

Columbian High School Teacher Handbook 2022-2023



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MISSION STATEMENT OF COLUMBIAN HIGH SCHOOL

“Tiffin City Schools, in partnership with students, families, and community, will create a learning environment where all students will achieve at their full learning potential.”

We at Columbian High School believe a diploma should indicate the following skills:

A Columbian High School graduate will make informed choices:

- recognize decision-making situations
- gather information relevant to the situation from a variety of resources
- organize and prioritize information
- analyze information
- reevaluate choices adapting to situational changes

A Columbian High School graduate will exhibit acceptable social skills:

- understand and participate in the democratic process
- be aware of and respect the existence of cultural and ethnic differences
- interact socially in appropriate ways
- assume responsibility for one's own actions
- appreciate and preserve the environment
- recognize and support community needs

A Columbian High School graduate will demonstrate personal growth skills:

- adapt to life changes
- act responsibly and accept consequences of personal choices
- set priorities to manage time
- demonstrate organizational skills
- continue learning
- develop personal interests to enhance the quality of life
- practice a healthy physical and emotional lifestyle
- demonstrate parenting skills
- manage personal finances
- understand and be tolerant of human diversity

A Columbian High graduate will be employable:

- recognize employment trends
- utilize effective job seeking skills including resume, interview, applications, etc.
- demonstrate quality work ethic including: be on time, attendance, respect, initiative, responsibility
- work cooperatively
- be accountable for actions
- show willingness to learn
- adapt to change
- demonstrate problem-solving

A Columbian High School graduate will communicate effectively:

- listen actively and demonstrate understanding
- write clearly, expressing organized ideas
- read and comprehend information from a variety of sources
- speak with purpose using language acceptable to the audience
- use and interpret nonverbal cues
- use technology to express and receive information

A Columbian High School graduate will demonstrate basic fundamentals of education:

- perform math skills
- perform reading skills
- perform writing skills
- demonstrate technology literacy
- demonstrate career/job readiness
- demonstrate organizational skills
- demonstrate citizenship skills

**GENERAL PLAN OF OPERATION
2022-2023**

ACCIDENTS

In case of an accident involving bodily injury, the classroom teacher on duty or the nearest teacher in the vicinity of the accident is to follow this procedure:

1. Stay at the scene of the accident and follow procedures involving blood borne pathogens.
2. Send a student to the office to report the accident.
3. Do not attempt to move the injured person and keep others away from the injured person.
4. The principal or the one in charge will report directly to the scene to take charge as soon as the office is notified.
5. The office shall call the appropriate person or place in accordance with the severity of the injury (parents, doctor, etc.).
6. The teacher first upon the scene is to complete an accident liability report. This form is available from the principal's secretary, in the main office. The report is to be made the same day the accident occurs.
7. **In case of a minor cut, bump, etc., send the student, accompanied by another student, to the office for first aid.**
8. If the accident should happen at an activity outside of class hours, follow the above items 1, 2, 3, and 4, and then:

*The person placing the call to 911 should then contact the student's parents. Ask them to come to the school at once and explain the nature of the injury or illness. Try to state the facts in such a way as to give parents a chance to adjust to the situation. **Be tactful and do not unduly alarm the parents or shock them unnecessarily.***

ACTIVITY CALENDAR

All school events and use of special facilities such as the auditorium, stadium, cafeteria and gymnasium must be scheduled with the principal's secretary.

ACTIVITY FUNDS

Requisitions - Purchase order requisition forms should be completed and submitted to the secretary, for purchases from the activity accounts. Any purchase order requiring that payment accompany it, must be in the administration office no later than Monday of each week, and checks will be processed on Thursdays only. Be sure to indicate any special instructions on the requisition form when you turn it in. This entire process will be expedited more efficiently if handled according to the following guidelines:

- **Requisitions must be approved before actual purchases are made.**
- Requisitions submitted after 2:00 p.m. may not be processed until the following day.
- Upon receipt of merchandise, check the order thoroughly and give all packing slips and invoices to the secretary. Payment will be made as soon as invoices are submitted.

Deposits - Do not keep money in your rooms. All money is to be turned in daily to the business secretary, personally or one of the secretaries in the main office. Do not leave money unattended on a desk. Deposits will be made daily. **No checks are to be cashed for any reason.** Checks are to be made payable to the Tiffin Board of

Education for the exact amount, as we have no funds for change. A "Deposit of Funds" form should accompany all deposits for workbooks, as well as activity accounts. A receipt will be issued to you after each deposit is verified and should be kept as your record.

Students will be mailed a bill for fees. Teachers should not collect any money from any students. All students should see the business secretary concerning fees. The exceptions are club or team fundraisers. For them, the advisors or coach should make daily deposits to the business secretary.

ANNOUNCEMENTS - (P.A.)

P.A. announcements will be given at 7:45 a.m. and 12:57 p.m. Teachers who have written announcements should have them in the office 10 minutes beforehand. All announcements must be written on the announcement forms, which are found in the office. No more than three announcements for any one event should be given. Require students to be quiet and attentive for all announcements.

ASSEMBLIES/ASSEMBLY BELL SCHEDULE

Assemblies will be scheduled in the auditorium and the gymnasium, depending on the nature of the program. Most assemblies are scheduled at 7:45 a.m. At assemblies, teachers must sit with their class groups and supervise proper student behavior. All teachers with conference periods will supervise and help in getting students seated and should remain to help supervise during the assembly. Teachers should always check for assigned seating depending on the specific event.

7:30 AM	Announcements
7:35 to 8:16	Assembly
8:20 to 9:00	1 st Period
9:04 to 9:44	2 nd Period
9:48 to 10:28	3 rd Period
10:32 to 11:12	4 th Period

Regular time schedule - Periods 5, 6, and 7

ATHLETIC ELIGIBILITY/EXTRACURRICULAR

Athletic eligibility is determined by the preceding nine-week grading period. All students involved in athletics must pass five classes, not counting flag squad or physical education, each grading period and earn a 1.50 or better GPA during that grading period. Students enrolled in Post-Secondary Educational Option classes should contact their counselor for eligibility compliance.

In order to be eligible to participate in any interscholastic extracurricular activities, students in grades 9-12 must meet the following requirements:

- In the immediately preceding grading period, a student must receive a passing grade in a minimum of five (5) one credit courses or the equivalent, which count toward graduation; and
- Those grades must, when combined, be a total grade point average of at least a 1.5, on a four-point (4.0) scale;
- A student with an IEP is exempt from the grading provisions set forth in this policy only if it is so indicated in the student's IEP, but those students still must meet the O.H.S.A.A. requirements as per 3323.08 of the Ohio Revised Code.

ATTENDANCE/TARDINESS - STUDENTS' DAILY COURSE REQUIREMENTS

Regular attendance in school leads to academic achievement at or above the level, which can reasonably be expected. Just as importantly, Ohio Revised Code Sections 3321.01-3321.99 makes school attendance compulsory for every child who is an actual resident of the state. Therefore, the following is a statement of policy regarding pupil absences and make-up work for those absences, which fall within the legal categories.

For those cases not covered below, the building principal has full authority to handle each according to his/her best judgment.

- Teachers are to report absences for each period within the first 10 minutes of each period daily.
- If a student reports to class after the tardy bell, indicate his/her arrival time on an attendance correction slip and attach it to the classroom door.
- After attendance sheets have been taken, make corrections for students entering class on the attendance correction slips. Slips not picked up should be brought to the attendance office by 2:50 p.m.
- Teachers should keep a written record of each student's attendance.
- Students are not to take attendance! Teachers are responsible for daily attendance.

Accuracy in reporting attendance and following up with appropriate corrections on a per-period basis is necessary during the school year. A calling system is performed in the attendance office to notify parents of a student's daily absence for each period.

Tardiness - (Student)

Tardiness, unless a staff member detains a student, is defined as any arrival or departure of a student beyond the scheduled time that a class begins or ends. Teachers who detain a student from reporting to class on time must give the student a pass to enter the next class. Teachers will honor other staff members' passes.

- Students who are late to class and do not have a pass from a faculty member will be given an unexcused tardy.
- Students must be in their classroom before the tardy bell rings, otherwise they are to be counted tardy.
- Tardiness of one-half the class or more, to or from a class shall be considered as an unexcused absence. The teacher shall notify the student when such incidents are recorded as unexcused absences.
- Students who are tardy to class will serve detention after their third offense (per semester).

The teacher should note the first and second tardy.

- One detention will be issued after the third tardy.
- Two detentions will be issued after the fourth tardy.
- Three detentions will be issued after the fifth tardy.
- When a student is tardy to a class for the sixth (+) time, this student's NAME should be referred to the Assistant Principal.

Truancy - (Student)

Please check the student handbook for a definitive interpretation.

AUDITORIUM ASSEMBLY SEATING

Students should proceed as far to the front of the auditorium as possible and be seated. Teachers are to sit with their classes.

BLOODBORNE PATHOGENS

Blood or other body fluids from any child or adult may harbor a number of organisms besides HIV that are potentially infectious to others. Therefore, it is recommended:

- Surfaces soiled with blood, urine, feces, vomitus, etc., should be thoroughly washed with soap and water, then disinfected with a 10% solution of household bleach and water (1 part bleach to 9 parts water). This solution must be freshly prepared for each use.
- Personnel cleaning the spill must wear gloves.
- Disposable towels should be used whenever possible.

For an injury that results in bleeding, nosebleeds, etc., the person assisting the student should wear gloves whenever possible. Direct contact with blood is potentially infectious, especially when there are breaks in the skin. Proper hand washing, soap and running water for 15 seconds, significantly reduces the risk of infection from contact with all potentially infectious body fluids.

BULLETINS AND ANNOUNCEMENTS

Information bulletins will be placed in Columbian's e-mail and on the TV in the main office. Please read these carefully for important updates.

BUS RULES FOR FIELD TRIPS/EXCURRICULAR ACTIVITIES

- There are to be no living animals or insects brought on the bus. Examples would include, but are not limited to: mice, spiders, crickets, grasshoppers, dog and cats. Students who need to bring these items to school must find alternative transportation.
- Stopping at restaurants during field trips or extracurricular activities is not required of bus drivers unless it has been specified in the "Request for Transportation" form. Most drivers will accommodate a request to stop and eat, but are not required to do so, especially if the event has run more than an hour past scheduled time.
- There is to be no eating or drinking on the bus; **NO EXCEPTIONS.**
- Cell phone usage is not permitted on the bus.

CAFETERIA

The cafeteria will be open every day school is in session. A hot plate lunch, meeting the requirements of the Federal Lunch Program, will be served.

