

A VITAL LINK



*Making a
difference
together*

The Licking County Educational Service Center

675 Price Road

Newark, Ohio 43055

Licking County ESC Staff Manual

Updated August 2006

Mission Statement

Our Vision:

The LCESC is a vital link for educational services making a difference together for all schools in Licking County.

Our Mission:

To provide leadership and service to meet the individual and collective needs of Licking County schools so that the quality of educational experiences for children is enhanced and improved.

Our Beliefs:

We believe that

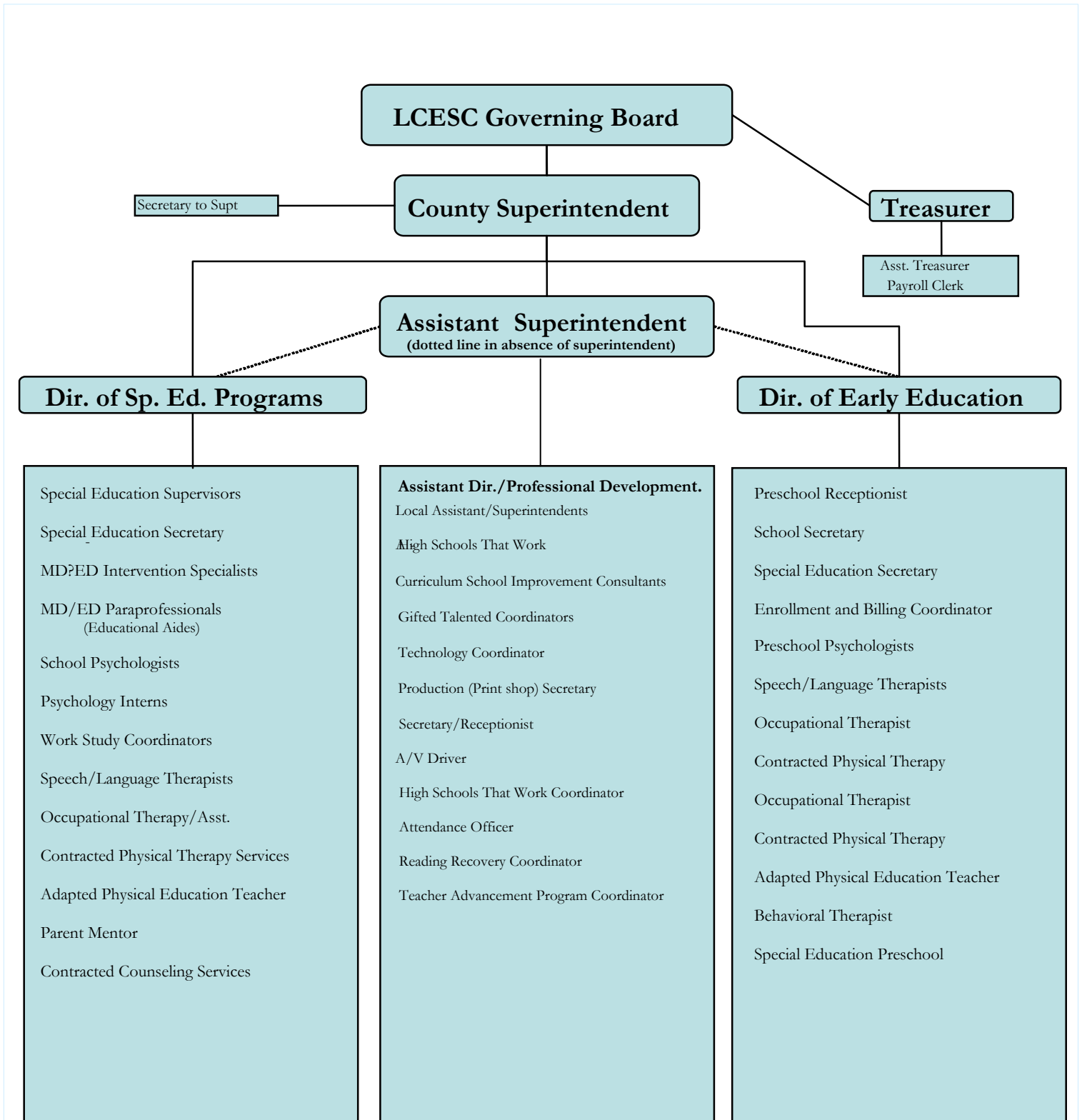
- We act as role models and leaders for educational excellence by being well informed, highly skilled, experienced, thoughtful, and sensitive to human relations.
- We promote communication, encouragement, synergy, and cost effectiveness through cooperative and collaborative experiences.
- We foster the strengths of cooperative efforts in the county through cooperative and contracted programs.
- We encourage educational networking to link Licking County schools with the Ohio Department of Education by facilitating information dissemination, monitoring minimum standards, and implementing services required by the Ohio Revised Code.

General Comments

This handbook is a brief outline of the policies and procedures in place at the ESC. Complete and detailed information can be found in the **ESC Policy Manual**. The Superintendent, Assistant Superintendent, the Directors, the Assistant Director, Special Education Supervisors, and the Treasurer have policy books.

All forms mentioned in this handbook are available at www.lcesc.org.

Licking County Educational Service Center Organizational Chart



Contracts and Calendars

Pre-Employment Criminal Background Check

Current administrative guidelines are in place which necessitate a legally required records check. Included must be:

Prior to employment:

- Criminal history records check
- The applicant's finger prints
- Proof of Ohio residence for prior 5 years or BCI shall request an FBI criminal history check. (Must sign)

Tuberculosis (TB) Test (policies: 3121,3121.01 & 4121)

All new employees are required to undergo a tuberculosis examination. The examination must be current upon employment.

Annual Contract (policies: 3124 & 4124)

It is the superintendent's responsibility to ensure that all professional employees have a written employment contract. The superintendent also provides each newly employed professional staff member with a written job description for his or her specific job. The employee then signs the job description and receives a copy. New employees shall sign a job description during the interview process.

Generally, the first year of employment shall be a one year contract. Contract sequence is set in policy. (policies: 1000-Administrators, 3000 Teachers, 4000 Classified)

Previous Experience/Placement on Salary Schedule

(policies: 3411 & 4411)

Your placement on the salary schedule will be based upon your previous work experience that is directly related to the position for which you are applying. Experience must be documented in writing by the previous employer. Final determination of placement will be made by the superintendent.

