

# **West Clermont Local School District**

## **Teacher Handbook**

A publication of the West Clermont Local Schools Human Resources Dept.



### **District Vision/Mission Statement**

Our Mission is to ensure academic excellence for all students, in a safe environment, supported by parents and the community.

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## **West Clermont Board of Education**

Dan Krueger - President  
Jo Ann Beamer - Vice President  
Barbara Hartman  
Denise Smith  
Douglas Young  
Alana Cropper - Treasurer

### **District Administration**

Dr. Gary Brooks - Superintendent 943-5039

Albert Delgado - Assistant Superintendent  
Human Resources/Pupil Personnel 943-5015

Dr. Mary Ellen Steele-Pierce - Assistant Superintendent  
Teaching/Learning 943-5017

Ed Dyer - Director of Operation 943-5014

Laura Nazzarine - Director of Special Education 943-5029

# WEST CLERMONT BOARD OF EDUCATION

4350 Aicholtz Road, Suite 220  
Cincinnati, OH 45245  
(513) 943-5000

## School Directory

Amelia Elementary, 943-3800  
5 East Main Street  
Amelia, Ohio 45102  
School Hours: 8:30 a.m.-3 p.m.

Willowville Elementary, 943-6800  
4529 Schoolhouse Road  
Batavia, Ohio 45103  
School Hours: 9:10 a.m.-3:40 p.m.

Brantner Elementary, 943-6400  
609 Brantner Lane  
Cincinnati, Ohio 45244  
School Hours: 8:30 a.m.-3 p.m.

Withamsville-Tobasco Elementary, 943-6900  
733 Ohio Pike  
Cincinnati, Ohio 45245  
School Hours: 9:10 a.m.-3:40 p.m.

Clough Pike Elementary, 943-6700  
808 Clough Pike  
Cincinnati, Ohio 45245  
School Hours: 8:30 a.m.-3 p.m.

Amelia Middle School, 947-7500  
1341 Clough Pike  
Batavia, OH 45103-2545  
School Hours 7:15 a.m. to 2:15 p.m.

Holly Hill Elementary, 943-8900  
3520 State Route 132  
Amelia, Ohio 45102  
School Hours: 9:10 a.m.-3:40 p.m.

Glen Este Middle School, 947-7700  
4342 Glen-Este Withamsville Road  
Cincinnati, OH 45245-1599  
School Hours 7:15 a.m. to 2:15 p.m.

Merwin Elementary, 947-7800  
1040 Gaskins  
Cincinnati, Ohio 45245  
School Hours: 9:10 a.m.-3:40 p.m.

Amelia High School, 947-7400  
1351 Clough Pike  
Batavia, OH 45103-2546  
School Hours 7:15 a.m. to 2:15 p.m.

Summerside Elementary, 947-7900  
4639 Vermona Drive  
Cincinnati, Ohio 45245  
School Hours: 9:10 a.m.-3:40 p.m.

Glen Este High School, 947-7600  
4342 Glen Este-Withamsville Road  
Cincinnati, OH 45245-1599  
School Hours 7:15 a.m. to 2:15 p.m.

## **District Regulations:**

### **Chemical Dependency**

It is the policy of the West Clermont Board of Education to establish a drug-free workplace. Drug or alcohol abuse in the workplace is dangerous and can harm not only the person abusing drugs or alcohol, but also fellow employees and students. It is especially important that employees not use drugs or alcohol in the workplace in view of the fact that the conduct of all Board of Education employees can potentially influence the children within the schools.

For these reasons, the West Clermont Board of Education is committed to maintaining a drug-free workplace and will enforce a policy requiring all employees to refrain from the use, sale, purchase, possession or being under the influence of drugs or alcohol while on the job, on school premises or on or while using school equipment. Employees who fail to comply with this policy will be subject to discipline, up to and including termination from employment, unless the employee uses the rehabilitation option described in this policy.

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

Any employee convicted of an offense under a criminal drug statute must report his/her conviction to the administration no later than five working days after the conviction. Failure to do so will result in discipline up to and including termination from employment.

Employees will be provided with information concerning alcohol and other drug abuse, as follows:

1. All employees will be provided with a copy of this policy.
2. The Superintendent/designee will maintain information on community resources and employee benefits available to employees for assistance in dealing with chemical dependency problems.

Compliance with the Standard of Conduct Required is mandatory.

## **Computer Use**

Teachers are strongly encouraged to utilize computers to support and enhance instruction. In addition to computers in each classroom, computer labs are available for group instruction. Students must have a signed permission slip on file before using the internet for assignments.

Classroom computers may also be used for teacher research, curriculum development and the maintenance of class records. Remember to monitor these records so that students do not have access to them.

Examples of unacceptable use of district computers include: illegally installing copyrighted software, using the network for commercial/for profit purposes or political lobbying, developing programs that harass other users, damaging or altering components of a computer system and submitting, publishing or displaying any defamatory, inaccurate, offensive or threatening materials/messages.

## **Criminal Record Check**

The Board shall request from the Superintendent of the Bureau of Criminal Identification and Investigation (BCII) criminal record checks of candidates under final consideration for employment or appointment in the District. The BCII criminal record checks include information from the Federal Bureau of Investigation (FBI).

The Board may employ persons on the condition that the candidate submit to and pass a BCII criminal record check in accordance with State law. Applicants are given a separate written statement informing them that the Board uses a criminal record check as part of the initial hiring process and at various times during the employment career. This notice must be on a separate document which only contains this notice. The applicant's written authorization to obtain the criminal record check will be obtained prior to obtaining the criminal record check.

Prior to taking an adverse action against an applicant or employee (such as declining to employ, reassigning an employee, denying a promotion, suspension, nonrenewal or termination) based in whole or in part on a criminal record check, the applicant or employee is given a written pre-adverse action disclosure statement which includes a copy of the criminal record check and the Federal Trade Commission's notice entitled "A Summary of Your Rights Under the Fair Credit Reporting Act."

After taking an adverse action, the applicant or employee is given a written adverse action notice which includes the name, address and telephone number of the BCII, a statement that the BCII did not make the decision to take the adverse

action and cannot give specific reasons for it, the individual's right to dispute the accuracy or completeness of any information furnished by the BCII and the individual's right to an additional free criminal record check from the BCII upon request within 60 days. Any person conditionally hired who fails to pass a BCII criminal background check shall be released from employment.

An applicant for employment may provide a certified copy of a BCII criminal background check to the District in compliance with State law. The District may accept this background check in place of its own background check if the date of acceptance by the District is within one year after the date of issuance by the BCII.

State law requires subsequent criminal records checks every five years for all school employees except bus drivers. For currently employed bus drivers, a new report is required every six years.

Any and all information obtained by the Board or persons under this policy is confidential and shall not be released or disseminated. Criminal records checks are not public records for purposes of the Public Records Law. Any applicant not hired because of information received from the record check shall be assured that all records pertaining to such information are destroyed.

### **Non-Discrimination Policy**

The West Clermont Local School District does not discriminate on the basis of race, color, national origin, sex, or disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Albert Delgado, Assistant Superintendent Human Resources/Pupil Personnel  
4350 Aicholtz Road, Suite 220, Cincinnati, Ohio 45245. (513) 943-5015

The West Clermont Local School District does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. The West Clermont Local School District also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator. Name and Title: Laura Nazzarine, Director of Special Education  
Office Address: 4350 Aicholtz Road, Suite 220, Cincinnati, Ohio 45245. Phone

Number (Voice/TDD) 1-513-943-5032 Days/Hours Available 8:00 AM-4:00 PM  
Monday through Friday.

