



**2021-2022**

**Staff  
Handbook**

Board Approved July 22, 2021

## STAFF INFORMATION

### **ABSENCE**

In the event you need to use a sick day, please contact AESOP via the internet or by phone.

AESOP (Automated Educational Substitute Operator) 800-942-3767

On-line URL: [www.aesoponline.com](http://www.aesoponline.com)

The cut-off time to call AESOP is 5:30 AM for the high school and middle school teachers; and 6:30 AM for the elementary and primary teachers.

### **ANIMALS**

Non-service animals are not permitted in the buildings. The coordination of animals that are intended for any purpose that has a high level of supervision/security embedded in the presentation of such must be approved in advance by the building principal and superintendent.

### **ASSEMBLIES AND PROGRAMS**

During assemblies and programs, teachers will remain with their students throughout the entire assembly or program. All teachers that do not have a homeroom class will attend all student-body functions and will be seated with a classroom in order to help provide better discipline. Nothing frustrates presenters more than misbehavior during a special event; proper supervision will prevent this from happening.

### **BULLETIN BOARDS**

Bulletin boards in rooms are intended to be another teaching tool, so they provide the opportunity to visually display the curriculum material being studied, give students a sense of belonging to that classroom by surrounding them with examples of their work and be interactive for the students.

### **CAFETERIA**

In order to obtain the best and quickest service in the cafeteria, pupils should observe the following routine:

1. Students must take their places in the lunch line, move quickly and quietly through the line, and be seated at a table.
2. Students are to have their lunch money or number ready before reaching the cashier.
3. Trays and dishes are to be returned to the dish washing area.
4. Waste paper is to be placed in the trash cans.
5. There is to be no ditching in line.
6. Each student is responsible for keeping the tables and chairs clean. If something is spilled, the student involved is to notify the lunchroom monitor or custodian.
7. Students are to be orderly and respectful.
  7. Food purchased in the cafeteria is to be eaten there. Under no circumstances may food be taken out of the lunchroom unless pre-approval has been given per the building administrators.

### **CLASSROOM DOORS**

Classroom doors are to be free of obstructions. This includes window clings, borders, curtains, signs, any type of decoration, etc. Classroom door blinds are to remain completely up at all times except during a lockdown drill. Classroom doors are to be locked and closed at all times.

## **COMMUNICATIONS**

Communication is important at all levels. Much of the communication in the school building will be done daily; however, verbal communication between you and your supervisor will be absolutely vital.

Students will be asked to take home several school communications. We strongly encourage teachers to share special activities and positive news in a newsletter (grade level).

## **CUSTODIAL SERVICE**

Custodians are available during the day to help with any room problems. If custodial assistance is needed, notify the office. The office will inform the custodian and assistance will be given. If you need something repaired, you are to fill out a work order form, which is on FMX.

## **DRESS CODE**

The appearance and dress of the staff is to be appropriate and professional. The authority for the decisions concerning appropriate and professional dress and appearance of the faculty shall be under the jurisdiction of the Superintendent and Principal. The decision of these Administrators will receive the full support of the Amanda-Clearcreek Board of Education. Staff members should lead by example and adhere to the Board-adopted student dress code with the exception of:

- Tattoos - they are not to be visible during school hours or during school activities
- Facial piercings – they are not to be visible during school hours or during school activities
- Yoga pants/leggings – may be worn; however, staff members must have a shirt that covers both the front and the back which must be closer to the knee than hip
- No shorts (with the exception of PE teachers)
- No printed t-shirts that are not school and/or Amanda-Clearcreek related

Jean days are to be worn only on the 1<sup>st</sup> and 3<sup>rd</sup> Friday of every month. We want to encourage you to wear a staff shirt or dress shirt on jean days. There are to be no printed t-shirts unless it is a school-wide spirit day.

## **DRILLS**

Fire and tornado drill escape plans and maps are to be posted in each classroom. The lights should be turned out and the doors closed. Staff members are required to review these drills within the first five days school is in session. These drills should be reviewed with each period. Furthermore, these drills should be reviewed periodically throughout the school year as required by Ohio Revised Code. Building principals will communicate drill dates throughout the school year.

## **FACULTY MEETINGS**

Meetings will focus on professional development for instructional techniques to increase student learning, educational research related to school improvement, and/or pertinent building information. Staff meetings may be held as a whole staff OR as grade level/content teams or by departments. Staff members will have the opportunity to contribute to agendas and plan relevant topics. Certified staff members are to attend each meeting since they know in advance when the meeting dates are. If a staff member will be unable to attend, he/she is to notify the principal. Only in extenuating circumstances will a staff member be excused from a staff meeting. Continuous disregard of meeting attendance will be noted and documented for future evaluative purposes.

### **FIELD TRIPS**

For a field trip, use the trip request form on the All-Staff page (Transportation Requests). The request forms and student roster is to be submitted at least two weeks in advance of the trip to allow time to secure a bus and driver and to process the requisition/purchase order. These forms should be submitted with the trip request form:

- Bus trip ticket (one for each bus needed) submitted electronically
- Sales project potential (there are 2 portions – one before and one after)
- Requisition for expenses (i.e. admission costs)

Field trips are not allowed to be taken the last ten days of the school year.

### **LOST AND FOUND**

Many items are lost and found during the school day/year. Items found at school will be stored in the nurse's clinic. If you find an article and the owner cannot be identified, please send the article to the office. Those items not claimed will be given to local charity.

### **MONEY IN THE CLASSROOM**

All money collected in the classroom for fees is to have a receipt written to the student (if you do not have a receipt book, see the accounts payable clerk). This money is to be turned into the office by each day. The secretary will write a receipt as well. An envelope will be provided to transport money from the classroom to the office. Above all, PLEASE do not keep any money in your classroom.

### **NAME BADGES/ KEY CARDS**

Names badges are to be worn at all times during the school day. These are also your key cards. If you lose your key card, let your building administrator or supervisor know. If you need to replace your name badge/key card due to it being lost, stolen, or broken due to neglect, there is a \$5.00 charge. This badge/key card is not to be given to anyone else to use. To have a new badge created, complete the form with the district office.

### **OPENING ROUTINE FOR CLASSES**

Upon completion of student arrival, announcements will be made on most mornings from the office. Teachers are encouraged to have a morning routine, so students know exactly what is expected of them each day. Breakfast (cafeteria staff will provide directions) is available to students most mornings or the normal school day. Absences and lunch count are to be sent to the office via Progress Book. Period attendance is required to be completed at the beginning of each class on ProgressBook. Missing students should be reported to the building secretary.

### **OUTDOOR/INDOOR RECESS DETERMINATION**

Students should go outside for recess whenever possible. On occasion, the weather will not permit outdoor recess.

Students should be kept inside when weather conditions are hazardous or potentially hazardous to the students' safety and welfare. If the air temperature or wind chill is below 20 degrees Fahrenheit, the students are to stay inside. They are to be inside if there is any type of moisture in the air. The decision to go outside or stay inside will be made by the building administrator based on the above criteria.

### **PARENT-TEACHER ORGANIZATION (K-5)**

The Amanda-Clearcreek PTO is established to promote closer and better relations between the home and school. Through the combined efforts of the principal, teachers, and parents, the best possible intellectual environment for the children's education will be provided.

While staff members' attendance is not mandatory, their attendance of these meetings shows their support.

### **SCHOOL FUND EXPENDITURES: REQUISITIONS generate a PURCHASE ORDERS**

1. Before you buy anything you are expecting the district to pay for, requisitions must be submitted in writing and then approved by the principal before being entered into the system by the secretary. In order to have a requisition approved, fill out the requisition form completely and place it in the principal's mailbox (Please refrain from handing them to the secretary). After the secretary enters the requisition into the system, the order will then be sent to the treasurer's office for processing and then to the superintendent for final approval. This total process typically takes 2-3 business days (but plan on two weeks for processing).
2. All requisitions complete with all necessary information and in the principal's office by 12:00 P. M. Tuesday, will be submitted that day. Submitted after 12:00 P.M. On Tuesday, requisitions will not continue the process until the following Tuesday.
3. All pink copies of purchase orders will be given to the secretary by the treasurer's office.
4. Turn a packing slip or an invoice into the principal or secretary as soon as you have received all of the order. Packing lists need to be checked. Do not turn a packing slip or invoice in until the order is complete. When you turn your packing lists/invoice in, you MUST sign it by writing "ok"
5. Invoices/Packing lists are to be returned to the school office. No bills will be paid until the signed invoice/packing list is received by the treasurer.

### **PROFESSIONAL LIBRARY**

We will continue to build our professional library in the media center.

### **PUBLIC RELATIONS**

At all times, we must be aware of positive public relations. As public servants, we must try to successfully meet the public's needs. Positive verbal and non-verbal communication is essential in dealing with the public. Please be careful and sensitive to the things we say and or do. Perceptions are greater than reality. We are always employees of Amanda-Clearcreek Local Schools.

### **RUMOR MILL**

Affairs involving the Board of Education, administration, teachers, staff, pupils, or parents are not to be discussed as gossip, defined as a form of communications that an individual(s) participates in for the purpose of discussion, or passing onto to others, "hearsay" information (Corbin & May, 2005). Gossip is problematic to the workplace and can be controlled. Individual employees are to commit to, and to hold each other accountable to not engage in gossip because of the negative impact the behavior has on them as individuals and on the workgroup as a whole. Problems and concerns staff members feel need to be addressed should be reported to your administrator and follow the Amanda-Clearcreek District Organizational Chart to resolution.

### **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
2. a term or condition of a person's employment or educational development;
3. submission to, or rejection of, such conduct by an individual is used as a basis for employment or education decisions affecting such individual or
4. 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

Any person who engages in sexual harassment while acting as a member of the school community is in violation of the sexual harassment policy. ([File: ACAA](#)) Each staff member has signed off on this policy at the beginning of each school year.

### **SNOWDAYS/SCHOOL DELAYS**

Unless requested otherwise, teachers will not be required to report to school on snow days. Any calamity day after five (5) calamity days that is announced by the superintendent may require all Certificated Staff members reporting within two (2) hours of their regularly scheduled times. This would not be in effect for any days the Fairfield County Sheriff's Office has enacted a Level 3 snow emergency for any employee whose county of residence has enacted a Level 3 snow emergency.

Staff members will be notified by a rapid call system of any school cancellations. Please do not call the school or Superintendent. All school cancellations will be announced over local radio stations and television stations. School delays will similarly be announced via radio and television, with staff being notified by telephone. Teachers are not obligated to report until 10 minutes prior to the delayed school start time. Classified staff is to report according to their contracted hours. Teacher planning time on delay days will automatically be available prior to the beginning of the school day staff members' report time

### **STAFF COMMITTEES**

Various committees have been created or will be created to work on different educationally related topics/concerns. The committees will help develop appropriate solutions to different needs.

### **STAFF INFORMATION**

Important information will be communicated primarily by email. This will be done daily or as needed. Please make an electronic copy of any communication that you need to refer back to.

### **STAFF MEMBER EMERGENCY INFORMATION FORM**

All staff members will be required to complete the emergency medical form in Final Forms.

### **TEACHER/ETHICS**

The attitude of one teacher toward another teacher or a teacher toward a student determines much of the success or failure of that teacher. A teacher must maintain a certain degree of dignity and privacy beyond which no pupil should be permitted to go. Never discuss other teachers with students. This would be an example of poor teacher ethics. If there is a dispute with another staff member please consult the

principal. Never jeopardize your professional integrity. Recent changes in Ohio Law (HB 190 – FY 2008) have delineated educator conduct expectations and consequences for violation in detail. Room here does not permit a full listing, but every staff member should become familiar with this legislation (It can be accessed via the ODE website.). Among the key points:

Conduct unbecoming to the profession includes (in part):

1. Violating laws (other than traffic laws) even though no charges resulted.
2. Disparaging a colleague in a professional setting.
3. Violating the security of state or federal standardized tests.
4. Using technology to host or post improper or inappropriate material.
5. Using inappropriate language, gestures or signs (racial slurs, lewd or lascivious)
6. Failure to provide appropriate supervision of students.
7. Using technology to promote inappropriate communication with students.
8. Posting inappropriate and confidential comments, names, pictures, etc. on social media including but not limited to Facebook, Twitter, Insta-Gram and SnapChat is not permitted.
9. All publicity must go through the district website or get administrative approval.