CELL PHONE USAGE-STAFF

We know that our teachers are very good role models for our students and provide many daily examples of how a responsible authority figure should conduct him/herself. To further the modeling process, we are requesting that our staff exercise good judgment when using cell phones during school hours. Staff should only use their cell phones during school hours for safety or classroom instruction.

CERTIFICATED STAFF ASSIGNMENTS AND TRANSFERS

The assignment and transfer of teachers shall be the responsibility of the superintendent. Each teacher will be assigned to a specific area and may be transferred to any other position for which they qualify. Administrators, supervisors or teachers may request transfers. The superintendent may initiate a transfer whenever it is in the best interest of the Tiffin City School District.

A staff member may request a transfer, although a request for transfer does not guarantee that such a transfer will be made. Teachers will be encouraged to discuss transfers or their intention to request transfer with the principal or appropriate supervisor.

CERTIFICATED STAFF LEAVES AND ABSENCES

The Tiffin City Board of Education will provide a plan for considering leaves and absences for its staff members in accordance with the Ohio Revised Code and Board policies. A leave of absence is a period of extended absence from duty by a staff member for which written request has been made and formal approval granted by the Board of Education.

Compensation, if any, during leaves of absence will depend on the type of leave. Deductions will be made in salaries for absence in accordance with regulations developed by the administration and approved by the Board. When group insurance policy permits, an employee may continue to participate in Board-approved insurance programs provided the employee pays the entire premium for these benefits.

An employee will be granted the same contract status held at the start of the leave as when he/she returns to duty if the contract has not expired during the period of the leave of absence. A staff member will terminate

the affiliation with the Board if, at the expiration of the specified period of leave, he/she declines the position that is offered.

CLASS BELL SCHEDULE

Students arriving at school in the morning should report to the front hallway or to the cafeteria. Students are not to sit in the hallways before school. If a place is needed to study before school, students should go to the cafeteria.

7:25 a.m. - Students report to first period classes.
 7:30 a.m. - Tardy bell - First period begins - P.A. announcements
 2:35 p.m. - P.M. Detention period begins
 2:55 p.m. - P.M. Detention period ends.

Period	Time		Lunch		Minutes
1	7:30	- 8:24			54
2	8:28	- 9:20			52
3	9:24	- 10:16			52
4	10:20	- 11:12			52
5A-B	11:16	- 12:07	A 11:12-11:42	(30)	51
5B-C	11:46	- 12:37	C 12:01-12:37	(30)	51
6	12:41	- 1:34			53
7	1:38	- 2:30			52

Four minutes are allowed between periods. Students are expected to be in the classroom when the tardy bell rings. Teachers need to set a good example by being in the classroom on time. Our goal is to utilize the entire class time to the fullest extent as “time on-task”, one criterion toward a quality program of instruction.

CLASS LISTS

Class lists have been prepared for you in detail. The students listed should be in the scheduled classes at the beginning of school. Please check these very carefully and report any discrepancies to the office. No new students should be admitted to your class unless authorized by a schedule change slip and notification from the office. First and second semester class lists should be kept accurate and up-to-date. No change should be made on a class list unless authorized by a schedule change slip from the office or a notification of withdrawal from school.

CLASS POLICY HANDOUT/Course of Study/Student Academic Course Requirements

Each teacher is to have available a class syllabus for each subject taught. The class syllabus shall be utilized to describe what is to be taught, specify subject matter objectives, establish scope and sequence, and provide a basis for pupil evaluation for each nine-week period. A copy of each teacher’s course syllabus should be available upon request.

Teachers should give all students and the administration a course policy handout explaining various aspects of the course, which should include the following:

- reading and writing requirements
- homework
- class participation
- other aspects of the course - (There are no yearly requirements, only quarterly.)
- teachers should prohibit food from leaving their respective classes so as not to create disturbances and conflicts with other classes and teachers

Any disciplinary procedures that would impact student grades must be done with the knowledge and consent of the administration, example: removal from class. Those procedures that result in the reduction of grades must be submitted in writing for approval.

CLASS PROJECTS

So that students' projects do not conflict with each other, collaboration with other staff members/departments is suggested and appropriate.

COLLEGE TRANSCRIPTS/TEACHER CERTIFICATION

All teachers are required to have a valid teaching certificate/license and have this recorded in the office of the superintendent of schools. Teachers new to this system and those who have received a new license since last year should report this information to the principal. The new license should then be taken to the administration building where a copy will be made and the license returned to you. The treasurer of the board of education is not authorized to pay a teacher if the proper teaching certificate/license and transcript of credits are not on file.

CONDUCT OF STAFF

In the area of personal conduct, the Board desires that staff conduct themselves in a manner that not only reflects credit to the District, but that sets forth a model worthy of emulation by students. All staff members will be expected to carry out their assigned responsibilities with conscientious concern. Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which will be 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 school administration in regard to students;
3. Diligence in submitting required reports promptly at the times specified;
4. Care and protection of school 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 assure that students are under supervision at all times.

CONFIDENTIALITY

Information about students is confidential and is to be discussed only in the privacy with appropriate staff members who work with that child or with the parent/guardian. Information is not to be discussed inside or outside of the school with unauthorized persons.

When writing a referral or a note to parents concerning their child, do not write the name of any other child on the referral. Never discuss another child during a parent conference. Do not leave confidential student information on an answering machine or voicemail.

The professional reputation of our school hinges upon dealing with information about students in a confidential and sensitive manner. Your concern for confidentiality is critical to maintaining Tiffin City Schools good reputation in our community. It is a professional responsibility and obligation.

COPIES - TEACHER WORKROOM

Teacher copying needs can be met through the use of the copy machine located in the teacher lounge/workroom. Please schedule a time in the office with the principal's secretary if you have extensive copying to do. Copy machine usage and paper consumption will be monitored to stay within budget. If the copy machine is inoperable, please notify the principal's secretary. No teacher aides are allowed to make copies.

COPYRIGHT/Educational Use of Printed Materials

All employees of Columbian High School are expected to follow the Tiffin City School's copyright policy. A copy of this policy is located in the workroom, teacher lounges and in the back of the teacher handbook. "Refer to Board Policy file: EGAAA and File: EGAAA-R"

CREDIT FLEXIBILITY

The future that our students will encounter demands that we continue to make significant changes in teaching and learning school design. Senate Bill 311 directed the State Board of Education to adopt a plan that enables students to "earn units of high school credit based on a demonstration of subject area competency, instead of or in combination with completing hours of classroom instruction."

This plan for "credit flexibility" focuses on expanded learning opportunities and real-world learning environments reflective of today's realities (e.g., service learning, student projects, and various assessments). Please consult with a guidance counselor or a curriculum guide to learn more about credit flexibility opportunities.

DESK COPIES

Desk copies of workbooks and textbooks, teachers' manuals, and keys for textbooks and workbooks are available. These should be returned to the department chair or left in your workstation at the end of the school year. Teachers not returning to Columbian should turn in all materials to the office (assistant principal/principal).

DETENTION

Detention slips are used to improve the management of school detention. The following two detention forms may be used:

- The Teacher Detention slip is used for teacher detentions only.
- The Columbian H.S. Detention slip is used for school detentions only.

If you use the teacher detention slip make sure that the student is aware that these are for your detentions, not for school detentions. Your cooperation and assistance are appreciated. A review of the existing policy is important in this process. Detention is not a cure all for all disciplinary problems.

School detentions are held in a designated room.

- Detention is held from 2:50 to 3:15 p.m.

School detentions should be issued by teachers only for the following reasons:

- class tardies
- failure to serve teacher detentions
- study hall disruptions
- hallway disruptions

All other infractions are considered "staff" detentions and need to be served with the issuing teacher. Exceptions to these rules may be made after a conference with the administration. The times and location of your own detentions are at your prerogative. Make sure that detentions are served at your convenience, not the students. Be specific about where and when the student is to serve your detention.

If you issue a teacher detention, and the student says that they currently have school detention, your detention takes precedent. We only ask that you place a note in the detention monitor's detention box indicating that this student did serve a detention with you on a specific date, otherwise this student will be penalized for not appearing at his assigned school detention. Always assign detentions for the next school day. When completing a school detention slip, please be neat, with specific dates and names. Give the top slip to the student and place the copy in the detention box, which will be located in the main office.

DISCIPLINARY ACTIONS FOR SERIOUS MISCONDUCT

The Tiffin City Board of Education delegates to school officials the authority to enforce District policies, regulations and school rules governing student conduct. The Board also believes that the teacher-student relationship in the classroom, halls and on school property is important and should be one of mutual respect at all times. The teacher will be recognized as the person in authority at all times in the classroom, halls, and buildings on school grounds and at school-related events.

No student should be removed permanently from class until a phone contact is made and a parent conference, if requested, is held. If these or other forms of disciplinary intervention fail, then a final classroom removal may be considered a viable option. Exceptions to this are any student actions that may fall within the serious student misconduct section of the student handbook.

Some methods to be implemented before a class removal would include, but are not limited to, the following:

- Denying of certain privileges granted to other students
- Assigning special tasks
- Teacher detentions
- School detentions, with administrative permission
- Student-Teacher Conferences
- Parental Conference (contact/notification) of classroom disruptions/problems
- Conference with Assistant Principal

Many disciplinary cases would never occur if teachers would carefully observe the following:

1. Always be pleasant, friendly, courteous, and considerate of the students.
2. Never be sarcastic, use ridicule, or make an example to control a student.
3. Be considerate and helpful in dealing with students, but do not be familiar or permit familiarities in relationships with students.
4. Never discuss or permit discussion of another teacher or adult employee of the school in the presence of or with a student.
5. Be consistent, fair, reasonable, and firm with your students. Students must be able to depend upon your requirements being stable. Have high expectations for your students. Expect quality and regular work from your students.

IN SCHOOL SUSPENSION – (I.S.S.)

In-school suspension will be from 7:45 until 3:15. Daily assignments are expected, and few privileges are granted. Students can be scheduled in ISS daily with assignment coming from the administration. ISS will be used for short- and long-term suspension, credit recovery, and academic help.

CLASS REMOVAL

All students at Tiffin Columbian High School are responsible for their own behavior. Disruptions or interference with the educational process for other students is not acceptable. Flagrant misconduct, insubordination, and/or frequent disruptions may result in a removal from class. The building administration has the full authority to handle each situation in the manner deemed most appropriate.

Teachers are expected to handle their own discipline as often as possible. A class removal at Columbian High School is considered a serious event and should only be utilized after other disciplinary methods have failed to produce positive behavioral changes.

