

New Riegel Local School District

New Riegel, Ohio



NON-CERTIFIED EMPLOYEE PERSONNEL HANDBOOK

Updated: June 2023

INTRODUCTION

The New Riegel Local School District acts to support and encourage all staff members in building a strong educational system for our youth. In addition, New Riegel Local School District desires that each employee's years of service be both successful and rewarding.

This handbook is designed to serve the needs of all New Riegel employees no matter what their particular assignment. The information contained herein supplements official Board of Education policies.

There is no sure way to provide a book that will answer all questions that may arise. However, if you acquaint yourself with the information contained here, you will, perhaps, have a better background for answering or asking questions during the school year. All should be familiar with the contents of this handbook so that misunderstandings may be avoided.

Revisions of this policy will be made as the need arises. Annual input from staff members is requested in order to keep our handbooks current and understandable.

To further those ends, the New Riegel Local School District Board of Education has prepared this handbook of policies and procedures.

Please note the following:

1. The information is divided into seven (7) main sections, each followed by several subsections.
2. Unless otherwise stated, "the Board" refers to the New Riegel Local School Board.
3. For those wishing further information on any policy, please contact the Superintendent.
4. If at any time an employee has personnel questions or concerns beyond the scope of this handbook, please consult with the Principal, Treasurer, or Superintendent.
5. This handbook is not a contract and does not convey any rights, benefits or privileges in addition to or separate from those provided by Board policy or by state law. This handbook may be amended at any time, with or without notice to employees.

Please read this handbook carefully and keep it for reference.

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EMPLOYMENT PROCESS

The New Riegel Board of Education reserves all rights accorded to a Board of Education by the Ohio Revised Code, including the right to:

1. Create a new position;
2. Specify the number of persons within each job category;
3. Set the initial salary for a new position.

The Board may create a new position or increase the number of non-teaching employees in an existing position.

The Board shall, upon the advice of the Superintendent, consider the advisability of creating a new position or increase the number of non-teaching employees in an existing position.

The New Riegel Board of Education approves the employment, fixes the compensation, and establishes the term of employment for each employee.

Any employee's omission or misstatement of fact material to qualifications for employment or the determination of salary is considered by the Board to constitute grounds for dismissal.

The employment of non-teaching employees prior to approval by the Board is authorized when their employment is required to maintain continuity of services in the District retroactive employment shall be recommended to the Board at its next regular meeting.

The administration shall seek candidates for employment who are of good character, and who are able to perform the essential functions of the position with or without reasonable accommodation.

All candidates shall be recruited specifically for the position of intent with equal opportunity given to all in compliance with all state and federal laws.

1. Newly hired full-time employees shall be given not more than one-year limited contracts.
2. If the employee is reemployed, the limited contract shall be for a period of two years, two years, two years.
3. At the termination of the third, two-year contract, if such contract is renewed, the employee shall be employed on a continuing contract.
4. An employee who works part-time (less than 35 hours per week) and whose position is funded on a year-to-year basis is not considered a regular non-teaching school employee.
5. Newly hired non-teaching employees may be given contracts for less than one year.

CONTRACTS

Full-Time Employees

1. Limited Contracts
 - a. All new full-time employees receive a one-year limited contract, which expires July 31 (may be less than one year).
 - b. If the Board chooses to rehire the employee at the end of the one-year contract, a two-year contract is issued.

2. Continuing Contracts
 - a. If the Board chooses to re-employ the employee after the third, 2 year contract, a continuing contract is issued.
 - 1). For continuing contract purposes, a year consists of 120 days.
 - b. A continuing contract remains in effect each year until the employee elects to resign, retire, or is terminated or suspended as provided by law.

3. Renewal of Contract
 - a. Any employee whose limited contract expires at the end of the contract year, excluding substitutes, whom the Board does not wish to rehire for the succeeding year, must be notified in writing on or before June 1. Unless notified, the employee is considered reemployed.
 - b. Employees on continuing contracts are automatically rehired.

EMPLOYMENT REQUIREMENTS

Verification of Employment Eligibility

Federal law requires that all employers and employees, hired after November 6, 1986, complete an Employment Eligibility Verification Form (Form I-9) provided by the U.S. Immigration and Naturalization Service. All such employees' eligibility must provide documents that establish both identities in order for Form I-9 to be completed and signed by both the employee and the school district official. Form I-9 must be retained for three years or for one year past the end of employment of an individual, whichever is longer.

Criminal History Records Check

The Board requires that any applicant under final consideration for appointment or employment in a position with the Board or in local district position approved by the Board as a person responsible for the care, custody, or control of a child, must submit to a criminal records check through the Bureau of Criminal Identification and Investigation (O.R.C. 3319.311). Newly employed persons will be deemed conditionally employed pending receipt of a satisfying report.

Any and all information obtained by the Board under this policy shall be considered strictly confidential and shall not be made public. The information may be released to the State Department of Education Division of Teacher Certification, should the Superintendent judge that convictions noted could be cause for the revocation of the individual's teaching certificate. The report of any criminal records check is not a public record and shall not be made available to any person other than the applicant who is the subject of the criminal records check or the applicant's representative, or any court, hearing officer or other necessary individual involved in a case dealing with the denial of employment to the applicant.

For further information regarding provisions of the Ohio Revised Code pertaining to criminal records checks, please see Board Policy Section 4121.

Assignment and Transfer

Responsibility for the assignment and transfer of non-teaching employees shall be vested in the Superintendent.

See Board Policy 4130.

RESIGNATION/TERMINATION/LAYOFF

Resignation

Any non-teaching school employee may terminate his contract of employment thirty (30) days subsequent to the filing of a written notice of such termination with the Treasurer of the Board. See Board Policy 4140.

Termination

The contracts provided for in Board Policy may be terminated by a majority vote of the Board. Such contracts may be terminated for incompetence, indecency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, or other acts of misfeasance, malfeasance, or nonfeasance. In addition to the right of the Board to terminate the contract of an employee, the Board may suspend an employee for the reasons set forth in this section. A non-teaching employee will be offered the opportunity to meet with the Superintendent or some other impartial District administrator, prior to any recommendation to the Board for suspension or termination, to discuss the reasons for the possible suspension or termination, and to comment, refute or rebut these reasons. After this meeting, the Board of Education will meet to consider the recommendation of the administrator, and to provide the employee with an opportunity for a hearing before taking action. The employee may be represented by counsel, may cross-examine witnesses appearing at the hearing, and may present witnesses or evidence in support. The action of the Board terminating the contract of an employee or suspending or demoting him/her shall be served upon the employee by registered mail. Within ten (10) days following the receipt of such notice by the employee, the employee

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may file an appeal, in writing, with the Court of Common Pleas of Seneca County. After hearing the appeal, the Common Pleas Court may affirm, disaffirm, or modify the action of the Board.

See Board Policy 4140.

Layoff

The Board reserves the right in accordance with statute to abolish any existing position in whole or in part or to reduce the number of non-teaching employees in such positions.

All non-teaching personnel shall be selected for layoff in accordance with:

1. Length of service in the District;
2. Past experience and diversified capabilities; and
3. Performance on the job.

All non-teaching employees shall be notified by June 1 if they are not to be reemployed in the following academic year.

See Board Policy 4140.

EMPLOYEE RIGHTS

Equal Opportunity Employment

The administration shall seek candidates for employment who are of good character, and who are able to perform the essential functions of the position, with or without reasonable accommodation.

The Board guarantees fair treatment of applicants and all staff members in all categories of employment and in all aspects of personnel administration, regardless of sex, race, color, creed, national origin, age or disability.

See Board Policy 4122

Civil Rights/Anti-Harassment Compliance Officer

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereafter referred to as the "Compliance Officers".

Superintendent
419-595-2256
44 North Perry Street
New Riegel, OH 44853

Rights of Staff with Disabilities

No otherwise qualified person shall, by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by this Board. No employee or candidate for employment shall be discriminated against in recruitment, employment, promotion, training, or transfer because of his/her disabling condition.

The District will provide reasonable accommodations to qualified persons with disabilities, unless undue hardship would result.

A complaint regarding a violation of law and this policy in an employment decision shall be subject to a grievance procedure that provides for the prompt and equitable resolution of disputes. The Board has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging illegal discriminatory acts based on a person's sex, race, color, creed, national origin, age, or disability. Complaints should be addressed to the Superintendent.

See Board Policy 4122

Employee & Sexual Harassment

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 for an employment decision, or when such conduct has the purpose or effect of unreasonably interfering with work or school performance, or creating an intimidating, hostile, or offensive work or school environment.

There are basically two (2) categories of sexual harassment:

1. Quid Pro Quo – in Latin means something for something. It occurs when sexual favors are sought in return for job benefits or opportunities.
2. Hostile Work Environment – occurs when sexual comments, verbal/physical abuse, or other inappropriate behavior, has the purpose or effect of interfering with an individual's work performance and/or creates an intimidating or offensive work environment.

The harassment of an employee or a student of this District, sexual or otherwise, is strictly forbidden. Any employee or agent of this Board who is found to have harassed an employee, student, visitor or third party in the District will be subject to discipline. Any employee who has been exposed to harassment by an employee or agent of this Board is encouraged to report the harassment to an appropriate supervisor, or to the Principal, or to the Superintendent.

If the behavior in question is from your supervisor, you should make a report to the next level of management.

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All matters involving any type of harassment complaint will remain confidential.

See Board Policy 4362.

Freedom of Speech in Non-Instructional Settings

Employees of this District have the right to speak out on issues of public concern. When those issues are related to the school system, however, the employee's expression must be balanced with the interests of this District. Employees should be careful to communicate that their views are their own, and not those of the District.

The following guidelines are adopted by the Board to help clarify and therefore avoid situations in which the employee's expression could conflict with the District's interests. In situations in which the employee is not engaged in the performance of professional duties, he/she should:

1. State clearly that his/her expression represents personal views and not necessarily those of the District;
2. Refrain from expressions that would disrupt harmony among co-workers or interfere with the maintenance of discipline by school officials;
3. Not make abusive or personally defamatory comments about co-workers, administrators, or officials of the District;
4. Refrain from making public expressions which he/she knows to be false or are made without regard for truth or accuracy; and
5. Not make threats against co-workers, supervisors, or District officials.

Violations of these guidelines may result in disciplinary action up to and including termination.

Title IX Coordinator(s)

The Board designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

Principal
419-595-2256
44 North Perry Street
New Riegel, OH 44853

The Title IX Coordinator shall report directly to the Superintendent. Questions about this policy should be directed to the Title IX Coordinator.

Safety and Occupational Health

The policy of the Board is to provide a safe work environment, safe work practices, and safety equipment for its employees to the extent it is possible to do so within the limitations of the

School District's resources, and the limitations of human error, and considering that some employees must abide hazardous working conditions inherent in the nature of their jobs.

To that end, the Board will endeavor to comply with existing applicable safety and occupational health federal, state, and local laws and to promote safety in the workplace. To affect this policy:

1. It is the responsibility of all employees to prevent injury to themselves and to others, not only at work, but also off the job, to comply with the District's safety policies and standard operating procedures, and to assist fellow employees to achieve the same goal.
2. It is the responsibility of all supervisors to provide for the safety of the employees working under their supervision, and for the effective administration of the Board's safety program in their area of authority.
3. It is the responsibility of the Safety Coordinator to formulate, coordinate, direct the District's safety program, and to assist employees and management in achieving their safety goals and objectives.
4. It is the responsibility of all supervisors to support this safety policy and to participate in the safety program.

