

**Toledo SMART Bilingual Elementary School
Staff Handbook**

Approved on the 28 day of August, 2018.

Toledo SMART Bilingual Elementary School (hereinafter “School”) is a community school established under chapter 3314 of the Ohio Revised Code. The School is a public school and students enrolled in and attending the School are required to take the proficiency tests and other examinations prescribed by law. Students who have been excused from the compulsory attendance law for the purpose of home education as defined by the Administrative Code shall no longer be excused for that purpose upon their enrollment in a community school. For more information about this matter, contact the School administration or the Ohio Department of Education.

ORC 3314.041

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INTRODUCTION

For the benefit of all employees, both new and experienced, we would like to acquaint you with the policies governing employment with the School. This Policy Manual (“Manual”) sets out and explains the School’s basic employment policies and supersedes all previous manuals and written or implied policies.

Modifications and Revocations

Occasionally, it may become necessary to modify, change, update, revoke, replace, or even terminate the policies outlined in this manual. The School reserves the right to make changes at any time at its discretion and without notification.

At-Will Employment

The language contained in this manual is provided for informational purposes only. It does not, nor is it intended to, create any contractual rights or obligations; it is not a contractual agreement. Further, it does not modify in any way the at-will nature of employment. Although we hope that your employment here will be mutually rewarding, both you and the School retain the right to end the employment relationship at any time and for any reason with or without cause or notice. Please understand that no one except the Principal has the authority to enter into any agreement with you regarding your employment for any specified period or to make any promises or commitments contrary to the foregoing.

Application

This manual applies to all employees of the School, unless otherwise stated. Managerial and supervisory employees, however, will at all times be held to the highest duty of loyalty to the School and the highest standards of behavior. At all times, the School remains solely responsible for the interpretation of this manual's provisions and their applications. In applying its policies, procedures and benefits, the School retains the right to make decisions based on the Administration's assessment of its needs and consideration of the specific facts and circumstances presented by each situation. If you have any questions, please do not hesitate to contact the Principal.

Other Policies

All School employees are expected to abide by all School policies including this Manual, the School Policy Manual, and the Staff Policy Manual. Any questions regarding these policies or compliance therewith should be directed to the Principal.

I. EMPLOYMENT POLICIES

A. Equal Employment Opportunity

The School provides a positive working environment in which all individuals may grow, contribute, and participate free from discrimination. We are committed to lawful human resource policies and practices in all aspects of employment, including recruiting, hiring, evaluation, training, discipline, work and service assignments, career development, compensation, promotion, and termination. We will not tolerate unlawful discrimination of any kind. Each employee is responsible for promoting a good working environment. It is our responsibility to treat our colleagues fairly without regard to race, color, religion, gender, age, national origin, marital status, or whether an individual is disabled, a veteran, or holds other protected status as defined by federal, provincial, state, or local laws.

B. Accommodations to Disabilities

The School will make reasonable accommodations to enable an individual with a disability to perform the essential functions of their job. If you are unable, or find it difficult, to do all the functions of your job due to a disability, please contact the Principal, inform them about your disability, and discuss the type and nature of any assistance or adjustment in your duties which would enable you to perform the essential functions of your job.

We may ask for medical documentation of your disability and a list of possible accommodations. We may also ask to speak to your physician or health care provider to help us assess the proposed accommodations and to ensure that you can safely perform the essential functions of your job with the accommodations. We may also ask you to submit to an independent medical or other appropriate examination, at our expense, to help us assess your needs.

C. Harassment

1. Introduction

It is the goal of the School to promote a workplace that is free of harassment by employees, independent contractors, vendors, or other agents. Harassment of employees or students occurring at school or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated by the School. Further, any retaliation against an individual who has complained about harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a workplace free from harassment, the conduct that is described in this policy will not be tolerated, and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees.

The School takes allegations of harassment very seriously. We will respond promptly to complaints of harassment, and where it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a harassment-free workplace, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct that we deem unacceptable, regardless of whether that conduct satisfies the definition of harassment.

2. Definition of Harassment

The School strongly supports the rights of all its employees to work in an environment free from all forms of harassment, including harassment on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, or any other protected category.

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of race, color, religion, gender, sexual orientation, national origin, age, disability, or any other protected category, or that of the individual's relatives, friends, or associates and that:

- creates an intimidating, hostile or offensive working environment;
- unreasonably interferes with an individual's work performance; or
- otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to:

- Epithets;
- Slurs;
- Negative stereotyping;
- Threatening, intimidating, or hostile acts that relate to the above characteristics; and
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of the above characteristics, and that is placed on walls, bulletin boards, or elsewhere on the employer's premises, or circulated in the workplace by any means.

3. Definition of Sexual Harassment

Sexual harassment is defined as sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- (a) submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions such as favorable reviews, salary increases, promotions, increased benefits, or continued employment regardless of whether the harasser actually carries through with the threats to alter the subordinate's terms or conditions of employment;

or

- (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating, or sexually offensive work environment.

Other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all the circumstances that may constitute sexual harassment, the following are some examples of conduct, which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances - whether they involve physical touching or not;
- Sexual epithets, slurs, jokes, written or oral references to sexual conduct, or gossip regarding one's sex life;
- Commenting on an individual's body or about an individual's sexual activity, deficiencies, or prowess;

- Displaying sexually suggestive objects, pictures, or cartoons;
- Leering, whistling, brushing against the body, sexual gestures, suggestive, or insulting comments;
- Sending or circulating, whether in print or electronic form, literature, or communications (articles, magazines, or e-mails) of a sexual nature;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

4. Complaints of Harassment

If any of our employees believes that they have been subjected to harassment, the employee should file a complaint with the Principal or the Assistant Principal. This may be done in writing or orally.

Any employee whether a supervisor or manager, who suspects that harassment is occurring must immediately notify the Principal.

If you would like to file a complaint, you may do so by contacting the Principal. The Principal is also available to discuss any concerns you may have and to provide information to you about our policy on harassment and our complaint process. In cases of harassment involving the Principal, you may also contact the Assistant Principal or Board President.

All employees should take special note that, as stated above, retaliating against an individual who has complained about harassment, and retaliating against individuals for cooperating with an investigation of a harassment complaint, is unlawful and will not be tolerated by the School.

5. Harassment Investigation

When we receive a complaint we will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will typically include a private interview with the person filing the complaint and with any witnesses. We will also usually interview the person alleged to have committed harassment. When we have completed our investigation, we will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of our action.

If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct. Where it is appropriate, we will impose disciplinary action up to and including termination of employment. Complaints of harassment will be handled in accordance with the anti-harassment policy.

