



**IRONTON CITY SCHOOL DISTRICT**

**EMPLOYEE HANDBOOK**

**2023-2024**

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## **Introduction**

The purpose of this handbook is to provide information and answer questions regarding some of the most pertinent policies and procedures followed by employees of Ironton City School District. Any policies and procedures not included can be found at [www.tigertown.com](http://www.tigertown.com).

This handbook is neither a contract nor a substitution for all adopted district policies. Rather, it is a guide to and brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; any changes in policy shall supercede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes found at [www.tigertown.com](http://www.tigertown.com), confer with their supervisor, or call the Board of Education at 740-532-4133.

## **District Information**

The Ironton City School District provides quality educational experiences for the students of Ironton, Ohio. Our community is located in the extreme south central part of Ohio and is part of the Tri-State Metropolitan Area with the communities of Ashland, Kentucky and Huntington, West Virginia. The district operates three schools: [Ironton Elementary School](#), [Ironton Middle School](#), and [Ironton High School](#).

## **Mission Statement**

Our mission is to provide quality education assuring every student achieves his/her maximum potential, through a challenging curriculum and co-curricular activities, provided by highly qualified, dedicated employees, in a safe environment, in partnership with parents and community.

## **Goals**

Curriculum, Instruction, and Assessment: Develop and implement systemic models for effective instructional content development and delivery as part of a Multi-tiered System of Supports (MTSS) framework, with focus on daily, high-yield instructional practices across all grade levels.

Community and Family Engagement: Increase the effectiveness and variety of methods used to communicate information to stakeholders and implement a comprehensive engagement system

as part of a Multi-tiered System of Supports (MTSS) framework, designed to include parents, families, and the community in all facets of the teaching/learning process.

School Climate and Supports: Develop and implement a cohesive student support system within a Multi-tiered System of Supports (MTSS) framework with focus on PBIS processes, student attendance, and student social-emotional learning and wellness.

## **Board of Education**

Ohio law grants the Ironton City Board of Education the power to govern and oversee the management of the district's schools. The Board is the policy-making body within the district and has oversight regarding curriculum, school taxes, annual budget, employment of staff, and facilities.

The Board of Education is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Board members in Ironton City Schools are elected to serve four (4) year terms.

### **Current Board Members:**

Mike Wirzfeld, President

T.J. Parnell, Vice President

Kevin Hacker

Mark Fields

Rae Ann Witt

The Board of Education holds a regular monthly meeting on the third Monday of each month. Date, time, and location are posted on the district website. Special meetings may be called when necessary and regular meeting dates may be changed as needed.

All meetings are open to the public. In certain circumstances, Ohio law permits the Board of Education to go into executive session from which others and the public are excluded. Executive session may occur for such things as employee/personnel matters confidential in nature, property acquisition, consultation with attorneys regarding pending litigation, discussion of bargaining/contract negotiations, security matters, and other matters required to be confidential by Federal law, regulations, or State statutes.

## **Administration/Central Office Staff**

Superintendent - Joe Geletka	<a href="mailto:joe.geletka@tigertown.com">joe.geletka@tigertown.com</a>
Treasurer - Patty Wade	<a href="mailto:patty.wade@tigertown.com">patty.wade@tigertown.com</a>
Director of Student Services - Mark LaFon	<a href="mailto:mark.lafon@tigertown.com">mark.lafon@tigertown.com</a>
Federal Programs Coordinator - Carrie Munion	<a href="mailto:carrie.munion@tigertown.com">carrie.munion@tigertown.com</a>
Kristi Joseph - Payroll	<a href="mailto:kristi.joseph@tigertown.com">kristi.joseph@tigertown.com</a>
Andrea Medcalf - Accounts Payable	<a href="mailto:andrea.medcalf@tigertown.com">andrea.medcalf@tigertown.com</a>
Lana Lawless - EMIS Coordinator	<a href="mailto:lane.lawless@tigertown.com">lane.lawless@tigertown.com</a>
Sara Wellman - School Psychologist	<a href="mailto:sara.wellman@tigertown.com">sara.wellman@tigertown.com</a>
Toben Schreck - Transportation Director	<a href="mailto:toben.schreck@tigertown.com">toben.schreck@tigertown.com</a>
Scott Webb - Maintenance Director	<a href="mailto:scott.webb@tigertown.com">scott.webb@tigertown.com</a>
Joel Utsinger - Technology Coordinator	<a href="mailto:joel.utsinger@tigertown.com">joel.utsinger@tigertown.com</a>
Sarah Wilson - Secretary/Personnel	<a href="mailto:sarah.wilson@tigertown.com">sarah.wilson@tigertown.com</a>
Valerie Freeman - Psychologist Aide	<a href="mailto:valerie.freeman@tigertown.com">valerie.freeman@tigertown.com</a>
Terry Saunders - Truant Officer	<a href="mailto:tl.saunders@tigertown.com">tl.saunders@tigertown.com</a>

# School Calendar

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## IRONTON CITY SCHOOLS 2023-2024 School Year Calendar

Aug 14	District Professional Development Day
Aug 15	Professional Development Day
Aug 16	First Day of School for Grades 1-12
Aug 22	First Day of School for Preschool & KDG.
Sep 04	Labor Day (No School)
Oct 13	End of 1st Grading Period (42 Days)
Oct 16	Professional Development Day (No School)
Nov 06	IES P/T Conferences 2:40 p.m. - 7:40 p.m. IMS P/T Conferences 3:15 p.m. - 8:15 p.m. IHS P/T Conferences 3:30 p.m. - 8:30 p.m.
Nov 07	Election Day (No School)
Nov 20-24	Thanksgiving Break (No School)
Dec 20	End of 2nd Grading Period (41 Days)
Dec 21	Christmas Break Begins (No School)
Jan 02	District Professional Development Day
Jan 03	Classes Resume
Jan 15	Martin Luther King, Jr. Day (No School)
Feb 15	IES P/T Conferences 2:40 p.m. - 7:40 p.m. IMS P/T Conferences 3:15 p.m. - 8:15 p.m. IHS P/T Conferences 3:30 p.m. - 8:30 p.m.
Feb 16	No School
Feb 19	Presidents' Day (No School)
Mar 05	Primary Election Day (No School)
Mar 08	End of 3rd Grading Period (44 Days)
Mar 29-Apr 05	No School (Days Designated For Make-up *)
May 24	End of 4th Grading Period (49 Days)
May 25	Baccalaureate (7:00 p.m.)
May 26	High School Graduation (7:00 p.m.)

176 Days of Instruction

4 Professional Development Days

2 Parent/Teacher Conference Days

182 Total Calendar Days

\* Note: March 28 - April 6 and/or days added to the end of the school year will be used to make up instructional time should the district exceed the number of calendar hours stipulated in the collective bargaining agreement.