Work Calendar and Hours (policies: 3250 & 4250)

Prior to the beginning of a contract year, each employee will receive a work calendar. The work calendar is organized by month and contains the following information:

- Name, position, contract beginning date, contract ending date
 - First day of service, last day of service
 - Listed monthly: number of work days, dates of holidays, non-scheduled days, pay dates
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- The total number of work days should correspond to the number of work days specified in your contract.

Should you have any questions concerning your work calendar, please contact your immediate supervisor.

Holidays (policies: 3334 & 4434)

Staff members who are assigned to a school district and are not 12 month employees will follow the school district's holiday calendar.

Twelve month certified employees have the following holidays: New Years Day, Martin Luther King Day, Memorial Day, Labor Day, Thanksgiving Day, Christmas Day, and the Fourth of July. In addition, any non-scheduled paid work days will be determined by the Superintendent on the employee's yearly work calendar.

If a paid holiday falls on a Saturday, the employee will be off on the preceding Friday. If the holiday falls on a Sunday, the employee will be off the following Monday.

Vacation (policies: 3433 & 4433)

Twelve month employees are provided with vacation days within the contractual year according to the specific policy. The number of vacation days granted per year is related to the number of years of service. Vacation days are earned on a quarterly basis.

All requests for use of vacation days must be pre-approved by the Supervisor and Superintendent. However, employees should generally request vacation days during periods when the school district in which they are assigned are not in session (summer, spring break, winter break, etc.).

Twelve month certified employees (professional staff policy #3433 and classified policy #4433) may accumulate and carry forward a maximum number of vacation days that is not greater than that which can be earned for five quarters. Any vacation time in excess of that amount which is not taken at the end of the quarter is forfeited. Twelve month certified employees may opt, however, to receive, at the end of a quarter, pay, at the current daily rate of pay, for up to three vacation days (the employee's number of vacation days is then reduced by the number of days the employee received payment for). Vacation days must be used or reimbursed in at least 1/2 day units.

At Termination of Employment

Upon termination of employment, twelve month certified employees will be provided a lump-sum payment for accumulated vacation time with a maximum accumulation amount not to exceed that which can be earned for five quarters. Lump-sum payments are limited to the amount of vacation time the employee has accumulated at the time of the termination.

School Closing and Early Dismissals (policy 8210)

The E.S.C. Central Office is open unless you are called by the established phone tree. Preschool and Citadel employees will follow procedures for closing as instructed by supervisors. Classrooms located in other district sites will follow the district closing procedures.

PROFESSIONAL RESPONSIBILITIES

Staff Attendance (policies 3243, 3432, 3436, & 4432, 4436)

All staff are expected to arrive on time to their worksite and not leave prior to the end of the regularly scheduled work day.

If Central Office and district hired administrative staff members (including school age program related service staff i.e. SLP, OT, APE) are unable to report for the work day, the Central Office must be notified by calling **740-349-6088** no later than 7:30 a.m. Please leave a message on the answering machine that includes the reason for the absence, what type of leave will be used, and when a return to work is anticipated.

Early education and school age programming instructional staff are required to report absences through the **central sub caller**. Calls to the sub caller must be made no later than 6 a.m. on the date of absence. The phone number for the central sub caller is **740-349-6088**.

Upon returning to work, complete and send a leave request form to your supervisor within 24 hours.

Failure to report and/or document your absence(s) may result in disciplinary action. Please refer to the disciplinary policies.

Importance of Attendance

Please remember that consistency of instruction is an important element that significantly impacts the success and progress of our students. It is your expertise that provides students educational benefits each and every day that you are present in the classroom.

With this in mind, we would like to remind you that your continued evaluation of how and when you use leave time is deeply appreciated. We encourage you to continue to use your sick leave wisely by taking only partial days for appointments and/or scheduling them outside of work hours whenever possible. Students depend on your daily presence for their success as much as your co-workers depend on you for your support. Obviously there are unavoidable situations that require extended family or sick leave time such as births, surgeries, or serious illnesses. Such use of your accumulated sick leave is not a concern – these circumstances are exactly why your accumulated sick time is there and available for your use.

You are an important part of the successful delivery of services to our students with special needs. We value you and your daily desire to provide services to these students.

Please join us in committing to making your job a priority and to understand just how important it is in the lives of others.

Sub Caller Procedures

- As soon as you know you will be absent you will need to call
740-349-6088

You will not need to call another attendance reporting number.

- On the recording you will need to leave the following information:
 1. Your name
 2. Your work location
 3. Your position (Are you a teacher or an aide?)
 4. The type of leave that you are requesting.
 5. How long you anticipate being away from work.
- If at all possible, please make your call by 9:00 p.m the evening prior to your absence.
- Messages will be checked first thing in the morning. Please call prior to 6:00 a.m.

For leaves that you are prearranging (i.e. professional, personal, and/or compensatory time):

Within 48 hours of the leave date:

- Contact your supervisor for approval
- Call 740-349-6088 to request a substitute providing the information as stated above.
- Complete your leave request, copy the page, and fax it to the central office at 740-349-6107; On the leave request please note that you have called to arrange for a substitute
- Send the original leave request to the office by the usual methods
- If for any reason you need to cancel a pre-arranged leave you will be responsible for canceling the sub.

If you have an emergency during your work day that requires you to leave your work assignment immediately contact your supervisor for assistance.

Please be considerate and communicate the fact that you will be absent to the other members of your instructional team. Related service staff providing services to school age classrooms will be responsible to notify classrooms that they will be absent.

If a substitute does not report within 15 minutes of starting time, contact your supervisor

Dress and Grooming (policies 3216 & 4216)

Staff members are expected to adhere to the dress code of the building/school district in which they are assigned. In general, however, staff members should:

- Be physically clean, neat, and well groomed;
- Dress in a manner consistent with their professional responsibilities;
- Dress in a manner that communicates to students a pride in personal appearance;
- Dress in a manner that does not cause damage to district property
- Be groomed in a way that their hairstyle does not disrupt the educational process nor cause a health or safety hazard.

Use of Tobacco by Staff (policies 3215 & 4215)

Employees of the LCESC are prohibited from using tobacco in school and county buildings, or in building space leased by the county, on school busses, and at any school-related event. For the purposes of this policy, “use of tobacco” means the use of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter or substances that contain tobacco.

Drug-Free Workplace (policies 3122.01 & 4122.01)

The LCESC strictly enforces the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Campuses Act of 1989. All employees are expected to abide by the provisions of both acts. These provisions are federal law and are therefore mandatory for our workplace. The workplace includes the offices of the LCESC and any location in which LCESC personnel are performing the work of this office. All employees will be asked to acknowledge that they have read and agree to abide by the Drug-Free policy of the LCESC by signing a copy of the policy and returning it to his or her supervisor.