### **Pre-Employment Procedures**

All potential classified staff members will follow the procedures outlined below prior to their first day of employment:

1. Complete the Board-adopted application form.
2. Undergo a personal interview with immediate supervisor, and possibly the building principal.
3. Provide written verification of no criminal record, via the Ohio Bureau of Criminal Identification and Investigation's fingerprint process (BCI). Criminal background checks must have been completed within the past year. If the potential employee has resided outside the state of Ohio any time during the past five years, the same verification must be furnished, via a criminal background check completed by the Federal Bureau of Investigation (FBI).

The Assistant Superintendent of Human Resources/Pupil Personnel's department will take fingerprint impressions.

Employment with the West Clermont School District is contingent upon the recommendation of the Superintendent, and formal approval by the Board of Education based upon the results of the criminal background check.

4. Provide negative results of a tuberculosis test done within the past year. Should an employee test positive, an examination by a health care professional and subsequent clear x-ray will be accepted in lieu of the test results.
5. Complete the following forms:
  - A. W-4 (Federal Withholding)
  - B. State Withholding
  - C. City Tax Form
  - D. SERS Retirement
  - E. I-9 (Federal Requirement-proof that the employee is not an illegal alien)

### **Professional Training Responsibility**

The following is a list of trainings required of West Clermont staff.

All Employees: Bloodborne Pathogens; District Emergency Action Plan; Board Policies including Sexual Harassment, Ethical Use of Testing, Bullying, Proper

use of the Internet and Getting an MSDS; Student Medical Emergencies; Hazard Communication; Lockout/Tagout; Fire Safety and Child Abuse Prevention.

Teachers and Instructional Aides, start of each quarter: Review IEP/504 Plans

Custodial/Maintenance staff, month of November: Asbestos Awareness.

All New Employees will be required to take all of the courses listed above with the exception of the Asbestos Awareness which is only for Custodial or Maintenance and Review IEP/504 Plans for teachers and instructional aides. Any new employees who will be working with or around students will be required to take the Child Abuse Trainings. These include: Child Abuse Prevention, Drug Free Work Place, Violence Prevention and Promotion of Positive Youth Development. These courses are required by Ohio Revised Code.

### **Staff Injury/School Accidents**

In the event an accident occurs and/or causes personal injury to anyone on school grounds, the staff member in charge of the activity will make a report to both the administration and the school health aide. Report forms are available in the office or from the health aide.

### **Student Injury/Death Action Plan**

It is felt that if a major crisis incident happens to one of our students that could present a problem with the normal operation of the middle school day, the following plan will be placed into effect.

1. If any member of a faculty receives information concerning a student of the nature that could result in a major crisis they are requested to inform one of the administrators as soon as possible. Provide all information that is available.
2. The administration will contact the parents of the student for further information.
3. The principal will inform the Superintendent and Assistant Superintendent of Human Resources/Pupil Personnel.
4. If the incident happens in the evening after school hours, a faculty meeting will be scheduled the next morning at 7: 15 A.M. for the purpose of informing the total staff of the latest information regarding the crisis and how to handle the situation in their classroom. If the incident happens

during the school day, a faculty meeting will be held after school. The normal school day will remain in affect unless otherwise noted.

5. A crisis room will be set up in the library to handle any student problems that cannot be successfully handled by the classroom teacher in their classroom. The crisis room will be manned by the counselor, administration, nurse and available staff that may want to be involved. Students that cannot have their concerns met will be sent home so that they may be comforted by their parents.
6. Media - All media calls will be routed to the Department of Communications for official statements concerning the crisis. If it is necessary, a press conference will be called with selected personnel.

### **Death in the Classroom**

If a death happens in your classroom:

- A. move all students to the library and report incident to a principal, the counselor, or school secretary;
- B. do not move anything in the classroom as an investigation will probably be conducted by health officials;
- C. we will reschedule the rest of your classes to available classrooms or the library.

### **Suicide Statements**

In case of a suicide - If a teacher has information of students making references to their own life, it should be reported immediately to the counselor or the administrators. We will contact parents and explain the situation and ask that they come to school and pick up their student. If parents cannot be informed, the information will then be forwarded to community agencies or the police. Students should not be allowed to leave school without someone being informed.

### **School Accidents**

In the event an accident occurs and/or causes personal injury to anyone on school grounds, the staff member in charge of the activity will make a report to both the administration and the school health aide. Report forms are available in the office or from the health aide.

### **Title VI, Title IX, Section 504 Grievances**

Any employee of the District who believes they have been discriminated against on the basis of sex, race, color, national origin or handicap, may file a grievance by following the procedures listed below:

1. A sincere attempt shall be made to resolve any grievance by oral interview between the complainant and the building principal or immediate supervisor before any differences become formalized as a grievance.
2. If the grievance cannot be resolved on an informal basis, it may then be submitted in writing to the building principal or immediate supervisor as a formal grievance.
3. The principal or immediate supervisor must respond in writing to the aggrieved party within seven (7) days.
4. If the problem still remains unresolved, the employee may submit the grievance in writing to the Assistant Superintendent of Human Resources, Coordinator of Title VI, Title IX, and Section 504. The completed form may be delivered or mailed to 4350 Aicholtz Road, Suite 220, Cincinnati, Ohio 45245. A hearing shall be conducted within seven (7) calendar days of receipt of the written grievance.

The aggrieved employee shall have the right to have others present at the hearing to provide information relative to the grievance.

5. The Coordinator shall respond to the aggrieved employee in writing within seven (7) days of the date of the hearing.
6. The decision of the Coordinator will be final.  
All attempts should be made to resolve grievances at the lowest possible level.

## **Teacher Regulations:**

### **AESOP Substitute Placement Website**

To access the AESOP website, in your internet browser address bar, enter [www.aesoponline.com](http://www.aesoponline.com) and click the go button. Enter the ID and PIN numbers from your welcome letter.

### **Apparel-Staff**

Staff members should model appropriate dress to their students.

## **Care of School Property**

Teachers' desks and work areas should model neatness and organization. Children's desks should be cleaned on a regular schedule (at least monthly). All classroom floors should be "picked up" by students prior to lunch and dismissal.

Chairs need to be placed on desk tops at dismissal.

Student job charts should include routine dusting of shelves, straightening of bookcases, etc.

All textbooks must be covered and numbered. An accurate record of texts must be kept by the teacher. Children will be charged for lost or damaged books.

The staff workroom and lunch area need to be cleaned up after our personal use.

## **Cell Phones**

All cell phones and telephones inside the classroom shall be set to voice mail during instructional time. Teachers should not use the phone during instructional time.

## **Emergency Plans**

The safety and well-being of the students and staff are a priority. Although emergencies and disasters cannot be predicted, plans are prepared to minimize the effects of a disaster.

Emergency plans have been prepared for District schools by the administration and are used by personnel and students in case of fire, civil emergencies and natural disasters. The regulations are posted in each classroom and other areas accessible to students. Drills provide both students and staff with practice in responding to emergency conditions should such conditions occur.

