a one-year out of state educator license.
- Be employed by an ODE-chartered educational entity, ODE or ODJFS licensed pre-school, Ohio correctional facility or a private educational agency located in Ohio;

Required	Eligible (Not Required)	Not Eligible
Chartered school districts Chartered community schools Chartered non-public schools State supported schools with special purposes <ul style="list-style-type: none"><li>• Ohio Department of Development Disabilities</li><li>• Ohio School for the Deaf</li><li>• Ohio School for the Blind</li><li>• Department of Youth Services</li></ul>	Private pre-schools Adult corrections facilities	Non-chartered non-public schools

**Required**

- Teach at least two classes or .25 FTE in their area of licensure or in the area in which the teacher holds a supplemental teaching license.
- Be responsible for planning and delivering standards-based, preK-12 curriculum to students and evaluating their progress.
- Work 120 days as defined by Ohio Revised Code.
- Be assigned an ODE-certified, trained mentor by their employer.
- <http://education.ohio.gov/Topics/Teaching/Resident-Educator-Program/Resident-Educator-Overview>

## OUTSIDE ACTIVITIES OF STAFF

No employee shall be obligated or involved with any outside activity that interferes with the normal contractual obligations of a school district employee. School employees shall not give school time to outside activities for which they are paid or there is not a satisfactory reason to be excused from assigned school duties; use school property or time to solicit or accept customers for private enterprises; campaign on school property on behalf of any political candidate.

## PARENT-TEACHER CONFERENCES

Conferences between parents and teachers are important means of communicating student progress and resolving issues. Parents should be viewed as allies in the education process. Conferences should be treated as an opportunity for constructive, mutual exchange of information and ideas for the welfare of the student. In addition, parents and teachers may meet at mutually agreed times throughout the school year. The building principal is always willing to support and assist teachers in the conferences. Parents may opt for a virtual conference instead of in-person.

## PATRIOTIC PROGRAMS

Each school staff is required to plan annual Constitution Day and Veterans' Day commemorations and/or activity.

## **PAYROLL SYSTEM**

Teachers are paid every two weeks for 26 weeks of the calendar year. Paychecks are issued every other Friday by an electronic funds transfer directly into the employee's personal banking account. Employees receive an electronic statement from the school district treasurer's office that provides an account of the pay period and a cumulative record of the employee's earnings, deductions, and sick leave balances. A number of payroll deductions are required by law, such as federal and state income taxes, Medicare, and STRS. Employees also receive deductions for health insurance. Employees may also elect to have some voluntary deductions, such as for the school district employee scholarship fund and private annuity accounts. All questions regarding payroll should be directed to the treasurer's office.

Medical, Dental, and Life insurance benefits are offered to employees per the established approved contracts. Benefits continue while the employee is on active pay status. The following clarifies benefit status for special situations:

### **Retirees**

Benefit payments must cease the month the employee is eligible for SERS or STRS retirement pay. If an employee retires during the school year, benefits will cease at the end of the month of retirement. For instance if an employee retires in May of the year so that the employee is eligible for a June SERS or STRS payment, then the payment of benefits by the district stop on May 31<sup>st</sup>. This is the date that the employee stops being an active employee.

### **Resignations**

For non -certified twelve month employees Benefit coverage and payments will cease the month the employee resigns. For other non-certified employees that have completed a full year of service benefits would cease at the date of resignation but no later than July of the year of resignation. For part year employees that resign benefits would cease at the date of resignation but no later than June 30<sup>th</sup> of the year of resignation. Benefit coverage has to be requested by the employee. For any payout requests benefits cease at that time but again not later than the June 30<sup>th</sup> or July discussion above. Life Insurance if any will cease May 31st. See note on health savings repayment below.

**For Teachers:** If a teacher completes the full year of teaching, they will be eligible for benefits thru July of the year of resignation if such benefits are requested by the employee.

Medical Insurance if any will cease July 31<sup>st</sup>.

Dental Insurance if any will cease July 31<sup>st</sup>.

Life Insurance if any will cease May 31<sup>st</sup>.

Any union dues that are due will be withheld from your payout.

Your final payout typically would occur with our last payroll in July.

See note on health savings repayment below.

### **For Retirees Resignations Reduction in Force: Health Savings Account Contribution Re- Payment**

If the district made a contribution to your Health Savings Account then you will owe a pro-rata amount back to the district. This amount is calculated from January 1 of the current year to your last work day of the school year. The amount can be paid via a check to the district or be withheld from any contract amounts due to you. **Warning: “Do not write a check from your Health Savings Account”**  
**to pay back the district’s HSA pay in, this would create an adverse tax condition for you.**

## **Reduction in Force /Layoffs or Suspended Contracts**

Benefit payments must cease the month the employee's contract is suspended. However Teachers completing the school year will have benefits paid through August of the given calendar year if such benefit continuation is requested by the employee. The employee would also be eligible for COBRA and could pay the total cost of premium and service fee.

## **PERSONNEL RECORDS**

A public personnel file is maintained for every school district employee in the central office. The content and public availability of personnel files are governed by Board policy and collective bargaining agreements.

## **PLEDGE OF ALLEGIANCE**

Each school building is expected to have a weekly schedule when all students and staff will recite the Pledge of Allegiance. Students and staff may be excused for religious reasons or other reasons approved by the principal.

## **PROFESSIONAL DEVELOPMENT**

Wayne Local School District places a high value on continuous improvement through staff development. There is a strong connection between teacher learning and student achievement. The school district places high value on professional development around literacy and best practice instruction, as well as PD that is linked to district and building goals. Most professional development occurs in the school district, but there are occasions when staff will benefit from attending meetings out of the school district. Please follow this process to request attendance at such a meeting:

1. Fill out REQUEST TO ATTEND PROFESSIONAL MEETING form and submit it to the principal, who will send it to the Superintendent if it is approved.
2. After approval by the Superintendent complete a Purchase Order(s) for registration fee and for reimbursement of mileage, lodging, meals, and any other expenses. This should be done before the meeting using estimated amounts.
4. After the meeting, fill out RE-IMBURSEMENT REQUEST and attach to the Purchase Order to yourself and send it through for payment. Attach original proof of expenditures such as hotel bill, meal receipts, parking receipts, etc.

## **REIMBURSEMENT FOR PROFESSIONAL COSTS OF MEETINGS, MEALS, TRAVEL EXPENSES**

The school district pays the costs for pre-approved professional meetings, meals, and travel expenses of employees. Such reimbursements require pre-approved purchase orders. The school district does not pay for meals, lodging, or travel expenses of non-school district employees, and at no time is alcohol to be purchased with school district funds. Credit card purchases are possible with pre-approved purchase orders only, and school employees may not benefit from credit card promotions such as points or sky miles.

## **RESPONSIBILITIES OF EXTRA-CURRICULAR SPONSORS**

It is the responsibility of each sponsor of any extra-curricular activity to provide the necessary supervision required for the student with whom he/she is working. The sponsor should take special care to maintain the condition of our school facilities during after-school use. Doors should be locked (both inside and outside) and lights turned off in areas that have been used by after-school organizations. The supervisor must not leave until all students have left school property or been picked up by their parents.

## **RIGHTS OF DISABLED STAFF**

No employee or candidate for employment shall be discriminated against in recruitment, employment, promotion, training, or transfer solely because of a disabling condition. Reasonable modifications shall be made for employees with disabling conditions. The school district will provide barrier-free facilities to the extent that disabled employees shall have the same opportunities as non-disabled employees. The superintendent is the school district's compliance officer.

## **SCHOOL CLOSING FOR EMERGENCIES**

Throughout the school year it may be necessary to close school due to inclement weather, utilities problems, or for other emergency issues. Employees will be notified via an instant communications tool through The Education Connection (TEC). This allows employees to receive telephone messages, text messages, and email messages about their school and school district. It is the employee's responsibility to update their contact information with TEC. Emergency closings are also posted on the school district's webpage and in the media.

## **SEATING CHARTS**

Teachers shall make a seating chart for each class period. It is not necessary that students sit in assigned seats after attendance has been checked, but it is important for substitute teachers to have both an accurate class roll and a seating chart. The teacher's record book and seating chart should be placed in a convenient location for substitutes in the event of absence.

## **SEXUAL AND OTHER FORMS OF HARRASSMENT**

All employees have a right to work in an environment untainted by sexual or other forms of harassment or discrimination. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment or a basis of an employment decision. Other prohibited behavior includes conduct that has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive environment on the basis of gender, religion, race, color, national origin or ancestry, age, disability, marital status, or any other legally protected characteristic.

## **SIGN-OUT PROCEDURES**

Teachers should sign-out in the office anytime when leaving the school during the normal workday. In the event of any type of emergency the school must account for every person.

## **SOCIAL MEDIA USE**

An employee's personal or private use of social media, such as Facebook, Twitter, Instagram, blogs, etc., may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the District's mission, undermine staff relationships, or cause a substantial disruption to the school

environment. This warning includes staff members' online conduct that occurs off school property including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy 8330. Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential student or employee information may be disciplined.

Staff members retain rights of communication for collective bargaining purposes and union organizational activities.

## **SOCIAL WORK/RESOURCE SERVICES**

The Wayne Local Schools resource coordinator will connect economically eligible families with appropriate social services. Staff members are encouraged to contact the resource coordinator about providing assistance to children and their families for health services, food, clothing, and shelter. The resource coordinator may also provide assistance to students whose families do not meet federal economic guidelines.

## **SOLICITATION**

No person or organization may solicit funds in any school building without the permission of the superintendent. School facilities may not be used for private sales or fundraising. All approved vendors will either make a donation back to the school district or have some value to school employees.

## **SPECIAL EDUCATION AND SCHOOL PSYCHOLOGICAL SERVICES**

Teachers must be extremely sensitive to the legal rights of students who are suspected of having any types of disabilities and those students who have been identified with disabilities. The educational rights of these students have strong federal protections and extreme caution is required when working with these children and their parents.

Wayne Local Schools provides special education identification and educational services for all children ages 3 to 22.

The school district is obligated to identify children with disabilities, and to provide appropriate services to these children. School Psychological services are contracted with the Warren County Educational Services Center, including a special education coordinator, psychological services, and a variety of support services such as speech and OT/PT. The school district provides a broad range of services in supporting families, schools, and communities in meeting the academic and mental health needs of students. Some of the most common services provided by school psychologists are 1) evaluation of academic and social-emotional needs of students; 2) collaboration in the development of special prevention and intervention programs for students; and 3) teaching effective coping and problem-solving skills through individual and small group counseling. Through consultation with and training of parents, teachers, and other professionals, school psychologists advocate sound educational practices for all students.