In addition to the above, if you believe you have been subjected to harassment, you may file a complaint with the government agency set forth below:

Ohio Civil Rights Commission
Rhodes State Office Tower
30 E. Broad Street, 4th Floor
Columbus, Ohio, 43215-3414

D. Fraud Reporting

In addition, the Ohio Auditor of State's office maintains a system for the reporting of fraud, including the misuse of public money by any official or employee. You may make an anonymous complaint through a toll free number, through the Auditor of State's website, or through the United States mail at:

Telephone: 1 – 866 – FRAUD OH (1-866-372-8364)

Web: www.ohioauditor.gov

Ohio Auditor of State's Special Investigation Unit

88 East Broad Street

P.O. Box 1140

Columbus, Oh 43215

II. COMPENSATION

A. Classifications of Employment

The School maintains standard definitions of employment status and classifies employees for purposes of personnel administration and related payroll transactions according to the following definitions:

Full Time - Employees regularly scheduled to work the School's normal, full-time schedule. These employees are eligible for the School's full benefit package, subject to the terms, conditions, and limitations of each benefit program. Full time employees may be "exempt" or "non-exempt" as defined below.

Part-Time - Employees regularly scheduled to work 30 hours or less per week. These employees receive all legally-mandated benefits, such as Workers' Compensation and Social Security benefits. Part-time employees may be eligible to participate in any of the other benefit programs depending on the eligibility standards for each benefit.

Temporary - Employees hired for a specific period of employment, or for a special project. These temporary employees do not receive any of the School's benefits.

Exempt - Employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and state law and who are exempt from overtime pay requirements. Executives, professional employees (i.e. teachers), outside sales representatives, and administrative positions are typically exempt.

Non-Exempt - Employees whose positions do not meet FLSA exemptions tests and are subject to the overtime provision of the FLSA. These employees will receive time and one-half (i.e., one and one-half times) their basic hourly rate for all hours worked in excess of 40 hours actually worked in a workweek. All overtime hours must be pre-authorized by the Principal.

Leased employees, independent contractors, and freelancers are not employees of the School and are not entitled to any benefits.

If you change positions during your employment as a result of a promotion, transfer or otherwise, you will be informed by the Principal of any change in your exemption status.

Please direct any questions regarding your employment classification or exemption status to the Principal.

B. Work Day Schedules

Teachers are expected to arrive before the start of the school day and remain at school until the school day has ended and all duties for the day are completed. Teacher hours are normally 7:45 am – 3:45 pm OR 8:00 am – 4:00 pm, but are subject to change without notice. The option of two different start times allows some flexibility to staff in choosing their arrival and departure times. Staff must adhere to one of these two start times and work at least 8 hours per day. Staff choosing to arrive at 7:45 am shall complete their day no earlier than 3:45 pm. Staff choosing to arrive at 8:00 am shall complete their day no earlier than 4:00 pm. Teachers may be asked to work weekends or evenings for community, family, recruitment, or school events.

Administrators and operations, full-time staff are expected to arrive before the start of the school day and remain at school until the school day has ended and all duties for the day are completed.

Summer session hours for administrators operations, full-time staff are 9:00 am – 2:00 pm, Monday through Friday. Hours and days are subject to change. Administrators and Operations staff may be asked to work weekends or evenings for community, family, recruitment, or school events. If you plan to be out of the office for meetings or some other event, you are required to advise your direct supervisor as well as the Principal of your whereabouts in advance so that the School may contact you if it becomes necessary.

There may be occasions when teachers need to arrive late or leave early. In such situations, staff should notify the Principal at least one week in advance so that coverage can be arranged. Staff should inform the Principal of the reason for the late arrival or early departure (e.g. religious holiday, personal day, sick day, family emergency, etc.). The fact that your absence or tardiness may be approved does not insulate you from a review of the total number and timing of absences or lateness in any given period of time.

Regular attendance is an essential requirement of your employment at the School. Excessive, unscheduled, or unexplained absences or tardiness are grounds for termination of employment. The School expects all employees to arrive to work each day on a timely basis. More than three (3) late arrivals in one (1) month may result in postponing or negating of a salary increase and or disciplinary action including termination. Three (3) consecutive days of absence without notification will constitute voluntary resignation from employment as of the last day worked.

All employees must sign in upon arrival and sign out upon departure each work day and accurately report their time worked.

C. Paycheck Policies

Generally, employees are paid twice per month.

All Employees who are contracted less than 40 hours a week must keep track of hours worked on a **Time Sheet**. The **Time Sheet** must be submitted to their supervisor at the close of each work day. These employees shall not exceed contracted hours, unless previously approved by their immediate supervisor and Principal. All timesheets shall be reviewed by the Principal for approval prior to submittal to payroll..

For the convenience of our employees, the School has instituted a system of direct deposit for employee paychecks. At your request, the School will deposit your paycheck directly to the bank of your choice. To enroll in the direct deposit system, please complete a direct deposit application and return it to the Principal.

D. Business Travel/Field Trips

All employees are expected to exercise good business and moral judgment when incurring travel and business expenses. Employees must seek pre-approval from the Principal and may be entitled to reimbursement for ordinary expenses incurred while engaged in School business, so long as the expenses are incurred for purposes noted as authorized and appropriate in the School policy manual. All requests for advance payment or reimbursement of business expenses must be submitted in strict compliance with the procedures and forms adopted by the School, including necessary documentation of business expenses. Extraordinary expenses must be approved in advance; if you are not sure, ask ahead of traveling. Reimbursement requests will be denied if this policy is not followed.

III. EMPLOYEE CONDUCT

A. Attitude, Teamwork and Treatment of Others

In the performance of any duty for the School, the Staff will strive to:

- always emphasize teamwork, dignity, and mutual respect;

- be fair, reasonable, and courteous in all interactions with each other, the students, the parents/guardians of the students, and the public in general;
- exhibit professional behavior by showing positive examples of preparedness, communication, fairness, punctuality, attendance, language, and appearance;
- contribute, cooperate, and participate in creating an environment in which all employees/students are accepted and are provided the opportunity to achieve at the highest levels in all areas of development;
- openly listen to concerns and suggestions of others;
- maintain a safe and healthy environment, free from harassment, intimidation, bullying, substance abuse, and/or violence, and free from bias and discrimination;
- create a culture of caring through understanding and support;
- be honest in all dealings, and not misuse or misrepresent their position, qualifications, or experience, or bring the reputation of the School into disrepute;
- immediately intervene in any violation of the Code or other School policy or procedure in a manner that preserves confidentiality and the dignity of each person as much as reasonably possible;
- demonstrate responsible citizenship by maintaining a high standard of conduct, self-control, and moral/ethical behavior; and
- comply with all Federal and Ohio laws, policies, regulations, ordinance, and procedures, as well as all policies and procedures of the School.

B. Conflict Resolution Procedure

Communication

Teamwork, open communication and the ability to resolve conflict are encouraged as necessary characteristics of an effective professional. Employees who evidence conflict with each other will be counseled in the following manner:

1. A meeting will be called with all parties to discuss and attempt to resolve the conflict.(A written statement of the conflict may be requested)
2. If unresolved, an administrator will prepare a written statement for those involved identifying the conflict and suggesting a resolution.
3. A second meeting may be needed to discuss the resolution.

