

Austintown Local Schools

Faculty Handbook

2017-2018



Overview

This employee handbook provides important information about the Austintown Local School District. While the handbook provides some of the expectations for employees, all employees are subject to building level policies, all policies of the board of education, and the laws and policies of the state and federal governments. All employees are strongly encouraged to review the following information:

- The Board Policy of the Austintown Local Schools Board of Education (Section G)
<http://z2.ctspublish.com/osba/Z2Browser2.html?showset=austintown-osba>
- The Ohio Ethics Law
<http://ethics.ohio.gov/education/factsheets/ethicslaw.pdf>
- The Ohio Revised Code Schools Section
<http://codes.ohio.gov/orc/3319>

No employee handbook can anticipate every circumstance or question about policy. As the district continues to grow, the need may arise and the district reserves the right to revise, supplement or rescind any policies or portions of the handbooks as needed. Employees will be notified of such changes as they occur.

The handbook is intended in no way to replace the collective bargaining agreements that are in place in the district. It is merely a supplement to further detail information that every employee needs to be aware of.

Vision

The Austintown Local School District is a united community with a proud legacy and a progressive approach to education.

Mission

We provide an inspiring education that strengthens and prepares our students for unlimited future opportunities.

Our Workplace

As you enter this place of work, please choose to make today a great day. Your colleagues, customers, team members and you will be thankful. Find a way to play. We can be serious about our work without being serious about ourselves. Stay focused in order to be present when your customers and team members most need you. Should you feel your energy lapsing, try this surefire remedy: find someone who needs a helping hand, a word of support, or a good ear –and make THEIR day.

~An excerpt from FISH! By Stephen C. Lundin, Harry Paul & John Christen

Chain of Command

In all situations, employees are encouraged to follow the chain of command. Each building will establish a clear chain of command. In most cases, faculty members should first seek support from their grade level administrator, followed by their building principal. If the building principal cannot resolve the matter or answer the question, he/she will reach out to the appropriate department head for support or clarification.

District Administrative Organizational Chart

Instructional Coaches

There are eleven Instructional Coaches in the district provided through Title and other federal funds. The coaches work primarily with Language Arts and Math teachers; however, coaches will be sharing data and instructional pedagogy with all faculty members throughout the year. While coaches are not administrators, they serve as content area experts and are called upon to ensure best practices in our classrooms along with the support of Lead Teachers, Principals and District Administration. Please welcome our Instructional Coaches as a valued resource. Just like teachers and athletic coaches, Instructional Coaches serve to support teachers, as a resource, to enhance communication, as teachers and co-teachers, as cheerleaders and encouragers, to foster reflection and growth, as objective observers, researchers, leaders, modelers, mentors, change agents, team builders, motivators, and innovators.

District Office Contact Information by Topic

Topic	Contact	Extension
504s	Janet Polish	1514
Accounts Payable	Kathy Rusback	1505
Accounts Receivable	Valarie Inboden	1504
ACTV	Gina Cardillo	1012
Assistant Superintendent	Jeremy Batchelor	1502
Assistant Treasurer	Mary Ann Herschel	1506
Athletics	Lewis VanHoose	1080
Board Communication	Vince Colaluca	1510
Board Administrative Assistant	Annette Grahovac	1509
Board Administrative Assistant	Stephanie Brown	1520
DASL	Cheryl Almy	2233
Dir. of 21st Century Learning	Mariel Sallee	1512
Director of District Programs	Janet Polish	1514
Director of Special Education	Becky Morris	2126
Discovery Education	Mariel Sallee	1512

District Operations	Vince Colaluca	1510
EMIS	Cheryl Almy	2233
eTPES	Jeremy Batchelor	1502
Expulsion	Vince Colaluca	1510
Facilities	Ric Zimmermann	2110
Falcon Pride Online	Mariel Sallee	1512
Food Service	Alexis Weber	2031
Gifted Education	Jeremy Batchelor	1502
Grants	AJ Ginnetti	1515
Homeless Students	Janet Polish	1514
Home Instruction	Becky Morris	2126
HOPE Academy	Mariel Sallee	1512
HR Kiosk	Amy Assion	1516
Human Resources	Mary Ann Herschel	1506
IEPs High School/MCCTC	Becky Morris	1512
Limited English Instruction	Janet Polish	1514
LPDC	Jeremy Batchelor	1502
Master Teacher	Jeremy Batchelor	1502
Media Communications	Gina Cardillo	1012
NaviGate Prepared	Jeremy Batchelor	1502
Nurses	Janet Polish	1514
One Call Now	Jeremy Batchelor	1502
OTES	Jeremy Batchelor	1502
Payroll	Barb Toth	1507
Payroll	Janet Lowe	1508
Preschool	Becky Morris	2126

Professional Leave	Jeremy Batchelor	1502
Progress Book	Tom Ventresco	aust_txv
Purchasing	Jeremy Batchelor	1502
Related Services	Becky Morris	2126
RTI	Janet Polish	1514
SafeSchools	Amy Assion	1516
Schoology	Mariel Sallee	1512
Special Education	Becky Morris	2126
SPED Compliance	Becky Morris	2126
STAR	Janet Polish	1514
STEM	Mariel Sallee	1512
Student Teachers	Jeremy Batchelor	1502
Substitute Staffing	Rachel Wixey	877.977.9499
Summer School	Mariel Sallee	1512
Superintendent	Vince Colaluca	1510
Technology Infrastructure	Tom Ventresco	aust_txv
Third Grade Guarantee	Janet Polish	1514
Title Coordinator	Jeremy Batchelor	1502
Transportation	Paula Lipke	1083
Treasurer	AJ Ginnetti	1515
Website Content	Gina Cardillo	1012
Website Structural	Jeremy Batchelor	1502

Informational Websites

Austintown Local Schools
www.austintownschoools.org

Ohio Department of Education
www.ode.state.oh.us

Mahoning County ESC
www.mcesc.k12.oh.us

State Teachers Retirement System
www.strsoh.org

Medical Mutual
www.medmutual.com

Caremark
www.caremark.com

Access
www.access-k12.org

Social Security
www.ssa.gov

Medicare
www.medicare.gov

IRS
www.irs.gov

General Duties and Operational Procedures

Equal Opportunity Employment

The District provides equal opportunities for employment, retention and advancement of all personnel. This Board encourages all personnel to assist in the accomplishment of this goal through their personal commitment to the concept of equal opportunity for all personnel regardless of race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, military status or disability.