### **TELEPHONE/PERSONAL CELL PHONES**

The telephones in the offices are intended for business use. Please do not tie up these lines with personal calls. Please use the telephones that are in the classrooms and the teacher's lounge as much as possible. Each teacher is to check voicemail daily. Classroom phones are not to be used for outside calls during instruction time or by students at any time.

Teachers should be sensitive to use of their own personal cell phones:

1. **Never** use a cell phone during instructional time; this includes texting.
2. Please remove yourself to a workroom or other area free from students before you use a cell phone during prep or break time.
3. Never offer your cell phone to a student during an "emergency." Ask the student to get permission to use the office phone.
4. Telephone use, including calls to or from a personal cell phone, is not to take place during class time. Please inform spouses, other family members, businesses, doctor offices, etc. that their phone calls to the building will be forwarded to your voicemail and that your class will not be interrupted for phone calls.
5. For your own protection, do not text or call students with your personal cell phone.

### **TELEPHONE MESSAGES**

If a telephone call is an emergency (family illness, accident, fire, etc.), the teacher will be called to the telephone immediately.

### **VISITORS**

No student visitors will be permitted to attend classes unless prior arrangements have been made and possess written approvals from the classroom teacher and principal.

## ***INSTRUCTIONAL ISSUES***

### **ASSESSMENTS**

Assessments administered in the classrooms should be aligned with the state standards to prove achievement on statewide tests. Assessments should be created to measure what students are

expected to know and be able to do according to the grade level academic content standards. In addition, assessments should be reflective of the pacing charts.

### **ASSESSMENT ADMINISTRATION**

For the greatest accuracy in results when administering district and state assessments, consistency in the administration process is essential. Mandatory State Testing Administration is required each year to those teachers administering the state mandated tests.

### **ABSENCES AND TARDINESS - STUDENT**

Refer to the Student Handbook for more information

The Ohio Revised Code addresses compulsory school attendance for students under age 18 in the State of Ohio (section 3321.04), as mandated by Senate Bill 410. The statute requires parents to cooperate with school officials in resolving truancy problems. Failure to attend school and failure on the part of the parents to send students to school may result in juvenile court prosecution (section 3321.19). Students and parents are asked to fully comply with school officials with regard to student attendance to prevent the necessity of court intervention.

Parents are required to notify the school when their child(ren) are absent. If parents do not notify the school, the school is required to notify the parents by telephone. For convenience, a telephone answering service has been installed at school, so parents may call before or after school hours. When calling in a student absence, please state your name, the student's name, your phone number, and the reason for the student's absence.

Reasons for which students may be excused include, but are not limited to:

1. personal illness of the student;
2. illness in the student's family;
3. death in the family;
4. religious reasons

### **CURRICULUM EMPHASIS**

Our primary emphasis is to teach the students. The curriculum we will teach is the grade level appropriate Ohio content standards, as directed by our locally developed pacing charts in reading, mathematics, science, and social studies.

### **COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY & AGREEMENT**

The Amanda-Clearcreek Local School District is pleased to make available to staff access to the District network and to the internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the School District to be able to continue to make its computer network and internet access available, all staff members must take responsibility for appropriate and lawful use of this access. All members must understand that misuse of the network and internet access may jeopardize their ability to enjoy such access.

The School District cannot provide access to any staff member who fails to sign and submit the Policy and Agreement as directed with the proper signature. Upon reviewing, signing, and returning the Policy and Agreement, the staff member will be given the opportunity to use the network and access the internet at Amanda-Clearcreek.

### **EDUCATIONAL TELEVISION**

As with any teaching aid, staff members must carefully plan the use of audio-visuals into their lesson plans. All DVDs/media should be directly tied to Ohio-content standards for that grade level. Any program is to be screened by the staff member prior to showing it to students. Schedule the showing of a DVD through the media retrieval system. Any program and/or movie that has a rating more than G needs to have prior parent permission.

### **GRADEBOOK AND SEATING CHART**

Grades are to be posted in the Progress Book within one week after the assignment was due. Current seating charts should also be available.

### **GRADING PERIOD**

Report cards will be issued four times each year. Teachers are encouraged to communicate with the home more frequently when student performance is not meeting expectations based on the student's ability. All grade cards will be computer generated.

### **GRADING PHILOSOPHY**

Grading and reporting are methods of communication between the school and the home. It is assumed that each child is an individual and is, therefore, different from all other children. Methods of grading should include the student's achievement in respect to their ability, their progress in relationship to standards of expectancy and effort in a given grade level or subject area. This is determined by teacher observation, records, student work samples, and the results of educational measurements.

Each child shall be given an opportunity to achieve success through assignment to ability level groupings. Marks should be assigned on the basis of the student's capabilities, progress, and performance. In instances where the student's achievement levels are below grade level expected for a child of similar chronological age, the teacher has the responsibility to clearly report the child's functioning level and to clarify the relationship between the grade and below grade level achievement.

### **GUIDANCE PROGRAM**

The guidance counselor is available to help students, teachers, and parents through individual and group guidance activities, as well as whole group instruction. The guidance counselor is also a member of the Response to Intervention team.

### **INNOVATION**

Educational innovation is a responsibility for all people in education. Students benefit from new attempts to help them learn. Academic freedom carries responsibilities. Academic freedom does not mean "anything goes."

Educational innovation is a must to keep education exciting and enjoyable. Carefully consider any possible innovations. If innovations require major changes in the curriculum, the district's Curriculum Council should be consulted before changes are made.

### **PROMOTION AND RETENTION OF K-8 STUDENTS**

(Board policy IKE) revised 12-9-2006

The promotion of each student is determined individually. The decision to promote or retain a student is made on the basis of the following factors. The teacher takes into consideration: reading skill, mental ability, age, physical maturity, emotional and social development, social issues, home conditions, and grade average.

Promotion procedures demand continuous analysis and study of the cumulative student case history records. Administrative guidelines must be developed and reviewed and may include the following elements.

1. A student receiving passing grades in the core courses is promoted.
2. A student having failing grades in the core courses at the end of each year is evaluated by the teachers, guidance counselor, and principal for placement.
3. No conditional promotions are permitted.
4. A student having failing grades may be assigned to the next higher grade with discretion only with approval of the principal.
5. No student having passing grades, "D" or above, throughout the year is failed.
6. No student should be retained more than twice in the elementary grades, kindergarten through eighth grade.
7. Documentary and anecdotal evidence should be available to justify retention. All students being considered for retention must be in the RTI process.

Any student who is truant for more than 10% of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade is retained unless the student's principal and the teachers of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

"Academically prepared," means that the principal, in consultation with the student's teacher(s), has reviewed the student's work and records and has concluded that, in his/her judgment as a professional educator, the student is capable of progressing through and successfully completing work at the next grade level.

Beginning with students who enter third grade in the 2013/2014 school year, any student, unless excused from taking the third-grade reading assessment under Ohio Revised Code Section (RC) 3301.0711, who does not attain at least the equivalent level of achievement as required by RC 3301.0710 on the assessment, is not promoted to fourth grade unless one of the following applies:

1. The student is a limited English proficient student who has been enrolled in United States schools for less than three full school years and has had less than three years of instruction in an English as a second language program.
2. The student is a child with a disability entitled to special education and related services under RC 3323 and the student's Individualized Education Program (IEP) exempts the student from retention under this division.

3. The student demonstrates an acceptable level of performance on an alternative standardized reading assessment as determined by the Ohio Department of Education.
4. All of the following apply:
  - a. The student is a child with a disability entitled to special education and related services under RC 3323.
    - b. The student has taken the third grade English language arts achievement assessment prescribed under RC 3301.0710.
    - c. The student's IEP or 504 plan shows that the student has received intensive remediation in reading for two school years but still demonstrates a deficiency in reading.
  - d. The student previously was retained in any of grades kindergarten to three.
5. The student received intensive remediation for reading for two school years but still demonstrates a deficiency in reading and was previously retained in any of grades kindergarten to three. Students promoted under this section continue to receive intensive reading instruction in grade four. The instruction includes an altered instructional day that includes specialized diagnostic information and specific research-based reading strategies for the student that have been successful in improving reading among low-performing readers.

Intervention services are offered to students who are not making satisfactory progress toward the attainment of the statewide academic standards for their grade level.

Any student who has been retained because of results on the third grade English language assessment and who demonstrates during the academic year that he/she now is reading at or above grade level is promoted to the fourth grade pursuant to the District-level midyear promotion policy.

#### **RESPONSE TO INTERVENTION TEAM (RTI)**

The concept of the Response to Intervention model is to provide educators with an additional tool(s) after classroom interventions have been tried and results documented for learning needs of at-risk students. Through this school-based problem-solving group, building personnel work together to identify intervention strategies and seek creative ways to maximize the use of available resources. RTIs will be held during the course of the school day.

Core team members may include but are not limited to the following personnel: principal, psychologist, speech pathologist, guidance counselor, referring teacher(s), parent(s)/guardian of student, and possibly the student.

Responsibilities of certain team members are the following:

**Principal** - facilitates all RTI meetings, handles case referral, sets case priorities, notifies members, and parents of the meetings, shares the monitoring responsibilities, may serve as recorder.

**Referring Teacher(s)** - brings student data, provides student work examples and other information which may be relevant, monitors follow-up.

**Parent/Guardian** - shares relevant information, participates in brainstorming solutions, monitors student's progress.

**All Team Members** - punctual in attending RTI meeting, contributes in brainstorming possible intervention strategies, completes the RTI process/report in a constructive and timely manner, remain confidential.

Students being considered for retention shall have been referred to the RTI prior to the retention determination.

### **LESSON PLANS**

Quality planning is driven by assessment data, promotes student learning, uses proven best instructional practices, and reduces classroom discipline problems.

Teachers' lesson plans must contain the standard/indicator that will be taught and how it will be taught as well what assessment will be used to measure learning. Lesson plans should be visible on the teachers' desks. Lesson plans will be checked at the discretion of the administrator.

### **MINORITY STUDIES**

When we are a member of a large group, we sometimes forget about those individuals who are diverse. In your curriculum, plan activities to discuss the viewpoints of all groups to help students understand the relationship of minority groups to the majority. Biased statements do not help develop factual knowledge.

### **OBSERVATION – CLASSROOM**

During the year, classroom observations will be conducted according to the negotiated agreement for the purpose of recommendation for contract renewal. Walk-throughs are part of the principal's everyday visibility in classrooms, providing the principal with a wealth of information as the instructional leader, providing information for parent conferences, and are a basis for reflective discussion of instructional practices and building wide trends. All data collected for any staff member may be examined by that staff member at any time.

### **SUBSTITUTE FOLDER**

Please keep a folder with a current classroom seating chart, attendance procedures, a teacher's guide with useful information and an alternative lesson the substitute may use in the event materials for your daily lessons are not accessible. Also, to be included in the substitute folder is the "Emergency Quick Reference Sheet for Substitutes," attachment #1.

### **DUTY SCHEDULE**

Duties will be assigned by the principal. The principal will make every opportunity to assign duties equitably. Being prompt to all duties on all days is expected.

## ***DISCIPLINE***

### **DISCIPLINE PLAN**

To have building-wide consistency of expectations for student conduct, consistent, written expectations and consequences must:

- be posted and reviewed in the classroom,
- be reinforced from the office and
- be communicated to the parents.

Time spent in the first 10-15 days of school discussing student behavior, social skills, classroom conduct, and our school's expectations is not wasted time. The Discipline Plan will include use of progressive discipline.

## **DUE PROCESS**

Procedural due process is only required by law in cases of discipline and expulsion. It is always a good idea to practice “procedural due process” in all discipline cases. Children should always know of what they are being accused of and have the opportunity to respond to the charges.

Procedural due process requires prior knowledge (a posted discipline code), notice of their offense (accusation), and the opportunity to respond. Procedural due process does not require the confrontation or cross examination of witnesses. If a discrepancy between the accusation and the child’s response exists, the principal or teacher should check further by privately interviewing witnesses. Once the principal or teacher is satisfied they know the “truth,” they may proceed to execute judgment and exact discipline if it is deserved.

## **PARENTAL INVOLVEMENT**

Parents must be involved at an early stage in their child’s conduct problem. Teachers should seek more information about the student’s behavior at home to determine if there may be “triggers” to problem behavior. Regardless of the parent’s response to a report of observed behavior at school, they must be made aware of what the next step in the discipline plan is- behavior plan, the office referral. Any parent conference notes intended to become “public record” should be signed by the parent and a copy given to them.