All teachers are required to know and implement IEP's, 504 plans, and intervention plans for all students who have suspected and/or identified handicaps.

## **STAFF ATTENDANCE**

For the 2025-2026 school year, Wayne Local Schools will continue with the automated service for recording certified staff absences and finding substitutes. The system is called **Frontline/AESOP**. This will allow certified employees the option of logging in to report an absence or the option of calling the company's toll free number. As in the past, the sooner an absence is reported, the better opportunity we have in securing a qualified substitute. The new system will be used for all types of absences including illness, personal days, professional leave, etc. All guidelines regarding staff attendance still apply.

1. In emergency situations, when the use of the automated system is not practical, please contact your building principal directly.
2. Teachers are responsible for ensuring that lesson plans are provided when they are absent. If sending from home, please send your lesson plans by email to the main office in one email so that the plans can easily be accessed by one of us in the office.
3. Continued for 2024-2025 is a sub folder in the office for you to complete at the beginning of the year. Every folder has basic information in it about your classroom set-up as well as building procedures, a map, and other information designed to make the substitute's day a good one. You should also include "emergency" sub plans in that folder. Please complete this by Friday, September 6th and return to your building secretary. The folder should include sub plans for two days.
4. Under normal circumstances, certified teachers are responsible for obtaining their own sub through either the AESOP website or 1-800 number. One exception to this would be if the teacher is already out on an absence and is not planning to return the following day. In this instance, please call your building secretary so they can contract the same sub for the following day(s) or make other arrangements. When absent, please notify the school before 2:00 p.m. that day, as to whether or not you will be returning the following day. **Please do not use the automated system for this situation.**
5. At times you may need to sign-out during the school day to run an errand at lunch. Please use the sign-in/sign-out sheet in the office and don't forget to sign-in when you return. Having this information in the event of an emergency is important. Teachers should be in their classroom by **8:30** a.m. each day to ensure student supervision.

## **STUDENT ASSISTANTS**

Guidelines for Student Aides are as follows:

1. Teacher workstations are off limits to student aides.
2. Student aides should NEVER be left unsupervised.
3. Student aides will abide by the school's tardy policy to class.
4. Student aides are prohibited from having interactions with student's grades, graded work or other confidential information.
5. Copy machines are off limits to all student aides who have not been trained by the teacher.
6. Teachers will have no more than one aide per period.
7. Teachers must sign planner for hall passes – by no means should student aides be in the halls without direction.
8. Only your aide should be in your classroom – no visitation.

9. Student aides may not leave school grounds.
10. The student must be engaged in some type of educational activity – work for the teacher, homework, etc. At no time should the student aides be playing games, sleeping, or in any other way disengaged from their duties or their homework.
11. Student assistants must be achieving academic success and have no D's or F's in their classes. Grades will be checked every marking period to make sure students are eligible to be student assistants.

### **Guidelines to Dismiss a Student Aide:**

When it becomes necessary for a student to be dismissed from the position of assistant, the following procedures are to be followed:

1. The teacher writes the principal requesting that the assistant be placed back in study hall because his/her services are no longer required. If the removal is for disciplinary reasons this should be noted on the referral so appropriate steps may be taken.
2. A dismissed student assistant may not be an assistant for anyone else for the remainder of the school year.
3. Students may not be dismissed without following this procedure.

### **STUDENT ATTENDANCE:**

**AT THE START OF EVERY DAY:** Please take accurate attendance student attendance, as the school has a legal requirement to verify unreported absences. We don't want to call homes to check absences if the student is really at school. We also do not want to miss an absence of a student whose parents need to be called.

**AT THE START OF EVERY CLASS PERIOD:** Begin your class as soon as the bell rings to signify the beginning of the period. By being prompt, tardiness to your class will be less. Check attendance every period. Notify the office as soon as possible when a student is not on the absence list and is not present in class. If a student is present, but on the list, please contact the office as soon as possible. Teachers must know the location of every student at all times.

### **STUDENT HARRASSMENT**

Sexual and other forms of harassment from school employees to students will not be tolerated. Any student who alleges harassment from a school employee or another student must be encouraged to report this to the principal or superintendent.

### **STUDENT HAZING**

No school employee shall encourage, plan, or engage in any activity which may be defined as hazing, which is defined as any act or coercing another, including the victim, to do any act of initiation into any organization that may cause physical, emotional, or mental harm. All acts of potential hazing must be reported to the Superintendent. All acts of hazing, harassment, intimidation, bullying, or menacing by students, staff, or third parties is strictly prohibited.

## STUDENT NOT ACCOUNTED FOR

1. Initially students should not be referred to as “lost” or “missing” – They are “not accounted” for; in most cases they are not lost or missing. Superintendent and the board office shall be notified immediately. Building office staff will also notify building administration immediately.
2. Office staff will determine if the child attended school and contact the child’s teacher(s) and other pertinent support staff for information. The parents will be contacted in a calm manner to gather more information if needed.
3. The school secretary will use the building intercom system for an “all-call” over the entire school.
4. If the student is a bus rider determine the route the student uses. Call the transportation department immediately to report the situation. Either the transportation department or the building office will contact the driver over the radio to determine if the child is currently on the bus and/or if the driver saw them get on or off the bus.
5. In route the bus driver will pull the bus over at the next safe location. Use the intercom system if available to communicate with students on the bus. When requested to walk the bus by the transportation office or building office; turn the bus off and take keys. The driver will walk the bus aisle checking each seat. The driver will report findings in a timely and accurate manner.
6. If buses have not left the school grounds; all buses are to stay parked until dismissed by administration. The transportation office or building office will hold buses either physically or by radio.
7. If requested by the transportation office or building office; all bus drivers out on their route will pull their bus over at the next safe location to check for the child on their buses. This includes potentially walking the bus. A check off/roll call sheet should be used by office personnel to indicate whether all buses have reported “clear” or not.
8. The administration and available school staff will check restrooms, classrooms, conference rooms, and the outside school grounds. Contact crosswalk and outside supervision staff to determine if the child has been seen walking.
9. Contact parent (custodial and non-custodial) or guardian, and other emergency contacts to determine the last time the child was seen and if they mentioned anything unusual about their plans.
10. Search the building(s) and grounds and continue contacting known siblings and friends of the student (including neighbors, classmates, other students on the bus) to determine the last time the student was seen and if they mentioned anything about where they were going.
11. Have student information profile sheet with picture available. (DASL)
12. After a maximum of **10 minutes** from the time the office becomes aware of the child not being “accounted for” – the building administrator or designee shall call #911 to notify local law enforcement of a potential “**missing child**.” The building administrator or designee will log the time called and name of person to whom they spoke. The building administrator will call the board office to update the situation. The building administrator or designee will provide student information profile sheet with picture for law enforcement upon request.

### Transportation Responsibilities

- Bus drivers must know who is on their bus. Drivers are to count the number of students who enter and leave their bus and check that number with the route sheet.
- Route sheets must be up to date and include details regarding each student and stop.
- Transportation office personnel are to stay at radio until situation is resolved.
- Three radio locations – elementary office, Superintendent’s office, and transportation office.

## SUBSTANCE ABUSE

Wayne Local School District recognizes alcoholism and drug abuse as treatable illnesses. Employees with such illnesses will receive the same offer of assistance extended to employees with other illnesses. Substance abuse will not, however, be appropriate excuses for unacceptable job performance or attendance. An employee who sustains a workplace injury while under the influence of alcohol or a controlled substance may be ineligible for Workers Compensation.

## **SURVEYS**

The No Child Left Behind Act (NCLB) establishes strict guidelines for administering student surveys. Most student surveys require parent permission. Staff is encouraged to check with the building principal before administering any student survey.

## **TALENTED AND GIFTED PROGRAMS**

Wayne Local School District complies with State requirements for the identification of gifted students. Various programs, including differentiated instruction, subject acceleration, grade acceleration, and honors, advanced placement and college credit plus classes are available to meet the needs of gifted students.

## **TEACHER ATTENDANCE**

Regular attendance is an important criterion for satisfactory job performance. All employees have the responsibility to be on the job on time for every scheduled work day.

## **TEACHER DRESS CODE**

Wayne Local Schools retains the right to specify appropriate dress and grooming guidelines for all employees. Any attire for male and female employees must be in compliance with the Student Dress Code for Wayne Local Schools. Tattoos should be hidden and facial piercings should be removed during work hours. The Dress Code applies not only to instructors, but to all personnel including administrative staff, counselors, and aides throughout the district. "Business-Casual Fridays" and "Jean Days" will be at the discretion of the Principal. Only physical education teachers are permitted to wear jogging/wind suits and athletic shorts.

It is the intent of this employee dress code to ensure all employees present themselves to our students, parents and community in a manner which enhances their professional position and provides a model for our students.

All employees are expected to report to work physically clean, neat and well-groomed using the Student Dress Code as the minimum standard of dress for employees.

Wayne Local Schools recognize the need at times for a waiver of this policy. The Principal will have final determination in these cases.

Any attire deemed inappropriate by the Principal is prohibited. The employee may be asked to return to school with the appropriate attire. Repeated violations or refusal to comply could result in disciplinary action.

## **TEACHER DUTIES**

All teachers are required to supervise students during class changes, and to and from specials in the elementary school. Some teachers may be required to supervise students before or after school, at bus loading or unloading, or at lunch. These assignments will be provided to teachers on the first teacher work day.

## **TEACHER EVALUATIONS**

The teacher evaluation process is described in the collective bargaining agreement.

## **TEACHER'S WORKDAY SCHEDULE**

Elementary teachers have a minimum work day of 8:25 A.M. to 3:45 P.M.

## **TELEPHONES**

Phone calls will not be transferred to the classrooms during class time unless it is an emergency. Office and classroom telephones are for school business only. Please do not allow the use of telephones for any unnecessary personal calls by students. Students may be permitted to use the student phones when necessary for personal calls.

Staff who use telephones for personal long distance telephone calls are required to reimburse the school district.

Staff should not use classroom or personal cell phones for personal uses during instructional periods.

Staff is encouraged to use school district telephones for communication with parents.

Teachers should not use their personal cell phones for personal business during class time. Teachers are permitted to use cell phones if they are for school business or to keep the office/administration notified if they take their class out of their classroom.

## **TEXTBOOKS**

The issuance of textbooks to individual students is the responsibility of the teacher. All teachers will register the book number and condition of the book on their textbook assignment form. Requests for additional texts should be directed to the principal.