Grading (Board Policy)

Grading is a system of measuring and recording student progress and achievement which enables students, parents and teachers to assess strengths and weaknesses; plan an educational future for students in the areas of the greatest potential for success; and know where remedial work is required.

The Board believes students respond more positively to the opportunity for success than to the threat of failure. Therefore, the District seeks in its instructional program to make achievement both recognizable and possible for students. It emphasizes achievement in its processes of evaluating student performance.

The Board recognizes that a system of grading student achievement can help students, teachers and parents to better assess progress toward personal educational goals and assist the students in implementing that progress.

The administration and professional staff devise grading systems for evaluating and recording student progress. The records and reports of individual students are kept in a form which is understandable to parents as well as teachers. The Board approves the grading and reporting systems as developed by the faculty, upon recommendation of the Superintendent.

The Board recognizes that any grading system, however effective, has subjective elements. There are fundamental principles, which must guide all instructors in the assignment of marks and achievement.

1. The achievement mark in any subject should represent the most objective measurement by the teacher of the achievement of the individual. Various evaluation measures are used and accurate records are kept to substantiate the grade given.
2. A student should not receive a failing grade unless minimum requirements have not been met by the student.
3. Grades are a factor used to motivate students. Poor or failing grades should trigger a variety of instructional and intervention activities to assist the student in achieving better grades by the next grading period, if possible.

District Grading Scale

90-100 A

80-89 B

70-79 C

60-69 D

59 < F

Rounding: .49 < Lower Grade .50 > Higher Grade

Homework (Board Policy)

As long as it is properly designed, carefully planned and geared to the development of the individual student, homework meets a real need and has a definite place in the educational program. It is not used for disciplinary purposes. The extent and type of homework given is decided by the classroom teacher within the framework of specific instructional plans.

Homework is assigned to help the student become more self-reliant, learn to work independently, improve the skills which have been developed and complete certain projects such as the reading of worthwhile books and the preparation of research papers. Home study assignments also afford a way for parents to acquaint themselves with the school program and their own children's educational progress.

In assigning homework, the teacher should consider the individual student's need, ability, home situation and the availability of resources in the home environment.

Progress Book

Progress Book is utilized by teachers in the district for grade recording, reporting and attendance reporting. Some teachers still opt to maintain paper grade books; however, Progress Book is secure and is backed up regularly. Ideally, all staff members should update grades in PB by the end of school on Friday each week. This will ensure ongoing communication with parents and guardians as they can access their student's grades through the Parent Assistant application.

Teacher Certification

Anyone without a permanent certificate is responsible for knowing when his or her certificate expires. All future renewals now include FBI/BCI reports.

Teacher Evaluation

All teachers will be evaluated in accordance with the board approved teacher evaluation model. OTES Committee will meet as needed under the direction of Mariel Sallee and in accordance with the negotiated agreement with the AEA.

Mandated Reporters

No School Employees acting in an official or professional capacity who know, or have reasonable cause to suspect based on facts that would cause a reasonable person in a similar position to suspect, that a child under eighteen years of age or a mentally retarded, developmentally disabled, or physically impaired child under twenty-one years of age has suffered or faces a threat of suffering any physical or

mental wound, injury, disability, or condition of a nature that reasonably indicates abuse or neglect of the child shall fail to immediately report that knowledge or reasonable cause to suspect to the entity or persons specified in this division. *Ohio Revised Code: 2151.421*

Bullying and Harassment

School employees must be sensitive to bullying and harassment behaviors and always intervene to stop such behavior and report the incident to the administration. Harassment, bullying, and intimidation is defined by the Ohio Revised Code as “intentional written, verbal, graphic, physical or electronic act that a student or group of students exhibited toward the alleged victim more than once; and the behavior both causes mental or physical harm to the other student, and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student (ORC3313.666)

Students With Disabilities

A “student with a disability” refers either to a student receiving special education services in accordance with an individualized education program (IEP) or to a student who has been identified as having a disability based on an evaluation conducted in accordance with Section 504 of the Rehabilitation Act. All interventions and accommodations outlined in IEPs and 504s must be applied in each teacher’s classroom without exception.

Staff Email and Internet Access

Purpose

The purpose of this policy is to define the proper use of electronic mail (e-mail) and Internet services by staff members in the District. It is also the intention of the Board to protect the privacy of staff members who use the school computers, computer network and electronic messaging systems to the maximum extent possible given the operational and security needs of the District, and to identify the limitations of this privacy and the general restrictions applying to the use of the District’s computers and electronic messaging systems.

Policy

The Board is committed to providing an environment that encourages the use of computers and electronic information as essential tools to support the educational program of the District. It is the responsibility of each employee to ensure that this technology is used for proper educational purposes and in a manner that does not compromise the confidentiality of proprietary or other sensitive information.

Coverage

This policy applies to all users of the District's computer systems.