Removal from class for reasons that are not stated in the serious student misconduct section may only occur after the teacher has completed the following:

1. The student is sent directly to the office.

2. A parental contact has been documented.

The instructions below are to be followed when removing a student from your class:

- In the event a student is removed from class you must first notify the office via the phone system so we are aware that the student will be coming to the office. Past experience has indicated that the student may not report as instructed and this phone notification will alert the office to expect the student.
- Send the student immediately to the office.
- Complete the discipline notice and send it to the office before the end of the day.
Please be specific, what happens, where and when, describing the incident.
- Contact the parent/guardian by phone as soon as possible. If you are not successful in making contact by phone, a short note explaining the situation and asking for their assistance and support needs to be completed and a copy placed on record with the administration.
- Classroom removal forms are available in the main office.
- Students who are discipline problems - it is expected that inappropriate behavior is documented.
- In the event there are problems with a student or questions involving any aspect of the discipline policy, please feel free to discuss this with any administrator.

SUSPENSION

Suspension - removal of a student from the school premises and all related activities for a period of time greater than twenty-four hours, but not more than ten days.

- The student shall be informed in writing of the intended suspension and the reasons for the intended suspension.
- The student shall be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to otherwise explain his actions. This informal hearing can be held immediately.
- If a student is then suspended, within twenty-four hours a letter shall be sent to the parents, guardian, or other representatives stating the specific reasons for the suspension. This letter shall include a notice of their right to appeal such action to the Board of Education or to its designee, to be represented in appeal proceedings, to be granted a hearing before the Board or its designee, and to request such hearing be held in executive session.
- Suspension days will be considered unexcused days.

EXPULSION

Expulsion: Expulsion is the removal of a student for more than 10 days, but not more than 80 days duration.

Actions meriting expulsion are outlined in the student code of conduct. Only the superintendent or designee may expel a student. An expulsion can extend beyond the end of the school year, if there are fewer school days than expulsion days remaining in the school year, then the superintendent may apply any remaining part of all of the period of the expulsion to the following school year.

- The superintendent or designee must give the student and his/her parent or guardian written notice and the reasons for the intended expulsion.
- This written notice must advise the student and his/her parent or guardian or other representative of their right to appear in person before the superintendent or his/her designee to challenge the reasons for the expulsion and to otherwise explain the student's actions.
- This written notice is to state the time and the place for such a hearing, and this must not be less than three days nor more than five days after the notice is given. The superintendent may grant an extension of time; if granted, he/she must notify all parties of the new time and place.

- If the student is then expelled, within twenty-four hours the superintendent must notify in writing the parent or guardian of the student and the treasurer of the Board of the action to expel and the reasons for the expulsion.
- Hearing be held in executive session.

EMERGENCY REMOVAL

Emergency Removal: the removal of a student from curricular or extracurricular activities or from the school premises because the student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process. A teacher or school employee may remove a student from the premises.

TWENTY-FOUR HOUR PROTECTION

Teachers have protection from certain types of student harassment for 24/7 hours/days. In other words, just because the event happens on Saturday or Sunday does not mean that the student can use profanity to a teacher, strike a teacher, or otherwise harass a school employee.

DRUG-FREE WORKPLACE ACT

The Board of Education will maintain an employee standard of conduct that clearly prohibits at a minimum the unlawful manufacturing, possession, use and distribution of illicit drugs and alcohol on school premises or as part of its activities. It is also understood that compliance with these standards of conduct is mandatory.

The Board of Education will utilize disciplinary sanctions (consistent with local, state and federal law) up to and including termination of employment and/or referral for prosecution. These rules will be imposed on employees who violate the standards of conduct established above.

EMERGENCY PROCEDURES

Please refer to district handout: School Emergency Procedure Ready Reference Manual

EQUIPMENT INVENTORY

When new equipment is received, please check to see if an inventory sheet has been filed. If equipment is moved from one room to another permanently, please request an inventory transfer sheet. If any equipment should be deleted from the inventory, please request an inventory deletion sheet. These forms may be obtained in the main office. Inventory tag numbers should be attached to all items with a value of \$500 or more.

EVALUATION OF STAFF BY ADMINISTRATION

TBD by new board policy

EXAMS

Seniors are exempt from taking the final exam in a yearly course. A senior is not to be given the option of taking the second semester exam as only two nine weeks grades are to be averaged for the second semester grade (seniors only). Exams may not be given in certain departments. If a class, following department policy, does not give an exam, then a statement of such should be included in the course policy handout. No underclass exams may be given prior to that time without the permission of a principal. Copies of exams must be submitted to the assistant principal the week prior to exam week.

FAMILY AND MEDICAL LEAVE

The Board provides leave to eligible employees consistent with the Family and Medical Leave Act (FMLA). Eligible employees are entitled to up to 12 work weeks 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 similar position after the termination of the leave in accordance with Board policy. In complying with the FMLA, the District adheres to the requirements of applicable Federal and Ohio laws. Additional information is contained in the regulations which follow this policy.

FIELD TRIPS/TRAVEL VENDOR COMPENSATION

Any compensation paid by a private travel vendor to an employee is considered "public money" and must be returned to the District. All travel arrangements must be in compliance with district field trip regulations and approved by the superintendent or his/her designee. Expectations for student behavior, attire, time schedules(s), and any other pertinent facts should be provided in writing by the event supervisor to the students and parents prior to the actual event. "Refer to Board Policy file: GBR and GBR-R" FIELD TRIPS/TRAVEL VENDOR

FIRE DRILLS

The signal for a fire drill is the rapid sounding of the fire signal. When the fire signal sounds, students should follow directions for the room they are in at the time. The teacher should be the last one leaving the room, seeing that windows and doors are closed and then joining the students at their designated place on or off the school grounds. The class/students should remain outside until they are directed to return to classes.

Teachers must enforce good conduct on the part of the students and not permit wandering away from their group, loud talking, running, or any conduct detrimental to an orderly evacuation and reentry to the building. Attendance is to be taken and reported to your head teacher. A copy of the Fire Drill Procedure should be posted on your room bulletin board. Fire drill procedures are listed in the individual rooms.

GRADES

Grades are to be kept current and accurate in Progress Book. Final grades are to be inputted into NOACSC. A final detailed printed Progress Book report should be kept on file at least into the next school year for each class. Teachers leaving the system should submit the grade book to the principal at year's end. Students are not to be given access to record books or other areas containing student records.

GRADING AND RECORDS

Only teachers grade student papers, record grades, and have access to student grades and/or student records. Students do not grade other students' papers.

GRADE POINT AVERAGE - G.P.A.

A student's grade point average will be calculated automatically at the quarter and semester grade reporting periods. The grade point average is calculated on a four-point scale with the numerical value of grades assigned accordingly:

A = 4.00	B = 3.00	C = 2.00	D = 1.00
A- = 3.67	B- = 2.67	C- = 1.67	D- = 0.67
B+ = 3.33	C+ = 2.33	D+ = 1.33	F = 0.00

Three grade point averages will be tallied based upon the school calendar:

- A student's quarter grade point average will reflect the student's academic performance for that quarter only.
- A student's semester grade point average will reflect the academic performance for the semester.
- A student's cumulative grade point average reflects the student's academic performance in high school.

NOTE: The first semester grade point average calculated at the end of the first semester in year-long courses is a projected grade point average and subject to change based upon student performance.

Pre-AP courses, Advanced Placement courses, Honors courses, Pre-Calculus, and Post-Secondary Options courses are weighted. They will receive additional weight in the calculation of a student's quarter, semester, and cumulative grade point average. The student who receives an "A" in a weighted course will receive an

additional one-third of a letter grade in the grade point calculation. An “A”- would become a 4.00. A grade of “C” in a weighted course will receive a 2.33-point value.

The weighted scale is listed below:

Course Weights	Grade	Regular Weights
4.33	A or A+	4.00
4.00	A-	3.67
3.67	B+	3.33
3.33	B	3.00
3.00	B-	2.67
2.67	C+	2.33
2.33	C	2.00
2.00	C-	1.67
1.67	D+	1.33
1.33	D	1.00
1.00	D-	0.67
0.00	F	0.00

GRADE REPORTING PROCESS

Immediately after the grades have been reported, verification sheets will be processed and returned to you. These will generally need to be turned in by the end of the next day after grades have been reported with the exception of the second and fourth nine weeks. At the end of the fourth quarter, verification sheets will need to be turned in before you check out for the summer.

Incompletes: incompletes and grade changes must be cleared by administration and although they do occur, they should be avoided and rectified before submitting class grades.

GRADING SYSTEM

Tiffin City School District Common Grading Scale

The following Common Grading Scale has been adopted by the Tiffin City School District. This scale is to be used by all staff in all classes.

100 - 95 = A	91 - 89 = B+	82 - 80 = C+	69 - 67 = D+
94 - 92 = A-	88 - 86 = B	79 - 73 = C	66 - 63 = D
	85 - 83 = B-	72 - 70 = C-	62 - 60 = D-

Year Course Ten-grade scale	Year Course Seniors Nine-grade scale	Year-No Exam Eight-grade scale
0 - 4 = F	0 - 4 = F	0 - 3 = F
5 - 14 = D-	5 - 13 = D-	4 - 11 = D-
15 - 24 = D	14 - 22 = D	12 - 19 = D
25 - 34 = D+	23 - 31 = D+	20 - 27 = D+
35 - 44 = C-	32 - 40 = C-	28 - 35 = C-
45 - 54 = C	41 - 49 = C	36 - 43 = C
55 - 64 = C+	50 - 58 = C+	44 - 51 = C+
65 - 74 = B-	59 - 67 = B-	52 - 59 = B-
75 - 84 = B	68 - 76 = B	60 - 67 = B
85 - 94 = B+	77 - 85 = B+	68 - 75 = B+
95 - 104 = A-	86 - 94 = A-	76 - 83 = A-
105 - 114 = A	95 - 103 = A	84 - 91 = A

Semester Five-grade scale	Semester-No Exam Four-grade scale
0 - 2 = F	0 - 2 = F
3 - 7 = D-	3 - 6 = D-
8 - 12 = D	7 - 10 = D
13 - 17 = D+	11 - 14 = D+
18 - 22 = C-	15 - 18 = C-
23 - 27 = C	19 - 22 = C
28 - 32 = C+	23 - 26 = C+
33 - 37 = B-	27 - 30 = B-
38 - 42 = B	31 - 34 = B
43 - 47 = B+	35 - 38 = B+
48 - 52 = A-	39 - 42 = A-
53 - 57 = A	43 - 46 = A

GRADING SYSTEM AND COURSE FAILURE

The grading system is based upon a twelve-point scale, as opposed to the traditional four-point scale, to allow for plus (+) and minus (-) grades to be awarded. The numerical value of 12 or A+ may be achieved in Advanced Placement and K.A.P. classes only.