This policy is a general statement of the District's goals with certain instructions to supervisors and employees. However, the safety program encompasses a broader range of safety policies, administrative guidelines, and standard operating procedures too voluminous to include in this policy manual. Supervisors and employees can access those other safety program documents at their stations or through the Safety Coordinator.

See Board Policies 7430/8405/8410/8420/8431/8442/8450/8453/8453.01

ALCOHOL, DRUGS AND TOBACCO

Alcohol/Drugs

No employee shall unlawfully manufacture, distribute, dispense, possess or use any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in federal and state law.

As a condition of employment each employee shall notify his supervisor, in writing, of his conviction of any criminal drug statute, not later than five (5) days after such conviction.

Employees who violate this policy shall be subject to disciplinary proceedings in accordance with prescribed school district administrative regulations, local, state, and federal laws up to and including termination. Any employee in violation of this policy may be required to participate in a drug abuse assistance or rehabilitation program approved by the Board. Costs of the drug assistance or rehabilitation program shall be paid by the employee.

Lists of local drug and alcohol counseling, rehabilitation, and re-entry programs and services that are available in the community will be available in the Superintendent's office.

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See Board Policy 4122.01

Tobacco

Smoking has been identified as the number one health problem in the United States. Therefore, it is the intention of the Board that the New Riegel Local School District be tobacco-free. To reach this goal, the Board ***bans smoking and the use of tobacco products*** in and on District property by all persons, including staff and visitors, ***at all times***. District property shall include buildings, offices, grounds, and vehicles.

See Board Policy 4215.

SUBSTANCE ABUSE

The Board of Education recognizes alcoholism and drug abuse as treatable illnesses. Such illnesses may impair the performance of classified staff. When appropriate, the Board may assist such employees in a manner recommended by appropriate specialists in the treatment of those illnesses.

A classified staff member having an illness or other problem relating to the use of alcohol or other drugs including, controlled substances, medications not prescribed by the employee's physician, or medications not taken as prescribed, will receive the same careful consideration and offer of assistance that is presently extended to classified staff having any other illness.

The responsibility to correct unsatisfactory job performance, attendance or behavioral problems resulting from a suspected health problem rests with the classified staff member. Additionally, regardless of whether a classified staff member has an illness or other problem relating to the use of alcohol or other drugs it remains the responsibility of the classified staff member to report to work and perform his/her duties in a fit and appropriate condition at all times. Being under the influence of alcohol or other drugs while on duty, on school property, or at a school related activity/event is not acceptable. Failure to correct unsatisfactory job performance, attendance or behavior and/or working or reporting to work under the influence of alcohol or other drugs for whatever reason, will result in appropriate corrective or disciplinary action as determined by the Board, up to and including termination.

If a classified staff member sustains a workplace injury while s/he is under the influence of alcohol or a controlled substance not prescribed by his/her physician, s/he may be disqualified for compensation and benefits under the Workers Compensation Act. If the classified staff member tests positive or refuses to submit to a test for alcohol and/or other drugs after sustaining a workplace injury, the employee may dispute or prove untrue the presumption or belief that alcohol and/or other drugs are the proximate cause of the injury (i.e., rebuttable presumption). The Board directs the Superintendent to establish guidelines and post a notice advising employees that the results of, or the employees refusal to submit to an alcohol or other drug test may affect an employee's right to receive workers' compensation benefits.

If a classified staff member voluntarily requests counseling or assistance before the Board learns of the classified staff member's substance abuse problem (through a positive test result or otherwise), the classified staff member's job security or promotion opportunities will not be jeopardized by his/her request for counseling or referral assistance. A classified staff member may not avoid the consequences of a positive test by requesting counseling or assistance for a substance abuse problem after being instructed to submit to a drug test.

Classified staff who suspect they may have an alcoholism or other drug abuse problem are encouraged to seek counseling and information on a confidential basis by contacting resources available for such service.

Legal

R.C. 2925.01 et seq., 3313.60, 3719.01 et seq., 3793.02, 4123.54
Rehabilitation Act of 1973, 29 U.S.C. 794

DISCIPLINARY MATTERS

Staff Infractions

In the event it is necessary to take disciplinary action against an employee, a notice, in ordinary and concise language shall be sent to the employee specifying:

1. The specific acts and omissions upon which the disciplinary action is taken;
2. A statement of the cause for action taken;
3. A quotation of the rule or regulation, which it is claimed, the employee violated;
4. A date prior to the initiation of discipline when the employee may be heard if he/she so wishes; and
5. The penalty that may be suffered as a result of the employee's acts or omissions.

See Board Policy 4139

REQUIREMENTS/DUTIES

ATTENDANCE

The regular and prompt attendance of employees is an essential element of the educational program. In addition, the privilege of district employment imposes on each staff member, the responsibility to be on the job-on time every scheduled work day. Therefore, a prerequisite for efficient performance of an employee's duties and such extra-curricular or co-curricular duties as may from time to time be reasonably assigned.

All employees are obliged to report regularly for the performance of their duties. During a period of authorized absence, partial or full compensation may be paid.

Absences not approved by the Superintendent are considered as unauthorized and no payment of salary shall be made. Unauthorized absence from duty may be considered by the Board as cause for suspension or dismissal.

The Superintendent shall apply, where applicable, uniformly throughout the schools of this District, except as otherwise specified in this policy, the following working periods for non-certified personnel:

1. If applicable, employees may spend the lunch period off the school premises. Each employee must keep the building Secretary/Principal informed of his/her location at all times during the regular hours when the employee is not in the building. ***All employees shall sign in and sign out when leaving the school grounds.***
2. During the times pupils are in attendance, non-certified employees, (if applicable) may be assigned extra or alternative duties at the discretion of the building Principal. These duties, whenever possible, shall be equitably distributed.
3. If applicable, non-certified personnel are expected to participate on district-wide committees.
4. Employees should not work beyond regularly scheduled work time unless authorized or directed by a supervisor. Employees must always check with a supervisor prior to working overtime.

Any employee of the Board who finds it necessary to be absent from duty must report this to his/her Supervisor/Principal as soon as possible. The employee who will be absent from duty for more than (1) day must give notice to the Supervisor/Principal or Superintendent as much in advance as possible.

If you know that you are ill on the next day, call your Supervisor right away. If it is evident that continued absence will be necessary, call your supervisor or school prior to 3:00 p.m. When you return to school, a sick leave form must be filed with the Principal.

An employee who fails to give prompt notice of his/her absence, misuses sick leave, fails to verify his/her absence in accordance with Board Policy, falsifies the reason for an absence, is absent without authorization, is repeatedly tardy, or accumulates an excessive number of absences without good cause may be subject to discipline.

It is the responsibility of the Superintendent to assess penalties when an employee fails to render the service for which they were employed.

Records of tardiness and assessments for this or other cause will be retained in the employee's file.

The Board reserves the right to assess an employee's salary for failure to perform work/services for situations not specified herein, or for gross violations of this policy. The Superintendent is

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authorized to direct properly warned employees who are repeatedly tardy not to report at all on those days when they cannot report on time, and to suffer wage penalties as may be appropriate.

See Board Policy 4432

Emergency Medical Forms

Each staff member must have a form on file with the office in case emergency treatment should ever be necessary. These need to be updated every year.

Calamity Days

If it appears that school could be canceled due to a weather problem or some other emergency, it is suggested that you listen to area radio stations in Findlay, Fostoria, and Tiffin for information.

The emergency phone chain will be enacted (see enclosed phone chain list). When you receive your call, please call the next person on your list as soon as you receive the call, don't wait! If the next person is not available, go on to the next available person, then come back to the person that did not answer the first time and hopefully make the connection. If in doubt, listen to the radio or television.

When school is closed due to hazardous driving conditions or the buildings are closed due to lack of heat, water, etc., employees are not required to report for duty unless specifically requested to do so.

Those days when the building and/or the school district are closed for instruction will be considered calamity days, during which time the non-certified employees are excused. (If applicable) A total of seven (7) calamity days will be used each year before the days will be made up.

See Board Policy 8210 and 8220

STAFF DRESS

Dress and grooming should always be in good taste and appropriate for the occasion. Whether during the school day or at extracurricular or community activities you are a representative of the New Riegel Local School District. Your appearance reflects on all of us. Employees should set a good example for the students. Our appearance needs to reflect how we expect our students to dress.

Hats are not to be worn in the buildings.

On leisure Fridays, dress should also be appropriate, be well maintained, tidy, clean, etc. You are encouraged to reflect the school spirit by wearing school colors. Tennis shoes are acceptable on leisure Fridays. Other days need to have prior arrangements made with the Principal.

All employees assigned to district duty, shall:

1. Be physically clean, neat, and well-groomed;
2. Dress in a manner reflecting their assignments and;
3. Be groomed in such a way that their hairstyle or dress does not disrupt the educational process or cause a health or safety hazard.

If non-certified employees feel that an exception to this policy would enable them to carry out assigned duties more effectively, requests in writing must be made to the Superintendent.

See Board Policy 4216

EVALUATION

The Supervisor/Principal/Superintendent is charged with the responsibility to evaluate all non-certified members as well as those holding extra-duty contracts.

The main purpose is to improve the total instructional program with its applied function being the improvement of the total school program. The main goals are determining what we are trying to accomplish, how well we are doing, and how we can do better.

Non-Certified Evaluation Schedule

Every new employee will receive one evaluation each year. Employees with one year or more experience will receive at least one evaluation each year. If requested, the employee shall receive another evaluation; that evaluation may be conducted by any other evaluator if the employee so desires. Supervisors, under the direction of the Superintendent, will conduct the evaluations. Each formal evaluation will be followed by a conference between the evaluator and employee to discuss performance. The evaluator may include specific recommendations for improvement of performance. The employee and evaluator shall sign and date the evaluation, placing one copy in the employee personnel file and the employee will receive one copy after the conference. (Signing the evaluation form does not necessarily constitute agreement.) The employee may submit a rebuttal to the evaluation and have it attached to the evaluation form within one week of the evaluation conference.

Please note: Nothing prohibits the evaluator from referring to day-to-day observations and events outside the normal visit yet within the educational setting.

The Superintendent reports to the Board such recommendations for change of position, retention, or dismissal as may be appropriate.

See Board Policy 4220

PRACTICES AND PROCEDURES

Faculty Meetings

If applicable, non-certified employees are expected to attend each faculty/staff meeting unless specifically excused by the administration. Be punctual for each meeting.

Agendas will be distributed at least twenty-four (24) hours prior to the meeting. If you would like to be put on the agenda, do so in writing to the Principal at least a couple days before the agenda is compiled and distributed.

Confidentiality

No employee shall release, or permit access to, personally identifiable information other than directory information concerning any District student, without the written consent of the parent, guardian, or custodian of each student, or the written consent of each student who is eighteen years of age or older. "Directory information" includes a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, dates of graduation, and awards received.

Calendar

Located in the back of this book is a school calendar to assist in planning for the year. All school activities are to be placed on the master calendar for the district via the online event request form in the Master Calendar. The priority for meetings and other activities is given to those who get their dates on the calendar first.

Memos

Memos/emails will be issued, as needed, to inform employees of upcoming events and other items of interest and importance. It is highly suggested that these memos be retained for a period of time for reference purposes. It is recommended that you read emails daily during the school year and frequently in the summer.

Public Relations

You are "New Riegel Local School" to the community. The attitude you convey to students and parents will directly influence them. If you are positive in your dealings with them and in your discussions, they will be positively affected.