Acceptable and Unacceptable Uses

The computers, computer network and messaging systems of the District are intended primarily for educational uses and work-related communications only. The following are uses that are unacceptable under any circumstances:

1. the transmission, posting or downloading of any language or images which are pornographic or of a graphic sexual nature;
2. the transmission of jokes, pictures or other materials which are obscene, lewd, vulgar or disparaging of persons based on their race, color, creed, ancestry, gender, marital status, economic status, age, religion, national origin, citizenship status, sexual orientation or disability;
3. the transmission of messages or any other content which would be perceived by a reasonable person to be harassing, demeaning, threatening, disruptive or inconsistent with the Board's policies concerning equal employment opportunity or sexual harassment;
4. uses that constitute defamation (libel or slander);
5. uses that violate copyright laws;
6. uses that attempt to gain unauthorized access to another computer system or to impair the operation of an other computer system (for example, "hacking" and other related activities or the transmission of a computer virus or an excessively large e-mail attachment);
7. any commercial or profit-making activities;
8. any fund-raising activities, unless specifically authorized by an administrator or
9. any personal use or uses which are inconsistent with the educational goals and objectives of the District.

Security and Integrity

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

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

Staff members must report to the system administrator or to a District administrator any actions by students which would violate the security or integrity of any computer, network or messaging system whenever such actions become known to them in the normal course of their work duties. This is not

to be construed as creating any liability for staff members for the computer-related misconduct of students.

On-line Purchases

Staff workers using the network to make online purchases or payment for goods and services are subject to the following conditions:

1. The Board and ACCESS are not responsible for fraud or misrepresentation made by staff members, vendors or third parties in connection with the online purchase or sale of goods or services.
2. Staff members, vendors and third parties are solely responsible for all transactions.
3. The Board and ACCESS are not responsible for the release or use of private or personally-identifiable information gathered during online transactions.
4. Staff members should read the privacy statement of on-line vendors.
5. The Board and ACCESS are not responsible for any unauthorized online purchases by staff members.

Rights of Access

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

Food Service and Catering

CATERING

Catering requests are handled via the Food Services Office, **DO NOT** contact the kitchen directly.

To provide the best service, catering arrangements need to be made at least (3) weeks in advance of your event.

Contact the Assistant to the Food Service Director at Ext. 2032.

Catering menu available at www.AFFoodServices.com

FOOD SERVICE MEALS PLUS STAFF ACCOUNT

The Austintown Local Schools Food Service Department values all adult customers and appreciates your patronage and support. To have your staff lunch account set up; contact the Food Service Department and provide the following information:

- a) Full Name
- b) Complete mailing address and email address
- c) Phone number you would like to use for your ID #- (no area code)
- d) Assigned building and Room number.

Once your MealsPlus account has been set up, you will be permitted to charge up to \$15.00. It is the responsibility of the employee to make sure their account does not exceed the \$15.00 maximum charge limit. **Lunch accounts will automatically be suspended if you reach the maximum charge limit. Please pay promptly to unlock your account.**

If you do not have an account set up with Food Service, you will not be permitted to charge, and must pay at time of service. No exceptions

K12 PaymentCenter will be available to staff, once a lunch account is set up with the Food Service department. Use the K12PaymentCenter link at www.AFFoodServices.com.

Payroll Information

Pay Dates

The district is on a 26 pay per calendar year schedule with payday scheduled for every other Friday. For a full explanation of the pay schedule and guidelines, please refer to your salary notice and union agreement.

Payroll Deductions

STRS—State Teachers Retirement System (Teachers)

The district is required to deduct 14% as the employee's contribution to retirement. This is forwarded to STRS and deposited into the employee's account for retirement purposes. The Board's share is 14%.

STRS will annually mail each member an annual statement. Please read this information carefully. If there has been any type of reporting error, it is important that it be corrected immediately. If you have any questions or believe there has been a mistake, please contact the Treasurer's office.

Medicare

All employees hired after April 1, 1986, must have 1.45% of their pay deducted and forwarded to the federal government for Medicare insurance. The board must also contribute 1.45% for each employee. This deduction qualifies the employee for Medicare coverage upon retirement or disability.

Federal/State/City Taxes

Each employee will be required to fill out a packet of tax information so the district can make the proper deductions to comply with all federal and state laws.

Insurance Deductions

Deductions will be made from the first and second pay of each month for the insurance coverage(s) that the employee has selected.

Union Dues

Union dues will be deducted starting in October. For more information, please refer to your union contract.

Credit Union

Employees of the Austintown Local School District are eligible to belong to the Associated School Employees Credit Union. Various payroll deductions can be made and forwarded to the credit union as well as direct deposit.

Tax Shelter Deductions

The district will make deductions "before taxes" into 403(B), 457 Plans, or Ohio Deferred Compensation and forward them to authorized investment agencies. A current list of approved agencies is available in the Treasurer's Office. The district makes no recommendations on various companies with which to invest.

403B Plan Providers (as of August 1, 2009)

403(B) ASP

AIG Annuity Insurance Company

AIG VALIC Retirement

Ameriprise Financial

AXA Equitable

First Educators (FEIC)

Great American Plan (GALIC)

Legend Group or Equities

Lincoln National Life Insurance

MetLife

New York Life
Pacific Life Insurance
Reserve Financial (Horace Mann Life Insurance)
Security Benefits

Insurance Coverage

The Austintown School District offers hospitalization/prescription, dental, and life insurance coverage to the employees of the district. To see if you qualify for any of these benefits, check your negotiated contract for the minimum work-time requirement. The parameters of the insurance are negotiated by the unions and the Board of Education and are subject to change. Should you ever have a problem with any type of insurance, please notify the Treasurer's office immediately. Remember to notify the Treasurer's Office if you have a change of address, marital status, or dependents.

COBRA

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Austintown Schools' health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, death of an employee, employee's divorce, or a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Austintown School's group rates plus an administrative fee. Austintown Schools, through an outside company, provides each eligible employee with a written notice describing the rights granted under COBRA when the employee becomes eligible for that type of coverage. This notice contains important information about the employee's rights and obligations.

It is your responsibility to notify the Treasurer's office when a COBRA situation develops.