### **A. Textbook Assignment Form**

- In all cases, a full record of issuance is to be made for every book issued to a student.
- All textbook assignment forms are to be kept by teachers until pupils check in the books at the end of each semester or upon withdrawal from school.
- Books may be collected at any time to be inspected and fines levied where appropriate.
- This form will be turned in at the end of each semester.
- All unassigned textbooks must be maintained in a secure location.

### **B. Book Fines**

The ultimate goal of book repair and fines is to teach students to care for public property and to take pride in keeping it in good condition. If one teacher fines according to the schedule and the next one does not, the student will object. Therefore, consistency is crucial.

The following suggestions are given to assist you in cleaning and repairing textbooks and levying fines for misuse:

1. Fine sheets – fine sheets should contain the name of the book, the number of the book, the amount of the fine and the student's name and grade level.
2. Each student is to clean and repair his book and keep it covered. He is to erase pencil marks and dirt on pages, mend small tears, especially the front and back pages. Please do not try to erase ink spots. If ink remover is not available, let the spot go and mark it with a small slip of paper.
3. Do not try to mend a large tear. Mark such pages with a slip of paper.
4. Do not glue backs of books. Improper gluing creates damage that cannot be corrected.
5. Do not permit the use of scotch tape for mending. This tape reacts to weather and causes damage in excess of the original.
6. Books that contain exercises are often marked with pencil. Check carefully all such pages. A book with marks that cannot be completely erased so that answers are invisible must be condemned.
7. Students must not be permitted to carry pencils or any excessive amount of paper in their books. Please supervise this carefully.

**C. Book Fine Scale**

1. No additional damage over that present when issued except marked with pencil, small ink stains, small tears or marked with pencil that can be removed - **\$5.00**
2. Large ink spots, torn leaves, loose or broken backs but still usable - **\$10.00**
3. Badly defaced, damaged beyond use (books missing a page or pages are in this category), or lost books – **price of new book**

**D. Inspection of Books**

Our book repair program depends entirely upon careful inspection of textbooks by each teacher. Any misuse must be charged according to the fine list. We cannot issue well-kept books to you without sufficient payment to cover damages and misuse.

**E. Signing Loan Agreement**

1. All classroom teachers will have students sign individual loan agreements found in all board-owned textbooks.
2. Do not permit students to write any comments on the agreement as to the condition of books. This should be noted by the teacher on a separate textbook assignment form filed for teacher's use in determining fines.

## **TITLE I PROGRAMS**

Waynesville Elementary School receives federal Title I funding that is used for intervention services for eligible students, who are usually students who are able to learn with extra assistance, but whom do not qualify for special education services.

## **TOBACCO**

### **TOBACCO USE PROHIBITED**

No student, staff member, volunteer, or school visitor is permitted to use tobacco products at any time, including non-school hours, in or on Wayne Local School District property, including:

- In any building, facility, or vehicle owned, leased, rented or chartered by the school district; and
- On school grounds, athletic grounds or parking lots; and
- At any school-sponsored or school-related event, whether such event occurs on-campus or off-campus.

## **TRANSPORTATION**

The school district provides transportation to and from school for all students and for extra-curricular activities. Busing is a privilege that may be denied to students whose behavior threatens the safety of others or damages school district property.

No student is permitted to perform district business with a private vehicle without written permission of the superintendent and parents.

Students are expected to use school transportation to extra-curricular events unless otherwise approved by the athletic director and/or principal.

School employees are required to supervise student conduct in school district vehicles. It is not the responsibility of bus drivers to supervise student behavior on field trips and extra-curricular activities.

## **VIDEOS AND FILMS IN THE CLASSROOM**

All videos/films used during instructional time must have a strong connection to the curriculum.

Teachers are expected to preview all material before showing it to students. Principal notification is required to show an entire video/film. In general, entire videos/films are not an appropriate use of instructional time. It is more appropriate to use a segment of a video/film to illustrate a topic that is

being taught. Videos/films should not be used without direct teacher instruction of that content. Videos and films should never be used for the purpose of teacher planning time, grading papers, etc.

General guidelines for videos:

K-5: G rated

6-8: No more than PG rated without parent and principal approval (Permission slips required)

9-12: No more than PG 13 rated without parent and principal approval (Permission slips required)

## **VISITORS**

All visitors, including salespersons, must report to the office and wear a visitor's badge. No visitors will be admitted to any class without first obtaining a pass from the office.

## **VOLUNTEERS**

All school district volunteers must have satisfactory background checks at their own expense, which involves finger-printing. At no time is a volunteer to be alone with students or in a supervisory role with students until the background checks are completed.

## **WEAPONS**

All weapons are expressly forbidden on school district property and at all school sponsored activities, with the exception of law enforcement personnel.

## **WITHDRAWALS**

All withdrawals must be made through the Guidance Office on properly executed forms. Do not consider a student withdrawn unless notified by guidance. Teachers will signify the obligations or lack of them on the withdrawal form. ALL WORK MUST BE EVALUATED TO THE DATE OF WITHDRAWAL. Consider this to be a final grade for all work attempted while the student was in your class.

## **SECTION II: GRADING SYSTEM**

### **STUDENT PROGRESS**

The primary objective of reporting student progress in the Wayne Local School District shall be to accurately inform the student and parents of the student's progress toward established goals. In recognition of the fact that students learn at different rates for a variety of reasons, it is imperative that reasonable expectations be set for each student and that parents be made aware of these expectations. Measurement of achievement must be based on reasonable expectations. A secondary objective of reporting student progress is the establishment of a permanent written record of achievement for all students. Goals shall be established against which student performance can be judged. The building principal and teachers are accountable for the use of sound evidence and good judgment in evaluating progress toward these goals. The reporting system should include student-teacher conferences and periodic written reports.

### **Grading System**

The teacher has professional evaluator prerogative in arriving at individual grades recorded in the grade book for each grading period. This includes the construction of classroom materials for evaluation, the grading of such materials, and the weight of each grade. Teachers may record grades as either percents, letter grades, or letter grade point values. A minimum of seven (7) grades must be recorded in the grade

book to back up any mark given. (This includes tests, class participation, homework, reports, projects, etc.) A minimum of three (3) grades must be recorded before interim time.

All teachers in grades 2-12 are required to maintain an electronic grade book (Progress Book) that is available to parents on the Internet. Teachers are required to provide regular updates to Progress Book as a means of communication with parents and students. Hard copy progress reports and grade cards will be sent to parents on the dates established with the school calendar.

## **GRADING SYSTEM**

<b><u>Letter Grade</u></b>	<b><u>Percentage</u></b>
A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62

## **STUDENT MAKE-UP WORK POLICY**

An excused absence entitles the student to make up work for credit. The student is entitled to one day for each day of absence to make up work. In the case of an absence of more than ten consecutive days, the maximum number of days that a student is entitled to for make-up work is ten. Our attendance secretary will note unexcused absences to the teacher.

## **INCOMPLETES**

Unless there are extenuating circumstances (stated to the office) all incompletes must be made up two weeks after the end of the marking period. Failure of students to make up the proper work will result in a zero for the assignment and a possible F in the class.

## **SECTION III: TEST SECURITY PROVISIONS**

### **STATE MANDATED ASSESSMENTS AND STANDARDIZED TESTS**

In order to protect the security of all state mandated assessments and all other standardized tests used in the school district, the following provisions will be in place: The principal and guidance counselor will be responsible for test security. No unauthorized person shall have access to any secure test materials at any time.

Testing materials will be kept in a secure location (i.e., under lock and key or in the personal possession of those responsible) from the time of receipt at the district office or at the buildings up to the time of testing and until the test materials leave the school district. Test administration booklets will be distributed to examiners by the principal, guidance counselor, or designee immediately before but not earlier than the morning of the day actual test taking begins. Only authorized school district personnel are to be present during the testing. Test materials will be counted before distribution to each examiner and upon being returned. The testing materials will be returned to the building principal or designee for safekeeping immediately upon the completion of the test administration. Test materials needed for makeup tests will be obtained as needed from the building principal or designee immediately before the testing and returned as soon as the testing is completed. All test materials will be kept secure upon receipt from the examiners until returned to the test scoring service or the district office storage facility. Any suspected breach of security shall be investigated by the principal. Specific procedures for each investigation shall be determined on an individual basis as warranted by specific allegations and circumstances. It shall be a breach of security for the following to occur:

- a. test information to be released or reproduced in written, oral, electronic, photographic or other form
- b. cheating by a student or assisting a student to cheat
- c. other deeds or actions by an individual or individuals that undermine the integrity of the testing program

If there is evidence to conclude that cheating did take place, the papers in question will be disqualified. Within ten days of such a finding, the Superintendent shall notify the State Board of Education in writing of the finding and of the action taken.

In the event of a security violation by an employee, the district shall cooperate with the State Board pursuant to 3319.151 of the Revised Code. A violation is punishable by a certificate suspension of one year and is grounds for termination of employment for a certificated or non-certificated employee. The State Board shall give notice of any intended action and provide an individual with an opportunity to respond and present a defense.

## **SECTION IV: TEACHER ABSENCES**

### ***For Illness:***

1. WLS is a partner with Warren County and Butler County ESCs in order to utilize the Southwest Ohio Council of Governments (SWO-COG). All school districts in the SWO-COG will be using the automated service called Frontline. Teachers are required to access the Frontline home page and create an absence online. Failure to obtain a substitute will require your colleagues to cover your classes.
2. Call or email lesson plans for the substitute if they are not in your classroom or on file in the office. The teacher must have an emergency substitute teacher folder with lesson plans, seating charts, and class schedules on file in the office or another location approved by the principal. The teacher must

maintain an accurate seating chart, class schedule with the bell schedule, and other duties and important information at the teachers' desk at all times.

3. It is your responsibility to notify the school before the end of the school day as to whether or not you will be present the following day.

***For personal reasons:***

The Master Agreement explains the reasons a teacher may take a paid personal leave day.

**TEACHER RESPONSIBILITY TO THE SUBSTITUTE TEACHER**

1. The teacher should prepare for the substitute teacher:

- a. A seating chart
- b. A class schedule that includes a bell schedule, and other duties you are responsible for during the day.
- c. A first period attendance chart to send to the office.
- d. Special procedures to be followed concerning fire drills, assemblies, library use, etc.
- e. General lesson plans -concise plans if necessary, names of student assistants (these should remain on file and any changes reported to the office).
- f. Specific plans so educational experiences will occur and the substitute can maintain order during the day. We want the substitute to enjoy the day in Waynesville.