Active participation and attendance at school activities where the general public is involved is strongly encouraged.

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Bells

The ringing of bells does not automatically allow students to leave your classroom/study hall. Teachers/staff are to dismiss the class after checking the room, etc. The bell is the signal for the teacher/staff member, not the student.

Supplies/Requisitions

Basic supplies such as paper clips, tape, staples, etc., are available in the offices. Paper supplies, forms, etc., are found in the workrooms.

Requisitions for instructional materials and supplies can be found in the workrooms. Requisitions must be submitted and approved *before* any item(s) can be ordered or obtained. If you do not get the written approval *before* you purchase your item(s), they *will not* be paid by the Treasurer and you will be fully responsible for the purchase of the item(s).

If there are any questions about the purchasing process please see the Principal, Superintendent or Treasurer.

Refreshments to Rooms

During your conference/free period, as long as students are not present, you may then do the above. Make sure your room and the work area is cleaned up of all messes when finished.

Lunch cannot be consumed during class time. You may use the cafeteria, teacher's lounge, your room/work area (as long as you do not have any students or classes in there), or you may go off the school grounds for lunch.

See Board Policy 8510 for guidance on classroom celebrations and parties.

Workroom/Lounge

The workrooms are shared by all staff and all should assist in keeping them clean, neat and orderly. All necessary forms are located in both the elementary and high school workrooms. Located in both elementary and JH/HS workrooms is a copy machine and laminator. Students should only be in a workroom when accompanied by a teacher/staff member.

Mailboxes

A mailbox has been assigned to all staff personnel. Mailboxes should be checked, cleared out daily, and should not be used for storage.

Your Work Area

The physical arrangement of the room/work area is left to staff discretion. Please be mindful of problems your room may present for students and the custodial staff.

Non-cert

All single chairs are to be placed neat and orderly on top of desks or tables at the end of the last period of the day.

Seating Charts / Emergency Plan

Seating Charts and Emergency Plans must be kept for all classes and study hall (where applicable) and available for other staff or substitutes at all times. These should be included in your plan book for when substitutes come in your room so they can be located in a hurry.

Pledge of Allegiance

The pledge of Allegiance is to be recited on a daily basis. In the elementary, this should be handled by the homeroom teacher. In the high school, it will be handled during the morning announcements preceding the first period of the day. The U.S. Flag should be displayed in all rooms. Revised Code Section 3313.602 specifies that no student is required to participate in the recitation of the Pledge of Allegiance and that intimidation of any student by other students or staff aimed at coercing participation is prohibited.

See Board Policy 8220

Room Security

Keys ***should not*** be loaned or given to students. Personal property must be kept in a locked place and labeled. New Riegel Schools will not be responsible for lost or stolen personal items.

Building Security

In order to provide building security, it is mandatory that anyone using the building after school hours check ***ALL*** outside doors and make sure doors are locked before leaving. There are to be no students in the buildings after school personnel leave. If you are the last person to leave, lock up and turn off the lights.

Telephone/Fax Machine

All fax transactions must be recorded on the log that is located by the fax machine. All personal faxes will be billed by the Treasurer.

All long distance calls must be recorded on the long distance log that is by each phone. All personal long distance calls will be billed by the Treasurer.

Refer to the student handbook for procedures that apply to students.

Non-cert

Activity/Athletic In-Service

All members of the coaching staff must participate in a sports first aid program and CPR training session. Each person must have a current CPR card.

Family Night

Wednesday night has been designated as family night. Students are not to be engaged in any school activity that will keep them involved after 6:00 p.m. The school building must be vacated by 6:00 p.m. from any after school activity. Any necessary exceptions should be brought immediately to the Principal's attention.

News Releases to Media

New Riegel students make many worthwhile and outstanding contributions each year. In order to give the public information on the positive achievements of our students, you should get this information to the Principal as soon as possible in order that a news release can be sent out. Releases to local news media are to be made only through the Principal's office.

Newsletter

We have a District newsletter going home quarterly throughout the school year. This is a chance to let our public know about the state of the school, but to also keep them informed about the many positive achievements of our students and staff.

Information for the newsletter needs to be submitted to the high school secretary by the deadline emailed out each month. Items need to be submitted no later than 3:00 p.m. and only under certain circumstances will late items be printed.

Articles need to be submitted in **Microsoft Word, Times New Roman Font 12 pt.** in order to have it published in the newsletter.

Articles are not to be submitted by a student without the teacher or advisor's acknowledgment on the hard copy. If a student types an article for the newsletter, the teacher must approve it before being submitted for the newsletter. Anything not approved by the teacher will be given back. You should sign and date the hard copy so that you are aware of what is being submitted.

Emergency Evacuation of Buildings

Instruction and routes for both Fire Drills and Tornado Drills are to be clearly posted in each room (near the door) where students congregate.

Fire - as soon as the signal sounds:

Non-cert

1. Escort students to escape routes;
2. Last one out turns off lights and shuts door;
3. Leave building according to your escape plan (that is posted by the door);
4. Take an attendance book and report your attendance to the Principal or Supervisor

Tornado - blasts on bell system or air horn or PA system announcement:

1. Elementary Safety Area –outside classroom or designated areas (see plan posted in classroom);
2. High School - locker room areas of junior high and high school gyms; rest room areas outside classrooms or designate areas. (see plan posted in classroom);
3. Steps to follow:
 - a. escort students out of the room and direct them to the designated safety area referred to in 1 and 2 above (see plan posted by your door);
 - b. take attendance book and take count as soon as reaching the safety area and report attendance to Principal or head teacher;
 - c. get students down in a kneeling position with hands over their heads.

Note: See Emergency Evacuation Plan for further information regarding emergencies.

Contests

Non-certified employees are to check with the Principal before making any arrangements to have students enter contests of any kind. Student names are not to be submitted for any kind of lists or honor without checking with the Principal first.

Special Service

If applicable, non-certified employees with concerns about students who are having problems should see either the Principal or guidance counselor about the matter and discuss the available options. Proper paperwork and due process needs to be followed for any option or alternative.

Among the services or options available are:

1. Educational testing;
2. Psychological evaluation;
3. Screening: vision, speech, hearing, Scoliosis;
4. Referrals: intervention assistance team, dropout prevention, psychologist, counselor;
5. Counseling: counselor, school psychologist;
6. Special Programs

PUBLIC RECORDS POLICY

The Board of Education recognizes its responsibility to maintain the public records of this District and to make such records available to residents of Ohio for inspection and reproduction.

The Board will utilize the following procedures regarding the availability of public records. "Public records" are defined as any document, device, or item, regardless of physical form or characteristic, including an electronic record as defined in statute as having been created, generated, sent, communicated, received, or stored by electronic means, created or received by or coming under the jurisdiction of the Board or its employees, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the District. "Public records" do not include medical records, trial preparation records, confidential law enforcement investigatory records, records the release of which is prohibited by State or Federal law, and any other exceptions set forth in R.C. 149.43. Confidential law enforcement investigatory records, medical records, and trial preparation records are as defined in R.C. 149.43.

The public records of this District shall be available during regular business hours, with the exception of published holidays. Upon request, a person may receive copies of public records, at cost, within a reasonable period of time. The District's public records shall be promptly prepared and made available for inspection. A reasonable period of time may be necessary due to the volume of records requested, the proximity of the location where the records are stored, and/or for the District to review and redact non-public/confidential information contained in the record.

Each request for public records shall be evaluated for a response at the time of the public records request. Although no specific language is required to make a request, the requester must minimally identify the record(s) requested with sufficient clarity to allow the District to identify, retrieve, and review the record(s). The request for records need not be in writing. The requestor shall not be required to provide his/her identity or the intended use of the requested public record(s).

At the time of the request, the records custodian shall inform the person making the request of the estimated length of time required to gather the records. All requests for public records shall be satisfied or acknowledged by the District promptly following the receipt of the request. If the request for records was in writing, the acknowledgement by the District shall also be in writing.

Any request deemed significantly beyond routine, such as seeking a voluminous number of copies and/or records, or requiring extensive research, the acknowledgement shall include the following:

1. an estimated number of business days necessary to satisfy the request
2. an estimated cost if copies are requested
3. any items within the request that may be exempt from disclosure

The Superintendent is authorized to grant or refuse access to the records of this District in accordance with the law. Any denial, in whole or in part, of a public records request must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority. If the request for records was in writing, the explanation shall also be in writing.

A person may purchase copies of the District's public records upon payment of a fee. A person who chooses to purchase a copy of a public record may request to have said record duplicated on paper, on the same medium on which the District keeps the record, or on any other medium in which the custodian of records determines that said record reasonably can be duplicated as an integral part of normal operations. A person who chooses to purchase a copy of a public record may also choose to have that record sent to him/her by United States mail or by other means of delivery or transmission provided the person making the request pays in advance for said record as well as costs for postage and supplies used in the mailing.

The number of records requested by a person that the District will transmit by U.S. mail shall be limited to ten (10) per month, unless the person certifies, in writing to the District, that the person does not intend to use or forward the requested records, or the information contained in them, for commercial purposes. "Commercial" shall be narrowly defined and does not include reporting or gathering news, reporting gathering information to assist citizen oversight or understanding of the operation or activities of the District, or nonprofit educational research. (R.C. 149.43(B)(7))

Those seeking public records will be charged only the actual cost of making copies.

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the District. E-mail shall be treated in the same fashion as records in other formats and shall follow the same retention schedule.

Records in private email accounts used to conduct public business are subject to disclosure, and all employees or representatives of the District shall retain emails that relate to public business and shall copy them to their business email account(s) or to the records custodian.

The records custodian shall treat e-mail from private accounts that are used to conduct public business, thus subject to disclosure, as records of the District. These records shall be filed appropriately, retained in accordance with the established schedules, and made available for inspection and copying in accordance with the Public Records Act.

No public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her duties.

Nothing in this policy shall be construed as preventing a Board member, in the performance of his/her official duties, from inspecting any record of this District, except student records and certain portions of personnel records.

Non-cert

A School District Records Commission shall be established consisting of the Board President, Treasurer, and Superintendent of Schools in accordance with law to judge the advisability of destroying District records. Record retention schedules shall be updated regularly and posted prominently. The Commission shall meet at least once every twelve (12) months.

The Superintendent shall provide for the inspection, reproduction, and release of public records in accordance with this policy and with the Public Records Law. Administrative guidelines shall be developed to provide guidance to District employees in responding to public records requests. The Superintendent shall require the posting and distribution of this policy in accordance with statute.

R.C. 9.01, 102.03(B), 149.011, 149.41, 149.43, 1306.01, 1347 et seq., 3313.26,
R.C. 3319.32, 3319.321
20 U.S.C. 1232g

See Board Policy 8310

REQUIRED TRAINING

Ohio Risk Reduction Act (H.B. 308) requires all public school employees, including all part-time, substitute, and seasonal employees, to receive training on the bloodborne pathogen standards as set forth by the Occupational Safety and Health Administration. Additional Training required include:

1. Active Shooter - Every 3 years
2. Cultural Competence and Racial Bias - Every 3 years
3. Bullying: Recognition and Response - Every 3 years
4. ADA - Every 3 years
5. Restraint and Seclusion - Every 3 years
6. Mental Health Awareness - Every 3 years
7. Title IX - Every 3 years
8. Blood Borne Pathogens - Every year
9. Crisis Response and Recovery - Every 3 years
10. Handle with Care - once
11. Trauma informed Care - once
12. Youth Suicide - Every 3 years

DUTIES

Pupil Supervision

Where applicable, the following standards of pupil supervision are to be maintained:

1. An employee must maintain a high standard for supervision, control and protection of students commensurate with assigned duties and responsibilities.

