

RIPLEY UNION LEWIS HUNTINGTON SCHOOL DISTRICT

STAFF HANDBOOK



2021-2022

General Disclaimer – Should the Ohio Revised Code, Ohio Department of Education, or the Ripley Union Lewis Huntington Board of Education adopt new law or administrative rules, the rules and regulations of the RULH Staff Handbook are secondary to the above-mentioned agencies. RULH Policy is superior to the Staff Handbook and any changes made in board policy will be followed if there is a conflict between the policy and the handbook. RULH Board Policy is available on the district website at <http://www.rulh.us>

STATEMENT OF NONDISCRIMINATION

The Ripley-Union-Lewis Huntington Local Schools (RULH) affirms that equal opportunities are offered without regard to race, color, religion, sex (including sexual orientation and transgender identity), military status, national origin, disability, age, ancestry, genetic information of a person, (collectively, “Protected Classes”) or any other legally protected category in its programs and activities, including employment opportunities. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the superintendent or designated coordinators. This policy shall prevail over all Board policies concerning school employees and students.

First Edition 8/2014, Revised 7/2017; 7/2018; 6/2019; 6/2020; 6/2021

RIPLEY UNION LEWIS HUNTINGTON SCHOOL DISTRICT STAFF HANDBOOK

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SECTION ONE

RIPLEY UNION LEWIS HUNTINGTON SCHOOL DISTRICT

Telephone – (937) 392-4396

Fax – (937) 392-7003

OFFICE STAFF

RULH SCHOOL BOARD MEMBERS

Daniel Oberschlake	President
Kim Stauffer	Vice President
Glenda Huff	Board Member
Jeff Cluxton	Board Member
Jeff Wilson	Board Member

RULH DISTRICT OFFICE

502 S. Second St. · Ripley, OH 45167 · (937) 392-4396

James Wilkins	Superintendent
Zoie Garrett	Treasurer
Kim Myers	Assistant Treasurer
Karen Dunn	Executive Secretary
Lisa Patrick	Fiscal Clerk
Dick Zurbuch	Maintenance Supervisor
Bill Frazier	Transportation Supervisor
Kim Maiberger	EMIS/Guidance Coordinator

RULH ELEMENTARY SCHOOL

502 S. Second St. · Ripley, OH 45167 · (937) 392-1141

Emily Marshall	Principal
Nicki Fulton	Secretary
Regina Smith	Counselor
Elaine Manning	Nurse
Special Services Office	937-392-7036
Kara Williams	Special Services Director and Title One
Heather Hauke	Special Services Secretary
Betsy Drake	School Psychologist

RULH MIDDLE SCHOOL

2300 Rains-Eitel Rd. · Aberdeen, OH 45101 · (937) 795-8001

Jerod Michael	Principal
Christy Haitz	Secretary
Elaine Manning	Nurse
April Michael	Counselor

RULH HIGH SCHOOL

1317 S. Second St. Ripley, OH 45167 · (937) 392-4384

Chris Young	Principal
Janet Dugan	Secretary
Jasmine Osman	Counselor
Elaine Manning	Nurse
Technology Office	937-392-7032

Ripley Union Lewis Huntington Local Schools
2021-2022

AUGUST '21						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

16 AM District PD
PM Teacher Prep
16 RULH Open house 4-7
17 Bldg./District PD Day
18 First Day for Students

10 Students Days
12 Teachers Days

3 Students Return
7 Report Cards issued
17 Martin Luther King –
No School

20 Students Days
20 Teachers Days

JANUARY '22						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER '21						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6 Labor Day-
No School
7 Teacher Inservice –
No School for students
17 Interims
27-30 Brown County Fair-
No School for students

16 Student Days
17 Teacher Days

4 Interims
8 HS PTC 4 – 7 pm
9 ES PTC 4 – 7 pm
10 MS PTC 4 – 7 pm
18 Teacher In-Service –
No school for students
21 President's Day-
No School

18 Student Days
19 Teacher Days

FEBRUARY '22						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

OCTOBER '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 Brown County Fair –
No School
4 Students Return
5 ES PTC 4 – 7pm
6 MS PTC 4 – 7 pm
7 HS PTC 4 – 7 pm
22 **2 hr. Early Dismissal**
(grading per contract in pm)
22 End of Quarter 1 (41 days)
29 Report Cards issued

20 Student Days
20 Teacher Days

17 **2 hr. Early Dismissal** –
(grading per contract in pm)
17 End of Quarter 3 (51 days)
18 **No School**
21 Students return
25 Report Cards issued

22 Student Days
22 Teacher Days

MARCH '22						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

2 County Inservice-
No School for students
12 Interims
16 MS PTC 4 – 7 pm
17 HS PTC 4 – 7 pm
18 ES PTC 4 – 7 pm
24 – 26 Thanksgiving Break
No School (24th PT Comp Day)

18 Student Days
20 Teacher Days

15-19 Spring Break-
No School (15th PT Comp Day)
20 Students return
22 Interims

18 Student Days
19 Teacher Days

APRIL '22						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER '21						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

17 **2 hr. Early Dismissal**
(grading per contract in pm)
17 End of Quarter 2 (36 days)
20 – 31 Christmas Break -
No School

13 Teacher Days
13 Student Days 77/82

3 Teacher Inservice-
No School for students
26 Last Day for Students
2 hr. Early Dismissal –
(grading per contract in pm)
26 End of Quarter 4 (45 days)
27 Teacher Inservice
29 Graduation
30 Memorial Day

18 Student Days
20 Teacher Days 96/100

MAY '22						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

173 students/182 teachers
Board approved 2/25/2021

Approved by the RULH Board of Education on 2/25/2021

Monday	August 16	RULH District Opening Day – AM; Teacher prep in rooms - PM	
Monday	August 16	RULH Open House for Students	4:00 – 7:00
Tuesday	August 17	Building/District PD Day – Staff Work Day	
Wednesday	August 18	First Day for Students	
Monday	September 6	Labor Day - Holiday	No School
Tuesday	September 7	Staff Inservice	No School
Friday	September 17	Interim Reports Issued	
Monday-Friday	September 27–October 1	Brown County Fair	No School
Monday	October 4	Students Return	
Tuesday	October 5	Parent/Teacher Conference – Elementary School	4:00 – 7:00
Wednesday	October 6	Parent/Teacher Conference – Middle School	4:00 – 7:00
Thursday	October 7	Parent/Teacher Conference – High School	4:00 – 7:00
Friday	October 22	2 hr. Early Dismissal (End of 1st grading period (staff grading 1-3)	41 44
Friday	October 29	Report Cards Issued	
Tuesday	November 2	Staff Inservice (Br. Co. ESC PD 8 – 1)	No School
Friday	November 12	Interim Report Issued	
Tuesday	November 16	Parent/Teacher Conferences – Middle School	4:00 – 7:00
Wednesday	November 17	Parent/Teacher Conferences – High School	4:00 – 7:00
Thursday	November 18	Parent/Teacher Conferences – Elementary School	4:00 – 7:00
Wednesday - Friday	Nov. 24 – Nov. 26	Thanksgiving Break (Nov. 24 th – Parent/Teacher - Comp. Day)	No School
Friday	December 17	2 hr. Early Dismissal (End of 2 nd grading period) (staff grading 1-3)	36 38
Monday-Friday	Dec. 20 – Dec. 31	Christmas Break	No School
Monday	January 3	Students return	
Friday	January 7	Report Cards Issued	
Monday	January 17	Martin Luther King Jr. Day –Holiday	No School
Friday	February 4	Interim Reports Issued	
Tuesday	February 8	Parent/Teacher Conference – High School	4:00 – 7:00
Wednesday	February 9	Parent/Teacher Conference – Elementary School	4:00 – 7:00
Thursday	February 10	Parent/Teacher Conferences – Middle School	4:00 – 7:00
Friday	February 18	Staff Inservice Day	No School
Monday	February 21	President's Day – Holiday	No School
Thursday	March 17	2 hr. Early dismissal (End of 3 rd Grading Period) (staff grading 1-3)	51 52
Friday	March 18	No School for Students or Staff	No School
Monday	March 21	Students Return	
Friday	March 25	Report Cards Issued	
Friday-Tuesday	April 15 – April 19	Spring Break (April 15 th - Parent/Teacher Comp Day)	No School
Wednesday	April 20	Students return	
Friday	April 22	Interim Reports Issued	
Tuesday	May 3	Staff Inservice	No School
Thursday	May 26	Last Day for Students, 2 hr. Early Dismissal (End of 4 th grading period) (staff grading 1-3)	45 48
Friday	May 27	Staff inservice day	173 182
Sunday	May 29	Graduation	2:00

Board approved 2/25/2021

SECTION TWO

ACCIDENTS INVOLVING STUDENTS.

When a student is involved in a situation where physical injury has occurred, an accident report must be filled out and filed in the school office. This is very important. We must have a written record of the incident on file in the office.