A+	12 (AP only)	B+	9	C+	6	D+	3	F	0
A	11	B	8	C	5	D	2	P	2
A-	10	B-	7	C-	4	D-	1	U	0

All other grades will be calculated by the following formula: double the nine weeks' grade and add in the semester exam grades. (For seniors in some cases, the first semester exam only, as they are exempt from second semester examinations in yearlong courses.)

The grade issued in a semester course will be the final grade that will determine both credit for the course and the representative grade point average. Similarly, the final grade issued for a year course will be the only grade that will determine credit for the course and the grade point average. The first semester grade in a year course is a projection of student performance for the year and not used to determine credit or grade point average.

The computer will determine all final grades, both for semester and yearlong courses. Teachers do not need to calculate end-of-course grades. However, there are constraints when a teacher must override the computer to determine the end-of-course grade and force the final grade because the student did not meet the specific requirements as listed.

Semester Course

- In a semester course with an exam, a student must pass two of three grading periods in order to receive credit.
- In a semester course without an exam, a student must pass one of the two grading periods with at least a "D" OR pass each of the two grading periods with a "D-".

If the student has not met this requirement, the teacher must force the end-of-year grade and override the computer.

Year Course

- In a full year course with a final exam, it is necessary for a student to pass three of six grades for the year (four quarter grades and two examination grades), with two of the six grades passed during the second semester.
- In a full year course without a final exam, a student must pass three (3) of five (5) grading periods with one of the three grading periods being passed during the second semester. A student must

obtain a minimum of three points in the second semester.

- In a full year course without a semester exam or a final exam, a student must pass two (2) of four (4) grading periods with one of the two grading periods being passed during the second semester. A student must obtain a minimum of three points in the second semester.

In the case of seniors in yearlong courses with final exams, a senior must pass both the third and fourth nine weeks grading periods to pass the second semester and be exempt from taking a final examination. A final examination will only be given to a senior who does not pass either the third or fourth grading period. A senior student who has passed the 3rd and 4th nine weeks grading periods may not take the final examination to try to improve the second semester grade in a year long class.

A student must obtain three points in the second semester to pass any course. For example, a student receiving in the second semester a C the third nine weeks, and F in the fourth nine weeks, and a D for the exam would accumulate the following points:

$$C = 5 (2 \times 5 = 10), F = 0 (2 \times 0 = 0), D = 2 (2 \times 1 = 2); 10 + 0 + 2 = 12.$$

This student would have 12 points.

The following is a pertinent example of a student who does not have three points during the second semester: a senior who does not take a second semester exam received a D- for the third nine weeks and F for the fourth nine weeks:

$$D- = 1 (1 \times 2 = 2), F = 0 (0 \times 2 = 0); 2 + 0 = 2. \text{ Two points will not pass this student.}$$

GYMNASIUM ASSEMBLY SEATING

Whenever possible teachers should sit with their respective class(es).

HALL PASSES/HALLWAYS

Teachers must use the universal hall pass. The universal hall pass provides student accountability and knowledge of who is or was in the hallways. The important point is that all students need to have a pass to be in the halls during regular class time. We want to prevent students from simply "walking" the hallways for no appropriate reason.

HAZING

Bullying, harassment, and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes either mental and/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. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, or electronic means, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers, and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying, and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing,

bullying, and/or dating violence incidents are reported immediately to the Superintendent/designee and appropriate discipline is administered.

HONOR ROLL

Honor Roll for students will be based on each nine weeks' grading period. One 3.20-3.99 honor roll and one 4.00-4.33 honor roll will be listed.

- Students maintaining a 4.00+ grade point average for four years in high school will be presented with summa cum laude recognition.
- Students who maintain an average of 3.50 to 3.99 grade point average for four years in high school will be presented with magna cum laude recognition.
- Students who maintain an average of 3.20 to 3.49 grade point average for four years in high school will be presented with cum laude recognition.

INTERIM REPORTS

Interim grade reports will be mailed to any student who is earning a D or an F for the quarter:

INVENTORIES

Room inventories must be filed in the office at the end of the year and should include all equipment, including audio-visual items. Major room items should be labeled with teacher's name/room for summer cleaning.

KEYS

Students must never be permitted to borrow or use any school keys. Teachers are responsible for the keys in their possession. All keys should be returned to the office or signed out at the end of the school year. Teachers are to use the keys themselves or omit the planned activity. Lost keys are to be reported immediately to the principal's secretary. Broken keys will be replaced and the activity suspended until new keys can be issued. Lost keys will be replaced at the teacher's expense at \$5 each.

Building security is to be stressed by closing windows, turning out lights, and locking doors when leaving your rooms for any length of time. Outside doors need to remain locked on weekends and holidays.

LESSON PLAN BOOKS

Each teacher is expected to keep an accurate plan of daily assignments and lesson plans to be covered. Lesson plans are to be prepared at least one week in advance. The lesson plan serves as a reference for substitute teachers, each teacher should have available either in writing or electronically when absent.

A sub folder should also be updated periodically with seating charts, classroom rules, emergency procedures, and other specific and pertinent information valuable to a substitute teacher.

LESSON PLANS - POLICY AND GUIDELINES

The following guidelines have been established for classroom teachers, grades kindergarten through twelve. These guidelines should provide all teachers a consistent framework in writing plans for their instructional program regardless of building subject area or grade level assignment. This system-wide policy attempts to define the expectations of teachers in discharging their responsibilities for this important component in the teaching process. The guidelines will also provide the building principal with a standard for determining the effectiveness of lesson planning efforts.

General guidelines for lesson plans:

- These guidelines address themselves only to the actual writing of instructional plans in the plan book provided for each classroom teacher.
- The guidelines are minimal lesson plan writing expectations for all classroom teachers, grades kindergarten through grade twelve.

- The building principal may stipulate additional requirements in the areas of schedules, daily routine, special teachers, etc.
- Lesson plans for all classroom teachers will be checked by principals periodically.
- A full week's lesson plans are to be completed no later than Monday morning of each week.
- Plans would best be written in pencil to allow for unavoidable changes necessitated as the Instructional plan is implemented.
- In general, the written plans should provide the following basic component for each lesson:
 - what the students are to learn,
 - how the desired learning outcomes are to be attained and,
 - the means to be utilized in determining the extent of learning which occurred in the lesson.
- Written lesson plans need to reflect a direct correlation to Board adopted, written courses of study, and new content standards.

LIBRARY

Teachers are encouraged to make use of the library by sending students for individualized research to this area and, if necessary, scheduling entire class sessions with the librarian. If it is necessary for your students to complete library work on specific days, said teacher should sign a special written permit. The study hall teacher may then give these students first option to the library.

MAIL

All school related out-going mail should be brought to the office. All Columbian mail will be sent to the administration building at 2:30 p.m. daily for postage. The office does not mail any personal mail or sell postage stamps or envelopes. Please refer to UPS CHARGES, POSTAGE CHARGES, AND MISCELLANEOUS PURCHASES for additional information.

MAILBOXES/E-MAIL ACCOUNTS

There is a mailbox for each teacher in the main office. Please check daily for bulletins, directions, and mail. All boxes must be completely cleared when you leave the building. Do not permit students to pick up your mail. The mailbox should be checked each morning upon your arrival at school, at noon, and after school. Mailboxes and e-mails should be checked, cleared, and answered at least twice a day and before leaving the building at the end of the day.

MAKE-UP WORK AS A RESULT OF STUDENT ABSENCE

The following statement of policy regarding student absence and make-up work will apply for those absences falling within the categories named below. The principal has full authority to handle each case according to his/her own best judgment. When a student must be absent for personal illness or for death or very serious illness in the immediate family, his/her absence is fully excusable and the student will be given every reasonable help and consideration after his/her return to school to complete assignments given during this period of absence. Excessive absenteeism (6 or more absences per semester) will result in the requiring of an excuse from a physician.

Students having physical problems that might require an excessive amount of absenteeism should make this known through a letter from a physician to the school administration. At the discretion of the administration, tutoring may be necessary to receive credit in any given course. Please refer to the student handbook, Make-Up Work Guideline, and suspension section for additional information.

MEDICATION POLICY FOR STUDENTS

Students who require daily medication must bring all medication directly to the main office. The appropriate medication authorization form completed by parents and approved by the physician must accompany all medication. If medication is not in the original container and/or the form is not completed correctly, the medication will not be given that day, but will be stored in the office until school is dismissed. A record of the dispensing of medication will be kept in the office. Please see an administrator if you have any concerns or questions regarding medication.

NONDISCRIMINATION/HARASSMENT

The Board's policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business. The policy applies to race, color, national origin, citizenship status, religion, sex, economic status, age or disability.

The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means, or a climate of hostility or intimidation; or, the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual. Employees or students who engage in discrimination/harassment of another employee or student shall be subject to disciplinary action.

PAGERS, CELL PHONES, and PORTABLE MUSIC PLAYERS

Pagers, cell phones, and other comparable electronic equipment should be turned off once inside the school and not made noticeable. Staff member may use technology in their classroom, if they are following the board-adopted policy. Columbian is not responsible for any lost or stolen personal electronic equipment. Cell phone use on school buses is prohibited.

PARENT/TEACHER CONFERENCES

Parents will receive a letter to schedule a conference time. Parent teacher conferences will be held on the following dates:

<i>October 27, 2022</i>	<i>3:30-7:00 p.m.</i>
<i>November 3, 2022</i>	<i>3:30-7:00 p.m.</i>
<i>February 16, 2023</i>	<i>3:30-7:00 p.m.</i>
<i>February 23, 2023</i>	<i>3:30-7:00 p.m.</i>

PARKING

The parking lots by the gym entrance and the satellite buildings are reserved for the high school faculty and staff. All faculty and staff parking in these areas must display the proper parking tag. This tag will be issued through the principal's secretary.

PEDICULOSIS (HEAD LICE)

(Student is sent home)

Pediculosis (head lice) infests millions of school-age children in the United States every year. Head lice should not be considered a medical or public hazard. According to the CDC, head lice can be a nuisance, but they have not been shown to spread disease. Therefore, the management of head lice in the school setting should not disrupt the educational process.

The school nurse or principal's designee will notify the parents/guardians of student(s) concerning the active infestation of head lice. *If live bugs are present, the student will be sent home, but may remain in the office until the parent/guardian arrives and referred for treatment.* Recommendations for treatment will follow current standards of evidence-based practices recommended by the CDC and AAP (American Association of Pediatrics). A lice information letter will be sent home with the student. Following treatment, the student must be accompanied to school with the parent/guardian to meet with the school nurse or staff member trained in the procedure to be rechecked. If the student returns to school with live bugs, the student will not be permitted to return to the classroom. If the student is found to be free of live lice, the student will be permitted to return to the classroom. The student will be rechecked, at the discretion of the nurse, after individualized assessment of the student, until nit free.