2. **Students must be directly supervised at all times during the school day. When students are in your classroom you should be there also. If you unlock a door to allow students in, be sure to monitor them until the last person leaves. You are responsible for those students.**
3. No student should be anywhere else unless given permission by one of the monitors, then only one person at a time.
4. Under no circumstances are students to be in the building without direct faculty or staff supervision. The person responsible for their presence must be with them or arrangement must be made with another faculty or staff member.
5. At lunch time food and beverages are to be consumed in the cafeteria or outdoors only! After school food and beverages may be consumed in the Auditoria and not in either gym at any time (only water may be consumed in the gym).
6. Unless there is a class party, class treat, etc., students are not to be drinking pop, eating, etc., in any classroom unless prior approval is given by the Principal and only for special occasions. Students will not be able to order food from outside businesses, during school hours.
7. Every teacher/staff member is to help supervise. No student PDA is tolerated. Take care of the problem as soon as it happens. If this continues, send the students to the office.
8. Teacher/Staff needs to be in their classroom when class begins and not leave until the class bell rings at the end of the period. If you know that you cannot be in your room at the beginning of class, *prior arrangements* need to be made with the Principal/Head Teacher.
9. If there is an emergency situation that causes you to leave your classroom, you should let a neighboring teacher know and ask him/her to watch your class. Let the office know in case the class needs to be covered for an extended period of time.
10. Employees with assigned supervision duty such as noontime, bus, recess, etc., should be on time and remain on duty for the full time of the assigned duty period. Professional courtesy demands that a relief staff member be on time so there is not an unequal burden on a fellow professional.
11. An employee must not send students on personal errands.
12. Students should only be in the workroom/lounge when accompanied by a teacher/staff member.
13. A pupil shall not be required to perform work or services that may be detrimental to his/her health or establish an employee relationship.
14. An employee must immediately report to the Supervisor/Principal an accident or safety hazard he or she detects.
15. Employees should be on the lookout for problems daily. When an apparent health problem is observed please notify the office. An update of known health concerns/problems will be distributed each year.
16. Students that are on medication from a doctor need to have proper forms filled out and in the office. Students are sent to the office when they need to take their medication. See student handbook for more information.

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17. Students that are taking over-the-counter medication need to have proper forms filled out and in the office. The form will state the appropriate way the medicine is to be dispensed to the student.

Every employee must report to the Children's Services any sign of suspected child abuse or drug abuse. Remember YOU are a legal reporter. Additionally you should report suspicions to the administration.

Hall Duty

Between classes all teachers/staff, except self-contained classroom teachers, should be outside their classroom doors actively supervising student behavior. When an employee is in the halls, student behavior should be monitored.

Restroom Supervision

While we have no formal restroom duty assignments, it is the responsibility of all staff members to take action when you personally witness or hear commotion in the restrooms.

Passes

Students may not be excused from an assigned class or study hall unless they have a proper pass before the start of class. Staff members wishing to have a student released from a study hall must give the student a pass before the beginning of class. A student may not be taken out of a class (unless prior arrangements have been made with the consenting teacher), only a study hall. Study Hall teachers cannot write passes.

Students must carry a hall pass. Every time a student leaves the room they must have a hall pass from the class they are assigned to.

This pass is required for every student who leaves your room during class time.

Assemblies

At various times during the school year there will be assembly programs. Non-certified employees are expected to attend when appropriate. If you have a class that is attending that particular assembly, you are expected to help supervise. You are asked to sit amongst the students for maximum supervision.

All assembly programs are to be scheduled through the office.

Handbook Receipts

Each family in grades K-12 receives a copy of the student handbook. Each family must have a signed receipt on file to the effect they received a copy of the handbook.

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Office Equipment

Students are not to operate the various pieces of office equipment. This applies especially to the copy machines (in the workrooms).

Students Attendance/Tardies

Elementary homeroom teachers, junior high, and high school first period teachers/staff members are to take attendance/tardies and lunch count immediately upon the ringing of the bell for the start of classes through DASL. Where applicable, staff members are expected to keep a detailed and accurate record of student absence/tardiness. This helps facilitate documentation for attendance patterns.

Every period attendance/tardies needs to be taken and documented. If you find that a student is not in your class and was not reported absent on the student absence sheet, report this to the office immediately.

Partial Day Absence

Teachers need to take attendance prior to releasing students for events conducted during the school day. Students need to report to class at regular time for attendance and then they can be released. Upon returning to school, attendance will again need to be taken.

Student Conduct Code

The Student Handbook contains the Student Code of Conduct, which covers the student expectations. The Athletic Handbook contains the Student Code for Athletic Participants. Refer to these when the need arises.

Student Safety

Where applicable, an employee has the legal duty to explain and inform the student of the dangers and hazards incident to the use of equipment. Before allowing students to use equipment, he/she should be tested to determine if the equipment can be used safely. Documentation of testing should be kept on file.

When dealing with dangerous instruments, make sure that each student wears proper safety equipment, such as goggles, gloves, etc. Employees in this area are to maintain supervision and discipline within areas of the staff's responsibility and exercise reasonable care in the performance of duties.

Teachers/Staff with supervisory responsibilities are to instruct students as to safe procedures on the playground and other common areas. Such instructions are to be reviewed periodically and documented. Instructions once a year *are not* sufficient.

Physical Education teachers are to instruct students as to proper procedures from a safety standpoint while in attendance at physical education classes, whether in the gym or outside. Such instruction is to be reviewed periodically and documented. Such instruction once a year *is not* sufficient.

Teachers and/or supervisors in any area where there could be a safety concern are to instruct their students, document such instruction, and do it as often as circumstances warrant. Be familiar with safety related rules and regulations and enforce them.

File all accident reports on time and with sufficient detail.

DISCIPLINE

At New Riegel we want students to know exactly what is expected of them in the classroom and what the consequences will be if they do not do what is expected of them. Thus, where applicable, every non-certified employee is to:

1. Establish and post a set of rules for their room or place of responsibility;
2. Establish and post a set of consequences going from least severe to most severe;
3. Communicate these rules to students and parents.

Students who violate minor provisions of the conduct code should be, as much as possible, dealt with by the employee in charge of the class, activity, or responsibility.

Accurate, dated notes on any student discipline problems that you encounter, including your actions, must be kept. Documentation must be available to back up oral reports.

When sending a student to the office, the teacher/staff needs to put in writing the student violation, date, etc. and give a copy to the office.

We want our students to be a disciplined student body which respects our school, its staff members, and fellow students. In order to achieve this respect, we, as professionals, must earn our share by our actions.

Every teacher and non-certified staff member needs to be professional when dealing with students. Some considerations are:

1. Discipline should be an individual matter; do not discipline the whole group because of one individual.
2. Do not belittle or ridicule a student at any time.
3. Do not argue with a student. Hear him/her out then give them a fair and reasonable evaluation.
4. Handle your differences with a student in private. It is not to be a matter of public concern or record.

5. Give your full support to school policies, procedures, rules, regulations when dealing with students.
6. Don't make a threat that you are unwilling or unable to carry out.
7. Demand the respect to which you are entitled.
8. Don't become too "buddy buddy" with the students. You are not competing in a popularity contest.
9. Consistency is a keystone. No one can look the other way.
10. Build a win/win relationship with students.
11. Keep the Principal informed of problems you may be having if they appear to be perpetual or of "major" importance.

Removal From Class

If a student's behavior is disruptive to the point that the student needs to be removed from your class or responsibility, send the student to the office and put in writing as soon as possible the reason(s) for such removal. The Principal will deal with the situation at hand.

Search and Seizure

Teachers/non-certified employees who feel there is reasonable suspicion or probable cause to search a student must report this to the Principal. The administration will take it from there.

Detention

Detention is an acceptable procedure and should be part of an overall discipline plan. Detentions are (1) hour after school. When school is delayed or closed, the detentions will be reassigned.

Playground Detention

Students should not be put against the wall *for punishment* during any recess except as a last resort. Elementary teachers/staff members should find an alternate discipline other than using the wall for punishment.

When an elementary student needs to go in for recess, playground passes will have to be filled out prior to recess and given to the supervising staff member before a student goes into their classroom. Students going into the classroom during recess must be monitored by a teacher/staff member. Students are not to be left unsupervised in their classroom.

Pupil Anti-Hazing

Administrators, faculty members, coaches, and other employees of the school district shall be particularly alert to possible situations, circumstances, or events, which might include hazing. If hazing or planned hazing is discovered, the students involved shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to

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abide by the law may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with the law.

Hazing shall be defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm.

See Board Policy 5516

OUTSIDE ACTIVITIES

Outside Activities and Employment

When non-school activities threaten a non-certified staff member's performance within the system, the Board reserves the right to evaluate the impact of such activities upon an employee's responsibilities to the students, to the system, and to the Board.

With the issuance of a full-time employment, the Board becomes the individual's primary employer. No non-certified staff member shall then obligate or involve himself/herself to interests or vestments outside his/her position that interfere with the normal commitment to the Board, except as approved by the Superintendent.

Non-Certified employees shall not:

1. Give school time to outside activities when there is no valid reason to be excused from assigned duties and is subject to prior written approval by the Principal or Superintendent with a copy to personal file;
2. Use school property or school time to solicit or accept for customers a private enterprise;
3. Campaign on school property in behalf of any candidate for local, state, or national office; or
4. Accept as clients in private practice, pupils interviewed by them in a professional capacity for this school district;
5. Take leave for the purpose of taking another paid position.

See Board Policy 4231

Political Activity

Employees of the Board have the same fundamental civic responsibilities and privileges as other citizens. Among these are the privilege of campaigning for an elective office and holding an elective or appointive public office. Employees who intend to campaign for an elective public office will notify the Superintendent in writing and at the earliest possible point in time of the office that they intend to seek, along with the decision as to whether they wish to continue employment with the Board.

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The Superintendent will meet with and discuss the matter with the employee involved and will present a proposed solution to the Board for consideration. The essential element to be determined by the Board is whether the activity proposed by the employee is compatible with the time requirements for fulfilling the employee's responsibilities to the District.

The board will establish the terms and conditions under which the employee may continue employment while he/she seeks or holds an elective or appointive office. Employees will not be permitted to use New Riegel Local School District facilities, equipment, or supplies for campaign purposes. Also, employees will not be permitted to discuss their campaigns with other local district personnel during the working day for campaigning purposes.

See Board Policy 4231

Jury Duty

Should an employee be called for jury duty, he/she shall report it to the Superintendent.

Employees who serve will not be penalized in any way for doing so. They will receive full pay if they endorse the check received from the court or pay the amount shown on their record slip, within ten days of their return from duty. While on jury duty, employees are required to report daily their schedule for the following day.

The time spent on jury duty will not be charged against personal leave and will count as time on the job.

See Board Policy 4235

Public Solicitation

No person will sell or offer for sale articles or services within the District buildings or on District property unless prior approval has been secured from the Superintendent and the Board.

There will be no solicitation of money from local industry, businesses, district residents, or students by any employee or District organization without the expressed approval of the Superintendent and the Board.

Sales people representing educational companies may be granted the opportunity to speak to staff by making arrangements through the Superintendent's office.

The District directory or lists of students and staff will not be made available to any outside person or agency for a profit-making purpose.

Fundraisers

Non-cert

Fundraising activities, in or about school or approved school organizations off school grounds may be permitted by the Board.