Accidents can be categorized into three types. They include accidents which are minor; accidents of concern; and serious accidents. A minor accident is one that the classroom teacher can handle without the aid of the school office. Accidents of concern are those situations in which immediate first aid is necessary. This would include treating cuts and scrapes or the use of ice on a bump. The school office should be informed of this type of accident. Serious accidents are those situations where the immediate health and safety of a student is of grave concern. The school office should be informed immediately. The proper medical attention will be determined and secured as soon as possible. In all serious accidents, a report must be made by the supervising teacher.

ATTENDANCE ACCOUNTING FOR STUDENTS

Teachers are responsible for maintaining accurate attendance records for each student that is assigned to them. This record is extremely important both for the student's record and the district record. When any discrepancy is noted between a teacher's attendance record for students and the office record, the teacher should make the principal aware of the discrepancy so that the student attendance record can be reviewed and corrected as necessary. Accurate attendance records can be maintained by:

- A. Recording absences daily for students. This report should be sent to the office immediately in the manner directed by the principal.
- B. Specifically report consecutive absences and unexcused absences. Be attentive to excessive absences and bring these to the principal's attention.
 1. Students will not be excused from school except in cases of emergencies. The principal will decide if an absence is excused or unexcused.
 2. Partial Day Absence: Students who miss up to one and half hours (1 ½) of school, either at the beginning or end of the day, will be counted as tardy. Students who miss more than an hour and a half (1 ½) will be counted a half (1/2) day absent. Students must be in attendance a minimum of three hours per day to be counted as half day of attendance. Normal absence policy will apply in instances of half day attendance.
Tardies: 3 tardies = 1 unexcused absence. Morning tardy bell rings at **8:00 a.m.**
 3. Please note that attendance for students arriving late or leaving early must be tracked and recorded to the nearest full hour. Please refer to Board Policy #5200 - Attendance

Steps for Students to Follow When Returning to School from Absence

1. When the child returns to school, they should bring a note and attach doctor verification whenever possible. Notes should be sent to the office.
2. If a student misses school, the parent has two days to get a note to the building secretary. Notes will not be accepted after that 2-day grace period and students will be listed as "unexcused". *
3. 5 parent calls/notes per semester will be permitted. A physician's excuse will be required after the 5th absence.
4. In the event that a student suffers from a chronic illness and/or acute long-term

illness, special considerations will be made. The building principal must be contacted. Physician notes, makeup work, and other arrangements will be made on an individual basis.

Excused Absences:

School officials determine the status of "excused" versus "unexcused". This decision is final and may supersede parent or doctor notes. The RULH Board of Education considers the following to be reasonable excuses for time missed at school:

1. Personal illness
2. Death in the immediate family
3. Out-of-state travel (up to maximum of five (5) days per school year to participate in a District-approved enrichment or extra-curricular activity.
4. Emergency or other set of circumstances in which the judgment of the Superintendent constitutes a good and sufficient cause for absence from school.
5. Medical necessary leave for a pregnant student in accordance with Policy 5751.
6. Service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725.
7. The child is being instructed at home by a person qualified to teach the branches in which instruction is required, and such additional branches, as the advancement and needs of the child may, in the opinion of the Superintendent, require. In each case, the Superintendent shall file in his office a copy of the excuse, paper showing how the inability of the child to attend school was determined, and how the qualification of the person instructing the child at home was determined. This excuse shall become void upon cessation of proper home instruction.

STUDENT DISCIPLINE (POLICY 5600)

The Board of Education acknowledges that conduct is closely related to learning - an effective instructional program requires an orderly school environment and the effectiveness of the educational program is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions. The Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

The Board shall require each student of this District to adhere to the Student Code of Conduct/Student Discipline Code adopted by the Board and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. conform to reasonable standards of socially-acceptable behavior;
- B. respect the person and property of others;
- C. preserve the degree of order necessary to the educational program in which they are engaged;
- D. respect the rights of others;
- E. obey constituted authority and respond to those who hold that authority.

The Student Code of Conduct/Student Discipline Code designates sanctions for the infractions of rules, excluding corporal punishment, which shall:

- A. relate in kind and degree to the infraction;
- B. help the student learn to take responsibility for his/her actions;
- C. be directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

Students may be prohibited by authorized school personnel from participating in all or part of co-curricular and/or extra-curricular activities without further notice, hearing or appeal rights. A student who has been disorderly on a school bus may be suspended from transportation services consistent with Board policy and the Student Code of Conduct/Student Discipline Code. The Superintendent, principals, and other administrators shall have the authority to assign discipline to students, subject to the Student Code of Conduct/Student Discipline Code and, where required by law, to the student's due process right to notice, hearing, and appeal. A student who is suspended shall be permitted to complete any classroom assignments missed because of the suspension, and receive at least partial credit for a completed assignment. Grade reductions on account of the student's suspension are permitted; however, no student may receive a failing grade on a completed assignment solely on account of his/her suspension. Teachers, school bus drivers, and other employees of this Board having authority over students may take such action as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

Discipline on Board vehicles shall be the responsibility of the driver on regular bus runs. When Board vehicles are used for field trips and other Board activities, the teacher, coach, advisor, or other Board employee shall be responsible for student discipline. If a student becomes a serious discipline problem on a vehicle, the Superintendent and/or his/her designee may suspend the transportation privileges of the student providing such suspension conforms with due process. The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy **5611** – Due Process Rights.

No student is to be detained after the close of the regular school day unless the student's parent has been contacted and informed that the student will be detained. If a parent cannot be contacted, the student should be detained on another day.

Ripley Union Lewis Huntington School District utilizes Positive Behavior Supports through the **JAYS** rules:

POSITIVE BEHAVIOR SUPPORT (JAYS)

Elementary School	Middle School	High School
Just show respect	J -Just show respect	Jays "R"
Always listen	A -Always be prepared	R espectful
You should always try your best	Y -You are responsible for your actions	R esponsible
Smile and be a good friend	S -Strive to Succeed	R eady

Office Managed Behavior: Serious misbehavior that endangers the safety and well-being of students during normal classroom activities requires a referral (major infractions as defined by building PBIS).

Staff Managed Behavior: Documentation reports are used with students who fail to follow school or classroom rules and expectations (minor infractions as defined by building PBIS). Staff managed behavior does not always warrant a referral.

BOOKS, MATERIALS, EQUIPMENT

Each student should care for textbooks, library books, materials, and equipment. If books/materials/equipment are lost or damaged, parents will be responsible for the payment to replace the item(s). Textbooks are expected to last for five years. Fees to replace damaged or lost textbooks will be assessed according to the following percentages as follows:

New	100% of cost
1-year-old	80% of cost
2 years old	60% of cost
3 years old	40% of cost
4 years old	20% of cost
5 or more year's	\$5.00 fee

CUSTODIAL SERVICES

If you are in need of custodial services, please follow established building protocol.

DANGEROUS CONDITIONS

Each staff member must report to the school office any potential safety hazard that has been observed either in the classroom, school building, or property that may affect our staff or student. Please do this in writing and through Public School Works.

FIELD TRIPS

Field trips should be an educational activity which is an extension of specific goals and topics studied in the classroom. Field trips where the use of a bus is necessary will be granted according to district finances. All trips must be approved by the building principal, the transportation superintendent, and the superintendent. The Emergency Medical Authorization Forms must be taken with you on all trips. A request for a field trip should be made at least ten school days prior to the trip, on the field trip request form available in the office. A passenger list is to be left in the office. A seating chart should be left in the office and a copy also handed to the driver. Teachers should verify final student participation as students are preparing to board the bus.

CLASSROOM AND BUILDING MAINTENANCE

A strong maintenance program requires the cooperation of each faculty member.

- A. Discourage writing on walls, desks and bulletin boards.
- B. In adverse weather, please ask students to avoid mud and use the blacktop, sidewalk, or mulched play area. This will help eliminate mud and snow being tracked inside the building.
- C. Please review good restroom manners with your students and check restrooms often.
- D. Floors should be free of paper and debris when students go home each night.

E. Report all needed maintenance through Public School Works through the district website.

PUBLIC RELATIONS

This is an area that requires a total staff effort. A positive relationship with our community can only exist if the feeling of openness and willingness to communicate is continually practiced. Much goodwill can be generated if school staff make an effort to contact parents at the beginning of the school year to share information and let the parents know the staff member will be working with their child. Parents are encouraged to visit and to contact the school anytime they have information to share about their child or have a concern about the progress of their child. Likewise, school personnel should contact parents anytime they have a concern.

STAFF MEMBER ABSENCE

Staff members are responsible for letting their supervisor know as soon as possible when they know they will be absent from work. The more lead time a supervisor has to arrange for a substitute, the more likely a substitute will be found. Emergency situations are defined as those that occur after the building office closes and prior to reporting on the next work day. Please enter all leave requests into the Employee Kiosk after informing the principal and building secretary of the absence via phone call or text message. All employee absences need to be entered into the kiosk within 3 days of the occurrence.