## **Transportation Failure**

In the event that the school buses should not be able to make their scheduled runs during the school day, the following procedures will be followed:

1. Night: All news media will be advised by the Superintendent or his/her designee and parents will be requested to transport their children to school. If a state of emergency should exist, the schools will remain closed.

2. Daytime: The Superintendent or his/her designee will immediately notify the news media and parents will be requested to pick up their children. If a state of emergency exists, parents will be requested to pick their children up as soon as possible, if this is feasible. In the event that it should not be possible for parents to pick up their children, the children will remain in the building under the supervision of their respective teachers. The building principal will be responsible for analyzing the situation and following procedures to the best of his/her judgment. The Superintendent should be contacted for direction, if this is possible.
3. Rationale: In an extreme emergency the principal is in the best position to assume command of the situation, unless relieved of this responsibility by the Superintendent.

In situations that would endanger children, it would be unwise to attempt to transport them to or from school.

The Superintendent should be consulted, when possible, before decisions are made; otherwise, the building principal has full responsibility.

### **Fire/Tornado Drills**

Fire drills shall be scheduled by the principals each month during the school year. The purpose of a fire drill is to train students, under staff direction, to move safely, quickly and quietly from any location in the building to a designated area outside.

The following rules and procedures will be complied with in all schools:

1. Rules for fire evacuation will be posted in each room. These will include direction on the exit and alternative exits to use and the outdoor area to proceed to upon leaving the building from the particular room. The posted rules will be discussed with each class using the room during the first day(s) of the school year.
2. A distinct fire alarm shall be used for fire drills only; another signal shall be established by the principal to return to class.
3. No person is to remain in the building during fire drills.
4. Evacuation areas shall be at least 100 feet away from buildings and out of driveways.
5. It is each student's responsibility to move quickly, quietly and in an orderly fashion outside through the assigned exit and to the assigned

evacuation area. No running or pushing will be allowed; talking will not be permitted as students exit from the room and buildings.

6. The teacher shall be responsible for:
  - A. seeing that windows and doors are closed;
  - B. assuring that lights, electrical circuits and gas jets are turned off;
  - C. maintaining order during the evacuation; assuring that handicapped children are assisted;
  - D. if the group is the first to go through a set of doors that must be held open, assigning students to do this and instructing them to rejoin the class after the last person passes through the doors and
  - E. taking with them the roll book and checking roll when the class is in its evacuation area; immediately reporting to the principal or his/her designee any student who is unaccounted for.
  
7. The principal shall provide the Superintendent or his/her designee with a report on all fire drills, including the time required for evacuation.

Tornado drills will be conducted for rapid dismissals and students will be given instruction on safety precautions to be taken in case of a tornado or a tornado alert or warning. Principals or persons in charge of a school building will designate appropriate locations to be used to shelter students in case of a tornado, tornado alert or tornado warning.

The fire alarm system will not be used to alert building occupants of a tornado or a tornado alert or warning.

### **Bomb Threat**

In the event of a bomb threat to a school building, the following procedures will be followed:

1. Attempt to delay the caller to obtain as much information as possible in completion of "bomb threat" data, particularly:
  - A. location of bomb
  - B. time of possible detonation and time of call
  - C. identification of caller

- D. writing information down
2. Notify principal of building immediately.
3. Building inspected for possible bomb.
4. Evacuation (determination made by principal or his/her agent).
  - A. Fire drill will be announced over P.A. system.
  - B. No announcement of reason to be given.
  - C. Students remain at assembly point until authorized to return.
5. If a device is detected, DO NOT TOUCH. Call Police and give information.
6. Police personnel, when they arrive, will take command of the entire situation. The principal maintains the responsibility for students and other personnel. It will be his/her responsibility to pass on orders from the police.

### **Emergency Closings**

The Superintendent may close the schools, dismiss students early or delay the opening of schools in the event of hazardous weather or other emergencies which threaten the safety or health of students or staff members. It is understood that the Superintendent takes such action only after consultation with transportation and weather authorities.

In the event that the Superintendent/designee shortens the school day by no more than two hours due to hazardous weather, either at the beginning or the end of the given school day, that day will not be designated a calamity day.

Parents, students and staff members are informed early in each school year of the method of notification in the event of emergency closings or early dismissals.

Prior to September 1 of each year, the Board adopts a resolution specifying a contingency plan under which the students make up days the schools were closed because of calamity days. These make-up days are beyond the calamity days provided for by law.

The contingency plan cannot in any way conflict with the collective bargaining agreement.

The District will make up the time missed if the schools are closed due to a bomb threat (or any other act of inducing panic).

### **Evaluation Procedure and Dates**

The member appraisal system serves to provide (1) a record of member performance and (2) a foundation for improvement of instruction by indicating a level of performance of the bargaining unit member.

The appraisal process is the responsibility of the administration and the responsibility for the evaluation of members rests with the building level administrators.

A member shall be evaluated each year for the first three (3) years of his/her employment in the District. All other members of the bargaining unit shall be evaluated a minimum of every three (3) years. However, at the discretion of an evaluating administrator, any member may receive a full evaluation at any time, if a deficient performance is noted. The timelines set forth herein shall be modified if the required observations, evaluations and conferences cannot be held due to a member being unavailable because of absence due to the use of sick leave. The administrator shall conduct the required observations, evaluations and conferences within the same amount of time that the member was not available due to absence (i.e. if the member is absent for five (5) days the administrator shall conduct all required observations, evaluations and conferences within five (5) days of the teacher's return to work.)

When completing a full evaluation, the following procedure and dates shall be followed:

A. By October 1 the principal shall meet with the staff to discuss and review the evaluation instrument and procedure. (Appendix C)

B. One of the building level principals will be designated as the primary evaluator for a member who is up for a full evaluation. The member will be notified in writing of the identity of his/her primary evaluator by October 15 of each school year. The principal who is the primary evaluator shall make at least two (2) observations of a minimum of twenty (20) minutes each. One (1) observation shall be made no later than November 25 and the second observation shall be made between January 1 and April 1. For continuing contract members, the second observation shall be made between January 1 and May 1.

C. The evaluator and member being observed shall meet and confer about the observation within five (5) work days of the observation unless otherwise mutually agreed. The signing of a classroom visitation form and/or performance index does not constitute agreement as to the content of the visitation or index

document but simply indicates that the conference was held and a copy of the observation and/or evaluation was received by the evaluatee.

D. The member shall be evaluated in writing on the prescribed form, a copy of which shall be given to the member at the time of the conference.

E. Any areas of teaching performance identified as needing improvement or unsatisfactory shall be noted on the appropriate forms and the administrator shall make written recommendations to the evaluatee for correcting areas that have been identified as needing improvement or being unsatisfactory. If outstanding teaching strengths are observed, they shall be noted in the comments section.

F. If the member being evaluated is up for renewal consideration, he/she shall receive his/her written evaluation by May 1.

G. If the member being evaluated is a continuing contract teacher, that member shall receive his/her final evaluation by May 11.

H. When complete, the evaluation will be placed in the member's personnel file. A member may choose to write a rebuttal to all or any portion of the evaluation and it will be included in the employee's personnel file along with the evaluation.