Fundraisers must receive *prior approval* by the Board *before* implementation.

Fundraisers in operation prior to Board approval shall be required to cease and desist until such approval is granted. Approval for fundraisers shall be on an annual basis.

Initial application for approval shall be made with the Building Principal. The Superintendent may temporarily approve a fundraiser, but shall formally seek approval from the Board at the regular monthly meeting.

The Superintendent shall establish rules, regulations and procedures for the solicitation of funds which shall describe permitted methods of solicitation which do not demean the character or place undue pressure on students. The Principal shall distribute this policy and associated rules, regulations and procedures which implement it to each student organization seeking and/or receiving permission to solicit funds.

See Board Policy 5830

Food Policy on Buses

The Ohio Pupil Transportation and Safety Rule 3301-83-08 (C-8) requires that no food or beverage shall be consumed by any person(s) while riding a school bus.

On extracurricular trips the teacher, coach, and or advisor shall enforce this rule. Any mess left on the bus is the responsibility of the teacher, coach or advisor. That person is to see that the mess is cleaned up and the bus swept if necessary.

SALARY AND BENEFITS

SALARY SCHEDULE

The Board will review salary schedules and adopt new schedules annually and shall inform all employees of their salaries for the following year by July 1.

The Superintendent is authorized to credit, for placement on the salary schedule, all past service of an applicant for employment in this District on the following basis:

1. One year credit for each year of experience in a public school;
2. For service in the military of this country, one year credit on schedule for each one year served, to a maximum of five (5) years; and
3. For service judged by the Superintendent to be applicable.

In order to advance one step on a salary schedule guide, an employee must have served at least one-half of the prior contract year with the District.

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See Board Policy 4411

Compensatory Time

It is the intention of the Board to compensate non-teaching employees for extra time worked when such is previously approved and properly worked. Compensation for extra time shall be compensatory time off. Compensatory pay will be paid at the rate of 1-½ times. Sunday through Saturday is a normal workweek. Overtime is considered 40 hours a week being actual time on the job.

No extra time shall be worked or compensated for without prior approval of the Superintendent.

The accumulation of compensatory time is discouraged. There may, however, be times when it is necessary to work beyond the normally scheduled day. Compensatory time will be on the basis of one hour for each hour of extra time worked. All accumulated compensatory time must be used within a thirty (30) day time period. All compensatory time is to be reported on sheets provided by the Board Treasurer for that purpose.

See Board Policy 6700

SCHOOL EMPLOYEE RETIREMENT SYSTEM (SERS)

The Board designates mandatory Ohio School Employees Retirement System contributions of all non-certified personnel as “picked up” by the Board, although they shall continue to be designated as employee contributions.

Gross income of all non-certified personnel as reported by the Board (and subject to Federal and State income tax), shall be total gross income reduced by mandatory employee School Retirement Systems contributions (salary reduction method), which have been designated as “picked-up”.

The amount designated as “picked-up” by the Board shall be included in computing any final average salary for retirement purposes. Since the aforementioned group employee contributions are merely designated as “picked-up” by the board. This resolution requires no additional Board expense. The percentage of SERS deductions shall be the current rate for the employee contributions.

WORKERS' COMPENSATION

All persons employed in the school system are covered under Workers' Compensation as required by Ohio law. Benefits are paid to employees who sustain injuries in the course of and arise out of employment. (There are many court decisions construing what is meant by “injury” and by “employment”). Basically, an injury is physical harm produced unexpectedly by accidental means or which is accidental in character and results during the course of

employment. The injury must occur while the employee is performing some duty of his/her employment as opposed to personal duty.

Claim Procedure

Injury must be reported immediately to the supervisor as prompt action insures availability of facts and prevents later controversy. Application for benefit should be filed at the Office of the Bureau of Workers' Compensation.

Any in-depth inquiries in regard to benefits, etc., should be directed to the Bureau of Workers' Compensation.

SEVERANCE PAY

All employees who represent evidence of retirement from active service with the Board shall be granted severance pay for their accrued but unused sick leave days. The aggregate value of accrued but unused sick leave credit that is paid shall not exceed the value as provided in the Board Policy.

For purposes of this policy, "retirement" means retirement under the State Employees' Retirement System. The New Riegel Board of Education will grant severance pay to non-certified employees under the following conditions:

1. The Board authorizes the payment to a retiring employee of one fourth (1/4) of his/her unused sick leave days to a maximum of 55 days.
2. Payment will be based on an individual's base pay rate in the year immediately preceding retirement.
3. A minimum number of years service in the New Riegel School System is required for eligibility as follows:

0 - 7 years of service	35 days
8 years of service	45 days
9 years of service	50 days
10 years of service or more	55 days
4. Employees must be retiring under existing provisions of the appropriate retirement system.
5. Application for severance pay must be made in writing within (30) days of effective retirement date as listed in letter of resignation.
6. The Board will make no retirement contribution on severance pay.
7. Each employee who uses five or fewer sick days a year will be credited with one extra day of severance pay accumulated to a maximum of ten (10) days. Days will not be deducted from an employee for any reason.
8. Such payment shall be made only once to an employee.

Payment of severance pay shall eliminate all obligations of the employer at the time of retirement from any other further payment or restoration of sick leave unused.

UNEMPLOYMENT COMPENSATION

Each eligible individual employed by the Board shall receive benefits as compensation for loss of remuneration due to involuntary total or partial unemployment.

Benefits based on service for a public school district shall not be paid to any individual for any week of unemployment, which begins during the period between two successive academic years or terms of the employing school district at the termination of the first such academic year or term.

Employees who are not non-renewed are not eligible for unemployment benefits during the period between two successive academic years or terms since the employee has reasonable assurance of employment the ensuing term.

All questions and/or claims in regard to the receipt of benefits or the administration of the program should be directed to the Bureau of Employment Services. Prompt action on the part of any potential recipient or his representative in contacting the Bureau as questions occur will ensure fair consideration of all claims.

HOLIDAYS

The Board will observe the following holidays: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Thanksgiving Friday, Christmas Eve, Christmas, and New Year's Eve. Full-time (as defined by current job descriptions) non-teaching employees who are under employment to the District on the date of said holidays shall be eligible for paid holidays.

All full-time, non-teaching employees shall be paid in full for approved holidays if such employees have accrued earnings on their next scheduled working days before and after a holiday or were properly excused from attendance at work on either or both of these days. Personal days cannot be taken preceding or following a legal holiday.

Employees who work certain days of the week will receive holiday pay in proportion to the number of days per week worked. For example, an employee who works three (3) day of the five (5) work days would be paid 3/5 or 60% of the eight (8) days listed above, provided all other provisions of the Policy have been met.

See Board Policy 4434

GROUP INSURANCE

Non-cert

The Board shall make available group health insurance for the full-time employees of this District (full-time is considered 40 hours per week, 12 months per year) eligible to participate in accordance with statute. Participation in this group health plan is optional.

30 hour employees will have insurance available in accordance with the affordable health care act.

All part-time, non-certified employees who choose coverage under these District sponsored plans must pay 100% of the premium.

The Board of Education will make available to its full-time employees a group life insurance program in the amount of \$15,000 coverage per employee. The Board shall pay the premium for the coverage for all 12-month employees who request said coverage.

FRINGE BENEFITS

All regular full-time employees are entitled to the fringe benefits provided by the Board; however, they may choose not to avail themselves of any portion of these benefits. Part-time employees are entitled to those fringe benefits, which are required by the law. For the purpose of Board Policy, a part-time employee is defined as one who is employed for less than 35 hours per week or one who is employed for the summer months (June, July, August) only. Eligibility for fringe benefits shall be determined as follows:

1. All non-certified employees who work forty (40) hours or more per week for 12 month a year are eligible for family benefits and term life insurance as described by the Board Policy.

JOB-RELATED EXPENSES

The Board will provide for the payment of actual and necessary expenses, including traveling expenses, of any employee incurred in the course of performing services for the District, whether within or outside the District. The Board shall pay the expenses of employees when they attend approved professional meetings in accordance with the following conditions:

1. Preliminary approval for attendance at the meeting, as well as amounts of reimbursement for registration and expenses, should be secured from the Superintendent.
2. Reimbursement shall be made only upon the presentation of original receipts for all expenses submitted for reimbursement. No reimbursement shall be made unless original receipts are presented for all costs except mileage.
3. Mileage must be computed as actual miles driven at the rate currently approved by the Board for its employees. Mileage will be paid to only one driver to a given destination on a given date unless the Superintendent gives specific approval in advance.
4. Final reimbursement must be approved by the Superintendent.

Non-cert

Local travel expenses incurred in the execution of duties shall be defined as official business trips required during a working day to commute from a professionally related appointment to another or following a normal working day, to travel to a location for the purpose of fulfilling one's work-orientated obligations.

Claim for local travel shall be based either on travel requirements-implicit or explicit-related to one's contract or those specifically assigned to an employee. Expenses may include parking fees if incurred. All claims require the approval of the Superintendent.

Due to IRS regulations, reimbursement for meals on one day trips will be paid through payroll with appropriate tax deductions taken.

See Board Policy 4440

LEAVES

All employees are obligated to report regularly for the performance of their duties. During a period of authorized absence, partial or full compensation may be paid. ***Absences not approved by the Superintendent, however, are considered as unauthorized and no payment of salary shall be made.*** Unauthorized absence from duty may be considered by the Board of Education as cause for suspension or dismissal.

A staff member who fails to give prompt notice of his/her absence, misuses sick leave, fails to verify his or her absence in accordance with Board Policy, falsifies the reason for an absence, is absent without authorization, is repeatedly tardy, or accumulates an excessive number of absences without a good cause may be subject to discipline.

SICK LEAVE

All employees of the District eligible for sick leave not otherwise covered by the terms of a negotiated agreement shall receive 15 such sick leave days annually which have been converted to hours. Employees earn sick leave time of 1.25 days per month. Sick Leave time has been converted from days to hours and non-certified employees will accumulate and use sick leave time by hours. Non-certified employees can accumulate a maximum of 220 days of sick leave time and this shall be multiplied by the number of hours the employee works.

Regular part-time employees shall be entitled to sick leave in proportion to the time actually worked. New employees shall be credited with five (5) days sick leave in advance, which shall be part of the 15 days that can be accumulated for the year. Sick Leave time has been converted from days to hours as described in the paragraph above.

Use of Sick Leave – Illness or Bereavement

Sick leave may be used for the following purposes and must have the approval of the Superintendent:

1. For absence of the employee due to personal illness, injury, pregnancy, or exposure to a contagious disease which could be communicated to other employees or to students, medical appointments, and illness or death in the immediate family.
2. For the death of someone in the employee's immediate family. Employee's immediate family for this policy shall include: spouse, children, father, mother, brother, sister, mother-in-law, father-in-law, grandparents, spouse's grandparents, grandchildren, or relatives and dependents living in the same household as the employee.

Verification of Sick Leave

An employee requesting use of sick leave shall furnish a written signed statement to justify the use of sick leave. The filing, by an employee, of any willfully false statement concerning the cause or duration of an absence shall be considered grounds for suspension or dismissal.

Eligibility for Sick Leave

Sick leave shall commence when the employee or agent, if the employee is sufficiently disabled, reports the absence. A sick leave day, once commenced, may be reinstated as a working day only with the approval of the Superintendent.

Whatever the claims of disability, no day of absence shall be considered to be a sick day on which the employee engaged in or prepared for other gainful employment, has participated in a work stoppage, or has engaged in any activity, which would raise doubts regarding the validity of the sick leave request.