The teacher is responsible for providing an up-to-date lesson plan that a substitute can follow easily. Textbooks and attendance forms should be readily accessible along with seating charts and room rules.

All leaves (personal/sick/vacation) are to be taken in no less than ¼ day increments. Personal (and vacation for full-time employees) must be pre-approved.

Perfect Attendance Bonus:

Bargaining Unit Members (OAPSE)

A bargaining unit member who has used no personal leave (other than one rolled-over day from the school year prior) and no sick leave days during the period of July 1 through December 31 shall be paid a perfect attendance bonus of \$500.00, payable in the second paycheck in January, unless unforeseen circumstances arise in which case it will be paid no later than February 15. A bargaining unit member that has used only one (1) sick day or personal day during this period shall be paid a bonus of \$300.00. A bargaining unit member that has used only two (2) days, either sick or personal, during this period shall be paid a bonus of \$150.00. A bargaining unit member who has used no personal leave (other than one rolled-over day from the school year prior) and no sick leave days during the period of January 1 through June 30 shall be paid a perfect attendance bonus of \$500.00, payable in the second paycheck in July, unless unforeseen circumstances arise in which case it will be paid not later than August 15. A bargaining unit member that has used only one (1) sick day or personal day during this period shall be paid a bonus of \$300.00. A bargaining unit member that has used only two (2) days, either sick or personal, during this period shall be paid a bonus of \$150.00.

Bargaining unit members eligible for the bonus shall submit a signed form to the immediate supervisor no later than December 31 and June 30 in order to be eligible for payment of the bonus.

Bargaining unit members eligible for this perfect attendance bonus shall not be eligible for the personal leave bonus as identified in Article 15 of the Negotiated Agreement.

Teachers

Attendance of teachers shall be incentivized according to the following scale:

First Semester:

Members who attain perfect attendance by not using a single sick or personal leave day during the first semester shall be paid \$600 by submitting the First Semester Attendance Incentive form as set forth in Appendix F1.

Members who miss only one day (either sick or personal leave) during the first semester shall receive \$400 by submitting the First Semester Attendance Incentive form as set forth in Appendix F1.

Members who miss only two days (either sick or personal leave) during the first semester shall receive \$200 by submitting the First Semester Attendance Incentive form as set forth in Appendix F1.

Members who miss more than 2 days in the first semester shall not be entitled to first semester attendance incentive.

Second Semester:

Members who attain perfect attendance by not using a single sick or personal leave day during the second semester shall be paid \$600 by submitting the Second Semester Attendance Incentive form as set forth in Appendix F1.

Members who miss only one day (either sick or personal leave) during the second semester shall receive \$400 by submitting the Second Semester Attendance Incentive form as set forth in Appendix F1.

Members who miss only two days (either sick or personal leave) during the second semester shall receive \$200 by submitting the Second Semester Attendance Incentive form as set forth in Appendix F1.

Members who miss more than 2 days in the second semester shall not be entitled to second semester attendance incentive.

Personal Leave Payout and Carryover

Members who receive either first or second semester attendance incentive payment shall not be entitled to payout for any accrued personal days at the end of the year; however, such members

may roll a personal day over to the next school year if the member has one available and chooses to do so.

PROFESSIONAL DAY LEAVE

Each teacher is allowed professional day(s) per approval from the building principal to attend workshops, conventions, meetings or clinics which will provide opportunities for professional growth in their particular area. Professional days must be approved in advance, and may or may not be paid for by the district. Teachers must receive approval for requisitions for reimbursement prior to travel. After authorization has been granted, the professional day may be utilized. To receive reimbursement for expenses, all receipts must be submitted along with a neatly typed or written report of the meeting.

WORK DAY

All staff members are expected to be at work at the designated time for their assigned building and for their position. All variations to assigned work time (arriving late, leaving early, leaving during the work day) must be approved by the principal or supervisor. Changes to a work day should be the exception, not the rule.

Planning time is set aside for class and student activity preparation. Teachers are required to inform the principal if they need to leave during planning time.

ISSUING TEXTBOOKS

It is the teacher's responsibility to issue textbooks and record which books are issued to the students, and to inform the principal if textbooks are lost or damaged.

VISITORS AT SCHOOL

Parents and other adults are encouraged to visit our schools, but are required to report to the administrator's office and must be issued a "Visitor's Pass". Visitors to classrooms must receive advance permission before being permitted to visit.

If a visitor causes a disruption of normal school activities, he/she will be asked to leave. Refusal to do so may result in the filing of trespassing charges against the individual.

Children or students are only allowed to visit in very special circumstances and must have prior approval by the building principal.

INTERIM REPORTS

Interim reports will be sent home at the midpoint of a grading period. Reports are available and printed from Progress Book. Always keep a copy of correspondence sent to parents; this applies to interim reports as well.

UNSUPERVISED STUDENTS

Each staff member is responsible for the supervision and care of the students. When students are in the classroom, a teacher or other school employee must be in the classroom. Please make sure that you report to your work area on time after recesses or breaks and planning periods. Proper supervision will protect both you and the students.

LESSON PLANS AND GRADEBOOKS

Lesson plans will be checked on a regular basis by the principal. Plans should reflect the professionalism and personal pride of the teacher. Lesson plans must include your obligations to the curriculum maps, content standards and intervention strategies. Lesson plans should be written one week in advance or as determined by the building principal. The district utilizes Progress Book as gradebook software for entering and recording of grades. Grades are to be entered in Progress Book and updated in a timely manner at least weekly. (minimum of one grade per week)

GRADING

All class work and exams that are graded on a percentage scale can be translated into the following letter scale:

90 – 100 =A	P=Passing
80 -- 89 =B	I=Incomplete
70 -- 79 =C	
60 -- 69 =D	
59 -- 0 =F	

All grades will be reported on report cards as percentage grades, except for pass/fail classes and the awarding of a P in an academic class that the students would have otherwise failed, but the instructor believes has achieved to the best of his/her ability.

CHILD ABUSE

In accordance with Ohio law, school teachers, school authorities, and other school employees shall report abuse or neglect of any child **IMMEDIATELY** to the receiving agency or officer responsible for children's services in the county in which the child resides. The same law provides that anyone having reason to believe a child has been abused or neglected and who reports such or participates in a judicial proceeding resulting from such report shall be immune from any civil or criminal liability.

In addition, please make the building principal aware of any instances of abuse or neglect.

STANDARDS BASED EDUCATION PROGRAM

RULH follows a comprehensive program of Standards Based Education. Teachers are required to follow the Standards (as available from ODE) for all subjects. The Standards and Learning Targets listed in the various courses of study and curriculum maps must guide instruction. In

addition, students should always be aware of the Standards and Learning Targets in which they are being instructed.

PURCHASING PROCEDURES FOR STAFF

No order of services/product or purchase of such items are to be made unless you have been prior certified to do so by the issuance of a Purchase Order processed through the District Treasurer's Office in advance. These following procedures are to be utilized in all circumstances. Failure to follow these procedures may result in disciplinary action for the employee and/or personal responsibility for the purchase.

- A. The requestor completes a requisition and submits it to the building principal/supervisor for review and approval.
- B. If approved, the principal/supervisor sends the original to the Treasurer for verification and dating.
- C. The Treasurer submits the requisitions to the Superintendent for his/her approval.
- D. Approved requisitions are returned to the Treasurer for entry into the computer for issuance of a duplicate Purchase Order containing a system affixed number, date, electronic signature of the Treasurer, and electronic signature of the Superintendent.
- E. The yellow copy of Purchase Order is sent to the requestor (unless there are specific instructions to the contrary). The requestor is to provide the corresponding Purchase Order Number to the vendor at time of order/purchase or write the Purchase Order Number on the purchase receipt/invoice.
- F. The pink copy is filed by the Accounts Payable Clerk to be affixed to the voucher package upon payment.

All requisitions should be submitted for approval no less than 72 hours prior to the expected time or order/purchase to allow for complete approval, processing, and submission of purchase order.

STAFF TRAINING AND INSERVICE

Ohio Revised Code requires specific training for school employees, along with training required by the Board of Education in order for the district to reach specific goals. The district will utilize a variety of delivery methods to meet training and in-service needs, including Public School Works. All employees are expected to complete the training required for their specific assignment in a timely fashion.

CELL PHONE USAGE

Staff members are expected to keep their cell phones turned off or on vibrate while instructing students in the classroom. Classroom instructional time is not to be interrupted by personal cell

phone calls, unless it is an emergency. Cell phones may be used for personal matters during planning periods or staff lunch periods.

BUILDING OR FACILITY USAGE

Due to changes in Ohio Revised Code and liability insurance requirements, all groups, including staff members, wanting to use RULH facilities, indoors or out, for organized activities beyond their normal assignment or duties, must complete a Facility Usage Agreement and receive appropriate authorization to use the facility. This is for the district's and the employee's protection.