## **STUDENT SEARCHES**

Under the United States Constitution, a child is a “person” and cannot be subjected to unreasonable searches. A search should only be conducted if “reasonable suspicion” exists that the child is concealing contraband or dangerous or stolen property. “Strip searches” are not to be conducted. Children may be required to empty pockets, remove shoes, and loosen clothing and things of that nature. Searches should be witnessed and documented. Staff members should not physically touch or “handle” the child during the search. The principal will be involved in all searches.

## **DISCIPLINE AND EXPULSION**

Teachers do not have the authority to discipline students from school. Teachers may remove students from curricular activities under their supervision. This removal is limited to the time it takes the principal to reach a decision to discipline or reinstate.

Only the superintendent or principal may discipline for a period of time not to exceed ten days. Only the superintendent may expel a student.

The superintendent or principal must give written notice of intention to discipline and the reasons why to the student.

The student must have an opportunity to appear at an informal hearing before the principal, superintendent or his designee, and has the right to challenge reasons for the intended discipline or otherwise explain his actions.

Within 24 hours the parents, guardian, or custodian of the pupil and the Board of Education Treasurer and Superintendent are to be notified of the discipline; the right of the pupil or parent to appeal to the Board of Education or its designee; the right to be represented at the appeal; and to request the hearing on appeal to be held in executive session.

Successive discipline of a student with a disability may indicate a need to change the IEP. Students with disabilities may not be expelled for behavior resulting from their disability. Their IEP must be changed.

### ***STUDENTS WITH DISABILITIES***

#### **STANDARDS BASED LEARNING FOR ALL STUDENTS**

The purpose is to protect the rights of all students, at risk and typical, to a standards based education and have all identified students educated in the least restrictive environment (LRE).

#### **IMPORTANCE OF FOLLOWING THE IEP**

The Individual Educational Plan (IEP) is a legal document and must be followed. Locate, review, and know what is involved in each student's IEP as offered on Progress Book.

A copy of every student IEP will be kept in the administrative office Special Education file.

Psychological test results (MFE) are found in the Special Education file, also. Due to the confidentiality of an IEP, any teacher reviewing an MFE/IEP file must sign the Teacher Access to IEP form in the front of each file folder.

### ***FIRST AID/CLINIC/NURSING***

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. If possible, all medication should be given by the parent(s) at home. If this is not possible, it is done in compliance with the following.

All medications to be administered at school must be brought to school, and if necessary, picked up at school, by the parent. At no time is the student to have medication on his/her person, with the exception of inhalers and epinephrine auto-injectors as noted below.

1. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensing of medications. The drug must be received in the labeled container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
2. Written permission must be received from the parent(s) of the student requesting that the school nurse or an appropriate person comply with the physician's order.
3. The school nurse or other designated individual must receive and retain a statement which complies with Ohio law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.
4. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
5. No employee who is authorized by the Board to administer a prescribed drug and Who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."
6. No person employed by the Board is required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

### **INHALERS FOR ASTHMA**

Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant.

In order for a student to possess the inhaler, he/she must have written approval from the student's physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

### **EPINEPHRINE AUTO-INJECTORS**

Students are permitted to carry and use an epinephrine auto-injector (epi-pen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an epi-pen extends to any activity, event or program sponsored by the student's school or activity, event or program in which the school participates.

Student possession of an epi-pen is permitted only if the student has written approval from the prescriber of the medication, and, if a minor, from his/her parents. Written approval must be on file with the principal and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student.

The grandparent of a child attending school under a grandparent power of attorney or caretaker authorization affidavit may complete the written approval for the student to possess and use epinephrine auto-injectors.

### **ILLNESS AT SCHOOL**

It is usually the best idea to have sick children taken home by their parents. The care of sick children is not a school responsibility. The emergency medical form should provide information of how to reach the parents during the school day or provide information about someone who will care for the sick child if parents are not available. Teachers should send students to the office if they are ill or injured. The office/nurse will contact the parents to pick up their child at school.

### **INJURY/FIRST-AID**

The office should be notified of any injuries as soon as possible. Staff members should complete an injury form and return the form to the office the day of the injury.

### **LIFE THREATENING CONDITIONS**

If a life threatening condition occurs, use the most skilled person immediately available. You should do what you think a reasonable person would do to save the student's life. You are protected by the "Good Samaritan Law" (ORC 2305.23). As soon as possible, notify the office to get professional emergency help. Follow the School Safety Plan, page 25.

### **SELF-MEDICATION**

Students are not authorized to self-medicate. They are prohibited to possess medication. This policy helps to avoid problems of "look-alike" drugs, passing or selling pills to their friends.

## **RECORDS**

An Educational Record to which parents have access is any kind of file, stored in any media (print, tape, film), which is maintained by the school or by a person acting for the school, and contains information directly relating to the student.

Parents cannot access records that are in the sole possession of the maker (i.e. the class grade book) or records of physicians, psychiatrists, psychologists, or other professional persons that are used in the treatment of eligible students.

All records that are to be part of the permanent record folder should pertain to the student's educational progress. Factual information should be used. Teacher comments should be supported by factual information rather than opinion.

Permanent student record folders are found in the office. Records are not to be removed from school premises. Teachers may work on student folders in their rooms, but the folders must be returned immediately when completed. Students are not to be allowed access to these folders.

### **CONFIDENTIAL MATERIAL**

All school records are confidential and come under the regulations of the "privacy act". Directory information includes name, address, phone number, age, weight, etc.

### **NON-CUSTODIAL PARENT ACCESS TO RECORDS**

The rights of a natural parent to their student's records does not change with a divorce or change in custody. The step-parent does not have access to the step-child's record unless the step-parent has adopted the child, the natural parent has given power of attorney, or the natural parent shows the record to the step-parent.

In parent conferences, a non-custodial parent has the right to a teacher conference unless prohibited by a court order. A step-parent does not have the right to a parent conference unless accompanied by the natural parent, has the power of attorney from the natural parent, or has adopted the child. During a parent conference involving a natural parent and a step-parent, the teacher should always show the records to the natural parents who then, in turn, may show the record to the step-parent.

### **PARENTS ACCESS TO RECORDS**

Any legally recognized natural parent has access to their child's record, unless those rights were lost through adoption, court order or the child reaching the age of maturity. The school must provide access to the child's record within a reasonable period of time.

Parents have the right:

- a. To be provided a list of the types of educational records which are maintained by school and are directly related to students.
- b. To inspect and review the contents of those records pertaining to their child.
- c. To obtain copies of those records, which may be at the expense of the parent of the eligible student (but not to exceed the actual cost to the school of reproducing such copies.)
- d. To a response from the institution to reasonable requests for explanations and interpretations of the student's records.
- e. To an opportunity for a hearing to challenge the contents of those records.

### **STUDENT REGISTRATION**

When a student enrolls, it is important to get information about the child's custody, special medical conditions, and allergies. Teachers should notify the office of any custody changes, impending divorce, change in residence, or new medical condition about which they become aware. The school office will register any new student in the Amanda-Clearcreek Schools.

### **TRANSFER OF RECORDS**

Students transferring to different schools will make a written request for grades to be transferred. The school will transfer records upon the request of another school. If school fees have not been paid, records will NOT be transferred to the school. A parent release is not necessary for teachers or other schools to access the student record.

### ***RELIGIOUS ISSUES IN THE SCHOOL***

The school cannot promote religion or religious points of view. While it is illegal to offer prayer in public school classrooms, a moment of silence or mediation is legal.

Schools may observe Christmas, Easter, Halloween and other "traditional holidays." The normal decorations, activities, and observances associated with these holidays are appropriate. Staff members are encouraged to include cultural and ethnic understandings as learning experience associated with these holidays.

Parents who object to their child observing holidays or saying the Pledge of Allegiance on religious grounds should submit a written statement to that effect. In such cases, these children may be excused from the activity in a manner that draws as little attention as possible to the situation. Parents who object to such activities do not have the right to deny the activity or observances to other children.

### ***SAFETY***

#### **SAFE SCHOOLS:**

All Amanda-Clearcreek staff members are required to complete Safe School compliance trainings from year to year. Assigned modules will be released each school year.

#### **SCHOOL SAFETY PLAN**

The school safety plan covers the procedures to identify students "at-risk" of committing violent acts, responses in crisis situations (fire, explosions, bomb threats, severe weather, chemical-toxic spills/vapors, biological, chemical, nuclear or radiological attack, student disturbance, school intruder, weapon, hostage situations, custody disputes, runaways abductions, medical emergencies, blood borne pathogens- communicable disease control, death/suicide), planning prior to a field trip, and crisis assessment.

#### **SECURITY AND LOCKED CLASSROOM DOORS**

In order to improve security, K-12 policy is that all classroom doors will remain locked and closed during classroom hours. When the door is closed, the window glass in the door should be free of obstructions (unless a lock-down drill is in effect. All classroom door windows will be provided with a simple curtain for this purpose.)

### **CHILD ABUSE SUSPECTED**

Staff members are mandated reporters to report children who have suspicious bruises, marks, or injuries to Fairfield County Family and Children's Services (740-653-4060). The law requires that all suspected cases of child abuse be reported by the teacher or staff member who suspects the abuse. Please report your suspicions to the office also. Children who show a marked change in behavior or demeanor without reason a staff member is aware of, should prompt a phone call home.

### **CHILDREN MOVING EQUIPMENT**

Children are not to be used to moving equipment such as pianos, TV carts, and audio visual equipment.

### **EARLY DISMISSAL**- unexpected

The school district publicly announces unexpected early dismissals on several radio and television stations. Staff members will be notified by the building administrator. Parents should identify teachers, neighbors, relatives, or baby-sitters who will supervise their children if they are not available in an early dismissal situation. The school office should have this information on file. It is the combined responsibility of school staff, acting "*in loco parentis*" to get every child to a safe place, as designated by the parent.

### **EQUIPMENT**

All teachers should report any broken or dangerous classroom equipment to the office immediately and take such equipment out of service. All proper environmental procedures are to be followed for disposal of equipment.

### **FIELD TRIPS**

School buses are the best and safest way to transport students on field trips. Permission slips are to be signed by the parent or guardian. The slip should indicate the parent's acknowledgment of the nature of the activity and the nature of the supervision that will be provided.

The permission slips do not remove any liability from the teacher. They merely establish with the parent that the child will be away from the school and describe the nature and date of the event.

Parents have the right to deny participation. Only students whose parents have signed permission slips will be permitted to participate in such activities.

Students must go to and from the field trip via the school bus.

### **FIRE ESCAPE INSTRUCTIONS**

All rooms are to have a map of where they are to go when a fire alarm is sounded. Window breaks in all classrooms, and ladders in all 2<sup>nd</sup> floor classrooms have been provided if no escape routes are accessible. After exiting the building, teachers are to account for all students by taking a roll call and complete the required drill form. Any unaccounted for student(s) are to be reported to the school secretary or designated person immediately. The principal or designated person in authority will signal to teachers when they may enter the building with their respective students.

### **PLAYGROUND EQUIPMENT**

Playground equipment will be carefully inspected each month by the maintenance department for worn or broken parts, loose bolts, etc. and appropriate repairs made. Teachers should report any defective playground equipment to the office immediately. Maintenance will then be notified to inspect and repair any defects.

### **SUSPICIOUS PERSONS LOITERING NEAR SCHOOL PROPERTY**

All school employees should report suspicious persons loitering near the school property. Such persons will be confronted by the principal or reported to the police.

### **TORNADO STORM PROCEDURE**

All rooms are to have a map of where they are to go when a tornado drill alarm is sounded. In case of a tornado or major storm coming within visual sight of our building, or an official warning is received from proper authorities, the following procedures are to be followed:

1. It will be announced over the P.A. that we are having a storm drill.
2. Teachers are to take their students to the designated area, with each student sitting with their back to the wall and knees pulled up to their chest. It is optional to use a book over the student's head. (NO TALKING)

### **VOLUNTEERS/VISITORS/STRANGERS IN THE BUILDING**

All individuals, other than staff, are to report to the office to sign in and receive a badge to be worn while in the building. All individuals not wearing a badge are to be referred immediately to the office.

If a violent adult invades the building, staff members should immediately notify the office by whatever means necessary. A fellow staff member should be asked to be present to observe the classroom and to support the teacher. Staff members closest to the area of the violent adult will be asked to help with the person until the building administrator or law enforcement can arrive.

After notifying the office, the staff member's responsibility is to protect themselves and their students.