4. If a resolution has not been obtained, the Principal will provide a resolution and prepare any verbal or written behavioral warnings indicated.

If the conflict in question is with the Principal/Assistant Principal, the above steps will be enforced. If the conflict cannot be resolved, the School Sponsor or a member of the Board may be contacted to seek assistance.

In unusual circumstances, a staff member may need to make an immediate report of a concern to an outside agency or party, such as to report a crime, suspected abuse or neglect or an immediate threat to health and safety. If such a circumstance arises, staff members are to report the situation to the Principal as soon as possible.

C. Return of Property

Upon separation from the School, all files, documents, records, laptops, credit cards, door and file keys, computer access codes or discs and instructional manuals, and other physical or personal property which the employee has received, prepared, or helped prepare in connection with their employment with the School, and any copies, duplicates, reproductions, or excerpts thereof must be returned by the employee on or before the last day of work.

D. Physical Contact and Interactions Between Employees and Students at School and During School Sponsored Functions

1. Introduction

The purpose of this policy statement is to provide all employees with guidance and direction with respect to physical contact and interactions between employees and students at school and during school sponsored functions. It is an area of educational policy, judgment, and law which is fraught with uncertainties and changing standards. What constitutes appropriate physical contact in one circumstance may be totally inappropriate in another. At the outset, the decision of whether or not to touch or make physical contact with a student must be made by the employee involved. When or if it occurs, its appropriateness will depend on a variety of factors, not the least of which will be the student's reaction and responses of other adults. The Principal and Board of Directors believes that its employees individually and collectively possess the wisdom and expertise necessary to conduct themselves in a manner which is educationally sound and acceptable both within the professional community and the community at large.

2. General Principles

All physical contact and interactions between employees and students shall have a valid educational purpose and objective, meeting the student's needs.

The use of physical contact (including touching), force, or other physical or non-physical gestures in order to impose the staff member's will or personal feelings upon a student, except in an emergency situation to prevent immediate, imminent danger to the students or others, is strictly prohibited.

Employees who observe physical contact or interactions between students and employees which they deem to be inappropriate are expected to report such observations to the Principal as soon as possible. If the observer believes the contact is or may be immediately harmful, prompt intervention to prevent further harm is expected. The principal will investigate all reports made by witnesses, e.g. staff, students, or parents, seriously.

3. Staff Conduct With Students

Questions of the appropriateness of physical contact or interactions are to be determined by the context of the contact on a case-by-case basis. Issues such as intent, context, location, circumstances, age, and sex are all considerations which may be relevant. Examples: Holding or comforting a student who has fallen and is crying may be appropriate, whereas placing a hand on a child's head to redirect his attention to the front of the room is not.

Instances of inappropriate physical contact or interactions initiated, encouraged, practiced, and/or tolerated by employees, in even a single instance, may result in disciplinary action up to and including termination of employment and/or legal action.

4. Summary

It is expected that any physical contact and interactions between an employee and a student must have a legitimate purpose consistent with their role as educator and caretaker of minor children.

E. Tobacco Policy

Employees are required to abide by the **Safe School Environment Policy** in regard to tobacco use. Refer to the **School Policy Manual** for further details regarding this policy.

Further, the School has the following additional policies related to tobacco:

- No person or employer shall discharge, refuse to hire, refuse to serve, or in any manner retaliate against any employee, applicant, or student because such employee, applicant, or student takes any action in furtherance of the enforcement of this regulation or exercises any right conferred by this regulation.
- The School encourages all smoking employees to quit smoking. The School is available to provide you with contact information for Smoking Cessation resources and self-help materials for those employees who want to quit. For further information about these services please contact the Principal.
- Any questions regarding the smoke-free workplace policy should be directed to the Principal.

F. Drug-Free Workplace Policy

The School has always recognized the importance of maintaining a drug and alcohol free workplace to enhance the welfare of its employees, students, and visitors. The Federal Drug-Free Workplace Act requires the School to certify that it maintains a drug-free workplace as a condition of receiving federal grants and contracts. This legal requirement gives the School an

opportunity to reaffirm the following policy and its commitment to a drug and alcohol free workplace.

It is the policy of the School to maintain an alcohol-free and drug-free workplace. The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances in any form or alcohol is prohibited while on duty or on School owned or occupied property. Employees are also prohibited from coming to work under the influence of alcohol or controlled substances or smelling of alcohol or controlled substances.

It is a condition of employment that each employee abides by this policy and notifies the Principal of any criminal drug conviction within five (5) days of such a conviction. The School has an obligation to notify the appropriate federal agency within ten (10) days of receiving such a notice of conviction. The Principal will take appropriate disciplinary action up to and including termination of employment.

Further, employees are required to abide by and help enforce all policies related to drugs and alcohol in the **Safe School Environment Policy**. Refer to the **School Policy Manual** for further details regarding this policy.

G. Technology Policy

The School provides computer hardware, software, and network access to its employees and students to the extent that is reasonably possible. For questions regarding the School's technology and its appropriate use, please view the **Technology Policy**. Refer to the **School Policy Manual** for further details regarding this policy.

Technology should be for the School's purposes and not for personal use. The peripherals, office machines, telephones, and any other electronic or office equipment owned, leased, or possessed by the School is property of the School and is not to be used in any way for personal purposes.

The use of a personal computer or other personal electronic device while at the School is at the sole risk of the owner. With such use, you acknowledge that the School has not requested you to use your own property to complete your duties, as you will be provided with whatever equipment is reasonable for your duties.

Use of technology for personal purposes must abide by the technology policy, shall not occur in the presence of students or families and shall only occur during breaks or planning time.

H. Privacy

The School has the right to monitor all on-line communications, emails, phone calls, Internet activity, and document production and storage to ensure that appropriate and lawful purposes are being pursued, in order to avoid offensive or nuisance material, to protect systems from viruses or other harm, and to limit connections solely to School-related activity. All information

stored on School computers, storage devices, or storage systems, including all e-mail communication, belongs to the School. The School may, without advance warning or notification, inspect all such information located on such computers, storage devices, or storage systems, at any time as necessary for the conduct of its business.

Employees should be aware that the school has the right to access employees' personal email, computer files, and personal technology if required for investigation of misuse.

NOTE: By your use of the School Technology, you are acknowledging that you absolutely have no expectation of privacy related to your use of the School's Technology.

The School assumes no responsibility for personal property or valuables of any kind left in the desk, other parts of the building or in your vehicle while parked on school property. Should a loss occur, the School cannot in any way be responsible.

All school property, including desks, offices, computers and files are subject to inspection. Employees should not keep confidential or personal material or information on school premises.