Employees who wish to utilize school facilities should follow the same procedure as non-employees. It is the employee's responsibility to make the principal aware of their presence in the building during non-school hours.

SECTION THREE

BOARD POLICY

Staff members are expected to be knowledgeable and adhere to board policies. A copy of all board policies may be found on the district website, www.rulh.us, in the school or District Office.

NONDISCRIMINATION IN EMPLOYMENT

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.

NONDISCRIMINATION: GENETIC INFORMATION

The Board of Education prohibits discrimination on the basis of genetic information in all aspects of employment, including hiring, firing, compensation, job assignments, promotions, layoffs, training, fringe benefits, or any other terms, conditions, or privileges of employment. The Board also does not limit, segregate, or classify employees in any way that would deprive or tend to deprive them of employment opportunities or otherwise adversely affect the status of an employee as an employee, based on genetic information. Harassment of a person because of his/her genetic information is also prohibited. Likewise, retaliation against an applicant or employee for engaging in protected activity is prohibited.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II, including the Board of Education, from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by law. To comply with this law, do not provide any genetic information when responding to this request for medical information (unless the request pertains to a request for FMLA leave for purposes of caring for an immediate family member with a serious health condition). "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic test, the fact that an individual or an individual's family member sought or received genetic services or participated in clinical research that includes genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

ANTI-HARASSMENT

General Policy Statement

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

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as "unlawful harassment"), and

encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, and professional and classified staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

Definitions

Bullying: Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve: teasing, threats, intimidation, stalking, cyberstalking, cyberbullying, physical violence, theft, sexual, religious or racial harassment, public humiliation, or destruction of property.

"Harassment" means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment: Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.

- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. In the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.
- J. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- K. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in Ohio Revised Code 2907.03. The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.

Race/Color Harassment: Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's

race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment: Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment: Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment: Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

Reports and Complaints of Harassing Conduct: Members of the School District community, which includes all staff, and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer at his/her first convenience. Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to one of the Anti-Harassment Compliance Officers who shall investigate the allegation in accordance with this policy. While the Compliance Officer investigates the allegation, the Principal shall suspend his/her Policy 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Principal informed of the status of the Policy **1662** investigation and provide him/her with a copy of the resulting written report.

Anti-Harassment Compliance Officers: The Board designates the following individuals to serve as “Anti-Harassment Compliance Officers” for the District. They are hereinafter referred to as the “Compliance Officers:.

RULH High School Principal
1317 S. Second St.
Ripley, OH 45167
(937) 392-4384

RULH Elementary Principal
502 S. Second St.
Ripley, OH 45167
(937) 392-1141

The names, titles, and contact information of these individuals will be published annually on the School District's web site.

The Board of Education and RULH Schools are committed to resolving issues of harassment as soon as possible. Concerns may also be brought to the attention of the superintendent, Mr. James Wilkins, at (937) 392-4396, james.wilkins@rulh.us, or the Title IX Coordinator, Mr. Ken Stuckey, at the Brown County Educational Service Center, 9231 Hamer Road, Georgetown, OH 45121, (937) 378-6118, ken.stuckey@brownesc.us. The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process. Compliance Officers shall accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the person alleging the harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment.

Thereafter, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), within two (2) business days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Investigation and Complaint Procedure (See Form 1662 F1)

Any employee or other member of the School District community or third party (e.g., visitor to the District) who believes that s/he has been subjected to unlawful harassment or retaliation may seek resolution of his/her complaint through either the informal or formal procedures as described below. Further, a process for investigating claims of harassment or retaliation and a process for rendering a decision regarding whether the claim of legally prohibited harassment or retaliation, was substantiated are set forth below.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The informal and formal procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights, the Ohio Civil Rights Commission ("OCRC") or Equal Employment Opportunity Commission ("EEOC").

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through informal means, if possible. The informal complaint procedure is provided as a less formal option for a student, other member of the School District community, or third party who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint and will only be utilized where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in such a process.

Employees, other members of the School District community, or third parties who believe that they have been unlawfully harassed or retaliated against may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

However, all complaints of harassment involving a District employee, any other adult member of the School District community, or a third party against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.

As an initial course of action, if an individual feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

An individual who believes s/he has been unlawfully harassed may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator; (2) directly to one of the Compliance Officers; and/or (3) to the Superintendent or other District-level employee.

All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below on his/her own, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide employees, other members of the School District community, or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the individual claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the individual about how to communicate the unwelcome nature of the behavior to the alleged harasser.
- B. Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the individual claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

All materials generated as part of the informal complaint process will be retained by the Compliance Officers in accordance with the Board's records retention policy and/or Student Records policy. (See Policy [8310](#) and Policy [8330](#))

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the individual elects to file a formal complaint initially, the formal complaint process shall be implemented.

An individual who believes s/he has been subjected to offensive conduct/harassment/retaliation hereinafter referred to as the "Complainant", may file a formal complaint, either orally or in writing, with a teacher, principal, the Compliance Officer, Superintendent, or other District employee. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment or retaliation, that employee must report such information to the Compliance Officer or designee within two (2) business days.

Throughout the course of the process, the Compliance Officer should keep the parties informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, offensive conduct/harassment/retaliation; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the alleged harasser. In making such a determination, the Compliance Officer should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions s/he deem appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation.

Simultaneously, the Compliance Officer will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "Respondent", that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant administrative guidelines, including the Board's Anti-Harassment Policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the Compliance Officer or a designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used. The Compliance Officer may consult with the Board's legal counsel before finalizing the report to the Superintendent. Absent extenuating circumstances, within five (5) business days of receiving the report of the Compliance Officer or the designee, the Superintendent must either issue a final decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

The decision of the Superintendent shall be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the member of the School District community or third party alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

Privacy/Confidentiality

The School District will employ all reasonable efforts to protect the rights of the Complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding

through the formal investigation process will be advised that their identities may be disclosed to the Respondent.

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

All public records created as a part of an investigation of a complaint of harassment will be maintained by the Compliance Officer in accordance with the School Board's records retention policy. Any records that are considered student education records in accordance with the *Family Educational Rights and Privacy Act* or under Ohio's student records law will be maintained in a manner consistent with the provisions of the Federal and State laws.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effects.

Retaliation

Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any school teacher or school employee who knows or suspects that a child with a disability under the age of twenty-one (21) or that a child under the age of eighteen (18) has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

State law defines certain contact between a teacher and a student as "sexual battery." If the Compliance Officer or a designee has reason to believe that the Complainant has been the victim of criminal conduct as defined in Ohio's Criminal Code, such knowledge should be immediately reported to local law enforcement.

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Allegations Involving Conduct Unbecoming the Teaching Profession/Suspension

The Superintendent will report to the Ohio Department of Education, on forms provided for that purpose, matters of misconduct on the part of licensed professional staff members convicted of sexual battery, and will, in accordance with Policy [8141](#), suspend such employee from all duties that concern or involve the care, custody, or control of a child during the pendency of any criminal action for which that person has been arrested, summoned and/or indicted in that regard.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information provided regarding the Board's policy and harassment in general, will be age and content appropriate.

GRADUATION REQUIREMENTS

In order to acknowledge each student's successful completion of the instructional program, appropriate to the achievement of District goals and objectives as well as personal proficiency, the Board of Education awards a diploma to eligible students at a graduation ceremony.

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by State law and this Board or who properly completes the goals and objectives specified in his/her individualized education program (IEP) including either the exemption from or the requirement to complete the tests required by the State Board of Education in order to graduate. In addition to earning course credits, each student must fulfill the requirements of one (1) graduation pathway that has been approved by the State. Ohio law provides (2) additional options to earn a high school diploma for students in the Class of 2020.

Each student must earn at least twenty-four (24) credits in order to graduate and receive a diploma. The distribution of such credits is to be as follows:

English Language Arts (minimum of 4 credits)	4 credits
Health (minimum of one-half (1/2) credit)	½ credit
Physical Education (minimum of one-half (1/2) credit)	½ credit
Mathematics (minimum of four (4) credits) must include 1 unit of Algebra II or equivalent of Algebra II)	4 credits
Science (minimum of three (3) credits) (must include 1 unit physical sciences, 1 unit of life sciences, and 1 unit advanced study in one (1) or more of: chemistry, physics, other physical science, advanced biology or other life science, physical geology or other earth or space science)	3 credits
Social Studies (minimum of two (2) credits) (for student entering ninth grade after July 1, 2017, must include at least one-half (1/2) unit in world history and civilizations)	2 credits
History and Government (minimum of one (1) credit) (must include one-half (1/2) unit of American history, one-half (1/2) unit of American Government)	1 credit
Fine Arts, including music	1 credit
Electives (minimum of eight (8) credits) (must include one (1) or any combination of foreign language, business, career technical education,	8 credits

family and consumer sciences, technology, agricultural education, a junior reserve officer training corps (JROTC) program approved by the U.S. Congress, or English language arts, mathematics, science or social studies courses not otherwise required)	
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All students must receive instruction in economics and financial literacy during Grades 9-12. Additionally, all students must receive instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator from an approved source during Grades 9-12, unless the student is exempted from such training due to disability or by written request of the parent.