2. To instruct pupils as to behavior and attitude in the event of a substitute teacher.

3. To make available for use any information or material, which will be helpful in carrying out the specific duties or assignments.

4. Use the Substitute Report form to describe what was completed, comments from you about your substitute, etc.

**SECTION V: TEACHER RESPONSIBILITY IN STUDENT DISCIPLINE**

Maintaining effective discipline is a cooperative effort and requires as much skill and energy on the part of the teacher as providing effective instruction. In fact, in terms of classroom discipline, it is difficult to separate the two areas. A well-prepared teacher who offers a well-planned, effective lesson will minimize the opportunity for discipline problems to occur.

Communication is vital in the area of discipline. Positive reinforcement of appropriate behavior, immediate and specific feedback to students with regard to classroom performance, providing students with many opportunities to experience success, etc. will go a long way toward motivating students, maintaining their level of interest, and, therefore, reducing unproductive student behaviors.

In addition to daily communication with the student, communication with parents, counselors, administrator, and other professionals is essential in those cases where ordinary classroom discipline methods are not successful. Parents need to be contacted when a student presents an on-going or severe discipline problem. Often this communication will provide the teacher and/or parents with a more complete picture of the student's behavior, reasons for it, and suggestions for improvement. Teachers and parents working together are likely to be more successful than each working separately.

The counselor should be used as a resource in the case of recurring discipline problems. The counselor may be able to offer insight as to the student's specific situation and may be able to effectively employ counseling techniques to reduce or eliminate the undesirable behavior. We are also fortunate to have the services of a full time district psychologist, and a social worker that can help with students' personal or family problems.

The administrator should be notified when a student persistently exhibits unproductive or inappropriate behavior. Please do not wait until things have reached the stage where you "can't stand it anymore." Instead, informing the principal in advance that a problem exists and what steps you have taken or are taking to resolve the problem will help the administrator and the teacher to more effectively deal with the situation.

Whether inappropriate or unproductive behavior occurs in the classroom, hallways, cafeteria, on school grounds, or at school-sponsored activities, it is each teacher's responsibility to take note of the behavior and deal with it appropriately. Sometimes a word of warning to the student is sufficient. Occasionally, ignoring minor irritating behavior will cause it to go away because what the student wants is someone's acknowledgement of the behavior. At other times, referral to the administrator may be the best course of action. In no case should such behavior go unnoticed.

Corporal punishment is not to be used by any school employee at any time.

**The following points are important to keep in mind with regard to effective discipline:**

1. Mutual respect is paramount when dealing with others. It is the behavior we may object to or be disappointed in, not the student. Do not personalize the student's behavior.
2. We teach proper behavior by example. You are a role model and, therefore, need to model the behavior that you want from your students.
3. It is never profitable to back yourself into a corner or threaten consequences that you cannot carry out or that are too severe for the offense.
4. When students need to be disciplined they also need to have a graceful way to "return" to the group without further embarrassment. Once the student has made a mistake and the penalty has been imposed, the matter should be over and both teacher and student need to get back to the task at hand -teaching and learning.
5. Maintain reasonable standards of conduct, be consistent, and follow your assertive education plan.
6. Document all persistent or severe discipline problems. When referring a student to the administrator be specific in your documentation. This includes some specific narrative when using the referral form so that the administrator will have as much information as possible.
7. We do have to deal with problems in behavior from time to time. However, the more positive we are with our students and the more encouragement and opportunities for success that we offer, the fewer problems we will have.

8. Refer students to the office for disciplinary measures only when:
  - b. Your own efforts to achieve student behavior change over a period of time have failed to satisfy your expectations.
  - c. Parents have been contacted regarding your concerns about the student.
  - d. The student's behavior poses a threat to the health and safety of other students.
  - e. The student's behavior is disruptive of the educational process and progress of other students.

**Indiscriminately sending students to the office for minor, first-time offenses is an abdication of your responsibility to your students and serves to weaken your position of authority.**

9. Unless otherwise impossible, send the discipline report form to the office regarding the student's misconduct. You must utilize the student discipline referral form.

10. The principal may confer with you before expediting a discipline case you have referred to the office.

11. Under certain circumstances, the building administrator may ask you to submit a detailed written report.

## **DETENTION**

Please note the following guidelines when issuing detention. The principal will support valid detentions.

### **Guidelines**

1. Personal detentions are those issued by teachers for student infractions of the teacher's own rules and guidelines. They are to be served with the teacher in the teacher's classroom. Students should be given 24 hours' notice before serving these detentions and each building principal will determine the maximum duration of a detention period in their school. If you assign a detention before school and the student has a legitimate transportation problem, alternate arrangements may be made for after school detention with another teacher or in the office. Teachers issuing personal detentions should keep written records regarding these detentions. A copy must be given to the student and to the principal. Please notify parents when a student receives a detention, so the parent can help you to correct the student's behavior problem. After this notification, if a student fails to stay for your personal detention the student should be reported to the office (see #4 below).

2. School detentions are those issued by the principal to a student guilty of violating school rules. The student may choose to serve the detention before school with approval of the principal.

3. While in detention, students will not be permitted to sleep, nor will they talk in any fashion with other students. Students will bring materials to detention that they may profitably use their time.

4. Skipping detention will result in additional discipline. If a student skips detention after it has been re-scheduled, written notice should be turned in to the principal stating the detention missed and the reason for the original detention.

## **DISCIPLINARY REFERRALS**

In order for proper disciplinary action to occur, please see that improper behavior is documented on disciplinary referral forms. It is necessary when dealing with parents in situations leading to suspension or expulsion. Disciplinary steps will not occur unless proper forms support the problem.

## SECTION VI: FINANCIAL GUIDELINES

There are specific requirements for all purchases, collecting money, fundraisers, compensation for job-related expenses, and anything dealing with money.

1. All fundraisers must have prior written approval of the principal and/or athletic director, superintendent, and treasurer. At the conclusion of every fundraiser a written report must be filed with the treasurer that summarizes the activity.
2. At no time may ANY school district money be deposited to a private account.
3. Numbered receipts must be issued for all funds collected.
4. All funds collected must be deposited to a school district account within 24 hours.
5. The school district pays the costs for pre-approved professional meetings, meals, and travel expenses of employees. Such reimbursements require pre-approved purchase orders. The school district does not pay for meals, lodging, or travel expenses of non-school district employees, and at no time is alcohol to be purchased with school district funds.
6. Credit card purchases are possible with pre-approved purchase orders only, and school employees may not benefit from credit card promotions such as points or sky miles.
7. All purchases must be made ONLY with a pre-approved purchase order:

### PURCHASE ORDER PROCEDURE

1. **PRIOR TO MAKING A PURCHASE** - a purchase order must be completed by the person making the request and **approved and signed** by the appropriate building Principal, Superintendent and Treasurer **BEFORE** any purchase can be made (attachment 1). **This means purchase orders must be dated and signed prior to the purchase being made.** The vendor name, address and phone/fax numbers must be completed. All orders will be mailed unless otherwise stated on the purchase order. If you want the order to be faxed, please indicate so by writing "Please Fax" across the top of the purchase order. Please note: if you are phoning or faxing an order to a vendor, the purchase order has to be approved and signed by the above parties **before** the order can be placed. The treasurer's office will not phone in orders or order on-line.
2. When the purchase order has been signed by the building Principal it will be sent to the Central Office for approval of the Treasurer and Superintendent. Upon approval the purchase order will be assigned a number, only then can the purchase be made.
3. If there is not enough money in your account when the purchase order is initiated, you will be required to include a statement explaining how the funds will be obtained. Should a purchase order be denied, it will be sent back to the building secretary and you will be notified.
4. Upon verification of receipt of goods or services rendered, **invoices and original receipts** must be turned into the building secretary, who will match to the original purchase order and send it for approval from the person who generated the purchase order for payment to be made. When approved the purchase order with invoices/original receipts will be sent to the Treasurer's office for payment. If you receive the original invoice with the merchandise or if it is hand delivered, please be sure the original is sent over for payment. It must be an itemized invoice. We cannot pay from statements.

**These steps must be followed before you make a purchase with school funds or your own money for which you wish to be reimbursed. If you have any questions concerning making a purchase please see your building secretary.**

## **PROCESS FOR A FUNDRAISER**

1. Complete the top section of a SALES PROJECT REQUISITION FORM (attachment 5). Items for the sale may not be purchased/ordered for the sale until the requisition and purchase order have been approved and signed by the building principal, superintendent and treasurer.
2. When the sale has been approved you will receive a copy of the original Sales Project Requisition form for your record. After you receive an approved Sales Project Requisition complete a purchase order for your sale items.
3. Deposits must be made **DAILY**. You must keep accurate records as to the number of items sold, monies turned in, and total amounts received daily.
4. Receipts must be given to anyone who turns money into you. (see Receipts)
5. After the sale is complete you must complete the bottom portion of the Sales Project Requisition within one week of the close of the sale. **DO NOT PAY ANY EXPENSES WITH CASH RECEIVED FROM THE SALE.** A purchase order should have been completed prior to your sale for expenses. **ALL MONEY** must be deposited with a pay-in (attachment 6) to your building secretary within 24 hours of receipt.
6. A check will be written by the treasurer for any and all expenses when the approved purchase order and original vendor invoice(s) for the items purchased are sent to the office.

## **RECEIPTS**

7. A receipt must be given for any money received for any reason. See your building secretary for a receipt book.
8. All money must be **deposited within 24** hours of receipt.
9. A pay-in order (attachment 6) must be completed for all activity deposits and turned into the building secretary.
10. The secretary will deposit the money on a daily basis. The pay-in order with account numbers and the **original deposit ticket must be sent to the treasurer's office within 24 hours.**

## **CONCESSION SALES:**

1. Complete the SALES PROJECT REQUISITION before the first day of sales.
2. Submit a purchase order for sale items.
3. The CONCESSION SALES form must be completed daily and given to the sponsor for verification. The sponsor should submit the form and the money to the building secretary after each day's sales for deposit.
4. At the completion of the sale (end of season, end of school year, etc.) complete the bottom half of the SALES PROJECT REQUISITION.

## **SECTION VII: SCHOOL SAFETY GUIDELINES**

### **EMERGENCY PROCEDURES**

The complete Emergency Procedures Guideline is available for staff to read in the administrative offices.

