

BOARD OF EDUCATION MEETING MINUTES  
August 6, 2018

The Board met in regular session at 6:00pm in the Millstream Cafe. President Aldrich called the meeting to order. Present were Mr. Aldrich, Mr. Cooper, Mrs. Robertson, Mrs. Russel, Dr. Siebenaler Wilson, Treasurer Mr. Barnhart, Assistant Superintendent Mr. Roth and Superintendent Mr. Kurt.

**CELEBRATIONS**

Pam Hamlin and Justin Shank welcomed the Board to Millstream and shared some highlights. Mr. Kurt and Mr. Imke thanked the Lowe's volunteers for all their work this summer at Jefferson Primary and the courtyard at Findlay High School. Mr. Kurt reminded everyone about the presentation from the Kid Whisperer.

**2018-008-001 BWC GRANT**

It was motioned by Dr. Siebenaler Wilson, seconded by Mrs. Robertson to approve The Bureau of Workers' Compensation grant awarded to Kathy Young for a Safety Intervention Grant for Employers working with Persons with Developmental Disabilities in the amount of \$3904.38 to purchase 1 K310 Rifton TRAM.

Roll call: Dr. Siebenaler Wilson, aye; Mrs. Robertson, aye; Mr. Aldrich, aye; Mr. Cooper, aye; Mrs. Russel, aye. President Aldrich declared the motion carried.

**2018-008-002 APPROVAL OF MINUTES**

It was motioned by Mrs. Russel, seconded by Mr. Cooper to approve the regular meeting minutes from July 16, 2018 and Special Meeting minutes from July 26, 2018.

Roll call: Mrs. Russel, aye; Mr. Cooper, aye; Mr. Aldrich, aye; Mrs. Robertson, aye; Dr. Siebenaler Wilson, aye. President Aldrich declared the motion carried.

**CORRESPONDENCE**

Mr. Barnhart noted that the OSBA Capital Conference will take place November 11<sup>th</sup>- 13<sup>th</sup> and he will be sending additional information to the board. Mr. Kurt shared an invitation with Board members to attend the Friendship Cities Commemorative Ceremony.

**2018-008-003 CONSENT ITEMS (A-W)**

It was motioned by Mrs. Robertson, seconded by Mrs. Russel to approve consent items A-W.

**CERTIFICATED PERSONNEL**

A. Leave of Absence (will use paid sick, personal, and/or vacation time, if available)

Madeline Zellner (Chamberlin Hill, Grade 3)  
Effective: 8/14/18- 9/14/18  
Reason: FMLA

A1. Resignation

Teresa Castellaneta (English, Donnell) (2 years)  
Reason: Other Employment Effective: August 6, 2018

B. Appointments

1. Grade 3 Curriculum Writing @ \$22.01/hr not exceed 8 hrs

Allison Gerken Kristin Hudok

2. Volunteer – 2018-2019 Certified Club Advisors/Helpers

Cesar Ruiz – Volunteer Girls' Soccer Coach

3. High School Half Day BLT Meeting on August 2, 2018 @ \$25/day (Acct# FHS Teacher PD)

Ruth Rinker

4. Supplemental Duty Assignments – Certificated Personnel for 2018-2019 School Year

Bill Barberree	Head 8th Grade Football Coach – Glenwood @ \$ 4,324.67
Jackie Gleason	Head Middle School Cross Country Coach @ \$ 3,160.34
Josh Huber	Assistant 7th & 8th Grade Football Coach – Glenwood @ \$ 2,051.45
Tim Opp	Strength Coach - FHS @ \$ 5,636.86
Lauren Parriott	Head 8th Grade Girls' Volleyball Coach – Donnell @ \$ 4,324.67
Ryan Sprout	Middle School Strength Coach – Donnell @ \$ 4,324.67
Rob Wohl	Head 8th Grade Girls' Volleyball Coach – Glenwood @ \$ 3,585.41

5. Teacher

Brenda Boster (Donnell, English)  
Salary: MA+30, Step 5 @ \$55,969  
Effective: 2018-19 school year for 184 days

**CLASSIFIED PERSONNEL**

C. Leave of Absence (will use paid sick, personal, and/or vacation time, if available)

Jordan Castle (Custodian, Bigelow Hill)  
Effective: 6/25/18 - 7/1/18  
Reason: FMLA

Laura Almond (Computer Tech, Donnell)  
Effective: 7/19/18 - 9/16/18  
Reason: FMLA

Alicia Baker (Aide, Whittier)  
Effective: 8/15/18 - 10/3/18  
Reason: Personal

D. Leave of Absence (unpaid)

Sarah Fraley (Aide, Jefferson)  
Effective: 2018-19 School Year  
Reason: Personal

E. Resignation

Jamie Easthom (Custodian, High School) (3 years)  
Reason: Personal Effective: August 10, 2018

\*This resignation is being accepted at this time in exchange for \$5,000 in order to avoid future layoffs and unemployment costs. The offer was made to all current custodian, maintenance and grounds workers with 3 or more years of experience.

Kellie Bibler (Accounting/Payroll, Administration) (4 years)  
Reason: Personal Effective: October 31, 2018

Katherine Sheridan (Special Ed Aide, Glenwood) (1 year)  
Reason: Personal Effective: July 24, 2018

F. Reclassification

Robin Heaster  
From: Chamberlin Hill Food Service Worker @ \$11.39/hour  
To: Transportation Office Aide @ \$13.57/hour  
Effective: August 6, 2018

G. Appointments

1. Interim Testing Coordinator Stipend @ \$2,000 for the 2018-19 School Year (to be paid from code 001-2141-143)

Bev Snyder

2. Education Aide

Emily Barnett (Special Education Aide, Jefferson)  
Salary: Step 1 @ \$13.57/hour  
Effective: August 15, 2018

Maria Bermudez (Aide, Glenwood)  
Salary: Step 1 @ \$13.57/hour  
Effective: August 15, 2018

3. Jefferson 2018 Summer Autism Program @ normal rate of pay between July 10-July 27, 2018

Cathy Dewey - not to exceed 6 hours

4. FABSS Personnel – Effective 2018-2019 School Year

Virginia Blair – Head Aide  
Salary: Step 1, Year 1 @ \$9.72/hour  
Effective: August 8, 2018

Krissy Huber – Aide  
Salary: Step 2, Year 1 @ \$8.72/hour  
Effective: August 8, 2018

Sarah Lonaker - Site Director  
Salary: Step 2, Year 1 @ \$15,685  
Effective: August 8, 2018

5. Noon Hour Monitor List

The superintendent recommends approval of the Noon Hour Monitor list as presented in **EXHIBIT B.**

H. 2018-2019 Findlay Learning Center Flexible Instructional Assistant @ \$22.01/hr

Mary Burget up to 29 hrs/week  
Ray Elbin up to 16 hrs/week  
Shelia Harper up to 20 hrs/week  
Roxanne Runion up to 29 hrs/week

I. 2018-2019 Flexible Instructional Assistants @ \$22.01/hr

Judith Alfred up to 29 hrs/week – Glenwood  
Lori Anast up to 14.5 hrs/week – Lincoln  
Kathy Conine up to 20 hrs/week – Whittier  
Dawn Crafts up to 29 hrs/week - Glenwood  
Robyn Kryling up to 20 hrs/week – Northview  
Toni Leonard up to 7.25 hrs/week – Lincoln  
Whitney McAfee up to 29 hrs/week – Lincoln  
Phyllis Shaffer up to 7.25 hrs/week – Lincoln  
Debra Slough up to 29 hrs/week - Jacobs  
Vera Snelling up to 23 hrs/week - Jacobs

J. 2018-19 Technology Instructional Aides @ \$14.02/hour

Jan Gower – Jacobs  
Rochelle Manley – Northview/Bigelow Hill  
Shannon Moyer –Whittier/Wilson Vance  
Jen Risser – Jefferson

K. 2018-19 K-5 Technology Implementation Specials @ \$14.02/hr up to 16 hrs per week

Nancy Cramer

L. Volunteer – 2018-2019 Classified Club Advisors/Helpers

Stephen Lutz – Volunteer Cross Country Coach  
Cody Sonnett – Volunteer Boys' Soccer Coach

M. Supplemental Duty Assignments – Non-Certificated Personnel for 2018-2019 School Year

WHEREAS, in accordance with the provision of the Ohio Revised Code 3313.53, the duly appointed representatives of the Findlay Board of Education have offered the following extra-duty positions, listed below, to the certificated employees of the district and have advertised the positions to certificated personnel not employed by the district, and

WHEREAS, no qualified certificated individuals have been found for these positions,

NOW BE IT THEREFORE RESOLVED, that the Findlay Board of Education hereby deems it appropriate to employ non-certificated personnel for the specified positions for a period not to exceed one (1) year and that the compensation shall be according to the adopted salary schedule for said position(s):

John Coleman	7th Grade Football Coach - Glenwood @ \$3,788.71
Rod Friar	Assistant 7th & 8th Grade Football Coach – Glenwood @ \$2,790.71
Ron Harris	Assistant 7th & 8th Grade Football Coach – Donnell @ \$ 2,051.45
James Jolliff	Assistant 7th & 8th Grade Football Coach – Donnell @ \$ 2,051.45
Roger Lyon	Head Ticket Manager – FHS @ \$ 6,283.71
Craig Oliver	Assistant 7th & 8th Grade Football Coach – Donnell @ \$2,051.45
Justin Stutzman	7th Grade Football Coach – Donnell @ \$3,049.45

N. 2018-2019 Operational Procedures for Non-Teaching Employees

The superintendent recommends the approval of the 2018-2019 Operational Procedures for Non-Teaching Employees as presented in **EXHIBIT C.**

O. 2018-2019 Findlay Athletic Department Budget Summary

The treasurer recommends approval of the 2018-2019 Findlay Athletic Department Budget Summary as presented in **EXHIBIT D.**

P. OASBO 457 Deferred Compensation Plan

The treasurer requests approval to continue participation in the OASBO 457 Plan as amended and restated April 1, 2017 per **EXHIBIT E** where this provides another option to employees for tax deferral and there is no cost to the district.

Q. 2018/2019 Parent/Faculty Handbooks

The superintendent recommends approval of the following 2018-2019 student/staff handbooks as presented in **EXHIBIT F:**

- Jefferson Primary Parent/Staff
- Chamberlin Hill Parent/Staff
- Whittier Primary Parent/Staff
- Lincoln Elementary Staff
- Millstream Student

R. 2018-2019 Organizational Chart

The superintendent recommends approval of the 2018-2019 Organizational Chart as presented in **EXHIBIT G.**

S. eSchool Plan for Providing Special Education & Related Services to Students with Disabilities- FY 2019

The Superintendent recommends the approval of the eSchool Plan for Providing Special Education & Related Services to Students with Disabilities - FY2019 presented to Sponsor School District, Findlay City Schools as presented in **EXHIBIT H.**

T. Bus Stop Locations

The superintendent recommends approval of the 2018-2019 Bus Stop Locations as presented in **EXHIBIT I.**

U. Employment of Attendance Coach

The Superintendent recommends the employment of Cindy Frantz as FDA Attendance Coach to be purchased through Findlay City Schools at the rate of \$21.78 per hour for up to 20 hours per week for 40 weeks, contingent upon approval of the Findlay City Board of Education.

V. 2018-2019 Findlay City Schools Sponsoring of Community Schools Handbook

The superintendent recommends approval of the 2018-2019 Findlay City Schools Sponsoring of Community Schools Handbook as presented in **EXHIBIT J.**

W. Acceptance of Gifts

GIFT: \$1000  
FROM: Marathon IT Core Values Team  
TO: Millstream Career Center Programming and Networking Classes

Roll call: Mrs. Robertson, aye; Mrs. Russel, aye; Mr. Aldrich, aye; Mr. Cooper, aye; Dr. Siebenaler Wilson, aye. President Aldrich declared the motion carried.

**DISCUSSION ITEMS**

Mr. Kurt suggested that instead of having all principals speak at the Board's October meeting, they may want to spread those presentations throughout the year at monthly Board meetings.

**ACTION ITEMS**

**2018-008-004 POLICIES**

It was motioned by Mr. Cooper, seconded by Mrs. Robertson to approve of the following policies as discussed at the July 16, 2018 BOE meeting: Policies 1.08, 1.12, 1.14, 4.04, 6.08, 7.20f, 7.21, 7.22, 7.23, 8.00, 8.00af, 8.09, 8.28, 9.22.

Roll call: Mr. Cooper, aye; Mrs. Robertson, aye; Mr. Aldrich, aye; Mrs. Russel, aye; Dr. Siebenaler Wilson, aye. President Aldrich declared the motion carried.

**2018-008-005 RESOLUTION TO PROCEED WITH SAFETY AND SECURITY LEVY**

It was motioned by Mrs. Russel, seconded by Dr. Siebenaler Wilson to approve of the Resolution Declaring Intent to Proceed with Election on the Question of an Additional Tax in Excess of the Ten-Mill Limitation as shown in **EXHIBIT K.** This is a 1.5 mill levy request for the November 6, 2018 ballot for a five year period for the purpose of school safety and security.

Roll call: Mrs. Russel, aye; Dr. Siebenaler Wilson, aye; Mr. Aldrich, aye; Mr. Cooper, aye; Mrs. Robertson, aye. President Aldrich declared the motion carried.

**REPORTS TO THE BOARD**

Mr. Kurt discussed the Title 1 Comparability Procedure. Mr. Barnhart discussed the Six Month Interest Report: **EXHIBIT L.**

**SUPERINTENDENTS COMMENTS**

Mr. Kurt reminded the Board of the following dates: August 14<sup>th</sup> 8am Convocation FHS Auditorium and August 15<sup>th</sup> – First day of school



**2018-008-006 ADJOURNMENT**

It was motioned by Dr. Siebenaler Wilson, seconded by Mrs. Robertson to adjourn the meeting at 6:47 pm.

Roll call: Dr. Siebenaler Wilson, aye; Mrs. Robertson, aye; Mr. Aldrich, aye; Mr. Cooper, aye; Mrs. Russel, aye. President Aldrich declared the motion carried.

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
President

**NOTE: The next Regular Board meeting will be held Monday, August 20, 2018 at 6:00 PM in the Donnell Community Room**

**Bureau of Workers'  
Compensation**13430 Yarmouth Drive  
Pickerington, OH 43147Governor **John R. Kasich**  
Administrator/CEO **Sarah D. Morrison**www.bwc.ohio.gov  
1-800-644-6292  
Phone: 614-995-8622  
Fax: 1-866-336-8352

July 23, 2018

Ms. Kathleen Young  
Special Education Supervisor  
Findlay City Schools  
1100 Broad Ave.  
Findlay, OH 45840Policy number: 33205151  
Application number: 06-0088

Dear Ms. Kathleen Young:

Congratulations! We have approved Findlay City Schools's application for the Employers Working with Persons with Developmental Disabilities (EWPDD) project requesting a total of \$3,904.38 for equipment. Your obligation for the equipment portion of the project totaling \$4,685.25 is \$780.87. The following equipment/training is approved under this grant award as detailed in the attached approved grant budget:

- (1) K310 Rifton TRAM

You may expect to receive your award within eight weeks from the date of this letter. If you enrolled in electronic funds transfer, you may expect the direct deposit into the account specified on your vendor information form.

When you **receive your grant funds**, you must complete the action steps as listed below

For Approved Equipment:

- ◇ **Purchase and implement** the approved intervention equipment within 90 days after the date on the grant check or electronic fund transfer (EFT).
- ◇ Forward itemized invoice(s) pertaining to **all approved equipment purchased** showing either "Stamped" Paid in Full or "Typed-Written" Paid in Full within 120 days of receiving BWC grant check or electronic fund transfer (EFT).

Please see the enclosed *Employer Action Steps* for details on the above items.

BWC stands ready to assist you with your safety needs. If you would like to speak with a Division of Safety & Hygiene consultant or have questions about the SIG program, please call 1-800-644-6292, and listen to the options.

Sincerely,

Ibraheem (Abe) Tarawneh, PhD  
Superintendent  
Division of Safety & Hygiene

Enclosure

cc: BWC Finance Division  
BWC Field Operations  
File

## Employer Action Steps

Steps	Action steps	Date completed
1	<p>Purchase and implement the approved intervention <u>only</u> after receiving grant funds. You must make the <b>intervention purchase and implement the intervention equipment</b> within 90 days after the date on the grant check or EFT. Your participation in the EWPDD program commences on the date of the grant check or EFT.</p>	
2	<p>Within 120 days after the date of the grant check or EFT, you must provide BWC with the following:</p> <ul style="list-style-type: none"> <li>◇ A copy of the original approved budget;</li> <li>◇ Itemized invoice(s) pertaining to <b>all approved equipment/training purchased</b> showing either "Stamped" Paid in Full or "Typed-Written" Paid in Full within 90 days of receiving BWC grant check or electronic fund transfer (EFT).</li> <li>◇ Copies of the front and back of all canceled check(s) or online bank statements issued that demonstrate that you paid all invoices associated with the intervention in full, and all BWC and employer contributions were fully used in the manner intended.</li> </ul> <p>Forward the aforementioned documentation to BWC Safety Intervention Grants Program, 13430 Yarmouth Drive, Pickerington, Ohio 43147-8310 c/o Safety Intervention Grants program coordinator.</p> <p><b>IRS 1099 requirement</b> – All grant recipients will be issued a 1099 for their BWC paid grant funds. This does not preclude employers from providing BWC proof of spending verification for the use of the grant funds within 120 days after the date of the grant check as described above.</p> <p><b>Note:</b> The issuance of a 1099 does not preclude BWC from seeking administrative, civil and/or criminal sanctions if you do not reimburse the bureau all unused grant money and/or funds deemed misappropriated.</p>	
3	<p><b>Submit one-year case study.</b> You must provide a case study one year from the intervention date. Submit this within 30 days of the one-year reporting period. BWC will require employers who fail to adhere to the reporting requirements to reimburse the full amount of the grant.</p>	
4	<p>Program completed upon submission of one year case study.</p>	

**(Note: Employers who fail to adhere to the regulations, terms and/or conditions of the EWPDD program may be required to reimburse us, up to the full amount of the grant, and may face civil and/or criminal sanctions.)**

06-0088



Bureau of Workers' Compensation

RECEIVED

JUL 02 2018

Application for Safety Intervention Grant for Employers working with Persons with Developmental Disabilities

SAFETY GRANT PROGRAM

Step 1b - Employers applying for equipment are to complete the table under Step 1b.

Table with 4 columns: Item, Quantity, Cost, Total. Rows include Rifton Tram Frame w/ scale, pair of narrow thigh straps, large forearm supports, medium pelvic support, single narrow thigh strap, Freight, Tax.

Employers must list all discounts and/or trade-in amounts and subtract them from the project total prior to determining the grant match. These must be included on the vendor price quote.

-1,561.75

Total budget

\$ 4685.25

To determine the grant amount you are requesting for equipment, please complete the formula below.

Total amount of project (from Step 1b) \_\_\_\_\_ A

\$ 4685.25

Total amount supplied by BWC, (either \$20,000 or less, or remaining funds available) \_\_\_\_\_ B (A x 5) / 6 = B (multiply A by 5, then divide by 6)

\$ 3904.38

Total amount supplied by the employer for equipment \_\_\_\_\_ A-B

\$ 780.87

Step 2 - Determine total amount of funds requested.

Total from Step 1a - Equipment \$ \_\_\_\_\_

Total from Step 1b - Training \$ \_\_\_\_\_

Total amount requested from BWC \$ 3904.38

Step 3 - Complete the questions below and sign.

Do you have ownership, partnership or any other affiliation with the vendor of the equipment you are purchasing?

If yes, please explain \_\_\_\_\_

Are you planning to finance your portion of the grant project? Yes [ ] No [X] If yes, you must provide us with a copy of the loan agreement with your receipt documentation once you receive the grants funds and make your purchase.

Authority - The person signing below for the employer state that he or she is either the owner, chief executive officer, chief financial officer, plant manager or other person having fiduciary responsibilities with the employer; and the employer agrees that the signer or his, or her successor, will have the authority to oversee the carrying out the employer's responsibilities for two years after BWC issues the grant check.