Credit may be earned by:

- A. completing coursework;
- B. testing out of or demonstrating mastery of course content; or C. pursuing one or more educational options in accordance with the District's Credit Flexibility Program.

Every high school may permit students below the ninth grade to take advanced work for credit. This work shall count toward the graduation requirements if it was both:

- A. taught by a person who possesses a license/certificate issued under State law that is valid for teaching high school;
- B. designated by the Board as meeting the high school curriculum requirements.

An honors diploma shall be awarded to any student who meets the established requirements for graduation or the requirements of his/her IEP; attains the applicable scores on the tests required by the State Board of Education to graduate; and meets any additional criteria the State Board may establish.

Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by the high school principal or those students who have been deemed eligible to participate in such exercises in accordance with the terms of their IEP. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants.

Effective for the Class of 2022 and beyond, no student shall be eligible to graduate high school as the Valedictorian and/or Salutatorian unless the student has completed the requirements for an academic honors diploma, set forth by the Ohio Department of Education.

The Board shall also grant a diploma of adult education to all District residents over the age of twenty-one (21) who meet the requirements established by the State Board of Education.

Early Graduation: Please contact the school counselor and refer to Board Policy #5408

USE OF TOBACCO BY STAFF

The Board of Education is committed to providing students, staff, and visitors with a tobacco-free environment. The negative health effects of tobacco use for both users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a

tobacco-free environment is consistent with the role-modeling responsibilities of teachers and staff to our students.

For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, e-cigarettes (i.e. Juul), any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and other lighted smoking devices for burning tobacco or any other plant.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board does not condone the use of tobacco, the Board prohibits the use of tobacco by professional staff members at all times within any enclosed facility owned or leased or contracted for by the Board, and in areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to school grounds and/or any school-related event, except in designated areas as defined in statute and by Ohio's Smoke-Free Workplace Program.

STUDENT SUPERVISION AND WELFARE

Staff members shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities and are expected to establish and maintain professional staff/student boundaries that are consistent with their legal, professional and ethical duty of care for students.

The Superintendent shall maintain and enforce the following standards:

- A. A professional staff member shall report immediately to a building administrator any accident, safety hazard, or other potentially harmful condition or situation s/he detects.
- B. A professional staff member shall provide proper instruction in safety matters as presented in assigned course guides.
- C. Each professional staff member shall immediately report to a building administrator knowledge of threats of violence by students.
- D. A professional staff member shall not send students on any personal errands.
- E. A professional staff member shall not associate or fraternize with students at any time in a manner that may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity that could be considered abusive or sexually suggestive or involve harmful substances such as illegal drugs, alcohol or tobacco. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal prosecution and disciplinary action by the Board up to and including termination of employment.
- F. If a student approaches a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc., the staff member may attempt to assist the student by facilitating contact with certified or licensed individuals in the District or community who specialize in the assessment, diagnosis, and treatment of the student's stated problem. However, under no circumstances should a staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior, nor should such staff member inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law.
- G. A professional staff member shall not transport students in a private vehicle without the approval of the principal.

- H. A student shall not be required to perform work or services that may be detrimental to his/her health.
- I. Staff members shall only engage in electronic communication with students via district approved communication applications (i.e. Remind, Dojo, GroupMe, etc.). Communication applications are to be pre-approved by the building principal.
- J. Staff members are prohibited from electronically transmitting any personally identifiable image of a student(s), including video, photographs, streaming video, etc. via email, text message, or through the use of social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., unless such transmission has been made as part of a pre-approved curricular matter or co-curricular/extracurricular event or activity such as a school-sponsored publication or production in accordance with Policy [5722](#).

Since most information concerning a child in school other than directory information described in Policy [8330](#), is confidential under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse. Pursuant to the laws of the State and Board Policy [8462](#), each professional staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse or neglect.

DRUG-FREE WORKPLACE

It is the policy of Ripley-Union-Lewis-Huntington Local Board of Education to maintain a drug-free workplace in full compliance with all applicable Federal, State, and local laws. All employees of the District shall receive a copy of this provision regarding a drug-free workplace.

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by employees on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all staff members. Any part-time or full-time employee who violates this policy will be subject to disciplinary action, in accordance with due process, up to and including termination. When appropriate or required by law, the Board will also notify law enforcement officials.

The Board is concerned about any staff member who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. A staff member should contact his/her supervisor or the Superintendent's office whenever such help is needed.

A. Prohibited Conduct

Unlawful manufacture, distribution, dispensation, possession, use, or being under the influence of controlled substances (drugs) and/or alcohol by any employee, during work hours on Ripley-Union-Lewis-Huntington Local Schools premises, or at any activity or function sponsored by or related to employment with Ripley-Union-Lewis-Huntington Local Schools, is prohibited. (To avoid misunderstanding, prescribed medications should be reported to your supervisor.) "Premises" includes vehicles owned by, or being driven on behalf of Ripley-Union-Lewis-Huntington Local Schools, as well as parking lots, playgrounds, and other property owned by Ripley-Union-Lewis-Huntington Local Schools. "Controlled substances" means any drug subject to Federal and/or State regulation as to

manufacture, distribution, sale and use, including; cannabis, cocaine, amphetamines, barbiturates, and heroin.

B. Drug-Related Criminal Conviction

Employees convicted of violating any Federal, State, or local criminal drug statute, where the violation occurred during work hours, or on Ripley-Union-Lewis-Huntington Local Schools premises, must report the conviction to the Superintendent within five (5) working days of the conviction.

C. Penalties

Violations of this policy will result in severe disciplinary action, up to and including immediate termination, unless the employee uses the Rehabilitation Option described in this policy. Any action against any member for drug abuse offenses must be in accordance with the terms of the Master Agreement and the applicable law.

D. Rehabilitation Option

Where this policy has been violated, the employee may elect to seek rehabilitation through an approved treatment program, provided the employee is otherwise eligible for continuing employment. A Re-Entry Agreement, which will include an understanding that the employee will cooperate in all recommended treatment(s) and abstain from the use of any mood-altering substance, must be signed by any employee electing this Rehabilitation Option. Rehabilitation in lieu of discipline is available only one (1) time during any employee's tenure of employment. Rehabilitation, whether undertaken voluntarily, or in lieu of discipline, shall be entirely at the employee's expense, and without pay, except as may be covered by applicable group health plan terms, sick leave policies, and other leaves of absence policies.

E. Drug-Free Awareness Program

Employees will be provided with information concerning substance abuse, as follows:

1. All employees will be provided with a copy of this policy.
2. The Superintendent will maintain information on community resources and employee benefits available to employees for assistance in dealing with chemical dependency problems;
3. Every year during one of the scheduled inservice days for staff there will be available, for each employee, at least one (1) educational opportunity addressing the physical, mental and emotional dangers of substance abuse, as well as rehabilitation/assistance resources available to employees. (Such educational opportunities may include: Inservice programs, discussions or presentations at employee meetings, or other seminars);
4. Ripley-Union-Lewis-Huntington Local School publications, especially those distributed among employees, will from time to time contain articles on the dangers of substance abuse of rehabilitation.

F. Confidentiality

Information provided to administrative personnel as to any problem related to substance abuse or chemical dependency shall be considered part of the employee's medical record, and shall be CONFIDENTIAL. Except as may be required by law, no person may discuss or otherwise divulge any information concerning such matters.

CHEMICALLY DEPENDENT EMPLOYEES ARE URGED TO SEEK HELP BEFORE THEIR DEPENDENCE CAUSES PROBLEMS WITH THEIR JOBS.

PREPAREDNESS FOR TOXIC HAZARD AND ASBESTOS HAZARD

The Board of Education is concerned for the safety of the students and staff members and will attempt to comply with all Federal and State statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction.

TOXIC HAZARDS

These hazards exist in chemicals and other substances used in the school setting such as in laboratories, science classrooms, kitchens, and in the cleaning of rooms and equipment.

The Superintendent shall appoint an employee to serve as Toxic Hazard Preparedness (THP) Officer. The THP Officer is responsible for:

- A. identifying potential sources of toxic hazard in cooperation with material suppliers who shall supply the THP Officer with Material Safety Data Sheets (MSDS's);
- B. verifying that all incoming materials, including portable containers, are properly labeled with the identity of the chemical, the hazard warning, and the name and address of the manufacturer or responsible party;
- C. maintaining a current file of MSDSs for every hazardous material present on District property;
- D. designing and implementing a written communication program which:
 1. lists hazardous materials present on District property,
 2. details the methods used to inform staff and students of the hazards, and
 3. describes the methods used to inform contractors and their employees of any hazardous substances to which they may be exposed and of any corrective measures to be employed;

In fulfilling these responsibilities, the THP Officer may enlist the aid of county and municipal authorities and, if possible, the owners or operators of identified potential sources of toxic hazard.