#### **❖ FIRE DRILL REGULATIONS**

1. Regardless of what is being done, STOP AT ONCE. Have all pupils stand immediately and form a single line. Permit no one to carry out books or other personal belongings.
2. DO NOT PERMIT PUPILS TO RUSH. Have them exit the building only on the direction of the teacher in charge of the group. Everyone should move far enough away from the building to assure the safety of all pupils in case there is a fire. Clear all entrances and driveway areas.
3. When the bell rings, the students are to go back to their classes.
4. In case of a blocked corridor or passageway, use the most convenient exit.
5. Exits to be used have been assigned by room numbers.
6. An evacuating plan must be posted in each classroom at all times.
7. The teacher will control the orderly movement from the building and the movement back into the building. This activity must be done orderly and quietly.
8. Teachers must always have a class roster for the purpose of taking student attendance. Report all student absences immediately to the principal.

#### **❖ TORNADO DRILL**

In case of a **TORNADO WARNING** the faculty and students are to follow the procedures set up by the Waynesville Fire and Emergency Departments.

Teachers should assign individuals to open windows and pull curtains or blinds closed. Teachers must take their student roll book and account for each student. Tell students to sit quietly on the floor ready to cover their heads.

#### **❖ OTHER SCHOOL EMERGENCIES**

Policies and procedures exist for the possibility of a dangerous person who may be in the school, or some other similar circumstance. This is called an ALICE.

### **EMERGENCY EVACUATION PROCEDURES**

These will be provided by the building principal and posted in every classroom. During an emergency, remember that every student's location must be known at all times, and

students may be dismissed only through the office. The superintendent only is authorized to communicate with the media during any type of emergency.

## **SECTION VIII: HIGH EXPECTATIONS FOR STUDENT SUCCESS**

The success of every student is centrally important in Wayne Local School District. Encouraging, mentoring, and teaching students to do their best work at all times are key components for students' success.

### **School District Responsibilities for Student Success:**

1. Create a positive school culture that nurtures a joy of learning in every child.
2. Support the different learning needs and styles of all learners.
3. Understand that all children can learn well but at different rates and in different ways.
4. Understand that students encounter circumstances in their lives that require individual and flexible learning opportunities.
5. Encourage and teach students to learn and improve continually.
6. Foster student pride in their best effort.
7. Provide students with the extra time and opportunities to complete quality work provided that students use their class time effectively.
8. Maintain communication with students and parents that clearly explains standards, expectations, and student progress.

### **Student Responsibilities for Student Success:**

1. Maintain high quality work in every class and every subject. This means that students will complete all work with a sense of self-pride and love of learning that reflects their best effort.
2. Use correct verbal and written language.
3. Complete work with a professional appearance in mind.
4. Come to class prepared for success. This includes great attendance and punctuality, all needed materials, respect for peers and adults, and a positive attitude that says "I can do it!" and the recognition that success is the result of hard work.

### **Parent Responsibilities for Student Success:**

1. Create and maintain a home culture that nurtures and supports the child's natural curiosity, joy of learning, and positive attitude toward education.
2. Ensure the child comes to school well-nourished, healthy, and rested.
3. Establish high expectations and daily routines for completing school work.
4. Maintain communication with teachers and other school officials through such activities as attending parent-teacher conferences, communicating via telephone, email, or written notes, and tracking academic progress.
5. Promote success through personal involvement by volunteering in classrooms, attending informational meetings, or being active with boosters' organizations.

Guidelines:

Since student achievement is always tied to student effort, the Board of Education supports teacher practices that encourage students to re-take assessments and re-do assignments to demonstrate students' mastery of the content, as well as their best work. Students' final grades should reflect achievement of Ohio's content standards. Teachers' grading policies should include the possibility of "not yet" or "incomplete" grades rather than allowing students to take "zeros" by not completing the assigned work, and to consider consequences other than low grades for students who do not complete assignments to satisfactory levels. The Board also recognizes that learning is a process that often requires multiple attempts to achieve mastery, and teachers are encouraged to provide students with multiple attempts to demonstrate their understanding of content standards.

### **Homework Guidelines**

Homework is a valuable learning tool that can strengthen academic skills, reinforce concepts students learn in class, promote the development of study skills and self-discipline, and involve parents in the learning process. Homework can provide students with valuable academic practice (formative work) while they are still learning the material, and it can also measure academic achievement (summative work) when the student has had adequate instruction to be responsible for the material. The intent of these guidelines is to provide information and assistance to students, parents, and teachers who promote excellence and consistency throughout the Wayne Local School District.

We believe that quality homework:

- provides students with practice as part of the learning process
- is developmentally appropriate
- must be clearly defined by teachers and understood by students and parents
- must be checked by the teacher for student understanding
- is useful to inform the teacher about the quality of instructional methods
- must always be connected to Ohio's content standards and promotes learning at higher levels of Bloom's taxonomy
- must be supported and valued by all students, parents, and teachers.

A well-designed homework program should:

- Meet the developmental and individual needs of the student
- Reinforce and extend school experiences
- Assist students in assuming responsibility for their own learning
- Develop positive attitudes toward learning
- Encourage self-discipline, higher level thinking skills, good work habits, and time-management skills
- Allow parents to be involved in their child's learning

A well-designed homework program should NOT:

- Be punitive
- Be busy work
- Place unreasonable demands on students or families

### **Suggested time guidelines of homework**

- The amount of homework assigned should depend on the grade level of the student, and the number and types of courses the student is enrolled in (for example, high school honors students should anticipate more homework).
- ALL students should receive homework, not just those enrolled in honors classes.
- The amount of homework usually increases as students' progress through school.
- Homework assignments and the due dates of major tests and projects should be coordinated among teachers, whenever possible.

Grades K-1	Approx. 10 to 20 minutes per day
Grades 2-3	Approx. 20 minutes to 30 minutes per day
Grades 4-6	Approx. one hour nightly.
Grades 7-9	Approx. forty-five to ninety minutes daily, depending on class load and long-term assignments.
Grades 10-12	Approx. one to two hours nightly, depending on class load and long-term assignments.

*\*HOMEWORK IN GRADES K-6 SHOULD PROVIDE AMPLE TIME FOR ADULTS TO READ TO CHILDREN AND LISTEN TO CHILDREN READ. REGULARLY SCHEDULED NUMERACY ACTIVITIES FOR CHILDREN TO PRACTICE SHOULD ALSO BE ROUTINELY SCHEDULED.*

### **Teacher Responsibilities:**

1. Design homework assignments directly linked to Ohio's Content Standards and aimed at higher levels of Bloom's Taxonomy, with sensitivity to the time required to complete the assignment.
  - Review of key instruction taught in class
  - Practice and reinforcement of new skills
  - Preparation for a new lesson
  - Application or synthesis of new skills
  - Preparation for assessments
  - Assessment of student understanding
2. Communicate with students and parents:
  - Explain homework expectations at beginning of year
  - Explain how homework is assessed and how it is reflected in grades
  - Clearly explain assignments verbally and in writing, and be certain students understand the teachers' concept of "excellence" for the assignment that may include samples of work submitted in previous years
  - Teach the skills necessary for successful completion of the assignment
  - Check students' understanding of the assignment prior to the end of the class period, offering encouragement and praise
  - Use a consistent method of posting and explaining assignments and be certain students record these in their assignment calendars
  - Post assignments electronically
  - Monitor the time used by students to complete assignments and adjust accordingly

- Provide students and parents with timely and useful feedback
- Identify consequences for incomplete, missing, late, and substandard work
- Inform students and parents how to obtain assignments when the student is absent, and the make-up policy
- Coordinate due dates of long-term projects and tests with other teachers
- Provide students with alternative completion dates as is reasonable when they have multiple assignments and tests at the same time, or when other school or family activities may negatively impact the quality of their work
- Communicate with parents when students' work consistently falls below acceptable standards

3. Respect and value family time and the value of students' participation in extra-curricular activities at school and in the community, as well as work experiences for high school students. Teachers are encouraged to avoid assigning work over holidays and vacations, and to carefully monitor the length of weekend assignments.

### **Student Responsibilities:**

Students should:

- Understand the assignment prior to leaving the room and ask the teacher questions as needed
- Write all assignments accurately and completely in the assignment notebook
- Work with parents to create positive study climate at home;
- Prioritize assignments for timely completion
- Complete long-term assignments in manageable steps
- Seek to learn from homework, don't just rush to complete it
- Review and study class notes even when there is no specific assignment
- Do their own work and never plagiarize
- Ask for help from teachers, peers, and parents as needed;
- Be responsible for work missed during absences
- Complete all work on time and to their best ability the first time
- Communicate with the teacher any problems with completing or understanding the homework

### **Parent Responsibilities:**

1. Assure and promote quality by supervising students' work.
2. Check the students' assignment notebook.
3. Help prioritize assignments.
4. Review completed work.
5. Provide children with a quiet, well-lit study environment and the school supplies they need.
6. Help increase the educational benefits of homework by emphasizing students' completion of assignments to their best ability the first time, on time.
7. Emphasize the importance of homework completion when discussing the child's activities outside of school.
8. Encourage students' independent completion of work, while being available to answer questions and offer encouragement.
9. Be an active supporter of the teacher and school, such as by writing comments and questions in the assignment folder to let the teacher know the amount of time it took to complete the work, whether the assignment was clearly understood, additional help the child may need etc., and by continually speaking favorably to the student about the teacher and school.

10. Contact teachers by email, telephone, or schedule a conference.

## **SECTION IX: NETWORK PRIVACY AND ACCEPTABLE USE POLICY**

It is the intention of the Wayne Local Board of Education to protect the privacy of staff members who use the school computers, computer network, and electronic messaging systems to the maximum extent possible given the operational and security needs of the District. The purpose of this policy is to identify the limitations on this privacy and the general restrictions applying to the use of computers and electronic messaging systems of the District.

### **Acceptable and Unacceptable Uses**

The computers, computer network and messaging systems of the School District are intended for educational uses and work-related communications. Incidental use of the e-mail and voice mail systems by staff members for personal communications is permitted as long as such communications are limited in number, are initiated during non-work periods, and do not interfere with the primary intended uses of the system.