## ***SUPERVISION OF STUDENTS***

The doctrines of "in loco parentis" and "duty of care" apply to school supervision. Under these doctrines the parents have the right to expect that the teacher will protect their child as well as the teacher would protect her/his own child.

### **ARRIVAL AND DISMISSAL TIMES**

Refer to student handbook

### **GENERAL SUPERVISION REQUIREMENTS**

Children must be under adult supervision at all times. There must never be a time when a child's whereabouts is unknown. Supervision must be adequate to identify dangerous behavior and stop it as soon as it occurs. Teachers are to supervise the conduct of children at all times in the building and on the school grounds to enforce those rules and regulations necessary for their protection. Classroom rules and directives must be stated in language appropriate to the age and ability of the students. Special rules may be necessary for physically, mentally, or emotionally handicapped students.

### **RELEASING STUDENTS DURING SCHOOL HOURS**

All students released during the day must check out in the office. The office staff will make a positive identification of the adult checking the child out. If the adult is not the parent, the office staff must have the parent's approval to release the child to the person present. The adult checking the child out must sign for the child's release. Any changes to the early release of a student must be made in writing by noon of the day of the early release.

### **SUPERVISION TO AND FROM SCHOOL**

The school is directly responsible for supervision of students while they are on school property. It is the school's responsibility to ensure that each child goes home in compliance with parent expectations. Once they leave school property as parents expect, supervision becomes the responsibility of the parents.

The school may wish to become involved in disciplining students for misbehavior to and from school if the school feels that the misbehavior will affect the school program. Generally, misbehavior that occurs off school property is a law enforcement matter. The school can treat it as such after considering the public relations impact.

## ***BUS INFORMATION***

### **BUS COMPOUND INFORMATION**

The hours are 5:30 AM to 5:00 PM Monday through Friday. All visitors (relatives, Family, etc.) must report to the office prior to entering the lot. No employees on the compound after 6:00pm, without permission from management.

### **TRANSPORTATION COMPOUND DRIVING AND PARKING PROCEDURES**

- Speed Limit is 5 mph in the lot.
- School buses are parked at the compound in ASSIGNED areas at all times.
- Follow the established traffic flow.
- School buses backing in the compound always have the right of way. Backing drivers are asked to use extreme caution

#### **No Exceptions to the following rules:**

All privately owned vehicles should be parked on the eastside of building or in student parking a lot. Always park inside the gate when taking a night or weekend field trip.

No parking in front of garage doors unless directed by a mechanic or supervisor.

There is no parking in a NO PARKING ZONE. (Street side of building).

### **DRESS CODE**

In addition to the dress code in Section I of this handbook, school bus drivers must adhere to the following:

1. Wear shoes that fit securely. Shoes must be secured at the heel. (Strap around the heel).

### **JOB REQUIREMENTS**

#### **Reporting Traffic Violations**

School Bus drivers must report and submit a copy of all moving violations to a Supervisor in the

Transportation Department within five (5) days of the violation (s).

### **SCHOOL BUS DRIVER CERTIFICATE**

All school bus drivers receive a School Bus Driver Certificate at the beginning of each school year. Certificate shall be posted on the inside of each driver's school bus. Substitute school bus drivers should carry their certificate with them at all times when operating a school bus for Amanda-Clearcreek Schools.

### **PHYSICAL EXAMINATION**

All school bus drivers are required to have a physical examination before the start of each school year. The Physical Examination form must be completed by the physician provided by Amanda-Clearcreek Schools. Once the physical examination is complete the form will be mailed by the physician to the Transportation Department.

### **JOB EVALUATIONS**

All new hires are on a 65 Day (scheduled workdays), probationary period. During this time new hires will be evaluated in all areas of their job performance.

After the initial year of employment, all employees shall be evaluated at least once every two- (2) years but may occur more often as circumstances require.

### **JOB QUALIFICATIONS**

The school bus driver is a very important link in the educational chain. The school bus driver is responsible for the safe and orderly transportation of students to and from school in a timely manner.

### **YEARLY IN-SERVICE**

According to the Ohio Pre-service School bus driver training manual, every driver and aide must attend the 4 hour yearly in-service meeting.

### **CARE OF THE SCHOOL BUS**

School bus drivers will not modify the bus in any way. This includes the posting of pictures, decals, and magnets.

- Drivers must check their bus for vandalism or articles left on the school bus at the end of each trip.
- The bus empty sign is to be hung in the top left back window when parked on the lot, and/or on field trips.
- School bus drivers are to close all windows at the end of each workday.
- Drivers are paid 1/2hr. per day for pre-trip and clean up and 15 minutes per day for unforeseen issues.
- *You are required to keep your bus clean at all times, which includes sweeping your bus daily and emptying trash as required. Do not sweep trash out the school bus door onto the ground.*
- All drivers are to wash the assigned bus once a month from Sept. thru April and a 15 min. A mechanical check must be done before washing.
- All oil changes and mechanical problems are to be reported immediately via online form. Mechanical issue is to be performed by mechanic unless directed otherwise.
- Drivers will have an end of the year cleaning. Buses are to be washed inside ceilings, seats, floors, cleanout all seats

## **EQUIPMENT AND CARE**

At the beginning of the school year, all school bus drivers must ensure that their school bus has a broom and trash can secured on the bus, equipment for which they are responsible throughout the school year.

## **PRE-TRIP INSPECTIONS**

According to the Ohio Pre-Service Bus driver Training Manual, A daily pre-trip is to be performed. A weekly School Bus Inspection form will be provided by the Transportation Department, filled out daily by the school bus driver, and returned to the office box, every Friday, or their last working day of each week.

School bus drivers should arrive at the storage compound 15 minutes prior to their scheduled departure time. This will allow enough time to check his/her box for messages, do the pre-trip inspection, warm up the bus for a minimum of five (5) minutes, maximum of ten (10) minutes, and to start your route on time.

## **ROUTE SHEETS**

- School bus drivers are responsible for keeping their bus routes up to date at all times. All changes must be submitted to the supervisor for update in a timely manner. Route sheets must be in plastic sleeves and should be stored in a visible area on the bus.
- A Transportation supervisor must approve all newly added bus stops. School Bus Drivers are to make designated stops only.
- If your school has designated parking for school buses, please note your parking spot on your route.
- It is required that the school bus drivers have a designated helper on each route. The designated helper should be identified on the route sheet.

## **STARTING PROCEDURES (WINTER OPERATION)**

The Transportation Department will determine when winter operations will take effect. Drivers will be required to plug in the engine block heaters daily during winter operation.

Prior to starting your bus make sure the engine stop is pushed all the way in and that the gearshift is in neutral.

1. Engine heaters – drivers must turn off the outlet and unplug the engine heaters prior to starting the bus.
2. Extension cords must be rolled up with the plug hanging down when not in use.

## **WARM-UP PROCEDURES**

Minimum: There is a minimum warm-up time of five (5) minutes for diesel buses.

Maximum: There is a maximum warm-up time of ten (10) minutes for diesel buses.

Buses are to remain OFF during unloading and loading of students at school.

\*\* The only exception to this is while a wheelchair lift is in operation \*\*

## **STROBE LIGHT PROCEDURES**

A white flashing strobe light, individually switched, may be used when unfavorable atmospheric conditions or time of day limit visibility (i.e., fog, rain, snow, and darkness.)

It is Amanda Clearcreek Schools Transportation Policy for all school buses to be driven with the headlights on for safety reasons.

### **RADIO USAGE**

*Please keep all radio communication to official school business.*

School bus drivers should turn on their two-way radios, *and leave them on*, at the beginning of the school year. The radios should only be turned off during summer, Christmas, and Spring break. Proper radio usage is essential in order to maintain safety and efficiency. Use the radio for emergency purposes only. At no time should personal messages be conveyed.

All radio communications will be directed through the base. The only exceptions are shuttle buses announcing departures, late buses that have shuttle students and field trip school buses on the same field trip.

### **GENERAL RULES - BUS**

- The use of tobacco/chewing tobacco, and non-prescribed drugs and the use and possession of alcohol is prohibited on the school bus. There is no smoking on school property.
- The driver shall use the established route and **make stops only at points designated** by the school bus owner or the administrator who is authorized to designate such stops. All routes must be run in the direction on the route sheet. If for any reason you must change direction you must notify your supervisor for permission.
- The driver shall operate the bus on the approved time schedule and shall wait for pupils if ahead of schedule.
- Firearms, ammunition, weapons, explosives or other dangerous materials or objects are prohibited on school buses. Animals are also prohibited, with the exception of those intended for special needs assistance.
- All buses shall be kept clean on the inside and on the outside. Front and rear windows, lights and mirrors should be clean and all markings clearly visible.
- The following equipment may be installed in a school bus: broom, snow brush, ice scraper, and trash container. All equipment must be properly secured.
- All buses shall be equipped with emergency assistance cards, which list three telephone numbers to call. The cards shall provide space for describing the location of the school bus and the type of emergency.
- The school bus driver shall use the seat belt restraint properly whenever the school bus is in motion.
- The use of Cell Phones while driving a school bus is prohibited.
- Any driver using a spare bus must clean, fuel and complete and turn in the Spare Bus form.
- No turnaround in private drives without the owner's authorization and your supervisor's permission.
- Equipment such as music instruments, athletic uniforms, etc., which cannot be held by passengers in their seats, shall be stored in an available seat. Please contact a supervisor if you have large items that cannot be contained in a Seat, for approval. At no time is equipment to be stored in the center aisle. When it is necessary to transport such equipment concurrently with pupils, space shall be provided to comply with this rule without having standees in the bus.

Equipment required in the assistance of preschool and special needs children shall be safely and properly secured. A clear aisle to the exit door must be maintained at all times.

- Maximum hours. The school bus driver shall operate the bus for not more than ten hours in any twenty-four hour period. Operation means on-road driving. Layover time does not count as operating time.
- Fueling
  1. Buses shall not be fueled while the engine is running
  2. Smoking shall not be permitted while fueling.
  3. Buses shall not be fueled with pupils on board.
  4. Buses must maintain at least a ½ tank of Fuel at all times.
  5. While buses are being fueled, the driver must hold the fuel nozzle during fueling of the bus.
- Authorized passengers are only allowed to ride the school bus; authorized passengers are all Administrators, parents of Head start students and Chaperones on Field trips.
- *School bus drivers are not permitted to use a school bus for personal reasons.*
- **All school buses are to be parked in their assigned parking spots at the storage compound when not in use.**

### **STUDENT STOP PROCEDURES**

#### **NO STUDENTS SHALL BE LEFT ON ANY SCHOOL BUS UNATTENDED.**

The school bus driver should instruct the students at the start of the school year to observe the following rules:

1. Students should arrive at their designated stop 5 minutes before the scheduled pick up time.
2. Students should form a line away from the edge of the street before the bus arrives.
3. Students that cross the street must not do so until the driver motions for the students to cross. Instruct students to look in both directions while crossing.
4. Students should cross 10 feet in front of the bus.

### **DESIGNATION OF SCHOOL BUS STOPS**

It shall be the responsibility of the superintendent or designee to determine the location of all school bus stops which shall be approved annually by the district's board of education as an integral part of the school bus routing plan within ten days following the opening of school. Authority to designate or relocate subsequent school bus stops may be delegated by the Board of Education to the superintendent or designee.

### **SCHOOL BUS STOP LOCATION**

1. School bus stop locations shall provide for the maximum safety of pupils giving consideration to distance from residence, traffic volume, physical characteristics, and visibility and weather conditions.
2. School bus stops shall be established on the residence side of all four-lane highways and on the residence side of other roadways posing potential hazards to students as determined by the school bus owners.
3. School bus stops shall be located at a distance from the crest of a hill or curve to allow motorists traveling at the posted speed to stop within sight distance. If the line of sight is less than five hundred feet in either direction, an approved "school bus stop ahead" sign shall be installed at least five hundred (500) feet in advance of the school bus stop.

4. School bus stops shall be located at a distance from the crest of a hill or curve to allow motorists traveling at the posted speed to stop within sight distance. If the line of sight is less than five hundred feet in either direction, an approved "school bus stop ahead" sign shall be installed at least five hundred (500) feet in advance of the school bus stop.
5. Each pupil shall be assigned and required to use a specific school bus stop except in unusual circumstances as approved by the school bus owner or designee.
6. Each pupil shall be assigned a residence side designated place of safety. Drivers must account for each pupil at a designated place of safety before leaving. Pupils are not to proceed to their residence until the school bus has departed.