The student will be permitted to miss the day of dismissal plus one day excused. Every effort is to be made to have the student back in school the next day. Any time away from school after the initial day plus one will be considered unexcused.

If at initial evaluation by school personnel, a student is found to have nits only and no live bugs, the student will be permitted to stay in school. The school nurse or principal/designee will notify the parent/guardian of the student. A lice information letter will be sent home with the student. The student will ride home on the bus if they normally ride the bus. The student will be rechecked in one week or at the discretion of the school nurse after individualized assessment of the student until nit free.

Mass screenings for identification of head lice will not be performed at school. Classroom checks are not warranted unless deemed necessary by the school nurse and/or principal. If a classroom has more than two students identified with active infestations, the students of the class may be screened. Siblings and other persons, at the school nurse's discretion, who are felt to be in close contact with the student with live lice, will be inspected for infestation and referred for treatment as appropriate. Every effort will be made to not isolate or ostracize the affected student. Due to confidentiality, no lice letters will be sent home in the classrooms when a student is sent home; however, a general letter may be sent school-wide informing parents of positive cases at the school.

This procedure is based on changes recommended from the American Academy of Pediatrics, Centers for Disease Control, National Association of School Nurses, and the Ohio Department of Health. The following website with the position statements of the above organizations:

<http://www.odh.ohio.gov/pdf/idcm/pedipol.PDF>

<http://aappolicy.aappublications.org/cgi/content/full/pediatrics:126/2/392>

<http://www.nasn.org/Default.aspx?tabid=237>

<http://www.cdc.gov/parasites/lice/head/schools.html>

PERSONAL LEAVE (PL) REQUEST

Each full-time teacher or other employee will be granted three (3) days of personal leave per year with no loss of compensation. Requests must be submitted in Aesop one week in advance of the desired date for personal leave. Unused personal days may be converted to sick leave, carry one day over to the next school year (4 day max) or applied to the Attendance Incentive.

PERSONNEL RECORDS

The Superintendent develops and implements a comprehensive and efficient system of personnel records. The Treasurer is hereby designated as the employee directly responsible for the personnel records system. "Refer to Board Policy File: GBL"

PROTECTION OF PUPIL RIGHTS/OPT-OUT FOR SPECIFIC ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- **CONSENT** before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, antisocial, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

- 7. Religious practices, affiliations, or beliefs of the student or parents; or
- 8. Income, other than as required by law, to determine program eligibility.
- **RECEIVE NOTICE AND AN OPPORTUNITY TO OPT A STUDENT OUT OF-**
 - 1. Any other protected information survey, regardless of funding;
 - 2. Any non-emergency, invasive physical exam or screening to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- **INSPECT, UPON REQUEST AND BEFORE ADMINISTRATION OR USE-**
 - 1. Protected information surveys of students;
 - 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

ROOMS, CARE OF

Please see that windows are closed, chairs and desks properly arranged, and paper picked up from the floor in your room at the close of the day. During cold weather, doors and windows should be closed for proper room heating. Classroom doors should be closed at the beginning of period six so that the custodians may sweep the halls without interference. We should all help to conserve energy by turning off rows of lights that are not needed, using window blinds effectively, and reporting any discrepancies to the office.

Writing on desks and putting chewing gum underneath desks should be strongly deterred by all teachers. Refreshments or food is the responsibility of each individual teacher. If food is a necessary extension of the course curriculum, students should not take food from the classroom site.

It is the teacher's responsibility to make sure the room is clean and free of spills before the next class period. Parties are not to be held in classrooms, especially on the last day of school and before any vacation period.

SCHEDULE CHANGES - (Student Class Schedules)

In the event a student's schedule changes, the student's guidance counselor will send out an email to staff for verification purposes. Teachers should then add or delete said student from their class lists. Do not make any changes on your class list until you have received the verification email from the guidance counselor. No schedule changes can be made without guidance and/or administrative approval.

SCHOOL HOURS

Teachers are expected to be at school from 7:15 a.m. to 2:45 p.m. If it is necessary to leave before that time, it must be with the permission of the principal or assistant principal. You are to be on duty from 7:25 to 7:30 a.m. in and about your classrooms, not in the lounges, workroom, or office. Evening events should conclude by 9:00 p.m. during the week. The building is to be cleared of all students by 9:00 p.m.

Tiffin City Schools Starting and Dismissal Times

Columbian High School.....7:30 a.m. - 2:30 p.m.

Tiffin Middle School.....7:35 a.m. - 2:25 p.m.

Elementary Schools

Krout, Noble, Washington.....8:45 a.m. - 3:15 p.m.

USE OF SCHOOL-OWNED VEHICLES

In the interest of economy and efficiency, the Board may authorize employee use of school-owned vehicles.
"Refer to File: EEBA and File: EEBA-R"

SEXUAL HARASSMENT POLICY

Columbian High School is committed to eliminating and preventing sexual harassment from our school and facilities. Sexual harassment is improper, immoral, illegal, and is prohibited at Columbian High School. This policy is implemented to inform students, parents, and staff as to what sexual harassment is and what procedures are to be followed in dealing with sexual harassment.

All persons associated with the District, including, but not limited to, the Board, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community is in violation of this policy. "Refer to Board Policy File: ACAA and File: ACAA-R"

Definition of Sexual Harassment

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

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

SMOKE-FREE WORKPLACE

Local school districts are required to prohibit smoking within "school safe zones" as of January 1, 1995, P.L. 103-227. Recognizing health issues, the Board prohibits the use of all tobacco products 24 hours a day in or on all district owned property.

STANDARDS OF PROFESSIONAL CONDUCT

All staff members behave in a professional manner, realizing that one's actions reflect directly on the status and substance of the profession.

All staff members shall maintain a professional relationship with all students at all times, both in and out of the classroom.

A staff member's responsibility includes nurturing the intellectual, physical, emotional, social, and civic potential of all students and providing a safe environment free from harassment, intimidation and criminal activity. We create, support, and maintain an appropriate learning environment for all students and fulfill the roles of trusted confidante, mentor and advocate for students' rights. All staff members must serve as a champion against child abuse and be cognizant of student behaviors that suggest abuse or neglect.

Conduct unbecoming includes, but is not limited to, the following actions:

- a) Committing any act of sexual abuse of a student or minor or engaging in inappropriate sexual conduct with a student or minor.
- b) Committing an act of cruelty to children or an act of child endangerment (e.g., physical abuse, mental injury, or emotional abuse).
- c) Soliciting, encouraging, engaging or consummating an inappropriate relationship with a student or minor.

- d) Disparaging a student on the basis of race or ethnicity, socioeconomic status, gender, national origin, sexual orientation, political or religious affiliation, physical characteristics, academic or athletic performance, disability or English language proficiency.
- e) Using inappropriate language, gestures or signs at any school related activity such as racial slurs, biased, lewd or lascivious expressions.
- f) Provoking an altercation between students, or provoking or engaging in a physical altercation with students (i.e. grabbing by the arm, grabbing by the collar, pushing, etc.), that is not for the purpose of ensuring the health, safety, and welfare of students.
- g) Failing to provide appropriate supervision of students, within the scope of the staff's official capacity, which risks the health, safety, and welfare of students or others in the school community.
- h) Knowingly contributing to or knowingly failing to intervene in the harassment, intimidation or bullying of a student.
- i) Using technology to promote inappropriate communications with students.

STAFF COMPLAINTS AND GRIEVANCES

The Board encourages the administration to develop effective means for resolving differences that may arise among employees and between employees and administrators; reducing potential areas of grievances and establishing and maintaining recognized channels of communication between the staff, administration and Board of Education. "Refer to Board Policy File: GBM"

STAFF GIFTS AND SOLICITATIONS

No organization may solicit funds of staff members in the schools, nor may anyone distribute flyers or other materials related to fund drives through the schools, without the prior approval of the superintendent. Employees may not engage in the sale of products to the schools, collect any money or distribute any fund-raising literature without the expressed approval of the superintendent.

STAFF-STUDENT RELATIONS

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 individual 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 Web Sites

1. District staff who have a presence on social networking web sites are prohibited from posting data, documents, photographs or inappropriate information on any web site that might result in a disruption of classroom activity. The Superintendent/designee has full discretion in determining when a disruption of a classroom activity has occurred.
2. District staff is prohibited from providing personal social networking web site passwords to students.
3. Fraternization between District staff and students via the Internet, personal e-mail accounts, personal social networking web sites and other modes of virtual technology is also prohibited.
4. Access of personal social networking web sites 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 web sites and/or use of social networking websites created for curricular, cocurricular or extracurricular purposes.

STATE TEACHERS' RETIREMENT

All teachers must belong to the State Teachers' Retirement System. All teachers who have not previously taught in Ohio are to complete a Form, A which can be obtained from the treasurer's office at the administration building.

STUDENT PUBLICATIONS

Tiffin City School student's photographs, artwork, poetry or other works produced in conjunction with a school project, class or extracurricular activity may be published in accordance with the policies set forth in the Board of Education Policy Manual.

STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the Tiffin City School District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or legal guardian(s) or the student in accordance with law, yet be guarded as confidential information.

The Superintendent is responsible for the proper administration of student records in keeping with Ohio law and federal requirements and the procedures for the collection of necessary information about individual students throughout the District.

Upon request, all records and files that are included in the student's cumulative folder are available to parents, guardians or the student if he/she is over 18 years of age. This request must be in writing and is granted within seven calendar days. No records are removed from the school, and a principal, teacher or other qualified school personnel must be present to explain any of the tests or other material.

All rights and protections given to parents under law and this policy transfer to the student when he/she reaches age 18 or enrolls in a post-secondary school. The student then becomes an "eligible student."

The District provides notice to parent(s)/guardian(s) and eligible students annually, in accordance with the procedures set forth under administrative regulations, of the following rights held by parents and eligible students under law and this policy:

1. The right to inspect and review the student's education records;
2. The intent of the District to limit the disclosure of information contained in the student's education records except:
 - A. by prior written consent;
 - B. as directory information and
 - C. under other limited circumstances, as enumerated under administrative regulations
3. The right, in accordance with administrative regulations, to seek to correct parts of the student's education records, including the right to a hearing if the District decides not to alter the record according to the parent or eligible student's request;
4. The right of any person to file a complaint with the U.S. Department of Education if the District violates relevant Federal law, specifically the Federal Education Rights and Privacy Act (FERPA) and
5. The procedure which the parents/guardian or eligible student should follow to obtain copies of this policy, the location from which these copies may be obtained, as well as any fees to be charged for copies

The District proposes to designate the following personally identifiable information contained in a student's education records as "directory information:"

1. Student's name;
2. Student's address;
3. Student's date of birth;
4. Participation in officially recognized activities and sports;
5. Student's achievement awards or honors;
6. Student's weight and height, if a member of an athletic team;
7. Dates of attendance ("from and to" dates of enrollment);
8. Date of graduation.