The following are uses, which are unacceptable under any circumstances:

- District employees should not use the All District (All WLS) intradistrict email without approval of their immediate supervisor or building principal.
- the transmission of any language or images which are of a graphic sexual nature;
- the transmission of jokes, pictures, or other materials which are obscene, lewd, vulgar, or disparaging of persons based on their race, color, sex, age, religion, national origin, or sexual orientation;
- the transmission of messages or any other content which would be perceived by a reasonable person to be harassing or threatening;
- uses that constitute defamation (libel or slander);
- uses that violate copyright laws;
- uses that attempt to gain unauthorized access to another computer system or to impair the operation of another computer system (for example, the transmission of a computer virus or an excessively large e-mail attachment);
- any commercial or profit-making activities;
- any fundraising activities, unless specifically authorized by an administrator;

Neither the school's computer network or the broader Internet (whether accessed at school or away from school, either during school hours or after school hours), or any type of electronic devices, including cellular telephones, may be used for the purpose of harassment. All forms of harassment in cyberspace, often called cyber bullying, are unacceptable.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs). Often the author (sender or poster) of the inappropriate materials is disguised (logged on) as someone else.

Students, staff, or community members who feel they have been the victims of such misuses of technology should not erase the offending material from the system. They should print a copy of the material and immediately report the incident to a school official. All reports of harassment in cyberspace will be investigated fully. Sanctions may include, but are not limited to, the loss of computer privileges up to and including expulsion.

### **Security and Integrity**

Staff members shall not take any action, which would compromise the security of any computer, network or messaging system. This would include the unauthorized release or sharing of passwords and the intentional disabling of any security features of the system.

Staff members shall not take any actions, which may adversely affect the integrity, functionality, or reliability of any computer (for example, the installation of hardware or software not authorized by the System Administrator).

Staff members shall report to the System Administrator or a School District administrator any actions by students which would violate the security or integrity of any computer, network or messaging system whenever such actions become known to them in the normal course of their work duties. This shall not be construed as creating any liability for staff members for the computer-related misconduct of students.

### **Right of Access**

Although the Board of Education respects the natural desire of all persons for privacy in their personal communications, and will attempt to preserve this privacy whenever possible, the operational and security needs of the District's computer network and messaging systems require that full access be available at all times. The School District therefore reserves the right to access and inspect any computer, device, or electronic media within its systems and any data, information, or messages, which may be contained therein. All such data, information, and messages are the property of the School District and staff members should have no expectation that any messages sent or received on the School District's systems will always remain private.

## **STUDENT RECORDS AND PRIVACY**

## I. INTRODUCTION

- A. Student records have become the subject of extensive state and federal legislation. Therefore, it is very important to be familiar with the various laws prior to the release of student records. It is also critical that schools provide the required notices and consent forms to parents and students in a timely manner.
- B. There are many exceptions to the rules governing student records. General overviews of the rules are summarized below. However, most rules are subject to additional exceptions.
- C. This overview includes a summary of relevant laws, as well as an appendix with model language to be used for notification and consent forms.

## II. STATE PUBLIC RECORDS LAWS

- A.** Public records law is an extensive topic that is only outlined here as it relates to student privacy.
- B.** Open Records Act (ORA), R.C. Chapter 149
  - 1. Rules of Interpretation
    - a. ORA is to be liberally construed in favor of disclosure.
    - b. Exceptions to ORA are to be narrowly construed and the party raising the exception normally has the burden to demonstrate that the records are in fact excluded.
  - 2. Definition of “Public Record”
    - a. Contains information stored on a fixed medium (e.g. paper, computer film, photographs, videos, e-mails, etc.);
    - b. Is created, received, or sent under the jurisdiction of a public office; and
    - c. Documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office.
    - d. An “actual use” standard is used to discern what constitutes a public record as opposed to records that are not covered by ORA.
  - 3. Public Access to Records
    - a. Public agencies must promptly prepare and make available for inspection all public records at all reasonable times during regular business hours.
    - b. Public agencies need only to honor requests for documents that already exist—there is no requirement to create new documents or analysis or to research or seek out all documents containing selected information.
  - 4. Exceptions
    - a. O.R.C. § 149.43(A)(1)(v) states that “public records” does not include records the release of which is prohibited by state or federal law. This carves a significant exception for records related to students including:
      - i. Juvenile records
      - ii. Educational records regarding students
    - b. Exceptions to open records laws are defined by other statutes outlined below.

## III. STATE PRIVACY LAWS

- A.** R.C. § 3319.321

- 1. Generally Permissible Records Uses:
  - a. Schools can *generally* release “directory information” without prior consent from a parent/guardian. Schools designate what information they will treat as directory information from the statutory list that includes student:

- i Names
- ii Addresses
- iii Telephone numbers
- iv Dates/places of birth
- v Major fields of study
- vi Dates of attendance
- vii Dates of graduation
- viii Awards received
- ix Sports/activities participation
- x Heights/weights (of athletes only)

- b. Schools can generally restrict access to business, industry, charitable organizations, and other employers as long as the restrictions are imposed uniformly (Ohio law also includes military and higher education institutions in this listing, but federal law gives them a privileged status).
- c. Schools can release the names and addresses of students in 10<sup>th</sup> through 12<sup>th</sup> grade to any branch of the U.S. military for recruitment purposes unless requested not to do so by the student or the student's parent/guardian.
- d. Schools can release any information if given prior written consent by the parent/guardian.
- e. Non-custodial parents are entitled to the same access to records pertaining to their children as are custodial parents unless otherwise provided for in a separation agreement, divorce decree, or other court order.
  - i The burden is on the custodial parent to inform the school of any such restrictions.
  - ii If a student is transferred to a new district and the school is advised that the student is under the care of a shelter for victims of domestic violence than the non-custodial parent may not be informed where the student is currently enrolled.

2. Generally Impermissible Records Uses:
  - a. Schools cannot release names/personally identifiable information to any person or group for use in a profit-making plan or activity.
  - b. Schools cannot release directory information to any party without prior consent if a parent/guardian has informed the school that information may only be released with prior consent.
  - c. Schools cannot release any personally identifiable information other than directory information unless they have the prior consent of the parent/guardian.
  - d. Once non-directory information is released it cannot be transferred to a subsequent party without prior written parental consent.
3. Exceptions
  - a. People who can act as parents regarding student records
    - i Students 18 and older
    - ii Legal guardians
    - iii Either parent unless otherwise provided for in a separation agreement, divorce decree, or other court order.
  - b. Restrictions on access to student records do not apply to:
    - i Boards of education and their employees acting in their official capacity
    - ii State or political subdivision officials and employees acting in their official capacity
    - iii Courts
    - iv Law enforcement officers who are investigating missing child cases pursuant to the Missing Child Act

**B. R.C. Chapter 1347**

1. Boards of education are only allowed to collect and maintain information that is necessary for the performance of their official duties.
2. Boards of education are required to adopt regulations to ensure the accuracy and timeliness of information kept in students' personal files.
3. Students and their parents have the right to inspect their personal files and to challenge the contents of them.

#### **IV. FEDERAL PRIVACY LAWS**

- A. Family Education Rights and Privacy Act, 20 U.S.C. § 1232g (FERPA)
  1. Applies to all educational agencies receiving federal funding.
  2. Provides a right on the part of eligible pupils (18 year olds or those enrolled in a postsecondary education institution), or their parents, to inspect and review their educational records, to challenge the information contained in the records, and to prohibit the disclosure of records in some circumstances.
  3. As under Ohio law, exceptions are made for directory information.
    - a. Boards must give public notice of the specific types of information designated as "directory information."
    - b. Parents must be allowed a reasonable amount of time to inform the board as to any and all information which may not be released as to a particular student.
  4. Requires boards of education to advise parents or students (if over 18) of their rights under FERPA and to adopt procedures for the inspection of records. Such notice may take the form of a newspaper notice, calendar, student programs guide, rules handbook, or other means reasonably likely to inform parents and eligible students.
  5. Upon a proper request, the board must afford a hearing to challenge the accuracy of a student's records along with an opportunity for the correction or deletion of inaccurate, misleading, or otherwise inappropriate data and an explanation concerning the content of the records.
    - a. If an amendment to the records is denied the school must allow the parent/student to place a statement related to the challenged material in the record.
  6. Exceptions are generally comparable to those under Ohio law. No consent is required in order to release student records to:
    - a. Teachers and other school officials with legitimate educational interests.
    - b. Officials of other schools in which the student intends to enroll, as long as the parents are notified and given an opportunity to challenge the contents of the records.
    - c. State and federal officials for purpose of audit and law enforcement.
    - d. Persons requesting records in connection with the student's application for financial aid.
- B. Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h
  1. No student may be required to submit to a survey, analysis, or evaluation relating to the following topics and funded in any part by the U.S. Department of Education without the prior written consent of the parent or adult student:
    - a. Political affiliations of the student/student's parent
    - b. Mental or psychological problems of the student or the student's family
    - c. Sex behavior or attitudes
    - d. Illegal, anti-social, self-incriminating, or demeaning behavior
    - e. Critical appraisals of other individuals with whom respondents have close family relationships
    - f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers
    - g. Religious practices, affiliations, or beliefs of the student or student's parent

- h. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)
2. Boards are required to develop, with input from parents, policies for protecting student privacy in relation to surveys and other screenings.
  - a. Exempted from these policies is the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:
    - i. College or other postsecondary education recruitment, or military recruitment
    - ii. Book clubs, magazines, and programs providing access to low-cost literary products
    - iii. Curriculum and instructional materials
    - iv. Tests and assessments used to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students and subsequent analysis and public release of aggregate data
    - v. The sale by students of products or services to raise funds for school-related or education-related activities
    - vi. Student recognition programs
3. Notices to Parents
  - a. Notice must be given at least once a year of changes in these policies and of the process for opting a student out of participation in surveys or screenings that are not funded by the U.S. Department of Education.
  - b. Notice must be given at least once a year of the approximate schedule of planned surveys or screenings that are not funded by the U.S. Department of Education.
  - c. All surveys and screenings require some form of notice.

C. Health Insurance Portability and Accountability Act (HIPAA)

1. HIPAA puts in place a number of protections regarding medical information.
2. Because of FERPA's requirements, HIPAA rules generally do not apply to students in public schools.
3. However, there are two exceptions where HIPAA does apply
  - a. If a district has contracted with an outside organization to provide health care services for students, the records created by that organization in rendering such services are subject to HIPAA. However, school nurses employed by the district are not affected by HIPAA.
  - b. A school's student health center, therapy room, nurses' office, and/or other department that transmits information by electronic medium (e.g. computer, fax, or telephone) with respect to any of the following covered transactions may need to comply with HIPAA
    - i. Health-care claims
    - ii. Health-care payment and remittance advice
    - iii. Coordination of benefits
    - iv. Health-care claim status (inquiry and response)
    - v. Enrollment/disenrollment in a health plan
    - vi. Eligibility for a health plan
    - vii. Health plan premium payments
    - viii. Referral certification and authorization

D. No Child Left Behind (NCLB)

1. NCLB amended PPRA to require the U.S. Department of Education to provide an annual notice to every school district of their obligations under PPRA and FERPA.
2. 20 U.S.C. § 7908

- a. Unless a parent or eligible student has opted out, Boards must provide secondary student names, addresses, and telephone numbers to the military or institutions of higher education upon request.
- b. Boards are required to notify parents or eligible students of their right to opt out of such a release of information.
- c. Military recruiters must be allowed the “same access” to secondary students for recruitment purposes as is given to postsecondary institutions and prospective employers.