Each bus shall have a detailed route sheet on board which shall include:

- a. Directions to designated school bus stops.
- b. Time schedule
- c. Designated stop
- d. Driver-designated place of safety
- e. Number of people at stop location and residence side

Follow all school bus stop procedures according to Ohio Pre-Service School Bus Driver Manual.

### **HELPFUL REMINDERS**

- School bus drivers must remain on the bus when students are loading or unloading.
- The school bus driver is the only person to operate the service door.
- When loading or unloading students on school property, warning lights are not used.
- School buses are not permitted to back up on school property.
- When loading or unloading off school property, park on the same side of the street as the school. Warning lights are not to be used when the bus is off the traveled portion of the adjoining school property.
- Students must be evenly distributed on the school bus. Students cannot all be seated in the back or on one side of the bus.
- Never "crack" the service door to activate the red warning lights while the bus is moving.
- No students may cross a four-lane road to get to a stop.
- Visibility should be at least 500 feet to the front and rear at each stop.
- Do not block crosswalks at schools when dropping off or picking up students.
- Do not signal other vehicles to go around school buses or through intersections
- Students are not to help with wheelchair tie downs or operate lift

### **RAILROAD CROSSING PROCEDURES**

If the railroad signals are *flashing and* there is *no train*, the following procedures must be followed:

1. The driver should notify the base for assistance.
2. If the crossing is equipped with gates, the driver should not cross when the gates are down. It may be necessary to find an alternate route.
3. If the driver must cross the tracks they must wait for assistance from a representative from the Railroad or a Law enforcement officer

### **PROCEDURES ON SCHOOL PROPERTY**

Students should be loaded and unloaded on school property whenever possible. If this is not possible, buses must park on the side of the street closest to the school and turn on your student Red lights; however, the school bus must face the legal direction of traffic for that particular street.

School bus drivers must follow the following procedures while on school property:

1. Remain on the school bus while students are loading and unloading.
2. Buses should park approximately three (3) feet apart if nose to tail.
3. Students must remain seated until the bus comes to a complete stop.
4. Turn the engine off.
  - a. Unloading – unload seat by seat, beginning with seat #1. Students should remain seated until it is their turn to unload. *Do not move* the school bus until all students have reached a place of safety.
  - b. Loading – *remain at the school until all students are in their assigned seats.*

Never back up on school property unless:

- a. *An emergency exists.*
  - b. *The driver receives help from another adult.*
5. Do not pass another bus while loading or unloading on school property unless:
- a. *It is a bus with mechanical or disciplinary problems. (The bus with the problem should move out of the flow of traffic and turn on hazards.)*
6. If you must pass according to the exceptions above, the driver should:
- a. Pull up so the front of the parked bus is visible
  - b. Check for crossing students
  - c. Proceed with caution

### **ACCIDENT PROCEDURES**

An accident is considered to have happened whenever AC property damage occurs with or to a school bus owned by Amanda-Clearcreek Schools. If a school bus is involved in an accident of any kind, the school bus driver must follow these procedures:

1. Radio base immediately for assistance. Give your exact location, whether or not there are any injuries and if you will need medical assistance.
2. Do not move the bus unless instructed to do so by a law enforcement officer or a supervisor in the Transportation Department.
3. Use any emergency equipment necessary. Flares should be placed in front, behind, and on the traffic side of the school bus. If the bus is positioned on an incline, place a flare at the top of the incline.
4. Reassure passengers and apply first aid as needed.
5. Collect all necessary data. This would include:
  - a. Names of all passengers.
  - b. Address of all passengers.
  - c. Telephone numbers of all passengers.
  - d. Birthdates and ages of all passengers.
  - e. Seat number of all passengers.
  - f. Exchange driver information with other vehicle operators involved.
  - g. Complete a Motor Vehicle Accident Report immediately once you return to the compound.

Students may not be released until given permission by a law enforcement officer.

Submit all reports pertaining to the accident to the Transportation Office on the day of the accident.

*NOTE: Disciplinary action will be taken if it is determined that the school bus operator was a contributing factor in the accident. Post accident drug/alcohol screening is required for all accidents.*

### **INJURY PROCEDURES (STUDENT)**

If a student is injured on the school bus, the school bus driver must call base on the two-way radio, requesting assistance if needed.

### **INJURY PROCEDURES (EMPLOYEE)**

If a school bus driver is injured while on the job, the school bus driver must follow the following procedures:

1. Report the injury or incident to your supervisor immediately and complete all necessary paperwork. Your supervisor will give you additional instructions as needed.
2. Your Workman's Compensation (WC) Coordinator can provide additional written or verbal instructions.
3. You may seek treatment from any provider. However, the provider must be Bureau Workman's Compensation (BWC), certified to receive payment from Care works.
4. Give your Managed Care Organization (MCO) Identification Card, provided by your supervisor, to the medical provider to ensure all bills and necessary documents are sent to the correct address.
5. Notify your employer and supervisor weekly of your medical condition.
6. Keep your Workman's Compensation Coordinator informed on the status of your injury.

### **ADVERSE WEATHER PROCEDURES**

In all adverse weather conditions, a school bus driver must remain calm and must use good judgment in determining what course of action to take. School bus drivers are required to travel all roads on the route unless instructed to do otherwise by an administrator in the Transportation Department. Drivers may alter their route if conditions prohibit travel on a road, provided all stops are made. If it is impossible to make a stop due to road conditions, drivers should contact the Transportation Office via radio for adverse weather conditions.

When operating a school bus in *ice, snow, fog, heavy rain, flooding, or a road blockage exists*, the school bus driver should follow these procedures:

1. Reduce speed and proceed with caution unless conditions prohibit travel.
2. Shift the bus into low gear if necessary.
3. Radio base if assistance is needed.

When operating a school bus in *blizzard conditions that prohibit travel*, the driver should follow these procedures:

1. Park the school bus as soon as possible in a safe location
2. Utilize any equipment that would add to the safety of the school bus. Strobe light, hazard light, etc.
3. Notify the base of your location on the two-way radio
4. Everyone must remain on the bus.
5. Resume the route as soon as weather conditions permit.

When a driver transporting students sights a tornado but the path of the tornado does not appear to be in the driver's path, the school bus driver should follow this procedure:

1. The school bus driver should contact the Transportation Office by radio to report the location of the tornado and the direction the tornado is traveling.

When a driver transporting students sights a tornado and the tornado appears to be in the driver's path, follow these procedures:

#### **RURAL AREAS**

1. Contact the Transportation Office by radio and report the school bus location and the driver's plan of action.
2. Evacuate the bus; take the first aid kit with you.
3. Direct students to a low section of ground such as a depression, ditch, ravine or embankment.
4. Once the danger has passed, check students for injuries and administer first aid if necessary.
5. Contact the Transportation Office for further instructions.

#### **URBAN AREAS**

1. Contact the Transportation Office by radio and report the bus location and the driver's plan of action.
2. Evacuate the bus; take the first aid kit.
3. Take the students to the nearest shelter.
4. Once the danger has passed, check students for injuries and administer first aid as necessary.
5. Contact the Transportation Office for further instructions.

To determine if a calamity day has been declared by the school district, the Transportation employee will follow these procedures:

1. Transportation employees should listen to a television or radio station for notification of school closings. The television stations are WCMH 4, WSYX 6, & WBNS 10. The radio stations are WLOH1320, WKKJ FM 93.3, WLYR 108, WMNI AM920, WBZX 99.7, WTDA FM, 103.9, WTVN AM 610, WNCI FM 97.9, WJFX FM105.7, WCOL FM 92.3, WZNW 1230, WSYN FM 94.5, WWCD 101.1, Lancaster-Eagle Gazette, WOSU news.
2. If the Transportation employee must leave home for work before the announcements are made, he/she should contact the Transportation office before departure.
3. *Transportation employees are not required to report to work on calamity days.*

When school is dismissed early due to inclement weather, the following procedures are utilized:

1. Drivers and aides are usually instructed to "stand by" if there is a possibility of an early dismissal.
2. Once an early dismissal has been called the Transportation Department calls the drivers to report to work.
3. The contact person calls the radio and television stations to announce the dismissal times for the schools.
4. School bus drivers should load and leave the schools as directed.

### **EMERGENCY EVACUATION PROCEDURES**

All school bus drivers are required to perform three (3) emergency evacuation drills each school year with each load of students on their regular route. The three ways to evacuate a school bus are:

1. All passengers exit through the front service door.
2. All passengers exit through the rear emergency door.
3. Passengers seated in the front half of the school bus exit through the front service door and passengers seated in the rear half of the school bus exit through the rear emergency exit door.

The Transportation Department in cooperation with each school shall schedule the emergency evacuation drills. The drills shall be held on school property when possible.

The school bus driver in an emergency evacuation must follow the following procedures:

1. Evacuations shall be conducted with the parking brake set, the ignition turned off, and the gear selector in neutral.
2. The school bus driver shall stay in the bus during the evacuation.
3. Students shall not take book bags, lunch boxes or any other personal belongings with them during evacuation.
4. Students shall assemble a safe distance, (100 feet), from the bus until the bus driver gives the students further instructions.

**NOTE:** Evacuation procedures for handicapped students may require modifications.

### **MECHANICAL BREAKDOWN PROCEDURES**

If a school bus driver encounters a mechanical breakdown that prohibits travel, the school bus driver should follow these procedures.

1. Contact the Transportation office by radio. The school bus driver will give the transportation office their location and a brief description of the problem.
2. Keep all students on the bus unless the bus is at the students designated stop. All students regularly unloading at that stop may get off.
3. Utilize any emergency equipment necessary.

### **PUPIL MANAGEMENT POLICIES– SEE ALSO STUDENT HANDBOOK**

It is the school bus driver's responsibility to maintain control of the students on the school bus. The school bus driver's ability in dealing positively and professionally with the students can affect the child for the remainder of the day. The important role the school bus driver plays should not be underestimated.

### **PUPIL SAFETY INSTRUCTIONS (OHIO REVISED CODE, SECTION 3301-83-09)**

1. Safety instructions shall be given to all regularly transported pupils' grades kindergarten through three within two weeks after the commencement of classes each school year.

The school bus driver shall give a general safety orientation for regular school bus riders in grades K through twelve. The school bus driver will:

1. Distribute the Student Transportation Guidelines Pamphlet, to each student on the school bus within the first week of school.
2. Read each rule to the students during the first week of school.
3. Post the Assertive Discipline Plan on the inside of the school bus in a conspicuous location.

4. Instruct students on proper loading and unloading procedures at student stops and at the schools.
5. Instruct students on railroad crossing procedures.
6. Instruct students on any other rules or procedures that may be appropriate for given situation. (Assigned bus stops, behavior on the bus, not getting involved when there is a problem on the bus, etc.).
7. \*The only exception to this would be if Base has given permission to transport.

### **ASSERTIVE DISCIPLINE PLAN**

#### **RULES – The applicable rules also apply to the bus driver**

(From Student Handbook)

1. Pupils shall arrive at the bus stop 5 minutes before the bus is scheduled to arrive.
2. Pupils shall be at designated places of safety assigned by the bus driver. Pupils are not to proceed to their residence until the school bus has departed.
3. Behavior at the school bus stop must not threaten life, limb or property of any individual.
4. Pupils must leave or board the bus at locations to which they have been assigned unless there is written permission from their parent or guardian and signed by the school principal authorizing another location.
5. Pupils must go directly to their assigned seat.
6. All riders must keep all parts of their bodies inside the bus. No yelling out the windows.
7. Pupils must remain seated keeping the aisles and exits clear. Students are expected to sit with their feet on the floor and back against the seat. Do not put your knees in the back of the seat.
8. All riders of the bus must promptly obey instructions of the driver.
9. Noise must be kept to a level that will allow the driver to hear outside noise or sounds
10. No eating, drinking, or chewing gum is permitted on the bus.
11. Use of profanity is prohibited.
12. Fighting and/or scuffling are not permitted.
13. The throwing of objects in the bus, at the bus, or out of the bus window is prohibited.
14. Smoking or lighting matches or lighters are not permitted.
15. Decorations and signs are not permitted inside or outside of the school buses. This also includes balloon bouquets.
16. Pupils must not have alcohol or drugs in their possession on the bus.
17. Possession of guns, knives (including toys), ammunition and combustibles are prohibited.
18. Riders may not enter or exit the emergency door except in the case of an emergency. The only exception to this rule is the loading or unloading of equipment.
19. No grooming oneself on the bus. No perfume/cologne, fingernail polish, combs, brushes, hand sanitizer, etc.
20. Teachers and coaches are responsible for supervising the behavior of students on and off school buses. School bus drivers are responsible for the supervision of students only on the route.
21. No glass, of any kind, is permitted on the bus.
22. Students are not permitted to bring skateboards or athletic / kick balls on the bus.
23. No earbuds or headphones may be worn while loading or unloading the bus. Any electronic device that causes a disruption on the bus may be subject to disciplinary action.