Sick Leave

All employees earn 1.25 days per month sick leave. Sick leave can be used for personal illness or injury; or the illness, injury, or death of an immediate family member. Employees must document any sick leave taken through the HR Kiosk program. Instructions will be given to all new employees. Once completed and approved by your principal or supervisor, it is forwarded to the Treasurer's office and recorded on payroll records. The employee's sick leave total and days used is available on the HR Kiosk program. It also shows on your direct deposit notification.

Maximum sick leave accumulation for all employees is 276 days. A portion of accumulated sick leave is what forms the basis for severance pay when an employee retires from the district. Sick leave is also transferable from government entity to government entity. If you leave Austintown Schools and

go to another public employer or government agency, your sick leave can be transferred to that employer for you. You must request this.

Teacher Call-Off Procedure

Step 1: Call Rachel Wixey & Associates at 877.977.9499 to secure a substitute teacher using the automated system. ***Please note: Emergency Calls (1 hour before report time) contact Rachel Wixey & Associates directly at 419.725.9499***

Step 2: Submit Payroll Leave-Forms as explained in the next section.

Payroll Leave-Forms (Sick/Personal/Professional/Jury)

All payroll leave forms must be submitted using the district's HR Kiosk Application. This is the responsibility of the classroom teacher and should be done in advance whenever possible. Refer to the negotiated agreement regarding professional and jury leave. It is the responsibility of each employee to submit their leave request.

Non-restricted personal days

Each employee shall be granted three paid, non-cumulative days of personal leave each year. Such leave may be taken for no identified reason and with no restrictions. Not more than 10% of the employees in the bargaining unit in the same building (minimum of two) may take such leave on any one day and arrangements shall be made 48 hours in advance. Leave requests are processed through HR Kiosk.

Unused personal leave will be converted to sick leave at the end of June. This leave is shown on the direct deposit notification and in HR Kiosk.

Professional Leave

Employees are encouraged to attend conferences or workshops to continue their professional growth. To obtain approval to attend a conference or workshop, a "Request for Professional Leave" form must be completed at least two weeks prior to the meeting in HR Kiosk. This form must be submitted to the Board of Education Office. If it is approved, a copy will be returned to the employee and one will be sent to the appropriate principal. If it is denied, you will be notified.

This district has clearly defined limits on the amount of reimbursement that will be paid for mileage, rooms, meals, and registration. Receipts must be provided and no alcoholic beverages or tips will be reimbursed or paid. A tax-exempt form for rooms is available in the Treasurer's office.

After the workshop or conference, the employee must complete an “Expense Report”, attach all required receipts and documentation, and return it to the Board of Education Office. After this is approved, it will be forwarded to the Treasurer's office for payment.

Unpaid Leave

Requests for unpaid leave must be submitted in writing to the superintendent and are subject to the discretion of the superintendent of schools.

Family and Medical Leave

The Board provides leave to eligible employees consistent with the Family Medical Leave Act (FMLA). Eligible employees are entitled to up to 12 workweeks (or 26 workweeks to care for a covered service member) of unpaid family and medical leave in any 12-month period. The Board continues to pay the District's share of the employee's health benefits during the leave. In addition, the District restores the employee to the same or a similar position after the termination of the leave in accordance with Board policy.

Accidents

Should an accident occur while an employee is working, the district's first concern is the employee's health. If the accident has caused a serious injury, the employee should notify their immediate supervisor or building administrator and seek medical treatment, then follow the standard procedures listed below for reporting the accident.

Even if the accident is not serious enough to warrant medical treatment, the following procedures should be applied.

1. Immediately report the accident to the school nurse if one is available. If a school nurse is not available, then report the accident to the principal/administrator of the building or the immediate supervisor. If no one is available to report the accident at the time it occurs, then report it immediately the following day.
2. Complete the “Injuries and Illnesses Incident Report” form. This form should be done in as much detail as possible. The form should be immediately sent to the Board of Education Office.
3. The employee should contact the Treasurer to complete any of the forms needed and to discuss the claim and any use of sick leave.

Changes

In order to keep school records current, all employees are asked to notify the Treasurer's office when any changes in their personal situation takes place. Changes include address, telephone number, marital status, number of dependents, email addresses.

The Treasurer's office has the information for the employee to notify the retirement systems of any changes.

New federal and state withholding forms are available at the Treasurer's Office.

Employees should notify the Treasurer's office if they live in an area in which an income tax issue (city or school district) has passed so that the appropriate deduction can be made from their pay.

Purchasing Procedures

The Austintown Local School District utilizes a requisition/purchase order method of purchasing. All employees must follow the proper procedures when purchasing items. **The penalty for not following the established procedures could result in the employee being personally responsible for the payment of unauthorized item(s) ordered.**

Budgets are established for each area of the school district and budget account codes must be used when requesting items. A typical budget account code looks like this: 001-1130-511-0000-120000-001-00-000. (Your building principal/supervisor can assist you with budget code information.)

The following steps should be used when requesting items or services to be purchased:

1. Complete a requisition. Please make any special requests or send information pertaining to the order in the "Special Instruction/Remarks" box. This could include if the order should be faxed and the fax number or any other information you need to give regarding the order. Also remember to check and see if shipping charges are extra.
2. The requisition must be submitted to your building principal/supervisor. It will be checked for completeness and the proper budget code.
3. If it is approved, it will be forwarded to the Board Office.
4. Once the requisition is converted to a purchase order, it must be signed by the Superintendent or designee and the Treasurer. A copy of the purchase order is sent to the vendor to order the items. A copy is sent to the building that originated the order. And a copy of the purchase order is kept on file in the Treasurer's office. If the items are something

that you will be picking up, please make note in the "Special Instructions" box, and the purchase order will not be mailed.

5. When the item that was ordered has been received and verified for completeness, the person receiving the item needs to do two things. First, check with your building secretary and make a notation on the copy of the purchase order that the item(s) were received, the date and your initials/name. Second, attach any packing slips or documentation received with the order to the copy of the purchase order and send it back to the Treasurer's office.
6. The Treasurer's office **will not** pay for the item(s) until verification from the employee has been received.