Record of Sick Leave

The personnel records of this District shall show the attendance of each employee, and such days as that employee may be absent shall be recorded with the reason for such absences noted. A record shall be made of unused sick leave days accumulated by each employee.

The Superintendent shall submit to the Board the names of those employees absent for non-compensable cause, whose claim for sick leave pay cannot be justified or whose time off has been prolonged.

Unused sick leave from previous employment at another Ohio educational institution may be transferred to the New Riegel Local School District with a letter from that institution's fiscal officer.

See Board Policy 4432

Retirement

Upon retirement, employees may be compensated a portion of their unused sick leave in accordance with Board policy (3415) and negotiated agreement on severance pay. (See Section IV under ***SALARY AND BENEFITS***).

Sick and Extended Leave for Pregnancy.

1. Use of Extended Leave

If a request is made prior to childbirth, employees will be granted a leave of absence without pay due to pregnancy. The leave of absence will not extend beyond the current school year in which it is given and in which childbirth takes place.

If complications arise and an extension of leave is requested through a doctor's statement, it will be reviewed by the Board.

If extended leave is used, it is the employee's responsibility to convert her hospitalization coverage to a direct payment plan which will be carried at her cost.

2. Use of Accumulated Sick Leave

The total amount of sick leave to be used for one such specific purpose is limited to thirty (30) working days, that is, two (2) weeks prior to delivery and four (4) weeks after delivery.

If complications arise and an extension of sick leave is requested through a doctor's statement, it will be processed in the same manner as other sick leave requests.

See Board Policy 4435

ANTICIPATED DISABILITY

An employee who anticipates disability shall notify the Superintendent as soon as the employee is under medical supervision for the condition and a date is projected for the anticipated disability.

The Board reserves the right to require an employee who requests an extended leave of absence that includes anticipated disability to commence and/or terminate the leave at times that insure

continuity in the educational program. Whenever possible, partial leaves of absence will begin and end at divisions in the academic calendar.

No person who is required to take leave at a time other than that requested will be denied the use of sick leave for the anticipated disability that occurs or is presumed to occur during the leave.

An employee who anticipates a disability may request a leave of absence to commence before disability and to extend beyond the period of disability. Any such request shall be subject to Board approval.

FAMILY & MEDICAL LEAVE ACT

The Board will provide leave to eligible employees consistent with the Family and Medical Leave Act (FMLA). Eligible employees are entitled to up to twelve (12) work weeks of unpaid family and medical leave in any 12-month period; such leave can only be taken on the basis of a rolling year, i.e., the 12-month period begins with the first day of leave taken under FMLA (e.g., if the first day of leave taken is June 1, the 12-month period will end on May 30 of the following year). The Board will continue to pay its share of the employee's health benefits during the leave. In addition, the Board will restore the employee to the same or a similar position after the termination of the leave in accordance with Board policy.

In complying with the FMLA, the Board will adhere to the requirements of applicable federal and state laws.

An employee who has worked for the District for at least twelve (12) months is eligible for twelve (12) work weeks of FMLA leave during a 12-month period provided the employee worked at least 1,250 hours in the twelve (12) months preceding the beginning of the leave.

Types of Leave

An eligible employee may take FMLA leave for:

1. The birth and first-year care of a child;
2. The adoption or foster placement of a child;
3. The serious illness of an employee's spouse, parent, or child; and
4. The employee's own serious health condition that keeps the employee from performing the essential functions of his/her job.

An employee may elect, or the District may require, an employee to use personal, sick leave, or vacation time concurrent with FMLA leave. An employee cannot compel the District to permit the employee to use accrued medical/sick leave in any situation, which the leave could not normally use.

Spouses Employed by the District

Non-cert

If a husband and wife eligible for leave are employed by the District, their combined amount of leave for birth, adoption, foster care placement, and parental illness may be limited to twelve (12) weeks. An employee may not take FMLA leave to care for a parent-in-law.

Intermittent and Reduced Leave

Intermittent leave is taken in separate blocks of time due to a single illness or injury.

Reduced leave is a leave schedule that reduces the employee's usual number of hours per work day.

Intermittent or reduced leave is available only for the employee's own serious health condition or to care for a seriously ill spouse, child, or parent. Such leave may not be used for the birth or adoption/placement of a child.

The employee who wishes to use intermittent or reduced leave must have the prior approval of the District. Although the District and employee may agree to an intermittent or reduced leave plan, the employee who uses family leave is not automatically entitled to use such leave on an intermittent basis or on a reduced leave schedule.

The District may provide such leave for medical leave but the District may transfer the employee to a position, which is equivalent, but more suitable, for intermittent periods of leave. The employee must furnish the District with the expected dates of the planned medical treatment and the duration of the treatment. The Superintendent must authorize such leave in writing.

The District will maintain the employee's health coverage under the District's group health insurance plan during the period of FMLA leave. The employee should make arrangements with the District to pay the employee's share of health insurance (e.g., family coverage) prior to the beginning of the FMLA leave.

The employee will not lose any other employment benefit accrued prior to the date on which leave began but is not entitled to accrue seniority or employment benefits during the leave period. Employment benefits could include group life insurance, sick leave, annual leave, educational benefits, and pensions.

Notice to be Given

When the FMLA leave is foreseeable, the employee must notify the District of his request for leave at least thirty (30) days prior to the date when the leave is to begin. If the leave is not foreseeable, the employee must give notice as early as is practical. When the employee requests medical leave, the employee must make reasonable attempts to schedule treatment so as not to disrupt the District's operations.

The District may deny the leave if the employee does not meet the notice requirements.

Non-cert

Certification

The District may require the employee to provide certification from a health care provider containing specific information required under the law if he/she requests a medical leave. If there is a question concerning the validity of such certification, a second and, if necessary, a third opinion can be required, both at the expense of the District.

Upon the employee's return to work, the District will require that the employee present a fitness statement from the employee's health care provider certifying that the employee is able to return to work.

Restoration

When the employee returns from the leave, the District will restore the employee to the same or an equivalent position with equivalent benefits, pay, terms, and conditions of employment in accordance with Board policy.

Under certain circumstances, the District may deny restoration to a key employee. The District will comply with the notice requirements of the FMLA in denying restoration. A key employee is one who is among the highest paid 10% of the employees and whose absence would cause the District to experience a substantial and grievous economic injury.

Instructional Employees

Special leave rules apply to instructional employees. Instructional employees are those employees whose Principal function is to teach and instruct students in a small group or an individual setting. This term includes teachers, athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. It does not include teacher assistants or aides who do not have as their primary job actual teaching or instructing, nor does it include auxiliary personnel such as counselors, psychologists, or curriculum specialists. It also does not include cafeteria workers, maintenance workers, or bus drivers.

Limitations apply to instructional employees who take intermittent or reduced leave. If the leave requested is:

1. To care for a family member; or
2. For the employee's own serious health condition; and
3. Foreseeable based on planned medical treatment; and
4. The employee would be on leave for more than 20% of the total number of working days over the period the leave would extend;

Then the District may require the employee to choose either to:

1. Take the leave for a period or periods of a particular duration, not greater than the planned treatment; or

Non-cert

2. Transfer temporarily to an available alternative position for which the employee is qualified, which has equivalent pay and benefits and which better accommodations recurring periods of leave than does the employee's regular position.

Limitations also apply to instructional employees who take leave near the end of the semester. When an instructional employee begins leave more than five (5) weeks before the end of a semester, the District may require the employee to continue taking leave until the end of the semester if:

1. The leave will last at least three (3) weeks; and
2. The employee would return to work during the three-week period before the end of the semester.

When an employee begins leave for a purpose other than the employee's own serious health condition during the five-week period before the end of the semester, the District may require the employee to continue taking leave until the end of the semester if:

1. The leave will last more than two (2) weeks; and
2. The employee would return to work during the two-week period before the end of the semester.

When an instructional employee begins leave, for a purpose other than the employer's own serious health condition, during the three-week period before the end of a semester and the leave will last more than five (5) working days, the District may require the employee to continue taking leave until the end of the semester.

Failure to Return

The District is entitled to recover health care premiums paid during the leave if the employee fails to return from leave. However, recovery cannot occur if the employee fails to return because of the continuation, recurrence, or onset of a serious health condition or due to circumstances beyond the control of the employee.

See Board Policy 4430.01

MATERNITY / PATERNITY / ADOPTION LEAVE

An employee may request an unpaid leave of absence for the purpose of maternity, paternity, or adoption. An employee may use his/her accumulated sick leave for such absence, consistent with the sick leave policy.

An employee requesting such unpaid leave for maternity, paternity, or adoption should provide as much advance notice as possible.

Such unpaid leave may be up to one (1) year at the employee's option.

Non-cert

During such leave, the employee shall have the option to continue any/all benefits at the group rate, provided the appropriate payment is made to the Board's Treasurer in a timely manner.

Upon returning from leave, the employee will resume the contract status which he/she held prior to such leave and will return to the same/similar assignment held prior to such leave.

MILITARY LEAVE

Any newly employed non-certified employee placed on the salary guide shall be credited with one (1) year of District service for each year of military service to a maximum of five (5) years.

Requests for military leave shall be made to the Superintendent at least four (4) weeks in advance of impending military service or as soon as circumstances permit.

For purposes of seniority and placement on the salary guide, years of absence in the service of the United States or the auxiliaries thereof shall be counted as though employee services had been performed during that time.

Each employee must notify the Board of his intention to resume employment within ninety (90) days of his release or discharge, no less than thirty (30) days before the beginning of the semester and shall present to the Board evidence of an honorable discharge under honorable conditions.

Requests for military leave of absence shall be made to the Superintendent at least four (4) weeks in advance of absence. Requests may be made by those employees who are members of the Ohio Defense Corp., Ohio National Guard, Ohio Naval Militia, U.S. Army Reserve, U.S. Naval Reserve, U.S. Air Force Reserve, U.S. Marine Corp Reserve, or other organizations affiliated with the reserves or on an order by the Governor of Ohio. Any employee on such leave for more than thirty-one (31) days per year shall receive full compensation less military pay, during the period of leave and shall accrue seniority status during the period of his leave, for a maximum period of six (6) months, excluding periods of summer vacation between school years.

Employees shall make every effort to schedule their period of training during the summer months when school is not in session. If the period of training occurs during a school session, the employee shall provide the Superintendent with the name of his supervisor in the reserves or the militia so that arrangements may be discussed to alter such service date.

In accordance with the Ohio Revised Code, military leave of absence shall be granted to any regular employee who shall be inducted, called to active duty, or who enlists or volunteers for military duty with any branch of the armed forces of the United States.

Any employee whose contracted services in the New Riegel Local School District has been interrupted by active duty in the armed forces shall be reemployed in accordance with the provisions of the Ohio Revised Code. The District reserves the right to modify, reduce, or withdraw discretionary benefits conferred by this provision at any time.

See Board Policy 4437

PERSONAL LEAVE

The Board shall provide for an employee's absence for personal necessity. Up to four (4) days of personal leave, which has been converted to hours instead of days, with pay may be used, if approved by the Superintendent, each contract year by full-time employees. Employee personal leave has been changed by the number of hours you work per day instead of days. Personal leave is not cumulative.