APPLICATION OF PESTICIDES

Any staff member or contractor who applies pesticides on District property shall meet the requirements established by law.

Written notification shall be provided each year, prior to any pesticide application when school is in session, to those parents, adult students, and employees requesting prior notification of scheduled pesticide applications:

- A. that a pesticide is to be applied;
- B. the type of pesticide and its potential side effects;
- C. the location of the application; and
- D. the date of the application.

The method and type of prior notifications and signage shall be determined by the District (AG [8431A](#)).

If circumstances arise that prevent prior notification from being provided, regarding such emergency application of pesticides to control organisms that pose an immediate health threat, the District shall provide notice as soon as possible. In addition to the information specified above, the notice shall provide the reasons why advance notice was not provided.

ASBESTOS

In its efforts to comply with Asbestos Hazard Emergency Response Act (AHERA), the Ohio Occupational Safety and Health Act (OSHA), and the Ohio Public Employment Risk Reduction Act (PERRA) the Board recognizes its responsibility to:

- A. inspect all District buildings for the existence of asbestos or asbestos-containing materials;
- B. take appropriate actions based on the inspections;

- C. establish a program for dealing with friable asbestos, if found;
- D. maintain a program of periodic surveillance and inspection of facilities or equipment containing asbestos;
- E. comply with EPA regulations governing the transportation and disposal of asbestos and asbestos-containing materials.

The Superintendent shall appoint a person to develop and implement the District's Asbestos-Management Program. Said individual will be responsible for the District's proper compliance with Federal and State laws and the appropriate instruction of staff and students.

The Superintendent shall also verify that, when conducting asbestos abatement projects, each contractor employed by the District is licensed pursuant to the Ohio Department of Health Regulations.

Nothing in this policy should be construed in any way as an assumption of liability by the Board for any death, injury, or illness that is the consequence of an accident or equipment failure or negligent or deliberate act beyond the control of the Board or its officers and employees.

WEAPONS

The Board of Education prohibits employees from possessing, storing, making, or using a weapon, including a concealed weapon, *in* a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The Superintendent shall refer a staff member who violates this policy to law enforcement officials, regardless of whether such staff member possesses a valid concealed weapon license. The staff member will also be subject to disciplinary action, up to and including termination, as permitted by applicable Board policy and the terms of existing collective bargaining agreements.

FMLA LEAVE

Qualifying Reasons for FMLA and Military Family Leave: In accordance with the Family and Medical Leave Act of 1993, as amended, ("FMLA"), eligible staff members may take up to twelve (12) work weeks of job-protected, unpaid leave, or substitute appropriate paid leave if the staff member has earned or accrued it, for the following reasons:

- A. the birth and/or care of a newborn child of the staff member, within one (1) year of the child's birth;
- B. the placement with the staff member of a child for adoption or foster care, within one (1) year of the child's placement;
- C. the staff member is needed to provide physical and/or psychological care for a spouse, child or parent with a serious health condition;
- D. the staff member's own serious health condition makes him/her unable to perform the functions of his/her position; or
- E. any qualifying exigency (as defined in applicable Federal regulations) arising out of the fact that the staff member's spouse, son, daughter, or parent is a military member on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces ("Qualifying Exigency Leave"). Covered active duty is defined in AG 3430.01.

In addition, an eligible staff member who is a spouse, son, daughter, parent or next of kin of a covered service member may take up to a total of twenty-six (26) work weeks of job-protected, unpaid leave, or substitute appropriate paid leave if the staff member has earned or accrued it, during a "single twelve (12) month period" to provide physical and/or psychological care for the covered service member ("Military Caregiver Leave") as described more fully in AG 3430.01.

Eligible Employees: Staff members are "eligible" if they have worked for the Board for at least twelve (12) months, **and** for at least 1,250 hours over the twelve (12) months prior to the leave request. All full-time instructional employees are deemed to meet the 1,250 hour requirement. Months and hours that employees who performed USERRA covered service would have worked if they had not been called up for military service counts towards the staff member's eligibility for FMLA leave. While the twelve (12) months of employment need not be consecutive, employment periods prior to a break in service of seven (7) years or more will not be counted unless the break is occasioned by the staff member's fulfillment of his/her USERRA-covered service obligation, or a written agreement exists concerning the Board's intention to rehire the staff member after the break in service.

Twelve (12) Month Period: Twelve (12) month period is defined as a rolling twelve (12) month period measured backward from the date the staff member uses FMLA leave (i.e. the "leave year" is specific to each individual staff member).

Serious Health Condition: Serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a healthcare provider. As utilized in this policy, the term "incapacity" means an inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefore, or recovery therefrom. The term "treatment" includes (but is not limited to) examinations to determine if a serious health condition exists and evaluations of the condition. (Treatment does not include routine physical examinations, eye examinations, or dental examinations.)

- A. Inpatient care means an overnight stay in a hospital, hospice, or residential medical-care facility, including any period of incapacity or subsequent treatment in connection with such inpatient care.
- B. Continuing treatment by a healthcare provider, includes any one or more of the following: 1.) "incapacity and treatment"; 2.) any incapacity related to pregnancy, or for prenatal care; 3.) any incapacity or treatment for such incapacity due to a chronic serious health condition; 4.) a period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g. Alzheimer's, a severe stroke, terminal stages of a disease); or 5.) any period of absence to receive multiple treatments (including any period of recovery therefrom) by a healthcare provider or by a provider of healthcare services under orders of, or on referral by, a healthcare provider for a.) restorative surgery after an accident, or other injury or b.) a condition that would likely result in a period of incapacity of more than three (3) consecutive, full calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease (dialysis).
 1. "Incapacity and treatment" involves a period of incapacity of more than three (3) consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves a.) treatment two (2) or more times, within thirty (30) days of the first day of incapacity, unless extenuating circumstances exist, by a healthcare provider, by a nurse under direct supervision of a healthcare provider, or by a provider of healthcare services (e.g. physical therapist) under orders of, or on referral by, a healthcare provider, or b.) treatment by a healthcare provider on at least one (1) occasion that results in a regimen of continuing treatment under the supervision of the healthcare provider.

- a. Treatment by a healthcare provider as referenced above involves an in-person visit to a healthcare provider. The first (or only) in-person treatment visit must take place within seven (7) days of the first day of incapacity. The healthcare provider is responsible for determining whether additional treatment visits or a regimen of continuing treatment is necessary within the thirty (30) day period.
 - b. Regimen of continuing treatment includes a course of prescription medication (e.g. antibiotics), or therapy requiring special equipment to resolve or alleviate the health condition (e.g. oxygen).
 - c. A regimen of continuing treatment that includes the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a healthcare provider, is not, by itself, sufficient to constitute a regimen of continuing treatment for purposes of FMLA leave.
2. A period of incapacity related to pregnancy need not involve a visit to the healthcare provider for each absence, and the absence need not last more than three (3) consecutive, full calendar days.
 3. A chronic serious health condition is one that: a.) requires periodic visits (i.e. at least twice a year) for treatment by a healthcare provider, or by a nurse under direct supervision of a healthcare provider; b.) continues over an extended period of time (including recurring episodes of a single underlying condition); and c.) may cause episodic rather than a continuing period of incapacity (e.g. asthma, diabetes, epilepsy, etc.). A visit to a healthcare provider is not necessary for each absence, and each absence need not last more than three (3) consecutive, full calendar days.
 4. With regard to permanent or long-term conditions, the employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a healthcare provider.

C. Conditions for which cosmetic treatments are administered (e.g. most treatments for acne or plastic surgery) are not "serious health conditions" unless inpatient hospital care is required or complications develop. Ordinarily, unless complications arise, the common cold, the flu, ear aches, upset stomachs, minor ulcers, headaches other than migraines, routine dental or orthodontic problems, periodontal disease, etc., are conditions that do not meet the definition of a serious health condition and do not qualify for FMLA leave.