### OHIO TESTING WINDOWS

Oct. 16 - Nov. 3	Grade 3 ELA
Nov. 27 - Jan. 12	H.S. End of Course Tests
Jan. 29 - Mar. 22	OELPA
Feb. 26 - Apr. 19	Alternate Assessment
Mar. 25 - Apr. 26	ELA
Apr. 1 - May 10	Math, Science, Social Studies
Feb. 27	ACT

Adopted: 02/21/2023

<span style="background-color: #90EE90; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> School Day	<span style="background-color: #FFFF00; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Professional Development (No School)
<span style="background-color: #FF0000; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Schools Closed	<span style="background-color: #FFD700; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Grading Period Ends

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## **Helpful Contacts**

If questions cannot be answered by supervisors on the campus-level, the employee is encouraged to contact the appropriate department listed below:

<b>Administration/Central Office</b>	740-532-4133
Superintendent	Ext. 3602
Treasurer	Ext. 3607
Director of Student Services	Ext. 3604
Federal Programs Coordinator	Ext. 3603
Payroll	Ext. 3608
Accounts Payable	Ext. 3609
School Psychologist	Ext. 3605
Secretary/Personnel	Ext. 3601
 <b>Ironton Elementary School</b>	 740-532-2209
 <b>Ironton Middle School</b>	 740-532-3347
 <b>Ironton High School</b>	 740-532-3911

## **Employment**

### **Equal Employment Opportunity**

*Board Policy 4122*

The Ironton City School District does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, military status, ancestry, genetic information, or any other legally protected category, in its programs and activities, including employment opportunities.

Employees with questions or concerns about discrimination on the basis of race, color, religion, sex, national origin, age, or military status should contact Mark LaFon, who is the district's Title IX coordinator.

### **Collective Bargaining Agreements**

Ironton Education Association: The Ironton City Schools Board of Education recognizes the Ironton Education Association (IEA) as the sole and exclusive bargaining representative of the defined bargaining unit comprised of all full-time and part-time certificated personnel including teachers, Title 1 teachers, school nurses, guidance counselors, speech therapists, and librarians. The current collective bargaining agreement between the Ironton City Schools Board of Education and the Ironton Education Association can be found under Staff>Contracts>IEA Contract at [www.tigertown.com](http://www.tigertown.com).

Ironton Support Staff Association: The Ironton City Schools Board of Education recognizes the Ironton Support Staff Association (ISSA) as the sole and exclusive bargaining representative of the defined bargaining unit comprised of all full-time and part-time non-teaching personnel including long-term subs. The current collective bargaining agreement between the Ironton City Schools Board of Education and the Ironton Support Staff Association can be found under Staff>Contracts>ISSA Contract at [www.tigertown.com](http://www.tigertown.com).

### **Employee Contracts**

*Board Policy 3124, 4124*

Professional Staff: Upon initial employment, the first limited contract shall be for one (1) year. The second and third limited contracts shall be for one (1) year. The fourth and fifth limited contracts shall be for three (3) years. Subsequent to the fifth contract, all regular limited



contracts shall be for five (5) years. The Ironton City Schools Board of Education will follow Ohio Revised Code 3319.07 and 3319.11 in awarding continuing contract status.

Non-renewal of limited contracts shall be governed by the applicable provisions of Ohio Revised Code Section 3319.11.

Classified Staff: Upon initial employment, the first limited contract shall be for one (1) year. The second limited contract shall be for one (1) year. The third limited contract shall be for three (3) years. The fourth limited contract shall be for five (5) years. Beginning with the fifth contract, all regular contracts shall be continuing.

### **Initial Employment Paperwork/Certification and Licenses**

*Board Policy 3120, 4120*

All new employees, regardless of position, must complete an initial employment packet. This paperwork must be completed and returned to Sarah Wilson. No employee will be permitted to work until required documents are completed and returned.

Teachers must hold a valid license issued by the State to teach in all areas of assignment. Teachers who instruct in core subject areas must be properly certified/licensed as required by the Elementary and Secondary Education Act, as amended ("ESEA"), and State law. A properly licensed/certified teacher is defined as a teacher who has successfully completed all requirements for certification/licensure and holds a license applicable to all grade levels and subject areas in which the teacher provides instruction and the students to whom the teacher provides the instruction.

Professional employees whose positions require Ohio Department of Education certification or professional licensure are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have obtained or renewed their credentials to Sarah Wilson, Secretary/Personnel, in a timely manner.

Full-time classified employees working more than 60 days whose positions require a food handler's permit will be reimbursed the cost of the permit upon receipt of proper documentation. The cost of required paraprofessional permit renewals may also be reimbursed under the same condition. It is the responsibility of the employee to pursue reimbursement.

## Commercial Drivers License

*Board Policy 8600.04*

Employees whose positions require a valid State of Ohio Commercial Driver's License (CDL) are required to possess such license with proper and necessary endorsements and regulations required by state and federal laws. The district will pay for the cost of the required license to operate a school bus. Please see the collective bargaining agreement between the Ironton Support Staff Association and the Ironton City Schools Board of Education for additional information.

## **Evaluation**

*Board Policy 3220.03, 3223, 4220*

**Teacher and Counselor Evaluation:** The Ironton City Schools Board of Education has adopted a policy in accordance with the standards-based statewide teacher evaluation framework adopted by the State Board of Education in accordance with SB 216. For a complete description of the evaluation process, please refer to the current collective bargaining agreement between the Ironton Education Association and the Ironton City Schools Board of Education.

**Classified Staff Evaluation:** Evaluation of job performance and other job-related criteria will vary according to position. Please contact the following supervisors for more information/questions:

Cafeteria/Cooks - Mark LaFon	<a href="mailto:mark.lafon@tigertown.com">mark.lafon@tigertown.com</a>
Custodians - Scott Webb	<a href="mailto:scott.webb@tigertown.com">scott.webb@tigertown.com</a>
Transportation - Toben Schreck	<a href="mailto:toben.schreck@tigertown.com">toben.schreck@tigertown.com</a>
Paraprofessionals - Mark LaFon	<a href="mailto:mark.lafon@tigertown.com">mark.lafon@tigertown.com</a>
Secretaries	Building-level Administration

## **Professional/Staff Development**

*Board Policy 3242, 4242*

Professional/staff development activities are organized to meet the needs of employees and the district. For academic year 2023-2024, district-level professional/staff development will be provided on the following dates:

- August 14, 2023
- August 15, 2023
- October 16, 2023
- January 2, 2024

In addition to district-level professional/staff development, employees are encouraged to participate in development opportunities related to achieving instructional goals and performance objectives identified by the district.