I. Although the evaluation shall be done by a building level principal, observations in addition to the two required pursuant to this Article may be conducted by a person who is under contract with the Board pursuant to Section 3319.01 or 3319.02 of the Ohio Revised Code and holds a license designated for being a superintendent, assistant superintendent, principal or supervisor in any educational area issued under Section 3319.22 of the Ohio Revised Code. The party requesting the additional observation shall select the administrator meeting the requirements of this section to do the additional observation. Copies of the additional observation shall be provided to the member and the evaluating principal.

J. The evaluation timelines and procedures contained in this Article shall replace 3319.11 of the Ohio Revised Code.

### **Field Trips**

Field trips have great educational impact on students. Teachers are asked to use these guidelines for field trips:

1. Make the trip an integral part of the unit being taught. Have a definite purpose for the trip and explain the purpose to the class members so they will know what they are expected to observe. Teachers' lesson plans

should include pertinent instruction before the trip and follow-up evaluation after the trip.

2. Secure complete information and make pre-arrangements. Then submit a request for permission to take the trip to the Principal 20 days in advance of the date.

Information on the request must include name, address, and telephone number for the destination. Date and time for the trip must be included. On school days, the departure must not be before 8:30 and the return trip must be no later than 1:30 p.m. Trips leaving before 8:30 or returning after 1:30 p.m. must be approved by the principal.

3. Complete a request form for bus transportation for the trip at least four weeks in advance. The form is available in the office.
4. When the field trip has been approved, submit the name of the teacher, the title of the class, period the class meets, type of field trip, dates of the field trip, and time of day the event will occur to the Principal to put on the Master Schedule of Events.
5. Overnight field trips must be Board approved following the same rules and regulations.
6. Secure signed parental permission for students to participate. Be sure to tell parents of any costs involved.
7. The instructor must take the Emergency Medical Authorization form for each student participant on the trip.
8. Teachers must compile a list of the names of students participating in the field trip, the approximate time involved and have the list initialed by an administrator. Approved list should then be emailed to staff five days ahead of the field trip so this information can be given to teachers.

### **West Clermont Overnight Trip Forms**

The Superintendent and the Board of Education request that all organizations scheduling an overnight trip complete a request form and submit it to the Office of the Superintendent for consideration thirty (30) days prior to finalizing plans for the trip. Make three (3) copies of the request, one copy for each of the following: principal, superintendent, and your records.

Failure to file a completed request form thirty (30) days prior to finalizing plans for the trip will result in a refusal of the request. All pertinent information regarding the trip should be attached to the request form.

## **Grading Systems**

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

The administration and professional staff devise grading systems for evaluating and recording student progress. The records and reports of individual students are kept in a form which is understandable to parents as well as teachers.

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

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

## **Health and Safety Procedures – Medication and Sick Students**

Board of Education Policy Manual states the entire policy on administration of medication. Administration of Prescription and Non-prescription Drugs (highlights)

1. The following staff members are responsible for administering drugs:
  - a) District Nurse
  - b) Health Aide
  - c) Principal
  - d) Principal's secretary
  - e) Other staff authorized to act for the principal, or as the principal designee in situations that may call for immediate action, e.g. students needing immediate bee sting medication, students on field trips and other school sponsored activities.

2. No employee shall be required to administer a drug to a student if the employee objects because of religious convictions.
3. All appropriate authorizations, physicians' directions, and parent directives must be signed before school personnel may administer medication to students.
4. Non-prescription drugs fall under the same rules as prescription drugs.
5. Each time medication is administered at school; written records are to be kept.
6. All medication is to be sent to the office where it will be kept in a locked storage area.
7. The teacher will send a child to the office at the time his/her medication is to be taken.

### **Administering Medication to Students**

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.

1. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensation of medications. The drug or medication must be brought to school by an adult in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication. Students are not permitted to transport 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 State 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.

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.

### **Internal Substitution**

A member assigned a non-student contact assignment, who accepts a student contact assignment, shall be paid at the yearly negotiated rate. A member assigned from one student contact assignment who accepts another student contact assignment shall be paid at the yearly negotiated rate. For the purpose of this paragraph only, each member in the system has only one (1) time period increment per day of non-student contact time, provided, however, that each member has five (5) non-student time period increments per week. A time period increment is defined as that period of time established for an instructional period in a program within a building.

### **Leave**

#### **Adoption Leave**

Any member shall, upon request, receive an unpaid leave of absence for the adoption of a child. If the child's age is less than the amount required for enrollment in kindergarten, the leave shall be up to one (1) school year. If the child is enrolled in kindergarten, the leave shall not exceed one (1) school semester. In any event, said leave shall not extend beyond the member's current contract.

A member granted an adoption leave shall be returned to the member's original position if the leave is for one (1) school semester or less, provided that the

member is still under contract with the school district. A member granted an adoption leave for one (1) school year shall be returned to the member's original position or a similar position, if available, provided that the member is still under contract with the school district.

Adoption leave shall not extend the term of a member's contract.

### **Assault Leave**

A member who is physically injured as a result of a physical assault on him/her, occurring while the member is performing duties required by his/her contract, and occurring on school premises or during a school-sponsored function and not caused by another employee of the District, shall be entitled to assault leave. When such assault results in absence from duty for medical reasons, such absence shall be at no loss in pay and shall not be chargeable to sick leave to a maximum of twenty-five (25) days per member each school year. The Superintendent may grant additional days of assault leave.

Medical verification shall be furnished to the Superintendent for all such absences requiring more than three (3) days leave. The Board shall have the right to require a medical examination by a physician of its choice after the member has been absent for three (3) school days per occurrence. In such event, the Board shall pay the full cost of the examination.

### **Child Care Leave**

Upon the expiration of sick leave for pregnancy, health leave without pay for the purpose of having a baby, the birth of a baby if no sick or health leave is requested, or the adoption of a pre-school aged child five (5) years or younger, a member requesting a leave to remain home with the new child shall be granted a leave without pay by the Board. Except in emergency situations, the member eligible for and desiring the child care leave shall make application for same with the Board at least thirty (30) days prior to the anticipated starting date of the leave. Failure to initiate child care leave at the expiration of sick leave for pregnancy and/or health leave without pay for the birth of a baby, or immediately after the birth of a baby, shall waive the Board's obligation to grant child care leave to the member.

At a maximum, child care leave shall be for no more than the remainder of the school year in which it becomes effective, unless the effective date of the leave begins between March 1 and the start of the next school year, in which case it shall be for the remainder of the year in which the leave commences, if any, and the following year.

A child care leave request shall not extend a limited contract past its term.

A member returning from child care leave shall be assigned to a position within his/her area of certification/license. Reasonable effort shall be made to assign the member to the original or comparable position.

### **Military Family Leave**

President Bush signed into law the National Defense Authorization Act for FY 2008 (NDAA), Public Law 110-181. Section 585(a) of the NDAA amended the FMLA to provide eligible employees working for covered employers two important new leave rights related to military service:

(1) New Qualifying Reason for Leave. Eligible employees are entitled to up to 12 weeks of leave because of "any qualifying exigency" arising out of the fact that the spouse, son, daughter; or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. By the terms of the statute, this provision requires the Secretary of Labor to issue regulations defining "any qualifying exigency." In the interim, employers are encouraged to provide this type of leave to qualifying employees.