By my signature, I agree to comply fully with the terms and conditions of the program and to use all monies solely for the purposes intended. I further understand I may be subject to civil, criminal and/or administrative penalties as the result of any false, fictitious and/or, misleading or fraudulent statements made and/or if funds are not used, or are misused, misapplied, or misappropriated in any way and/or are used for purchases and/or services not associated with the approved budget and/or itemized proposal submitted.

Name of duly authorized representative (please print) Mr. Edingard Kurt

Signature of duly authorized representative [Signature] Date 06/28/18

Title Superintendent

Employer name Findlay City Schools BWC Policy 33205151



**2018-2019  
Monitor List**

*Updated 8/6/18*

**SUBSTITUTES**

<u>Name</u>	<u>School</u>	<u>Phone Number</u>	<u>Days Available</u>	<u>Agenda Date</u>	<u>Date of Hire</u>	<u>BCI/FBI</u>	<u>Renew BCI/FBI</u>
Inbody, Laura	Northview	-----		4/13/2015	4/13/2015	Current	Current
Meeks, Ron	Wilson Vance	-----		11/7/2016	11/2/2016	Oct-16	Oct-21
Patterson, Mary	Whittier	-----		10/14/2013	10/14/2013	Aug-17	Aug-22
Williamson, Annette	Whittier			2/11/2013	4/1/2013	Dec-13	Dec-18

**REGULAR MONITORS**

<u>Name</u>	<u>School</u>		<u>Agenda Date</u>	<u>Date of Hire</u>	<u>BCI/FBI</u>	<u>Renew BCI/FBI</u>
Baker, Jamie	Bigelow Hill		8/6/2018	8/15/2018	Aug-18	Aug-23
Evans, Tyrone	Bigelow Hill		12/11/2017	12/11/2017	Nov-17	Nov-22
Jurkiewicz, Vicki	Bigelow Hill		8/25/2014	8/18/2014	Aug-14	Aug-19
Stallings, Celia	Bigelow Hill		NA	NA	Dec-13	Sep-18
TBD	Bigelow Hill		-----	-----	-----	-----
Beatty, Evelyn	Chamberlin Hill		2/24/2014	2/24/2014	Feb-14	Feb-19
Beck, Karla	Chamberlin Hill	2 days/week	10/27/2014	10/27/2014	Oct-14	Oct-19
Faisant, Antonia	Chamberlin Hill		4/16/2018	4/16/2018	Mar-18	Mar-23
Ferguson, Monica	Chamberlin Hill		9/12/2016	9/7/2016	Sep-16	Sep-21
Ludwig, Melissa	Chamberlin Hill	4 days/week	9/11/2017	9/11/2017	Aug-17	Aug-22
Not using at this time	Jacobs		-----	-----	-----	-----
Not using at this time	Jacobs		-----	-----	-----	-----
Not using at this time	Jacobs		-----	-----	-----	-----
Not using at this time	Jacobs		-----	-----	-----	-----
Not using at this time	Jacobs		-----	-----	-----	-----
Benegas Carol	Jefferson		9/12/2016	9/12/2016	Sep-16	Sep-21
Fenstermaker, Karen	Jefferson		8/8/2016	8/16/2016	Jul-16	Jul-21
Pham, Amanda	Jefferson		8/6/2018	8/15/2018	Jul-17	Jul-22
Sterner, Elizabeth	Jefferson		2/13/2017	2/14/2017	Jun-16	Jun-21
Widman, Debra	Jefferson		8/6/2018	8/15/2018	Jun-18	Jun-23
Not using at this time	Jefferson ~ Renhill employee	Mr. Kurt approved addition (6)	-----	-----	-----	-----

**2018-2019  
Monitor List**

*Updated 8/6/18*

**REGULAR MONITORS CONTINUED**

<u>Name</u>	<u>School</u>		<u>Agenda Date</u>	<u>Date of Hire</u>	<u>BCI/FBI</u>	<u>Renew BCI/FBI</u>
Charleton, Belinda	Lincoln		9/13/2010	9/7/2010	Aug-18	Aug-23
Clark, Scott	Lincoln		10/27/2014	10/27/2014	Oct-14	Oct-19
Garey, Shelly	Lincoln		1/26/2015	1/14/2014	Jan-15	Jan-20
Gomez, Kimberly	Lincoln		8/21/2017	8/21/2017	Aug-17	Aug-22
Sterner, Elizabeth	Lincoln	breakfast only	2/13/2017	2/14/2017	Jun-16	Jun-21
VanAtta, Carrie	Lincoln		11/18/2013	11/18/2013	Nov-13	Nov-18
TBD	Lincoln		-----	-----	-----	-----
Carles, Joetta	Northview		9/25/2006	9/15/1987	Aug-17	Aug-22
Hagerman, Linda (also BK)	Northview		9/25/2006	9/6/2005	Aug-17	Aug-22
McCann, Mary Lou	Northview		9/25/2006	8/22/2000	Aug-17	Aug-22
Ray, Kimberly	Northview		10/17/2016	10/17/2016	Aug-16	Aug-21
Simko, Sharon	Northview		12/11/2017	12/11/2017	Nov-17	Nov-22
Long, Jody	Whittier		2/23/2009	2/23/2009	Jul-16	Jul-21
Parsell, Teresa	Whittier		3/12/2018	3/16/2018		
Radabaugh, Kathy	Whittier		1/24/2011	1/6/2011	Jul-16	Jul-21
TBD	Whittier		-----	-----	-----	-----
TBD	Whittier		-----	-----	-----	-----
Schrier, Dean	Wilson Vance		10/16/2017	10/10/2017	Oct-17	Oct-22
Schumacher, Sarah (also BK)	Wilson Vance		12/11/2017	12/11/2017	Nov-17	Nov-22
TBD	Wilson Vance		-----	-----	-----	-----
TBD	Wilson Vance		-----	-----	-----	-----
TBD	Wilson Vance		-----	-----	-----	-----
TBD	Washington Preschool		-----	-----	-----	-----
TBD	Washington Preschool		-----	-----	-----	-----
TBD	Washington Preschool		-----	-----	-----	-----
TBD	Washington Preschool		-----	-----	-----	-----
TBD	Washington Preschool		-----	-----	-----	-----

**2018-2019  
Monitor List**

*Updated 8/6/18*

**REGULAR MONITORS CONTINUED**

<u>Name</u>	<u>School</u>	<u>Agenda Date</u>	<u>Date of Hire</u>	<u>BCI/FBI</u>	<u>Renew BCI/FBI</u>
Headley, Vaughn	Donnell	12/11/2017	12/11/2017	Nov-17	Nov-22
Lammers, Mary	Donnell	10/2/2017	9/13/2017	Jul-17	Jul-22
Roderick, Deb	Donnell	10/23/2006	11/3/2006	Jul-15	Jul-20
Spearman, Ashley (Christina)	Donnell	10/3/2016	9/15/2016	Sep-16	Sep-21
Surber, Brenda	Donnell	12/12/2016	11/28/2016	Sep-16	Sep-21
Winters, Pam	Donnell	-----	-----	Oct-17	Oct-22
Cusick, Dave	Glenwood	-----	-----	Oct-15	Oct-20
Davis, Naomi	Glenwood	-----	-----	Nov-17	Nov-22
Levy, Larry	Glenwood	8/21/2017	8/21/2017	Aug-17	Aug-22
Menz, Lisa	Glenwood	4/23/2007	4/23/2007	Nov-17	Nov-22
Orians, Dana	Glenwood	-----	-----	Feb-17	Feb-22
Phillipson, Berna	Glenwood	8/22/2016	8/17/2016	Aug-16	Aug-21



# *Operational Procedures for Non-Teaching Employees*



*Findlay City Schools*

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E	Employee Rights and Responsibilities Under the Family and Medical Leave Act	
F	Acknowledgement	

## **GENERAL INFORMATION**

### **Important Phone Numbers:**

Human Resources Office	419-427-5488
Payroll Questions	419-425-8215

### **Insurance Information:**

Insurance benefits and retirement benefits do not start automatically. You must fill out the proper forms. All forms can be found at the Human Resources Office located at 2019 Broad Ave. or telephone 419-427-5488.

## **OPERATIONAL PROCEDURES FOR NON-TEACHING EMPLOYEES**

### **1. Definitions of Classified Positions**

Classified positions are those employees in the Findlay City School District who are non-teaching, non-administrative employees specifically excluded from bargaining units due to the nature of their positions. These positions fall under the provisions of Chapter 124 of the Ohio Revised Code and of the local Civil Service Commission. (Exception: The four clerical and administrative support employees for the Superintendent, Assistant Superintendent and Treasurer are unclassified and are not within the District's classified civil service. Except as otherwise indicated herein, by a reference to classified employees, these operational procedures apply to these employees.) Vacation is available as stated in Article 25. Transfers within classifications can be routinely made. Transfers between classifications shall be handled as described in Article 4, H. However, service credit may be given in some instances. These operational procedures apply to all classified employees who work in Findlay City School buildings except those who are designated as substitutes and are used on a per diem basis.

### **2. Definition of Educational Aides**

The District's educational aides are employed under Section 3319.088 of the Ohio Revised Code, and by operation of law, are not within the District's classified civil service. Except as otherwise indicated herein, by a reference to classified or twelve-month employees, these operational procedures apply to regularly employed aides.

### **3. Probationary Period for Classified Employees**

#### **A. Definition:**

The probationary period is a trial period at the beginning of an original appointment or immediately following a promotion during the last half of which the employee may be removed (in case of original appointment) or reduced (in case of promotion) without cause.

#### **B. Nature and Length of Probationary Period:**

Each classified employee shall serve a probationary period of six (6) months of work following any original appointment or promotion.

#### **C. Evaluation during Probationary Period:**

No appointment or promotion is final until the employee has satisfactorily served the probationary period.

If the employee's service is unsatisfactory, he/she may be removed or reduced at any time during his probationary period. The Assistant Superintendent shall notify the local Civil Service Commission of the reason for a removal.

All classified employees shall be evaluated twice during their probationary period and once yearly thereafter. This requirement shall be adjusted when appropriate in order to accommodate unexpected periods of absence or other exceptional or unforeseen circumstances.

D. Provisional Appointments

When an urgent need exists to fill a classified vacancy and no suitable eligible list exists, the Assistant Superintendent may certify a nominee of the Board for provisional appointment, without benefit of competitive examination.

In an emergency, an appointment may be made without regard to civil service rules, but such appointment shall not exceed thirty (30) days and in no case shall successive appointments be made.

A provisional employee who passes an examination for the position held shall be appointed as a permanent employee in the position before an eligible list is established.

If such a provisional employee remains in the same classification for six (6) months of continuous service, during which period no competitive examination is held, he/she shall become a permanent classified employee at the end of such time.

4. **Salary, Salary Step Placement and Seniority**

A. Salary

Pay will not be spread over twelve (12) months for less than twelve (12) month employees, except clerical staff.

B. Salary Step Placement

When an employee is hired (or moved to another classification), the Assistant Superintendent shall determine the salary step of the employee based on administrative guidelines. The employee shall be considered to have all the experience and qualifications for that step and shall thereafter advance through the steps accordingly.

C. All educational aides and clerical personnel shall receive step advancement in July through the first eight (8) years. All Technical Aides will receive step advancement in July through the first five (5) years. All cafeteria personnel shall receive step advancement in July through the first five (5) years. After that, steps are given on the employee's anniversary date. All other personnel receive steps according to the employee's anniversary date. These rules apply unless the Board acts to freeze advancement as occurred for 2011 – 2012 school year.

D. In order to receive step advancement, an employee must work 120 or more days per fiscal year.

E. Anniversary Date

An employee's anniversary date shall be the date the employee begins regular employment with the

District. The date hired as a substitute or call-in sub does not constitute an anniversary date.

#### F. Seniority Date

The seniority date shall be the date an employee started in his/her present classification. Seniority is the length of continuous service an employee has in a particular classification. Authorized leaves of absence do not interrupt continuous service.

- 1) Substitute or per diem workers shall not accumulate seniority.
- 2) The seniority date may be computed using previously interrupted service in the same classification only if the interruption was a Board-approved leave of absence.

#### G. Seniority List, Definition

Seniority lists for each overall classification and sub-classification shall be published on-line by January 31 of each year. The overall lists shall include; Clerical, Aides, Technical Aides, Transportation, and Food Service.

#### H. Vacancies\*

- 1) If a position becomes vacant:
  - a. those within the overall classification may apply;
  - b. those from other classifications may apply; and
  - c. the filling of each position shall be governed by the principle of selecting the best person for the position, as determined solely by the Superintendent or designee.\*\*
- 2) If a position is removed:
  - a. the employee whose position is removed must move into another position as determined solely by the Superintendent or designee.\*\*

\* See Section 19 below regarding transfers. Qualifications for the particular position are always taken into account.

\*\* Civil Service rules apply for all classified positions.

### 5. Grievance Procedure

Any employee to whom these Operational Procedures apply may file a grievance in accordance with the following terms:

#### A. Definitions:

- 1) **Grievance:** A claim by an employee that there has been a violation, misinterpretation, or misapplication of the terms of these procedures or of a specific provision of a written Board policy or regulation.

- 2) Days: “Days” shall mean work days during which the District’s administrative offices are open for the conduct of business.
- 3) Grievance Procedure Steps:
  - a. It is usually most desirable for an employee and the employee’s immediate supervisor to resolve problems through free and informal communications. A conference should be held as soon as possible, but in all events within two (2) days from the time the grievance occurs. When requested, one (1) person of the employee’s own choosing may assist in this resolution. Should such informal procedures fail to satisfy the grievant, a grievance may be processed as follows:

**Step 1:** Within ten (10) days from the time the grievance occurs, the grievant shall present the grievance on the Grievance Form to his supervisor or Assistant Superintendent, who will arrange for a meeting to take place within three (3) days after receipt. The grievant and/or the supervisor may request one (1) person of their choosing to be present. The supervisor will provide the grievant with a written disposition within three (3) days after the meeting.

**Step 2:** If the action taken at Step 1 does not resolve the grievance, the grievant may, within five (5) days of the supervisor’s disposition, appeal to the Superintendent, who shall arrange for and preside at a conference to take place within three (3) days after receipt of the Grievance Form. If the Superintendent is unavailable, his/her designee shall conduct the conference. Upon the conclusion of the conference, the Superintendent (or designee, if applicable) will, within three days, present a written disposition to the grievant. The immediate supervisor can be substituted by another supervisor with mutual consent of the parties.

**Step 3** – Questions of Board Policy Only  
If the action at Step 2 does not resolve the grievance, and the grievance claims a violation, misinterpretation, or misapplication of Board policy, the grievant may, within five (5) days after receipt of the Superintendent’s written position, appeal to the Board. The Board in its sole discretion may decline to hear a grievance, in which the Step 2 grievance response will be considered final.
- 4) General
  - a) No reprisals will be taken against any party participating in the Grievance Procedure.
  - b) The Administration and the grievant will mutually cooperate in the investigation of any grievance and will furnish such relevant information as is requested for the processing of the grievance.
  - c) Should the investigation or processing of any grievance require that an employee be excused from regular duties, the employee shall be provided time off without loss of pay or benefits. Every possible effort will be made to avoid interference with work schedules of the grievant and other participants.

- d) Classified civil servants can appeal a grievance to the Findlay Civil Service Commission in accordance with the Ohio Revised Code after exhausting all other administrative remedies.
- e) Any grievance not answered by the Administration within the appropriate time limits may cause the grievance to automatically advance to the next step.
- f) Appendix A - Grievance Form

## 6. **Disciplinary Procedure**

A non-probationary classified employee may be suspended or removed for violation of Board rules and regulations, incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, or any other failure of good behavior, any other acts of misfeasance, malfeasance, or nonfeasance.

- A. First, a verbal warning shall be given by either the Assistant Superintendent or the employee's supervisor for any incident. A witness may be present, at the option of the employee. A written record of this verbal warning shall be made.
- B. Second, a written reprimand shall be given to the employee and a copy placed in the personnel file of the employee.
- C. Third, a suspension, without pay, will be imposed.
- D. Fourth, removal will result.
- E. Infractions may result in the immediate imposition of any of the discipline identified above and not in the order identified above where warranted by the circumstances.
- F. Accidents While Driving a District Vehicle
  - (1) The first chargeable accident will result in a written reprimand.
  - (2) The second chargeable accident will result in a minimum of three (3) days suspension without pay or removal.
  - (3) The third chargeable accident will result in removal.
  - (4) Violations are counted as long as they remain on the Abstract.
  - (5) Exceptions to this procedure may be made where warranted by the circumstances.

## 7. **Job Descriptions**

Each new employee will be furnished a copy of the relevant job description.



## 8. Employee Absence

- A. An employee shall not be excused or absent from a work location without proper authority. An employee must call in to advise the appropriate supervisor if he/she is going to be absent for any reason. Form #26a. (Appendix B)
- B. Failure to report for work for three consecutive days without notifying your direct supervisor will be considered a voluntary resignation.
- C. Perfect Attendance Bonus Pay (regular 12 month employees)

A Regular Employee is defined throughout these operational procedures as an employee other than a substitute, or casual, seasonal, as needed, per diem employee.

Bonus pay of one (1) regular day's pay per each half year of perfect attendance will be paid twice per year to regular employees who meet the following conditions:

- (1) Half years are defined as January 1 through June 30 and July 1 through December 31.
  - (2) The employee has not missed any regularly scheduled work time for any reason including sick time or without pay days.
    - (a) Does not include calamity days.
    - (b) Does not include overtime.
    - (c) Does not include vacation.
    - (d) Does not include required court appearance.
    - (e) Does not include personal days.
    - (f) Does not include professional days.
  - (3) There are no exceptions, except as listed herein.
  - (4) The employee must have been a regular employee the entire six (6) months period.
  - (5) If an employee qualifies for the perfect attendance bonus pay for both halves of a fiscal year (July 1-June 30), he/she will receive a third day of bonus pay.
- D. Perfect Attendance Bonus Pay (regular less-than-12-month employees)

Bonus pay of one (1) regular day's pay per each semester of perfect attendance will be paid twice per year to employees who meet the following conditions:

- (1) Semesters are established by the Board adopted calendar. The first semester starts on the first work day of the current school year and concludes as prescribed in the Board adopted calendar. The second semester begins on the first work day on the prescribed second semester and concludes on the last scheduled work day of the school year.
- (2) The employee has been a regular employee for the entire semester.
- (3) There are no exceptions, except as listed herein.

- (4) The employee must not have missed any regularly scheduled work time for any reason including sick time or without pay days.
  - (a) Does not include calamity days.
  - (b) Does not include overtime.
  - (c) Does not include required court appearances.
  - (d) Does not include personal days.
  - (e) Does not include professional days.
- (5) If an employee qualifies for the perfect attendance bonus pay for both halves of a fiscal year (July 1-June 30), he/she will receive a third day of bonus pay.

## **9. Personal Leave**

- A. Each employee is permitted three (3) days of personal leave. Such leave is for the purpose of attending to essential business and associated travel or matters which cannot be taken care of except during normal working hours. Leave shall not be used for recreational activities, shopping, vacation, or seeking, obtaining or engaging in gainful employment or other income-producing activities. The first and last week of the school year and days immediately before and after school breaks and holidays shall be avoided except in emergency cases approved by the Assistant Superintendent. This leave shall be calculated in hours as three times the employee's regular number of hours per day (personal leave for part-time employees shall be pro-rated based on time actually worked in a work week). Personal leave is on a July 1 to June 30 basis. An employee's personal leave entitlement shall be prorated to the nearest whole day if the employee is in paid status for only part of the work year regularly scheduled for the classification.
- B. Whenever the number of requests for personal leave on any specific day causes the supply of substitute personnel to be depleted, those employees who cannot be relieved by substitutes shall be expected to select another date for their personal day. If a substitute cannot be obtained, the supervisor shall notify the employee two (2) days before the requested personal day.
- C. Application for personal leave shall be in writing (Form #136A) (Appendix C) and shall include the reason for use. The application shall be sent to the immediate supervisor at least five (5) days before the desired date, if possible.
- D. Use of personal leave shall be allowed for any of the following reasons:
  - (1) Required court appearance as litigant or witness.
  - (2) Settling an estate.
  - (3) Legal matter which cannot be handled on weekends.
  - (4) Income tax audit.
  - (5) Unusual "acts of God."
  - (6) Major disasters or accidents affecting family or property.
  - (7) Family emergencies.
  - (8) Graduation exercises or weddings of self or member of immediate family.
  - (9) Funeral of a close friend or relative not covered by sick leave.
  - (10) Mechanical failure of motor vehicle.
  - (11) Moving from one residence to another.
  - (12) Other justifiable reasons approved by the Assistant Superintendent.