THESE RULES APPLY FOR ALL SCHOOL SPONSORED TRIPS INCLUDING ATHLETIC EVENTS, BAND TRIPS AND SCHOOL FIELD TRIPS. LEADERS OF ACTIVITIES ARE RESPONSIBLE FOR THE ACTIONS OF THEIR

STUDENTS/PLAYERS. COACHES, ADVISORS AND TEACHERS SHOULD ACCOMPANY ALL STUDENT TRIP GROUPS ON THE BUS.

### **CONSEQUENCES**

1. **First Violation:** Student warning issued by driver (meaning you have a discussion with the student). Try to resolve the issue yourself.
  - a. The student's name is then recorded by the driver, on a record kept by the driver.
2. **Second Violation:** A written record is made by the driver.
  - a. Parent notification, for best results call the parent immediately.
  - b. Assigned designated seat in front of bus
3. **Third Violation:** Discipline report to principal; discipline may result.
  - a. Parent notification, for best results, call parents immediately.
  - b. SEVERE CLAUSE: Incident could result in immediate bus suspension.

### **TIPS ON MAINTAINING DISCIPLINE ON A SCHOOL BUS**

To maintain order on a school bus, the school bus driver should use the following guidelines.

1. The bus driver will post a copy of "The Assertive Discipline Plan" on the inside of the school bus.
2. Bus drivers should establish good verbal communication with the students. Some "tried and true" suggestions are:
  - a. Be friendly but not familiar.
  - b. Be firm, fair and consistent.
  - c. Learn the student's names.
  - d. Greet the student's as they load and unload the school bus.
  - e. Maintain self-control. Anger never pays.
  - f. Do not try to discipline the whole group. Pick out the ring leader (s).
  - g. Do not threaten to do something you cannot do.
  - h. Do not threaten to do something and then not do it.
  - i. Do not argue with a student

### **STUDENT DISCIPLINE PROCEDURES**

If the school bus driver considers the conduct of the student (s) to be unsafe the school bus driver should follow this procedure:

1. Immediately ask the student (s) to correct their behavior.
2. If the problem persists, discuss your concerns in private with the student.
3. If the problem still exists after a talk with the student (s), follow the Assertive Discipline Plan.

*Drivers are required to attempt to resolve any discipline problems that occur on the bus before the school is contacted.*

### **STUDENTS WITH HEALTH PROBLEMS**

Proper steps will be taken to collect, store, and use information related to pupils known to have medical problems which may require driver attention.

1. Drivers should encourage student passengers to record any medical problem(s) on the student's on emergency medical forms.

2. Any student medical problems must be recorded on the front page of the Route Sheet.

### **TRANSPORTATION OF CHILDREN WITH DISABILITIES**

The term, "disabilities", includes the following: autism, deaf-blindness, deafness, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, other health impairment, serious emotional disturbance, specific learning disability, speech or language impairment, traumatic brain injury, and visual impairment.

### **SPECIAL REQUIREMENTS FOR THE SCHOOL BUS DRIVER**

The school bus driver must:

1. Be physically capable of lifting and managing handicapped pupils if necessary
2. Keep up-to-date on any new skills related to transporting the handicapped
3. Be able to cope with stressful situations as related to handicapped pupils.
4. Keep an up-to-date attendance record of the handicapped students on his/her school bus on form entitled Transportation of Physically Handicapped Children.
5. Keeps an up-to-date roster of all handicapped students riding the bus? This list must include the following:
  - a. Students' names.
  - b. Students' addresses
  - c. Phone numbers home and or work, and/or sitter of student
  - d. Schools attended by the students.
  - e. Types of disabilities the students have.

The Route Sheet should:

- a. Be specific. Note exact procedures at student stops and at schools. Note whether to use the lift at a stop and or whether the driver must assist a student.
- b. Include any changes throughout the school year. Report these changes; new address for a student or loss of a student on the route the route Supervisor.

### **PROCEDURES AT STUDENT STOPS**

School bus drivers who transport handicapped students must use these procedures at student stops:

1. Handicapped students must be picked up on their residence side of the street.
2. All students must remain in their seats. The school bus driver or the school bus aide should be the sole operators of the service door and the wheelchair lift.
3. The bus routes serving the handicapped may vary from day to day due to the frequent absenteeism of the handicapped students. If the bus driver arrives at a stop early, he/she should be tolerant and wait for the student to get ready.
4. Make sure each student is secured on the bus (wheelchairs locked, seat belts fastened) before the bus driver proceeds to the next stop.

### **PROCEDURES ON SCHOOL PROPERTY**

Every handicapped bus transports students with different special needs; therefore, procedures on school property will vary from school to school.

Drivers should explain procedures at each school in detail on the Route Sheets (where to load and unload, how to load and unload each student, etc.).

## **EMERGENCY EVACUATION PROCEDURES**

Every bus driver transporting handicapped students must record in writing their emergency evacuation procedures, and keep it with the Route Sheet.

## **FIELD TRIP PROCEDURES**

Field trip procedures are listed in the current Collective Bargaining Agreement. Please refer to this agreement for details.

Some procedures are not covered in the Collective Bargaining Agreement; the additional procedures are listed below.

1. You should arrive at the transportation compound at least 30 minutes before your scheduled departure time from the home school. Pre-trip your school bus and fuel if necessary.
2. Leave storage to arrive at the departing school 5 minutes before scheduled departure.
3. Once you are loaded it's a good idea to remind the passengers and the chaperone that all the school bus rules still apply.
4. If you intend to leave the area while on the field trip you should discuss it with the chaperone to find out what time they would like you to return.
5. After you return to the compound it is your responsibility to clean and fuel the school bus so that it is ready to go on its next run.
6. School bus drivers will complete and fill out trip tickets online for pay.
7. All Field Trips must have a chaperone on the bus. No Exceptions.

## **PREPARING FOR FIELD TRIP**

1. The Transportation Office will schedule a school bus driver for the Field Trip.
2. The school bus driver will be assigned a school bus. The driver must complete the pre-trip.
3. The school bus driver should know the locations and loading areas of the departure school, the destination school, and the route to take.
4. Passengers on the trip must include a chaperone and the students involved in the activity. No unauthorized passengers on the trip.

## **TRAVELING TO AND FROM DESTINATION**

1. The school bus driver should leave the compound so that he/she arrives at the departing location 5 minutes before the scheduled departure time.
2. It is the driver's responsibility to correct improper behavior on the school bus during the field trip. **The school bus driver must inform the students that the same school bus rules apply on field trips that apply on school days.** The driver should confer with the chaperone prior to departing and should communicate as often as necessary with the chaperone concerning bus behavior.

## **AFTER ARRIVAL AT THE DESTINATION**

1. The school bus driver should remain at the field trip destination until all passengers are ready to return to their home school. The driver can make alternate arrangements with the Coach/teacher in charge of the trip.
2. The school bus driver must remain in the vicinity of the event. The only exception should be for a lunch or dinner break. The break should be coordinated with the chaperone with a definite return time.

If it is a day trip the school bus driver must inform the leader of the trip when to be back and on the school bus. They must be back in an appropriate time that will allow the school bus driver to return to his/her regular scheduled bus run. You must be back at the school 1:50PM.

3. The school bus driver should instruct the students not to leave any valuables on the school bus.
4. If the field trip is designated Pick up & Drop off only. The school bus driver is not to stay at the field trip destination, but return to the compound. At the designated time the school bus driver will return to take the field trip back to the school.
5. Upon returning to the Compound, the driver must clean and fuel the school bus.

### **BREAKDOWN PROCEDURES ON A FIELD TRIP**

If a school bus breaks down during normal business hours contact the Transportation Office by radio.

If a school bus breaks down during non- business hours, the following emergency procedures are to be followed:

1. If possible get the school bus to a safe parking place.
2. Display proper emergency equipment.
3. Do not leave the students unsupervised. The driver may leave the students in the care of the chaperone to make a call for assistance.

During the week, (between the hours of 6:00 AM and 5:30 PM), try to contact the mechanics on the radio first. If you are unable to contact the mechanic by radio, call the Transportation Supervisor by telephone at 740-475-9846.

### **SICK LEAVE**

Notify a Supervisor at the Transportation Office at 740-969-7257 or 740-475-9846 1- hour prior to departure.

When requesting time off due to sickness, you must speak with a Supervisor to obtain an advanced sick leave form and to get approval.

## **Attachment #1 to the Staff Handbook**

### **Emergency Quick Reference Sheet for Substitutes**

***Make sure you know all of this information and location of all escape routes, emergency folders, bags, equipment etc. prior to students arriving***

### **FIRE**

Locate the evacuation map hanging in the classroom. Escort your students out of the building as quickly as possible. Students should stand quietly in line in outdoor assigned locations. Take an emergency folder/bag.

### **TORNADO**

Follow the plans in your room of where to go for safety

## **BOMB THREAT**

If there is a reported bomb threat, teachers will receive an email from the building principal to sweep their room. If something is suspicious, call the office immediately.

If there is a legitimate concern, teachers and students will be evacuated. Teachers and students will evacuate the building away from the bomb threat area. Directions for evacuation will be given via announcements. Escort your class to the assigned area.

\*Be sure to take your current class rosters, folder and red emergency bag. Parent/Child Reunification Location will be determined by the Sheriff and Superintendent.

## **ACTIVE SCHOOL SHOOTER/INTRUDER**

As a staff member, if you see an intruder, secure your classroom and students, then call 911. Push the emergency button and notify the office of the threat. Office will communicate directions for evacuation and notification of intruder's location. If you are near the intruder, you and your students will go into lockdown.

- Put down blind on the door
- Barricade door, arm yourself /students and secure door with the Bolo Stick located at the bottom of the door.
- Try to get out of the window. If you are on the second floor, use the orange emergency hammer to break the window and then use the escape ladder to evacuate.

If you are away from the intruder's location, staff and students should run out of the building to a safe location.

## **PURCHASE ORDERS**

SCHOOL FUND EXPENDITURES: REQUISITIONS generate a PURCHASE ORDERS

Before you buy anything you are expecting the district to pay for, requisitions must be submitted in SCView. Once submitted the requisition will process electronically through the pre-determined approval paths which includes your supervisor, building principal, Superintendent, Treasurer and Accounts Payable. You will not be required to enter any accounting codes, however, please ensure to include details of the purchase so the approvers understand what you are purchasing and why. You can follow the approval process through SCView and when requisition is converted to a purchase order, you will be notified through email.

Turn a packing slip or an invoice into the principal or secretary as soon as you have received all of the order. Packing lists need to be checked. Do not turn a packing slip or invoice in until the order is complete. When you turn your packing lists/invoice in, you MUST sign it by writing "ok to pay", initial it and date it.

Invoices/Packing lists are to be returned to the school office. No bills will be paid until the signed invoice/packing list is received by the treasurer.

**Ohio Department of Education  
Office of Professional Conduct  
25 South Front Street, MS104  
Columbus, Ohio 43215**

**614-466-5638/614-995-3752(fax)  
Education.ohio.gov**

**Licensure Code of Professional Conduct for Ohio  
Educators**

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# Introduction

Educators are entrusted by the public with the responsibility of providing a high-quality education to each student. Through various roles, these professionals devote themselves to providing a safe and nurturing environment in which all students can learn. In alignment with the Standards for Ohio Educators and Ohio's Learning Standards, Ohio's educators strive for excellence through the high expectations they hold for themselves and their students. The professional conduct of every educator affects attitudes toward the profession. Educators are trustees of the profession and share with the broader community the responsibility of providing high-quality public education. Educators recognize the need to balance the demands of the profession by caring for their own physical and emotional well-being in order to successfully carry out their professional responsibilities.

Aware of the importance of maintaining the confidence and trust of students, parents, colleagues and the public, Ohio educators maintain the highest degree of professional conduct for themselves and their peers. Ohio educators are all individuals applying for a credential or individuals credentialed by the State Board of Education, and the Licensure Code of Professional Conduct for Ohio Educators serves as the basis for decisions on issues pertaining to licensure that are consistent with applicable law. It provides a guide for conduct in situations that have professional implications for all individuals, such as teachers, principals, superintendents, educational aides, coaches, substitute teachers and others credentialed by the State Board of Education.