Unlawfully manufacturing, distributing, dispensing, possessing, or using any controlled substance in the workplace will be viewed as inappropriate behavior and as behavior which is absolutely prohibited. Unlawful possession, use, or distribution of illicit drugs and/or alcohol in the workplace is strictly prohibited. Controlled substances include, but are not limited to: narcotics, marijuana, stimulants, depressants, hallucinogens, designer drugs, look-a-likes, and/or any other unlawful drugs.

Any employee convicted of a criminal drug statute violation, which occurs in this workplace, must inform the Superintendent, in writing, no later than five days after the conviction. The LCESC, in turn, must notify the federal government or an applicable regulatory agency within 10 working days of learning of this conviction.

When any employee is convicted of a criminal drug statute violation, which occurred in this workplace, the LCESC must impose disciplinary actions consistent with its personnel policy and/or require rehabilitation. However, the LCESC is not obligated to provide, pay for, or offer rehabilitation. The disciplinary action may include termination of employment.

Employee Assistance Procedures (policies 3170.01 & 4170.01)

The Governing Board encourages the earliest possible diagnosis and treatment for illegal drug use or controlled substance abuse and supports sound treatment efforts. Whenever feasible, the LCESC will assist staff members in overcoming illegal drug use or controlled substance abuse. However, the decision to seek diagnosis and accept treatment for illegal drug use or controlled substance abuse is primarily the individual staff member's responsibility. Any costs associated with treatment in excess of those costs covered by the staff member's medical insurance plan will be paid for by the individual.

Staff members with personal drug or controlled substance abuse problems are encouraged to request assistance from the Superintendent/Director. Assistance will be provided on a confidential basis, and each staff member will be assisted in referral to appropriate treatment sources and counseling services as are available. Although the LCESC may assist a staff member to the extent feasible through the Employee Assistance Policy, the Board cannot guarantee that the staff member's use of illegal drugs or abuse of alcohol and/or controlled substances, or seeking, and/or receiving assistance, will not adversely impact the staff member's employment status through disciplinary procedures.

Sexual Harassment (policies 3362 & 4362)

The Governing Board recognizes that a professional staff member has the right to work in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct which has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, discriminatory, or offensive educational environment disrupts the educational process and impedes the legitimate pedagogical concerns of the Educational Service Center (ESC).

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment or a basis for an employment decision.

Other prohibited (Harassment) conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive educational environment on the basis of gender, religion, race, color, ethnicity, age, and/or disability.

The harassment of a staff member or student of this ESC is strictly forbidden. Any professional / classified staff member or agent of the Board who is found to

have harassed a professional staff member, student, or other employee of the District will be subject to discipline and/or consideration for filing charges against such individual.

The Superintendent shall establish an administrative guideline which addresses the conduct prohibited by this policy and describe a reporting procedure. The Superintendent shall ensure that the policy and an administrative guideline are available to all professional staff members and are posted in appropriate places throughout the ESC facilities.

Confidential reports may be made to Sewall Phelps (349-6090) and/or Janet Watterman (349-6102) as the official **Compliance Officers**.

NOTE: Any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in Ohio revised Code 2907.03. The issue of consent is irrelevant in regard to such criminal charge.

Conflict of Interest – Private Practice (policies 1130, 3211, & 4211)

The proper performance of school business is dependent upon the maintenance of unquestionably high standards of honesty, integrity, impartiality, and professional conduct by Governing Board employees. Further, such characteristics are essential to the Board's commitment to earn and keep the public confidence in the Educational Service Center. For these reasons, the Board adopts the following guidelines to assure that conflicts of interest do not occur. These guidelines are not intended to be all-inclusive, nor to substitute for good judgment on the part of all employees.

- A. No employee shall engage in or have a financial interest, directly or indirectly, in an activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system.
- B. Employees shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment with the Educational Service Center.
Included by way of illustration rather than limitation are the following:
 - 1. the provision of any private lessons or services for a fee;
 - 2. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's employment or through his/her access to Educational Service Center records;
 - 3. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation

of reciprocal referrals, sharing of fees, or other remuneration for such referrals;

4. the requirement of students to purchase any private goods or services provided by an employee or any business or professional practitioner with whom any employee has a financial relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations.
- C. Employees shall not make use of materials, equipment, or facilities of the Educational Service Center in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.

The Superintendent shall approve exceptions to this policy before an employee begins entering into any private relationship of question.

Confidentiality (policies 3213 & 4213)

Confidentiality is the basis for all personal relationships and it involves trust, respect, and confidence. In our educational programs, it is a must! Please read these guidelines listed in our policy

1. Last name (of student) should never be used outside of the school setting to anyone.
 2. The school district or address of a student is not to be given to anyone other than school personnel.
 3. No one should know the “educational status” of the student for example: disabled, typical, at risk, etc.
 4. The family status or any other personal information regarding a student is not to be discussed with anyone, for example: foster student, divorce situations, welfare or income status, etc. A student should only be discussed if it pertains to the student’s educational performance. **Any information shared between staff is strictly confidential.*
 5. Student should not be discussed with other parents of students in your class. Do not give out the last name of a student to a person who is not employed within the programs of the LCESC.. Any questions or concerns regarding a student should be addressed to the teacher.
 6. When asking about a student or announcing a student over the public address system use first name and only the last name’s initial.
 7. If a parent calls, writes a note, or comes to school and has questions or concerns about a student that cannot be addressed by that student’s teacher, contact your direct supervisor or the Director. Please do not give out any information to the parent unless previously arranged by the teacher and assistant.
 8. If any individual calls the school and asks whether a student attends the school or wants to verify information about the student, do not provide information. It is best to say, “I cannot confirm or deny that the child is a student at our school. If you wish to come to the school and provide documentation as to who you are and the need to know, we will be happy to assist you. I hope you appreciate our need to protect the confidentiality/privacy of our families.”
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Information discussed between a teacher and aide or other personnel regarding a specific student is strictly confidential.

Any student enrolled or under evaluation falls under these confidentiality rules:

Individual students are not to be discussed with any person outside of the program.

- A. All medical information
- B. Personal information of the student or parents.
- C. The determination outcome of the student
- D. Issues or incidents which occur in the classroom or during evaluation in regards to a student.

You are not to discuss any information to a parent that calls in and asks questions regarding the particular student, unless, the parent can provide documentation that he/she has **full custody** of the student. There needs to be a **signed and dated** letter from the custodial parent saying that any information can be released to the non-custodial parent.