Employees holding renewable Ohio Department of Education licenses are responsible for maintaining documentation of professional development/training hours required for renewal. Upon time of renewal, employees will meet with the Local Professional Development Committee (LPDC) for verification of hours.

Staff development for non-instructional employees is designed to meet specific licensing requirements (e.g. bus drivers) and continued employee skill development.

## **Compensation and Benefits**

### **Salary**

*Board Policy 3411*

Employees are paid in accordance with guidelines and pay structures established in the collective bargaining agreements between the Ironton City Schools Board of Education and the bargaining unit for which each position applies. Salary schedules for the 2023-2024 school year can be found in the current collective bargaining agreements found on [www.tigertown.com](http://www.tigertown.com).

## Pay Periods

Employees will receive payment in twenty-six (26) equal installments over a twelve (12) month period by direct deposit in an account specified by the employee. Payday will be every other Friday, except in cases of emergency. If there are twenty-seven (27) pay periods, employees' pay will be divided by twenty-seven (27) and paid in twenty-seven (27) equal installments. For the 2023-2024 school year, the pay periods are as follows:

Sept. 2023	Oct. 2023	Nov. 2023	Dec. 2023	Jan. 2024	Feb. 2024	Mar. 2024	Apr. 2024	May 2024	June 2024	July 2024	Aug. 2024
1st	13th	10th	8th	5th	2nd	1st	12th	10th	7th	5th	2nd
15th	27th	24th	22nd	19th	16th	15th	26th	24th	21st	19th	16th
29th						29th					30th

Notice of direct deposit will be sent to the employee's email prior to the deposit being made.

## Payroll Deductions

*Board Policy 6520*

Employees will have the following required payroll deductions:

- Federal Income Tax
- State and Local Tax
- Medicare Tax
- Ohio State Teachers Retirement System (STRS), Ohio State Employees Retirement System (SERS), or social security employee contributions
- Child support and spousal maintenance, if applicable
- Garnishments required by court order
- Delinquent federal education loan payments, if applicable

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, vision, and life insurances; annuities; and Christmas Club.

Employees may also receive a deduction for payment of membership dues to the Ironton Education Association or Ironton Support Staff Association, if applicable.

In cases when an employee is absent from duty and there is no sick leave applicable, or when the absence is unauthorized, the salary deduction for each day of absence will be based on the employee's current salary divided by the number of work days required in the official school calendar for each job classification.

Employees should contact Kristi Joseph for more information about the district's payroll process or their own salary.

### **Hospitalization Insurance**

Professional/Certified Staff: For any employee hired prior to August 1, 2009 that elects to carry hospitalization insurance, the Ironton City Schools Board of Education will pay 85% of the insurance premium. For employees hired after August 1, 2009, the Board of Education will pay 75% of the insurance premium. For further information, please refer to the current collective bargaining agreement between the Ironton City Schools Board of Education and the Ironton Education Association.

Classified Staff: For any employee hired prior to August 1, 2009 that elects to carry hospitalization insurance, the Ironton City Schools Board of Education will pay 85% of the insurance premium. For employees hired after August 1, 2009, the Board of Education will pay 70% of the insurance premium. For further information, please refer to the current collective bargaining agreement between the Ironton City Schools Board of Education and the Ironton Support Staff Association.

### **Vision and Dental Insurance**

For all employees, the Ironton City Schools Board of Education will pay the cost of a single vision and dental plan, with the full-time employee paying the cost difference if they choose to participate in a family plan.

### **Life Insurance**

Professional/Certified Staff: The Ironton City Schools Board of Education will provide full-time employees with a life insurance program of \$30,000 coverage, provided that said coverage is available pursuant to the conditions set forth by the insurance provider.

Classified Staff: The Ironton City Schools Board of Education will provide full-time employees with a life insurance program of \$20,000 coverage, provided that said coverage is available pursuant to the conditions set forth by the insurance provider.

For more information or questions regarding insurance, contact Kristi Joseph or Sarah Wilson.

### **Cafeteria Plan Benefits (Section 125)**

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e. disability, accidental death and dismemberment, cancer and dread disease, dental, and additional term life insurance). A third-party administrator handles employee claims made on these accounts.

New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the specified time period.

### **Workers' Compensation Insurance**

*Board Policy 8442.01*

Ironton City School District, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related injury on the job. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to the appropriate supervisor, at which time an accident report must be completed.

### **Leaves and Absences**

The district offers employees paid and unpaid leaves of absence in times of personal need. Detailed information regarding leaves and absences can be found in the collective bargaining agreement applicable to the position in question.

Professional/Certified Staff: All full-time employees are entitled to fifteen (15) days sick leave with pay for each year under contract. These days are credited at a rate of 1.25 days per month. Employees must enter sick leave requests into the *Kiosk* system within three (3) days of returning to work. Unused sick leave is accumulated as earned without limit. In addition, each employee is entitled to three (3) unrestricted personal leave days per year. Employees must enter all personal leave requests into the *Kiosk* system at least two (2) work days in advance for administrator approval. Personal leave is not accumulated without limit. At the end of the school year, any unused personal leave may be converted to sick leave or cashed in at a rate of one hundred dollars (\$100) per day. Employees are also given three (3) hours of emergency leave, not to be used in increments smaller than .5 hour.

Classified Staff: All full-time employees are entitled to fifteen (15) days sick leave with pay for each year under contract. These days are credited at a rate of 1.25 days per month. Employees must enter sick leave requests into the *Kiosk* system within three (3) days of returning to work. Unused sick leave is accumulated as earned without limit. In addition, each employee is entitled to three (3) unrestricted personal leave days per year. Employees must enter all personal leave requests into the *Kiosk* system at least two (2) work days in advance for administrator approval. Personal leave is not accumulated without limit. At the end of the school year, any unused personal leave may be converted to sick leave or cashed in at a rate of ninety dollars (\$90) per day.

Employee *Kiosk* can be found at [www.tigertown.com](http://www.tigertown.com) >Staff>Employee Kiosk.

[Employee Kiosk Manual](#)

All questions regarding leaves and absences should be directed to Kristi Joseph.

### **Absence Management/Reporting Leave**

All employees must report absences into the *Kiosk* system as directed above.

Professional/Certified Staff: If a substitute is needed, staff must notify their building administrator and contact Angela Blankenship at 740-646-8540 to schedule a substitute no later than 10:30 P.M. and no earlier than 5:30 A.M.

Classified Staff: On the day of the absence, staff must give notice to the office of their immediate supervisor. Paraprofessionals must also contact Angela Blankenship at 740-646-8540 to schedule a substitute no later than 10:30 P.M. and no earlier than 5:30 A.M.

If any employee takes leave in excess of the amount earned, the employee's pay will be deducted for all time missed based on their daily rate of pay.