If an employee is requesting permission to purchase an item with their own money and be reimbursed, the same procedure should be followed. Fill out the requisition and list yourself as the vendor. Send the requisition as detailed above. Once the building secretary has received the copy, you should attach your original receipts that you have signed. Once this information has been received by the Treasurer's office, a check will be prepared and returned to you. **Please get a tax-exempt letter from the accounts payable department in the central office prior to making any purchases. The Austintown Local School District is a tax-exempt organization and will not reimburse sales tax expenditures.**

Requisition Instructions

When completing a requisition form use the following instructions:

- A. Your Signature
- B. Date you are filling out the requisition
- C. Type of items you are ordering
- D. Building the items should be sent to
- E. Any special instructions regarding the purchase
- F. Budget code or codes that this should be charged to
- G. Name of the company you are ordering from
- H. Quantity of items you are ordering
- I. How items are ordered? Example: dozen, package, each, box, etc.
- J. Catalog or special order number
- K. Description of the item
- L. Price of one item
- M. Total amount for that line
- N. Shipping (if not sure-give an estimate)
- O. Total cost of the order
- P. Get signature from building principal/supervisor

Critical Board Policies

This section details some critical board policies that all faculty members should be aware of. As stated at the beginning of this handbook, all employees should routinely review the Board Policy, as each employee is responsible for compliance with all Board of Education Policy.

- The Board Policy of the Austintown Local Schools Board of Education
<http://z2.ctspublish.com/osba/Z2Browser2.html?showset=austintown-osba>

Tutoring For Pay

No teacher may tutor for pay a student who is a member of his/her class. Tutorial assistance to students is considered a normal responsibility of the teacher, except in extenuating circumstances. A teacher may tutor other students on school premises for pay only in accordance with the following conditions.

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

Staff Conflict of Interest

Employees shall not engage in, nor have a financial interest in, any activity which conflicts with their duties and responsibilities in the District.

Employees shall not engage in work of any type in which information concerning customer, client or employer originates from any information available to them through District sources.

Employees shall not sell textbooks, instructional supplies, equipment, reference books or any other products to the District. They shall not furnish the names of students or parents to anyone selling these materials.

In order that there is no conflict of interest in the supervision and evaluation of employees, at no time shall any administrator responsible for the supervision and/or evaluation of an employee be directly related to that employee.

Employees must not use their influence or authority to secure authorization of a public contract including an employment contract, for a family member.

Staff Conduct

All staff members have a responsibility to make themselves familiar with, and to abide by, the laws of the state of Ohio and the negotiated agreement, the policies of the Board and the administrative regulations designed to implement them.

The Board expects staff members to conduct themselves in a manner which not only reflects credit to the District, but also presents a model worthy of emulation by students. Unless otherwise permitted by law, staff members are not permitted to bring a deadly weapon or dangerous ordnance into a school safety zone.

All staff members are expected to carry out their assigned responsibilities. Essential to the success of ongoing operations and the instructional program are the following specific responsibilities which are required of all personnel:

1. faithfulness and promptness in attendance at work;
2. support and enforcement of policies of the Board and regulations of the administration;
3. diligence in submitting required reports promptly at the times specified;
4. care and protection of District property and
5. concern and attention toward their own and the District's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.

Staff Grooming and Dress

Staff dress and grooming should enhance a positive image of the District and not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate or compromise reasonable standards of health, safety and decency.

The Board retains the authority to specify the following dress and grooming guidelines for staff. All staff members will, when assigned to District duty, including extracurricular activities:

1. be physically clean, neat and well-groomed and
2. dress in a manner reflecting their professional assignment.

Staff-Student Relations

The relationship between the District's staff and students must be one of cooperation, understanding and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity.

Staff members should strive to secure individual and group discipline, and should be treated with respect by students at all times. By the same token, staff members should extend to students the same respect and courtesy that they, as staff members, have a right to demand.

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Excessive informal and/or social involvement with students is prohibited. Such conduct is not compatible with professional ethics and, as such, will not be tolerated.

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines.

1. Staff members shall not make derogatory comments to students regarding the school, its staff and/or other students.
2. The exchange of purchased gifts between staff members and students is discouraged.
3. Staff-sponsored parties at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.
4. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
5. Staff members shall not associate with students at any time in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
6. Dating between staff members and students is prohibited.
7. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
8. Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
9. Staff members shall not send students on personal errands.
10. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
11. Staff members shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance.
12. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.

Social Networking Websites

1. District staff who have a presence on social networking websites are prohibited from posting data, documents, photographs or inappropriate information on any website that might result in a disruption of classroom activity. The Superintendent/designee has full discretion in determining when a disruption of classroom activity has occurred.
2. District staff is prohibited from providing personal social networking website passwords to students.
3. Fraternalization between District staff and students via the Internet, personal e-mail accounts, personal social networking websites and other modes of virtual technology is also prohibited.
4. Access of personal social networking websites during school hours is prohibited. Violation of the prohibitions listed above will result in staff and/or student discipline in accordance with State law, Board policies and regulations, the Staff and Student Codes of Conduct and handbooks and/or staff negotiated agreements. Nothing in this policy prohibits District staff and students from the use of education websites and/or use of social networking websites created for curricular, co-curricular or extracurricular purposes.
5. **FALCON NATION (formerly Drund) is the official social networking app authorized for use by the Austintown Local Schools for curricular, co-curricular, or extracurricular purposes. All staff members, clubs, organizations, booster groups are expected to utilize FALCON NATION when representing the Austintown Local Schools versus other websites such as Facebook, Twitter, etc.**

Smoke-Free Campus

On June 1st, 2011 the Austintown Local School District became a smoke-free campus. Please **DO NOT** smoke on school grounds.