## **SAFETY POLICY STATEMENT**

The safety of all our students, employees, and visitors is of the utmost importance to the School Administration. Every effort will be made to ensure that our students are provided a safe and healthful place to learn.

Each of our employees plays a big role in ensuring that we provide the best educational environment for the student body. Therefore, the safety of our employees is a primary concern to the School Administration.

We are committed to providing a safe and healthful learning and working environment for all of our employees. With that in mind the following commitment is being made to protect our employees from unnecessary accidents and injuries:

- \* The school administration recognizes that safety is an integral part of their job duties and are responsible for preventing unnecessary injuries.
- \* Safe working conditions are an essential part of providing for the welfare of our students and employees.
- \* All employees are to be properly and thoroughly trained in safe work practices and are to understand the importance placed on working safely each day.
- \* The School Administration is open to any suggestions which will help improve the safety of our students and employees.
- \* Safety is simply good business. Good for our students, employees and good for the school system.

The prevention of student and employee injuries is of the utmost importance and a key ingredient to the continued success of our school system. We urge each of our employees to join with us in committing to make our school system the safest possible place to work.

## **EMPLOYEE SAFETY AWARENESS & RESPONSIBILITIES**

It is our sincere wish to provide the safest learning and working conditions possible for all of our employees. Safety, however, is a joint responsibility of management and employees and each must do

their part to ensure the success of the program. Employees need to understand the importance of safety and their role in reducing injuries. A good safety program does not happen by accident, it happens because we all work together each day to make it happen.

As outlined in the Safety Policy Statement, the prevention of employee injuries is of the utmost importance to the school system and a key ingredient to the continued success. Each member of the school administration urges you to join wholeheartedly in this effort. With your help the majority of injuries can be prevented:

- Please read the Safety Policy Guidelines carefully
- Ask questions if you are not sure of the proper procedure
- Don't take short cuts or unnecessary chances
- Be alert to the unexpected and the actions of other employees
- Report unsafe conditions immediately and lead by example

It may take a little extra time at first to think of the safe way to do a job, but this effort will pay off for everyone in reducing accidents and injuries.

The success of the safety program depends on the degree to which each of us fulfills our safety responsibilities. Each of us individually has an impact on the success of the program. The safety program will only be successful if we all adhere to the safety policies and guidelines. Remember, we make decisions all the time that affect our individual safety. Please, when making those decisions, choose the safe, right way instead of the easy, most convenient way. The school system is committed to this effort, please join in with that commitment and make our school system the safest possible place possible.

### **SAFE WORK RULES AND PRACTICES**

Safety is the responsibility of all employees. The school administrator and all employees are responsible for making the school system a safe place to work. Protective steps to avoid unnecessary accidents and needless health hazards by following proper safety rules and safety practices need to be taken at all times.

1. It is the responsibility of all employees to conduct themselves in the safest possible manner at all times abiding by the safety rules of the school system. It is the responsibility of the school administration to make sure that employees are constantly aware of proper safety procedures and are following these procedures.
2. All accidents are to be reported immediately. Neglect of minor cuts and bruises may result in serious infections and other problems. First aid treatment is to be provided as necessary. Employees with more serious injuries are to be sent to the nearest emergency treatment facility for proper care.
3. Drugs or alcoholic beverages are strictly forbidden on the premises. No employee will be permitted to work while under the influence of alcoholic beverages, drugs, or any other substance which inhibits full mental or physical activity.

4. Unsafe behavior such as running, fighting, horse-play, removing safety guards, using unsafe equipment, interfering with the safety of other employees, or failure to follow company safety procedures is strictly forbidden.
5. Employees who are not trained or authorized are not permitted to work around or on any equipment requiring such training and authorization.
6. All employees are expected to practice good housekeeping at all times. Work areas and aisle ways are to be kept clear and cleaned up at all times.
7. Where required by the job, employees are to wear the appropriate Personal Protective Equipment.
8. Unsafe conditions, equipment or tools are to be reported immediately.
9. Employees are to be alert to see that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly.
10. Employees are not to handle or tamper with any electrical equipment, machinery, air or water lines, unless they have received specific instructions from their supervisor.
11. If possible, employees involved in lifting activities, are to follow proper lifting procedures.
12. Appropriate work shoes for the work environment and weather conditions are to be worn.
13. Employees operating any mechanized equipment such as fork lifts are to follow all school traffic and safety rules at all times. Pedestrians have the right-of-way at all times.
14. Employees are not to mix or use chemicals in such a fashion that has not been approved. Adherence to the district's Hazard Communication Program is mandatory at all times.
15. Employees are never to remove or tamper with another employee's lock or tag.
16. Equipment brought to work from home is to be checked by management.

### **TRANSITIONAL DUTY PROGRAM**

Every effort will be made by our district to provide a safe and healthful work environment for all our employees. However, from time to time there may be the possibility of one of our employees being injured. If that happens, the employee will be transported to the nearest emergency medical facility for proper treatment. The employee will be returned to work if possible.

In the event an employee is injured but cannot return to work immediately to regular duty, a Transitional Duty Program has been established. This program is designed to get valuable employees back to productive work as soon as possible, following an injury. Work requirements will be kept within any physical work limitations placed on the employee by his/her treating physician.

The district will work closely with our injured employee and their treating physician. The treating physician will be notified of our Transitional Duty Program and our desire to work with the physician to return our injured employee to productive employment in an expeditious manner. We will request a list from the physician of work restrictions. These will then be reviewed, and work activities within these restrictions will be identified and the physician will be advised so the employee can be returned to work. Once the employee returns to work, every effort will be made to ensure the work activities are kept within the employee's medical limitations.

The Transitional Duty Program will be reviewed on an employee by employee basis. It may not be possible in every case to match up the physical restrictions with available work activities. In those cases the employee will be advised. Close follow up with the physician will be maintained and, as soon as the employee is physically capable, he/she will be returned to active employment. Once the physical limitations have been removed, the employee will be returned to full duty.

The length of time transitional duty is made available will be at the company's discretion. Every effort will be made to accommodate the needs of our injured employees, but transitional duty is not a substitute for normal work duties. If it is felt that the Transitional Duty Program is not achieving the desired goal for a particular employee, the program for the employee may be terminated at the district's request. The district will continue to work closely with the injured employee and his/her treating physician to ensure the employee returns to normal productive employment if possible.

## **GENERAL FIRST AID PROCEDURES FOR MINOR INJURIES**

### **1. Superficial Abrasions and Lacerations**

- A. Cleanse the area with antiseptic soap and water. Rinse thoroughly with water.
- B. Apply antiseptic.
- C. Cover with dry non-adherent type of bandage of appropriate size.
- D. Caution employee to keep bandage clean and dry if possible. Bandage should be changed whenever it becomes wet or dirty.

### **2. Puncture Wounds**

- A. Encourage bleeding to help cleanse wound.
- B. Cleanse with antiseptic soap and water. Rinse thoroughly with water.
- C. Apply antiseptic.
- D. Apply bandage.

### **3. Splinters or Slivers**

- A. Cleanse area with antiseptic soap and water. Rinse thoroughly with water.
- B. Inspect carefully to evaluate depth embedded and size of splinters.
- C. Attempt to remove with splinter forceps.
- D. If splinter appears to be other than superficially lodged under the skin, or if unable to remove with simple procedures, transfer to local medical facility.

### **4. Heat Exhaustion--Symptoms--Pale, clammy skin, rapid weak pulse, weakness, headache, nausea, dizziness.**

- A. Move to cool place, protect from chilling.
- B. Loosen clothing.
- C. Keep individual lying down.
- D. Give fluids such as water.

E. Arrange for further medical care.

5. Heat Stroke--Symptoms--Flushed hot skin, elevated temperature, rapid pulse, disorientation, unconsciousness.

- A. Move to cool place.
- B. Loosen clothing.
- C. Keep individual lying down.
- D. Apply cold applications to head.
- E. Sponge body with cool water.
- F. Arrange for further medical care.

6. Burns-Minor

- A. Apply cold water to area immediately to cool burn area.
- B. Wash gently with soap and water.
- C. Leave burn area open to air if burn is only first degree (redness of skin).
- D. If burn is second degree (redness plus blistering) cover with sterile or clean gauze pad and refer to physician for further examination and treatment.

7. Burns-Major

- A. Cover burned area with sterile or clean cloth.
- B. Do not remove clothing or substance adherent to the burn area. (Refer immediately to physician for further examination and treatment.)

8. Head Injury-Minor

- A. Keep employee at absolute rest with head slightly elevated (4 - 6 inches).
- B. Maintain adequate airway.
- C. Call Emergency Squad immediately.

9. Chemical Burn of the Eye

- A. Try to determine the nature of the chemical if possible.
- B. Start irrigation of the eye with copious amounts of water immediately and continue for at least 15 minutes.
- C. Do not apply an eye patch.
- D. Transport employee to local medical facility or Hospital or call the Emergency Squad if needed.

10. Eye Injury-Foreign Body

- A. Check for foreign material on lids or around the eye. Cleanse gently with warm water.
- B. Attempt to locate the foreign body by inspecting the eye. Do not exert pressure on the eyelid.
- C. If the foreign body appears loose or superficially lodged, attempt to remove by either one or both of the following methods:
  1. Irrigate the eye with water and try to direct the foreign body to the corner of the eye.
  2. If irrigation is not successful, use a small sterile applicator moistened with water. Wipe the applicator gently over the foreign body -- away from the center of the pupil.

D. If the foreign body does not float out easily by either of the above methods, do not attempt any other method of removal. Transport to local hospital or medical facility.

11. Do not try to treat any serious or apparently serious injury. Comfort the injured employee and call the emergency squad.

## **BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN**

In accordance with the OSHA Bloodborne Pathogen Standard, 29 CFR 1910.1030, the following exposure control plan has been developed.