## **FMLA Leave**

*Board Policy 3430.01, 4430.01*

### Qualifying Reasons for FMLA and Military Family Leave

In accordance with the Family and Medical Leave Act of 1993, as amended, ("FMLA"), eligible staff members may take up to twelve (12) work weeks of job-protected, unpaid leave, or substitute appropriate paid leave if the staff member has earned or accrued it, for the following reasons:

- A. the birth and/or care of a newborn child of the staff member, within one (1) year of the child's birth;
- B. the placement with the staff member of a child for adoption or foster care, within one (1) year of the child's placement;
- C. the staff member is needed to provide physical and/or psychological care for a spouse, child or parent with a serious health condition;
- D. the staff member's own serious health condition makes him/her unable to perform the functions of his/her position; or
- E. any qualifying exigency (as defined in applicable Federal regulations) arising out of the fact that the staff member's spouse, son, daughter, or parent is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces ("Qualifying Exigency Leave"). Covered active duty means duty during deployment with the Armed Forces to a foreign country.

In addition, an eligible staff member who is a spouse, son, daughter, parent or next of kin of a covered service member with a serious injury or illness may take up to a total of twenty-six (26) work weeks of job-protected, unpaid leave, or substitute appropriate paid leave if the staff member has earned or accrued it, during a "single twelve (12) month period" to provide



physical and/or psychological care for the covered service member ("Military Caregiver Leave") as described more fully in AG 3430.01.

### Eligible Employees

Staff members are "eligible" if they have worked for the Board for at least twelve (12) months, and for at least 1,250 hours over the twelve (12) months prior to the leave request. All full-time instructional employees are deemed to meet the 1,250 hour requirement. Months and hours that employees who performed USERRA covered service would have worked if they had not been called up for military service counts towards the staff member's eligibility for FMLA leave. While the twelve (12) months of employment need not be consecutive, employment periods prior to a break in service of seven (7) years or more will not be counted unless the break is occasioned by the staff member's fulfillment of his/her USERRA-covered service obligation, or a written agreement exists concerning the Board's intention to rehire the staff member after the break in service.

### Twelve (12) Month Period

Twelve (12) month period is defined as the twelve (12) month period measured forward from the date the staff member's first FMLA leave begins (i.e. the "leave year" is specific to each individual staff member).

### Serious Health Condition

Serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a healthcare provider. As utilized in this policy, the term "incapacity" means an inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefore, or recovery therefrom. The term "treatment" includes (but is not limited to) examinations to determine if a serious health condition exists and evaluations of the condition. (Treatment does not include routine physical examinations, eye examinations, or dental examinations.)

- A. Inpatient care means an overnight stay in a hospital, hospice, or residential medical-care facility, including any period of incapacity or subsequent treatment in connection with such inpatient care.
- B. Continuing treatment by a healthcare provider, includes any one or more of the following: 1.) "incapacity and treatment"; 2.) any incapacity experienced by an expectant mother related to pregnancy, or for prenatal care; 3.) any incapacity or treatment for such incapacity due to a chronic serious health condition; 4.) a period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective

(e.g. Alzheimer's, a severe stroke, terminal stages of a disease); or 5.) any period of absence to receive multiple treatments (including any period of recovery therefrom) by a healthcare provider or by a provider of healthcare services under orders of, or on referral by, a healthcare provider for a.) restorative surgery after an accident, or other injury or b.) a condition that would likely result in a period of incapacity of more than three (3) consecutive, full calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease (dialysis).

1. "Incapacity and treatment" involves a period of incapacity of more than three (3) consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves a.) treatment two (2) or more times, within thirty (30) days of the first day of incapacity, unless extenuating circumstances exist, by a healthcare provider, by a nurse under direct supervision of a healthcare provider, or by a provider of healthcare services (e.g. physical therapist) under orders of, or on referral by, a healthcare provider, or b.) treatment by a healthcare provider on at least one (1) occasion that results in a regimen of continuing treatment under the supervision of the healthcare provider.
  - a. Treatment by a healthcare provider as referenced above involves an in-person visit to a healthcare provider. The first (or only) in-person treatment visit must take place within seven (7) days of the first day of incapacity. The healthcare provider is responsible for determining whether additional treatment visits or a regimen of continuing treatment is necessary within the thirty (30) day period.
  - b. Regimen of continuing treatment includes a course of prescription medication (e.g. antibiotics), or therapy requiring special equipment to resolve or alleviate the health condition (e.g. oxygen).
  - c. A regimen of continuing treatment that includes the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a healthcare provider, is not, by itself, sufficient to constitute a regimen of continuing treatment for purposes of FMLA leave.
2. An expectant mother is entitled to FMLA leave for incapacity due to pregnancy even if she does not receive treatment from a healthcare provider during the absence, and even if the absence does not last for more than three (3) consecutive, full calendar days.

3. A chronic serious health condition is one that: a.) requires periodic visits (i.e. at least twice a year) for treatment by a healthcare provider, or by a nurse under direct supervision of a healthcare provider; b.) continues over an extended period of time (including recurring episodes of a single underlying condition); and c.) may cause episodic rather than a continuing period of incapacity (e.g. asthma, diabetes, epilepsy, etc.). A visit to a healthcare provider is not necessary for each absence, and each absence need not last more than three (3) consecutive, full calendar days.
4. With regard to permanent or long-term conditions, the employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a healthcare provider.
- C. Conditions for which cosmetic treatment are administered (e.g. most treatments for acne or plastic surgery) are not "serious health conditions" unless inpatient hospital care is required or complications develop. Ordinarily, unless complications arise, the common cold, the flu, ear aches, upset stomachs, minor ulcers, headaches other than migraines, routine dental or orthodontia problems, periodontal disease, etc., are conditions that do not meet the definition of a serious health condition and do not qualify for FMLA leave.

#### Intermittent and Reduced Schedule Leave

The Superintendent may allow a staff member to take FMLA leave intermittently (i.e. leave in separate blocks of time for a single qualifying reason) or on a reduced schedule leave (i.e. reducing the employee's usual weekly or daily work schedule) for reason (A) or (B) on page one. A staff member is entitled to take FMLA leave on an intermittent or reduced schedule leave when medically necessary as indicated in reasons (C) and (D) on page one. A staff member may also take FMLA leave on an intermittent or reduced schedule leave for Qualifying Exigency Leave (i.e. reason (E) on page one). Finally, Military Caregiver Leave may be taken on an intermittent or reduced schedule leave when medically necessary. Regardless, the taking of FMLA leave intermittently or on a reduced schedule leave results in the total reduction of the twelve (12) or twenty-six (26) weeks only by the amount of leave actually taken. If the intermittent or reduced schedule leave is foreseeable based on planned medical treatment for the employee, a family member or a covered service member, the Superintendent may require the staff member to transfer temporarily, during the period the intermittent or reduced schedule leave is required, to an available alternative position for which the staff member is qualified and which better accommodates recurring periods of leave than the staff member's regular position. The alternative position shall have equivalent pay and benefits but not

necessarily equivalent duties. The Superintendent may also transfer the staff member to a part-time job with the same hourly rate of pay and benefits, provided the staff member is not required to take more leave than is medically necessary.