I. Confidentiality of School Information

The protection of the School's confidential information is vital to the School's interests, security of its employees and students, and the success of the School.

It is the policy of the School to ensure that the operations, activities, and business affairs of the School are kept confidential to the greatest possible extent. If during the course of employment, you acquire confidential information or proprietary information about the School or its students, such information is to be handled in strict confidence and not to be discussed with any persons outside the School. Such confidential information includes, but is not limited to, the following examples: student records, compensation, certain policies and procedures, and building and security-related information.

Employees are also responsible for the internal security of such information.

Please remember that keeping all of the School's proprietary information confidential is part of your employment arrangement with the School. This obligation shall remain in effect during your employment at the School and at all times thereafter. Violation of this policy is a serious breach of confidence and may lead to the School's pursuit of all available legal action, as well as disciplinary action, up to and including immediate termination. See the **Staff Code of Conduct and Ethics** for further requirements related to the proper handling of confidential and other information.

J. Conflicts of Interest

In regard to disclosure of potential or known conflicts of interest, corporate opportunities, outside employment, gifts, gratuities, services, and entertainment, Staff must comply at all times with the School's **Conflict of Interest Policy**. Refer to the **School Policy Manual** for further details regarding this policy.

K. Dress Code

All staff is expected to dress in "business professional" attire. Business professional attire is clothing that would be appropriate in the presence of important visitors ,e.g. donor, funder, government official, School Board Members, family members, community members, potential families, etc.).

The following items are considered inappropriate: tank tops, sweat suits, flip-flops, sneakers, overly revealing clothing, clothing that reveals undergarments, and any article of clothing that could be found to be derogatory, discriminatory, rude, crude, or otherwise offensive in any way. In addition, ripped or soiled clothing is always inappropriate. Tights, leggings, or other hosiery must be business professional and accompanied by a top that is at fingertip length or longer.

Friday dress is more casual than business professional dress and allows jeans and sneakers. All previously stated inappropriate items may not be worn for Friday dress.

Summer attire may include dress sandals and sleeveless dresses or tops with a sleeve of at least 2 inches. Khaki dress and athletic shorts may only be worn by the Physical Education (PE) teacher on days in which they are teaching PE and by administrators and operations staff during the summer vacation.

Exceptions to this policy may be made on certain occasions (e.g. field trips, etc.)

K. Workplace Injuries

Any injury to an employee on School property or while on any School activity must be reported. For an injury to an employee, an Employee Incident Report must be fully completed (see Appendix E-3).

L. Discharge and Other Discipline

As an integral member of the School, you are expected to accept certain responsibilities, adhere to acceptable School practices, and exhibit a high degree of personal integrity at all times. This involves respecting the rights and feelings of others and refraining from any behavior that might be harmful to you, your co-workers, the students, and/or the School. You are expected to observe the highest standards of professionalism at all times.

These guidelines are fundamental in nature and are matters of judgment and common sense. Since it is impossible to list guidelines to cover every situation, the absence of an illustration from this list will not prohibit the Principal from taking disciplinary action, up to and including immediate dismissal, when the Principal believes, in its sole discretion, such action is warranted. These guidelines do not in any way alter your at-will employment relationship with the School. The Principal may terminate your employment at any time and for any reason with or without cause or notice.

The Principal and Board of Directors expect you to follow rules of conduct that will protect the interests and safety of all employees and the School. Types of behavior and conduct the these parties consider inappropriate include, but are not limited to:

- Misconduct involving students;
- Falsifying employment or other School records;
- Violating the School's nondiscrimination and/or employee harassment policies, sexual or otherwise.
- Breach of School confidential information;
- Excessive or patterned absenteeism or tardiness;
- Excessive, unnecessary, or unauthorized use of the School's supplies or telephones, particularly for personal purposes;
- Reporting to work intoxicated or under the influence of non-prescribed drugs, or possession, use, distribution, manufacture, sale, or dispensation of any controlled substance or illegal drug;
- Fighting or using obscene, abusive, or threatening language or gestures;
- Stealing from the School, or fellow employees, misappropriation of School assets, or failure to report knowledge of such acts;
- Possession of firearms or weapons on the School's premises or during the course of your employment related activities;
- Disregarding safety or security regulations;
- Insubordination (i.e., failure to comply with a request from superiors);
- Failure to notify your manager that you will be absent from work in accordance with School policy;
- Defacing or damaging School property;
- Interfering with the normal workflow, productivity or morale of any co-worker;
- Any action, whatsoever, that has the potential to negatively affect good relations between the School and its employees, between the School and any of its students, or between the School and the community; and
- Any violation of School policy.

The Principal may impose disciplinary action, up to and including termination, in the event that your performance, work habits, conduct, or demeanor become unsatisfactory. The Principal reserves the right to exercise its discretion to judge unsatisfactory conduct or behavior based

on violations of the above, any other School policies, rules or regulations, or for any other reason.

Progressive discipline may be utilized and involve the following steps, but exceptions or deviations may occur whenever the Principal deems that circumstances warrant one or more steps in the process be skipped. Accordingly, some circumstances may warrant immediate dismissal.

1. Verbal warning
2. Written disciplinary action
3. 2nd warning with administrative counseling
4. Recommendation for termination

The choice chosen to use any form of discipline will be based on a desire to help an employee to improve or correct their conduct or performance. No statement in this handbook and no existing or past practice. Shall create any requirement or obligation that progressive discipline be used at all, or that it conforms to any particular guidelines.

N. Termination of Employment

1. Termination

Employment is "at-will" and may be terminated by the School or the employee at any time with or without cause. No policy, procedure, or any other writing of any kind modifies the "at-will" nature of employment of any employee in any way.

2. Resignation

A resignation is a termination instituted by the employee. All staff personnel are expected to provide as much notice as possible of their resignation, ideally four weeks at a minimum. If an employee fails to provide the School with at least thirty (30) days written notice he/she may receive a deduction from their final paycheck to compensate the School for replacement costs.

Employees who fail to report to work for three consecutive days without notifying and receiving authorization from their supervisor or administration will be considered to have voluntarily resigned.

IV. TIME OFF

A. Vacations & Holidays

Full-time teachers are not expected to work on days on which the school closes for inclement weather, school vacations and/or holidays. However, teachers will continue to receive their salary during school vacations and holidays. Paid school holidays are determined on the school calendar. For questions regarding the dates on which work is expected or the number of days required to work, refer to your Classified Employment Agreement.

Full-time administrators and operations staff are not expected to work on days on which the school closes for inclement weather, school vacations and holidays, excluding summer break. Paid school holidays are determined on the school calendar. Administrators may take 10 days paid vacation throughout the summer break. Advanced written notice of days off during the summer is requested to ensure sufficient administrative staffing at all times. All vacation requests should be submitted as early as possible to receive fair consideration, but they must be received at least two weeks in advance of the first requested day of time off. A **Time Off Request** form (see **Appendix E-5**) must be utilized to make this request.