### **I. EXPOSURE DETERMINATION**

OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment). This exposure determination is required to list all job classification in which all employees may be expected to incur such occupational exposure, regardless of frequency. At this facility all job classifications are in this category.

In addition, OSHA requires a listing of job classifications in which some employees may have occupational exposure. Since not all the employees in these categories would be expected to incur exposure to blood or other potentially infectious materials, tasks or procedures that would cause these employees to have occupational exposure are also required to be listed in order to clearly understand which employees in these categories are considered to have occupational exposure. The job classifications for these categories are as follows:

Job Classification:

1. Nurse
2. Janitor
3. Supervisors
4. Teachers
5. Bus Drivers
6. Coaches
7. First Aid Responders

### **II. IMPLEMENTATION SCHEDULE AND METHODOLOGY**

OSHA also requires that this plan also include a schedule and method of implementation for the various requirements of the standard. The following complies with this requirement:

## **Compliance Methods**

Universal precautions will be observed at this facility in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees at this facility. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized. At this facility the following engineering controls and work practices will be utilized:

1. An EPA registered disinfectant for hands/skin.
2. Latex disposable gloves.

## **III. CLEAN UP PROCEDURES**

If employees incur exposure through an open wound or sore to their skin or mucous membranes then those areas shall be washed or flushed with water or an EPA registered disinfectant as appropriate as soon as feasible following contact.

## **Personal Protective Equipment**

All personal protective equipment used at this facility will be provided without cost to the employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach other potentially infectious materials to pass through or reach the employees' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

Latex disposable gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes. Latex disposable gloves will be available in the clinic and custodial supply closets.

Latex disposable gloves used at this facility are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

The OSHA standard also requires appropriate protective clothing to be used, such as lab coats, gowns, aprons, clinic jackets, or similar outer garments. The following situations require that such protective clothing be utilized:

Decontamination will be accomplished by utilizing the following materials:

1. EPA registered disinfectant

All contaminated work surfaces will be decontaminated after completion of procedures and immediately or as soon as feasible after any spill of blood or other potentially infectious materials, as well as the end of the work shift if the surface may have become contaminated since the last cleaning.

All bins, pails, cans, and similar receptacles shall be inspected and decontaminated on a regularly scheduled basis at least once a month and will be done by a custodian.

Any broken glassware which may be contaminated will not be picked up directly with the hands. The following procedures will be used:

1. Individual doing clean-up will wear latex disposable gloves. Additional protective equipment will be utilized dependent on size of spill. A dustpan will be used to pick up the broken glass and will be put in a disposal container.
2. Blood spills will be cleaned up in the following manner:  
\*The individual in clean-up will wear latex disposable gloves. A gown and mask may be utilized in addition, if the spill is a large one (covering more than a square foot area). If a large spill, an EPA registered granular disinfectant will be utilized to contain the blood spill. When absorption completed, it will be scraped up and put in a regulated disposal container. The area will then be disinfected with a liquid disinfectant approved by the EPA and allowed to dry.

## **GENERAL OFFICE AND CLASSROOM SAFETY GUIDELINES**

Office safety is often times overlooked when implementing a Safety Program. Yet there are numerous hazards that exist everyday including:

- \* Slips, Trips and Falls
- \* Electrical Hazards
- \* Storage Falling Hazards
- \* Ergonomics/Back Injuries
- \* Fire Hazards
- \* Health Hazards
- \* Chemical Exposures

Employees need to be trained in these hazards and the steps they need to protect themselves. Also, a regular Inspection Program needs to be implemented to identify hazards and eliminate them.

The following guidelines have been developed to help reduce each of the above safety hazards.

### **General Housekeeping**

1. Keep all hallways, passageways and storerooms clear of debris, clutter and tripping hazards.
2. Keep stairways clear at all times. Never store boxes, files or other objects on stairs or landings.
3. Wipe up spills immediately. Contact building maintenance if a spill is too big to clean up.
4. Keep objects from protruding into walkways.

5. Report loose carpeting or damaged floors.
6. Keep electrical cords out of the aisle way.
7. Keep desk drawers and cabinet drawers closed when not in use.
8. Keep emergency EXITS clear at all times.
9. Pick up dropped material.
10. Keep waste baskets emptied on a regular basis.
11. Store heavy material on the bottom shelves.
12. Never leave the upper file cabinet drawers open.
13. Use the handle of the file cabinet or desk drawer when closing either.
14. Do not open a file drawer when someone is working underneath it.
15. Keep items on shelving stacked safely.
16. Never use a chair for a ladder.
17. Never carry anything that blocks your vision.
18. Never tilt a chair back beyond its safe angle or tilt a chair backward on a tile floor.
19. Keep sharp objects out of drawers.
20. Carry pens and pencils in a pocket with the point down.
21. When climbing or descending stairs always hold onto the handrail.

### **Desk Ergonomics**

22. Avoid excessive bending, twisting and reaching. Set up your work space so objects can be reached easily.
23. Avoid sudden jerky movements.
24. Do not twist your whole body when you turn.
25. When sitting at the desk do not reach off to the side to pick up objects.
26. Maintain good posture when sitting.
27. Adjust your chair so it fits your back.
28. Use a lumbar roll to support your lower back.
29. Adjust your chair so that your arms are at the proper work level with the desk or keyboard of your computer.
30. Do not lean your arms against the edge of the desk. This interferes with the circulation to your wrists.
31. Do not maintain one position for a long time. Move around or adjust your work so different activities are being done.
32. Stand up and stretch as needed.
33. Keep your chair as close to your work as possible to prevent bending forward.
34. Keep forearms and hands as straight as possible. This will reduce the stress on the tendons and nerves.
35. Exercise your hands each day to strengthen the wrist and hand muscles and to relieve built up strain caused by repetitive motions.
36. Make sure the lighting in your office is adequate. Poor lighting puts stress on the eyes and can cause muscle strain and headaches.
37. Design your computer work station to maximize your comfort and to reduce the risk of repetitive strain injuries, eye strains, back pain and other problems.
38. Keep your computer monitor at a distance that reduces eye strain and glare. Use an anti-glare filter on the screen if necessary.
39. Keep frequently used items such as reference material, pens, pencils and the telephone within easy reach.
40. Keep mentally alert at all times, look out for other employees and expect the unexpected.

## **Lifting and Preventing Back Strain**

41. Practice proper lifting techniques. Lift with your legs not your back.
42. Do not try to lift more weight than you can handle safely.
43. If necessary ask for help or use mechanical means to reduce the weight.
44. Remove all unnecessary clutter from your work area.
45. Make sure there is adequate ventilation. Have air filters checked and changed as needed.
46. Keep all fire extinguishers clear.
47. Never run, always walk.
48. Wear appropriate shoes that provide maximum comfort and safety.
49. Always use a step ladder for overhead reaching.
50. Do not stack material any closer than 18" to a sprinkler head.

## **Electrical Hazards**

51. Do not overload electrical outlets.
52. Keep electrical heaters out from under desks. Always make sure they are turned off before leaving.
53. Extension cords should only be used with the approval of building maintenance. **Only** use heavy duty cords to reduce fire hazards.
54. Inspect cords on a regular basis to ensure they are safe.
55. Do not staple or nail cords to the wall.
56. Do not wrap cords around metal objects.
57. Before removing paper jams from copy machine or printer, always make sure the power is off.
58. Do not try to perform any maintenance on equipment unless you have been trained to do so.

## **LAB SAFETY GUIDELINES/CHEMICAL HYGIENE PLAN**

Science Labs are a great education asset to every school system. At the same time, labs can pose a number of hazards that could result in serious injury or even death. Lab safety procedures need to be implemented, used and enforced at all times. Students need to learn lab safety principles before they are allowed to use any of the lab equipment. Adequate time needs to be allocated so that students can practice good safety procedures that they will be expected to follow. Strict follow up is required at all times.

A. A Lab Safety Plan should be developed and updated annually. This plan should include the following elements:

1. Responsibility for the Lab Safety Program.
2. Necessary Personal Protective Equipment that will be needed in the lab.
3. Design and layout of the lab to ensure adequate storage of chemicals, ventilation, emergency procedures, safe handling procedures for chemicals, location of Material Safety Data Sheets, incompatible chemicals, types of approved experiments, first aid supplies, eye wash stations and regular inspection procedures. These should be reviewed before each new school year and periodically during the year.

B. The following safety procedures and practices should be included in the Lab Safety Plan:

1. Emergency controls in place to reduce employee exposure to hazards, vapors, fumes, mist and dust.
2. Lab Hoods designed to provide at least 2.5 linear feet of hood space per student.
3. Safe storage of hazardous chemicals. Approved flammable storage cabinets should be used for storage of all flammable liquids.
4. Electrical system designed to meet National Electric Code Guidelines for Laboratories.
5. Eyewash and showers are to be located in areas that are readily accessible areas and inspected monthly.
6. Adequate first aid supplies need to be provided.
7. Adequate Personal Protective Equipment supplied to meet the needs of all students.
8. Safe Chemical Handling Procedures developed and in place.
9. Dangerous chemicals locked up at all times.
10. A careful chemical inventory developed, maintained and kept up to date.
11. All chemicals will be dated and properly disposed of after the predetermined maximum storage life has expired.
12. Housekeeping maintained in a safe manner at all times.
13. Only approved and properly labeled containers are to be used.
14. Flammable and Combustible liquids stored properly, handled only in areas away from open flames or sparks, unless this is required for an experiment.
15. Incompatible chemicals such as strong acids and bases will be stored so inadvertent interaction can't cause a fire, explosion or release of highly toxic gases.
16. Fire extinguisher will be available and kept clear at all times.
17. All students will receive adequate training to handle, use and mix the chemicals they will be required to use.
18. Regular inspections of the Lab will be conducted.
19. No student will be allowed to work alone or unsupervised.
20. Smoking and eating will not be permitted in the Lab.
21. Safe Procedures for each lab experiment is to be clearly written and communicated to all students before each experiment.
22. Ensure all mechanical equipment is guarded.
23. Have emergency telephone numbers posted.
24. Restrict the most dangerous experiments to classroom presentations only.
25. Monitor student use and activities closely and do not allow any unauthorized experiments.
26. Develop and follow safe clean up procedures for chemical spills and ensure adequate clean up supplies are available. If necessary evacuate the building following the School Emergency Evacuation Plan.
27. All student injuries are to be reported. Make sure medical treatment is provided.
28. Expect the unexpected and plan for all emergencies.