Copyright

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

The Board encourages its staff to enrich the learning programs by making proper use of supplementary materials. It is the responsibility of the staff to abide by the copying procedures and obey the requirements of Federal law. Under no circumstances may employees of the District violate copyright requirements in order to perform their duties properly. The Board is not responsible for any violations of the Copyright Act by its employees.

The Copyright Act affects all employees because it sets guidelines regarding the duplication and use of all copyrighted materials – print, non-print, music, computer software and others. The Superintendent is

responsible for disseminating the guidelines for duplication and use of copyrighted materials to all employees.

Any employee who is uncertain as to whether the use or reproduction of copyrighted materials complies with federal guidelines or is permissible under Federal law shall contact the Superintendent/designee.

OHIO STANDARDS FOR THE TEACHING PROFESSION

Introduction to the Ohio Standards

The research is clear; what matters most is the quality of the teacher who we put before every student. It is the interaction between teacher and student that is critical to producing high-level student learning and achievement. The Ohio Standards for the Teaching Profession were developed for use as a guide for teachers as they continually reflect upon and improve their effectiveness as educators throughout all of the stages of their careers. In the Standards for the Teaching Profession, seven standards are delineated under three larger organizers. Each of the seven Standards is a broad category of teacher knowledge and skills. Within each Standard are Elements. The Elements are the statements of what teachers should know, think and do to be effective teachers

THE FOCUS OF TEACHING AND LEARNING

Standard 1. Students: Teachers understand student learning and development, and respect the diversity of the students they teach.

- 1.1. Teachers understand how and when students develop and gain knowledge, acquire skills and develop behaviors for learning.
- 1.2. Teachers understand what students know and are able to do, and use this knowledge to meet the needs of all students.
- 1.3 Teachers expect that all students will achieve to their full potential.
- 1.4 Teachers model respect for students' diverse cultures, language skills and experiences.
- 1.5 Teachers recognize characteristics of gifted students and students with disabilities in order to assist in appropriate identification, instruction, and intervention.

Standard 2. Content: Teachers know and understand the content area for which they have instructional responsibility.

- 2.1 Teachers know the content they teach and use their knowledge of content-area concepts, assumptions and skills to plan instruction.
- 2.2 Teachers understand and use content-specific instructional strategies

- 2.3 Teachers understand school and district curriculum priorities and the Ohio academic content standards.
- 2.4 Teachers understand the relationship of knowledge within the discipline to other content areas.
- 2.5 Teachers connect content to relevant life experiences and career opportunities.

Standard 3. Assessment: Teachers understand and use varied assessments to inform instruction, evaluate and ensure student learning.

- 3.1 Knowledgeable about assessment types, purposes, and resulting data
- 3.2 Select, develop, and use variety of assessments
- 3.3 Analyze data to monitor student progress, & to plan, differentiate, & modify instruction
- 3.4 Collaborate and communicate student progress with students, parents, & colleagues
- 3.5 Involve learners in self-assessment & goal setting

Standard 4. Instruction: Teachers plan and deliver effective instruction that advances the learning of each individual student.

- 4.1 Teachers align their instructional goals and activities with school and district priorities and Ohio's academic content standards.
- 4.2 Teachers use information about students' learning and performance to plan and deliver instruction that will close the achievement gap.
- 4.3 Teachers communicate clear learning goals and explicitly link learning activities to those defined goals.
- 4.4 Teachers apply knowledge of how students think and learn to instructional design and delivery.
- 4.5 Teachers differentiate instruction to support the learning needs of all students, including students identified as gifted and students with disabilities.
- 4.6 Teachers create and select activities that are designed to help students develop as independent learners and complex problem-solvers.
- 4.7 Teachers use resources effectively, including technology, to enhance student learning.

THE CONDITIONS FOR TEACHING AND LEARNING

Standard 5. Learning Environment: Teachers create learning environments that promote high levels of learning and achievement for all students.

- 5.1 Teachers treat all students fairly and establish an environment that is respectful, supportive and caring.
- 5.2 Teachers create an environment that is physically and emotionally safe.
- 5.3 Teachers motivate students to work productively and assume responsibility for their own learning.
- 5.4 Teachers create learning situations in which students work independently, collaboratively or as a whole class.
- 5.5 Teachers maintain an environment that is conducive to learning for all students.

TEACHING AS A PROFESSION

Standard 6. Collaboration and Communication: Teachers collaborate and communicate with other educators, administrators, students and parents and the community to support student learning.

- 6.1 Teachers communicate clearly and effectively.
- 6.2 Teachers share responsibility with parents and caregivers to support student learning, emotional and physical development and mental health.
- 6.3 Teachers collaborate effectively with other teachers, administrators and school and district staff.
- 6.4 Teachers collaborate effectively with the local community and community agencies, when and where appropriate, to promote a positive environment for student learning.

Standard 7. Professional Responsibility and Growth: Teachers assume responsibility for professional growth, performance, and involvement as an individual and as a member of a learning community.

Narrative Summary (From the OTES)

Teachers are professionals who must recognize that they are in a unique and powerful position to influence the future of their students. It is imperative that teachers practice the highest standards of integrity, honesty and fairness. Effective teachers grow and learn, contribute to the profession and engage in continuous professional development. Effective teachers are leaders within the school community and engage in a variety of leadership roles. They ensure student achievement and well-being by participating in decision making, initiating innovations for school change and fostering ongoing collaboration with colleagues. Teachers serve as change agents in the learning community by thinking and acting critically and addressing concerns related to inequities among students.

- 7.1 Teachers understand, uphold and follow professional ethics, policies and legal codes of professional conduct.
- 7.2 Teachers take responsibility for engaging in continuous, purposeful professional development.
- 7.3 Teachers are agents of change who seek opportunities to positively impact teaching quality, school improvements and student achievement.

GENERAL WORK RULES FOR NON-SHOP AREAS

The following “work rules” are meant to serve as general guidelines for conduct while working, visiting, or observing operations in areas other than shops. They are not meant to cover every possible situation that may occur in these areas. It is assumed that all individuals who enter these areas will be familiar with all safety

programs adopted by the administration. Individuals are expected to know, understand, and observe safe operating procedures for all equipment, which they use.