B. Sick Days and Personal Days

- **Sick Days** – Sick days accrue at 1 day for every 40 contracted and worked days of employment. Sick days apply to only the employee’s personal illness. Upon your return, you will have one (1) business day to complete and turn in a **Time Off Request** form for your absence to qualify as a sick day. Failure to provide this form may result in the time off being unpaid unless approved by the employee’s direct supervisor or Principal
- **Personal Days** - Personal days accrue at 1 day for every 60 contracted and worked days of employment. Requests for a personal day should be made to the Principal, via a Time Off Request Form at least five business days before the requested day off, unless the day off is a result of an emergency (e.g. sudden illness).

If a sick day or personal day needs to be taken at the last minute, the Principal must be called on both their cell and work numbers. A text message or email message is not sufficient notice and notice by this means will be counted as a no-call no-show.

All time off must be requested and/or documented by the employee requesting time off via a Time Off Request Form.

Unused sick and personal days do not carry over to future years. The school does not offer compensation in lieu of unused sick and personal days.

Medical Leave of Absence

If an employee is unable to physically or mentally perform his or her job they may request an unpaid medical leave of absence. This should be done in concert with the recommendations of a physician(s). Medical leaves of absence must be reported to the Board of Directors. While on medical leave the employee shall not accumulate time off, health insurance shall not be continued by the Board and the employee shall not take other employment. Employees may elect to pay the cost of health insurance during a period of approved leave.

Jury Duty and Military Leave

Jury Duty Leave

Full time employees who are selected for jury duty will be excused for the duration of the leave and receive their normal pay for each day they serve, for up to two weeks. The employee may also keep their jury duty day.

R.C. 2313.18I; R.C. 3313.211

Military Leave

School observes all applicable laws concerning military leave and re-employment rights following military training and service.

38 u.s.c. 4301; R.C. 3319.085; R.C. 5923.05

FAMILY AND MEDICAL LEAVEPOLICY

Eligibility

While the Board of Directors acknowledges that the School's employees may not be eligible employees under the Family Medical Leave Act of 1993 ("FMLA"), the Board of Directors will provide to its employees benefits similar to those provided under FMLA.

To be eligible for family or medical leave, an employee must be employed by the School for at least 12 months and have worked at least 1,250 hours during the previous 12-month period.

General Policy

The School will provide eligible employees with 8 weeks, unpaid, job protected leave measured backward from the date an employee uses any such leave for any of the following family and medical reasons utilizing criteria as provided under the FMLA. For purposes of this policy, one week is defined as five work days.

- An employee's own serious health condition, as defined, that makes the employee unable to perform the essential functions of the job
- For incapacity due to pregnancy, prenatal medical care, or child birth
- To care for a spouse, child, or parent with a serious health condition
- To care for an employee's newborn child, newly adopted child, or newly placed foster child as long as the leave is taken in the year following the child's birth or placement
- To attend to a qualifying exigency relating to a spouse, child, or parent on or called to active duty in the Armed Forces, including the National Guard or Reserves in support of a contingency operation. (Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.)

If an eligible, the employee must use all unused PTO towards the family and medical leave. The eligible employee may carry over up to twenty-five (25) days of unused unpaid leave to the next school year (s).

An eligible employee may take a total of eight (8) weeks of unpaid leave during a single twelve (12) month period to care for the spouse, son, daughter, parent, or next of kin of a service member who is a current member or veteran (within five years) of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render him/her medically unfit to perform his/her duties. The leave may be taken to care for the covered service member while he or she is undergoing medical treatment, recuperations, or therapy or is in outpatient status or is on the temporary disability retired list.

If a husband and wife both work for the School, and each wishes to take leave for the birth or placement for adoption or foster care of a healthy child, or take care for an employee's parent (not parent "in law") with a serious health condition, the husband and wife may be limited to a combined 8 weeks of leave.

Requesting a Leave

An employee must inform the Principal at least 30 days in advance of the need to take Family and Medical leave when the need for the leave is foreseeable. If it is not possible to give 30 days' notice, an employee must provide notice as soon as practicable and must comply with the School's normal call-in procedures and attendance policy. Failure to give appropriate notice of the need for leave may result in denial of the leave, disciplinary action, and/or termination of employment.

To request leave, the employee must notify the Principal, complete the appropriate form(s) and return it to the Principal by the required date.

Additional Forms and the Leave Determination

An employee must inform the Principal if any requested leave is for a reason for which family and medical leave was previously taken or certified. An employee will be required to provide sufficient information informing the Principal of the timing and duration of his/her leave. An employee may also be required to provide certification and periodic recertification supporting his/her need for leave. An employee may be required to provide additional information to determine if the employee qualifies for family and medical leave. Information requests may include documentation of the employee's inability to perform his/her job, an employee's family member's disability status, continuing treatment and/or hospitalization need, or other circumstances surrounding the nature of the employee's leave.

Certification of Health Care Provider

An employee's treating health care provider must specify and certify the nature of the qualifying serious health condition, beginning/ending dates of incapacity, treatment, or care, etc. A Certification of Health Care Provider form must be fully completed, signed, and dated by

the treating health care provider and submitted to the Principal within 15 days of the date requested, absent extenuating circumstances. If leave is requested to provide care for an eligible family member, both the employee and the family member's treating health care provider will need to complete the applicable sections of a Certification form. If an employee fails to provide the Certification of Health Care Provider form within 15 days of the date requested, leave may be delayed or denied. It is an employee's responsibility to ensure timely completion and return of the Certification of Health Care Provider form.

The health care provider may be asked to authenticate the certification, or the School may ask for the employee's authorization to contact the health care provider to obtain clarifying information related to the Certification of Health Care Provider form if questions arise at the time of approval reviews and any subsequent determination(s) related to leave. The School may also request certification and other updates as appropriate and necessary.

The School may also seek second or third opinions (at School expense) from independent third-party medical experts. An employee (or the employee's family member) may be required to submit to an examination by one or more of such experts. An employee's cooperation with such examinations is required and failure to cooperate may cause the leave to be delayed or denied. An employee may be granted provisional leave while the School waits for clarifications and/or the results of a second or third opinion.

Communicating Leave Status

The Principal will inform the employee if the leave has been approved, usually after receiving the Certification of Health Care Provider form. The employee will also receive a designation of his/her family and medical leave status in writing which will detail the type of leave being approved, along with the approved leave period, return-to-work date, and related requirements. The time off prior to approval will be counted as part of the leave if eligibility and qualification are established. The School may retroactively designate time away from work as family and medical leave and count the absences toward the leave period. An employee will be notified in writing of this designation while absent or after returning to work. If an employee's leave is determined to be non-qualifying, he/she will be advised in writing.