When leave is needed for planned medical treatment, the staff member must make a reasonable effort to schedule the treatment so as not to unduly disrupt the District's operations, subject to the approval of the healthcare provider.

If the Superintendent agrees to permit FMLA leave intermittently or on a reduced schedule leave for reason (A) or (B) on page one, the Board may also require the staff member to transfer temporarily, during the period the intermittent or reduced leave is required, to an available alternative position for which the staff member is qualified and which better accommodates recurring periods of leave than does the staff member's regular position.

Staff Member Notice Requirements (Forms available at the U.S. Department of Labor Website: [www.dol.gov](http://www.dol.gov))

Staff members seeking to use FMLA leave (including Military Caregiver Leave) are required to provide thirty (30) days advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable. If leave is foreseeable less than thirty (30) days in advance, the staff member must provide notice as soon as practicable - generally, either the same or next business day. When the need for leave is not foreseeable, the staff member must provide notice as soon as practicable under the facts and circumstances of the particular case. Absent unusual circumstances, staff members must comply with the Board's usual and customary notice and procedural requirements for requesting leave. Failure to provide timely notice may result in the leave being delayed or denied, and/or possible disciplinary action.

Staff members must provide "sufficient information" for the Superintendent to determine whether the FMLA may apply to the leave request. Depending on the situation, such information may include that the employee is incapacitated due to pregnancy, has been hospitalized overnight, is unable to perform the functions of the job, that the staff member or his/her qualifying family member is under the continuing care of a healthcare provider, that the requested leave is for a particular qualifying exigency related to a qualifying family member's covered active duty or call to covered active duty status, or that the leave is due to a qualifying family member who is a covered service member with a serious injury or illness. The information may also include the anticipated timing and duration of the leave.

When a staff member seeks leave for a FMLA-qualifying reason for the first time, the staff member need not expressly assert FMLA rights or even mention the FMLA. When an employee seeks leave, however, due to a FMLA-qualifying reason for which the District has previously

provided the staff member FMLA-protected leave, the staff member must specifically reference either the qualifying reason for leave or the need for FMLA leave.

#### Substitution of Paid Leave

The Board shall require the staff member to "substitute" (i.e. run concurrently) any of his/her earned or accrued paid leave (e.g. sick leave, personal leave, vacation leave, or compensatory time) for unpaid FMLA leave. An employee's ability to substitute accrued paid leave is determined by the terms and conditions of the District's normal leave policy. A staff member electing to use any type of paid leave concurrently with FMLA leave must follow the same terms and conditions of the Board's policy that apply to other employees for use of such leave. The staff member is always entitled to unpaid FMLA leave if s/he does not meet the Board's conditions for taking paid leave. On occasion the Board may waive any procedural requirements for the taking of any type of paid leave.

If the staff member has not earned or accrued adequate paid leave to encompass the entire twelve (12) work week period of FMLA leave or a twenty-six (26) work week period of Military Caregiver Leave, the additional weeks of leave to obtain the twelve (12) work weeks of FMLA leave or twenty-six (26) work weeks of Military Caregiver Leave the staff member is entitled to shall be unpaid.

Whenever a staff member uses paid leave in substitution for unpaid FMLA leave/Military Caregiver Leave, such leave counts toward the twelve (12) work week/twenty-six (26) work week maximum leave allowance provided by this policy and Federal law.

District Notice Requirements (Forms available at the U.S. Department of Labor Website: [www.dol.gov](http://www.dol.gov))

The Superintendent is directed to post the Department of Labor approved Notice explaining employees' rights and responsibilities under the FMLA. Additionally, this general notice shall be included in employee handbooks or other written guidance to staff members concerning benefits or leave rights or, in the alternative, distributed to each new staff member upon hiring.

When a staff member requests FMLA leave or the District acquires knowledge that leave may be for a FMLA purpose, the Superintendent shall notify the staff member of his/her eligibility to take leave, and inform the staff member of his/her rights and responsibilities under the FMLA (including the consequences of failing to meet those obligations). Along with the Notice of Rights and Responsibilities, the Superintendent will attach any medical certification that may be required, and a copy of the employee's essential job functions. If Superintendent determines the staff member is not eligible for FMLA leave, the Superintendent must state at least one (1)

reason why the staff member is not eligible. Such notice may be given orally or in writing and should be given within five (5) business days of the request for FMLA leave, absent extenuating circumstances. When oral notice is given, it must be followed by written notice within five (5) business days. Staff member eligibility is determined (and notice provided) at the commencement of the first instance of leave for each FMLA-qualifying reason in the applicable twelve (12) month period. All FMLA absences for the same qualifying reason are considered a single leave and staff member eligibility as to that reason for leave does not change during the applicable twelve (12) month period. If at the time a staff member provides notice of a subsequent need for FMLA leave during the applicable twelve (12) month period due to a different FMLA-qualifying reason and the staff member's eligibility status has not changed, no additional eligibility notice is required. If, however, the staff member's eligibility status has changed, the Superintendent must notify the staff member of the change in eligibility status within five (5) business days, absent extenuating circumstances.

If the specific information provided by the Notice of Rights and Responsibilities changes, the Superintendent shall, within five (5) business days of receipt of the staff member's first notice of need for leave subsequent to any changes, provide written notice referencing the prior notice and setting forth any of the information in the Notice of Rights and Responsibilities that has changed.

When the Superintendent has sufficient information to determine that leave is being taken for a FMLA-qualifying reason (e.g. after receiving certification), the Superintendent shall notify the staff member whether the leave will be designated and counted as FMLA leave. Leave that qualifies as both Military Caregiver Leave and leave to care for a qualifying family member with a serious health condition (i.e. reason (C)) must be considered as Military Caregiver Leave in the first instance. This designation must be in writing and must be given within five (5) business days of the determination, absent extenuating circumstances. Additionally, when appropriate, the Superintendent shall notify the staff member of the number of hours, days and weeks that will be counted against the employee's FMLA entitlement, and whether the employee will be required to provide a fitness-for-duty certification to return to work.