If a non-custodial parent shows up at the classroom:

You need to say to the parent: “I cannot allow you to enter the classroom and release any information to your regarding this student. You will need to contact your spouse concerning authorization to speak with you.”

Any information pertaining to individuals or families enrolled in any component of the Licking County Educational Service Center is considered private and shall remain confidential. In addition, the information will only be released with the written permission of his or her guardian, or the parent of the child. His or her guardian, or parent of the child may revoke permission for the release of information at any given time. Strict adherence to this policy is necessary in order to preserve individual rights under the Family Educational Records Privacy Act (FERPA) and the Individuals with Disabilities Education Improvement Act (IDEA). Failure to honor this policy could result in immediate dismissal of duties as well as possible legal action.

Mandated Reporting of Child Abuse (policies 3213 & 4213)

The State of Ohio requires the reporting of any suspected child abuse and/or mistreatment to the Children Service agency of the local law enforcement in your county. Mandated reporters include:

Attorneys
Dentists
Psychologists
Social Workers
School Personnel
Coroners

Physicians
Nurses
Day Care Staff
Children Services Staff
Any person rendering spiritual treatment in accordance with tenets of well organized

religions who are acting in an official or professional capacity

Mandated reporters who fail to report suspected maltreatment may be charged with a fourth degree misdemeanor. You can file reports anonymously. If you choose to do so, document the date and time of the call, the name of the person(s) to whom you spoke and a brief description of the information you provided. This can be placed with the actual report IF your attempt to report is called into question.

In September 1996, an amendment to the Ohio Revised Code Abuse Reporting Law (O.R.C.2151.421) required mandated reporters to personally make the abuse/neglect report to the applicable county children service's or law enforcement agency. In other words, it is unlawful for a mandated reporter to ask another person to make the report for them.

Acceptable Use Policy of Computers (policy 7540.02)

The Licking County Educational Service Center (ESC) Governing Board is providing access to a computer network, Data Acquisition Site, and the Internet for educational purposes. The purpose for providing our employees with access to the Internet, World Wide Web, and e-mail is to support research that is relevant to educational and school projects. Every user is advised that access to electronic networks may include the potential for access to inappropriate materials or information. Every user must take responsibility for his/her use of the computer network and the Internet and stay away from these sites.

These services are limited to those employees who have signed the appropriate agreement form. The use of these services is a privilege, not a right, and the inappropriate use of these services may result in the cancellation of the employee's privileges and may subject the employee to further disciplinary and/or legal action.

I. Personal Responsibility

By signing this Acceptable Use Policy (AUP) the user is agreeing to follow these rules, but also is agreeing to report any misuse of the network to a supervising staff person. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his/her property. If a user inadvertently accesses such information, s/he should immediately disclose inadvertent access to a supervising staff person. This will protect the user against allegation that s/he has intentionally violated the AUP.

II. Term of the Permitted Use

An employee who submits a properly signed AUP and follows the policy will have computer network and Internet access until job termination is in effect for any reason.

III. Purpose and Use

The Licking County Educational Service Center is providing access to computer network and Internet for educational purposes and school projects. If a user has doubts about whether a contemplated activity is educational, s/he should consult with a supervising staff member.

The user must adhere to the rules of network etiquette. These rules include:

- Be polite.
- Use of appropriate language. Swearing, vulgarities, suggestive, obscene, belligerent language or discriminatory remarks are strictly prohibited.
- Be safe. When using the computer network and Internet, do not reveal personal information such as home address or telephone number. Do not put personal photos on the World Wide Web. Do not arrange a face-to-face meeting with another user that is "met" on the computer network or Internet.
- Among uses that are considered unacceptable and constitute a violation of this policy and agreement are the following:
- Inappropriate Language (Restrictions against inappropriate language apply to public and/or private messages, sounds, pictures, video, and/or animations posted on the web). User will not use impolite, obscene, abusive, profane, vulgar, inflammatory, threatening, or disrespect
- User will not send or receive messages, sounds, pictures, video, and/or animations that indicate or suggest pornography, unethical or illegal requests, racism, sexism, or inappropriate language;
- User will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.

IV. . Inappropriate Access to Materials

- User will accept the responsibility and agrees to not download or access any or all pornographic material, gambling material, material dangerous to the health and safety of students and staff, or material dangerous to the in of the wide area network from entering the school via the Internet;
- User will demonstrate responsibility by not transmitting any material in violation of federal, state, or local regulations. This includes, but is not limited to: copyrighted material, threatening, harassing, and or obscene material, pornographic material, or material protected by trade secret or confidentiality.

V. Plagiarism and Copyright Infringement

- Plagiarism is "taking ideas or writings from another person and offering them as your own". Credit should always be given to the person who created an article or idea. The employee, who leads readers to believe that what they are reading is the employee's original work, when it is not, is guilty of plagiarism. Employees should be careful when using the information networks. Cutting and pasting ideas into a document is very easy to do. When using someone else's work, be sure that the author is given credit.
 - According to the copyright Act of 1976, "Fair Use" means that you may use information that you legally find on the information networks as long as it is done for scholarly purposes. You may not plagiarize or sell what you find. For example, if you find a copy of Microsoft Works or any other commercially copyrighted or licensed software on the Internet, you cannot legally copy it.
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These software packages must be purchased or licensed before you can legally use them. If, however, you find an article about the use of Microsoft Works offered for public use on the Internet, you can legally copy it as long as you give credit to the author and do not sell the article for profit.

VI. Inappropriate Uses

- User will not conduct activities for profit....advertise products, conduct political lobbying on the network for private gain;
- User will not arrange to meet with someone they contact on-line;
- User will not vandalize, which is defined as any malicious attempt to harm or destroy data of another user on the Internet, and includes the uploading, downloading, or creation of computer viruses and other harmful programming;
- User will not send chain letters or pyramid schemes to lists or individual and any other types of use which would cause congestion of the Internet otherwise and interfere with the work of others;
- User will not disclose or share passwords with others or impersonate another;
- User will not bypass security measures on school or remote computer networks;
- User will not reveal personal addresses or phone numbers or those of others.

VII. Privacy

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

VIII. Failure to Follow Policy and Breach of Agreement

The use of the computer network and Internet is a privilege, not a right. A user who violates this AUP shall at a minimum, have his/her access to the computer network and /or Internet terminated, which the Licking County ESC may refuse to reinstate for the remainder of the user's tenure in the Licking County ESC. A user breaches his/her agreement not only by affirmatively violating the above policy, but also by failing to report any known violations by other users. Further, a user violates this AUP if s/he permits another to use his/her account or password to access the computer network and Internet, including any user whose access has been denied/terminated. The Licking County ESC may take other appropriate disciplinary and/ or legal action.