The above information is disclosed without prior written consent, except when the request is for a profit-making plan or activity. Student records that consist of “personally identifiable information” generally are exempt from disclosure. Student directory information, however, is released unless the parents have affirmatively withdrawn their consent to release in writing.

Administrative regulations set forth a procedure for annual notification to parents and eligible students of the District’s definition of directory information. Parents or eligible students then have two weeks in which to advise the District, in accordance with such regulations, of their refusal to permit the District to designate directory information about that student.

To carry out their responsibilities, school officials have access to student education records for legitimate education purposes. The District uses the criteria set forth under administrative regulations to determine who are “school officials” and what constitute “legitimate educational interests.”

Other than requests as described above, school officials release information from, or permit access to, a student’s education records only with the prior written consent of a parent or eligible student, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure in certain limited circumstances outlined under administrative regulations (e.g., transfers to another school district or to comply with judicial order or subpoena or where warranted, in a health or safety emergency, etc.).

The District maintains, in accordance with administrative regulations, an accurate record of all requests to disclose information from, or to permit access to, a student’s education records and of information disclosed and access permitted.

STUDENT RECORDS: NOTIFICATION OF RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

STUDENT SUPERVISION

Enforce a policy of having students out of the building at the close of the school day, unless they are to remain for special help with a teacher. Never send students off the school grounds on an errand without first clearing it through the office. Never leave students alone in a room except in an emergency.

Each student from the time he/she arrives on the school grounds until he/she leaves the school at the close of the day, is under the direct supervision of a teacher. Teachers should not leave their classroom of students in order to use the telephone, run off materials, or check mailboxes. Under no circumstances should students be excused prior to the end of the class period to go to lunch.

Teachers will be required to be visible between classes, in the hallways, to monitor dress code and student behaviors.

STUDENT SURVEYS

All human research projects (including surveys, professional tests, questionnaires, and studies in which the researcher is the subject of his/her own research) are subject to the following guidelines and review of the cooperating teacher and administration before experimentation begins. Copies of standardized tests and student prepared tests, surveys, etc., must be included with the research plan. Examples of innocuous human projects that involve no risk would be projects that involve color preferences, eye color, etc., as opposed to invasive questionnaires that probe into personal matters that do involve risk for the subject.

Parents have the right to deny participation in any behavioral study including those using tests or questionnaires. Consent forms for behavioral projects must be informed consent (i.e., projects involving inquiries regarding personal insight into students' feelings, etc.,) must include self-made or professional questionnaires with the informed consent form so that parents or guardians are cognizant of the type of questions to be asked. Informed consent is strongly encouraged for all projects using human subjects and is required for subjects under 18 years of age and for all subjects when acceptable risk is determined. A sample consent form must be submitted before experimentation begins. Before experimentation, the cooperating researcher and administration must be given the opportunity to review the researcher's research plan. Any recommended changes must be incorporated and resubmitted for final approval prior to beginning experimentation.

STUDENT WITHDRAWAL/TRANSFER

Do not allow a student to withdraw from your class without the official withdrawal form that must be presented by the student to each teacher for your signature.

STUDY HALLS PROCEDURES

- A seating chart for each day (if study halls vary) must be available.
- Only one girl and one boy may sign out at any one time.
- Each student must get permission to leave his/her seat for sharpening pencils, going to the restroom or to the library.
- Staff requesting students from study hall should use the universal hall pass. The study hall monitor will then have the student sign the sign out sheet, initial and place the time on the pass, and return it to the student. The requesting teacher shall be responsible for the student for the entire period. Please do not allow students to leave a study hall without giving the student the proper pass.

TEACHER ABSENCE

If a teacher is ill or cannot teach due to an emergency, it is the desire of the administration to secure a substitute teacher so that the schoolwork can proceed as normally as possible for that particular day. Seating charts for each class are to be available and accurate. Sub folders are emergency lesson plans only. Teachers must enter the absence in Aesop and notify the principal, preferably by 6:00 a.m.

TEACHER AIDES

Teacher aides are to remain in the teacher's classroom unless performing a specific errand or task outside of the room. There are many ways the students can assist teachers. However, the activities must be limited to areas not involving student grades, grading, or attendance. Assistance is limited to one per period.

TEACHER ATTIRE

"If we resent somebody talking to us about such matters as dress, we might be wise to put our resentments in our pockets. Whether we want to admit it or not, our appearance affects how we are perceived and received in very definite ways. As professional educators, we need to look at this subject closely, for we have become very casual in recent years. We need to realize that whenever standards change quickly and the pendulum of expectations goes from one extreme to another, we may find that something important has been lost in the transition. So it may be regarding teacher dress."

Quote from The Master Teacher

While the Tiffin City Schools system does not have a teachers' dress code, part of good professionalism is setting a good example through appropriate appearance. "Refer to Board Policy File: GBCC STAFF DRESS AND GROOMING"

TEACHERS' MEETINGS

Teachers' meetings will be held twice a month on Wednesdays beginning at 2:50 p.m. in the library. In addition, special meetings may be called if the need should arise. Place these dates on your calendar at the beginning of the year. All teachers are expected to attend these sessions. If for some reason you cannot attend a scheduled meeting, you are to clear this with the principal prior to said meeting.

TECHNOLOGY/ELECTRONIC MEDIA USE

Tiffin City Schools are committed to moving towards a 21st century learning environment. As part of this commitment, Tiffin City Schools will be piloting a plan to allow students, parents, staff, and community members access to a new "Public" wireless network, using their own technology. With teacher / staff approval, students will be able to access a filtered Internet connection to be used for educational purposes. We realize that not every student owns a device; and for those who do, some may choose not to bring their personally-owned technology to school. Additionally, there is absolutely no expectation that parents should provide a device to their child for this program.

Guidelines

In addition to the Tiffin City Schools Student Acceptable Use Policy, student code of conduct, board policies, building policies and administrative guidelines already in place, there are additional guidelines / policies users should be aware of:

1. All devices should -- by default -- be set to mute/silent.
2. Students are prohibited from using electronic devices to capture, record, or transmit the audio or images (i.e. pictures / video), of any student, staff member, or other person on school property or while attending a school-related activity without the express prior notice and explicit consent for the capture, recording or transmission of such audio or images. Using an electronic device to capture, record or transmit audio or images of an individual or group without his/her/their consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use an electronic device to violate the privacy rights of another person may have their device confiscated and held until the end of the school year. Additional consequences may apply at the discretion of the principal, or designee.
3. Student use of any electronic device while in class, while participating in school activities (e.g. extra-curricular activities) and while participating in school-related functions is restricted to academic or instructional purposes only, as determined by the instructor. During these times, the use of such devices for personal, business or entertainment purposes is prohibited (e.g., no games).
4. The Tiffin City School District will not provide access to our internal resources or servers to any personally owned devices.

5. The Tiffin City School District will not provide access to our copiers or printers to any personally owned devices.

6. The Tiffin City School District or its staff will not provide any technical assistance on personally owned devices. Users are directed to utilize their user manuals and other resources provided by their device manufacturer for technical assistance.

7. The Tiffin City School District will not provide the opportunity to charge any personal device. It is the responsibility of the user to have a properly charged device before school.

Students in the Tiffin City Schools are responsible for good behavior on school computers or networks and other technology/electronic media equipment. Computers are provided for students to conduct research, communicate with others, and produce products. General school rules for behavior and communications apply. Access to the network and Internet services is a privilege, not a right. Students and parents are responsible to read the Acceptable Use Policy. Parents who do not want their student to have Internet access must complete and return the Technology/Electronic Media No-Access Form. Network administrators reserve the right to monitor student screens and e-mail.

As outlined in school policies and procedures on student rights and responsibilities, the following are not permitted:

- Intentionally damaging computers, peripherals, or networks
- Using another person's password or giving your password to someone else
- Sending or displaying offensive messages or pictures
- Using obscene language; harassing, insulting or attacking others
- Violating copyright laws
- Intentionally wasting network resources
- Employing the network for commercial purposes
- Distributing or collecting obscene (determined by the Administration), abusive or threatening material found on the Internet

Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of State and Federal laws dealing with students' and employees' rights to privacy, including unauthorized disclosure, use, and dissemination of personal information;
2. using profanity, obscenity or other language which may be offensive to another user or intended to harass, intimidate or bully other users;
3. accessing personal social networking websites for non-educational purposes;
4. reposting (forwarding) personal communication without the author's prior consent;
5. copying commercial software and/or other material in violation of copyright law;
6. using the network for financial gain, for commercial activity or for any illegal activity;
7. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
8. accessing and/or viewing inappropriate material; and
9. downloading of freeware or shareware programs.

Violations may result in a loss of access as well as other disciplinary or legal action, depending on the severity of the situation. The disciplinary process may include combinations of the following consequences:

- Loss of access privileges
- Referral to the Administration for disciplinary action

TELEPHONE, USE OF

Office telephones are installed for official business. Phones are available for use in the conference room and the ladies' lounge. If a student is required to make a call for a teacher, it should be done in the main office.

TEXTBOOKS, ISSUANCE OF

Teachers should have an accurate record of textbook issuance with textbook numbers and condition. An accurate record of this information is very important. Caution students in the use and care of books. Explain that the student will be held financially responsible for the loss of, or damage to, his/her book. Lost books must be reported to the office on your year-end textbook inventory. Lost textbooks will be charged according to their actual replacement cost. You will be given a book price list after the beginning of the school year.

TEXTBOOKS, SUPPLEMENTAL FOR GROUP WORK

Any supplemental material used in the classroom will be previewed by the teacher to determine age and curricular appreciation. All supplemental material used should have a direct tie to the Board adopted Course of Study. The teacher will write a brief description of any items of a questionable nature and submit it to the building principal and curriculum director for authorization. Upon authorization, a similar description will be sent home to the students' parents. Before students may be introduced to the supplemental materials, they must obtain their parents' signature.

TORNADO ALERT PROCEDURE

The Columbian High School Tornado Alert Procedure is listed in the back of this handbook. This procedure is to be reviewed with each class at the beginning of each semester and during those months designated as Tornado Safety months. Please familiarize yourself with this plan and be prepared to carry out this procedure.