Only one Designation Notice is required for each FMLA-qualifying reason per applicable twelve (12) month period, regardless of whether the leave taken due to the qualifying reason will be a continuous block of leave or as intermittent or on a reduced schedule leave. If the Superintendent determines the leave will not be designated as FMLA-qualifying (e.g. if the leave is not for a reason covered by the FMLA or the staff member's FMLA leave entitlement has been exhausted), the Superintendent shall notify the staff member of that determination. If the staff member is required to substitute paid leave for unpaid FMLA leave, or if paid leave taken under an existing leave plan is being counted as FMLA leave, the "Designation Notice" shall include

this information. Additionally, the "Designation Notice" shall notify the staff member if s/he is required to present a fitness-for-duty certification to be restored to employment. Further, if the fitness-for-duty certification is required to address the staff member's ability to perform the essential functions of his/her job, that will be indicated on the Designation Notice, and a list of the essential functions of the staff member's position will be included.

If the information provided to the staff member in the Designation Notice changes, the Superintendent shall provide, within five (5) business days of receipt of the staff member's first notice of need for leave subsequent to any change, written notice of the change.

In the case of intermittent or reduced schedule leave, only one such notice is required unless the circumstances regarding the leave have changed.

#### Limits on FMLA When Both Spouses are Employed by the Board

When eligible spouses are both employed by the Board, they are limited to a combined total of twelve (12) workweeks of FMLA leave during any twelve (12) month period if the leave is taken for reason (A) or (B) on page one, or to care for the staff member's parent who has a serious health condition.

Where the spouses both use a portion of the total twelve (12) week FMLA leave entitlement for reason (A) or (B) on page one, or to care for a parent, the spouses are each entitled to the difference between the amount s/he has taken individually and the twelve (12) weeks of FMLA leave for other purposes.

When eligible spouses are both employed by the Board, they are limited to a combined total of twenty-six (26) workweeks of Military Caregiver Leave during the "single twelve (12) month period" if the leave is taken for reason (A) or (B) on page one, or to care for the staff member's parent who has a serious health condition, or to care for a covered service member with a serious injury or illness.

#### Certification

When FMLA leave is taken for either reason (C) or (D) on page one, the staff member must provide medical certification from the healthcare provider of the eligible staff member or his/her immediate family member. The staff member may either:

- A. submit the completed medical certification to the Superintendent; or
- B. direct the healthcare provider to transfer the completed medical certification directly to the Superintendent, which will generally require the staff member to furnish the

healthcare provider with a HIPAA-compliant authorization.

If the staff member fails to provide appropriate medical certification, any leave taken by the employee shall not constitute FMLA leave.

When the need for FMLA leave is foreseeable and at least thirty (30) days notice has been provided, the staff member must provide the medical certification before the leave begins. When this is not possible, the employee must provide the requested certification to the Superintendent within fifteen (15) calendar days after the staff member requests FMLA leave unless it is not practicable under the circumstances to do so despite the staff member's diligent and good faith efforts.

The Board reserves the right to require second or third opinions (at the Board's expense), and periodic recertification of a serious health condition. If a third opinion is sought, that opinion shall be binding and final. The staff member may either:

- A. submit the opinion of the second healthcare provider, and the opinion of the third healthcare provider if applicable, to the Superintendent;
- B. direct the second or third healthcare provider to transfer his/her opinion directly to the Superintendent, which will generally require the staff member to furnish the healthcare provider with a HIPAA-compliant authorization.

In the event that the staff member fails to provide the medical opinion of the second or third healthcare provider, if applicable, any leave taken by the staff member shall not constitute FMLA leave.

#### Recertification

Recertification may be required no more often than every thirty (30) days in connection with an absence by the staff member unless the condition will last for more than thirty (30) days. For conditions that are certified as having a minimum duration of more than thirty (30) days, the District will not request recertification until the specified period has passed, except that in all cases the staff member must submit recertification every six (6) months in connection with an absence by the employee. Additionally, the Superintendent may require a staff member to provide recertification in less than thirty (30) days if the staff member requests an extension of leave, the circumstances described in the previous certification have changed significantly, or if the District receives information that casts doubt upon the staff member's stated reason for the absence or the continuing validity of the certification. Finally, staff members must provide a new medical certification each leave year for medical conditions that last longer than one (1) year.



Staff members requesting Qualifying Exigency Leave are required to submit to the Superintendent a copy of the covered military member's active duty orders and certification providing the appropriate facts related to the particular qualifying exigency for which leave is sought, including contact information if the leave involves meeting with a third party.

Staff members requesting Military Caregiver Leave are required to submit to the Superintendent certification completed by an authorized healthcare provider or a copy of an Invitational Travel Order (ITO) or Invitational Travel Authorization (ITA) issued to any member of the covered service member's family.

The Board authorizes its healthcare provider, leave administrator, or management official – but not the staff member's direct supervisor – to authenticate or clarify a medical certification of a serious health condition, or an ITO or ITA (i.e. medical certification provided for reasons (C) or (D) on page one or Military Caregiver Leave). Additionally, the Superintendent is authorized to contact the individual or entity named in the Qualified Exigency Leave certification for purposes of verifying the existence and nature of the meeting.

A staff member who takes leave for reason (D) on page one, prior to returning to work, must provide the Superintendent with a fitness- for-duty certification that specifically addresses the staff member's ability to perform the essential functions of his/her job. The fitness- for-duty certification shall only apply to the particular health condition that caused the staff member's need for FMLA leave. If reasonable safety concerns exist, the Superintendent may, under certain circumstances, require a staff member to submit a fitness- for-duty certification before s/he returns to work from intermittent FMLA leave. The cost of the certification shall be borne by the staff member.

#### Job Restoration & Maintenance of Health Benefits

Upon return from FMLA leave, the Board shall restore the staff member to his/her former position, or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment. During FMLA leave, the Board shall maintain the staff member's current coverage under the Board's group health insurance program on the same conditions as coverage would have been provided if the staff member had been continuously working during the leave period. If the staff member was paying all or part of the premium payments prior to going on FMLA leave, the staff member must continue to pay his/her share during the leave.

The staff member shall not accrue any sick leave, vacation, or other benefits during a period of unpaid FMLA leave.

The use of FMLA leave shall not result in the loss of any employment benefit that the staff member earned or was entitled to before using FMLA leave. If a bonus or other payment, however, is based on the achievement of a specified goal such as hours worked or perfect attendance, and the employee does not meet the goal due to FMLA leave, payment shall be denied unless it is paid to an employee on equivalent leave status for a reason that does not qualify as FMLA leave.

A staff member shall have no greater right to restoration or to other benefits and conditions of employment than if the employee had been continuously employed.

If the staff member fails to return to work at the end of the leave for reasons other than the continuation, recurrence, or onset of a serious health condition that entitles the staff member to leave pursuant to reasons (C) or (D) on page one or Military Caregiver Leave, or for circumstances beyond the control of the staff member, the staff member shall reimburse the Board for the health insurance premiums paid by the Board during the unpaid FMLA leave period.