Serious Health Condition Defined

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves one of the following:

- Overnight Care in a medical care facility.
- Continuing treatment by a health care provider that prevents the employee from performing the functions of his/her job (or prevents the employee's family member from participating in daily activities, like work or school.)
 - o The continuing treatment requirement generally is met by a period of incapacity of more than three consecutive calendar days combined with:
 - At least two visits to a health care provider; or
 - A visit to a health care provider and a regimen of continuing treatment.

Note: Treatment does not include routine physical, eye, or dental examinations.

A

regimen of continuing treatment does not include the taking of over-the-counter medications such as aspirins, antihistamines, or salves; or bed-rest, drinking

- fluids, exercise, and other similar activities that can be initiated without a visit to
- a
- treating health care provider.
- o Due to pregnancy or prenatal care
 - o Due to a chronic condition
 - o Chronic Conditions Requiring Treatments. A chronic condition that is documented by a physician and requires all of the following:
 - Requires periodic visits for treatment by a health care provider or by a nurse or physician's assistant under direct supervision of a health care provider;
 - Continues over an extended period of time (including recurring episodes of a single underlying condition); and
 - May cause episodic rather than a continuing period of incapacity (for example, asthma, diabetes, epilepsy, etc.).
 - o Permanent/Long-term Conditions Requiring Supervision. A period of incapacity that is permanent or long term due to a condition for which treatment may not be effective. The employee or his/her family member must be under the continuing supervision of, but need not be receiving active treatment by a health care provider. Examples include: Alzheimer's, a severe stroke, or the terminal stages of a disease.
 - o Multiple Treatments (Non-Chronic Conditions). Any period of absence to receive multiple treatments (including any period of recovery) by a health care provider, either for restorative surgery after an accident or injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days.

V. HANDLING INFORMATION

Authority to Provide Information or References

Should any employee or agent of the School receive a request for information or reference related to any current or former employee or agent of the School, they must not give any information to the requesting party, and must immediately direct the request to the Principal. No employee other than the Principal has any authority to respond in any way to the request unless they have prior express authorization to respond to that specific request.

Authorized Content – Former Employees

Upon inquiry from employers or prospective employers of former employees, the Principal will only confirm the concerned employee's dates of employment and positions held. At no time will the Principal provide information regarding Employee's terms or conditions of work or separation. If asked about the status or outcome of Employee's employment with the School, the Principal will state that it is the policy of the School to not give out that type of information.

All Other Requests

For any other requests concerning a current or former employee or agent, immediately forward the request to the Principal.

Media Communications

In the event any employee is contacted by the media concerning any information about the School, its employees, its students, or any other aspect of its operations, the employee must direct media inquiries to the Principal immediately and comply with the **Media Communications Policy**.

Access to Personnel Records

All employees, former employees, and representatives of employees may view certain contents of their personnel file with reasonable advance notice (at least one business day) to the Principal. Former employees or people unknown to the Principal, must present identification and/or proof of permission to access the personnel file. Personnel files must be reviewed in the presence of the Principal. No part of the personnel file may be removed from the office by the employee. Photocopies of the file, or portions of the file, may be requested by the employee, so long as the copied information is that which is normally viewable by the employee. Within reason, the Principal will provide photocopies. For extensive copying, the employee will need to pay for the photocopies.

Viewable Records

Documents that relate to the employee's qualifications for hire such as the application, promotion, disciplinary action, and transfer **may be viewed**. Additionally, the employee may review policy signoff forms and training records.

Non-Viewable Records

Documents that the employee **may not review** include: references or reference checks, records of any investigation, medical records, documents related to a judicial proceeding, any document that would violate the confidentiality of another employee, and documents used for employee planning.

Disputes Related to Contents of File

If the employee is unhappy with a document in their personnel file, in the presence of the Principal, the employee may write an explanation or clarification and attach it to the disputed document.

The employee may also ask to have a document removed from the personnel file. If the Principal agrees, the document may be removed. If the Principal disagrees, the employee may submit an appeal to the Board of Trustees in writing.

Confidential Information

Employee information and data is confidential and is used only for valid School purposes. This includes information in the personnel files such as Social Security number, home address, telephone number, medical information, and other confidential information. For further requirements in regard to the handling of confidential information, see the **Staff Code of Conduct and Ethics** (*see Appendix E-2*).

VI. EMPLOYEE BENEFITS

A. General

The School may provide group benefits for its employees. Complete details of the School's benefits plans are contained in official plan documents, such as insurance contracts and master plan documents and are available upon request.

The School anticipates continuing to make benefits available to its employees. However, the School reserves the right to amend or terminate the benefits it provides to its employees at any time and without prior notice.

For more information regarding the employee benefits program, please contact the Principal.

B. Workers Compensation

The school has workers compensation insurance. All injuries suffered on the job, no matter how minor, must be reported immediately to your supervisor. If an employee suffers a serious work-related injury, the employee should contact the Principal, who will assist the employee to obtain the worker's compensation insurance forms.

C. Retirement

As required by law, all employees are provided retirement benefits through the State Teachers Retirement System of Ohio (STRS) or the School Employees Retirement System (SERS). The school pays the employer share toward the employee's retirement account each month and the employee contributes to their account pursuant to state law.

VII. DISCLOSURES AND ACKNOWLEDGEMENT

A. Compliance with the Law

All policies and procedures detailed in this Manual are superseded by any appropriate and applicable sections of the Ohio Administrative and Revised Codes and/or federal law.

POLICY: Staff Code of Conduct and Ethics

Organization: Toledo SMART Bilingual Elementary School (hereinafter “School”)

Approval Date:

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SECTION I GENERAL PROVISIONS

Purpose of Policy

The School is committed to the highest ethical and professional standards of conduct as an integral part of its mission: the promotion of learning. To achieve this goal, the School relies on its Staff's ethical behavior, honesty, integrity, and good judgment. The School recognizes that the capabilities and conduct of its Staff greatly affect the quality of education provided to students in the School. The School further believes that the Staff should be intrinsically motivated by the importance of the job that they do.

The purpose of this **Staff Code of Ethics and Conduct** (hereinafter "Code") is to establish appropriate standards of conduct for all staff of the School. The Code doesn't change the daily responsibilities of School Staff. It is a restatement of guidelines to which members of the School's Staff are already expected to be committed.

Clearly, no code of conduct and ethics can guarantee the prevention of wrongdoing. But, a code of conduct and ethics, coupled with the appropriate supporting activities, is considered a "best practice" that can help to sustain a culture in which integrity is valued and promoted through the organization's daily work.

Further, the demonstration of the highest standards of ethics and conduct will serve as an example to the students of the School and will help to prevent instances of allegations of abusive or unprofessional conduct.

Who is Subject to the Code

The Code applies to all School employees, officers, and Trustees (hereinafter collectively referred to as "Staff").

Trustees are subject to a Code of Ethics and Code of Conduct within the School's Bylaws. In instances where this Code is in conflict with the codes in the Bylaws, the code in the Bylaws shall prevail.