Intermittent and Reduced Schedule Leave: The Superintendent may allow a staff member to take FMLA leave intermittently (i.e. leave in separate blocks of time for a single qualifying reason) or on a reduced schedule leave (i.e. reducing the employee's usual weekly or daily work schedule) for reason (A) or (B) on page one. A staff member is entitled to take FMLA leave on an intermittent or reduced schedule leave when medically necessary as indicated in reasons (C) and (D) on page one. A staff member may also take FMLA leave on an intermittent or reduced schedule leave for Qualifying Exigency Leave (i.e. reason (E) on page one). Finally, Military Caregiver Leave may be taken on an intermittent or reduced schedule leave when medically necessary. Regardless, the taking of FMLA leave intermittently or on a reduced schedule leave results in the total reduction of the twelve (12) or twenty-six (26) weeks only by the amount of leave actually taken. If the intermittent or reduced schedule leave is foreseeable based on planned medical treatment for the employee, a family member or a covered service member, the Superintendent may require the staff member to transfer temporarily, during the period the intermittent or reduced schedule leave is required, to an available alternative position for which the staff member is qualified and which better accommodates recurring periods of leave than the staff member's regular position. The alternative position shall have equivalent pay and benefits but not necessarily equivalent duties. The Superintendent may also transfer the staff member to a

part-time job with the same hourly rate of pay and benefits, provided the staff member is not required to take more leave than is medically necessary. Instructional staff members (i.e. individuals whose principal function is to teach and instruct students in a class, a small group, or an individual setting) who request intermittent leave or a reduced schedule leave because of reasons (C) or (D) on page one or pursuant to Military Caregiver Leave and the leave would exceed twenty percent (20%) of the total number of working days over the period of anticipated leave must elect either to:

- A. take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- B. transfer temporarily to an available alternative position offered by the Superintendent for which the instructional staff member is qualified, and that has equivalent pay and benefits and that better accommodates the recurring periods of leave than the staff member's regular position.

When leave is needed for planned medical treatment, the staff member must make a reasonable effort to schedule the treatment so as not to unduly disrupt the District's operations, subject to the approval of the healthcare provider.

If the Superintendent agrees to permit FMLA leave intermittently or on a reduced schedule leave for reason (A) or (B) on page one, the Board may also require the staff member to transfer temporarily, during the period the intermittent or reduced schedule leave is required, to an available alternative position for which the staff member is qualified and which better accommodates recurring periods of leave than does the staff member's regular position.

Staff Member Notice Requirements (Forms available at the U.S. Department of Labor Website: www.dol.gov)

Staff members seeking to use FMLA leave (including Military Caregiver Leave) are required to provide thirty (30) days advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable. If leave is foreseeable less than thirty (30) days in advance, the staff member must provide notice as soon as practicable - generally, either the same or next business day. When the need for leave is not foreseeable, the staff member must provide notice as soon as practicable under the facts and circumstances of the particular case. Absent unusual circumstances, staff members must comply with the Board's usual and customary notice and procedural requirements for requesting leave. Failure to provide timely notice may result in the leave being delayed or denied, and/or possible disciplinary action.

Staff members must provide "sufficient information" for the Superintendent to determine whether the FMLA may apply to the leave request. Depending on the situation, such information may include that the employee is incapacitated due to pregnancy, has been hospitalized overnight, is unable to perform the functions of the job, that the staff member or his/her qualifying family member is under the continuing care of a healthcare provider, that the requested leave is for a particular qualifying exigency related to a qualifying family member's covered active duty or call to covered active duty status, or that the leave is due to a qualifying family member who is a covered service member with a serious injury or illness. The information may also include the anticipated timing and duration of the leave.

When a staff member seeks leave for a FMLA-qualifying reason for the first time, the staff member need not expressly assert FMLA rights or even mention the FMLA. When an employee seeks leave, however, due to a FMLA-qualifying reason for which the District has previously provided the staff member FMLA-protected leave, the staff member must specifically reference either the qualifying reason for leave or the need for FMLA leave.

Substitution of Paid Leave: The Board shall require the staff member to "substitute" (i.e. run concurrently) any of his/her earned or accrued paid leave (e.g. sick leave, personal leave, vacation leave, family leave) for unpaid FMLA leave. An employee's ability to substitute accrued paid leave is determined by the terms and conditions of the District's normal leave policy. A staff member electing to use any type of paid leave concurrently with FMLA leave

must follow the same terms and conditions of the Board's policy that apply to other employees for use of such leave. The staff member is always entitled to unpaid FMLA leave if s/he does not meet the Board's conditions for taking paid leave. On occasion the Board may waive any procedural requirements for the taking of any type of paid leave.

If the staff member has not earned or accrued adequate paid leave to encompass the entire twelve (12) work week period of FMLA leave or a twenty-six (26) work week period of Military Caregiver Leave, the additional weeks of leave to obtain the twelve (12) work weeks of FMLA leave or twenty-six (26) work weeks of Military Caregiver Leave the staff member is entitled to shall be unpaid. Whenever a staff member uses paid leave in substitution for unpaid FMLA leave/Military Caregiver Leave, such leave counts toward the twelve (12) work week/twenty-six (26) work week maximum leave allowance provided by this policy and Federal law.

District Notice Requirements (Forms available at the U.S. Department of Labor Website: www.dol.gov)

The Superintendent is directed to post the Department of Labor approved Notice explaining employees' rights and responsibilities under the FMLA. Additionally, this general notice shall be included in employee handbooks or other written guidance to staff members concerning benefits or leave rights or, in the alternative, distributed to each new staff member upon hiring.

When a staff member requests FMLA leave or the District acquires knowledge that leave may be for a FMLA purpose, the Superintendent shall notify the staff member of his/her eligibility to take leave, and inform the staff member of his/her rights and responsibilities under the FMLA (including the consequences of failing to meet those obligations). Along with the Notice of Rights and Responsibilities, the Superintendent will attach any medical certification that may be required, and a copy of the employee's essential job functions. If Superintendent determines the staff member is not eligible for FMLA leave, the Superintendent must state at least one (1) reason why the staff member is not eligible. Such notice may be given orally or in writing and should be given within five (5) business days of the request for FMLA leave, absent extenuating circumstances. When oral notice is given, it must be followed by written notice within five (5) business days. Staff member eligibility is determined (and notice provided) at the commencement of the first instance of leave for each FMLA-qualifying reason in the applicable twelve (12) month period. All FMLA absences for the same qualifying reason are considered a single leave and staff member eligibility as to that reason for leave does not change during the applicable twelve (12) month period. If at the time a staff member provides notice of a subsequent need for FMLA leave during the applicable twelve (12) month period due to a different FMLA-qualifying reason and the staff member's eligibility status has not changed, no additional eligibility notice is required. If, however, the staff member's eligibility status has changed, the Superintendent must notify the staff member of the change in eligibility status within five (5) business days, absent extenuating circumstances.

If the specific information provided by the Notice of Rights and Responsibilities changes, the Superintendent shall, within five (5) business days of receipt of the staff member's first notice of need for leave subsequent to any changes, provide written notice referencing the prior notice and setting forth any of the information in the Notice of Rights and Responsibilities that has changed. When the Superintendent has sufficient information to determine that leave is being taken for a FMLA-qualifying reason (e.g. after receiving certification), the Superintendent shall notify the staff member whether the leave will be designated and counted as FMLA leave. Leave that qualifies as **both** Military Caregiver Leave and leave to care for a qualifying family member with a serious health condition (i.e. reason (C)) must be considered as Military Caregiver Leave in the first instance. This designation must be in writing and must be given within five (5) business days of the determination, absent extenuating circumstances. Additionally, when appropriate, the Superintendent shall notify the staff member of the number of hours, days and weeks that will be counted against the employee's FMLA entitlement, and whether the employee will be required to provide a fitness-for-duty certification to return to work.

Only one (1) Designation Notice is required for each FMLA-qualifying reason per applicable twelve (12) month period, regardless of whether the leave taken due to the qualifying reason will be a continuous block of leave or as intermittent or on a reduced schedule leave. If the Superintendent determines the leave will not be designated as FMLA-qualifying (e.g. if the leave is not for a reason covered by the FMLA or the staff member's FMLA leave entitlement has been exhausted), the Superintendent shall notify the staff member of that determination. If the staff member is required to substitute paid leave for unpaid FMLA leave, or if paid leave taken under an existing leave plan is being counted as FMLA leave, the "Designation Notice" shall include this information. Additionally, the "Designation Notice" shall notify the staff member if s/he is required to present a fitness-for-duty certification to be restored to employment. Further, if the fitness-for-duty certification is required to address the staff member's ability to perform the essential functions of his/her job, that will be indicated on the Designation Notice, and a list of the essential functions of the staff member's position will be included.

If the information provided to the staff member in the Designation Notice changes, the Superintendent shall provide, within five (5) business days of receipt of the staff member's first notice of need for leave subsequent to any change, written notice of the change.

In the case of intermittent or reduced-leave schedule leave, only one such notice is required unless the circumstances regarding the leave have changed.

Limits on FMLA When Both Spouses are Employed by the Board: When an eligible husband and wife are both employed by the Board, they are limited to a combined total of twelve (12) workweeks of FMLA leave during any twelve (12) month period if the leave is taken for reason (A) or (B) on page one, or to care for the staff member's parent who has a serious health condition.

Where the husband and wife both use a portion of the total twelve (12) week FMLA leave entitlement for reason (A) or (B) on page one, or to care for a parent, the husband and wife are each entitled to the difference between the amount s/he has taken individually and the twelve (12) weeks of FMLA leave for other purposes.