(2) New Leave Entitlement. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This provision became effective immediately upon enactment. This military caregiver leave is available during "a single 12-month period" during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

Additional information on the amendments and a version of Title I of the FMLA with the new statutory language incorporated is available on the FMLA amendments Web site at [http://www.dol.gov/esa/whd/fmla/NDAA\\_fmla.htm](http://www.dol.gov/esa/whd/fmla/NDAA_fmla.htm).

### **Personal Leave**

Personal leave may be used for purposes necessary to the welfare of members of the bargaining unit, but cannot be used in lieu of sick leave or to extend professional leave or vacation.

Three (3) days of personal leave shall be granted per school year. The written personal leave request is to be completed and given to the building administrator by the member no less than three (3) school days prior to the time personal leave is needed, except in an emergency situation. The building administrator shall then forward the request to the Assistant Superintendent of Personnel. Personal leave shall not be taken the day before the beginning of a vacation period, holiday or professional leave or the day after a vacation period, holiday or

professional leave. Personal leave shall also not be granted for days scheduled as in-service, conference or member workdays or state testing periods and/or semester or final exams, or the first or last ten (10) days except for the following:

Accident or catastrophe involving family property.

Court appearance as litigant or witness.

Observance of religious holidays where total abstinence from work is required.

Attendance at graduation exercises or other ceremony honoring the member, the member's spouse or the member's child.

The wedding of the member or his/her attendance at the wedding of an immediate family member.

A wedding trip of the member.

Attendance at funerals of persons not within the immediate family.

Arranging for the purchase or sale of the member's real estate.

Appointment with an attorney.

Urgent personal problems of members of the employee's immediate family.

Extension of sick leave after exhaustion of accumulated sick leave.

Appointment with STRS or other State retirement system personnel.

Attendance at a professional association meeting as an official representative.

Other personal business not covered by the above as approved by the Superintendent as defined in Section 1.0303 of the Contract.

Only ten percent (10%) of an administrator's certified/licensed staff requiring substitutes will be given personal leave on the same day.

Unused personal leave days shall be rolled over into the member's sick leave accumulation to the maximum sick leave accumulation allowed by the Contract.

### **Professional Development Leave**

The Superintendent may grant leave without loss of pay to certified/licensed members to attend meetings, seminars, classes and workshops that will further the professional development of the member.

Expenses approved for said leave by the Board shall be fully reimbursed by the Board.

Attendance at such events shall be directly related to the member's regular teaching duty or supplemental contract.

Written rationale shall be provided a member denied use of professional leave. Professional development leave shall include time for collaboration among grade levels, departments, and/or small schools. Professional development will be developed with goals to fulfill district, state and federal needs as well as consideration to recommendations from the LPDC or CIP committees.

### **Sick Leave**

Sick leave shall be granted and administered in accordance with Ohio Revised Code 3319.141. Members of the bargaining unit shall earn sick leave at the rate of one and one-fourth (1-1/4) days per month for twelve (12) months, a maximum of fifteen (15) days per year, to a cumulative total of three hundred (300) days.

The Board Treasurer shall notify each bargaining unit member on or before September 15 of each year of the number of sick leave days accumulated by that bargaining unit member.

Accumulated sick leave days may be used because of illness in the immediate family or for leave necessary for the adoption of a child up to a maximum of six (6) weeks and charged against accumulated sick leave. The "immediate family" shall include spouses, children, parents, spouses' parents, grandparents, brothers, sisters, grandchildren, aunts, uncles and/or other exceptions as approved by the Superintendent.

Bargaining unit members shall have the right to use sick leave for death in the immediate family as defined in 13.0103 above. A maximum of five (5) days of sick leave may be granted to a member when such absence is necessitated by the death of a member in his/her immediate family. The Superintendent, in his/her discretion, may approve up to five (5) additional days to attend the funeral.

In the event the member is absent six (6) consecutive working days, the member shall be required to submit a doctor's statement, if requested by the Director of Personnel.

Five (5) days of paid sick leave may be advanced each school year to those members who have exhausted their accumulated sick leave or who are newly hired and have not accumulated paid sick leave. However, the number of paid sick leave days advanced cannot be greater than the number of sick leave days the employee will accumulate for the remainder of the school year.

## **Lesson Plans**

Lesson plans must be posted on Progress Book.

Teachers need to communicate lesson objectives at the beginning of each period. State these objectives in terms of what you will expect students to be able to do at the end of the lesson. This procedure helps eliminate confusion and sends a clear message of what you expect. Objectives must be on display in the classroom. Such a procedure enables students to process your expectation.

We need to communicate to students consistently what we expect of them and that we believe each can achieve his/her potential.

The following information is to be included in your lesson plans:

- A. The Name of the Class being taught.
- B. Student objective related to the course of study.
- C. Activities or Procedures-What you will do to facilitate learning.
- D. Resources or Materials
- E. Evaluator Statement - How will you measure their success?

Unit Tests - A copy of unit tests and/or major project assignments (including the rubric) should be submitted to the evaluating principal.

The key to successful teaching is good planning. There is no substitute for it. Good planning helps create a positive classroom climate, and purposeful instructional activities that will provide worthwhile learning. The classroom teacher is responsible for the writing and the use of daily lesson plans. Developing lesson plans and maintaining a lesson plan book which reflects the daily instructional program is one of the responsibilities all instructors must assume.

## **Media Contacts/Relations/News releases (KBCA) Publicity**

Please notify the office of things that can be used in the yearbook, newspapers, and the district newsletter. Simply scheduling a special program or activity does not alert everyone concerned or publicize the event adequately. We ask that each sponsor or Coordinator notify the office of meetings, special speakers, or special classroom activities. Employees are not to speak to media outlets unless approved by the building principal.

## **Planning Time and Preparation**

All staff members shall have planning time/periods during the school week/day in accordance with the standards promulgated by the Ohio Department of Education.

In addition, all bargaining unit members who are assigned to the elementary buildings shall be granted plan time in blocks of not less than twenty (20) continuous minutes. Elementary school principals will create building schedules with a goal of providing teachers with planning time in excess of 220 minutes per week.

Members teaching in more than one building shall be so scheduled as to allow for travel time in addition to time for preparation.

Reasonable efforts will be made by middle school and high school administrators to schedule each academic area members with no more than three (3) independent preparations per semester where scheduling and staffing consideration will permit.

If a member's assignment includes four (4) or more preparations and the member perceives that scheduling and staffing considerations should be reviewed, he/she may discuss the schedule with the Superintendent to review the schedule.

The Association representative(s) and the building administrator of each elementary building shall discuss scheduling and the impact on plan time on an annual basis.

The focus of the discussion should be common plan time minutes at the elementary level.

### **The classroom teacher's responsibilities for substitute teachers**

The classroom teacher should:

1. Leave the lesson plans with sufficient key information with the school treasurer, or post all lesson plans on the AESOP System.

- A. School starting time
- B. Dismissal time
- C. Bell schedule
- D. Class schedule
- E. Seating chart

2. Display all emergency evacuation plans.
3. Have an updated seating chart.
4. Have a schedule indicating the amount of time for each class period.
5. Have the class register in a convenient place so attendance can be taken and checked.
6. Leave pertinent information about students with special needs so the substitute can locate it quickly.
7. Leave any hints about behavior modification that have worked with specific students.
8. Keep teachers' editions of adopted textbooks in a convenient place so they can be easily located. Keep a marker to indicate where the next assignment is located.
9. Provide the name of the student aide (if any), and the period this student is under your supervision.