IX. Warranties/ Indemnification

The Licking County ESC makes no warranties of any kind, either expressed or implied, in connection with its provision of access to and use of its computer networks and Internet provided under the AUP. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) kind suffered, directly or indirectly, under the AUP. By signing this AUP, the user is taking full responsibility for his/her use, and agree to indemnify and hold the Licking County ESC, the Data Acquisition Site, and all of their administrators, teachers and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its com network and the Internet, including but not limited to

any fees or charges incurred through the purchase of goods or services by the user. The user agrees to cooperate with the Licking County ESC initiating an inquiry of a user's use of his/her to its computer network and the Internet, whether that use is on a school computer or on another's outside the office network.

X. Updates

Users may be asked from time-to-time to provide new or additional registration on account information, which must be provided by the user, if s/he wishes to continue to receive service. If after having provided account information, some or all of the information changes, the school office must be notified by the user of such changes.

Cellular Phones (policy 7531)

District-owned cellular phones may be issued to the following staff members:

- Administrators
- Teachers

The phones are to be used primarily for:

- Emergency situations;
- Communicating with the administration, other staff members, or parents concerning classroom, school, or ESC or local districts activities.
- These phones shall be collected and stored for the summer from individuals who have completed their contract time as 185, 200 and/or 220 day until they return for duty at the start of next school year.

Telephones are not to be used:

- to transact personal business or non-school-related business;
- during classroom instructional time unless it is for an emergency or the call is an integral part of a learning activity;
- by students at any time unless specifically authorized by the teacher or supervisor for school related purposes only;
- for long distance personal calls.

Classroom staff members should not be using personal cell phones during student time. Personal cell phones should be turned off and stored during this time.

CERTIFICATION AND PROFESSIONAL DEVELOPMENT (policies 1530 & 4242)

Annual Professional Development Goals (policy 3220 & 4220)

Each year all LCESC staff, including administrators, teachers, related service providers, and classified staff are required to create professional development goals. These goals should be related to improving job related skills or knowledge. The goals need to be put into written form on the LCESC **Form Goals + school**

year document. This form is updated each year by the superintendent and distributed to the supervisory staff.

According to the **LCESC Evaluation Document: Timeline and Procedures for Evaluation** the following are important dates relating to the development of annual professional goals:

- September 15 Pre-conference (individual or group) with evaluator
- September 30 Establish annual goals with evaluator approval

Once established, staff may choose to add professional development goals at any time during the contract period. Additionally, supervisors may add to staff annual professional goals at any time during the contract period.

Professional Development (policies 3242 & 4242)

All LCESC staff are encouraged to seek professional development opportunities that will assist them in meeting professional development goals. These opportunities might include but are not limited to professional workshops, seminars, and college coursework. A staff member wishing to participate in a professional development activity during their scheduled work hours must fill out an LCESC **Leave Request Form**. This form indicates the date, purpose, location, and estimated costs of registration, mileage, lodging, meals and parking. Any registration form required should be attached to the leave request document. A request for professional leave must be approved first by the immediate supervisor and also by the Superintendent and Treasurer. This process may take up to two weeks or longer. It is recommended that staff turn in these requests approximately one month in advance of the workshop or seminar date. Additionally, if the workshop or seminar will take place **out-of-state, the request must be pre-approved by the LCESC Governing Board at least two months in advance of the meeting..** The governing board meets the second Tuesday of each month.

Certification Renewal (policies 3124, 3242, & 4124)

Each staff member is responsible for maintaining his/her certificate/license. Failure to do so is grounds for termination. It is not the responsibility of the E.S.C. to remind staff of pending expiration dates.

If you are upgrading your certificate, that process will be handled by the E.S.C. certification person; it is not reviewed by the L.P.D.C.

If you have a certificate expiring in June of the upcoming year, see the L.P.D.C. secretary (Jan Rice) for an application and the Ohio Department of Education L.P.D.C. Verification Form for certification renewal.

Tuition Reimbursement (policies 3421.02 and 4421.02)

Any full time certificated employee who earns college credit from an approved college or university in an area of education as approved by the Superintendent in advance of

taking the course and presents evidence that such course work has been satisfactorily completed, shall be paid at the rate of (\$100) per semester hour, (\$70) per quarter hour. This is contingent upon funds in the pool each year. Under no circumstances will such employee be reimbursed more than the actual cost of tuition for the course. Graduate courses must fall in one of the following categories:

- courses directly related to employee's assignment
- courses which relate to any certification area on an individual's certificate
- courses in the field of education approved on an individual's IPDP
- courses which deal with teacher's area of extra curricular employment
- other course work specifically approved by the superintendent

Guidelines:

- The employee must receive a "B" or better or pass a pass/fail course to be considered for reimbursement.
- Reimbursement is limited to 6 semester hours or 9 quarter hours.
- Request for reimbursement must be approved by the superintendent before the course is taken.
- A form is available for making this request under staff resources at www.lcesc.org.
- Course work will be reimbursed following treasurer's receipt of official grades or transcript.
- An employee who does not return to the district the following year shall reimburse the board for tuition reimbursed courses during the last year of employment.

The maximum obligation of the board shall not exceed **\$20,000. It is awarded on a first come, first served basis as determined by the date the request for reimbursement was submitted to the Superintendent on the appropriate forms**

EVALUATION

Evaluation Procedures (policies 1530, 3220, & 4220)

The purpose of the staff evaluation is to:

- Improve the total E.S.C. program;
 - Stress the importance of personal improvement on the part of each staff member;
 - Ensure the continuous improvement of administrative and supervisory services provided staff members; and,
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- Establish a process of continuous and systematic staff member evaluation.

One of primary purposes of the staff evaluation is the early identification of specific areas in which the staff member needs help so that appropriate assistance may be provided. The staff member is expected to work toward improvement after deficiencies are identified and suggestions for improvement are provided by a supervisor. If the staff member, after receiving a reasonable degree of assistance, fails to perform his or her assigned responsibilities in a satisfactory manner, dismissal or non-renewal procedures may be invoked. In such an instance, all relevant evaluation documents may be used in the proceedings. (Refer to Policy 1530-Administrators, 3220 Teachers, 422m0 Classified)

Staff Discipline Procedures (policies 3230 & 4230)

In order for the Educational Service Center to have a consistent and fair disciplinary procedure, the following policy and guidelines have been adopted. These steps are designed to be corrective rather than punitive. The board authorizes the superintendent to suspend an employee pending final action to terminate his/her contract if, in the superintendent's judgment, the character of the charges warrants such actions.