- E. An employee may bank to the employee's credit for purposes of the severance stipend described in 13. Severance Pay any unused personal days. If the employee becomes eligible for and takes payment under 13. Severance Pay, the employee will receive, in addition to any other payment that is due under that section, pay for all accumulated banked personal leave days based on the following formula: Total number of banked days x the employee's daily rate of pay at the time of final service x 25%. Payment under this provision will be made at the same time as payment is made under 13. Severance Pay.

**10. Jury Duty**

An employee may be excused to serve jury duty or will be excused under subpoena to appear in court. The employee will receive regular pay, but first must submit any compensation received along with an Employer's Certificate or copy of any order to appear in court that he/she receives. An Employer's Certificate is obtainable at the Court House when reporting for jury duty. The employee shall return to work if excused by the court (2) hours or more prior to the employee's normal quitting time.

**11. Leave of Absence**

- A. Upon written request, the Board may grant a leave of absence for a period of not more than two (2) years for education, professional or other purposes, and shall grant such leave where a bonafide illness or other disability is the reason for the request.
- B. Upon the employee's return from leave, the Board may terminate the employment of a person hired to replace the returning employee for the period of leave.
- C. Substitute employees are defined as individuals who are called in to work in place of regular employees. These employees work on a day-to-day basis and are not entitled to the leaves of absences described in these procedures.

**12. Time off Without Pay (deduct days)**

Because days off without pay affect your school benefits, you are expected to request time off without pay only in the case of emergency. Time off without pay may only be requested when appropriate sick days, personal days and vacation days have been exhausted and will be granted only in the case of emergency with the written approval of your supervisor. Employees taking unpaid days will be charged their per diem pay and the Board's per diem insurance cost. Employees who wish to take more than three (3) unpaid deduct days may only do so with the written approval of the superintendent or his designee.

**13. Sick Leave**

- A. Accumulation of Sick Leave Credit
  - 1) All full time employees (40 hours/week) shall receive sick leave in the amount of ten (10) hours per month. All part time employees' (less than 40 hours/week) sick leave will be prorated based on the number of hours worked per week. Sick leave is accrued monthly (12 times per year) for all employees.

- 2) The Assistant Superintendent may advance up to a maximum of five (5) days of sick leave to employees whose current sick leave has expired, upon written request. Each newly hired employee and all employees who have exhausted their accumulated sick leave shall be entitled to an advancement of a maximum of five (5) days of sick leave each year to be charged against the sick leave they subsequently accumulate. If an employee uses the advanced sick leave and terminates employment before such leave has actually been accrued, he/she shall reimburse the Board for sick leave used but not earned.
- 3) The amount of sick leave credited to an employee accumulates without limit.
- 4) Sick leave credit accumulated in other Ohio school districts after July 1, 1950 is transferable to the record of any school employee, upon presentation of certification by the employee from the school district, governmental, or educational agency in Ohio.

B. Use of Sick Leave

- 1) Employees may use sick leave, upon approval of the immediate supervisor for absence due to:
  - a) illness, injury, or exposure to contagious disease, where quarantined by the Board of Health
  - b) illness or death in the employee's immediate family. The term "immediate family" in the case of illness means spouse, children, and parents, regardless of place of residence, and relatives living within the household. The term "immediate family" in the case of death shall also include brothers, sisters, grandparents, and grandchildren.
  - c) an employee may use accumulated sick leave for the six (6) week period immediately following the date of delivery of a baby. Additional sick time will be granted only when a physician certifies a pregnancy-related disability. The appropriate paperwork must be completed and returned to the Human Resources Office prior to the birth of the baby.
  - d) the funeral of a near relative.
  - e) any other reason approved by the Assistant Superintendent
- 2) The employee may be required to furnish a satisfactory affidavit to the effect that the absence was caused by illness or due to any of the foregoing causes. A satisfactory affidavit for illness may not be backdated.
- 3) Employees who have been absent for three (3) days or more, due to illness, may be required to present a statement from the physician indicating that they are physically able to fully resume their duties.
- 4) An employee who has worked for the District for at least 12 months is eligible for up to 12 work weeks (or up to 26 work weeks of military caregiver leave to care for a covered service member with a serious injury or illness) of FMLA leave during a 12-month

period, provided the employee worked at least 1,250 hours in the 12 months preceding the beginning of the leave. An eligible employee may take FMLA leave for:

- a) the birth and first-year care of a child;
- b) the adoption or foster placement of a child;
- c) the serious illness of an employee’s spouse, parent or child;
- d) the employee’s own serious health condition that keeps the employee from performing the essential functions of his/her job;
- e) qualifying exigency leave for families of members of the National Guard and Reserves when the covered military member is on active duty or called to active duty in support of a contingency operation and
- f) military caregiver leave (also known as covered service member leave) to care for an ill or injured service member.

The Employee Rights and Responsibilities under the Family and Medical Leave Act may be found in Appendix G or on-line at: <http://www.findlaycityschools.org/forms/FMLAEmployeeRightsResponsibilities.pdf>

Full provisions of the Family and Medical Leave Policy can be found in Board Policy 7.11a.

- 5) **Unscheduled Absence** is any leave time from an assigned shift in which the employee failed to secure prior approval of their immediate supervisor. Make up time for lost hours must be pre-approved by the immediate supervisor to avoid an **Unscheduled Absence**. For the purpose of determining if corrective action is warranted due to the accumulation of unscheduled absences, a rolling twelve (12) months period will be used. Any unscheduled absence that is more than twelve (12) months old will not be used in the calculation of the total number of unscheduled absences.

The following “corrective actions” will be taken when the listed number of *unscheduled absences* occurs:

<u># Of Unscheduled Absence Days</u>	<u>CORRECTIVE ACTION</u>
5	Verbal warning
6	Written warning
8	One-day Suspension w/o pay
10	Termination

Unscheduled absences may result in the immediate imposition of any of the corrective action identified above and not in the order identified above where warranted by the circumstances.

**14. Severance Pay**

Severance pay is a one-time, lump-sum payment to eligible employees. Eligibility is determined at the final date of employment. The criteria include all of the following:

- A. The individual must retire from the District.
- B. The individual must qualify for service retirement under the applicable Ohio retirement system as of the last date of employment.
- C. The individual must, within 120 calendar days of the last day of employment, prove acceptance into the retirement system by having received and cashed his/her first retirement check. (Copy provided to the Treasurer’s Office)
- D. The individual must have not less than five (5) years of service with the District.

- E. The individual must sign for the severance check certifying all eligibility criteria have been met.
- F. The amount of the benefit due shall be calculated as follows:  
  
Employee will receive a severance per diem stipend of 25% of his/her accumulated sick & personal leave.
- G. Payment under this plan will be made in accordance with the tax deferred ING plan. Employees not eligible for the ING plan will receive a lump sum payment after January 1 of the year following retirement.
- H. Employees applying for/or receiving disability retirement are not eligible to participate in this plan.

**15. Rest Periods**

- A. All seven (7) and eight (8) hour employees receive a fifteen (15) minute paid rest period at approximately the middle of each half shift worked. Supervisors may assign the breaks together for a period not to exceed one-half hour.
- B. Employees working at least four (4) but less than seven (7) hours daily receive one (1) fifteen (15) minute paid rest period.

**16. Lunch Breaks**

- A. All employees working five (5) consecutive hours or more receive at least a thirty (30) minute, duty-free (unpaid) meal period. The supervisor shall schedule the time, which shall be as near the middle of a shift as possible. If an employee's meal period is interrupted by the supervisor due to an emergency, the employee will reschedule the meal period to achieve the thirty-minute minimum.
- B. If an employee chooses to leave his/her work location during the lunch period, the employee shall at the request of his/her supervisor report this in advance. The employee's total time away from the job shall not exceed the total time off permitted under Section A above.

**17. Calamity Days**

- A. Definition: A calamity day is a day when school was scheduled to be open but had to be closed due to bad weather, sickness, utility failure or some other exceptional reason. A calamity day encompasses only the time when students are to attend school.
- B. All regular employees will be paid for calamity days and delays (except as noted in F).
- C. Under most circumstances, regular employees shall not be required to work on a calamity day unless specifically called in by the Assistant Superintendent or designee (or as noted in F).
- D. If any regular employee (except those noted in F) is required to work on a calamity day, the employee shall receive, in addition to regular pay for the day, straight-time earnings for hours actually worked.

- E. If any regular employee is required to come in on a calamity day at hours not regularly worked, the employee shall receive the premium rate of time and one-half for those hours worked which are not regular hours.
- F. Effective July 1, 2010 all 12-month technical aides were given 2 additional vacation days to compensate for the expectation that they are to work all calamity days and delays in the future. Effective July 1, 2008 all 12-month bus mechanics, secretaries, executive secretaries, and accounting/payroll staff were given 2 additional vacation days per year and a 15 cent per hour raise to compensate for the expectation that they are to work all calamity days and delays in the future. Newly hired 12-month employees will have those two additional days posted in their first month of employment. Employees may use an accrued personal or vacation day if he/she feels conditions are unsafe for travel from their home.

**18. Days of Work**

- A. The normal work week shall be Monday through Friday - five (5) days, with the exception of those positions where the normal schedule includes Saturday and Sunday. Exceptions can be made by the Assistant Superintendent

**19. Transfers**

- A. When a vacancy that the Board determines to fill occurs in a particular classified classification, a notice will be emailed to each employee and posted on the District website advising that applications will be accepted from employees who are interested in a transfer. This notice will specify the location of the vacancy, the title of the vacancy, and other pertinent information regarding the vacancy and shall state the final date for receipt of applications. Employees will be allowed no less than five (5) work days but in no event more than ten (10) calendar days to file an application in writing to fill vacancies. The filling of each position shall be governed by the principle of selecting the best person for the position, as determined solely by the Superintendent or designee.
- B. An employee serving an original appointment probationary period shall not be eligible for a lateral transfer. A maximum of one (1) lateral transfer per calendar year shall be permitted, unless approved by the Assistant Superintendent.
- C. After the above procedures have been completed and a position vacancy still exists, the position shall be filled in accordance with Civil Service rules.

**20. Overtime**

- A. All overtime must be pre-approved by Assistant Superintendent.
  - 1) All hours worked over forty (40) in one work week will be paid at rate of time and one-half.
  - 2) Work week will commence on Monday and conclude on Sunday.
  - 3) Employees are not eligible for overtime pay unless they actually work more than forty (40) hours in a week.

B. Food Service Personnel only:

Salary Schedule Information - For extra hours worked over regularly scheduled hours:

- 1) School functions - regular pay rate shall be paid.
- 2) Non-school functions - time and one-half shall be paid.
- 3) Overtime will be assigned by the Assistant Superintendent or designee.

**21. Travel Allowance**

An employee required to use his/her own vehicle to service the Board shall be paid at the current approved rate of reimbursement for actual travel distance.

**22. Pay Days**

When a pay day falls on a banking holiday or a weekend, the preceding banking day shall be pay day. All employees, including substitutes, hired after August 1, 2006, shall have their pay provided semi-monthly by direct deposit to the financial institution of their choice. Regardless of their hire dates, once on direct deposit, employees cannot revert back to receiving live checks unless authorized by the Treasurer.

**23. Layoff/Recall**

- A. If it becomes necessary to reduce the number of classified employees in a classification due to abolishment of positions, lack of funds, or lack of work, the following procedure shall govern:
- 1) The number of people affected will be kept to a minimum by not employing replacements of employees who resign, retire, or otherwise vacate positions, if practical.
  - 2) Affected employees shall be laid off according to seniority within the classification, with the least senior employee laid off first. In the case of identical seniority, the Administration and the employees shall meet to determine a fair and equitable means of deciding which employee shall be laid off first.
  - 3) The classified classifications appearing in Article 4, Section G shall be used for the purpose of defining classification seniority.
  - 4) The Board shall determine in which classifications the layoff shall occur and the number of employees to be laid off. In the affected classifications, probationary employees shall be laid off before any regular employee.
  - 5) At least twenty (20) calendar days prior to the effective date of a layoff, each employee to be laid off shall be given notice of the layoff. Each notice shall state the following:
    - a. Reasons for the layoff.
    - b. The effective date.
    - c. A statement advising the employee of reinstatement rights.



- 6) For the classifications in which the layoff occurs, the Board shall prepare a reinstatement list, and the names of all probationary employees shall be placed on the reinstatement list in the reverse order of layoff. The names of all non-probationary employees shall be placed on a separate reinstatement list in reverse of layoff. Reinstatement shall be made from this list before any new employees are hired in the classification or any employee is reinstated from the probationary list.
- 7) Vacancies which occur in the classification of layoff shall be offered to or declined in writing by the employees standing highest on the layoff list before the next person on the list may be considered. Any employee who declines reinstatement shall be removed from the reinstatement list.
- 8) The employee's name shall remain on the appropriate list for a period of two (2) years from the effective date of layoff. If reinstated from layoff during this period, such employee shall retain all previous accumulated seniority and a notice of reinstatement shall be made by certified mail.

B. When the Board, in its sole discretion, determines to reduce the number of unclassified civil service clerical and administrative support employees, the following procedures will apply:

- 1) Each separate job title shall be a separate "employment service area" because the Board recognizes that no two positions are interchangeable. In carrying out any suspension of contracts, the Board shall proceed to suspend contracts in accordance with the recommendation of the Superintendent who shall, within each employment service area affected (that is, in which a reduction will occur), determine the needs of the district. Demonstrated success and suitability for the available assignment shall be the primary considerations in such determination. The primary intent is to maintain administrative goals and the fiscal integrity of the district. An employee suspended from one employment service area shall not displace any employee in another employment service area.
- 2) Any employee whose contract is to be suspended under this policy shall be notified, in writing, of his/her intended suspension at least fifteen (15) calendar days prior to the Board meeting at which the action is to be taken.
- 3) The suspension shall not become effective sooner than thirty (30) days after said action.
- 4) Employees whose contracts are suspended shall be on a recall list for a period of one year from the last day of active employment as an employee by the district, unless the employee has accepted, prior to such time, other comparable employment. The employee shall forfeit all rights of restoration thereafter.

Employees who are on the recall list shall have the right of recall to openings occurring in any non-teaching position for which the employee is qualified and holds the appropriate certification/licensure. Qualifications for the position include not only the employee's education and certification/licensure, but also his or her unique skills and abilities, work experience, and satisfactory performance in prior positions within the district. The primary factor in filling non-teaching positions will be the best interests of the district.

The Superintendent or designee shall notify any qualified employee of his/her right of restoration by a written offer of employment by certified mail to the employee's most recent address on school records. It is the employee's obligation to keep his/her address and status of certification/licensure current on school district records. All employees are required to respond in writing, by certified mail to the Superintendent within seven calendar days of the posting of the letter from the Superintendent or designee. Any employee who fails to respond within seven calendar days, or who declines to accept the position, shall forfeit all rights of restoration to a position.

**24. Vacations**

A. Subject to the approval of the immediate supervisor, vacations for all twelve (12) month employees will be scheduled at times during the year when no substitutes will be required, if possible, provided a written request has been submitted to the supervisor thirty (30) days in advance.

Vacations shall be granted in the following manner:

- 1) After one (1) year of service, an employee is entitled to two (2) weeks' vacation.\*
- 2) After eight (8) years of service, an employee is entitled to three (3) weeks' vacation\*\*
- 3) After fifteen (15) years of service, an employee is entitled to four (4) weeks' vacation\*\*\*

Vacation days can accumulate up to triple the maximum allowed. Use of vacation days cannot exceed one and one-half (1.5) times their yearly vacation in any given year. Vacation days will accrue monthly effective January 1, 1996. Any month in which the balance exceeds the maximum allowed, days will not be accrued and are not available for later use.

Monthly accrual will be posted in the following amount:

	<u>Hours</u>	<u>Days</u>
2 Weeks	6.667*	.833*
3 Weeks	10.000**	1.250**
4 Weeks	13.336***	1.667***

\*As of July 1, 2010, full-time 260-day technical aides were given two (2) additional vacation days per year to compensate for the expectation that they are to work all calamity days and delays. As of July 1, 2008, full-time 260-day secretaries, executive secretaries, and accounting/payroll staff were given two (2) additional vacation days per year and a 15 cent per hour raise to compensate for the expectation that they are to work all calamity days and delays. This increases the monthly accruals for those positions to 8 hours or 1 day for those who were entitled to two (2) weeks' vacation (now 12 days);

\*\*11.336 hours or 1.417 days for those positions who were entitled to three (3) weeks' vacation (now 17 days); and

\*\*\*14.667 hours or 1.833 days for those positions who were entitled to four (4) weeks' vacation (now 22 days).

Newly hired 12-month employees will have their two (2) additional vacation days posted in their first month of employment, while the remaining two (2) weeks of vacation will be posted during the first month following the completion of their first year of service. After initial posting of vacation, days shall be accrued monthly.

All regular employees transferring from a less than twelve (12) month position to a twelve month position thereby becoming eligible for vacation will be granted .75 credit for each year of service (four (4) years of service would equal three (3) years of credit toward vacation placement). Upon completion of six (6) months in the full time position, the appropriate accrual for those six (6) months would be posted and available for use, with accrual thereafter done monthly. On their next anniversary employees will be placed at the proper vacation accrual level given their years of service from a previous position.

Secretaries hired prior to 7/1/86 transferring to a full-time position who were previously granted six (6) days' vacation per year will be granted those vacation days in the year of transfer only in the following manner:

1. If transfer occurs during June, July or August, no days of vacation will be posted.
2. If transfer occurs during the middle of a school year, any of the six (6) vacation days that have not been used will be immediately posted and available for use.

Effective 1/1/14, twelve (12) month employees may elect to sell back to the Board up to ten (10) days of unused vacation time within the fiscal year at the per diem rate applicable to him/her then in effect. To be eligible, employees must have taken at least ten (10) days of vacation in the preceding twelve (12) months for every (10) ten days sold back.

Upon termination of employment vacation will be paid per section 3319.084 of the Ohio Revised Code which grants the payment for all accrued and unused vacation leave accumulated for the two years immediately preceding separation.

## **25. Holidays**

A. The holidays listed below are given to all employees (except nurses and monitors):

- 1) Labor Day\*
- 2) Thanksgiving
- 3) Day after Thanksgiving
- 4) Christmas Day
- 5) New Year's Day
- 6) Martin Luther King Day
- 7) Good Friday
- 8) Memorial Day\*

\*For less than twelve (12) month employees only when in their approved school calendar.

B. In addition to the above eight (8) holidays, secretaries, technical aides, educational aides, and classified librarians who do not work twelve (12) months and all twelve (12) month employees receive the following two (2) holidays:

- 1) Day before or after Christmas Day
- 2) Day before or after New Year's Day

C. In addition to the above ten (10) holidays, all twelve (12) month employees receive: Independence Day.

D. In order to receive pay for the above mentioned holidays, an employee must either work or use paid leave for the contracted work day before and after the holiday.

**26. Secretarial/Clerical Personnel**

- A. The salary of each secretarial or clerical employee shall be determined in accordance with the wage schedules currently in effect.
- B. Upon initial employment, secretarial and clerical personnel shall be placed on the step of the appropriate schedule based on administrative guidelines. Consideration will be given to prior experience in similar situations of employment.
- C. Advancement of the schedules shall be made annually, unless the Board acts to freeze advancement as occurred for 2011-12 school year.
- D. Annual salary increments shall be granted July 1. To be eligible for an increment, the employee must have serviced the District for 120 or more days per fiscal year.
- E. Continued service of personnel implies good physical, mental and emotional health. The Board reserves the right to require personnel to present satisfactory reports on the status of their mental, physical and emotional health at Board expense.
- F. Seniority of secretarial and clerical personnel shall be defined as stated in these procedures. For purposes of lateral transfers, there will be no discrimination between nine-month and twelve-month employees. The position shall be awarded to the most senior qualified, supervisor-accepted employee.