### **Professional Conduct/Professional Work Relationships**

All West Clermont staff is a team of professionals, and each member should respect the rights of other members and act in a courteous manner toward others in the building.

Because of the nature of the job, teachers work with confidential information such as student records and other personal information. Professional ethics demand that teachers respect the confidential nature of such information. Casual conversations among teachers regarding student problems must be avoided, especially in the office where there are parents and other students present. Teachers may expect to be consulted when parents request information from the school about their sons and daughters. Parent inquiries about disciplinary matters will be handled by the administration, but the teacher involved will be consulted if necessary.

The faculty workroom is provided for teacher use. **STUDENTS ARE NOT PERMITTED IN THE TEACHER LOUNGE/WORKROOM.** A number of facilities and materials are placed there for the convenience of all staff members. Teachers are asked to help keep the faculty workroom a pleasant place for everyone to use by disposing of waste materials in provided containers. Trays,

bowls and flatware brought from the cafeteria must be returned to the cafeteria promptly.

Teachers may buy and eat lunch in the cafeteria daily. Lunches carried from home may be eaten in the lounge or cafeteria. Teachers are not permitted to leave the building for lunch.

A faculty bulletin board is provided. Check the bulletin board for posted notices of interest to staff members. Please secure approval from the principal before posting notices.

### **Professional Image**

Staff members serve as role models for students. We have a responsibility to project a positive image both in appearance and behavior. Please dress professionally. Appropriate dress may be determined at the discretion of the administration. Caution should be exercised in choice of language and under no circumstances should vulgar or profane language be used.

### **Removal of School Property**

Property of the Board of Education shall not be taken from any school building, office, or grounds for private use or for loan to any employee or other individual or to any outside organization except with the knowledge and written permission of the principal or superintendent.

### **Inventory and Maintenance**

Teachers are to keep a current inventory of the equipment and materials in their assigned area. Inventory forms are available in the office. A copy of the inventory must be given to the appropriate administrator. Equipment is to be maintained in safe working order. Discontinue use of any unsafe equipment and notify the principal immediately.

Lost or missing equipment must be reported immediately to the appropriate administrator. It is the responsibility of the teacher to check equipment daily. The teacher must maintain the security of the classroom, laboratory, and storage area. A report should be made to the police department by an administrator if equipment is stolen.

Use of the building and facilities by students before or after school hours may be arranged by the teacher through the principal. Teachers must supervise planned student activities in the school complex at all times.

## **School Closing**

### **Emergency School Closing**

Staff will be notified of school closings through the phone messaging system.

### **Closing of School**

In the event school is closed or delayed because of weather or other causes, an announcement will be made on the area radio stations. When there is some question in regard to weather related closings, please listen to the radio stations. Listen for West Clermont Schools, not the name of a particular school building.

The administrators will use the district "Call Commander" to notify parents, students and staff.

## **Smoke Free Campus**

The Board has a duty to protect and promote the health and well-being of all students, staff, and citizens. The Board is acutely aware of the serious health risks associated with the use of tobacco products, both users and nonusers, and that most tobacco use begins by the age of 18. The Board recognizes that staff and school visitors serve as role models to students and, therefore, adopts this 100% tobacco-free District policy to endorse a healthy lifestyle and prevent tobacco use.

For the purpose of this policy, "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, and spit tobacco, also known as smokeless, dip, chew and snuff, in any form.

No staff member or visitor is permitted to smoke, inhale, dip or chew tobacco at any time, including non-school hours:

1. in any building, facility or vehicle owned, leased, rented or chartered by the District or;
2. on school grounds, athletic facilities or parking lots.

Citizens caught using tobacco are educated as to the Board's policy on tobacco use. If caught using tobacco a second time, they are directed to leave school property.

"No Tobacco" signs will be posted throughout the District at entrances and other appropriate locations in all academic buildings, administrative spaces and athletic fields. District staff will be provided notice of this policy through staff handbooks. District vehicles will display the international "No Smoking" insignia.

Announcements will be made during home athletic events both before the event and during intermission, as well as at all school functions where deemed appropriate. School programs will include a written reminder of the no tobacco use on District property policy.

### **Staff Attendance Policy**

#### **Working Conditions and Employment Practices:**

##### **School Year**

The school year for regularly contracted members shall be one hundred eighty-five (185) days, three (3) of which are for staff development. One (1) of the professional days prior to the start of the year will be used for classroom preparation, either as one (1) full day or two (2) half ( $\frac{1}{2}$ ) days. The classroom preparation days will be designated by the Board prior to the beginning of each year. All members in each building shall have input into the staff development of that building.

Days which schools are closed for one of the reasons listed in Ohio Revised Code 3317.01 (b) and which are not required to be made up by the State Superintendent of Public Instruction shall be considered as days worked for pay purposes.

##### **School Day**

The length of the school instructional day shall not exceed seven (7) hours from the start of the first class until the end of the last class. The workday for bargaining unit members shall be seven (7) hours in length which shall include at least thirty (30) consecutive uninterrupted duty-free minutes for lunch. The thirty (30) minutes shall start when the elementary teacher drops off students for lunch and end when the teacher resumes supervision of students. For secondary teachers, the thirty (30) minutes shall start when the scheduled class dismisses for lunch and end when class is scheduled to resume. The providing of a lunch period shall not lengthen the contractual day.

All staff members are expected to report a reasonable period prior to the start of the school day and remain for a reasonable time after the end of the school day to supervise students.

### **Student Cumulative Records**

In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's

parent(s) or the student in compliance with law, and yet be guarded as confidential information.

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

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

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

The District provides notice to parents and eligible students annually, in accordance with the procedures set forth under administrative regulations, of the rights held by parents and eligible students under law and this policy. It is the intent of the District to limit the disclosure of information contained in the student's education records except:

1. by prior written consent;
2. as directory information and
3. under other limited circumstances, as enumerated under administrative regulations.

The following rights exist:

1. the right to inspect and review the student's education records;
2. the right, in accordance with administrative regulations, to seek to correct parts of the student's education records, including the right to a hearing if the school authority decides not to alter the records according to the parent(s)' or eligible student's request;
3. the right of any person to file a complaint with the U.S. Department of Education if the District violates relevant Federal law, specifically the Family Educational Rights and Privacy Act (FERPA) and
4. the right to acquire information concerning the procedure which the parent(s) or eligible student should follow to obtain copies of this policy,

the locations from which these copies may be obtained, as well as any fees to be charged for such copies. \*(See administrative regulations.)

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

1. student's name
2. student's address
3. student's date of birth
4. student's extracurricular participation
5. student's achievement awards or honors
6. student's weight and height, if a member of an athletic team
7. student's photo

The above information is disclosed without prior written consent, except when the request is for a profit-making plan or activity.

Administrative regulations set forth a procedure for annual notification to parents and eligible students of the District's definition of directory information. Parents or eligible students then have two weeks in which to advise the District, in accordance with such regulations, of any or all items which they refuse to permit as directory information about that student.