SAFE OFFICE PROCEDURES

Computer Use:

If you share a computer with others, it is important that you readjust your work environment each time you sit down to work. Make choices that can affect your comfort and your safety.

- Find your comfort zone as described in this section.
- Vary your tasks so that you can move around. Perform tasks that require walking.
- Be aware of physical tension such as shrugging shoulders, clenching, teeth, etc.
- Pay attention to any pain you may feel and take immediate action to relieve it.
- Respect medical conditions you may have and adjust your work habits accordingly.

Proper Positioning of Feet, Knees, and Legs

When in a sitting position, your feet should rest solidly and comfortably on the floor. If you cannot adjust the chair, consider using a footrest. If you use a footrest, be sure it is wide enough to accommodate different leg positions within your comfort zone.

Proper Positioning of Your Back

Position your weight evenly on the seat and backrest to support your body. Try to match the curve of your spine with the contours of the chair if the chair is adjustable. Always make sure the lower back is comfortable.

Proper Positioning of Forearms, Wrists, and Hands

Your forearms, wrists, and hands should be aligned in a straight line. Avoid bending or angling your wrists while typing or using a pointing device such as a mouse or trackball.

If properly aligned, your elbows hang comfortably at your sides, and your wrists are in a line with your elbow, forearm, and keyboard. A good check is having a coworker check if your elbow is near the height of the home row of the computer keyboard and a straight line can be drawn between the elbow, wrist, and keyboard. This alignment assures that your shoulders can hang loosely, your palms not resting on the table.

Proper Head and Eye Position

Your eyes should be looking slightly downward when viewing the middle of your screen. If you extend your arm, the screen should touch your knuckles when you close your palm. You should adjust this distance within your distance within your comfort zone. Consider if the monitor is on the desktop, on a support or swinging arm. Be careful not to place the monitor on top of the computer unit if the resulting height causes you to be looking up at the monitor. The monitor should be titled so that your face and the screen are parallel to each other. You can check on your alignment by having a coworker hold a small mirror in the center of the viewing area. You should be able to see your eyes in the mirror.

If you wear bifocal or trifocal lenses, it is especially important that you check to be sure you are not tilting your head backward in order to view the screen. It may be necessary to use mono-focal lenses while typing if you cannot get into a comfort zone while focusing your eyes on the test on the screen.

To minimize glare, try moving your monitor so that its side faces the window or any source of reflecting light.

Telephone Use

Arrange your work area so the telephone is within easy reach, and you are not taken out of your comfort zone when answering the telephone.

Do not cradle the phone between your ear and shoulder when speaking on the telephone.

Proper Way to Bend

If you have to bend over always bend from the knees and keep your back vertical to the floor. Avoid bending from the waist to pick up a fallen object.

MATERIALS SAFETY DATA SHEETS

1. Individuals should familiarize themselves with the chemical inventories for their area and particularly for hazardous chemicals.
2. Individuals should read the material Safety Data Sheets for chemicals they may come in contact with in their everyday work.
3. Individuals should encourage other persons who may be present in their area to read the material safety data sheets for chemicals found in their area.
4. Individuals should document the times they they instructed others to read the material safety data sheets.
5. Individuals should not bring chemicals not purchased by the employer into the work area without seeking permission from the Safety Director.

CHEMICALS IN THE WORKPLACE

1. Individuals should check to insure that flammable substances are stored in area away from heat sources in ventilated cabinets.
2. Individuals should use chemicals with dangerous vapors in well-ventilated areas.
3. Individuals should always check with the Safety Director if they are not sure of the composition of the chemical.

FIRE PROTECTION

1. Individuals should know the locations of portable fire extinguishers and know how to operate portable extinguishers.
2. Individuals who may believe the wrong type of portable extinguisher is present should notify the Safety Director.
3. Individuals should familiarize themselves with the proper exit route in event of a fire emergency or other emergency that may require evacuation.

4. All containers holding flammable liquids are to be kept closed when not in use.

COMPRESSED GASES

1. Individuals who use compressed gases in cylinders (such as Helium, Oxygen, Carbon Dioxide, etc.) should be sure the gas cylinder is chained to the wall or cart so that it will not fall.
2. Valve covers should be screwed over regulators and valves when not in use to assure that gases may not leak out if the valve or regulator is damaged.

ELECTRICAL

1. Extension cords should not be substituted for permanent wiring.
2. Damaged wall outlets should be reported to the Safety Director.
3. Individuals should insure that any appliance plugged into a wall outlet is properly grounded.
4. Power cords should not be run under carpeting or above ceiling lights.

PROCEDURES TO PREVENT EXPOSURE TO BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIALS

1. To prevent exposure to another person's blood or other potentially infectious materials as defined your Bloodborne Pathogens Exposure Control Plan and training—latex or vinyl gloves must be worn to prevent exposure.
2. A sharps container must be used to dispose of any sharp object that has been exposed to blood that can penetrate the skin. Please make yourself aware of the location of sharps containers in your building or place of work.
3. Follow procedures in the Bloodborne Pathogens Exposure Control Plan for disposing of infectious waste.
4. Any exposure to blood or other potentially infectious material must be reported to your supervisor by the end of your work shift or no later than 12 hours from time of exposure.
5. If you are not sure of what constitutes an exposure, refer to the Bloodborne Pathogens Exposure Control Plan.

GENERAL WORK RULES FOR SHOP AREAS

The following “work rules” are meant to serve as general guidelines for conduct while working, visiting, or observing operations in general shop areas. They are not meant to cover every possible situation that may occur in these areas. It is assumed that all individuals who enter these areas will be familiar with all safety programs adopted by the administration. Individuals are expected to know, understand, and observe safe operating procedures for all equipment that they use.