Ohio is nationally known as a state that produces high-quality educators and recognizes that its 250,000 practicing educators hold the fundamental beliefs defined in the following nine principles:

1. Educators behave in a professional manner, realizing that one's actions reflect directly on the status and substance of the profession.
2. Educators maintain a professional relationship with all students at all times, both in and out of the classroom.
3. Educators accurately report information required by the local board of education or governing board, state education agency, federal agency or state or federal law.
4. Educators adhere to federal, state and local laws and statutes regarding criminal activity.
5. Educators comply with state and federal laws related to maintaining confidential information.
6. Educators serve as positive role models and do not use, possess or unlawfully distribute illegal or unauthorized drugs.
7. Educators ensure school property, public funds or fees paid by students or the community are used in the best interest of students and not for personal gain.
8. Educators fulfill all the terms and obligations in their employment contracts.
9. Educators use technology in a responsible manner and safeguard the electronic devices and data entrusted to them.

As education is a public trust, the Ohio Department of Education pursues allegations of unprofessional conduct. The Department recognizes that an accusation of misconduct is not conclusive proof that the educator engaged in conduct unbecoming. By law, educators are

entitled to all due process rights, with each circumstance considered on a case-by-case basis to determine appropriate action. Not all referrals or investigations result in disciplinary action. The Licensure Code of Professional Conduct for Ohio Educators includes the presumptive range of applicable disciplinary actions involving any individual credentialed by the State Board of Education.

## **1. Professional Behavior**

**Educators shall behave as professionals, realizing their actions directly reflect on the status and substance of the education profession.**

***An educator serves as a positive role model to both students and adults and is responsible for preserving the dignity and integrity of the teaching profession and for practicing the profession according to the highest ethical standards.***

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

- a) Failing to adhere to the Licensure Code of Professional Conduct for Ohio Educators.
- b) Assisting another in committing an act of conduct unbecoming, as described in the Licensure Code of Professional Conduct for Ohio Educators.
- c) Having a continuing physical or mental inability, incapacity or addiction that significantly impacts the educator's ability to carry out his or her professional responsibilities and renders the educator incapable of safely maintaining the care, custody and control of students.
- d) Committing any violation of state or federal laws, statutes or rules although the conduct may not have resulted in a criminal charge, indictment, prosecution or conviction. (Except as noted in Principle 6(b), this does not include traffic violations.)
- e) Disparaging a colleague, peer, or other school personnel while working in a professional setting (teaching, coaching, supervising or conferencing) on the basis of race or ethnicity, socioeconomic status, gender, national origin, sexual orientation, political or religious affiliation, physical characteristics, age, disability or English language proficiency.
- f) Harassing, intimidating, or retaliating against a colleague, peer, or other school personnel.
- g) Sexually harassing any student, minor or adult in the school community.
- h) Failing to complete a criminal background check, as required by state or federal law.

i) Violating local, state or federal procedures related to the security of standardized tests, test supplies or resources.

j) Negligently failing to verify, prior to hiring, recommending for employment, or issuing payment, except as permitted by law, that an educator possesses the appropriate credential type for the educator's position (for example, the appropriate credential type means a teacher must possess a teaching credential, principal a principal credential, superintendent a superintendent credential, etc.).

k) Accepting or holding employment that requires the educator to engage in activities or duties outside the scope of the educator's credential type.

l) Being disciplined by another state educational entity or other professional licensing board or entity for unethical conduct.

m) Committing an act of academic dishonesty (for example, plagiarism, falsification, fabrication, sabotage, or cheating in an academic setting).

n) Engaging in nepotism, as prohibited by local, state, or federal law.

*The disciplinary actions for violations of Principle 1 can be found on [page 17](#).*

## 2. Professional Relationships with Students

**Educators shall maintain a professional relationship with all students at all times, both in and out of the classroom**

*An educator'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. An educator creates, supports and maintains an appropriate learning environment for all students and fulfills the roles of trusted confidant, mentor and advocate for students' rights while maintaining appropriate professional, emotional and social boundaries. An educator 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 (for example, physical, psychological, or emotional abuse).
- c) Soliciting, encouraging, engaging or consummating an inappropriate relationship with any student, minor, or individual who was a student in the preceding twelve months.
- d) Engaging in grooming a student or minor (befriending and establishing an emotional connection with a student or minor or a student's or minor's family to lower the student's or minor's inhibitions for the purpose of an inappropriate emotional, romantic or sexual relationship).
- e) 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.
- f) Using inappropriate language, gestures or signs at any school-related activity (such as racial slurs, or biased, lewd or lascivious expressions).
- g) Provoking an altercation with or between students or engaging in a physical altercation with students that is not for the purpose of ensuring the health, safety, and welfare of students.
- h) Failing to provide appropriate supervision of students, within the scope of the educator's official capacity, which risks the health, safety and welfare of students or others in the school community.
- i) Knowingly contributing to or failing to intervene in the harassment, intimidation, or bullying of a student. *The disciplinary actions for violations of Principle 2 can be found on [page 17](#).*

### 3. Accurate Reporting

**Educators shall accurately report information required by the local board of education or governing board, state education agency, federal agency or state or federal law.**

*An educator communicates appropriate representation of facts concerning qualifications for professional practice, student information, school board policy and other educational matters. An educator must notify the superintendent or designee, of any conduct by a licensed educator that substantially impairs his or her ability to function professionally or is detrimental to the health, safety and welfare of students. It is not considered conduct unbecoming for an educator to, in good faith, notify a superintendent as required by this principle and said educator shall not be the subject of retaliation.*

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

- a) Falsifying, intentionally misrepresenting, willfully omitting or being negligent in reporting information submitted to federal, state and other governmental agencies including, but not limited to, staff, student, district, and financial data and information submitted in the course of an official inquiry or investigation.
- b) Falsifying, intentionally misrepresenting, willfully omitting or being negligent in reporting professional qualifications, criminal history, discipline of a professional license or credential, college or professional development credit and/or degrees, academic awards and employment history when applying for employment and/or licensure or when recommending an individual for employment, promotion or licensure.
- c) Falsifying, intentionally misrepresenting, willfully omitting or being negligent in reporting reasons for absences or leaves.
- d) Falsifying, intentionally misrepresenting, willfully omitting or being negligent in reporting information regarding the evaluation of students and/or personnel.
- e) Knowingly failing to notify the superintendent or designee upon becoming aware that an educator's ability to function in his or her position has been substantially impaired or of any conduct that is detrimental to the health, safety and welfare of students.
- f) Intentionally failing to make a mandated report of any violation of state or federal law.
- g) Directing, instructing, assisting or requesting another to commit an act described in Principle 3 of the Licensure Code of Professional Conduct for Ohio Educators.

*The disciplinary actions for violations of Principle 3 can be found on [page 17](#).*

## 4. Criminal Acts

**Educators shall adhere to federal, state and local laws and statutes.**

*An educator shall not engage in criminal activity as evidenced by a criminal conviction, guilty plea, finding of guilt, or participation in a court-ordered diversion or treatment in lieu of conviction program.*

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

- a) A criminal offense that is an offense of violence, theft, drug abuse, or sexually-oriented offense as defined in Ohio Administrative Rule 3301-20-01 (for example, murder, rape, drug trafficking, kidnapping, robbery, felonious assault).
- b) A criminal offense that requires an educator to meet the rehabilitation standards, as defined in Ohio Administrative Code Rule 3301-20-01 (for example, assault, passing bad checks, fraud, domestic violence, possession of drugs).
- c) Conveying or possessing a deadly weapon or dangerous ordnance in a school safety zone, on school premises or at a school-related activity, unless authorized by state or federal law.
- d) A criminal offense that is not identified as an absolute bar offense or offense requiring rehabilitation pursuant to Ohio Administrative Code Rule 3301-20-01 and the offense involves a student, minor, school district, or school personnel.
- e) A criminal offense that is not identified as an absolute bar offense or offense requiring rehabilitation pursuant to Ohio Administrative Code Rule 3301-20-01 and the offense does not involve a student, minor, school district, or school personnel. (Except as noted in Principle 6(b), this does not include traffic violations.)

*The disciplinary actions for violations of Principle 4 can be found on [page 18](#).*

## 5. Confidentiality

**Educators shall comply with local, state and federal laws related to maintaining confidential information.**

*An educator is entrusted with information that could be misused to embarrass or damage a student's reputation or relationship with others. Therefore, the educator has the responsibility to keep information about students confidential unless disclosure serves professional purposes, affects the health, safety, and welfare of students and others, is required by law, or parental permission has been given. An educator maintains the security of confidential information, such as academic and disciplinary records, testing materials, personal confidences, photographs, health and medical information, family status and/or income.*

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

- a) Willfully or knowingly violating any student confidentiality required by federal or state laws, including publishing, providing access to, or altering confidential student information on district or public websites, such as grades, personal information, photographs, disciplinary actions, or individualized educational programs (IEPs) without parental consent or consent of students 18 years of age and older.
- b) Using confidential student, family, or school-related information in a non-professional way (for example, gossip, malicious talk or disparagement).
- c) Violating local, state, or federal procedures or laws related to the confidentiality of standardized tests, test supplies, or resources.

*The disciplinary actions for violations of Principle 5 can be found on [page 18](#).*

## **6. Use, Possession, or Unlawful Distribution of Alcohol, Drugs and Tobacco**

**Educators shall not use, possess or unlawfully distribute illegal or unauthorized drugs. Educators shall not use alcohol during any school activity involving students, minors or underage persons. Educators shall not use tobacco during any school activity except in designated areas. Educators shall not furnish, provide or encourage students or underage persons to use, possess or unlawfully distribute alcohol, tobacco or illegal or unauthorized drugs.**

*As a positive role model, an educator is entrusted with protecting the health, safety, and welfare of students at any school event. The use of alcohol or illegal or unauthorized drugs causes impairment of professional judgment that may potentially harm others. A professional educator must refrain from the illegal use of tobacco on any school grounds or at any school activity.*

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

- a) Being under the influence of, possessing, using or consuming illegal or unauthorized drugs.
- b) Engaging in habitual or excessive abuse of alcohol, as demonstrated by two or more alcohol-related convictions within a five-year span or a severe alcohol-related conviction (for example, a high blood alcohol content, significant injury or property damage, or incidents involving minors).
- c) Being on school premises in an official capacity (for example, teaching, coaching, supervising, or conferencing) or at any school activity involving students, minors or underage persons while under the influence, possessing, or consuming alcoholic beverages.
- d) Furnishing or providing tobacco, alcohol or illegal or unauthorized drugs to any student, minor, or underage person.
- e) Being on school premises or at any school activity involving students, minors or underage persons while using tobacco except in a designated area.
- f) Promoting the use of steroids, stimulants, or nutritional supplements to accelerate physical growth or contribute to the control of weight loss or weight gain to enhance physical performance.

*The disciplinary actions for violations of Principle 6 can be found on [page 18](#).*

## **7. Financial Management and Improper Compensation for Personal Gain**

**Educators shall ensure all school funds and accounts are managed in a responsible and transparent manner. Educators shall ensure school property, public funds or fees paid by students or the community are not used for personal gain. Educators shall not make decisions based upon gifts, gratuities, favors or the socioeconomic status of parents family members, community members or businesses.**

*An educator is entrusted with public funds and school property in the course of performing job duties and maintains a high level of honesty, accuracy and accountability to ensure institutional privileges are not used for personal gain.*

*An educator maintains integrity with students, colleagues, parents, families, the community or businesses when accepting gifts, gratuities, or favors. To avoid bias or prejudice, an educator needs to ensure decisions made about students or school policy are not negatively influenced by the socioeconomic status of parents, family members, community members or businesses.*

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

- a) Using public school property or public funds for personal use not in accordance with local, state or federal laws.
- b) Soliciting students or parents of students to purchase equipment, supplies, or services or to participate in activities that financially benefit the educator without notifying the superintendent or designee and/or not in accordance with local board policy.
- c) Accepting gifts from vendors or potential vendors for personal use or gain exceeding \$25 in value.
- d) Tutoring students in one's district for profit without notifying the superintendent or designee and/or not in accordance with local board policy.
- e) Coaching and/or promoting athletic or artistic camps, off-season leagues, etc., in one's district for profit without notifying the superintendent or designee and/or not in accordance with local board policy.
- f) Failing to transparently and responsibly account for and manage any and all school-related funds in accordance with local board policies and local, state, or federal laws, including rules, opinions, and bulletins promulgated by the Ohio Auditor of State or the Ohio Ethics Commission.
- g) Failing to account for funds related to school activities collected from students, parents, family members, community members, staff or peers in accordance with local board policy.
- h) Co-mingling public or school-related funds with personal funds or checking accounts.
- i) Submitting fraudulent requests for reimbursement of expenses.

j) Failing to pay a finding for recovery issued by the Ohio Auditor of State.