In case of a tornado alert, teachers are to direct students into the corridors and move in an orderly fashion to the lower floor. Keep your students away from glass areas - windows and doors. Instruct your students to move to lower-floor corridors away from glass doors to the designated areas listed in the Tornado Alert Procedures (listed in the back of handbook) which should also be posted on your bulletin board. The signal for this will be given via the P.A. system or at your door by this simple command, "Teachers are to follow the emergency weather procedure at this time." An air horn system is to serve this same notice and is to be used as a back-up system.

UPS CHARGES, POSTAGE CHARGES, AND MISCELLANEOUS PURCHASES

For all school-related mailings see the main office secretary.

UPS Shipping - Any package that needs to be shipped UPS should be taken to the Administration Building, shipping center for Tiffin City Schools. Only school related packages are accepted, personal shipping is not accepted.

VISITORS TO THE BUILDING

In accordance with O.R.C. 2911.12 all visitors must report to the high school office where they will register with their driver's license or state ID. Failure to do so may result in criminal trespass charges in which a maximum penalty of thirty days' imprisonment and a \$250 fine may be imposed. (Posted in accordance with O.R.C. 3313.20.)

LOCATIONS OF FIRE EXTINGUISHERS

Room 135 - dressing room (1)
Auditorium - south stage wall (1)
Auditorium - west wall (2)
Auditorium - south and north wall (2)
Off-stage north, equipment room - south wall (1)
Basement hall (1)
Boiler room (2)
Main gym entrance - east and south walls (2)
Girls' exercise area - gym south (2)
Boys' exercise area - gym north (2)
Outside Room 106 (2)
Room 102 - back north wall (1)
Outside assistant principal's office-south wall (2)
Room 103 - east wall (1)
Room 106 - office (1)
Cafeteria - east wall (1)
Dock area (1)
Laundry Room (1)
Mechanical Room-Elevator (1)

Kitchen (2)
Room 107 - south and north walls (2)
Room 109 -west and east walls (2)
Outside Room 110 - north wall (1)
Room 110A and Room 110B (2)
Outside Room 112 (2)
Outside Room 209 (2)
Outside Room 212 - east wall (2)
Outside library - west wall (2)
Outside Room 218 - north wall (2)
Sat 1-4 - north and south entrances (1)
Sat 5-8 - north and south entrances (1)
Principal's closet (1)
Above auditorium loft - east wall top of step (1)
Room 115-Court Yard Door (1)

PUBLIC'S RIGHT TO KNOW

The Board supports the right of the people to know about the programs and services of their schools and makes efforts to disseminate appropriate information. Each building principal is authorized and expected to keep the school's community informed about the school's programs and activities. The release of information of Districtwide interest is coordinated by the Superintendent.

Business of the Board is discussed and decisions are made at public meetings of the Board, except such matters required to be discussed in private executive sessions.

The official minutes of the Board, its written policies, its financial records and all other public records are open for inspection in the central office during the hours when the administrative offices are open.

Each Board member attends public records training every term for which he/she is elected to public office. However, the Board may, by resolution, designate one or more persons to attend public records training on its behalf. If so decided, the Board appoints a designee whenever the composition of the Board changes.

The District may ask that the identity of an individual requesting information and the reason the information is sought be in writing. The District first informs the requester that such disclosure is not mandatory, unless the request is for student directory information. The District also informs the requester that providing such information in writing enhances the District's ability to identify, locate or deliver the records sought. The District may also ask that the request be put in writing, but notifies the requester that it is not mandatory to do so.

Any individual who wants to obtain or inspect a copy of a public record may request to have the record duplicated on paper, on the same medium on which the record is kept or on any other medium that the Superintendent/designee determines reasonable. If the request is ambiguous or overly broad, the District informs the requester of the manner in which records are maintained and accessed in the ordinary course of business and allows the requester to revise the request.

Records pertaining to individual students and other confidential materials are not released for inspection. Only that information deemed "directory information" may be released from an individual student's file, and only after complying with the regulations prepared by the administration for the release of such information. Student directory information is not released for profit-making purposes or when parents have affirmatively withdrawn their consent to release in writing. Student records that consist of "personally identifiable information" generally are exempt from disclosure.

All records responsive to the request are made available in a reasonable period of time. The District makes the requester aware of any information that is exempt from disclosure requirements by notifying the requester of any redacted information or by making redactions in a plainly visible manner. If a public records request is denied, the District provides an explanation with legal authority for the denial of the request. This explanation is provided in writing if the request is made in writing or if the Superintendent/designee determines written explanation is necessary.

The Superintendent/designee transmits the information sought by mail or by any other means of delivery requested, if the method is reasonably available. The number of requests physically sent by mail or another delivery service to any one person may be limited to 10 a month unless the person certifies, in writing, that neither the records nor the information in them will be used for commercial purposes. If the District provides public records on a free and accessible website the number of requests delivered in a digital format to any one person may be limited to JO a month unless the records requested are not provided on the website and the person certifies, in writing, that neither the records nor the information in them will be used for commercial purposes.

A fee may be charged for copies and/or delivery. The District may require the fee charged for copies and/or delivery be paid in advance.

The Board's public records policy is posted in a conspicuous location in the central office and in all other District buildings and employee handbooks provided by the District. The policy is distributed directly to the records custodian and receipt of the policy by the custodian is acknowledged. A copy of the records retention schedule is maintained and readily available to the public in the central office.

[Adoption date: July 23, 2001]
[Re-adoption date: March 27, 2007]
[Re-adoption date: September 25, 2007]
[Re-adoption date: January 22, 2008]
[Re-adoption date: June 25, 2013]
[Re-adoption date: December 20, 2016]

LEGAL REFS.: Family Educational Rights and Privacy Act; 20 USC, Section 1232g
ORC 121.22
149.011; 149.35; 149.381; 149.41; 149.43
3319.321
OAC 3301-35-03; 3301-35-04

CROSS REFS.: BOC, Executive Sessions

BDDG, Minutes

EHA, Data and Records Retention

GBL, Personnel Records

GBS, Health Insurance Portability and Accountability Act (HIPAA)

IGBA, Programs for Students with Disabilities

JO, Student Records

KA, School-Community Relations Goals

KKA, Recruiters in the Schools

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, nonprint, 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 reproducing of copyrighted materials complies with Federal guidelines or is permissible under Federal law shall contact the Superintendent/designee.

[Adoption date: July 23, 2001]

[Re-adoption date: December 21, 2010]

LEGAL REFS.: U.S. Const. Art. I, § 8
Copyright Act, 17 USCIO! et seq.

CROSS REF.: IIA, Instructional Materials
IIAC, Library Materials Selection and Adoption

COPYRIGHT

Educational Use of Copyrighted Print Materials

I. Fair use

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

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

2. Single copying for teachers

- A. A single copy may be made of any of the following by or for a teacher at his/her individual request for his/her scholarly research or use in teaching or preparation to teach a class:
 - A. a chapter from a book;
 - B. an article from a periodical or newspaper;
 - C. a short story, short essay or short poem, whether or not from a collective work or
 - D. a chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.

3. Multiple copies for classroom use

A. Multiple copies (not to exceed more than one copy per student in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:

A. the copying meets the tests of brevity, spontaneity, and cumulative effect as defined below and

B. each copy includes a notice of copyright.

1) Brevity

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

Prose: (a) a complete article, story or essay of fewer than 2,500 words or (b) an excerpt of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.

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

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

Special work: certain work in poetry, prose or "poetic prose", which often combines language with illustrations, of fewer than 2,500 words.

A "special work" may not be reproduced in its entirety. However, an excerpt comprising not more than two of the published pages of a special work, and containing not more than 10% of the words found in the text thereof, may be reproduced.

2) Spontaneity

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

3) Cumulative effect

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

Not more than one short poem, article, story or essay, or two excerpts, may be copied from the same author, nor more than three from the same collective work or periodical volume, during one class term.

The limitations stated in the preceding two paragraphs shall not apply to current news periodicals and newspapers and current news sections of other periodicals.

The limitations as to single copying for teachers and multiple copies for classroom use are applicable.

4. Prohibitions

- A. Copying shall not be used to create, replace, or substitute for anthologies, compilations or collective works. Such replacements or substitutions may occur whether copies of various works or excerpts therefrom are accumulated or reproduced and used separately.
- B. There shall be no copying of or from works intended to be "consumable" in the course of study or teaching. These include workbooks, exercises, standardized tests, test booklets, answer sheets, and similar consumable material.
- C. Copying shall not:
 - 1) substitute for the purchase of books, publishers' reprints or periodicals;
 - 2) be directed by higher authority or
 - 3) be repeated with respect to the same item by the same teacher from term to term.
- D. No charge shall be made to the student beyond the actual cost of the photocopying.

Educational Use of Copyrighted Music

1. Permissible uses

- A. Emergency copying may be done to replace purchased copies which for any reason are not available for an imminent performance, provided purchased replacement copies shall be substituted in due course.

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- B. For academic purposes other than performance, single or multiple copies of excerpts of works may be made, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit such as a section, movement or aria, but in no case more than 10% of the whole work. The number of copies shall not exceed one copy per student.
 - C. Printed copies which have been purchased may be edited or simplified, provided that the fundamental character of the work is not distorted or that lyrics, if any, are not altered or added.
 - D. A single copy of recordings of performances by students may be retained by the educational institution or individual teacher.
 - E. A single copy of a sound recording (such as a tape, disc or cassette) of copyrighted music may be made from sound recordings owned by an educational institution or an individual teacher for the purpose of constructing aural exercises or examinations and may be retained by the educational institution or individual teacher. (This pertains only to the copyright of the music itself and not to any copyright which may exist in the sound recording.)
2. Prohibitions
- A. Copying shall not be used to create, replace or substitute for anthologies, compilations or collective works.
 - B. Copying of or from works intended to be "consumable" in the course of study or of teaching such as workbooks, exercises, standardized tests, answer sheets, and similar material is prohibited.
 - C. Copying shall not be used for the purpose of performance except as previously stated.
 - D. Copying shall not be used for the purpose of substituting for the purchase of music except as previously stated.
 - E. Copying without inclusion of the copyright notice which appears on the printed copy is prohibited.

Educational Use of Copyrighted Audio-visual Material

1. Before reproducing small portions of sound recordings, filmstrips, slide sets, transparencies or motion pictures, or videotaping commercial television broadcasts, employees shall consult with the principal to determine whether the proposed action complies with the "fair use" principles of the Copyright Act.