Personal leave days may be used for personal obligations that are necessary and compelling which involve family events, community events, business transactions or legal transactions, subject to the following conditions:

1. Requests shall be in writing through the employee kiosk.
2. Requests shall be presented to the Superintendent at least three (3) school days in advance, except in the event of an emergency.
3. Day(s) shall not be used preceding or following student or legal holidays.
4. Day(s) shall not be used in an unprofessional manner so as to project a poor image of the employee to the schools or community.
5. Day(s) shall not be used for another paid job.
6. Number of persons granted personal leave for any one day will be limited to the demands of the New Riegel Local School District as determined by the Superintendent.

See Board Policy 4436

UNCOMPENSATED LEAVE

The Board reserves the right to specify the conditions under which uncompensated leave may be taken.

Purpose

1. Study;
2. Public Service commitment; and
3. Restoration of Health.

Eligibility

Uncompensated leave may be granted to an employee who has completed at least five (5) years of service with the District to be considered for uncompensated leave.

Application

Requests for uncompensated leave shall be made to the Superintendent at least sixteen (16) weeks in advance of the desired date leave is to begin. Special consideration will be given to emergencies, but in no case will leave be permitted to begin at any time except the start of the school year, or as may be required by the Family Medical Leave Act. All applications are subject to final approval by the Board.

Period of Leave

An uncompensated leave may be granted for a period of up to one school year. Extensions for one year maximum shall be considered upon proper application as per section C above. Renewal shall require clear evidence that the District's interests will not be adversely affected.

Commitment of Employee

A leave of absence shall be used essentially and primarily for the purposes stated by the employee in the application for which the leave is granted. Any alteration of plans for purposes by the employee without the written approval of the Superintendent shall be considered by the Board as termination of the employee's contract by the employee.

Upon return from leave for health reasons, employees will furnish a physician's certificate stating they are able to resume normal duties.

Commitment of Employer

At the expiration of the uncompensated leave, the employee shall be offered a like position to that position previously held, if available.

While on uncompensated leave, employees shall be entitled to insurance benefits provided to their peers if they pay the premiums and the insurance carrier approves.

The employee will bear the sole responsibility for the purchase of SERS credit during uncompensated leave.

ASSAULT LEAVE

An employee who suffers physical disability as a result of an assault which occurs in the course of employment in the district and which is clearly unprovoked shall be maintained on full pay during the resulting absence from assigned duties; and, further, such leave shall not be charged to the sick leave entitlement on the employee. In order to be entitled for assault leave, an employee shall:

1. Complete a signed report on forms approved by the district and submit to the Superintendent within three (3) workdays of the alleged assault.

Non-cert

2. If medical attention is required, submit a certificate from a licensed physician stating the nature of the disability and its probable duration.

Upon receipt of these documents, the Superintendent shall review the materials and decide within five (5) workdays whether to grant the request. The Superintendent may conduct such investigations and interviews, as he/she deems necessary to verify the authenticity and severity of the assault. Each request approved by the Superintendent shall be reported to the Board at its next meeting.

Requests denied by the Superintendent may be appealed to the Board or a committee thereof within five (5) workdays of the denial. The Board shall decide within ten (10) workdays of receipt of the appeal whether or not to concur in the decision of the Superintendent.

The decision of the Board shall be final.

Payment for assault leave shall be at the employee's rate of pay in effect at the time of the assault or at such increased rate for which the employee may become eligible. Salary hereunder shall be mitigated by any compensation the employee may receive from any other source.

Any employee who falsifies a claim for assault shall be disciplined by suspension or termination of employment. The Superintendent may require a physician's statement justifying the continuation of the assault leave at any time during the leave. However, under no circumstances will any assault leave exceed a period of six (6) months.

See Board Policy 4439

UNREQUESTED LEAVES OF ABSENCE

All information obtained from an employee medical exam and inquiries is confidential, and shall be maintained and used consistent with law. The Board reserves the right to place an employee on unrequested leave of absence for physical or mental disability that causes the employee to be unable to perform the essential functions of his/her position with or without reasonable accommodations.

If an employee's fitness for duty is questioned, the Superintendent may direct the employee to submit to a medical examination to determine ability to perform the essential functions of the position, and/or to determine effective accommodations to enable the person to perform essential job functions. The Superintendent will then offer the employee an opportunity to meet prior to making a recommendation to the Board.

After this meeting, the Superintendent may recommend to the Board that the employee be placed on an unrequested leave of absence. Such leave will not exceed two years, unless otherwise specified by law.

All information obtained from an employee medical exam and inquiries is confidential, and shall be maintained and used consistent with law.

ACCEPTABLE USE POLICY (AUP) FOR THE INTERNET

New Riegel School is pleased to make available to all employees access to interconnected computer systems within the District and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for New Riegel School to be able to continue to make its computer network and Internet access available, all employees must take responsibility for the appropriate and lawful use of this access. All employees must understand that one individual's misuse of the network and Internet access may jeopardize the ability of all to enjoy such access. All employees must cooperate in exercising and promoting responsible use of this access.

Upon reviewing this Policy and signing and returning the accompanying Agreement, certified employees will be given access to the network and Internet access at work and will agree to follow the Policy.

Listed below are the provisions of the Policy regarding computer network and Internet use. If employees have any questions about these provisions, they should contact the school's Computer Technologist. If any user violates this Policy and the signed Agreement, the individual's access will be denied, if not already provided, or withdrawn and the individual may be subject to additional disciplinary action.

Personal Responsibility

The employee agrees not only to follow the rules set forth in this Policy but also to report any misuse of the network to the person designated by the Board for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy but has the effect of harming another or his/her property.

Term of the Permitted Use

As part of the educational process we understand that New Riegel certified employees should have access to educational material and by agreeing to this Policy, the employee will be granted that access.

Purpose and Use

1. New Riegel Local School District is providing access to its computer network and the Internet for only educational purposes. If employees have any doubt about whether a contemplated activity is educational, they may consult with the Educational Technologist or the person(s) supervising the activity to help decide if a use is appropriate. No web browsing software, which bypasses the filtering

- system, can be installed on computers used or located within the school property.
2. Netiquette - All users must abide by rules of network etiquette, which include:
 - a. *Use of appropriate language.* No swearing, vulgarities, or suggestive, obscene, belligerent, or threatening language is permissible nor language that is offensive to others or that makes reference to ethnic or sexual preferences in gender-related slurs or jokes.
 - b. *Safety and security.* In using the computer network and Internet, certified employees shall not reveal personal information such as home address and telephone number.
 - c. *Uses that violate the law or encourage others to violate the law.* Certified employees shall not transmit offensive or harassing messages; offer for sale or use any substance the possession at use at which prohibited by Board Policy; view, transmit, download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; or download or transmit confidential trade secret information or copyrighted materials. Even if materials are not marked with the copyright symbol, the employee shall assume that all materials are protected unless there is explicit permission on the materials to use them.
 - d. *Uses that cause harm to others or damage to their property.* Employees shall not engage in defamation; employ another's password or some other user identifier that misleads message recipients into believing that someone other than the employees is communicating or otherwise using their access to the network or the Internet; upload "worms viruses," "trojan horses," "time bombs," "chain letters," or other harmful programming or vandalism. Employees also shall not disclose or share passwords with others or impersonate others.
 - e. *Uses that access controversial or offensive materials.* It is understood that access is designed for educational purposes, and precautions have been taken to eliminate controversial material. However, it is also recognized that it is impossible to restrict access to all controversial materials, and all users must take responsibility for their use of the computer network and Internet and stay away from these sites.
 - f. *Uses that are prohibited:* commercial transactions, product advertisement, or political lobbying, uses constituting political activity, uses on behalf of any other entity, association or group, without the prior consent of the Superintendent, and uses that may be against the interests of the District, its students, administrators, employees, or the Board of Education.

Electronic transfer and storage of information is provided as a tool for the employee's education. The Board reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the Board and no user shall have any expectation of privacy regarding such materials.

Failure to Follow Policy and Breach of Agreement

The use of the **computer network and Internet** is a privilege not a right. Users who violate this Policy and breach their Agreements shall, at a minimum, have their access to the computer network and Internet terminated, which the Board may refuse to reinstate for the remainder of the users' tenure in the New Riegel Schools. Users breach their agreements not only by affirmatively violating the above Policy but also by failing to report any violations by other users that come to the attention of the users. Further, users violate this Policy if they permit another to use their accounts or passwords to access the computer network and Internet. Including any users whose access has been denied or terminated. The Board may take other disciplinary action.

Warranties/Indemnification

The Board makes no warranties of any kind, either expressed or implied, in connection with its provision of access to and use of its computer network and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any users arising out of their use of computer networks or the Internet under this Policy. By agreeing to this Policy, users are taking full responsibility for their use, and agreeing to indemnify and hold the School District, the Northern Ohio Educational Computer Association (NOECA) that provides computer and Internet access opportunity to the New Riegel Local School District, and all of their administrators and staff harmless from any and all loss, costs, claims, or damages resulting from the users' access to computer network and the Internet, including but not limited to fees or charges incurred through purchases of goods or services by the users. Users agree to cooperate with the Board in the event of the Board initiating an investigation of users' use of their access to its computer network and the Internet, whether that use is on a School computer or on another's outside the School's network.

Updates

Users may be asked from time to time to provide new or additional registration information or to sign a new Agreement, for example reflecting developments in the law or technology.
(3143)

COPYRIGHT

The Board conforms to existing United States copyright laws and maintains the highest ethical standards in the use of copyrighted materials for instructional purposes.

The Board encourages its staff to enrich the learning programs by making proper use of supplementary materials. It is the responsibility of the staff to abide by the copying procedures and obey the requirements of the law. Under no circumstances may employees of New Riegel

Local School District violate copyright requirements in order to perform their duties properly. The Board is not responsible for any violations of the Copyright Act by its employees.

Guidelines for use of Copyrighted Materials

Fair Use

The fair use of copyrighted work for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use, the factors to be considered shall include:

1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. the nature of copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. the effect of the use upon the potential market for or value of the copyrighted work.

Single Copying for Teacher

A single copy may be made of any of the following by or for teachers at their request for their scholarly research or use in teaching or preparation to teach a class:

1. a chapter from a book;
2. an article from a periodical or newspaper;
3. a short story, short essay or short poem, whether or not from collective work; or
4. a chart, graph, diagram, cartoon, or picture from a book, periodical or newspaper.

Multiple Copies for Classroom Use

Multiple copies (not to exceed more than one copy per student in course) may be made by or for the teacher giving the course for classroom use or discussion, provided that the copying meets the test of brevity and spontaneity as defined below, it meets the cumulative effect test as defined below, and each copy includes a notice of copyright.

1. **Brevity**

Poetry: (a) A complete poem if fewer than 250 words and if printed on not more than two pages or (b) from a longer poem, an excerpt of not more than 250 words.

Prose: (b) Either a complete article, story, or essay of fewer than 2500 words or (b) an excerpt from any prose work of not more than 1000 words or ten percent of

the work, whichever is less, but in any event a minimum of 500 words.

(Each of the numerical limits stated in “poetry” and “prose” above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.)

Illustration: One chart, diagram, drawing, graph, cartoon, or picture per book or per periodical issue.

“Special” works: Certain works in poetry, prose, or in “poetic prose” which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience often fall short of 2500 words in their entirety.

Paragraph 2 above (Prose) notwithstanding, such special works may not be reproduced in their entirety: however, an excerpt comprising not more than two of the published pages of such special work containing not more than ten percent of the words found in the text thereof may be reproduced.

2. Spontaneity

The copying is at the instance and inspiration of the individual teacher, and the inspiration and decision to use the work and moment of its use of maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission to use the work.