Students are not subject to this Code unless they are also considered to be part of the Staff. Students are subject to a separate code of conduct and policies as detailed in the **Student & Family Handbook** and **Family & School Contract**.

NOTE: *Being designated as Staff and being subject to the rules, provisions, and requirements of the Code does not in any way change the at-will nature of employment for any individual, does not guarantee employment in any way for any individual, or create an employment relationship where none existed before. The designation as being part of the collective Staff is purely for simplicity of referring to a group of individuals impacted by this policy, and has nothing to do with the employment status, or lack thereof, of any individuals so classified as Staff.*

Attitude, Teamwork and Treatment of Others

In the performance of any duty for the School, the Staff will strive to:

- always emphasize teamwork, dignity, and mutual respect;
- be fair, reasonable, and courteous in all interactions with each other, the students, the parents/guardians of the students, and the public in general;
- exhibit professional behavior by showing positive examples of preparedness, communication, fairness, punctuality, attendance, language, and appearance;
- contribute, cooperate, and participate in creating an environment in which all employees/students are accepted and are provided the opportunity to achieve at the highest levels in all areas of development;
- openly listen to concerns and suggestions of others;
- maintain a safe and healthy environment, free from harassment, intimidation, bullying, substance abuse, and/or violence, and free from bias and discrimination;
- create a culture of caring through understanding and support;
- be honest in all dealings, and not misuse or misrepresent their position, qualifications, or experience, or bring the reputation of the School into disrepute;
- immediately intervene in any violation of the Code or other School policy or procedure in a manner that preserves confidentiality and the dignity of each person as much as reasonably possible;
- demonstrate responsible citizenship by maintaining a high standard of conduct, self-control, and moral/ethical behavior; and
- comply with all Federal and Ohio laws, policies, regulations, ordinance, and procedures, as well as all policies and procedures of the School.

SECTION II STAFF CONDUCT AND DUTIES

Duties to School

Staff must maintain high standards of honesty and integrity in their work and in their dealings with other Staff, students, parents of the students, and the public in general. This includes the handling and claiming of money, use of school assets and facilities, interactions with others, and above all, the dedication to and quality of instruction given to the students.

Conduct Outside Work

Schools are viewed by the public and parents as a place that is safe for children. Accordingly, Staff must at all times conduct themselves in such a way that the School is not perceived as a dangerous or bad place for children. Thus, Staff must not engage in conduct at the School, while involved with any School activities, or outside of the School which could seriously damage the reputation and standing of the School, the employee's own reputation, or the reputation of other members of the School community.

In particular, criminal offences that involve violence, possession of drugs, misuse of drugs or alcohol, sexual misconduct, any offense involving a minor, or any other offense that would be viewed by the Ohio Department of Education as one that would cause the revocation or rejection of licensure or certification are likely to be regarded as unacceptable conduct outside of work.

Reporting of Concerns and Violations

Staff is encouraged to report violations, concerns about violations, or concerns about accounting, internal controls, or auditing issues that come to their attention. Supervisors have a special duty to adhere to the standards set forth in this code, to recognize violations, and to enforce the standards. Disciplinary actions for proven violations of this code of conduct or for retaliation against anyone who reports a possible violation will be determined on a case-by-case basis and may include termination of employment. Individuals who violate the code may also be subject to civil and criminal charges in some circumstances where a law or laws may have been broken.

Reports of violations of any School policy, procedure, or code or of any state or federal law may be given to your immediate supervisor, another supervisor, or the Principal as per the guidelines indicated in the School's **Open Door Policy** and **Whistleblower Protection Policy**. Retaliation for reports given in good faith are not subject to harassment or retaliation in any way per the School's **Whistleblower Protection Policy**.

SECTION III HANDLING OF INFORMATION

Confidential Information

All employees at the school and the Governing Body come into contact with a significant volume of data and information in relation to pupils, staff, school activities and many other matters. Staff is required to collect, maintain, and dispose of sensitive or personal data in a responsible manner.

Since Staff has access to Confidential Information about students and their parents/guardians, Staff must not reveal such information except to those colleagues who have a legitimate professional role in relation to the student or parent/guardian. Disclosure of Confidential Information to any other individual solely for the purposes of gossip is always prohibited.

Confidential Information shall be defined to include any information concerning a student, the student's family, any member of the Staff, or information related to operations of the School.

Witnessing Incidents

All Staff is likely at some point to witness actions which need to be handled with appropriate procedures. In the event that a member of the Staff witnesses any action or event that is covered by the **Safe School Environment Policy** as detailed in the **School Policy Manual**, the member of the Staff should act in accordance with that policy and consider all information related to that incident as being Confidential Information. If the **Safe School Environment Policy** is silent as to procedure to follow or as to whom the member of Staff may disclose the information, then the member of the Staff should report the information only to the Principal.

Obligation to Disclose / Mandatory Reporting

Staff has an obligation to share with the Principal, or other legally required authorities, any information which gives rise to concern about the safety or welfare of a student. Staff must never promise a student that they will withhold action on information that they are told by the student. No part of any policy of the School shall restrict the duties of members of the Staff in any way as they relate to the requirements of mandatory reporting as detailed in the laws of the State of Ohio and the Ohio Department of Education.

Media Policy

Staff must comply at all times with the School's **Media Communications Policy**. Refer to the **School Policy Manual** for further details regarding this policy.

Continued Duty

Members of the Staff who have access to Confidential Information must absolutely protect that information from disclosure. The duty to protect Confidential Information continues even after a member of the Staff discontinues their working, volunteer, or other relationship with the School.

SECTION IV PERSONNEL POLICIES

Criminal Actions

Staff must inform the Principal immediately if they are subject to a criminal conviction, police inquiry, investigation, or pending prosecution. The Principal will discuss this with the member of the Staff to determine if the situation would prevent the member of the Staff from continuing with their duties at the School. Further, the Staff member must comply with all rules, laws, and regulations set forth by Ohio Department of Education related to reporting of criminal offenses.

Veracity of Documents and Statements

The deliberate falsification of documents or statements by Staff is not acceptable. Where any member of the Staff provides false documents or statements or falsifies records or other

documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offense.

Privacy

Staff information and data is confidential and is used only for valid School purposes. This includes information in the personnel files such as Social Security number, home address, telephone number, medical information, and other confidential information.

While the School respects Staff privacy, Staff should have absolutely no expectation of privacy when using any School assets. The School reserves the right to inspect its facilities and property, such as computers, telephone records, lockers, e-mail, internet usage, business documents, offices, any other workplaces, or any other asset.

SECTION V SAFE SCHOOL ENVIRONMENT

Safe School Environment Policy

In regard to anything that would interfere with a student's safety or ability to learn, such as reporting physical, sexual, emotional abuse, or neglect, harassment, intimidation, bullying, inappropriate relationships between students and Staff, health and safety, or drugs and alcohol, or the monitoring or reporting thereof, Staff must comply at all times with the School's **Safe School Environment Policy**. Refer to the **School Policy Manual** for further details regarding this policy.