*The disciplinary actions for violations of Principle 7 can be found on [page 19](#).*

## **8. Commitment to Contract**

**Educators shall fulfill all of the terms and obligations detailed in their employment contract with the local board of education, public educational agency, or community school for the duration of the contract.**

*An educator knows and understands the rights and responsibilities as outlined in the employment contract and adheres to the terms and conditions of the agreement by fulfilling responsibilities and duties required of the position.*

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

- a) Abandoning the contractual agreement for professional services without the consent of the board of education or designee, according to Ohio Revised Code 3319.15, or without the consent of the community school's governing authority or operator, according to Ohio Revised Code 3314.103.
- b) Willfully refusing to perform services and duties required by the contract, except as outlined in Ohio Revised Code Chapter 4117.
- c) Violating or interfering with due process as outlined in the contractual agreement.

*The disciplinary actions for violations of Principle 8 can be found on [page 19](#).*

## 9. Appropriate and Responsible Use of Technology

Educators shall always use technology, electronic communications, and social media in a responsible and professional manner and appropriately safeguard the unauthorized use or access to electronic devices and data entrusted to them.

*An educator responsibly creates, uses, consumes, distributes, and protects information and data across all technologies. Educators shall maintain appropriate boundaries with colleagues, students, and the school community when using technology and electronic communications. While maintaining their constitutional rights, educators recognize that when using technology, the words they choose and the content of their statements can reflect negatively on their positions, schools, and the profession.*

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

- a) Negligently failing to prevent others from unauthorized use of professional electronic devices to access improper or inappropriate material or confidential data.
- b) Negligently failing to prevent students from unauthorized use of the educator's personal electronic devices to access improper or inappropriate material or confidential data.
- c) Accessing inappropriate, non-school-related material on a school-owned device not in accordance with local board policy.
- d) Presenting inappropriate, non-school-related media to students.
- e) Using technology, social media, or other electronic communications to promote inappropriate communications with students (for example, excessively, for non-educational purposes or requesting students or minors to conceal communication).
- f) Knowingly failing to report and/or address instances of electronic or online harassment, bullying, or intimidation of a student.
- g) Knowingly failing to appropriately intervene when made aware of inappropriate or illegal images or material involving students or minors in electronic forms.
- h) Using technology, social media or other electronic communications to host, post, or distribute improper or inappropriate material that could reasonably be accessed by the school community (includes, but is not limited to, pornography, obscene material, promotion of drug use or underage consumption of alcohol, promotion of violence, disparagement of students, and disparagement based upon gender, gender identity, race, sex, ethnicity, sexual orientation, disability, military status, or religion).
- i) Using school technology to run, manage, or promote a personal business venture.

*The disciplinary actions for violations of Principle 9 can be found on [page 19](#).*

# Disciplinary Procedure

## DUE PROCESS

The State Board of Education has the authority to suspend, limit, revoke or deny licenses; issue a letter of admonishment; or enter into a consent agreement with an applicant or licensed educator to administer the educator discipline process in accordance with Chapter 33 and Chapter 119 of the Ohio Revised Code and Chapter 3301 of the Ohio Administrative Code.

When an educator is reported to the Ohio Department of Education for an allegation of unprofessional conduct made by a principal, parent, teacher, student, superintendent or community member, the Department will determine whether the State Board of Education has jurisdiction to investigate the matter pursuant to Section 3319.311 of the Ohio Revised Code.

If it is determined an investigation is warranted, a thorough investigation would be conducted pursuant to Section 3319.311 of the Ohio Revised Code at which time **all mitigating circumstances will be fully examined to determine whether the allegation can be substantiated.**

If an allegation is reported and turns out to be a false allegation or unsubstantiated, all information obtained in the case file will be sealed two years after the investigation is concluded in accordance with Section 3319.311 of the Ohio Revised Code.

If the results of an investigation warrant initiating an action under Section 3319.31 of the Ohio Revised Code, **an educator is entitled to all due process rights** afforded pursuant to Chapter 33 and Chapter 119 of the Ohio Revised Code and Chapter 3301 of the Ohio Administrative Code.

## DISCIPLINARY GUIDELINES

Upon a determination that the results of an investigation warrant the State Board of Education to impose a disciplinary action pursuant to Section 3319.31 of the Ohio Revised Code, the State Board may impose an appropriate penalty within the presumptive range on a **case-by-case basis**, as set forth in these disciplinary guidelines, unless the aggravating and mitigating factors in an individual case warrant a penalty outside the presumptive range.

The range of disciplinary actions are presumptions and may include a letter of admonishment, consent agreement, limitation of a license, suspension of a license, revocation of a license, or denial of a license. The terms “suspension,” “revocation,” and “denial” shall mean any length of suspension, revocation or denial, including permanent revocation or permanent denial. A license may be suspended or limited pursuant to a consent agreement or State Board resolution. A complete explanation of the types of disciplinary actions can be accessed on the Ohio Department of Education’s website, [education.ohio.gov](http://education.ohio.gov), search keywords *disciplinary actions*.

The State Board may determine that a penalty outside the range of the disciplinary guidelines is more appropriate in an individual case based upon aggravating and mitigating factors as outlined in Sections 3301-73-21 (A) (B) and Section 3301-20-01 (E) of the Ohio Administrative Code, or any other factors the State Board, district or educational entity, or superintendent consider

relevant. Further, the State Board may determine not to impose a disciplinary action involving an educator's licensure or application for licensure based upon conduct being a minor violation or a local school district or educational entity appropriately addressing the violation of the Licensure Code of Professional Conduct for Ohio Educators at the district or building level.

**The Licensure Code of Professional Conduct for Ohio Educators applies to all individuals licensed by the Ohio Department of Education.** The presumptive ranges are only applicable for disciplinary actions involving an educator's licensure or application for licensure. The presumptive ranges are not applicable for any discipline imposed at the local level. Possible discipline at the local level must follow all local contractual provisions including, but not limited to, due process, progressive discipline, and just cause. However, an educator who violates one or more of the principles may be subject to discipline at both the state and local levels.

Following are the disciplinary actions, including a presumptive range of penalties that shall apply to violations of the *Licensure Code of Professional Conduct for Ohio Educators*.

# **DISCIPLINARY ACTIONS**

## **1. Professional Behavior**

**Educators shall behave as professionals realizing that their actions directly reflect on the status and substance of the education profession.**

**If an educator violates Principle 1**, the presumption for the appropriate range of disciplinary action is the following:

- I. Suspension (one day to one year) of a license depending upon the violation of the testing procedure;
- II. Suspension of a license until the educator comes into compliance with the required background checks;
- III. Letter of admonishment up to revocation/denial of a license for other acts unbecoming to the professional conduct of educators.

## **2. Professional Relationships with Students**

**Educators shall maintain a professional relationship with all students at all times, both in and out of the classroom.**

**If an educator violates Principle 2**, the presumption for the appropriate range of disciplinary action is the following:

- I. Revocation/denial of a license for sexual/physical abuse;
- II. Suspension (one day to five years) of a license up to revocation/denial of a license for psychological or emotional abuse or for soliciting, encouraging, engaging or consummating an inappropriate written, verbal, psychological, emotional or physical relationship with a student or minor;
- III. Suspension (one day to five years) of a license for disparagement, inappropriate language, physical altercations, inappropriate supervision or harassment.

## **3. Accurate Reporting**

**Educators shall accurately report information required by the local board of education or governing board, state education agency, federal agency or state or federal law.**

**If an educator violates Principle 3**, the presumption for the appropriate range of disciplinary action is the following:

- I. Suspension (one day to three years) of a license for falsifying, intentionally misrepresenting, willfully omitting, or being negligent in reporting criminal history, discipline of a professional license or credential, academic awards or employment history;
- II. Suspension (three years to five years) of a license up to revocation/denial of a license for falsifying, intentionally misrepresenting, willfully omitting, or being negligent in reporting professional qualifications, or college or professional development credit and/or degrees;
- III. Suspension (one day to five years) of a license for all other violations of this principle.

#### **4. Criminal Acts**

**Educators shall adhere to federal, state and local laws and statutes.**

**If an educator violates Principle 4**, the presumption for the appropriate range of disciplinary action is the following:

- I. Revocation/denial of a license for a criminal offense that is an offense of violence, theft offense, drug abuse offense or sexually oriented offense, as defined in Ohio Administrative Code Rule 3301-20-01;
- II. Revocation/denial of a license for a criminal offense involving the school community or where the victim is a student or minor;
- III. Suspension (one day to five years) of a license up to revocation/denial of a license for all other felony criminal acts;
- IV. Letter of admonishment up to revocation/denial of a license for all other misdemeanor criminal acts  
(for example, disorderly conduct, trespassing, assault, passing bad checks, fraud, domestic violence, possession of drugs).

#### **5. Confidentiality**

**Educators shall comply with local, state and federal laws related to maintaining confidential information.**

**If an educator violates Principle 5**, the presumption for the appropriate range of disciplinary action is suspension (one day to two years) of a license.

#### **6. Use, Possession, or Unlawful Distribution of Alcohol, Drugs and Tobacco**

**Educators shall not use, possess or unlawfully distribute illegal or unauthorized drugs. Educators shall not use alcohol during any school activity involving students, minors or underage persons. Educators shall not use tobacco during any school activity except in designated areas. Educators shall not furnish, provide or encourage students or underage persons to use, possess or unlawfully distribute alcohol, tobacco, or illegal or unauthorized drugs**

**If an educator violates Principle 6**, the presumption for the appropriate range of disciplinary action is the following:

- I. Suspension (one year to five years) of a license up to revocation/denial of a license for violations dealing with students, minors, or underage persons or school activities;
- II. Suspension (one day to five years) of a license for misuses unrelated to students, minors, or underage persons or school activities.

## **7. Financial Management and Improper Compensation for Personal Gain**

**Educators shall ensure all school funds and accounts are managed in a responsible and transparent manner. Educators shall ensure school property, public funds or fees paid by students or the community are not used for personal gain. Educators shall not make decisions based upon gifts, gratuities, favors or the socioeconomic status of parents, family members, community members or businesses.**

**If an educator violates Principle 7**, the presumption for the appropriate range of disciplinary action is the following:

- I. Suspension (two years to five years) up to revocation/denial of a license for theft of school property or school funds;
- II. Letter of admonishment up to suspension (one day to one year) of a license for using one's position for personal gain;
- III. Suspension (one day to five years) up to revocation/denial of a license for all other violations of this principle.

## **8. Commitment to Contract**

**Educators shall fulfill all of the terms and obligations detailed in their employment contract with the local board of education, public educational agency, or community school for the duration of the contract.**

**If an educator violates Principle 8**, the presumption for the appropriate range of disciplinary action is a letter of admonishment up to suspension (one day to one year) of a license.

## **9. Appropriate and Responsible Use of Technology**

**Educators shall always use technology, electronic communications, and social media in a responsible and professional manner and appropriately safeguard the unauthorized use or access to electronic devices and data entrusted to them.**

**If an educator violates Principle 9**, the presumption for the appropriate range of disciplinary action is the following:

I. Letter of admonishment up to suspension (one day to five years) of a license for negligence in failing to prevent others from unauthorized access of professional devices and students from unauthorized access of personal devices; accessing inappropriate, non-school-related material on school-owned devices; and use of school technology to run, manage, or promote a personal business;

II. Suspension (one day to five years) of a license up to revocation/denial of a license for presenting inappropriate, non-school-related media to students and for violations involving the use of technology to host, post, or distribute inappropriate material;

III. Suspension (one year to five years) of a license up to revocation/denial of a license for violations involving use of technology for promoting and/or engaging in inappropriate communication with students;

IV. Suspension (one day to five years) of a license for failing to report or address instances of electronic or online harassment, bullying, or intimidation of a student, or failing to appropriately intervene when made aware of inappropriate or illegal materials involving students or minors appearing in electronic form.