3. Cumulative Effect

The copying of the material is for only one course in the school which copies are made.

Not more than one short poem, article, story, essay, or two excerpts have been copied from the same author or more than three from the same collective work or periodical volume during class term.

(The limitations stated in the last two paragraphs above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.) Prohibitions as to single copying for teachers and multiple copies for classroom use as stated above are applicable.

Notwithstanding any of the above, the following shall be prohibited:

1. Copying shall not be used to create or to replace or substitute anthologies, compilations, or collective works. Such replacement substitution may occur whether copies of various works or excerpts there from are accumulated or

- reproduced and used separately.
2. There shall be no copying of or from works intended to be “consumable” in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets, answer sheets, and similar consumable material.
 3. Copying shall not substitute for the purchase of books, publishers reprints, or periodicals: be directed by higher authority: or be repeated with respect to the same item by the same teacher from term to term.
 4. No charge shall be made to the student beyond the actual cost of the photocopying.

Guidelines for Educational Uses of Music

1. **Permissible Uses:**
 - a. Emergency copying may be done to replace purchased copies which, for any reason, are not available for an imminent performance, provided purchased replacement copies shall be substituted in due course.
 - b. For academic purposes other than performance, single or multiple copies of excerpts of works may be made, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit such as a section, movement, or aria, but in no case more than ten percent of the work. The number of copies shall not exceed one copy per student.
 - c. Printed copies that have been purchased may be edited or simplified provided that the fundamental character of the work is not distorted or that lyrics, if any, are not altered or added.
 - d. A single copy of recordings of performances by students may be retained by the educational institution or individual teacher.
 - e. A single copy of a sound recording (such as a tape, disc, or cassette) of copyrighted music may be made from sound recordings owned by an educational institution or an individual teacher for the purpose of constructing aural exercises or examinations and may be retained by the institution or the teacher. (This pertains only to the copyright of the music itself and not to any copyright that may exist in the sound recording).
2. **Prohibitions:**
 - a. Copying to create or replace or substitute for anthologies, compilations, or collective works.
 - b. Copying of or from works intended to be “consumable” in the course of study or of teaching such as workbooks exercises, standardized tests, answer sheets, and similar materials.
 - c. Copying for the purpose of performance, except as in 1 a above
 - d. Copying for the purpose of substituting for the purchase of music, except as in a and b above.
 - e. Copying without inclusion of the copyright notice which appears on the

printed copy.

Authorized Reproduction and Use of Copyrighted Audio-visual Material:

1. Before reproducing small portions of sound recordings, filmstrips slide sets, transparencies, or motion pictures or videotaping commercial television broadcasts, personnel shall consult with the Principal to determine whether the proposed action complies with the “Fair Use” principles of the Copyright Law.
2. School recordings may be made of certain instructional television programs telecast by the local Public Broadcasting Systems educational television station. Before recording the telecast, the following conditions shall be satisfied:
 - a. The monthly list of programs not licensed for recording shall be consulted. Any program listed shall not be recorded.
 - b. Recordings may be used in classroom or instructional setting as an educational activity or at a PTA meeting, Board of Education meeting or similar activity.
 - c. Recordings shall be used only in the facilities of the District and shall not be loaned or made available outside of those facilities.
 - d. Recordings made from those evening programs, which may be copied, shall be retained for no more than seven days following the telecast unless an extension is received in writing in advance. Daytime telecasts may be recorded and retained permanently unless otherwise notified.

Authorized Reproduction and Use of Copyrighted Materials in the Library:

1. A library may make a single copy of an unpublished work in order to replace it because it is damaged, deteriorated, lost, or stole provided that an unused replacement cannot be obtained at a fair price.
2. A library may provide a single copy of copyrighted material at cost to a student or staff member. The copy must be limited to one article of a periodical issue or a small part of other material, unless the library finds that the copyrighted work cannot be obtained elsewhere at a fair price. In the latter circumstances, the entire work may be copied. The copy shall contain the notice of copyright and the student or staff member shall be notified that the copy is to be used only for private study, scholarship, or research. Any other use subjects the person to liability for copyright infringement.
3. At the request of the teacher, copies may be made for reserve use. The same limits apply as for single or multiple copies designated above.

Copying Limitations:

1. Circumstances arise when personnel are uncertain whether or not copying is prohibited. In those circumstances, the Superintendent shall be contacted.
2. The following prohibitions have been expressly stated in Federal guidelines:
 - a. Reproduction of copyrighted material shall not be used to create or substitute for anthologies, compilations, or collective works.
 - b. Unless expressly permitted by agreement with the publisher and authorized by District action, there shall be no copying from copyrighted consumable materials such as workbooks, exercises, test booklets answer sheets, or similar materials.
 - c. Personnel shall not:
 - use copies to substitute for the purchase of books, periodicals, music recordings, or other copyrighted material, except as permitted by District procedure;
 - copy or use the same items from term to term without the copyright owner's permission;
 - copy or use more than nine instances of multiple copying of protected material in any one term;
 - copy or use more than one short work or two excerpts from works of the same author in any one term; or
 - copy or use protected materials without including a notice of copyright. The following shall be a satisfactory notice:

NOTICE: THIS MATERIAL MAY BE PROTECTED BY COPYRIGHT LAW

3. Personnel shall not reproduce or use copyrighted material at the direction of a District administrator without permission of the copyright owner.

Computer Software Copyright

The Board recognizes that computer software piracy is a major problem for the industry and that violations of copyright laws contribute to higher costs and lessens incentives for publishers to develop effective educational software. Therefore, in an effort to discourage software piracy and to prevent such illegal activity, the District will take the following steps:

1. The ethical and practical implications of software copyright violations and software piracy will be taught to all employees.
2. Employees and students will be informed that they are expected to adhere to section 117 of the 1976 Copyright Act and all subsequent amendments governing the use of software. The Act does, however, allow for the making of a back-up copy of computer programs: it is not an infringement of the owner of a copy of computer programs to make or authorize the making of the copy or adaptation of that computer program provided.
 - a. That such a new copy or adaptation is created as an essential step in the

- utilization of the computer program in conjunction with the machine and that it is used in no other manner, or
- b. That such new copy or adaptation is for archival purposes only and that all archival copies are destroyed in the event that continued possession of the computer program should cease to be rightful.
 - c. The following computer software may also be copied by or at the individual request of a staff member for classroom use:
 - in-house production and
 - works that are not copyrighted or works in the public domain.
3. Wherever possible, efforts will be made to secure software from being duplicated from floppy disks, hard drives, or network systems.
 4. The following shall be prohibited:
 - a. Copying copyrighted programs on Board's equipment;
 - b. Making or using illegal copies of copyrighted program on Board's equipment,
 - c. Purchasing programs designed primarily as "break and entry" tools with Board, state, or federal funds;
 - d. Booting single copies of copyrighted programs into more than one machine without authorization from the copyright holder; and
 - e. Using "archival" copies of software as additional copies.
 5. No employees of the District will surreptitiously or illegally access any database or electronic bulletin board nor will they encourage or allow any student to do so.
 6. Illegal copies of copyrighted software shall not be made or used Board equipment.
 7. New Riegel administrators shall be designated as the only individuals who may sign license agreements for educational software used on the Board's computers.
 8. Documentation of licenses for software used on New Riegel Local School District's computer will be located at the site where the software is being used.

The Internet and the World Wide Web

Copyright issues in regard to the Internet and the World Wide Web are, in the main, untested. Several points regarding the Board copyright policy, however, can be made:

1. The following components of a web page are protected under copyright law:
 - a. Content
 - b. Design (except where Fair Use may apply), and
 - c. Link lists if original thought has been put into creating the list.
2. The following may be used in the creation of web pages with copyright violation:
 - a. Original material,
 - b. Material licensed for use from the copyright owner,
 - c. Material from the Public Domain
 - d. Material for which an argument of Fair Use can be made.
3. At this time, insufficient legal precedent has been set to determine if permission must be gained in order to link one's web page to someone else's page. Internet

etiquette, however, indicates that other web sites be told if one plan's to link to them and that links to other sites be removed if those sites object.

SPECIAL PROGRAMS/SERVICES

Specialized Education Service

By cooperative arrangements with other school districts in Seneca County, the school is able to provide for the needs of those children who have hearing impairments, learning disabilities, or who are developmentally disabled. The school, by mandated due process procedure, works with parents in developing suitable programs. Appropriate programs could include, but are not limited to, full-time or part-time special class placement or a special tutoring program.

Speech and Hearing Therapy

Each year the speech therapist screens children in Grades 1 and 2 and those in 3 to 7 who were in speech the previous year. Also screened are children referred by either teachers or parents. The due-process procedure is followed and this permits the school and the parents to work together to provide for the child's individual needs. Students in speech therapy usually have classes twice a week for 30 minutes a class.

Vision-Hearing Screening

A newly established program permits more in-depth vision screening than has been carried out in the past. Children are screened at one time or another during their grade school years for muscle balance, color discrimination, near and far distance acuity, and of the vision areas. The major portion of the screening program is conducted by parent volunteers.

HIGH SCHOOL BELL SCHEDULE

7:45	Students may enter the building
7:50	5 minute warning bell
7:55	Classes begin
7:55- 8:39	Period 1
8:42 - 9:26	Period 2
9: 29 - 10:13	Period 3
10:16 – 11:00	Period 4
11:03 - 11:33	Period 5A
11:36 - 12:06	Period 5B
12:11 - 12:37	Period 5C
12:42- 1:26	Period 6
1:29- 2:13	Period 7
2:16- 3:00	Period 8

Please note:

Two Hour Delay Schedule

Non-cert

9:55 – 10:27 Period 1

10:30 – 11:00 Period 2

For 2-Hour Delays, we will alternate dropping periods 1 & 2 and 3 & 4.

Three Hour Delay Schedule

10:55 Report to 1st period class

11:05 Period 5A

11:38 Period 5B

12:09 Period 5C

12:42-1:26 Period 6

1:29-2:13 Period 7

2:16-3:00 Period 8

(1st, 2nd, 3rd, 4th periods will rotate)

3:00 Period 1 (Senior Sentinel students can sign out, Sentinel Juniors will report to 3:00 p.m. class)

3:30 Period 2

4:00 Dismissal

Elementary will follow the high school schedule for specials.

ACKNOWLEDGEMENT

*I hereby acknowledge receipt of a copy of the **New Riegel Local School District, Non-Certified Employee Personnel Handbook**. I understand that the purpose of this Manual is to provide employees of the District with general information regarding the policies and procedures the District attempts to follow in daily operations. I also understand that the District must be flexible in the administration of its policies and procedures, and thereby reserves the right to modify or revise them without notice, when determined that such action is appropriate or necessary.*

I will read this Employee Handbook carefully and keep it as a handy source of information and reference.

I recognize and understand that neither this Manual, nor any provision of this Manual, is an employment contract or any other type of contract, but instead, serves as information only.

Print Name: _____

Employee Signature: _____

Date: _____

*cc: Personnel file
Employee*

ACKNOWLEDGEMENT

I hereby acknowledge receipt of a copy of my job description(s). I understand that the purpose of this job description is to provide employees of the District with general information regarding the duties assigned to them. I also understand that there may be other duties assigned which are not included in the description, but for which I may be responsible.

I will read this job description carefully and keep it as a source of information and reference.

I recognize and understand that neither this description, nor any provision of this description, is an employment contract or any other type of contract, but instead, serves as information only.

Print Name: _____

Employee Signature: _____

Date: _____

*cc: Personnel file
Employee*