When an eligible husband and wife are both employed by the Board, they are limited to a combined total of twenty-six (26) workweeks of Military Caregiver Leave during the "single twelve (12) month period" if the leave is taken for reason (A) or (B) on page one, or to care for the staff member's parent who has a serious health condition, or to care for a covered service member with a serious injury or illness.

Certification: When FMLA leave is taken for either reason (C) or (D) on page one, the staff member must provide medical certification from the healthcare provider of the eligible staff member or his/her immediate family member. The staff member may either:

- A. submit the completed medical certification to the Superintendent; or
- B. direct the healthcare provider to transfer the completed medical certification directly to the Superintendent, which will generally require the staff member to furnish the healthcare provider with a HIPAA-compliant authorization.

If the staff member fails to provide appropriate medical certification, any leave taken by the employee shall not constitute FMLA leave.

When the need for FMLA leave is foreseeable and at least thirty (30) days notice has been provided, the staff member must provide the medical certification before the leave begins. When this is not possible, the employee must provide the requested certification to the Superintendent within fifteen (15) calendar days after the staff member requests FMLA leave unless it is not practicable under the circumstances to do so despite the staff member's diligent and good faith efforts.

The Board reserves the right to require second or third opinions (at the Board's expense), and periodic recertification of a serious health condition. If a third opinion is sought, that opinion shall be binding and final. The staff member may either:

- A. submit the opinion of the second healthcare provider, and the opinion of the third healthcare provider if applicable, to the Superintendent;
- B. direct the second or third healthcare provider to transfer his/her opinion directly to the Superintendent, which will generally require the staff member to furnish the healthcare provider with a HIPAA-compliant authorization.

In the event that the staff member fails to provide the medical opinion of the second or third healthcare provider, if applicable, any leave taken by the staff member shall not constitute FMLA leave.

Recertification: Recertification may be required no more often than every thirty (30) days in connection with an absence by the staff member unless the condition will last for more than thirty (30) days. For conditions that are certified as having a minimum duration of more than thirty (30) days, the District will not request recertification until the specified period has passed, except that in all cases the staff member must submit recertification every six (6) months in connection with an absence by the employee. Additionally, the Superintendent may require a staff member to provide recertification in less than thirty (30) days if the staff member requests an extension of leave, the circumstances described in the previous certification have changed significantly, or if the District receives information that casts doubt upon the staff member's stated reason for the absence or the continuing validity of the certification. Finally, staff members must provide a new medical certification each leave year for medical conditions that last longer than one (1) year.

Staff members requesting Qualifying Exigency Leave are required to submit to the Superintendent a copy of the covered military member's active duty orders and certification providing the appropriate facts related to the particular qualifying exigency for which leave is sought, including contact information if the leave involves meeting with a third party.

Staff members requesting Military Caregiver Leave are required to submit to the Superintendent certification completed by an authorized healthcare provider or a copy of an Invitational Travel Order (ITO) or Invitational Travel Authorization (ITA) issued to any member of the covered service member's family.

The Board authorizes its healthcare provider – but not the staff member's direct supervisor - to authenticate or clarify a medical certification of a serious health condition, or an ITO or ITA (i.e. medical certification provided for reasons (C) or (D) on page one or Military Caregiver Leave). Additionally, the Superintendent is authorized to contact the individual or entity named in the Qualified Exigency Leave certification for purposes of verifying the existence and nature of the meeting.

A staff member who takes leave for reason (D) on page one, prior to returning to work, must provide the Superintendent with a fitness-for-duty certification that specifically addresses the staff member's ability to perform the essential functions of his/her job. The fitness-for-duty certification shall only apply to the particular health condition that caused the staff member's need for FMLA leave. If reasonable safety concerns exist, the Superintendent may, under certain circumstances, require a staff member to submit a fitness-for-duty certification before s/he returns to work from intermittent FMLA leave. The cost of the certification shall be borne by the staff member.

Job Restoration & Maintenance of Health Benefits: Upon return from FMLA leave, the Board shall restore the staff member to his/her former position, or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment. During FMLA leave, the Board shall maintain the staff member's current coverage under the Board's group health insurance program on the same conditions as coverage would have been provided if the staff member had been continuously working during the leave period. If the staff member was paying all or part of the premium payments prior to going on FMLA leave, the staff member must continue to pay his/her share during the leave.

Any leave or return from leave during the last five (5) weeks of an academic term shall be reviewed individually by the Superintendent to minimize disruption to the students' program. The staff member shall not accrue any sick leave, vacation, or other benefits during a period of unpaid FMLA leave.

The use of FMLA leave shall not result in the loss of any employment benefit that the staff member earned or was entitled to before using FMLA leave. If a bonus or other payment, however, is based on the achievement of a specified goal such as hours worked or perfect attendance, and the employee does not meet the goal due to FMLA leave, payment shall be denied unless it is paid to an employee on equivalent leave status for a reason that does not qualify as FMLA leave.

A staff member shall have no greater right to restoration or to other benefits and conditions of employment than if the employee had been continuously employed.

If the staff member fails to return to work at the end of the leave for reasons other than the continuation, recurrence, or onset of a serious health condition that entitles the staff member to leave pursuant to reasons (C) or (D) on page one or Military Caregiver Leave, or for circumstances beyond the control of the staff member, the staff member shall reimburse the Board for the health insurance premiums paid by the Board during the unpaid FMLA leave period.

Generally, a staff member may not be required to take more FMLA leave than necessary to resolve the circumstance that precipitated the need for leave.

A staff member who fraudulently obtains FMLA leave is not protected by this policy's job restoration or maintenance of health benefits provisions.

The Superintendent shall prepare any guidelines that are appropriate for this policy and verify that the policy is posted properly.

Copies of this policy shall be available to staff members upon request.

STAFF DRESS AND GROOMING

The Board of Education believes that staff members set an example in dress and grooming for their students to follow. A staff member who understands this precept and adheres to it enlarges the importance of his/her task, presents an image of dignity, and encourages respect for authority. These factors act in a positive manner toward the maintenance of discipline *and models the expectations for the students.*

The Board retains the authority to specify the following dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process. When assigned to District duty, all professional staff members shall:

- A. be physically clean, neat, and well groomed;
- B. dress in a manner consistent with their professional responsibilities;
- C. dress in a manner that communicates to students a pride in personal appearance;
- D. dress in a manner that does not cause damage to District property;
- E. be groomed in such a way that their hair style (*including unnatural hair color such as green, pink, purple, blue, etc.*) or dress does not disrupt the educational process nor cause a health or safety hazard.

Dress Code

Business casual dress is the standard for this dress code that does not hinder the professional staff member's performance.

Because all casual clothing is not suitable for the office, these guidelines will help determine what is appropriate to wear to work. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional appearance at work.

Clothing that reveals too much cleavage, back, chest, stomach or underwear is not appropriate for a place of business, even in a business casual setting.

Even in a business casual work environment, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. Clothing that has the company logo is encouraged. Sports team, university, and fashion brand names on clothing are generally acceptable.

Certain days can be declared dress down days. On these days, jeans and a more casual approach to dressing, although never potentially offensive to others, is allowed.

Below is a general overview of acceptable business casual attire. Items that are not appropriate for the office are listed, too. Neither list is all-inclusive and both are open to change. The lists indicate what is generally acceptable as business casual attire and what is generally not acceptable as business casual attire.

No dress code can cover all contingencies, so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable, professional business attire for work, please ask your supervisor or your Human Resources staff.

Slacks, Pants, and Suit Pants

Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, and nice looking dress synthetic pants are acceptable. Inappropriate slacks or pants include jeans, sweatpants, exercise pants, short shorts, shorts, Bermuda shorts, bib overalls, leggings, and any spandex or other form-fitting pants such as bike clothing.

Shirts, Dresses, and Skirted Suits

Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be no shorter than four (4) inches above the knee, or a length at which you can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office.

Skirts, Tops, Blouses, and Jackets

Casual shirts, golf shirts, dress shirts, sweaters, tops and turtlenecks are acceptable. Most suit jackets or sport jackets are also acceptable attire for the office, if they violate none of the listed

guidelines. Inappropriate attire includes tank tops, midriff tops, shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; and t-shirts unless worn under another blouse, shirt, jacket, or jumper.

Hats and Head Covering

Hats are not appropriate in the office. Head Covers that are required for religious purposes or to honor cultural tradition are allowed.

Jewelry shall not be worn in facial piercing other than ears.

Shoes

Shoes shall be worn by all staff while on school grounds. Open-toe shoes other than flip-flops are permitted.

Conclusion

If clothing fails to meet these standards, the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offense. All other policies about personal time use will apply. Progressive disciplinary action will be taken for further dress code violations.

SECTION FOUR

(INDIVIDUALIZED BUILDING POLICIES AND INFORMATION)