**27. Insurances**

- A. Employees who work 20 or more hours per week are eligible to sign up for life insurance: \$20,000 Term Life insurance policy with accidental death benefit for the employee.
- B. Effective January 1, 2017, employees who work 2080 hours and 12 months per year will contribute 25% of the monthly cost of medical insurance on the original plan, 18% on Option B, and 0% on Health Savings Account (HSA). For employees who work 2080 hours and 12 months per year and who enroll in the HSA plan by July 1, 2012, the Board will contribute \$2,570 for HSA family plans and \$1,570 for HSA single plans the first year of enrollment and \$1,000 (family)/\$500 (single) each year following.

Additional insurances are also provided:

- 1. \$20,000 Term Life with accidental death benefit for the employee.
- 2. Vision and dental care.
- C. Employees hired prior to August 1, 2006, who work 20 or more hours per week are eligible for medical, dental and vision insurance benefits. Employees who work fewer than 2080 hours per year will pay a maximum monthly amount based on hours worked toward medical, and dental/vision premiums. The maximum dollar amounts the Board will pay are calculated as follows:

Formula: Days x Hours divided by 1920 – 13% = % paid by Board

*NOTE: The amount paid by a less than 12-month employee shall not be less than a 12-month, 40 hour per week employee.*

*NOTE 2: Employees under C or D may sign up for HSA but they will not receive any contributions from the Board. However, those employees will have the above formula adjusted to their benefit such that as much as 50% of the savings between the Board's HSA vs. Original plan costs will be passed onto the employee through a reduced monthly premium.*

- D. Employees hired after August 1, 2006, who work 30 or more hours per week are eligible for medical, dental and vision insurance benefits. Employees who work fewer than 2080 hours per year will pay a maximum monthly amount based on hours worked toward medical, and dental/vision premiums. The maximum dollar amounts the Board will pay are calculated as follows:

Formula: Days x Hours divided by 1920 – 13% = % paid by Board (not to exceed 80%)

*NOTE: The amount paid by a less than 12-month employee shall not be less than a 12-month, 40 hour per week employee.*

*NOTE 2: Employees under C or D may sign up for HSA but they will not receive any contributions from the Board. However, those employees will have the above formula adjusted to their benefit such that as much as 50% of the savings between the Board's HSA vs. Original plan costs will be passed onto the employee through a reduced monthly premium.*

- E. Benefits provided to employees by Section 125 of the Internal Revenue Code shall be made available. All benefits available under Section 125 will be provided so that an employee's contribution toward the cost of insurance fringe benefits may be made with pre-tax dollars and an employee may elect to redirect a portion of his/her salary/wage into dependent care and unreimbursed medical expenses using pre-tax dollars.
- F. The employee's share of any monthly insurance premium shall be paid by payroll deduction. If employee wages cannot cover the premium, then the employee will be invoiced.

## **28. I.D. Cards**

All regular employees will be admitted free to school-sponsored activities under the following criteria:

- A. Prior to November 15 of each school year, the employee must present himself/herself to the high school student activity office for a picture identification card for which a fee of \$4.00 will be charged. This card is non-transferable and will be valid only for that school year. Those employees who already have an identification card will be required to obtain an update to their card each year. The fee for the update is \$4.00.
- B. As a condition of each admission, the employee must present his identification card.
- C. If an identification card is lost or destroyed, the employee may have it renewed for the remainder of the school year at a replacement cost of \$10.00

- D. Only an employee with a current identification card is entitled to a free admission under this Section. This Section has no applicability to an employee's spouse or dependents.
- E. This Article has no applicability to school-sponsored activities that have only reserved seating. If an activity has both reserved and general admission seating, or only general admission seating, admission to an activity under this section entitles the employee to sit in any general admission seating available at the time of the admission.
- F. If an employee with a current identification card requests reserved seating with respect to an activity that has both reserved and general admission seating, he/she will pay the difference between the price of a reserved seat and the price of a general admission seat.

**29. Anti-Harassment Policy**

Harassment of students or staff members on the basis of race, color, religion, gender, national origin, age, ancestry, or disability is contrary to both Board policy and to law. Harassment is verbal or physical conduct that, in the eyes of a reasonable person, denigrates or shows hostility or aversion toward an individual because of that person's race, color, religion, gender, national origin, age, ancestry, or disability, or that trait of the person's relatives, friends, or associates, and that (A) has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment, (B) has the purpose or effect of unreasonably interfering with an individual's work performance or ability to learn, or (C) otherwise adversely affects an individual's employment or learning opportunities. Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or written or graphic material that denigrates, or shows hostility or aversion toward a person or group because of race, color, religion, gender, national origin, age, ancestry, or disability. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (A) submission to such conduct is explicitly or implicitly a term or condition of employment, (B) submission to or rejection of such conduct is used as the basis for employment decisions or decisions regarding a student's status, or (C) such conduct has the purpose or effect of unreasonably interfering with a person's work performance or creating an intimidating, hostile, or offensive working or learning environment.

Any person who experiences such harassment should immediately and firmly inform the offender that such conduct is neither appropriate nor welcome. The principal, supervisor, Superintendent, or such other administrative employee as may be appropriate should then be contacted and informed of the conduct. If the Superintendent is the alleged harasser, the Board President is the appropriate contact person.

If the situation is not informally resolved, a person who experiences such harassment may file a complaint with the Superintendent (Board President, if the Superintendent is the alleged harasser). The complaint will be investigated and responded to in writing by the Superintendent or the Superintendent's designee (Board President or President's designee, if the Superintendent is the alleged harasser). Staff members or students who engage in harassment in violation of this policy are subject to appropriate disciplinary sanctions. In making determinations under this policy, the totality of relevant circumstances will be considered on a case-by-case basis.

### **30. Non-Discrimination Policy**

Consistent with all applicable federal and Ohio laws with respect to equal employment opportunity and nondiscrimination by recipients of federal financial assistance, the policy of the Board is to make employment decisions on the basis of qualifications without regard to race, color, religion, gender, national origin, age, ancestry, or disability and to maintain school programs that do not exclude participation in or discriminate against participants on legally proscribed grounds. The Board is committed, consistent with law, to the affirmative recruitment of minorities within the ranks of professional and nonprofessional staff when underutilization of minorities occurs. The Superintendent is responsible for informing recruitment sources of this policy and for monitoring and assuring the appropriate implementation of this policy.

The Board assures compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975. This assurance is in consideration of and for the purpose of obtaining Federal grants, loans, contracts (except contracts of insurance or guaranty), property, discounts, or other Federal financial assistance to education programs or activities from the Department of Education.

The Board will comply with:

1. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance.
2. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance.
3. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance.
4. The Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.
5. All regulations, guidelines, and standards lawfully adopted under the above statutes by the United State Department of Education.

The Board agrees that compliance with this Assurance constitutes a condition of continued receipt of Federal financial assistance, and that it is binding upon the Board, its successors, transferees, and assignees for the period during which such assistance is provided. The Board further assures that all contractors, subcontractors, sub grantees or others with whom it arranges to provide services or benefits to its students or employees in connection with its education programs or activities are not discriminating in violation of the above statutes, regulations, guidelines, and standards against those students or employees. In the event of failure to comply the Board understands that assistance can be terminated and the Board denied the right to receive further assistance. The Board also understands that the Department of Education may at its discretion seek a court order requiring compliance with the terms of the Assurance or seek other appropriate judicial relief.

### 31. **Public Records Policy**

All public records requests are processed through the district's treasurer. If the treasurer is not available, you should make contact with the Assistant Superintendent or Superintendent. Requests are responded to promptly. The time of day at which the request is made, where the records are stored, and how voluminous the request is can affect the timing of the response. Because of our legal obligation to review records and ensure legally protected information (such as an employee's social security number or personally identifiable information regarding a student, other than directory information) is not properly disclosed, immediate responses to records requests are not practical and only the Treasurer (or his/her designee) is authorized to release records. Should you request copies of the records, the charge is .05 cents per page.

### 32. **Network Privacy and Acceptable Use**

- A. The computers, computer network and messaging systems of the School District are intended for educational uses and work-related communications. Incidental uses of the e-mail and voice mail systems by staff members for personal communications is permitted as long as such communications are limited in number, are initiated during non-work periods, and do not interfere with the primary intended uses of the system.

The following are uses, which are unacceptable under any circumstances:

- ~ the transmission of any language or images which are of a graphic sexual nature
  - ~ the transmission of jokes, pictures, or other materials which are obscene, lewd, vulgar, or disparaging of persons based on their race, color, sex, age, religion, national origin, or sexual orientation
  - ~ the transmission of messages or any other content which would be perceived by a reasonable person to be harassing or threatening
  - ~ uses that constitute defamation (libel or slander)
  - ~ uses that violate copyright laws
  - ~ uses that attempt to gain unauthorized access to another computer system or to impair the operation of another computer system (for example, the transmission of a computer virus or an excessively large e-mail attachment)
  - ~ any commercial or profit-making activities
  - ~ any fundraising activities, unless specifically authorized by an administrator.
- B. **Security and Integrity**: Staff members shall not take any action, which would compromise the security of any computer, network or messaging system. This would include the unauthorized release or sharing of passwords and the intentional disabling of any security features of the system. Staff members shall not take any actions, which may adversely affect the integrity, functionality, or reliability of any computer (for example, the installation of hardware or software not authorized by the System Administrator). Staff members shall report to the System Administrator or a school District Administrator any actions by students which would violate the security or integrity of any computer, network or messaging system whenever such actions become known to them in the normal course of their work duties. This shall not be construed as creating any liability for staff members for the computer-related misconduct of students.



- C. Right of Access: Although the Board of Education respects the natural desire of all persons for privacy in their personal communications, and will attempt to preserve this privacy whenever possible, the operational and security needs of the District's computer network and messaging systems require the full access be available at all times. The School District therefore reserves the right to access and inspect any computer, device, or electronic media within its systems and any data, information or messages, which may be contained therein. All such data, information, and messages are the property of the School District and staff members should have no expectation that any messages sent or received on the School District's systems will always remain private.
- D. Websites and/or Web Pages - School and Student Information: Staff members shall use discretion when posting information on the Internet about the district, school, class and/or students. Photos of students in educational settings are permitted; however, personal information that directly identifies a student is prohibited. Websites and/or Class pages are required to be maintained through Findlay City Schools. Private accounts and/or domain names that concern a school program, sport, class, fundraiser, or club is prohibited; without permission from an administrator. Staff members will be given access to the web server upon request. Uploading of software and/or non- school related materials to this location is prohibited.
- E. Guidelines for Designing Websites and Web Pages: All sites must display information on the ownership of the site/page, including a contact name with email address and the date of the last update. This information should be included at the bottom of every page. Links from a web page to any non-school site must not imply District endorsement of the site's products or services. Class and/or Student Photographs may be used; however, no student names or other personal information should be used in captions for the photographs. Web pages should be well designed and written. The appearance and content are as important as the technical aspects. Provide the ability to return to your home page and also to go to the Findlay City Schools website. Copyright laws apply to electronic publishing as well as to print publishing.

Full details of the Network Privacy and Acceptable Usage policy can be found in Board Policy 7.16.

### **33. Employee Safety/Injured Worker Guidelines**

We, at Findlay City Schools, are committed to educational excellence and being the best student-centered district in Ohio. To fulfill this mission requires the dedication, enthusiasm, and competence of everyone at FCS. We are committed to providing an environment free from recognized hazards that may cause injury or illness. Employees are to conduct all activities in accordance with applicable laws, regulations, district policies and safety rules. Our mission as a school district requires many varied jobs and tasks. There is not one that is so important that it cannot be performed safely. All supervisors and workers must be dedicated to the continuing objective of reducing risk of injury.

Findlay City Schools, as employer, is ultimately responsible for worker health and safety. Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are responsible to ensure machinery and equipment are safe and that workers work in compliance with established safe work practices and procedures. Workers must receive adequate training in their specific work tasks to protect their health and safety.

Each worker must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by Findlay City School District. It is in the interest of all parties to consider health and safety in every activity. Commitment to health and safety must be an integral part of this organization from the Superintendent to the workers.

In the event the employee is injured, Findlay City Schools will do everything in its power to ensure adequate medical care is provided and to return the employee back to work at the earliest opportunity.

Truly at the heart of this organization are the people who dedicate themselves to its mission. Understanding that they are our most valuable resource, we will do all that is reasonable to protect them. All employees are expected to support this effort by contributing the necessary resources and time to ensure that our goal of a safe work environment is achieved.

A. Procedures and guidelines for on-the-job injuries:

Findlay City Schools is dedicated to safety of our employees. We will do all that is reasonable to protect our workers. That said, we cannot avoid all accidents and we know we will have workplace injuries on occasion. When an accident occurs, our first priority is to ensure that our employees receive prompt medical attention.

The District has developed the following guidelines to ensure our employees receive quality care and the District stays involved in the recovery process:

1. All work-related injuries must be immediately reported to the supervisor. All injuries that require medical treatment will be subject to a full accident investigation within 72 hours.
2. The supervisor will see that the injured employee is transported to receive the initial appropriate attention, if necessary. Our primary concern is to ensure that the employee receives prompt medical attention. While ensuring the employee's rights to choose his/her medical provider, Findlay City Schools will direct all injured employees to our managed care organization panel of providers for prompt medical attention and/or referral to an appropriate specialist.
3. All injured employees (or supervisor if employee is not able) must complete an injury/accident report as soon as possible following the accident. The accident report must be submitted to the Human Resources office within 24 hours of the accident.
4. In cases of ongoing medical treatment, it is the employee's responsibility to keep the Human Resources office updated with all subsequent medical appointments and must request that their physician call/fax the Human Resources office with a status report.
5. All employees must supply the treating provider with the name of the company's managed care organization at the time of treatment. This will ensure timely filing of required workers' compensation claim forms. This is necessary in order for related bills to be promptly submitted and considered for payment by the Bureau of Worker's Compensation.

6. If a worker seeks medical treatment, a return to work slip must be received before the worker resumes work duties. If the worker does not have a return to work slip, he/she may not resume any duties. A readable copy of the return to work slip must be submitted to the Human Resources office.
7. Any employee who is unable to return to his/her regular work will be subject to consideration for the company's transitional work program within prescribed medical restrictions based on availability and physical capabilities.

For questions on workplace injury or illness procedures, contact the Human Resources office at 419/427-5488.

# Appendix

# GRIEVANCE REPORT FORM

Findlay City School District

Non-Teaching Employees

Name of Grievant: \_\_\_\_\_ Date Filed: \_\_\_\_\_

A. Date of cause of Grievance: \_\_\_\_\_

B. Statement of Grievance: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Relief Sought: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Grievant: \_\_\_\_\_ Date: \_\_\_\_\_

**GRIEVANCE STEPS:**

Step 1: Date of discussion with Supervisor or Assistant Superintendent: \_\_\_\_\_

Signature of Supervisor or Assistant Superintendent \_\_\_\_\_

Step 2: Date of appeal to the Superintendent: \_\_\_\_\_

Signature of Superintendent: \_\_\_\_\_

Step 3: Date of appeal to the Board: \_\_\_\_\_

Signature of Board President: \_\_\_\_\_

**FINDLAY CITY SCHOOLS**  
**CLASSIFIED EMPLOYEES ABSENCE RECORD**

Form 26a  
 Revised 1991

Make a separate report for each individual.

			SICK	PERS	PROF	VACA	CALA	JURY	TOTAL
Date	Name of Employee Absent	Name of Substitute	HRS	HRS	HRS	HRS	Hours	Hours	Hours

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Supervisor

\_\_\_\_\_  
 Date

**ABSENCE REQUEST**

**STAFF NAME:** \_\_\_\_\_

**DATE(S) OF ABSENCE(S):** \_\_\_\_\_

**REASON(S):** \_\_\_\_\_

**LOCATION OF LESSON PLANS:** \_\_\_\_\_

**SUB NEEDED:**            YES             NO

**Substitute requested** \_\_\_\_\_            **DATE:** \_\_\_\_\_

**\*Please note:** PERSONAL LEAVE IS FOR THE PURPOSE OF BUSINESS WHICH CANNOT BE TAKEN CARE OF EXCEPT DURING NORMAL WORKING HOURS. IT MAY **NOT** BE USED FOR RECREATIONAL ACTIVITIES, SHOPPING OR VACATION.

**Remember:** Professional Meeting Request Forms must be approved by the principal before submitting this form.

**Approved by** \_\_\_\_\_ **Date** \_\_\_\_\_

# Findlay City Schools Safety Alert Form

## Originator

Name \_\_\_\_\_ Dept./School \_\_\_\_\_

Describe Concern \_\_\_\_\_

Recommendation on How to Fix \_\_\_\_\_

**Priority (If emergency, contact should be made directly with supervisor or principal in person or by phone - complete paperwork as soon as possible)**

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_  
\*\*\*\*\*

**Principal/Supervisor** Name \_\_\_\_\_ Date rec'd \_\_\_\_\_

Response \_\_\_\_\_

Signature \_\_\_\_\_ Date sent \_\_\_\_\_  
\*\*\*\*\*

**Supervisor** \_\_\_\_\_ date rec'd \_\_\_\_\_

**No Action**

**Delay Action**

**Take Action**

Explanation \_\_\_\_\_

Signature \_\_\_\_\_ Date closed \_\_\_\_\_  
\*\*\*\*\*

Safety Team (Administration Office)

Received \_\_\_\_\_ Reviewed \_\_\_\_\_

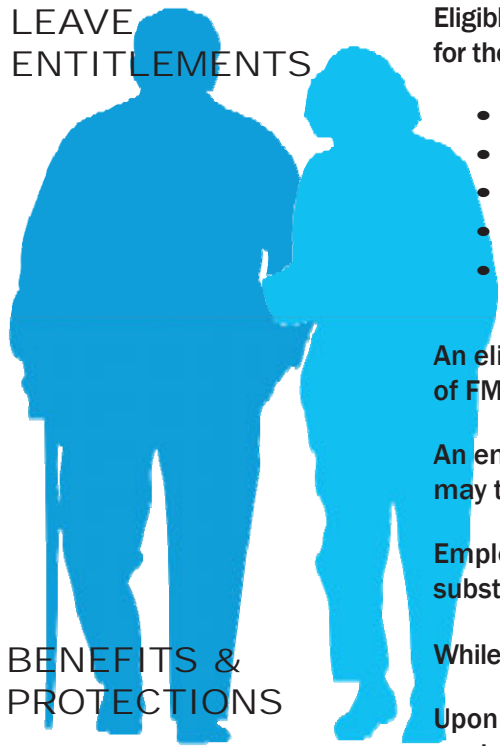
Cc: Originator, Principal, Supervisor, Administration Office (Safety Team)



# EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

## LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;\* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

\*Special "hours of service" requirements apply to airline flight crew employees.

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

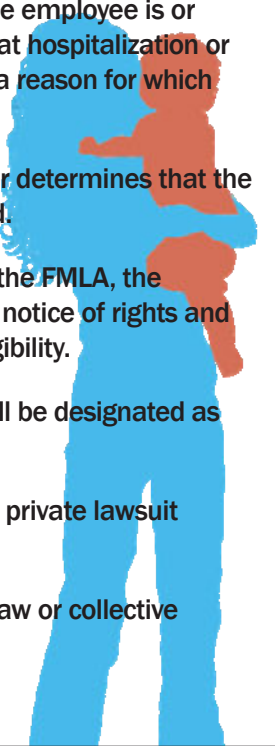
## BENEFITS & PROTECTIONS

## ELIGIBILITY REQUIREMENTS

## REQUESTING LEAVE

## EMPLOYER RESPONSIBILITIES

## ENFORCEMENT



For additional information or to file a complaint:

# 1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

## [www.dol.gov/whd](http://www.dol.gov/whd)

U.S. Department of Labor | Wage and Hour Division





## **Operational Procedures Acknowledgement Form**

I acknowledge that I have received a copy of the Findlay City Schools Operational Procedures for Non-Teaching Employees and understand that it is my responsibility to read and become familiar with the policies, rules, and regulations contained in this manual. Violation of any of these policies will result in discipline, up to and including termination.