Generally, a staff member may not be required to take more FMLA leave than necessary to resolve the circumstance that precipitated the need for leave.

A staff member who fraudulently obtains FMLA leave is not protected by this policy's job restoration or maintenance of health benefits provisions.

The Superintendent shall prepare any guidelines that are appropriate for this policy and verify that the policy is posted properly.

Copies of this policy shall be available to staff members upon request.

## **Employee Relations and Communications**

### **Employee Recognition and Appreciation**

Efforts are made throughout the year to recognize the hard work and dedication exhibited by staff members. It is a goal of the district to continue and improve upon these efforts into the 2023-2024 school year. Some of these past efforts include: District Breakfast on the first staff inservice day of the year, a variety of events during Teacher/Staff Appreciation Week in May, end of the year Staff Recognition Banquet honoring staff for retirement and years of service to Ironton City School District.

In addition, the district has established a joint advisory committee identified as the Educational Climate Committee. The Educational Climate Committee meets quarterly. The principal aims of the committee include:

- Working together to improve the quality of education in the schools
- Finding ways to operate the school more efficiently and effectively
- Working together to achieve joint goals of productivity and satisfaction
- Working together to build lines of communication to solve mutual work concerns
- Working together to improve the relationship between administration and teachers
- Working together to find ways to incorporate activities to aid with workplace stressors, encourage teamwork, and change the climate of the district as a result of COVID and other educational challenges

### **District Communications**

The district currently utilizes multiple forms of communication. Inter-district communication will primarily come in the form of email. In addition, the district also utilizes the School Messenger system, Facebook, and the district website ([www.tigertown.com](http://www.tigertown.com)) to communicate information pertaining to school activities and achievements.

### **Complaints and Grievances**

In an effort to hear and resolve employee complaints or concerns in the most efficient manner, the Ironton City Schools Board of Education and the Ironton Education Association/Ironton Support Staff Association have agreed upon specific grievance procedures. These procedures can be found in the applicable collective bargaining agreements located at [www.tigertown.com](http://www.tigertown.com).

### **Employee Conduct and Welfare**

All employees are expected to work together in a cooperative spirit to serve the best interests of the district and to be courteous to students, one another, and the public. Employees are expected to observe the following:

- Recognize and respect the rights of students, parents, other employees, and members of the community
- Maintain confidentiality in all matters relating to students and coworkers
- Report to work according to the assigned schedule
- Know and comply with district policies and procedures
- Express concerns, criticisms, and complaints through the appropriate channels

- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards.

## **Staff Ethics**

### *Board Policy 3210*

An effective educational program and successful operation of the District requires the services of individuals with integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Education expects all professional staff members to maintain high standards in their working relationships, and in the performance of their professional duties, to:

- A. recognize basic dignities of all individuals with whom they interact in the performance of duties;
- B. represent accurately their qualifications;
- C. exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- D. seek and apply the knowledge and skills appropriate to assigned responsibilities;
- E. keep in confidence legally-confidential information;
- F. pledge that their actions and/or those of another on their behalf are not made with specific intent of advancing private economic interests;
- G. refuse to accept anything of value offered by another for the purpose of influencing judgment;
- H. refuse to accept compensation from any other source, other than the Board, for the performance of his/her official duties, any other act or service in his/her public capacity, for the general performance of the duties of his/her public employment, or as a supplement to his/her public compensation;
- I. refrain from using his/her position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. (This will in no way limit constitutionally or legally protected rights as a citizen.)

In addition, the Board believes that each professional staff member should maintain standards of exemplary professional conduct and conform his/her behavior to the code of ethics set forth below as adopted, in part, from the Association of American Educators' Code of Ethics and the

National Education Association's Code of Ethics of the Education Profession, by demonstrating a commitment to students, the educational profession, and the District and community.

Commitment to Students - each professional staff member shall:

- A. strive to create a learning environment that nurtures to fulfillment the potential of all students and stimulates the spirit of inquiry, acquisition of knowledge and understanding, and the formulation of worthy goals;
- B. not unreasonably restrain students from independent action in the pursuit of learning or deny each student's access to varying points of view;
- C. deal considerately and justly with each student and seek to resolve problems, including discipline, according to Board policy and law;
- D. refrain from intentionally exposing students to disparagement or embarrassment;
- E. refrain from revealing confidential information concerning students, unless disclosure serves a compelling professional purpose or is required by law;
- F. make a constructive effort to protect students from conditions detrimental to learning, health or safety;
- G. endeavor to present facts without distortion, bias or personal prejudice;
- H. refrain from using his/her professional relationships with students for private advantage
- I. not on the basis of race, color, creed, sex, national origin, marital status, religious beliefs, family, social or cultural background, or sexual orientation, unfairly:
  - 1. exclude any student from participation in any program;
  - 2. deny benefits to any student;
  - 3. grant any advantage to any student.

Commitment to the Educational Profession - each professional staff member shall:

- A. assume responsibility and accountability for his/her performance and continually strive to demonstrate competence;
- B. endeavor to maintain the dignity of the profession by respecting and obeying the law, and by demonstrating personal integrity;
- C. apply for, accept, or assign a position or a responsibility on the basis of professional qualifications, and adhere to the terms of a contract or appointment;
- D. continue professional growth;
- E. comply with written Board policies, administrative guidelines, or applicable laws and regulations;
- F. honestly account for all funds committed to his/her charge;
- G. refrain from using District or professional privileges for personal or partisan advantage;

- H. refrain from knowingly or willfully making false statements about a colleague or the District.

Commitment to District and Community - each professional staff member shall:

- A. recognize that quality education is the common goal of the public, Board of Education, administration, and staff members;
- B. make concerted efforts to communicate to parents all information that should be revealed in the interest of a student;
- C. endeavor to understand and respect the value and traditions of the diverse cultures represented in the community and in his/her classroom;
- D. manifest a positive and active role in District/community relations.

### **Employee Dress Expectations**

*Board Policy 3216, 4216*

Faculty and staff members are expected to dress in a professional manner. Proper grooming and attire have a positive impact on the image of teachers, campuses, and the district. The campus principal and/or supervisor will be solely responsible for initial interpretation and ongoing enforcement of the faculty/staff dress expectations. Staff, however, may wear jeans on Friday.

Exceptions: The principal or supervisor may approve variations in dress expectations for special situations such as field day, spirit day, workdays, pajama day, etc. and for those individuals whose responsibilities may necessitate an alternate form of dress, such as physical education teachers.