With the exception of unacceptable conduct, in which case more serious disciplinary action up to and including dismissal or termination may be recommended immediately, any employee whose employment is terminated will have gone through the following steps:

STEP 1 Verbal Warning- This is a verbal discussion in which the supervisor has a face-to-face conference with the employee to discuss his or her work performance or conduct, and what needs to be corrected. A note about this discussion will be placed in the employee's file.

STEP 2 Written Warning- If there is little or no improvement after the verbal warning, or if other more serious infractions occur, the next step is a written warning. The supervisor completes a report in the employee's presence covering the issues that need to be corrected. The staff member has the right to read and discuss the report and comment in writing. A higher-level supervisor may be present.

STEP 3 Second Written Warning Notice with Suspension- If there is little or no improvement after the first written warning, or if other more serious actions occur again, the next step is a second written warning. The supervisor completes a report in the staff member's presence covering the issues that need to be corrected. A suspension of three days without pay shall be issued by the Superintendent to the employee. The employee has the right to read and discuss the report and comment in writing.

STEP 4 Termination- After Step 3, if there is no marked improvement, or other more serious infractions or the same infraction occurs again, or if the nature of the suspension is of such magnitude, the discipline, up to and including discharge, may

be recommended to the Superintendent for a hearing of termination and/or further discipline.

STEP 5 Following the hearing, the Governing Board authorizes the Superintendent to initiate a suspension with or without pay pending later action by the Board. The Superintendent will make a recommendation to the Governing Board for action to suspend and/or terminate the employment of the staff member for violation(s) of Board Policy/Procedures/Guidelines/Job Description or other reasonable directives requested of such employee and/or for good and just cause.

Steps 1, 2, and 3 will be followed consecutively if the incidents requiring these steps fall within a span of one contract year and are minor infractions. The Superintendent's Hearing, Step 4, will follow notification to the employee that there are grounds being considered for suspension and/or termination. A representative of the employee's choice may be present at the hearing. The Board may also be represented by its counsel. At Step 5 the employee will be informed through certified mail in writing of pending action by the Governing Board at its next regular meeting. The employee has the right to be heard in private prior to the Board's taking action to dismiss.

An employee who has acted in a manner to cause serious safety concerns or threat to the well being of other employees and/or students, and/or has been involved in a criminal act that could cause loss of certification, and/or the Superintendent has determined that other serious violation(s) have occurred, then the suspension and termination process can be moved immediately to Step 4, and then to the Board at Step 5 for final approval.

Concern and Complaint Procedures (policies 3364 & 4364)

It is in all employees of the LCESC best interest to solve problems as quickly as possible. In view of this, the Governing Board has developed a procedure designed to open channels of communication to allow staff members to express their concerns and complaints to the appropriate levels of authority. A concern about a working condition should be expressed on an informal level by an employee to his or her immediate supervisor. A complaint is the formal acknowledgment of a perceived misinterpretation or misapplication of any provisions of:

- The rules, orders, regulations and established by policy
- Administrative regulations governing of affected employees; and,
- Departmental Guidelines-rules that are explicit or implied.

The complaint/concern procedure involves three levels.

Level One

1. The employee puts into writing his or her concern or complaint and schedules a meeting with his or her immediate supervisor to discuss and resolve the issue informally. The written complaint and meeting
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should occur within 20 days of the staff member's complaint or concern.

2. If the staff member is not satisfied with the disposition of the concern or complaint discussed at the initial meeting, he or she may file a written complaint with his or her supervisor within 10 days of the initial meeting. A copy of this written complaint is also given to the Superintendent. The supervisor evaluates the complaint and communicates in writing to the employee and Superintendent his or her decision regarding the complaint.

Level Two

1. A staff member may appeal the decision of the Supervisor to the Superintendent within 10 days of receipt of the written decision. The appeal shall include a copy of the decision and the grounds for appeal.
2. The Superintendent will schedule a hearing within 10 days of receiving the appeal. The employee and any administrator who has previously been involved in the complaint will be given written notice of the time and place of the hearing at least five days prior to the hearing.
3. The Superintendent will provide the employee and any administrator who has previously been involved in the complaint his or her written decision, including supporting reasons, within five days of hearing the appeal.

Level Three

1. If the action taken by the Superintendent does not resolve the complaint to the satisfaction of the employee, the employee may appeal in writing to the Governing Board. The notice of appeal is sent to the Superintendent and a copy is filed with the President of the Governing Board. The Superintendent places the matter on the agenda for the next regular meeting of the Governing Board. The employee has the right to be represented at the meeting by counsel. The administration may also have representation at the Board meeting.
2. The Governing Board will act upon the appeal at that meeting. The Governing Board's act shall be based upon the recommendation of the Superintendent and the arguments presented by or on behalf of the employee. Copies of the final action and supporting reasons will be sent to the employee, Superintendent, and Supervisor.

Additional procedures to consider in the resolution of complaints and concerns are as follows:

- Time limits may only be extended by mutual agreement of all parties concerned.
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- The administration and employee will cooperate in the investigation of any work related complaints and both parties will furnish each other with such information as it is necessary for the processing of any complaint.
- Complaints should be processed after the regular workday has ended or at other times which do not interfere with assigned duties.

Termination and Resignation (policies 3140 & 4140)

Termination

An employment contract may be suspended or terminated, upon a majority vote of the Governing Board, for reasonable and just cause such as gross inefficiency, immorality, willful and persistent violations of Board policy or LCESC guidelines and/or failure to perform essential and other functions of his/her job description, or for disclosing a question to a student on a State Proficiency test. In such cases, the Board shall abide by due process and statutory procedures.

Resignation

A staff member may resign by filing a written resignation with the Superintendent at least 30 days prior to the effective date of the resignation. However, the Board may not accept the staff member's resignation after July 10 if a replacement is not available.

A resignation, once accepted by action of the Board, does not have to be rescinded, if such is requested by the resigning employee.