I understand this manual is subject to change, modification, and amendment by Findlay City Schools from time to time without advance notice. Furthermore, the manual is not a contract of employment between Findlay City Schools and any employee for any specific period of time. The employment relationship between Findlay City Schools and its employees is based upon mutual consent and can be terminated at any time by either the employee or Findlay City Schools without advance notice and without requirement of cause.

I understand that if I have any questions regarding this manual or Findlay City Schools' policies, rules, or procedures, I should ask my supervisor, the Human Resources department or the Superintendent. I agree to comply with and follow the rules and policies of the organization during my employment.

**EMPLOYEE SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**EMPLOYEE NAME (PLEASE PRINT):** \_\_\_\_\_



# Findlay High School Athletic Department



“Educating and empowering for life”

## *Budget Summary 2018-2019*

### Projected Expenditures 2018-2019

Program	Supplies / Equipment	Purchased Services	Total
Boys' Soccer	\$2,000.00	\$3,700.00	\$5,700.00
Girls' Soccer	\$2,000.00	\$3,500.00	\$5,700.00
Volleyball	\$3,000.00	\$3,000.00	\$6,000.00
Boys' Basketball	\$5,000.00	\$7,000.00	\$12,000.00
Girls' Basketball	\$5,000.00	\$7,000.00	\$12,000.00
Golf	\$3,000.00	\$4,000.00	\$7,000.00
Tennis	\$700.00	\$300.00	\$1,000.00
Ice Hockey	\$4,500.00	\$13,000.00	\$17,500.00
Swim/Dive	\$1,000.00	\$5,000.00	\$6,000.00
Gymnastics	\$1,000.00	\$2,400.00	\$3,400.00
Football	\$9,000.00	\$7,000.00	\$16,000.00
Wrestling	\$1,500.00	\$6,000.00	\$7,500.00
Softball	\$2,500.00	\$3,000.00	\$5,500.00
Baseball	\$2,500.00	\$3,000.00	\$5,500.00
Track	\$3,000.00	\$3,000.00	\$7,000.00
Cross Country	\$500.00	\$1500.00	\$2,000.00
Cheerleading	\$1,000.00	\$300.00	\$1,300.00
Athletic Training	\$4,500.00	\$0.00	\$4,500.00
Strength Training	\$3,000.00	\$0.00	\$3,000.00

### Projected Revenues 2018-2019

Program	Total
Boys' Soccer	\$7,500.00
Girls' Soccer	\$7,000.00
Volleyball	\$7,000.00
Boys' Basketball	\$25,000.00
Girls' Basketball	\$10,000.00
Golf	\$0.00
Tennis	\$0.00
Ice Hockey	\$25,000.00
Swim/Dive	\$0.00
Gymnastics	\$0.00
Football	\$60,000.00
Wrestling	\$5,000.00
Softball	\$0.00
Baseball	\$0.00
Track	\$0.00
Cross Country	\$0.00
Cheerleading	\$0.00
Athletic Training	\$0.00
Strength Training	\$0.00
Rental Fee	\$5,000.00
Sport Passes	\$15,000.00
Sponsorships	\$15,000.00
Programs	\$3,000.00

**Total: \$128,600.00**

**Total: \$184,500.00**

### General Operational Expenditures

Awards	<b>\$6,000.00</b>	
Varsity 'F's'		\$1300.00
Numerals		\$800.00
Senior Plaques, Frames & Mat Board		\$900.00
3 Year & 4 Year Awards		\$500.00
All-State Trophies		\$300.00
All-State Plaques		\$500.00
All-League/All-Sports Banners		\$100.00
Award Night Trophies		\$1600.00

**General Operational Expenditures Continued**

Office Supplies	<b>\$3,000.00</b>	
Stamps		\$650.00
Envelopes		\$150.00
Award Certificates		\$500.00
CD's		\$50.00
Labels		\$50.00
Mailing		\$1,500.00
Printer/Copier/Scan		\$100.00
Scouting Reimbursement	<b>\$1,000.00</b>	
Coaches' Equipment	<b>\$6,000.00</b>	
Printing	<b>\$9,000.00</b>	
Game Programs		\$7,000.00
Misc. Signs (playoff, sign shack)		\$500.00
Printing (Summer Camp, Sponsorships, etc)		\$1,500.00
League Dues	<b>\$1,850.00</b>	
TRAC Dues		\$500.00
NWOHC Dues		\$500.00
Soccer Assigner Fees		\$300.00
Hockey Assigner Fees		\$300.00
NWOGL		\$250.00
High School Transportation*	<b>\$7,000.00</b>	
Game Worker Equipment/Supplies	<b>\$15,000.00</b>	
Game Security	<b>\$5,000.00</b>	
General Equipment	<b>\$1,500.00</b>	
Camera / Software		\$500.00
General Repairs		\$1,000.00
<b>Total:</b>	<b>\$55,350.00</b>	

**2017-2018 Projected Expenditure:           \$183,950.00**  
**2017-2018 Projected Revenue:           \$184,500.00**

**Personal Improvement: \$15,000.00 for Facilities.**

Front Entrance/Door Wraps	.	\$15,000

**OASBO 457(b)  
DEFERRED COMPENSATION  
PLAN DOCUMENT**



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# **OASBO 457 DEFERRED COMPENSATION PLAN PLAN DOCUMENT**

## **INTRODUCTION**

This Plan Document (“Plan”) is hereby amended and restated effective as of April 1, 2017, by the Ohio Association of School Business Officials (“OASBO”). This Plan is designed to allow an “Eligible Employer” to establish its own “eligible deferred compensation plan” under Section 457(b) of the Internal Revenue IRC (“IRC”).

OASBO has established this Plan in conjunction with a Plan Provider Agreement with Voya Retirement Insurance and Annuity Company (“Voya”) and AXA Equitable Life Insurance Company (“AXA”) (the “Provider Agreement”). Under the Provider Agreement, (i) Voya will provide to OASBO specimen amendments to assist in the maintenance of the Plan, so that it may continue to be designed to meet the requirements of IRC Section 457(b), provided that such specimen amendments may need to be modified by OASBO to reflect the multi-vendor arrangement, (ii) Voya and AXA will offer to Eligible Employers who adopt the Plan, group annuity contracts that meet the requirements of IRC Section 457(g)(3) (“Provider Contracts”), and (iii) in accordance with the terms of the Provider Agreement, Voya and AXA will provide assistance with Plan administration to Eligible Employers that use this Plan to adopt a Section 457(b) Plan.

For purposes of this Plan, an “Eligible Employer” is any Ohio public school district or other Ohio governmental body that is approved by OASBO as an Eligible Employer. However, no employer can be approved by OASBO unless that employer is an organization described in IRC Section 457(e)(1)(A). Accordingly, the employer must be considered to be a state, political subdivision of a state, or agency or instrumentality of a state or political subdivision.

Under this Plan, an Eligible Employer adopts its own Section 457(b) Plan by executing an “Adoption Agreement” (attached hereto as Exhibit A) and a “Provider Selection Agreement” (attached hereto as Exhibit B), and entering into one or more Provider Contracts with Voya and/or AXA. An employer that adopts a plan becomes a “Participating Employer” under the terms of this Plan; and, as such, the employer agrees to (i) accept the provisions of the Plan as the provisions of its own Section 457(b) Plan, including any amendments that, from time to time, may be made to the Plan by OASBO, and (ii) carry out and fulfill the obligations of a Participating Employer and the Administrator under the terms of this Plan.

## ARTICLE I

### DEFINITIONS

As used in this Plan, the following words and phrases shall have the meanings set forth below, unless a different meaning is clearly required by the context. In addition, each definition that follows shall be applicable solely to the Participating Employer Plan to which it relates, unless a different meaning is clearly required by the context or it is otherwise provided in this Plan.

- 1.1 **“Active Participant”** shall mean an Eligible Employee who is deferring Compensation pursuant to a Participation Agreement with his or her Participating Employer.
- 1.2 **“Administrator”** is defined in Section 5.2.
- 1.3 **“Adoption Agreement”** shall mean the separate agreement which is executed by a Participating Employer to establish its Plan. The Adoption Agreement shall be considered a part of the Plan of each Participating Employer. The Adoption Agreement for this Plan is attached hereto as Exhibit B.
- 1.4 **“Beneficiary”** shall mean, subject to Section 5.6, the person(s) or entity designated by the Participant to receive the Participant’s account balance or other interest under a Provider Contract in the event of the Participant’s death.
- 1.5 **“Compensation”** shall mean all cash payments made to a Participant from the payroll of the Participating Employer as remuneration for services rendered as an Eligible Employee, provided that, without regard to the Plan, such compensation would be both “wages” under IRC Section 3401(a) and reportable the Participating Employer as such on a Form W-2.
- 1.6 **“Deferrals”** means the amount of Compensation deferred by a Participant under the Plan, comprising of Elective Deferrals and, if elected by the Employer in the Adoption Agreement and the Participant so elects on a Participation Agreement, Roth 457 (b) Contributions.
- 1.7 **“Eligible Employee”** shall mean an Employee of an Eligible Employer who is part of a group of Employees that have been designated by the Eligible Employer in its Adoption Agreement as being eligible to participate in the Plan.
- 1.8 **“Eligible Employer”** shall mean any Ohio public school district or other Ohio governmental body that is approved by OASBO as an Eligible Employer. However, no employer can be approved by OASBO unless that employer is an organization described in IRC Section 457(e)(1)(A). Accordingly, the employer must be considered to be a state, political subdivision of a state, or agency or instrumentality of a state or political subdivision.

- 1.9** “**Employee**” shall mean any person who is employed by a Participating Employer as an employee and paid cash compensation for services rendered as an employee that is both “wages” under IRC Section 3401(a) and reported by the Participating Employer as such on a Form W-2. The term Employee also includes a member of a board of education who is paid cash compensation for services rendered as an employee that is both “wages” under IRC Section 3401(a) and reported by the Participating Employer as such on a Form W-2. A person who is an Employee at the start of a layoff or leave of absence shall continue to be an Employee during the period of such leave or layoff. An independent contractor or leased employee is not an Employee.
- 1.10** “**Eligible Deferred Compensation Plan**” shall mean a deferred compensation plan of an employer that meets the requirements of IRC Section 457(b).
- 1.11** “**Inactive Participant**” shall mean any Participant who is not currently having Compensation deferred under Participation Agreement.
- 1.12** “**Includible Compensation**” shall mean the amount of an Eligible Employee’s Compensation from the Participating Employer for the calendar year that is attributable to services rendered for the Participating Employer and includible in the Eligible Employee’s gross income for the taxable year for federal income tax purposes. Includible Compensation includes any amount excludable from gross income under the Plan of the participating Employer or any other plan organized in accordance with IRC Section 457, or any amount excludable from gross income under IRC Sections 125 (cafeteria plans), 401(k), 403(b) (tax- sheltered annuities), but shall not include amounts contributed pursuant to IRC Section 414(h) (pick-ups), which are mandatory, non-elective employee contributions that are made to a retirement plan or any other amounts excludable from gross income for federal income tax purposes. Pursuant to Section 1.457-4(d)(1) of the Treasury Regulations, Includible Compensation will include any payments made to a Participant who has had a severance from employment; provided that the Includible Compensation is paid by the later of (i) 2 ½ months after the Participant’s severance from employment or the end of the calendar year that contains the date of such Participant’s severance from employment. In addition, pursuant to Section 1.457-4(d)(l) of the Treasury Regulations, Includible Compensation will include payments made to an individual who does not currently perform services for the Participating Employer by reason of qualified military service (as defined in IRC Section 414(u)(5)) to the extent those payments do not exceed the amount the individual would have received if the individual had continued to perform services for the Participating Employer rather than enter qualified military service.
- 1.13** “**IRC**” shall mean the Internal Revenue IRC of 1986, as amended. Reference to a section of the IRC shall include such section and any comparable section or sections of any future legislation that amends, supplements, or supersedes such section; and also shall include any Treasury Regulations (including interim and

proposed), rulings, notices, general counsel memoranda, and other interpretations thereunder.

- 1.14 “OASBO” shall mean the Ohio Association of School Business Officials and any successor thereto.
- 1.15 “OASBO Plan” shall mean this Plan Document, as amended from time to time.
- 1.16 “Participant” shall mean a person who was an Eligible Employee who either (i) had Compensation deferred under a Plan pursuant to a Participation Agreement, or (ii) made a Rollover Contribution as provided in Section 3.5, and who continues to have a Participant Account or other interest under a Provider Contract of the Plan.
- 1.17 “Participant’s Account” shall mean the total of the Participant Elective Deferral Account, Participant Roth Account, Participant 457 Rollover Account, the Participant Non-457 Rollover Account, Participant Roth 457 Rollover Account, and Participant Roth Non-457 Rollover Account under the Plan.
- 1.18 “Participant Elective Deferral Account” shall mean that portion of the Participant’s Account established and maintained by the Provider for each Participant with respect to his Elective Deferral of Compensation, and, at the election of the Participating Employer, any contributions made on the Participant’s behalf by the Participating Employer, to the Plan in accordance with Section 3.1, including any amounts transferred in accordance with Section 3.4.
- 1.19 “Participant 457 Rollover Account” shall mean that portion of the Participant’s Account established and maintained by the Provider for each Participant with respect to Rollover Contributions received from another eligible governmental 457 plan in accordance with Section 3.5.
- 1.20 “Participant Non-457 Rollover Account” shall mean that portion of the Participant’s Account established and maintained by the Provider for each Participant with respect to Rollover Contributions rolled over from all rollover eligible plans other than from an eligible governmental 457 plan in accordance with Section 3.5.
- 1.21 “Participant Roth Account” shall mean that portion of the Participant’s Account established and maintained by the Provider for each Participant with respect to his Roth 457 (b) Contributions to the Plan in accordance with Section 3.1, including any amounts transferred in accordance with Section 3.4.
- 1.22 “Participating Employer” shall mean an Eligible Employer that adopts its own Section 457(b) Plan by executing an “Adoption Agreement” and a Provider Selection Agreement and entering into one or more Provider Contracts.
- 1.23 “Participation Agreement” shall mean an agreement entered into between an Eligible Employee and the Participating Employer pursuant to which an Eligible

Employee agrees to commence deferring Compensation under the Plan. All Participation Agreements must satisfy the requirements Section 2.2 of this Plan.

- 1.24** “**Plan**” shall mean the deferred compensation plan of a Participating Employer that is established pursuant to its Adoption Agreement and an executed Provider Selection Agreement.
- 1.25** “**Plan Year**” shall mean the calendar year.
- 1.26** “**Provider**” shall mean Voya Retirement Insurance and Annuity Company and AXA Equitable Life Insurance Company.
- 1.27** “**Provider Agreement**” shall mean the Plan Provider Agreement between OASBO, Voya Retirement Insurance and Annuity Company (“Voya”) and AXA Equitable Life Insurance Company (“AXA”).
- 1.28** “**Provider Contract**” shall mean an annuity contract entered into between a Provider and a Participating Employer that (i) meets the requirements of the Provider Agreement, and (ii) is designed to meet the requirements of IRC Section 457(g)(3) and other requirements of the tax law pertaining to eligible deferred compensation plans under IRC Section 457(b) for plans that are sponsored and maintained by governmental employers described in IRC Section 457(e)(1)(A).
- 1.29** “**Rollover Contribution**” shall mean amounts paid by a Participant or Eligible Employee to the Provider Contract under the Plan, pursuant to Section 3.5.
- 1.30** “**Roth 457(b) Contributions**” means, if so elected by the Employer in the Adoption Agreement, contributions that are:
- (a) made by the Employer to the Plan pursuant to a Participation Agreement entered into by a Participant, which qualifies as a “designated Roth contribution” within the meaning of Code Section 402A;
  - (b) irrevocably designated by the Participant at the time of the cash or deferred election as a Roth 457(b) Contribution that is being made in lieu of all or a portion of the Elective Deferrals the Participant is otherwise eligible to make under the Plan, and
  - (c) treated by the Employer as includible in the Participant’s income at the time the Participant would have received that amount in cash if the Participant had not made a cash or deferred election.

## ARTICLE II

### ELIGIBILITY

#### 2.1 ELIGIBILITY

Each Eligible Employee shall be permitted to participate in the Plan, effective as provided in Section 2.2 below. The Administrator shall determine the status of persons as Eligible Employees under the Plan. Such determination shall be conclusive and binding upon all persons, as long as the same is made pursuant to the Plan.

#### 2.2 PARTICIPATION

- (a) An Eligible Employee who wishes to participate in the plan must complete and sign a Participation Agreement, and file it with his or her Participating Employer. An eligible Employee shall become a Participant in the plan when his or her Compensation is reduced on account of Participation Agreement.
- (b) A Participation Agreement must be made on a form supplied by the Plan Administrator. All Participation Agreements shall be made in accordance with the following rules:
  - (i) The Participation Agreement shall authorize the Participating Employer to reduce the Compensation of the Eligible Employee as Elective Deferrals and/or Roth 457 Contributions for services rendered as an Eligible Employee; and require the Participating Employer to contribute an equal amount to one or more Provider Contracts designated by the Eligible Employee.
  - (ii) The Participation Agreement shall specify the amount or percent of Compensation that Active Participant is agreeing to defer as Elective Deferrals and/or Roth 457 Contributions under the Plan in a form that is acceptable to the Participating Employer; provided, however, that the amount to be deferred under any Participation Agreement for any calendar year cannot exceed the limitations provided under Article III of this Plan.
  - (iii) The Participation Agreement shall specify the effective date for the reduction of the Eligible Employee's Compensation pursuant to the Participation Agreement. The effective date specified in a Participation Agreement must comply with the following rules:
    - (A) The effective date cannot be any earlier than a date that is agreed to by the Participating Employer.
    - (B) Except for a new Employee of a Participating Employer, the effective date cannot be any earlier than the first day of the first calendar month following the execution of the Participation Agreement.

- (C) For an new Employee of the Participating Employer, the effective date can be within the first calendar month of employment if the Eligible Employee completes and files a Participation Agreement prior to the first day of his or her employment as an Employee.
- (iv) If there is more than one Provider Contract under the Plan, the Participation Agreement shall notify the Participating Employer which contract is to receive the amounts deferred under the Participation Agreement; and if the Participating Employer agrees to it, the amounts deferred may be paid to more than one Provider Contract.
- (c) The Participant shall notify the Provider of any investment direction for the amounts paid to the Provider Contract on behalf of the Participant. Any such notice shall be provided on such forms as may be required by the Provider.
- (d) A Participation Agreement may be revised by filing a new Participation Agreement with the Participating Employer. Any revised Participation Agreement shall become effective only in accordance with the rules provided above in paragraph (b).
- (e) An Eligible Employee may revoke an existing Participation Agreement by filing with the Participating Employer a notice of his election to revoke it. A revocation notice may specify an effective date that is at least 15 days after the date it is filed or such lesser number of days as is agreed to by the Participating Employer. Once a Participation Agreement has been revoked (for any reason), an Employee Eligible must execute a new Participation Agreement to recommence active participation in the Plan.
- (f) Except as provided below, a Participation Agreement shall be of his or her employment with a Participating Employer.
  - (i) Except to the extent that a Participant modifies or revokes his or her Participation Agreement, on or after the date that a Participant incurs a severance from employment with a Participating Employer, a Participant's Participation Agreement shall continue to apply to a payment of Compensation that meets all of the following requirements:
    - (A) The payment is for employment as an Eligible Employee prior to the date of his or her severance from employment.
    - (B) The payment would have been paid to the Employee had his or her employment continued.
    - (C) The payment is made by the Participating Employer within the later of (I) 2-1/2 months after the date of the Participant's severance from employment, or (II) the end of the calendar year in which the severance from employment occurs.