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

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

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

### **Student Organizations**

The use of the school facilities is limited to the school organizations listed in the Student Handbook. The use of any facility may be arranged through the Athletic Director or Principal. Please make the arrangements a minimum of 10 days prior to the event. To reserve the Performing Arts Center (PAC) at either Amelia or Glen Este high school, please make arrangements with the PAC Manager. School organizations may conduct fundraisers only after they have been approved by the administration and superintendent. The administration has the authority and the responsibility to oversee the activities of all school organizations and has the right to restrict or cancel any program that is not in the best interest of the educational program.

### **Teacher Workday**

As stated in the Master Contract, "All staff members are expected to report a reasonable period prior to the start of the school day and remain for a reasonable time after the end of the school day to supervise students."

### **Visitors**

All visitors to the building must be approved by the principal prior to the scheduling of those visitors. Visitors are defined as any adult or staff member child that is not on staff or part of the student body.

### **Volunteers**

Current and prospective volunteers who have or will have unsupervised access to children on a regular basis may, at any time, be subject to a criminal record check.

### **Written Publications**

All written communications to parents or other members of the community must have approval from the principal before being sent out. All special programs should have approval of the principal.

# Student Regulations:

## Acceleration

The Board recognizes that all students learn and progress at different rates and that the time it takes to reach academic standards varies among students. The Board believes students should be challenged and supported to reach their full potential and that the practice of educational acceleration is used to match appropriate learning opportunities with student abilities. The goals of acceleration are to adjust the pace of instruction to the student's capabilities, provide an appropriate level of challenge and to reduce the time period necessary for students to complete traditional schooling.

The District uses acceleration strategies in four academic areas.

1. Whole-grade acceleration: The practice of assigning a student on a full-time basis to a higher grade level than is typical given the student's age, for the purpose of providing access to appropriately challenging learning opportunities.
2. Individual subject acceleration: The practice of assigning a student to a higher grade level than is typical given the student's age, for the purpose of providing access to appropriately challenging learning opportunities in one or more subject areas.
3. Early admission to kindergarten: The practice of admitting a student to kindergarten who has not yet reached the typical age at which students are admitted to kindergarten, for the purpose of providing access to appropriately challenging learning opportunities.
4. Early high school graduation: The practice of facilitating completion of the high school program in fewer than four years, for the purpose of providing earlier than typical access to post-secondary educational opportunities.

Referrals for students to be evaluated and assessed should be made to the building principal. Students referred and having parental permission are tested using a variety of assessments. The assessments are reviewed by an acceleration evaluation committee to determine the most appropriate and available learning environment for the students.

The committee issues a written recommendation to the building principals and the students' parents. Parents have the right to appeal the committee's recommendation to the Superintendent/designee.

The committee develops a written acceleration plan for any student who is admitted early to kindergarten, offered whole-grade acceleration or acceleration in one or more individual subject areas. The parents of the student are provided with a copy of the written plan.

The Board directs the administration to develop rules for referring and evaluating students who may qualify for services.

### **Entrance Age** **(Mandatory Kindergarten)**

Each child who is five years of age on or before September 30 shall be eligible to enroll in kindergarten. Each child who is six years of age on or before September 30 and who has successfully completed kindergarten is eligible to enroll in the first grade.

The District policy requiring successful completion of kindergarten may, upon parental request to the pupil personnel services committee, be waived provided the child demonstrates to the satisfaction of the committee the social, emotional, and cognitive skills necessary for first grade, and that the child is at least six by the District admittance date. This committee shall be comprised as set forth in the Ohio Revised Code.

### **ESL**

School districts must identify all students whose primary or home language is other than English. Then, the district must assess the students to determine if they are limited English proficient (LEP) and need special language assistance in order to effectively participate in the district's instructional program. After a school district has identified LEP students who need assistance, it must determine what kind of special language service program is to be provided, and it must implement the program.

In its ruling in the 1974 *Lau v. Nichols* case, the U.S. Supreme Court did not mandate a particular type of educational program to address the needs of limited English proficient (LEP) students. According to guidelines from the Office for Civil Rights (U.S. Department of Education, 1992), the test for legal adequacy for a program serving LEP students is whether the adopted strategy works, or promises to work, on the basis of past practice or in the judgment of experts in the field.

Given the flexibility to decide on the educational approach that best meets the needs of their LEP students, school districts in Ohio use a variety of programs or combination of programs.

## **Gifted Education**

Programs for students who have been identified as performing or showing potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience or environment

## **Individual Education Plan**

A written statement for a student that is developed, reviewed and revised in accordance with federal and state regulations.

## **Needy Children**

Refer names of children in need of food and/or clothing to the principal or the school secretary.

## **Progress Book**

### **Progress and Interim Reports**

The student's academic progress is of vital interest to parents. Therefore, in accordance with school policy, interim reports are given to the students to take home at the conclusion of the fourth week of the grading period and at any time the teacher feels that the parents need to be informed of poor performance on the part of the student. No student may be given a grade of "F" or "NC" unless an interim report has been sent home indicating possible failure and a copy is on file with the Guidance Counselor. Teachers need to include on this report comments as to current average, work missing or other problems causing the poor performance. When no change is noted after sending the interim report home, the teacher should make a parent contact by phone.

The interim grade and comments will be entered into the computer and a comprehensive interim report will be generated for each student. The Advisory teacher will hand out interims for his/her class. All grades can be accessed by parents using the PROGRESS BOOK System.

### **Progress Book GRADING RECORDS**

The keeping of complete and proper grade records is of vital importance. All grades are to be entered using the ProgressBook™ process.

Parents are able to view student grades via the internet. Grades must be updated each Friday before the end of the day.

Teachers are also required complete lesson plans using ProgressBook™ or transfer their existing lesson plans into the ProgressBook™ format. Lesson plans should be posted at the start each week.

Class lists are automatically synchronized with the district student information system. Accurate class lists are critical to the success of ProgressBook™.

Teachers should report class list errors so that the office can properly assign students to the correct classes.

Teachers also are required to keep attendance records using ProgressBook™. Students withdrawing from a class section will have a red W next to their names and should be hidden from the rest of a class list. Teachers are responsible for hiding withdrawn students from their class lists.

Interim reports are made up of grades extracted from a class grade book in the middle of a grading period. Teachers can automatically transfer grades but need to verify that the grade is correct and provide a comment if the letter grade is a D or F. Teachers can also manually override the calculated grades and put the correct letter grade on the report.

Grade cards are printed at the end of each quarter and require teachers to transfer grades and verify them. Teachers may also override quarter grades and should provide parents an explanation for failing progress.

### **Record Keeping**

All students' cumulative records are kept in the Office in alphabetical order by grade. The information available in this folder includes previous standardized test scores, previous grades, absence records, etc. Teachers may come to the Office to review this information at any time. Cumulative folders are not to leave the Office.

### **Promotion and Retention of Students**

All assignments of students shall be made by direction of the Superintendent, as provided by statute.

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 shall be 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.

Whenever retention is being considered, the teacher shall confer with the principal. The parents shall be invited to a meeting with the appropriate staff

members to discuss the student's academic standing in relation to the grade level program and the student's ability. This conference shall occur early in the third trimester at the latest or immediately after receipt of proficiency test results at the third grade level if retention is based on failure of the reading portion of the third grade achievement test. Prior to the end of the school year, status shall be reviewed with the parents.