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2. School recordings may be made of certain instructional television programs telecast by the local Public Broadcasting Systems educational television station. Before recording the telecast, the following conditions shall be satisfied.
 - A. The monthly list of programs not licensed for recording shall be consulted. Any program listed shall not be recorded.
 - B. Recordings may be used in classroom or instructional settings as an educational activity or at a PTA meeting, Board meeting or similar activity.
 - C. Recordings shall be used only in the facilities of the District and shall not be loaned or made available outside of those facilities.
 - D. Recordings made from evening programs, which may be copied, shall be retained for no more than seven days following the telecast unless an extension is received in writing in advance. Daytime telecasts may be recorded and retained permanently unless otherwise notified.

Educational Use of Copyrighted Library Material

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

Copying Limitations

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

NOTICE: THIS MATERIAL MAY BE PROTECTED BY
COPYRIGHT LAW.
3. Employees shall not reproduce or use copyrighted material at the direction of a District administrator without permission of the copyright owner.

Computer Software Copyright

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

1. The ethical and practical implications of software copyright violations are provided to all employees and students using District computer facilities and software.
2. Employees and students are informed that they are expected to adhere to the Copyright Act and all subsequent amendments thereto governing the use of software.
3. Wherever possible, efforts will be made to prevent software from being duplicated from compact disks, hard drives or networked systems.
4. Illegal copies of copyrighted software shall not be made or used on District equipment.
5. District administrators are designated as the only individuals who may sign license agreements for educational software used on District computers.
6. Documentation of licenses for software used on District computers is located at the site where the software is being used.

Unsupervised Copy Equipment

The following notice, in large type, shall be affixed to all District copying equipment (Xerox, Thermofax, audio recorder, video recorder, and copy camera):

NOTICE: THE COPYRIGHT LAW OF THE UNITED STATES GOVERNS THE
MAKING OF COPIES OF COPYRIGHTED MATERIAL. THE PERSON
USING THIS EQUIPMENT IS LIABLE FOR ANY INFRINGEMENT.

Library Copying for Students or Staff

1. The following notice, in large type, shall be posted prominently where copies are made available to students or staff:

NOTICE: THE COPYRIGHT LAW OF THE UNITED STATES GOVERNS THE
MAKING OF COPIES OF COPYRIGHTED MATERIAL.

2. The following notice, in large type, shall be posted prominently where print copies are made available to students and/or staff:

WARNING CONCERNING COPYRIGHT RESTRICTIONS

THE COPYRIGHT LAW OF THE UNITED STATES GOVERNS THE
MAKING OF COPIES OR OTHER REPRODUCTION OF COPYRIGHTED
MATERIAL.

UNDER CERTAIN CONDITIONS SPECIFIED IN THE LAW, LIBRARIES AND ARCHIVES ARE AUTHORIZED TO FURNISH A PHOTOCOPY OR OTHER REPRODUCTION. ONE OF THESE SPECIFIED CONDITIONS IS THAT THE PHOTOCOPY OR REPRODUCTION IS NOT TO BE "USED FOR ANY PURPOSE OTHER THAN PRIVATE STUDY, SCHOLARSHIP OR RESEARCH." IF A USER MAKES A REQUEST FOR, OR LATER USES, A PHOTOCOPY OR REPRODUCTION FOR PURPOSES IN EXCESS OF "FAIR USE," THAT USER MAY BE LIABLE FOR COPYRIGHT INFRINGEMENT.

THIS INSTITUTION RESERVES THE RIGHT TO REFUSE TO ACCEPT A COPYING ORDER IF, IN ITS JUDGMENT, FULFILLMENT OF THE ORDER WOULD INVOLVE VIOLATION OF COPYRIGHT LAW.

December 21, 2010

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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 work weeks (or 26 work weeks to care for a covered servicemember) of unpaid family and medical leave in a 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 reinstates the employee to the same or an equivalent position after the employee's return from leave.

In complying with the FMLA, the District adheres to the requirements of applicable State and Federal laws.

Additional information is contained in the regulations which, follow this policy.

[Adoption date: July 26, 1999]

[Re-adoption date: July 23, 2001]

[Re-adoption date: May 27, 2008]

[Re-adoption date: April 28, 2009]

[Re-adoption date: April 27, 2010]

[Re-adoption date: March 22, 2011]

[Re-adoption date: June 25, 2013]

LEGAL REFS.: Family and Medical Leave Act of 1993; 29 USC 2601 et seq.; 29 CFR
Part 825
Genetic Information Nondiscrimination Act of 2008; 42 USC 2000ff et seq.
ORC 124.38 (for city school districts only)
3319.13; 3319.141

CROSS REF.: GCBD, Professional Staff Leaves and Absences
GDBD, Support Staff Leaves and Absences

CONTRACT REF.: Teachers' Negotiated Agreement
Support Staff Handbook
OAPSE (Food Service) Master Agreement

FAMILY AND MEDICAL LEAVE

An employee who has worked for the District for at least 12 months and who has worked at least 1,250 hours in the 12 months preceding the beginning of the leave is eligible for leave under the Family and Medical Leave Act (FMLA). The 12 months an employee must have been employed by the District do not need to be consecutive months. The 1,250 hours of service do not include vacation leave, sick leave, holidays or other paid leaves of absences. However, an employee returning from fulfilling his/her Uniformed Services Employment and Reemployment Rights Act (USERRA) covered service obligation shall be credited with the hours of service that would have been performed but for the period of military service in determining whether the employee worked the 1,250 hours of service.

Leave Entitlement

An eligible employee is allowed to take up to 12 workweeks of leave during a 12-month period. The District has chosen the following method to determine the 12-month period in which the 12 workweeks of leave entitlement occurs:

- ▶ any fixed 12-month "leave year"

An employee may be eligible for 26 workweeks of FMLA leave during a single 12-month period to care for a covered servicemember with a serious injury or illness. The District will determine the "single 12-month period" using the 12-month period measured forward from the date an employee's first FMLA leave to care for the covered servicemember begins.

Types of Leave

An eligible employee may take FMLA leave for the following purposes:

1. birth of a newborn child;
2. placement with an employee of a son or daughter for adoption or foster care;
3. care for a spouse, child, or parent with a serious health condition. An employee may not take FMLA leave to care for a parent-in-law;
4. recovery from a serious health condition that keeps the employee from performing the essential functions of his/her job;
5. to respond to a "qualifying exigency" that arises because a spouse, child or parent is a military member on covered active duty or

6. to care for a covered servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent or next of kin of the covered servicemember.

The District requires eligible employees to use any accrued and unused paid vacation, personal or sick leave concurrently with unpaid FMLA leave.

An employer cannot compel an employee to use, nor may an employee elect to use, accrued medical/sick leave in any situation for which the leave could not normally be used.

Spouses Employed by the District

If spouses eligible for leave are employed by the District, their combined amount of leave for birth, adoption, foster care placement and parental illness may be limited to 12 weeks. If spouses eligible for leave are employed by the District, their combined amount of leave to care for a covered servicemember is limited to 26 weeks.

Intermittent and Reduced Leave

FMLA leave may be taken intermittently or on a reduced leave schedule under certain circumstances. Intermittent leave is leave taken in separate blocks of time due to a single qualifying reason.

Reduced leave is a leave schedule that reduces the employee's usual number of hours per workweek or hours per workday.

Intermittent or reduced leave is available for the employee's own serious health condition; to care for a parent, son or daughter with a serious health condition; to care for a covered servicemember's serious injury or illness or for leave taken due to a qualifying exigency. Such leave may be used for the birth or adoption/placement of a child only if the Board agrees.

If an employee needs leave intermittently or on a reduced leave schedule for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt the employer's operations.

If the employee needs intermittent leave or leave on a reduced schedule that is foreseeable, the Superintendent may require the employee to temporarily transfer during the period that the intermittent or reduced leave schedule is required to an available position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position.

If an eligible instructional employee (i.e., those whose principal function is to teach and instruct students in a class, a small group or an individual setting) needs intermittent leave or leave on a reduced leave schedule due to foreseeable medical treatments, and the employee would be on leave for more than 20% of the total number of working days over the period the leave would extend, the District may require the employee either to:

1. take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment or
2. transfer temporarily to an available alternative position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than does the employee's regular position.

Benefits

The Board maintains the employee's health coverage under the group health insurance plan during the period of FMLA leave on the same conditions as coverage would have been provided if the employee had been continuously employed during the entire leave period. Prior to the beginning of the FMLA leave, the employee should make arrangements with the Treasurer to pay the employee's share of health insurance.

An employee is not entitled to accrue any additional benefits or seniority during unpaid FMLA leave. Benefits accrued at the time leave began (e.g., paid vacation, sick or personal leave to the extent not substituted for unpaid FMLA leave), however, must be available to an employee upon return from leave.

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

Notice

When the FMLA leave is foreseeable, the employee must notify the Superintendent at least 30 days prior to the date when the leave is to begin. If the leave is not foreseeable, the employee must give notice as early as is practical. An employee shall provide at least verbal notice sufficient to make the District aware that the employee needs FMLA-qualifying leave, and the anticipated timing and duration of the leave.

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

Certification

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

Upon the employee's return to work from FMLA leave occasioned by the employee's own serious health condition, the Board requires that the employee present a fitness statement from the employee's health care provider certifying that the employee is able to return to work.

Reinstatement

When the employee returns from the leave, the Board reinstates the employee to the same or an equivalent position with equivalent benefits, pay, terms, and conditions of employment. An employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

Instructional Employees

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

The following limitations also apply to instructional employees who take leave near the end of a semester for purposes other than the employee's own serious health condition.

- I. When an instructional employee begins leave more than five weeks before the end of a semester, the Board may require the employee to continue taking leave until the end of the semester if the leave will last at least three weeks and the employee would return to work during the three-week period before the end of the semester.
2. When an instructional employee begins leave less than five weeks before the end of a semester, the Board may require the employee to continue taking leave until the end of the semester if the leave will last more than two weeks and the employee would return to work during the two-week period before the end of the semester.

3. When an instructional employee begins leave less than three weeks before the end of a semester and the leave lasts more than five working days, the Board may require the employee to continue taking leave until the end of the semester.

In all cases, only the period of leave until the employee is ready and able to return to work shall be charged against the employee's FMLA leave entitlement. Any additional leave required by the Board is not counted as FMLA leave. However, the Board is required to maintain the employee's group health insurance and restore the employee to the same or equivalent job upon the conclusion of the leave.

(Approval date: March 25, 2008)

(Re-approval date: April 28, 2009)

(Re-approval date: April 27, 2010)

(Re-approval date: June 25, 2013)

(Re-approval date: July 28, 2015)