- (ii) A Participant who has incurred a severance from employment also shall be entitled to make a special Participation Agreement Deferral election with respect to a payment of Compensation that meets all of the following requirements:
  - (A) The payment is attributable to unused sick days, vacation days, or similar leave days that the employee would have been able to use had his or her employment continued.
  - (B) The payment would be made by the Employer directly in cash to the former Eligible Employee within the later of (I) 2-1/2 months after the date of the Participant's severance from employment, or (II) the end of the calendar year in which the severance from employment occurs.

### **2.3 TERMINATION OF ELIGIBILITY AND PARTICIPATION**

In the event a Participant shall cease to be an Eligible Employee, the Participant shall become an Inactive Participant. An Inactive Participant's Account shall continue to be invested in one or more Provider Contracts based on the investment direction supplied by the Participant. A Participant shall cease to be a Participant in the Plan when he or she no longer has a Participant Account or other interest under a Provider Contract.

### **2.4 INVESTMENTS**

- (a) The amounts allocated to the Participant's Account shall be invested in the Provider Contracts provided by the Providers. The terms and conditions of the Provider Contracts shall be considered part of, and shall be construed as having been incorporated into the Plan. Participants will direct the investment of their Participant's Accounts based on the investment options available under the Provider Contract pursuant to the terms and conditions of the Provider Contracts. Contributions will be allocated to a Participant Account in accordance with this Article and earnings and losses attributable to such contributions will be allocated to such Participant Account. If any provision of a Provider Contract is not consistent with the Plan provisions, the terms of the Plan shall control.
- (b) The Provider shall perform all duties required of the Provider in accordance with the terms of the Provider Contracts and the provider agreement.
- (c) All Deferrals under the Plan will be transferred to the applicable Provider Contract within a period that is not longer than is reasonable for the proper administration of the Participant Accounts. For purposes of this requirement, Deferrals under the Plan by a Participant must be transferred to the Provider Contract within 15 business days following the month in which these amounts would otherwise have been paid to the Participant.
- (d) By adopting this Plan and entering to one or more Provider Contracts, a Participating Employer only agrees that it Eligible Employees may elect to have



Deferrals and other rollover contributions made on their behalf which are to be held under a Provider Contract. A Participating Employer is does not endorse or in any way recommend as an investment vehicle any particular Provider Contracts to its employees, or in any way insure or guarantee the payment of any benefits or other amounts from any Provider Contract under any circumstances, including, without limitation, non-payment of any amounts caused by the insolvency, bankruptcy, reorganization or rehabilitation of a Provider or investment losses of an employee or beneficiary under a Provider Contract.

## ARTICLE III

### CONTRIBUTIONS AND LIMITS

#### 3.1 BASIC LIMIT ON COMPENSATION DEFERRALS

Except as provided in Sections 3.2 and 3.3, the maximum amount of Compensation that may be deferred as Elective Deferrals and Roth 403(b) Contributions by an Eligible Employee in any calendar year shall not exceed the lesser of:

- (a) the applicable dollar amount provided under IRC Section 457(b)(2) and (e)(15) (as may be indexed annually), or
- (b) 100% of the Eligible Employee's Includible Compensation.

If the Participant is a Participant in another Eligible Deferred Compensation Plan of the Participating Employer during any calendar year, the Participating Employer shall limit the amounts deferred under this Plan and the other Eligible Deferred Compensation Plan to a total amount that is within the foregoing limits of this Section.

#### 3.2 AGE 50 CATCH-UP CONTRIBUTIONS

Subject to the limits provided below, in any calendar year that begins after an Eligible Employee has attained age 49, the Eligible Employee may elect to defer amounts in excess of the limits imposed under Section 3.1. Notwithstanding the foregoing, the provisions of this Section shall not apply to a calendar year if the special catch up provisions of Section 3.3 apply to such calendar year.

The maximum amount that may be deferred under this Section in an eligible calendar year is the maximum amount allowed under IRC Section 414(v)(2).

If the Eligible Employee is a participant in another Eligible Deferred Compensation Plan of the Participating Employer during the calendar year, the Participating Employer shall limit the amounts deferred under this Section of the Plan and the amounts deferred under the other Eligible Deferred Compensation Plan, pursuant to the provisions of IRC Section 414(v)(2), to a total amount that is within the applicable limits of IRC Section 414(v)(2).

#### 3.3 RETIREMENT AGE CATCH-UP CONTRIBUTIONS

The provisions of this Section shall apply in the three calendar years that precede the calendar year in which an Eligible Employee attains Normal Retirement Age. For purposes of this Plan, if the Participant is participating in a state retirement system defined benefit pension plan, Normal Retirement Age is, at the election of the Participant, an age no earlier than the earliest retirement age under which he could receive unreduced retirement benefits under the state retirement system pension plan, and no later than age 70-1/2. If the Participant is not participating in a state retirement system defined benefit pension plan, Normal Retirement Age is, at the election of the Participant, an age no earlier than age 65, and no later than age 70-1/2.

In any such calendar year, an Eligible Employee may elect to defer an amount not exceeding the lesser of:

- (a) Twice the maximum dollar amount permitted as a deferral under Section 3.1(a), or
- (b) the sum of:
  - (i) maximum dollar amount permitted as a deferral under Section 3.1(a), and
  - (ii) for each prior calendar year in which the Participant was a participant in an Eligible Deferred Compensation Plan of his or her Participating Employer, the difference between the maximum dollar amount that could be deferred under IRC Section 457(b) for such year and the amount actually deferred by the Eligible Employee during such year.

If the Eligible Employee has ever used the election provided under this Section 3.3 for the Plan of his or her Participating Employer, or under another Eligible Deferred Compensation of his or her Participating Employer, he or she may not elect to use it again while an Employee of that Participating Employer, whether or not he or she used it in all three calendar years before the year in which the Participant attains Normal Retirement Age.

If the Eligible Employee is a participant in any other Eligible Deferred Compensation Plan of the Participating Employer during the calendar year, the Participating Employer shall limit the amounts deferred under this Section of the Plan and the amounts deferred under any other Eligible Deferred Compensation Plan, pursuant to the provisions of IRC Section 457(b)(3), to a total amount that is within the applicable limits of IRC Section 457(b)(3).

#### **3.4 TRANSFERS FROM OTHER 457 PLANS**

- (a) To the extent permitted by IRC Section 457(e)(10), and subject to any applicable requirements thereunder, an Eligible Employee may elect to transfer directly to the Plan the amounts that he has amounts deferred under another Eligible Deferred Compensation Plan maintained by an employer as defined in IRC Section 457(e)(1)(A). To do so, an Eligible Employee must contact the Participating Employer, and the Participating Employer would need to complete any forms required by the Provider, and direct for the provider under the other Eligible Deferred Compensation Plan to directly transfer such amounts to a Provider Contract or Contracts designated by the Eligible Employee.
- (b) A transfer under subsection (a) will only be permitted if:
  - (i) the transferring plan provides for the transfer of such amounts, and
  - (ii) the Eligible Employee has a benefit equal to the amount immediately after the transfer to least equal the amount under the Plan immediately before the transfer.

- (c) The Administrator may require such documentation from the transferring plan as it deems necessary to effectuate the transfer in accordance with Section 1.457-10(b) of the Treasury Regulations and to confirm that the transferring plan is an eligible government plan as defined in Section 1.457-2(f) of the Treasury Regulations. The amount so transferred will be credited to the appropriate account under the Participant's Account and will be held, accounted for, administered and otherwise treated in the same manner as amounts as held in the transferor plan, except that the transferred amounts will not be taken into consideration for purposes of Code Section 457(b)(2) for the year of transfer.

### **3.5 ROLLOVERS TO THE PLAN**

An Eligible Employee or Participant who is entitled to receive an "Eligible Rollover Distribution" from another Eligible Retirement Plan (as defined below) may elect to make a Rollover Contribution under the Plan. To do so, an Eligible Employee or Participant must contact a Provider, complete any election forms required by the Provider, and arrange for the provider under the "Eligible Retirement Plan" to directly transfer all or part of the Eligible Rollover Distribution directly to the Provider, to be applied to one or more Provider Contracts designated by the Eligible Employee or Participant. In addition, if an Eligible Employee or Participant has received an Eligible Rollover Distribution in cash from another Eligible Retirement Plan, he or she may make a Rollover Contribution under the Plan by making a direct cash payment to the Provider of all or part of the Eligible Rollover Distribution within 60 days of the date of the distribution from the other Eligible Retirement Plan. To do so, the Eligible Employee or Participant must contact the Participating Employer, the Participating Employer would need to complete any forms required by the Provider, and the Participating Employer must instruct the Provider to apply the amount of the Rollover Contribution to one or more Provider Contracts designated by the Eligible Employee or Participant.

A Rollover Contribution made pursuant to this Section shall not be deemed to be a deferral of Compensation of the Eligible Employee or Participant under this Plan. Notwithstanding any provision of this Plan to the contrary, an Eligible Employee who makes a Rollover Contribution under the Plan shall not be eligible to enter into a Participation Agreement under the Plan, unless and until he meets the requirements of Section 2.1.

For purposes of this Section, an Eligible Rollover Distribution is any distribution described in IRC Section 402(c)(4), IRC Section 403(a)(4), IRC Section 403(b)(8)(A), IRC Section 408(d)(3)(A) or IRC Section 457(e)(16) (under a governmental plan), including a direct transfer from an Eligible Retirement Plan.

The amounts (other than designated Roth contributions as defined in Code Section 402A) rolled over from an Eligible Retirement Plan other than a governmental 457(b) plan shall be allocated to the Participant Non-457 Rollover Account. The amounts (other than designated Roth contributions as defined in Code Section 402A) rolled over from a governmental 457(b) plan shall be allocated to the Participant 457 Rollover Account. Designated Roth contributions as defined in Code Section 402A rolled over from another Code 457 (b) plan maintained by an employer as defined in Code Section 457(e)(1)(A) will be allocated to the Participant Roth 457(b) Rollover Account. Designated Roth contributions as defined in Code Section 402A

rolled over from an eligible retirement plan that is not a Code Section 457(b) plan will be allocated to the Participant Roth Non-457(b) Rollover Account. Amounts in the Participant 457 Rollover Account, Participant Non-457 Rollover Account the Participant Roth 457 Rollover Account, and the Participant Roth Non-457 Rollover Account shall be accounted for separately.

For purposes of this Section, the term “Eligible Retirement Plan” shall mean any plan or arrangement that is described in IRC Section 402(c)(8)(B). Accordingly, such term shall include any plan that is tax-qualified under IRC Section 401(a) or 403(a), any plan or arrangement that is tax-qualified under IRC Section 403(b), any plan of a governmental employer that is an eligible deferred compensation plan under IRC Section 457(b) and any individual retirement account under IRC Section 408(a) or an individual retirement annuity as described in IRC Section 408(b).

In addition to the foregoing, if an Eligible Employee is a surviving spouse or former spouse who is the alternate payee as defined in IRC Section 414(p), in accordance with the foregoing provisions of this Section, the Eligible Employee may elect to make a Rollover Contribution to the Plan to the extent permitted under IRC Section 402(c)(9), IRC Section 403(b)(8)(B), IRC Section 408(d)(3)(A), or IRC Section 457(e)(16)(B).

### **3.6 PROTECTION OF PERSONS WHO SERVE IN A UNIFORMED SERVICE**

- (a) An Employee whose employment is interrupted by qualified military service under IRC Section 414(u) or who is on a leave of absence for qualified military service under IRC Section 414(u) may elect to make additional deferrals upon resumption of employment with the Participating Employer equal to the maximum deferrals that the Employee could have elected during that period if the Employee’s employment with the Participating Employer had continued (at the same level of Compensation) without the interruption or leave, reduced by the deferrals, if any, actually made for the Employee during the period of the interruption or leave. Except to the extent provided under IRC Section 414(u), this right applies for five years following the resumption of employment (or, if sooner, for a period equal to three times the period of the interruption or leave).
- (b) In the case of a Participant who dies while performing qualified military service (as defined in IRC Section 414(u)), the Beneficiaries are entitled to any additional benefits (other than deferrals relating to the period of qualified military service) provided under the Plan had the Participant resumed employment and then had a severance from employment on account of death.

### **3.7 EXCESS DEFERRALS**

- (a) In the event that a Participant’s Deferrals under the Plan for a calendar year exceed the limitations on Deferrals provided in this Article III, the Administrator will direct one or more of the Provider(s) who have received such Deferrals to distribute to the Participant the excess Deferrals, including calculation of any

earnings or losses, as soon as administratively practicable after the Administrator determines that there is an excess Deferral for the calendar year.

- (b) In the event that a Participant's Deferrals under this Plan, combined with deferrals under any other Eligible Deferred Compensation Plans of the Participating Employer, for a calendar year exceed the limitations on deferrals provided in IRC Section 457(b), the Administrator shall take action under either this Plan or the other Eligible Deferred Compensation Plans to distribute to the Participant the excess deferrals, including calculation of any earnings or losses, as soon as administratively practicable after the Administrator determines that there amount is an excess deferral for the calendar year.
- (c) A Participant who participates in this Plan and also participates in another Section 457(b) plan of another employer will be responsible for complying with the individual deferral limits applicable to the Participant under IRC Section 457(c). In the event of an excess amount, the Participant may notify the Administrator so that the excess may be distributed, including calculation of any earnings or losses, as soon as practicable after the Administrator determines that the amount is an excess deferral.

## **ARTICLE IV**

### **DETERMINATION, DISTRIBUTION AND TRANSFER OF BENEFITS**

#### **4.1 DISTRIBUTIONS UNDER THE PLAN**

Unless the provisions of Section 4.2 or Section 4.9 below apply, a Participant's Account under the Plan may not be paid to a Participant (or, if applicable, the Beneficiary) until one of the following events has occurred:

- (a) The Participant's severance from employment, or
- (b) The Participant's death.
- (c) A Participant may choose to receive a distribution from the Participant 457 Rollover Account, the Participant Non-457 (b) Rollover Account, Participant Roth 457 Rollover Account, and Participant Roth Non-457 Rollover Account at any time.

The Provider shall assure that all Provider Contracts are subject to the foregoing provisions of this Section.

#### **4.2 UNFORESEEABLE EMERGENCY WITHDRAWALS**

- (a) For purposes of this Plan, the term "Unforeseeable Emergency" shall mean severe financial hardship of the Participant or the Beneficiary which meets all of the following requirements:
  - (i) The financial hardship results from one of the following:
    - (A) an illness or accident of:
      - (1) the Participant or the Beneficiary
      - (2) the spouse of the Participant or the Beneficiary,
      - (3) a dependent (as defined in IRC Section 152(a)) of the Participant or the Beneficiary;
    - (B) loss of the property due to casual of the Participant or the Beneficiary due to casualty, or
    - (C) other similar extraordinary and unforeseeable circumstances arising as a result of events beyond the control of the Participant or the Beneficiary.
  - (ii) The financial hardship cannot be relieved by:
    - (A) reimbursement or compensation (by insurance or otherwise),

- (B) liquidation of the Participant's assets (to the extent the liquidation would not itself cause severe financial hardship), or
- (C) cessation of deferrals under the Plan.

The term Unforeseeable Emergency does not include money for college tuition or purchase of a home.

- (b) A Participant may request an Unforeseeable Emergency withdrawal only if it is permitted by the Participating Employer under its Adoption Agreement.

To request an Unforeseeable Emergency withdrawal, the Participant must submit a written request to the Administrator. If the Administrator adopts a form for the request, the Participant shall use the form.

The Administrator may establish any procedures that it deems desirable for purposes of determining the existence of an Unforeseeable Emergency. Unless the Administrator otherwise provides in its procedures, the determination of the existence of an Unforeseeable Emergency will be made by the Administrator, in its sole discretion, based on the specific facts and circumstances of each case and consistent with Treasury Regulations and IRS guidance that may be issued from time to time.

If the Administrator approves a request for an Unforeseeable Emergency withdrawal, the Administrator shall direct the Provider to distribute so much of the Participant's Account as is reasonably necessary to satisfy the need arising from the Unforeseeable Emergency. In determining such amount, the Administrator shall be entitled to consider the tax effects of the withdrawal.

#### **4.3 BENEFITS PAYABLE TO THE PARTICIPANT**

Upon the occurrence of a distributable event described in Section 4.1(a), a Participant may elect a benefit distribution option as permitted under the applicable Provider Contract or Contracts. A Participant's election will be effective only if made on forms provided by the Provider and must be filed with the Provider in accordance with such procedures as the Provider may establish.

Notwithstanding any provisions of this Plan to the contrary, and in accordance with the terms of the Provider contract, distributions to a Participant shall commence no later than the Participant's Required Beginning Date in amounts not less than the minimum amounts required under IRC Section 401(a)(9).

Under this Plan, the term "Required Beginning Date" shall mean April 1 of the calendar year following the calendar year in which the Participant either (I) has a severance from employment, or (II) attains age 70-1/2, whichever is later. Accordingly, distributions shall be made to the Participant over a period that is not longer than one of the following periods:

- (a) The life of the Participant,



- (b) The life of the Participant and a designated Beneficiary.
- (c) A period certain not extending beyond the life expectancy of the Participant, or
- (d) A period certain not extending beyond the joint and last survivor expectancy of the Participant and a designated Beneficiary.

#### **4.4 DETERMINATION OF BENEFITS UPON DEATH**

- (a) Upon the death of a Participant a Beneficiary may elect a benefit distribution option as permitted under the applicable Provider Contract or Contracts. A Beneficiary's election will be effective only if made on forms provided by the Provider and must be filed with the Provider in accordance with such procedures as the Provider may establish.

Notwithstanding any provisions of this Plan to the contrary, and in accordance with the terms of the Provider contract, distributions to a Beneficiary shall commence no later than the time required under IRC Section 401(a)(9) and in amounts not less than the minimum amounts required under IRC Section 401(a)(9). Accordingly, if minimum payments under IRC Section 401(a)(9) have not begun upon the death of a Participant and the designated Beneficiary is not the Participant's surviving spouse, death benefit payments must:

- (i) begin to be distributed to the designated Beneficiary no later than the December 31 of the calendar year immediately following the calendar year of the Participant's death payable over a period not to exceed the life expectancy of the Beneficiary; or
  - (ii) be distributed no later than the December 31 of the calendar year containing the fifth anniversary of the Participant's death.
- (b) If the designated Beneficiary is the Participant's surviving spouse and minimum payments under IRC Section 401(a)(9) have not begun upon the death of a Participant, minimum payments to the surviving spouse must begin by the later of the:
    - (i) December 31 of the calendar year immediately following the calendar year in which the Participant dies, or
    - (ii) December 31 of the calendar year in which the Participant would have attained age 70 1/2.

The payments to the surviving spouse must be made over a period not to exceed the surviving spouse's life expectancy.

- (c) If minimum payments under IRC Section 401(a)(9) have begun prior to the death of the Participant, the remaining portion of the Participant's Account shall be

distributed to the Beneficiary(ies) as least as rapidly as under the method of distribution in effect prior to the death of the Participant.

#### **4.5 DISTRIBUTION FOR MINOR BENEFICIARY**

In the event a distribution is to be made to a minor, then the Administrator may direct that such distribution be paid to the legal guardian, or if none, to a parent of such Beneficiary or a responsible adult with whom the Beneficiary maintains his residence, or to the custodian for such Beneficiary under the Uniform Gift to Minors Act or Gift to Minors Act, if such is permitted by the laws of the state in which Beneficiary resides. Such a payment to the legal guardian, custodian or parent of a minor Beneficiary shall fully discharge the Provider, Administrator, Participating Employer, and Plan from further liability on account thereof.