### Grades K-3 and 5-8

In general, students shall be placed at the grade level to which they are best adjusted academically, socially and emotionally. The educational program is planned for the continuous progress of children from grade to grade, with children spending one year in each grade. A few students, however, may benefit from spending an additional year in the same grade. Such retention may be considered when:

1. The child is achieving significantly below ability and grade level expectations.
2. The physical, social and emotional maturity of the student is significantly below his/her age level.
3. Retention would not cause undue social and emotional adjustment.
4. Retention would have a reasonable change benefiting the student totally.

If retention is not deemed beneficial, the student may be assigned to the next grade level at the discretion of the superintendent or designee.

### High School

In high school, students have been awarded the following number of credits for placement at the given grade level:

Sophomore	At least 5.25
Senior	At least 16.00

The grade placement cutoff numbers apply only to those students who have not exceeded 10% unexcused absences and failed two or more courses.

### Students Entering from Outside the District

Students entering from outside the school system late in the year must have filed with the receiving school the student's most recent report card and transcript of grades, including certificates of attendance and an immunization record from the school of most recent attendance.

1. Additional records, reflecting the student's previous standing and achievement, plus other pertinent data, will be requested from the former school or schools by the receiving school.
2. In the event of very late entrance, where the receiving school does not have time to evaluate the student's ability, no promotional assignment will be made until such records are made available.

These assignments may be referred to the Superintendent for disposition at the close of the school year.

### Promotion

Promotion of students, completing the school term, will be based upon the following criteria, which will be measured by teacher evaluation, standardized testing and statistical documentation. Later arrivals must have met the requirements set forth in paragraph 1.

1. satisfactory completion of the work of the present grade;
2. adequate ability for advancement;
3. adequate emotional and social maturity;
4. upon completion of two years of assignment in a given grade, the student may be placed in the next higher grade;
5. chronologically, two years over-age for the grade and
6. competency testing.

### Transfer of students

#### **Intradistrict Open Enrollment**

Students should be permitted to attend their school of choice within the District. The Board permits students to apply for attendance at their school of choice based upon criteria established by the school administration. The specific criteria are consistent with State law and include application procedures, including deadlines for application and notification of students and principals of alternative schools, whenever a student's application is accepted. Only students wishing to attend a school other than their assigned school need apply.

Procedures for admitting applicants to other schools include but are not limited to:

1. establishing capacity limits by grade level, school building and educational program;
2. requiring that students enrolled in a school building or living in the attendance area of the school building established by the Board be given preference over applicants and
3. ensuring that an appropriate racial balance is maintained in the schools.

All students enrolled in the West Clermont Local School District are assigned to the school or special education program serving their attendance area. Students wishing to attend a different school must complete and submit an intradistrict enrollment request form in accordance with the following provisions.

1. On or before the first school day in April of each school year, the assistant superintendent of pupil personnel shall inform the general public and the parent(s) of each student enrolled in the District of the intradistrict open enrollment policy and application procedures.
2. Application forms shall be available upon request in the office of the principal in each of the schools, as well as the office of the assistant superintendent of pupil personnel.
3. Application forms must be completed by the parent(s) and received by the office of the principal of the new school of attendance between 8 a.m., the second school day in April and 4 p.m., the first school day in June. Applications will be processed in the order in which they are received.
4. All approvals are on an annual basis and must be reapproved in accordance with this intradistrict plan on a yearly basis. This includes a new application each year.
5. Requests to be assigned to a District building or program other than the one serving a student's attendance area will be honored provided that:
  - A. Building capacities and grade level capacities are to be considered at the time of intradistrict open enrollment.
  - B. An appropriate racial balance among schools within the District is maintained. Applications shall be reviewed as considered to ensure this balance is maintained.

- C. A requirement that students enrolled in a school building or living in any attendance area of the school building established by the Superintendent be given preference over applicants.
6. To prevent any disruption of a student's education and to maintain continuity, students accepted for the voluntary transfer program will remain in the new school for the entire school year. Exceptions to this may be considered with the approval of the Superintendent.
  7. Students who have been reassigned to and have attended an alternative school under this plan during the preceding school year may be given preference over new transfer applicants. However, approval one year does not guarantee approval in the future.
  8. In the event the parent requests to return to the home school or attend a new school, the parent must fill out an application to transfer as would any other applicant, subject to the dates in these regulations.
  9. Parents, principals and the transportation department shall be notified by the principal of the new school of the applicant's acceptance or rejection by the first full week in August of each calendar year.
  10. A Board will require a student receiving special education services to attend school only where the services described in the student's IEP are available.
  11. Students requesting intradistrict transfer for documented medical reasons will be given priority consideration and the Superintendent or designee has the authority to allow medical transfer requests to exceed the stated enrollment limits and the stated request timelines.
  12. The West Clermont Board of Education is not required to provide transportation to a non-handicapped student enrolled in an alternative school unless such student can be picked up and dropped off at a regular school bus stop in accordance with the Board's transportation policy. Exceptions to this will be determined based upon the numbers of requested reassignments to individual school sites.
  13. If a student has or becomes a discipline problem, then an intradistrict transfer may be denied or revoked.
  14. The final decision for all intradistrict enrollment transfer requests rests with the Superintendent.
  15. If attendance, including excessive tardiness or early dismissals, is an issue the intradistrict transfer may be denied or revoked.

## **Professional Regulations:**

### **Graduate Studies**

Upon written request, the Board may grant a full-time member a leave of absence without pay for a maximum of one (1) school year (two consecutive semesters) for the purpose of meeting the university residence requirements of graduate studies, subject to the following restrictions:

That the member, at the time of the request, submits written evidence from the dean of the university graduate school verifying the residency requirements.

That the leave time of one year is used to complete the requirements for the receipt of the degree.

That the program be restricted to the area of expertise of the member in the field of education, within the needs of the District.

That the member has taught successfully for five (5) years in the West Clermont Local School District and is on continuing contractual status.

That satisfactory replacement for the member requesting the leave is available.

That the member agrees to return after the leave to teach one (1) year in the West Clermont Local School District.

That the member has not been granted any other leave within the preceding five (5) years.

That the sum of leaves for graduate study presently granted does not constitute a total of more than one percent (1 %) of the professional staff at any one time.

That the leave be requested prior to April 1.

### **LPDC**

The West Clermont Local Professional Development Committee is to establish standards for professional growth and review and approve course work and other professional development activities of staff members as authorized by Senate Bill 230 and policies of the West Clermont Board of Education.

## **Ohio Master Teacher Program**

Senate Bill 2 directed the Educator Standards Board to define a "master teacher" in a manner that can be used uniformly by all districts and to adopt multiple, equal-weighted criteria to use in determining whether a person is a master teacher. It also directed districts to report the number of master teachers employed in the education management information system and The Ohio Department of Education to include the number of master teachers employed by each district on the district's and building's local report card.

### **Definition of a Master Teacher:**

A master teacher demonstrates excellence inside and outside of the classroom through consistent leadership and focused collaboration to maximize student learning. A master teacher strives for distinguished teaching and continued professional growth as specified by The Ohio Standards for the Teaching Professions.