Reduction in Force (policies 1540, 3131, & 4131)

The reasons for which the Governing Board will consider suspending an employee's contract are

- A. a decrease in the E.S.C.'s enrollment
- B. a return to duty of an administrator after a leave of absence
- C. the suspension of schools or territorial changes affecting the E.S.C.
- D. financial concerns affecting the E.S.C. (including reduction in level of service contracts by participating districts)
- E. reorganization and/or consolidation of administrative functions

For further and in depth explanation refer to Governing Board Policies. (Refer to Policy 1000-Administrators, 3000 Teachers, 4000 Classified)

MISCELLANEOUS FORMS

Leave Requests

An **Absence Request Form** should be used for all absences that are not compensatory leave requests. Examples of when you use the Absence Request Form are professional leave, personal leave, sick leave and vacation. Additionally a Professional Leave Request should be completed for any meeting outside of your normal routine (i.e., out of county).

SICK LEAVE (policies 3432 & 4432)

All full-time employees of the Licking County Educational Service Center will receive fifteen (15) sick days annually at the rate of one and one-quarter (1 & 1/4) a month. Unused sick leave shall be accumulated up to 200 days. Sick leave may be used for the following purposes and must have the approval of the Superintendent: personal illness, injury, pregnancy, and exposure to a contagious disease which could be communicated to other employees or students. Sick leave may be used due to the illness or injury of a parent, spouse, or child. Any legal dependent living in the employee's household may be considered immediate family. Details of severance payment for those who qualify for retirement are set in policies 3415 and 4415. (one fourth of unused accumulated sick leave will be reimbursed at the time of retirement)

Up to three days of sick leave may also be used for a death in the immediate family of an employee. Immediate family is defined as the employee's parents, spouse, child, sibling, grandparent, aunt, uncle, in-laws bearing any of these relationships or any dependent living in the employee's household. An **Absence Request Form** must be completed and the absence report phone number must be called.

PROFESSIONAL LEAVE (policies 3243 & 4243)

All requests to attend professional meetings shall be made at least three days in advance of the meeting, using the **Absence Request Form**. Determination of appropriateness and authority to grant permission for attendance at the meeting will rest with the Superintendent. The number of staff attending the same meeting will be determined by the financial status of the office, as well as the availability of substitutes. Permission to attend professional meetings outside of the State of Ohio shall be submitted to the Governing Board for approval. Not more than three employees from the general fund per year may attend out of state conferences. Approval from the Board needs to take place at a regularly scheduled meeting at least two months prior to the professional meeting. Please keep this in mind when considering processing time for registration.

PERSONAL LEAVE (policies 3436 & 4436)

Personal leave is defined as leave for necessary business, religious holidays, or emergencies beyond an employee's control. The **Absence Request Form** must be completed 24 hours in advance of the leave, except in the event of an emergency. Personal leave cannot be used prior to or following a holiday or vacation period. Personal leave cannot be used for less than 1/2 day.

ADMINISTRATIVE/TEACHER COMPENSATORY TIME (policies 3250.01 & 4251)

The Governing Board provides programs and services to meet the needs of teachers, administrators, students and parents. This service-oriented approach requires activity during times which are best suited to the needs of our customers, not necessarily during regularly scheduled office hours.

Administrators and teachers with the Licking County Educational Service Center are salaried employees who work toward the completion of goals without strict adherence to an hourly time schedule. It is expected that they will occasionally

need to come early, stay late, or work outside regularly scheduled hours to carry out responsibilities.

The Governing Board of Education honors compensatory time when approved in advance by the administrator in charge awaiting a final approval by the superintendent.

Administrative Guidelines:

1. Compensatory time will be requested only in half and full hour amounts.
2. The request for compensatory time will be made via an approved comp-time sheet and must have prior approval of the immediate supervisor. (Last minute emergency needs can be addressed by phone with written requests to follow as soon as possible).
3. A maximum of 40 hours of compensatory may be earned in a contract year. The superintendent may approve additional hours on specific projects as needs arrive as long as the comp time can be scheduled to be used by June 30 at year's end.
4. Compensatory time must be used within the contract year in which it was earned. When compensatory time accrued is used for a full days absence, an equal amount of time is to be deducted for that absent day as is normally worked; i.e., an 8:00 to 4:00 day would need to have eight (8) hours deducted. Instructional staff shall deduct 7 hours for their work day.
5. Compensatory time may only be used with the approval of the immediate supervisor and may not conflict with the successful completion of job responsibilities.
6. Final approval of all compensatory time to be earned and/or used shall rest with the superintendent.

Compensatory time may be approved for activities such as:

After hours meeting with teachers, parents, students, or community members; teaching workshops only if not being paid the instructor fee; Student/parent home visitations; Special Projects which have been agreed on with the immediate supervisor.

Unpaid Leave of Absence (policies 3431 & 4431)

A full-time employee with at least five years of service at the LCESC may, with Board approval, be granted an unpaid leave of absence. During this time, the employee will not be paid salary, wages, or receive Board paid fringe benefits. Before unpaid leave is approved, a written application must be made to the Superintendent that states the purpose of the leave, the approximate beginning and ending dates of the requested leave, and a signed statement regarding the need for or desirability of the leave. This application is available in the superintendent's office.

The following conditions apply to unpaid leave:

1. Unpaid leave is normally in school-year blocks or semester blocks.
2. Request for unpaid leave must be submitted at least 90 calendar days in advance. The Superintendent, however, may waive this requirement in unusual circumstances.
3. Employees on an unpaid leave of absence may continue to receive Board provided insurance benefits by paying the Board's share of the cost.
4. Any use of an unpaid leave of absence for a purpose other than that stated in the approved application may be grounds for termination of the employee's contract.
5. The employment contract of the employee on unpaid leave of absence continues to run during the period of the leave, and is therefore subject to renewal, non-renewal, or suspension as otherwise provided by law.
6. The unpaid leave of absence cannot exceed a period of two years.
7. The time spent on an approved leave of absence does not count toward seniority or count toward salary schedule increments or retirement. However, an approved leave of absence is not considered an interruption of continuous service for the purpose of determining seniority.
8. At the end of the unpaid leave of absence, the employee assumes the contract status held at the time the leave was granted.

Family Leave of Absence (policies 3437 & 4437)

The Governing Board shall provide up to 12 work weeks of unpaid FMLA leave in any twelve (12) month period to eligible professional staff members for one of the following reasons: birth or care of a newborn child within one year of the child's birth, the adoption or foster care of a child within one year of the child's arrival or, a serious health condition of the staff member. Professional staff members are eligible if they have worked for the Licking County Educational Service Center Board for at least 12 months and for at least 1,250 hours over the twelve months prior to the leave request. All full time professional staff members are deemed to meet the 1,250 hour requirement. The **Family Leave Request Form** must be completed. This form is available in the treasurer's office.