#### **4.6 ROLLOVERS FROM THE PLAN**

- (a) A Participant shall be permitted to elect to have any “Eligible Rollover Distribution” under this Plan that is attributable to a Participant Elective Deferral Account, Participant 457 Rollover Account, the Participant Non-457 Rollover Account, paid directly to an “Eligible Retirement Plan” specified by the Participant as a rollover of such amount. To do so, an Eligible Employee must contact the Participating Employer; the Participating Employer must complete any forms required by the Provider, specify the amount to be rolled over and arrange for the Provider to directly transfer all or part of the Eligible Rollover Distribution directly to the provider under the Eligible Retirement Plan.
- (b) For purposes of this Section, the term “eligible rollover distribution” means any distribution of amounts other than:
  - (i) A distribution in the form of substantially equal periodic payments over life or life expectancy of the Participant (or joint life or joint life expectancies of the Participant and the designated Beneficiary) or a specified period of ten years or more,
  - (ii) a distribution required under IRC Section 401(a)(9), or
  - (iii) any distribution on account of an Unforeseeable Emergency or hardship.
- (c) For purposes of this Section, the term “Eligible Retirement Plan” shall mean any plan or arrangement that is described in IRC Section 402(c)(8)(B). Accordingly, such term shall include any plan that is tax-qualified under IRC Section 401(a) or 403(a), any plan or arrangement that is tax-qualified under IRC Section 403(b), any plan of a governmental employer that is an eligible deferred compensation plan under IRC Section 457(b), and any individual retirement account under IRC Section 408(a) or an individual retirement annuity under IRC Section 408(b).
- (d) In addition to the foregoing, in accordance with the foregoing provision of Section 4.6(a), a surviving spouse or former spouse, who is the alternate payee as defined in IRC Section 414(p), may elect to have any Eligible Rollover

Distribution under this Plan paid directly to an “Eligible Retirement Plan” under subsections (iii)-(vi) of IRC Section 402(c)(8)(B), in which such spouse is a participant, or to an IRA established under subsection (i) or (ii) of IRC Section 402(c)(8)(B) or Roth IRA established under IRC Section 408A specified by such spouse.

- (e) A non-spousal Beneficiary may elect to rollover death benefit amounts in accordance with IRC Section 402(c)(ii), provided that:
  - (i) such amounts are rolled over to an inherited traditional or Roth IRA via a direct trustee-to-trustee transfer;
  - (ii) such election is made by December 31 of the year following the year of the Participant’s death; and
  - (iii) the rolled over amounts are eligible rollover distributions as defined in IRC Section 402(c)(4).
- (f) The foregoing provisions of this Section shall likewise apply with respect to a Participant who receives and Eligible Rollover Distribution that is attributable to a Participant Roth Account, Participant Roth 457 Rollover Account, and Participant Roth Non-457 Rollover Account under the Plan. Accordingly, any such Participant may make a direct rollover to either (i) an account under an applicable retirement plan described in Code Section 402A(e)(1)(A) that is a designated Roth Account described in Code Section 402A(b)(2)(A) that agrees to account separately for the amount not includible in the Participant’s income, or (ii) a Roth IRA described in Code Section 408A; and any such direct rollover may be made only to the extent the rollover is otherwise permitted under Code Section 402(c).

#### **4.7 PURCHASING SERVICE CREDITS UNDER A STATE OR LOCAL RETIREMENT SYSTEM**

A Participant shall be permitted to request that the Participating Employer direct the Provider to transfer amounts under his Participant’s Account to a defined benefit governmental plan (as defined in IRC Section 414(d)) if such transfer is:

- (a) For the purchase of permissive service credit (as defined in IRC Section 415(n)(3)(A)), or
- (b) a type of payment that IRC Section 415 does not apply to by reason of IRC Section 415(k)(3) (i.e. to repay contributions (plus interest) previously refunded from the plan)

The provisions of this Section shall apply even if the Participant is not eligible for a distribution under Section 4.1. The Participating Employer shall take reasonable measures to ensure that the intended recipient plan will accept such transferred amounts and that the purpose of the transfer is for one of the reasons provided above.

#### **4.8 TRANSFERS TO OTHER 457 PLANS UPON SEVERANCE FROM EMPLOYMENT**

To the extent permitted by IRC Section 457(e)(10), and subject to any applicable requirements thereunder, a Participant who has incurred a severance from employment with his or her Participating Employer may elect to transfer his or her Account under the Plan directly to another Eligible Deferred Compensation Plan maintained by the employer of the Participant if that employer is defined in IRC Section 457(e)(1)(A). To do so, an Eligible Employee must contact the Participating Employer, and the Participating Employer must complete any forms required by the Provider and arrange for the Provider to directly transfer his Account to the other Eligible Deferred Compensation Plan.

#### **4.9 SMALL BALANCE DISTRIBUTION**

Upon proper written request, a Participant may elect to receive a small balance distribution, payable in a lump sum, if the Participant Deferral Account value is \$5,000 or less, and the Participant has not deferred into the Plan for a period of two years prior to the distribution. A Participant may take a small balance distribution under this Section only once while a Participant under the Plan.

## **ARTICLE V**

### **ADMINISTRATION**

#### **5.1 RESPONSIBILITIES OF THE PARTICIPATING EMPLOYER**

The Participating Employer shall be responsible for having Eligible Employees execute Participation Agreements. The Participating Employer shall be the contracting party under the Provider Contracts and shall have the sole authority to determine the size and type of any Provider Contract to be purchased from a Provider. The Participating Employer shall not be responsible for any responsibilities and duties of a Provider under this Plan or under the Provider Contracts.

#### **5.2 DESIGNATION OF ADMINISTRATIVE AUTHORITY**

The Participating Employer shall be the Administrator. However, the Participating Employer may appoint a person or committee to act on its behalf as the Administrator.

#### **5.3 POWERS AND DUTIES OF THE ADMINISTRATOR**

The primary responsibility of the Administrator is to administer the Plan for the benefit of the Participants and their Beneficiaries, subject to the specific terms of the Plan.

The Administrator shall have the power and discretion to construe the terms of the Plan and determine all questions arising in connection with the administration, interpretation, and application of the Plan, in accordance with the provisions of Section 5.8. Any such determination by the Administrator shall be conclusive and binding upon all persons.

The Administrator may establish procedures, correct any defect, supply any information, or reconcile any inconsistency in such manner and to such extent as shall be deemed necessary or advisable to carry out the purpose of the Plan.

The Administrator shall have all powers necessary or appropriate to accomplish its duties under this Plan, including, but not limited to, the following:

- (a) The discretion to determine all questions relating to the eligibility of Employees to participate or remain a Participant hereunder.
- (b) Determine the amounts to be contributed to the Provider Contracts under an Eligible Employee's Participation Agreement.
- (c) Notify the Provider when Eligible Employees sever employment or die.
- (d) If the Plan permits distributions on account of Unforeseeable Emergency, determine the existence of an Unforeseeable Emergency as provided in this Plan, and authorize and direct the Provider to make any disbursements to which a Participant is entitled under the Unforeseeable Emergency provision of the Plan.

#### **5.4 RECORDS AND REPORTS**

The Providers shall provide to Participants, and (if applicable, upon the death of the Participant) Beneficiaries, records and reports of their interests in the Provider Contracts.

The Administrator shall maintain copies of Participation Agreements and other records of Participant Compensation Deferrals under the Plan.

#### **5.5 PAYMENT OF EXPENSES**

All expenses of the Provider Contracts, including any investment management fees and similar fees, shall be paid in accordance with the terms of the Provider Contracts.

Other expenses of Plan administration shall be paid by the Participating Employers and/or Plan Participants in accordance with policies and procedures established by the Participating Employer. Such expenses shall include any expenses incident to the functioning of the Administrator, including, but not limited to, fees of accountants, counsel, and other specialists and their agents, and other costs of administering the Plan.

#### **5.6 DESIGNATIONS OF BENEFICIARIES**

All designations of Beneficiaries shall be made in writing on forms supplied by the Provider under the Provider Contracts. A Participant may designate as his Beneficiary, one or more natural persons, trusts or organizations exempt from income tax (pursuant to Section 501(c)(3) of the IRC).

A Participant may designate more than one Beneficiary or primary and secondary Beneficiaries or may change the designation of a Beneficiary. If two or more, or less than all, designated Beneficiaries survive the Participant, payments shall be made equally to all such Beneficiaries, unless otherwise provided in the form of designation made by the Participant. Elections made by a Participant in his beneficiary designation form shall be binding on any such Beneficiary or Beneficiaries.

If a married Participant designates his or her spouse as Beneficiary (whether by name or designation as the spouse) and the marriage of the Participant and spouse is subsequently terminated through divorce, dissolution, annulment or otherwise, except as may be provided in a qualified domestic relations order (as defined in IRC Section 414(p)), the designation of the spouse as Beneficiary shall be void, as if the former spouse had predeceased the Participant; and the Participant may designate another Beneficiary in accordance with the terms of the Provider Contract (but subject to the terms of any applicable qualified domestic relations order).

If a Participant who dies has not designated a Beneficiary, or if no Beneficiary survives the Participant, then the estate of the Participant shall be the Beneficiary. If any Beneficiary dies after becoming entitled to receive a distribution and before the distribution is made to the Beneficiary, distribution shall be made to any other person or persons which were designated by the Participant to receive the balance of such distributions upon the happening of such contingency; and if none exist, the estate of such deceased Beneficiary shall become the Beneficiary as to such balance.

## **5.7 SALARY, TAX AND BENEFIT PLAN MATTERS**

- (a) If a Participating Employer maintains any other employee benefits plan or otherwise has other prerequisites of employment that are based upon the salary or wages of an Employee, unless the Employer specifies otherwise, such benefits or prerequisites of employment shall be determined without regard to the reductions in a Participant's salary or wages that are made under the Plan.
- (b) The Employer shall withhold and pay member contributions to, and report compensation to, the state of Ohio retirement systems as required pursuant to applicable law.
- (c) A Participating Employer shall pay and withhold all federal, state and local income, employment and other taxes and file and provide W-2 forms and other forms as it believes it is required to do by law. No Participating Employer, nor OASBO, guarantees to any person any tax consequences with respect to the Plan.
- (d) OASBO and the Providers intend that the form of this Plan, the Adoption Agreement of a Participating Employer and the Provider Selection Agreement will permit a Participating Employer to establish an "Eligible Deferred Compensation Plan" that meets the requirements of IRC Section 457(b).

## **5.8 GOVERNING LAW**

The Plan shall be interpreted, construed and administered by the Administrator in a manner which is intended to assure that the Plan will be qualified as an "eligible deferred compensation plan" under IRC Section 457(b); and otherwise shall be interpreted, construed and administered, and enforced, in accordance with the laws of the State of Ohio.

## **ARTICLE VI**

### **AMENDMENT AND TERMINATION**

#### **6.1 AMENDMENT**

- (a) OASBO may amend this Plan at any time, subject to the limitations of paragraphs (b) and (c) below. Unless otherwise provided in the action adopting the amendment to the Plan, amendments to this Plan shall automatically effect amendments to the Plan of each Participating Employer. Amendments to the Plan shall become effective as stated in the amendment. Amendments to the Plan may have retroactive effective dates, subject to the restrictions of paragraphs (b) and (c) below.
- (b) No amendment to the Plan shall be effective to the extent that it authorizes or permits any part of the interests held under a Provider Contract (other than such part as is required to pay taxes and administration expenses) to be used for or diverted to any purpose other than for the exclusive benefit of the Participants or their Beneficiaries; or to the extent that it causes any reduction in the amount credited to the Account of any Participant; or to the extent that it causes or permits any portion of the Provider Contract to revert to or become property of a Participating Employer.
- (c) No amendment to the Plan shall alter or amend the responsibilities or duties of a Provider unless the Provider has agreed to such amendment.
- (d) All amendments to the Plan shall be approved or authorized by a resolution of the Board of Trustees of OASBO approving the amendment itself or the basic terms of the amendment.
- (e) All amendments to the Plan shall be made in writing and shall be signed by the President of the Board of Trustees of OASBO.

#### **6.2 TERMINATION BY THE PARTICIPATING EMPLOYER**

The Participating Employer shall have the right at any time to terminate its Plan by delivering a written notice of such termination to OASBO and the Provider. Upon the full termination of the Plan by the Participating Employer:

- (a) All Participation Agreements under the Plan shall be immediately terminated.
- (b) Unless and until directed otherwise by the Participating Employer, the Providers shall continue to hold the assets of the plan that are in the Provider Contracts and to distribute them in accordance with the provision of Article IV and other applicable provisions of the Plan and Provider Contracts.
- (c) Subject to the terms of the Provider Contracts, the Participating Employer may direct the Provider to transfer the assets held under a Provider Contract to another



provider under another Eligible Deferred Compensation Plan of the Participating Employer.

- (d) Subject to the terms of the Provider Contracts and applicable law, the Participating Employer may direct the Provider to pay the assets held under a Provider Contract directly to Participants and Beneficiaries.

### **6.3 TERMINATION BY OASBO**

OASBO shall have the right at any time to revoke its consent to a Participating Employer's Adoption Agreement and participation in this Plan. If OASBO wishes to exercise its right, OASBO shall deliver to the Participating Employer written notice of such revocation. Upon the effective date of such revocation, the Participating Employer shall cease to be a Participating Employer under this Plan and the provisions of Section 7.2 shall apply. Accordingly, the Participating Employer shall thereafter be solely responsible for its deferred compensation plan, including, without limitation that plan's continued satisfaction of the requirements of IRC Section 457(b). Subject to the terms of the Plan Provider Agreement, OASBO shall have the right at any time to revoke its consent to the Plan being funded by Provider Contracts funded by one or more of the Providers. If OASBO wishes to exercise its right, OASBO shall deliver to the Provider written notice consistent with the terms of the Plan Provider Agreement and the applicable Provider Contracts.

## **ARTICLE VII**

### **MISCELLANEOUS**

#### **7.1 ASSETS FOR EXCLUSIVE BENEFIT OF PARTICIPANTS AND BENEFICIARIES**

All amounts of Compensation deferred under this Plan, all property and rights which may be purchased with such amounts and all income attributable to such amounts, property or rights shall be held in trust (or a custodial account or annuity contract described in IRC Section 401(f)) for the exclusive benefit of Participants and their Beneficiaries. All such amounts shall not be subject to the claims of the Participating Employer's general creditors.

#### **7.2 ALIENATION**

Subject to applicable state law (and the terms of the Provider Contracts), and except as provided in Section 7.3, no benefit which shall be payable to any person (including a Participant or his Beneficiary) shall be subject in any manner to anticipation, alienation, sale, transfer, assignment, pledge, encumbrance, or charge, and any attempt to anticipate, alienate, sell, transfer, assign, pledge, encumber, or charge the same shall be void; and no such benefit shall in any manner be liable for, or subject to, the debts, contracts, liabilities, engagements, or torts of any such person, nor shall be subject to attachment or legal process for or against such person, and the same shall not be recognized except to such extent as may be required by law.

#### **7.3 DOMESTIC RELATIONS ORDERS**

Notwithstanding the terms of Sections 7.1 and 7.2, if the Plan Administrator receives a judgment, decree or order ("Domestic Relations Order") that satisfies the requirements of IRC Section 414(p)(1)(A)(i), as provided in the Domestic Relations Order, the Provider shall make payments from the Participant's Account to an "Alternate Payee" of a Participant (instead of to the Participant or any other Beneficiary). When payment is made, or a separate account is established for an Alternate Payee, the Account of the Participant or any other Beneficiary shall be reduced correspondingly.

A Domestic Relations Order meets the requirements of IRC Section 414(p)(1)(A)(i) if it is made pursuant to a state domestic relations law (including a community property law). A Domestic Relations Order may provide that amounts will be payable to the Alternate Payee prior to the time that a Participant has a severance from employment. Unless prohibited by a Provider Contract, a Domestic Relations Order also may provide for the segregation of a separate Account for an Alternate payee prior to the time that amounts become payable to the Alternate Payee under the Domestic Relations Order. A Domestic Relations Order may provide that amounts payable to an Alternate Payee may be immediately distributable.

When payment is to be made to the Alternate Payee, the Alternate Payee may be required to complete such forms as may be required by the Administrator and the Provider.

The Administrator shall determine whether a Domestic Relations Order meets the requirements of IRC Section 414(p)(1)(A)(i) and is otherwise consistent with the terms of this Section.

**7.4 PARTICIPANT RIGHTS**

This Plan shall not be deemed to constitute a contract between a Participating Employer and any Employee or Participant. Nothing contained in this Plan shall be deemed to give any Participant or Employee the right to be retained in the service of a Participating Employer or to interfere with the right of the Participating Employer to discharge any Participant or Employee.

**7.5 MILITARY SERVICE**

Notwithstanding any provision of the Plan to the contrary, contributions, benefits, and service credit with respect to qualified military service shall be provided in accordance with IRC Section 414(u) and applicable federal and state law.

**7.6 GENDER AND NUMBER**

Wherever any words are used herein in the masculine, feminine or neuter gender, they shall be construed as though they were also used in another gender in all cases where they would so apply, and whenever any words are used herein in the singular or plural form, they shall be construed as though they were also used in one other form in all cases where they would so apply.

\* \* \*

## EXHIBIT A

### PLAN LOAN PROVISIONS

#### **Compensation Plan regarding the allowance of loans from the plan**

WHEREAS, the Ohio Association of School Business Officials (“OASBO”) has established and maintains a deferred compensation plan (“Plan”) pursuant to Section 457(b) of the Internal Revenue Code of 1986; a 457(b) plan for adoption by Participating Employers via an Adoption Agreement and a Provider Selection Agreement;

WHEREAS the Participating Employers in the Plan are public schools that are governmental entities, as defined in Internal Revenue Code (“IRC”) Section 457(e)(1)(A), eligible to sponsor a Section 457(b) deferred compensation plan; and

WHEREAS, the Internal Revenue Service (“IRS”) has issued 457 Regulations concerning the operation of Section 457(b) deferred compensation plans and such regulations set forth rules governing the availability of loans from 457(b) plans maintained by a governmental entity as defined in IRC Section 457(e)(1)(A); and

WHEREAS, OASBO wishes to amend the Plan to allow for the provision of loans to participants under the Plan by adopting the provision set forth below, recognizing that subsequent IRS guidance may necessitate additional Plan amendments;

Now, therefore, the Plan is hereby amended as provided below.

**Loan Availability.** Loans shall be made available in accordance with the terms of the Plan’s investment product.

**Amount Available.** Any Participant may borrow, on written application to the Provider and on approval by the Provider under such uniform rules as the Provider shall adopt, an amount which, when added to the outstanding balance of any other loans to the Participant from the Plan and any other qualified plan of the participating Employer does not exceed the lesser of:

- (i) \$50,000 reduced by the excess (if any) of the highest outstanding balance of loans from the Plan to the Participant during the one year period ending on the day before the date on which such loan is made, over the outstanding balance of loans from the Plan to the Participant on the date on which such loan was made, or
- (ii) one-half (1/2) of the present value of the non-forfeitable accrued benefit of the Employee under the Plan.

For purposes of this limit, all plans of the participating Employer shall be considered one plan, to the extent required by Section 72 of the Code, and the balance of all loans under any plan of the participating Employer under which the individual participates must be aggregated in determining the maximum loan available from the 457 plan.

The minimum amount of a loan made pursuant to this Section shall be \$1,000 for a general purpose loan, and \$2,500 for a residential loan.

**Terms.** In addition to such rules and regulations as the Provider may adopt, all loans shall comply with the following terms and conditions:

- (a) **Assignment.** An assignment or pledge of a portion of a Participant's interest in the Plan shall be required to secure a loan made under this Section. An assignment or pledge of any portion of a Participant's interest in the Plan and a loan, pledge, or assignment with respect to the Participant's interest any investment product purchased under the Plan, shall be treated as a loan under this Section.
- (b) **Application.** An application for a loan by a Participant shall be made in writing to the Provider, whose action in approving or disapproving the application shall be final. As provided in the Provider's loan application, only one loan may be made during any 12 month period.
- (c) **Loan Agreement.** Each loan shall be evidenced by a loan agreement executed by the Participant and delivered to the Provider and shall be adequately secured.
- (d) **Term.** The period of repayment for any loan shall be as determined in the loan application, not to exceed five (5) years for a general purpose loan. However, loans used to acquire any dwelling unit which, within a reasonable time, is to be used (determined at the time the loan is made) as a principal residence of the Participant shall, provide for periodic repayment over a period not to exceed twenty (20) years. In the event a Participant enters the uniformed services of the United States and retains reemployment rights under law, repayments may be suspended and no interest will accrue during the period of leave. The period of repayment shall be extended by the number of months of leave in the uniformed services. In the event a Participant is on a participating Employer approved, bona fide leave of absence without pay, loan payments may be suspended (but interest will continue to accrue) for the period of leave but not to exceed one year; however, the loan must be repaid by the original loan repayment date.
- (e) **Interest Rate.** The interest rate to be charged on loans shall be determined at the time of the loan application in the manner prescribed in the investment product from which the loan is taken. The interest rate so determined shall be fixed for the duration of each loan.
- (f) **Repayment.** Payments of principal and interest will be made in substantially level amounts on a quarterly basis, over the term of the loan. Notice will be sent to Participants of the amount due before the due date.
- (g) **Prepayment.** The Participant shall be permitted to repay the loan in full or in part at any time prior to maturity, without penalty.