Harassment and Discrimination

Staff must comply at all times with the Staff Policy Manual in regard to the prohibition of acts of harassment and discrimination.

Whistleblower Protection Policy

Staff must comply at all times with the School's **Whistleblower Protection Policy**. Refer to the **School Policy Manual** for further details regarding this policy.

SECTION VI USE OF SCHOOL ASSETS

Use of School Assets

The assets of the School are intended to be used in a way that benefits the School. Staff must preserve these assets and use them wisely and responsibly. The use of School time, equipment, supplies, facilities, or any other asset of the School for personal purposes is permitted only when approved in advance by the Principal. School assets are available only for school-related activities and must not be used for fulfillment or pursuit of work for another job or for personal use, unless authorized in writing and in advance by the Principal.

The taking of School assets off School premises requires the advance completion of a **School Asset Checkout Form**. For this form to be considered complete, it requires the signature of the Principal. Any taking of School assets off School premises without the **School Asset Checkout Form** being completed in advance will be considered a violation of School policy and will be subject to discipline up to and including termination.

Any School assets that are used outside School premises must be immediately returned to the School upon request or when the member of Staff is no longer performing duties or otherwise associated with the School.

In addition to the above provisions regarding use of School assets, Staff is expected to abide by the School's **Technology Policy**. Refer to the **School Policy Manual** for further details regarding this policy.

Technology Policy

Staff must comply at all times with the School's **Technology Policy**. Refer to the **School Policy Manual** for further details regarding this policy.

SECTION VII CONFLICTS OF INTEREST

Conflict of Interest Policy

In regard to disclosure of potential or known conflicts of interest, corporate opportunities, outside employment, gifts, gratuities, services, and entertainment, Staff must comply at all times with the School's **Conflict of Interest Policy**. Refer to the **School Policy Manual** for further details regarding this policy.

SECTION VIII VIOLATIONS OF THE CODE

Violations of the Code

Any Staff who violates the Code in any way will be subject to disciplinary action, up to and including immediate termination, and/or legal remedies.

SECTION IX ADDITIONAL PROVISIONS

Conflict of Policies

The Code does not alter or supersede any other policy, law, rule, regulation, ordinance, or procedure in place that may be more restrictive or specialized.

No Guarantee of Position

Compliance with the Code or with any policy of the School shall not serve to guarantee any member of the Staff employment for any period of time or modify in any way the at-will nature

of employment. Further, nothing related to the content of or compliance with the Code changes the employment status, position, or lack thereof that Staff has with the School in any way.

Severability

If any portion of the Code is deemed to be unenforceable or illegal due to a conflict with a state or federal law, the provision shall be modified to the minimum amount necessary to bring the Code into compliance with the law.

Toledo SMART Bilingual Elementary School: EMPLOYEE INCIDENT REPORT

Part 1: To be completed by employee. Fill in all of the blanks.

Employee's full name _____

Address _____

City _____ State ____ Zip _____

Home # _____ Work # _____ Job Title _____

Location (school, building & area where incident occurred) _____

Date of injury _____ Time of injury _____ a.m./p.m.

Last date worked _____ Return date _____ Days missed _____

Describe what happened in detail (What you were doing? lifting/pushing/pulling, indoors/outdoors, using tools/machinery, chemicals/ fumes)

Body part(s) injured _____

Right / Left _____

Witnesses to actual incident _____

Date reported to supervisor _____ Reported to _____

First aid only? **Yes / No** Seen by a doctor? **Yes / No** If **yes**, provide doctor's name, clinic or hospital name, address, city, state, zip, telephone number and date examined below.

Employee signature _____ Date _____

Part 2: To be completed by supervisor. Fill in all of the blanks. Use additional paper if necessary.

Date of injury _____ Date incident **reported** to you **as work related** _____

If not reported the same day why? _____

Date incident investigated _____

If equipment/tool damaged describe _____

Employee job title _____ Employee date of hire _____

Last date worked _____ Return to work date _____

Days missed due to injury _____

Describe incident, specify body part(s)
injured _____

Why did the incident occur?

What steps were taken to prevent similar
incidents? _____

Was incident caused by anyone not on school district payroll? If yes give name, address, and
attach a copy of any police reports or in-house school district reports filed.

Comments _____

Supervisor signature _____ Date _____

TIME SHEET

Toledo SMART Bilingual Elementary
 1850 Airport Highway
 Toledo, OH 43609
 419-214-3290



Employee Name: _____ Title: _____

Date	Start Time	End Time	Regular Hours	Total Hours
Total Hours:				

Employee Contracted Hours: _____ per week/day

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Time Off Request (Please Print)

Employee Name
and Title:

Type of Absence Requested:

- | | | | |
|-----------------------------------|------------------------------------|--|---|
| <input type="checkbox"/> Sick | <input type="checkbox"/> Vacation | <input type="checkbox"/> Bereavement | <input type="checkbox"/> Time Off Without Pay |
| <input type="checkbox"/> Military | <input type="checkbox"/> Jury Duty | <input type="checkbox"/> Maternity/Paternity | <input type="checkbox"/> Personal |

Dates of Absence:

From: _____ To: _____

Returning Date: _____ Total number of days absent: _____

Reason for Absence:

You must submit requests for absences, other than sick leave, at least two work days prior to the first day you will be absent.

Vacation requests need to be submitted as early as possible, but no later than two weeks prior to the first date requested. (Vacation time only applies to those eligible.)

Employee's Signature

Date

- Approved
 Rejected

Comments: _____

Principal's Signature

Date

ACKNOWLEDGMENT OF RECEIPT OF STAFF POLICY MANUAL

I have received my copy of the Staff Policy Handbook (“Handbook”), which outlines the personnel policies of Toledo SMART Elementary School (the “School”). I will familiarize myself with the information in the Handbook and agree to observe these policies in all respects and at all times.

I understand that the Manual does not constitute a contractual agreement, nor does it modify in any way the at-will nature of my employment, as either me or the School may terminate my employment at any time for any reason, with or without notice or cause. I further understand that no manager or representative of the School, other than the Principal, has any authority to enter into any employment agreement for a specified period of time or to make any promises or commitments contrary to the foregoing. Further, any such agreement, if made, shall not be enforceable unless it is in writing, is signed by both myself and the Principal, and expressly states that the Parties are purposefully, knowingly, and intentionally modifying the at-will nature of my employment.

I understand that the information contained in the Handbook represents guidelines only, and that the School may change, rescind, or add to any policies, benefits, or practices described in this Handbook at any time at its sole and absolute discretion with or without prior notice.

Please sign and return to the Principal.

Employee’s Signature

Date of Signature

Employee’s Printed Name