### **Discrimination, Harassment, Retaliation**

*Board Policy 3362, 4362, 5517*

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct

occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The district's policy that includes definitions and complete descriptions of discrimination, harassment, and retaliation can be found at the following link:

<https://go.boarddocs.com/oh/iron/Board.nsf/Public?open&id=policies#>

## **Student Abuse and Neglect**

### *Board Policy 8462*

The Board of Education is concerned with the physical and mental well-being of the students of this District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law.

Every Board official and employee who, in connection with his/her position, knows or suspects child abuse or neglect must immediately report that knowledge or suspicion to a public children's services or local law enforcement agency. Such reporting is required in every case that reasonably indicates that a child under the age of eighteen (18) or a physically or mentally disabled child under the age of twenty-one (21) has been abused (physically or mentally) or neglected or faces the threat of being abused or neglected.

The Board official and employee making the report shall also notify the appropriate administrator according to the District's Reporting Procedure for Student Abuse or Neglect.

Each principal should be mindful of the possibility of physical or mental abuse being inflicted on a student by an employee. Any such instances, whether real or alleged, should be dealt with in accordance with the administrative guidelines established by the Superintendent. Board officials and employees must report suspected abuse to a public children's services or local law enforcement agency even when the suspected abuser is another official or employee.

The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. Information concerning alleged child abuse of a student is confidential information and is not to be shared with any unauthorized person. A staff member who violates this policy may be subject to disciplinary action and/or civil and/or criminal penalties.

In accordance with the law, the Board will provide appropriate instruction on personal safety and assault prevention to all students in grades K-6.

In addition, the Superintendent shall provide a program of in-service education for all nurses, teachers, counselors, school psychologists, mental health providers, and administrators who work in the District's elementary, middle, and high schools and any other personnel that the Board determines appropriate. The in-service education program will include school safety, violence prevention including human trafficking content, youth suicide awareness, and prevention, prevention of child abuse, substance abuse, promotion of positive youth development, and a review of Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior.

The Board shall adopt or adapt an evidence-based awareness and prevention curriculum approved by the Ohio Department of Education (ODE), or alternatively will utilize a suicide awareness and prevention curriculum that has been developed in consultation with the public or private agencies/persons involved in youth suicide awareness and prevention and that has been approved by the ODE.

The in-service education provided to middle and high school employees shall include training in the prevention of dating violence.

All newly-employed mental health providers, nurses, teachers, counselors, school psychologists, and administrators who work in the District's elementary, middle, and high schools shall complete at least four (4) hours of in-service training within two (2) years of the date of employment.

Additional training must occur every two (2) years thereafter for suicide awareness and prevention, and every five (5) years thereafter for school safety, violence prevention, prevention of child abuse, prevention of substance abuse, and promotion of positive youth development.

The District shall be registered with the SaferOH tip line operated by the Department of Public Safety or shall enter into an agreement with an anonymous reporting program selected by the Board that meets the requirements set forth in law (R.C. 3313.6610).

The District shall submit data to the Ohio Department of Education (ODE), in a manner prescribed by the Department, and to the Department of Public Safety at the end of the first full school year of the District's participation in the anonymous reporting program, and at the end of each school year thereafter, disaggregated by the school. The data shall be considered records and are not public records under R.C. 149.433. The Superintendent will promote and inform students about the selected program and its reporting methods.

A law enforcement officer or children's services agency investigating child abuse or neglect may interview a student on school grounds only in accordance with Board Policy 5540.



## **Student Issues**

### **Equal Educational Opportunities**

*Board Policy 2260*

The Ironton City School District does not discriminate on the basis of race, color, religion, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination should be directed to Mark LaFon, the district's Title IX coordinator.

### **Parent and Student Complaints**

*Board Policy 9130*

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly process for handling complaints on different issues.

Parents are encouraged to discuss problems or complaints with the classroom teacher first. Those complaints that cannot be effectively resolved at this level should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if there is no successful resolution at the campus level.

### **Student Conduct and Discipline**

*Board Policy 5500*

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Handbook. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies adopted by the district and in accordance with the disciplinary matrix identified in the Student Handbook.

## **Technology Resources**

*Board Policy 7540.04*

Technology Coordinator - Joel Utsinger      [joel.utsinger@tigertown.com](mailto:joel.utsinger@tigertown.com)

### **Staff Technology Acceptable Use and Safety**

All technology requests/issues must be submitted through the *FMX* system found at [www.tigertown.com](http://www.tigertown.com) >Staff>FMX Ticket Request.

## **Maintenance/Custodial Procedures**

Maintenance Supervisor - Scott Webb      [scott.webb@tigertown.com](mailto:scott.webb@tigertown.com)

All maintenance requests/custodial issues must be submitted through the *FMX* system found at [www.tigertown.com](http://www.tigertown.com) >Staff>FMX Ticket Request.

## **General Procedures**

### **Closing and Delays**

*Board Policy 8220*

The district may close schools because of bad weather or emergency conditions. When such conditions occur, the superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to close, delay starting time, or dismiss early, the following television stations will be notified by school officials:

WSAZ

WOWK

WCHS

In addition, the School Messenger system is also in place to call each staff member and student household with the relevant information.

## **Emergencies**

*Board Policy 8420*

All employees should be familiar with the safety procedures for responding to emergencies, including a medical emergency, and the evacuation diagrams posted in their work areas. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator (AED). Fire extinguishers are located throughout all district buildings. Employees should know the location of these devices and procedures for their use.

## **Purchasing Procedures**

All employees must complete a Requisition form when requesting a purchase by the district. In addition, no reimbursements will be issued to employees without prior approval.  
(See Appendix A)

Contact Andrea Medcalf for additional information regarding purchasing.

## **Name and Address Changes**

It is important that employment records be kept up to date. Employees must notify Sarah Wilson if there are any changes or corrections to their name, home address, telephone number, marital status, emergency contact, or beneficiary.

## **List of Platforms/Programs Used by District Staff**

### **District-Wide**

**ABRE:** Inclusive student data management system

**ProgressBook:** Student information system used to enter student attendance, grades, etc.

**FMX:** Technology and maintenance management system

**SameGoal:** Documentation program used for special education processes

**Kiosk:** Payroll platform used for employee leave and absence processes

**Public School Works:** Online school staff and classroom safety training platform used as part of the district's professional development process

**BSwift:** online portal for insurance/benefits access

### **Classroom-Based**

**Renaissance (Star Reading and Math):** All grade levels utilize this platform for High Quality Student Data (HQSD)

**Restart Readiness:** Assessments provided by the Ohio Department of Education, available for ELA, Math, Science, and Social Studies, designed to help identify student progress early and provide actionable performance data to help guide instruction. Utilized in grades 3-12.

**Moby Max:** Online learning platform used for supplemental instruction

Staff access to all platforms/programs can be found on [www.tigertown.com](http://www.tigertown.com).