Unrequested Leave of Absence

It is the policy of the Governing Board to protect students and employees from the effects of professional staff members unable to perform their duties.

The Board, through the Superintendent, may place a staff member on **unrequested leave of absence** for physical or mental disability when the staff member is unable to perform assigned duties in conformance with his or her job description.

In the case of a staff member who, in the opinion of the Superintendent, is unable to function properly by reason of physical or mental condition, the staff member will be offered the opportunity for a hearing.

If the staff member fails to comply with the Superintendent's recommendation or fails to request an appearance before the Board within the time allowed, the Board will order the staff member to submit to an appropriate examination by a physician designated and compensated by the Board.

If the physician designated by the Board disagrees with a physician designated by the staff member, the two physicians will agree in good faith on a third impartial physician who will examine the staff member and whose medical opinion will be conclusive and binding on the issue of the physical and mental capacity of the staff member to perform his or her assigned duties. The expenses of a third examination will be paid by the Board. If as a result of the examination, the staff member is found to be unable to perform assigned duties, the staff member will be placed on unpaid involuntary leave of absence until proof of recovery, satisfactory to the Superintendent, is furnished or for a period not to exceed one year.

Should a staff member refuse to submit to the examination requested by the Board and the staff member has exercised his or her rights under the provisions hereinabove set forth, such refusal will subject the staff member to disciplinary action.

Mileage Reimbursement (policies 3440 & 4440)

Job-Related Expenses

The LCESC may provide for the payment of the actual and necessary expenses, including travel expenses of any professional staff member of the district incurred in the course of performing services for the district, whether within or outside the district under the direction of and in accordance with administrative guidelines. The mileage reimbursement amount effective July 1, 2006 is \$0.36 per mile. The validity of expenses shall be determined by the superintendent and have proper receipt documentation. Receipts must be attached to the appropriate LCESC form when submitted. Mileage forms should be turned in for reimbursement during the first week of the following month to you supervisor. Reimbursement checks are not processed until the amount of reimbursement equals or exceeds \$20.00.

Guidelines for reimbursable mileage costs:

- All mileage between the first and last worksite is reimbursable. If the first and/or last worksite is farther than the distance from the employee's home to the office, the excess of that distance from the employee's home to the office is reimbursable. Forms are available at www.lcesc.org.
 - Mileage shall be reimbursed at a rate determined annually.
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- Travel shall be by the most direct and economical route.

Audio – Visual (AV) Van Procedures

The van may be used to deliver media ordered from the ESC to all districts. It also serves as a courier to and from the E.S.C., but should not be used if timely transfer is desired for critical materials.

Purchase Orders (policy 6410)

Whenever you need to request an item or service to be purchased on behalf of your program, please pay close/strict attention to the following extractions from the ESC policies.

- 1.) Complete requisition (formal documented request) for impending and/or possible purchase is submitted prior to purchase never after the fact.
- 2.) The key word(s) are complete and accurate – supply all information requested on **Purchase Order Request form** including all addresses, and sign your name on requested by line. (save a copy for your records)
- 4.) Send original requisition form to your supervisor to continue processing.
- 5.) Once the requisition has been properly signed and approved it moves to the treasurer's office for processing.
- 6.) Upon arrival in the treasurer's office the requisition is typed onto a purchase order to be communicated to the vendor.
- 7.) When the materials or service has been properly rendered to you (requestor) you must forward the approved packing slip and/or receipt to the treasurer's office. You must sign, date, and return the slip within 3 work days of receiving the item(s). Notation must be made of any shortages, back orders, or damages.

Purchase Orders may be used to purchase items only by the person indicated on the Purchase Order. When you are completing the requisition for a Purchase Order please indicate by name the person who will be using the Purchase Order to obtain the merchandise/service.

Once the treasurer's office receives completed and proper information it is then legal for payment to be made to the vendor. At this point the equipment, furniture, etc. becomes a **Fixed Asset**.

Please Note: No item, etc. can be requested of a vendor prior to completion of the proper forms/ procedures with the intent of the E.S.C. paying. If the aforementioned steps are not properly pursued you may legally be responsible for payment.

Fixed Assets (policy 6411)

There are four forms available on the ESC web site (www.lcesc.org), they are as follows:

Fixed Asset Disposition – is a form to be used for the disposal of materials. Several methods of disposal are listed on the form. It is imperative that the form be completed prior to the legal disposal of any fixed asset. You are not allowed to dispose of unwanted materials without completing this form and following procedures.

Fixed Asset Acquisition – the only time a teacher fills this form out is in the event that someone donated materials or furniture to your class.

Fixed Asset Relocation – This form must be completed when furniture or equipment is moved. Give the original to the Special Ed secretary and a copy to the treasurer.

Fixed Asset on Loan – this form is completed and filed only after the approval of your supervisor. This form has been used on several occasions for the summer housing of computers. All information must be recorded on the top portion of the form. The Out section is completed in the presence of your supervisor and returned to the treasurer's office. When returning an item procure the original from the treasurer's office. The In portion is to be completed upon the return of this item to the classroom in a timely fashion and a supervisory signature for this form.

Note: It is helpful for you to keep a copy, and then send the *Original* to the treasurer's office.

Infectious Disease/Universal Precautions (policies 7420)

It is quite possible that during the course of your work within one of the classrooms operated by the ESC you may come into contact with blood and/or other body fluids resulting in an increased susceptibility to infectious diseases. As a matter of course each individual employee is expected to be aware of the importance of Universal Precautions and blood borne pathogens (yearly training is required); hand washing after contact with blood, bodily fluids, after the need to use gloves, after using the restroom, prior to food preparation, etc.; wearing of gloves during procedures when in contact with blood or bodily fluids (i.e., diaper changing, clean up of blood spills and/or vomit).

Vaccination against Hepatitis B is offered at the expense of the ESC.

Arrangements for vaccination are competed through the Treasurer's department in conjunction with the County Health Department

EQUAL EMPLOYMENT OPPORTUNITY (policies 3122 & 4122)

The Governing Board shall comply with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Board that no professional staff member or candidate for such a position in this District shall, on the basis of race, color, religion, national origin, creed or ancestry, age, gender, marital status, or disability, be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which the Board is responsible or for which it receives financial assistance from the U.S. Department of Education.

The Superintendent shall appoint a compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any complaints are dealt with promptly in accordance with law. S/he shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title XI of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Act is provided to staff members and the general public. Any sections of the District's procedures and guidelines dealing with hiring, promotion, and tenure need to contain a statement of nondiscrimination similar to that in the Board's statement above.