PERSONAL PROTECTIVE EQUIPMENT

1. No individual is permitted to enter shop areas without proper protective eyewear. Eyewear used for this purpose must meet ANSI Z87.1 standards.

2. When working with or around power air tools, portable hand tools, or equipment that generates loud noise (in excess of 85 decibels) hearing protection is required.
3. Protective gloves, aprons, and shields are to be worn whenever it can reasonably be anticipated that there could be exposure to materials that may cause cuts or abrasions, or whenever there may be exposure to corrosive chemicals.
4. Hardhats must be worn whenever there is a danger of falling objects.
5. Toe guards/shin guards must be worn when handling heavy materials that pose risk of foot injuries if they are dropped.
6. Respirators must be worn whenever working with chemicals or generating particles that may constitute an inhalation hazard.
7. There will be no eating, drinking, smoking, or chewing of tobacco or gum in shop areas.

GENERAL WORK ENVIRONMENT

1. All walkways, aisles, and means of egress must be kept clear and free of obstructions.
2. All spills must be cleaned up immediately and the area properly posted as long as a slip hazard is present.
3. A safe walking distance must be maintained around motorized equipment.
4. All light bulbs and other means of illumination must be replaced immediately upon breakage or burning out
5. to prevent accidents from improper lighting.

CARE AND USE OF HAND TOOLS AND OTHER EQUIPMENT

1. All ladders must be maintained in good condition. Defective ladders must be taken out of service immediately.
2. All hand tools such as chisels, punches, hammers, etc. that developed “mushroomed” heads or are otherwise defective must be taken out of service and reconditioned or replaced.
3. All worn or bent wrenches shall be replaced immediately.
4. All tool handles that are splintered, loose, or otherwise defective will be taken out of service and replaced immediately.
5. All cutting tools will be kept sharp and in proper working condition.
6. All hand tools will be properly stored in tool cribs in such a way as to prevent danger.

PORTABLE POWER OPERATED TOOLS

1. No individuals may operate any power tool unless they have been properly trained in its safe use.
2. All power-operated tools must be fitted with the appropriate safety guards. Under no circumstances shall guards be removed while operating power equipment. Defective guards will be replaced.
3. All power tools with defective plugs, cords, cracked casings, etc. shall be taken out of service immediately until repairs are made.
4. All rotating or moving parts must be properly guarded.
5. All power equipment must be properly mounted to prevent moving or shifting during use.

WELDING, CUTTING, AND BRAZING

1. No individual may operate welding, cutting, or brazing equipment unless they are properly trained in its safe use and have donned the proper personal protective equipment.
2. All cylinders must be inspected prior to use for signs of rust, deterioration, leakage, or other defects. All cylinders, hoses, gauges, etc. must be properly stored to prevent damage.
3. Before removing gas regulators, the valve must be closed and the gas bled from the regulator.
4. Reducing valves and regulators may only be used for the gas for which they were intended. Valves, regulators, etc. may not be modified in any way.
5. Voltage of arc welding and cutting machines must be kept as low as possible and never exceed the recommended limits.
6. All machines must be properly grounded before use.
7. Under no circumstances may individuals coil or loop electrode cables around their body.
8. Welding, cutting, and brazing will not be conducted over combustible surfaces unless proper safety precautions have been taken and will only be performed in areas where there is adequate ventilation.
9. All individuals using welding, cutting, or brazing equipment must be familiar with the proper use of fire extinguishers and other firefighting equipment.
10. Shields, curtains, etc. will be used as appropriate to control the spread of sparks and flash.

COMPRESSORS AND COMPRESSED AIR

1. No individual may use compressed air to clean debris from body or clothing.
2. It is strictly prohibited to direct compressed air towards an individual.
3. Compressed air may not be used for cleaning purposes unless it is reduced to 30 psi and chip guarding is used. Compressed air will not be used to clean up or move combustible dust that can be suspended in the air and ignited.
4. Compressed air used to inflate tires must be reduced with an in-line regulator to 40 psi and a clip-on chuck provided.

COMPRESSED GAS CYLINDERS

1. All cylinders must be legibly marked to identify the gas contained.
2. Valve protectors must always be put in place when cylinders are not connected or in use.
3. All valves on cylinders must be closed before cylinders are moved or empty and at the completion of each job.
4. Compressed gas cylinders must be stored in such a way as to prevent them from tipping or falling.
5. All compressed gas cylinders must be transported in such a way to prevent them from tipping, rolling, or otherwise being damaged.

INDUSTRIAL TRUCKS—MOBILE CRANES

No individual may operate an industrial truck or a mobile crane without having been properly trained in its safe use.

HOISTS AND AUXILIARY EQUIPMENT

1. It is prohibited to use chains or rope slings that are kinked or twisted.
2. Ropes, slings, cables, chains, etc. must be inspected prior to use for signs of damage. If damaged, they must be taken out of service and replaced.
3. Never exceed the load rating on any piece of equipment.
4. Never pass a load overhead.
5. It is prohibited to use the hoist rope or chain wrapped around the load as a substitute for a sling.
6. All hoist chains or ropes must be of sufficient length to handle the full range of movement of the application while still maintaining two full wraps on the drum at all times.

GENERAL POLICIES

1. All energy sources must be properly "Locked-out" and "Tagged-out" before performing maintenance on any equipment.
2. All chemicals must be properly labeled so as to conform to company's Hazard communication Standard.
3. All hazardous material must be properly stored so as to conform with the company's Hazard Communication Standard.
4. All signs, warnings, and other postings must be strictly adhered to.
5. All waste that contains hazardous substances must be properly disposed of in accordance with company policy. No chemicals, solvents, or hazardous substances may be thrown down drains or in trash receptacles.

Any employee willfully violating any of the above policies will be subject to appropriate disciplinary actions. It is the employee's responsibility to familiarize themselves with all the Board of Education's health and safety policies. If you have any questions or suggestions, please notify your supervisor or administrator.