- (h) **Foreclosure.** If a loan is not repaid in accordance with the terms contained in the loan agreement and a default occurs, the Plan may execute upon its security interest in the Participant's account to satisfy the debt; however, the Plan shall not levy against any portion of the loan account until such time as a distribution of the account could otherwise be made under the Plan.
- (i) **Effect on Death Benefit.** If a death claim is submitted for an individual account with an outstanding loan balance, the individual account including the amount of the Loan Account, will be reduced by the amount of the outstanding loan balance before the death benefit amount is determined.
- (j) **Other Terms and Conditions.** The Provider shall fix such other terms and conditions for loans as it deems necessary to comply with legal requirements, to maintain the status of the Plan as an eligible deferred compensation plan under Section 457(b) of the Code, or to prevent the treatment of the loans for tax purposes as a distribution to the Participant. The Provider, in its discretion for any reason, may establish other terms and conditions for loans, not inconsistent with the provisions of this Section. Any additional rules or restrictions as may be necessary to implement and administer loans shall be in writing and communicated to Participants.

**Participant Loan Accounts.** Upon approval of a loan to a Participant by the Provider, an amount not in excess of the loan amount shall be transferred from the Participant's other investment fund(s) to the Participant's loan account as of the close of the accounting date which is the agreed upon date on which the loan is to be made.

\* \* \*

**ADDENDUM TO THE  
457 PLAN PROVIDER  
AGREEMENT WITH OASBO**

This is an Addendum to the 457 Plan Provider Agreement between the Ohio Association of School Business Officials (OASBO) (acting on behalf of itself and for the benefit of all Participating Employers under the OASBO 457 Deferred Compensation Plan - “Participating Employers”), Voya Retirement Insurance and Annuity Company (“Voya”), Voya Financial Partners, LLC, and AXA Equitable Life Insurance Company (“AXA”).

The provisions of this Addendum are hereby incorporated into the Agreement and are an integral part of such Agreement.

Any capitalized terms not defined in this Addendum shall have the meaning given to them in the 457 Plan Provider Agreement.

Voya and AXA (collectively, the “Providers”) hereby acknowledge that as a membership organization for the Participating Employers and their employees, OASBO has a special relationship with the Participating Employers and their employees; and that the Providers are the only two providers permitted to market Provider Contracts to Plan Participants and beneficiaries in connection with the OASBO 457 Deferred Compensation Plan (the “Plan”). Accordingly, it is in the interest of OASBO to take reasonable steps to try to assure that the Providers act in relation to Participating Employers and their employees in accordance with the provisions of this Addendum.

Accordingly, each Provider hereby agrees that that it, and its officers, employees, agents and affiliates shall act as follows:

Ethics and Conflict of Interest Policy

- Consistent with this agreement and as required by applicable federal and state law, perform services properly, diligently and appropriately in partnership with the Providers and OASBO.
- Strive for excellence and innovation and demonstrate professional respect and responsiveness to OASBO members and others.
- Respect the confidentiality of sensitive information regarding this Agreement and do not to use confidential information in the marketing of any products or services.
- Comply with applicable federal, state and local laws, regulations and fiduciary responsibilities (if applicable).
- Provide all participants who have elected to change providers with a switch form, agreed to between the Providers.
- Fully disclose the features and benefits of each Provider Contract, including fees and expenses, consistent with disclosure requirements imposed on private sector

employers who are subject to the Employee Retirement Income Security Act of 1974, as amended (“ERISA”)

- Act honestly and ethically in accordance with to the regulatory bodies that govern AXA, as well as any federal or local laws, statutes and ordinance when soliciting to and servicing business with OASBO members/constituents
- Refrain from actions and involvements that might adversely affect objectivity or that might embarrass OASBO
- Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest to the Executive Director of OASBO
- Agree to follow the gifting rules as development by the Ohio Board of Ethics:
  - Employees of Ohio’s public schools, including Treasurers, Superintendents, Business Managers, Teachers and all staff are considered governmental employees and are subject to certain gifting rules as determined by the Ohio Board of Ethics. As such, Voya and AXA are required to strictly follow these rules and should refrain from providing gifts, entertainment or other favors to any school employee or entity, including unions and their members. Likewise, the gifting rules prohibit school employees from accepting gifts. Items of nominal or insignificant value, such as pens, bags, note pads, etc. are permitted to be distributed for use in the school district

#### Rules of Engagement

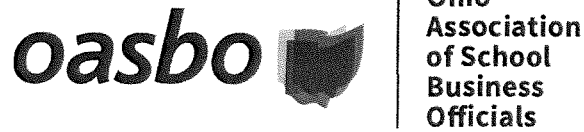
- Provider representatives shall work through the treasurer/CFO of a Participating Employer (or his/her designee) in relation to meetings, staff interactions, solicitations, sales, educational presentations and/or other matters relating to this agreement

#### Third Party Administration

- To the extent agreed to between Voya and a Participating Employer, Voya shall serve as Third Party Administrator (TPA) for the Providers. If so agreed, TPA will handle common remitter/plan administration services including website maintenance and enrollment.

\* \* \*





**PROVIDER SELECTION AGREEMENT FOR THE  
OASBO 457 DEFERRED COMPENSATION PLAN**

The Ohio Association of School Business Officials (“OASBO”) has adopted and maintains OASBO 457 Deferred Compensation Plan (the “Plan”). The Plan is designed to allow an “Eligible Employer” to establish its own “eligible deferred compensation plan” under Section 457(b) of the Internal Revenue (“IRC”).

OASBO also maintains a Plan Provider Agreement with Voya Retirement Insurance and Annuity Company (“Voya”) and AXA Equitable Life Insurance Company (“AXA”) (the “Provider Agreement”). Under the Provider Agreement, (i) Voya will provide to OASBO specimen amendments to assist in the maintenance of the Plan, so that it may continue to be designed to meet the requirements of IRC Section 457(b), (ii) Voya and AXA will offer to Eligible Employers who adopt the Plan group annuity contracts that meet the requirements of IRC Section 457(g)(3) (“Provider Contracts”), and (iii) in accordance with the terms of the Provider Agreement, Voya and AXA will provide assistance with Plan administration to Eligible Employers that use the Plan to adopt a Section 457(b) Plan.

Under the Plan, an Eligible Employer adopts its own Section 457(b) Plan by executing an Adoption Agreement and this “Provider Selection Agreement,” and entering into one or more Provider Contracts with Voya and/or AXA.

The undersigned Participating Employer has executed an Adoption Agreement with respect to the Plan and hereby wishes to complete its adoption of its own “eligible deferred compensation plan” under IRC Section 457(b). The undersigned Participating Employer also agrees to complete an application for and to otherwise take such actions as are necessary for the Participating Employer to establish one or more Provider Contracts with the Providers indicated below. The Participating Employer hereby elects to fund its Plan through Provider Contracts issued by the following companies:

- 1. Voya Retirement Insurance and Annuity Company
- 2. AXA Equitable Life Insurance Company

\* \* \*

IN WITNESS WHEREOF, the Participating Employer has caused this Provider Selection Agreement to be signed by its duly authorized officers on the day and date first above written.

**PARTICIPATING EMPLOYER**

By: Mike Barnhart

Title: Treasurer

Date: \_\_\_\_\_

**CONSENT BY  
OHIO ASSOCIATION OF SCHOOL BUSINESS OFFICIALS**

\_\_\_\_\_  
**James Rowan, Executive Director**

Date: \_\_\_\_\_



## **ADOPTION AGREEMENT FOR THE THE OASBO 457 DEFERRED COMPENSATION PLAN**

The Ohio Association of School Business Officials (“OASBO”) has adopted and maintains OASBO 457 Deferred Compensation Plan (the “Plan”). The Plan is designed to allow an “Eligible Employer” to establish its own “eligible deferred compensation plan” under Section 457(b) of the Internal Revenue IRC (“IRC”).

For purposes of the Plan, an “Eligible Employer” is any Ohio public school district or other Ohio governmental body that is approved by OASBO as an Eligible Employer. However, no employer can be approved by OASBO unless that employer is an organization described in IRC Section 457(e)(1)(A). Accordingly, the employer must be considered to be a state, political subdivision of a state, or agency or instrumentality of a state or political subdivision.

Under the Plan, an Eligible Employer adopts its own Section 457(b) Plan by executing this Adoption Agreement and a separate “Provider Selection Agreement”, and entering into one or more Provider Contracts with Voya and/or AXA.

By completing this Adoption Agreement, the undersigned Eligible Employer hereby adopts a 457 Deferred Compensation Plan for the benefit of those Employees who are designated under this Adoption Agreement as Eligible Employees. The terms of the Plan shall constitute the terms of the Eligible Employer’s plan, modified as provided in this Adoption Agreement.

The Plan of the undersigned Eligible Employer shall become effective as the date specified in the Adoption Agreement; provided, however, that such date shall not be any earlier than the date that the undersigned Eligible Employer enters into a Provider Contract as described in the Plan.

**PARTICIPATING EMPLOYER INFORMATION**

Name of Participating Employer: Findlay City Schools  
Address: 2019 Broad Ave.  
Findlay, OH 45840

Telephone Number: 419 425 8237

Employer Identification Number: 34 640 0447

**ADOPTION AGREEMENT INFORMATION**

This Adoption Agreement of the 457(b) Deferred Compensation Plan of the Participating Employer shall be effective as of: \_\_\_\_\_

**PLAN OPTIONS**

Eligible Employees:

All Employees

Other: \_\_\_\_\_

**Participant Deferral Account (Section 1.17)**

Employer contributions to the Participant Deferral Account  will  will not be permitted under the Plan.

**Roth Deferrals:**

Roth Deferrals  will  will not be permitted under the Plan.

**Unforeseeable Emergency Withdrawals:**

Unforeseeable Emergency Withdrawals  will  will not be permitted under the Plan.

**CERTIFICATION AND SIGNATURE**

The Participating Employer hereby represents that it is an Ohio public school district or other Ohio governmental body.

The Participating Employer acknowledges and agrees that (i) the provisions of the Plan are the provisions of its own 457 Deferred Compensation Plan, including any amendments that, from time to time, may be made to the Plan by OASBO, and (ii) it will carry out and fulfill the obligations of a Participating Employer and the Administrator under the terms of the Plan.

This Adoption Agreement, the joinder agreement and the Plan document together constitute the Plan. The Plan is a specimen plan, not a master or prototype, and has not been approved by the IRS. The adoption of the Plan and related tax consequences are the responsibility of the Participating Employer and its independent tax and legal advisors.

\* \* \*

**Adopted by the undersigned Participating Employer:  
PARTICIPATING EMPLOYER**

By: Mike Barnhart

Title: Treasurer

Date: \_\_\_\_\_

\*\*\*\*\*

**APPROVAL BY THE OHIO ASSOCIATION OF SCHOOL  
BUSINESS OFFICIALS:**

By: \_\_\_\_\_

Title: James Rowan, Executive Director

Date: \_\_\_\_\_



EXHIBIT F

# Chamberlin Hill & Jefferson Primary



## Parent Handbook 2018-2019

*Jefferson Office – 419-425-8298*  
*Chamberlin Hill Office – 419-425-8328*

August, 2018

Dear Chamberlin Hill and Jefferson Families,

The Chamberlin Hill & Jefferson Handbook provides information for parents and students. A clear understanding of its contents will ensure a better school experience for our students.

Expectations of student behavior, understanding of school rules, general school procedures and operations are discussed and outlined for your review.

It is essential that parents review this Parent Handbook and discuss it with their children. An ongoing open system of communication between the home and the school is a crucial ingredient to a meaningful educational experience for your children. Remember that this is your school and you are always welcome here.

Yours in Education,

Lyndsey Stephenson – CH Principal

Kim Plesec – JE Principal



# The 7 Habits® Tree

AND REMEMBER TO  
TAKE CARE OF YOURSELF

**Habit 7**

**SHARPEN THE SAW®**  
Balance Feels Best

THEN PLAY WELL  
WITH OTHERS

**Habit 6**

**SYNERGIZE®**  
Together Is Better

**Habit 5**

**SEEK FIRST TO UNDERSTAND,  
THEN TO BE UNDERSTOOD®**  
Listen Before You Talk

**Habit 4**

**THINK WIN-WIN®**  
Everyone Can Win

START WITH YOU

**Habit 3**

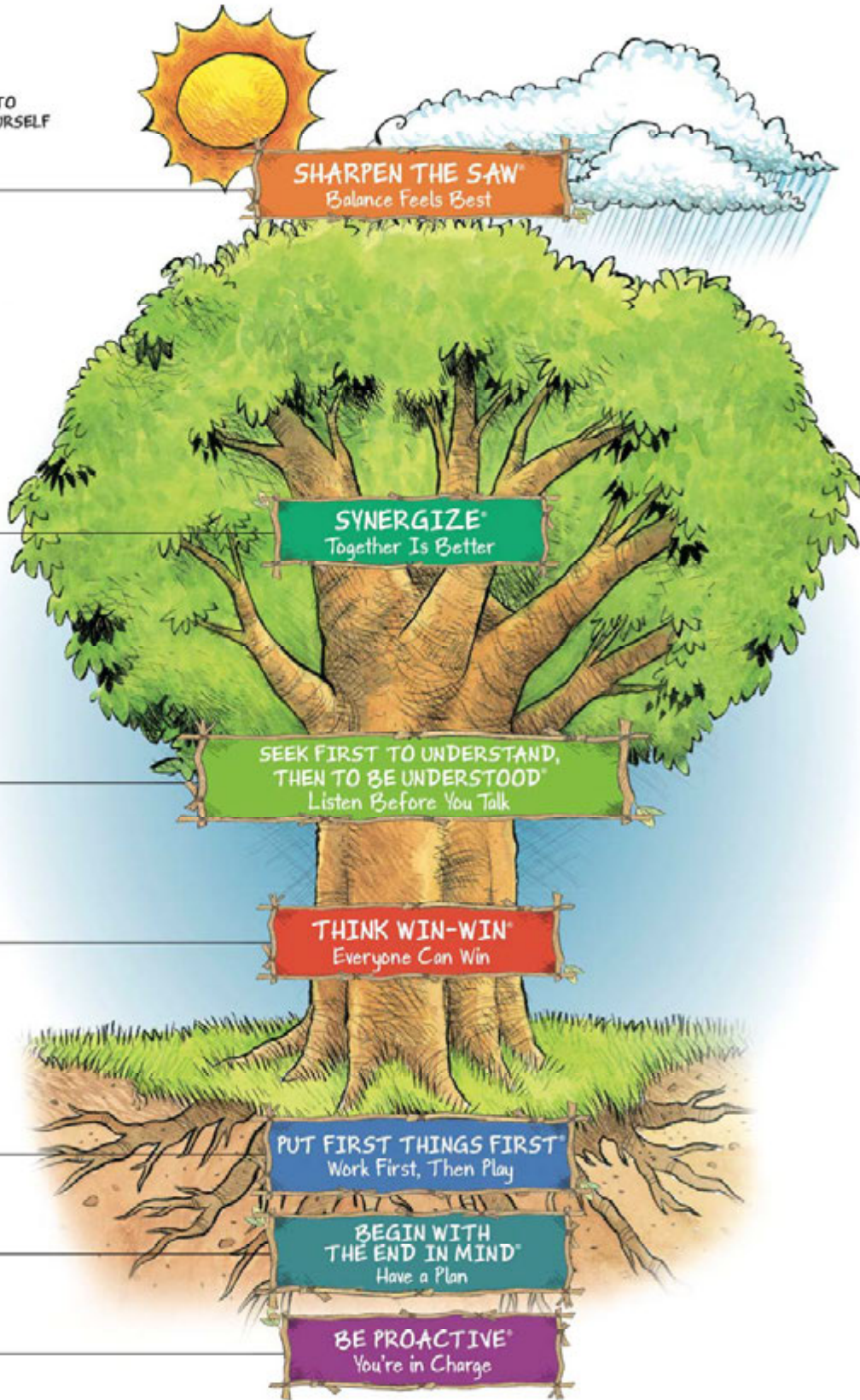
**PUT FIRST THINGS FIRST®**  
Work First, Then Play

**Habit 2**

**BEGIN WITH  
THE END IN MIND®**  
Have a Plan

**Habit 1**

**BE PROACTIVE®**  
You're in Charge



## **FCS Mission:**

Educating and empowering for life.

## **JE Mission**

Together we **L.E.A.D.** and inspire each other to be respectful life-long learners.

**L**ove learning  
**E**xcel in all we do  
**A**chieve goals together  
**D**o the right thing

(even when no one is watching!)

## **CH Mission**

I will challenge myself, show respect, encourages others, and take pride in my community because . . . It starts with me.

## **Strategies**

- \*Share the expectations and process of Leader In Me with students and parents.
- \*Teach The 7 Habits
- \*Teach and model expected student behavior.  
Focus areas: Arrival, Lunch, Recess, Bathroom, Dismissal
- \*Participate in Service-Learning projects
- \*Develop Leadership roles and groups with student input
- \*Implement consistently - Lighthouse Team, BLT, TBT's, Building-wide schedule, Curriculum mapping/schedule, Core++ Model
- \*Implement Common Core, RTI practices, Differentiation, Marzano strategies
- \*Collect and analyze data on academic and behavioral progress as determined by district, BLT's.

The Mission, Vision, and Strategies are developed and will be pursued as expected in conjunction with or aligned to the current Findlay City Schools Strategic Plan as approved by the FCS Board.

## Jefferson Primary Daily Schedule

### **Kindergarten, Grade 1 & 2**

Breakfast begins	8:50 am
Arrival/Entry into Building	9:00 am
Classes begin - Tardy bell rings	9:15 am
2 Hour Delay Arrival	11:00 am
2 Hour Delay – Tardy Bell	11:15 am
Student Dismissal/Exit Building	3:40 pm

**Students may not arrive or enter the building before 9:00am** unless eating breakfast or attending a scheduled morning session with teachers. Students are not monitored prior to 9:00am due to staff meetings, conferences, or in-service. Parents must sign students in at the office if late to school.

Please make sure any daycare arrangements are in place for *scheduled* and *weather related* 2 Hour Delays.

The Superintendent may choose to utilize a Special Weather Related Schedule as seen to the left. Please make sure any daycare arrangements are in place for this schedule.

## Chamberlin Hill Daily Schedule

### **Grades 3, 4, 5**

Breakfast begins	8:40 am
Arrival/Entry into Building	8:50 am
Classes begin - Tardy bell rings	9:05 am
2 Hour Delay Arrival	10:50 am
2 Hour Delay – Tardy Bell	11:05 am
Student Dismissal/Exit Building	3:30 pm

**Students may not arrive or enter the building before 8:50am** unless eating breakfast or attending a scheduled activity such as choir, tutoring. Students are not monitored prior to 8:40am due to staff meetings, conferences, or in-service. Parents must sign students in at the office if late to school.

Please make sure any daycare arrangements are in place for *scheduled* and *weather related* 2 Hour Delays.

The Superintendent may choose to utilize a Special Weather Related Schedule as seen to the left. Please make sure any daycare arrangements are in place for this schedule.

## Bad Weather

Due to bad weather or scheduled staff professional development, school can be delayed for 2 Hours or closed. Please note the time of delay chosen and all start times are moved back accordingly. Dismissal remains at the regular time. For any of this information please view the District Website @ [www.findlaycityschools.org](http://www.findlaycityschools.org), sign up for email/text alerts on this page, or listen to 1330AM, 96.7FM, 100.5FM, 103.7FM, or watch Toledo channels 11, 13, 24, 36. Please make any necessary daycare and transportation arrangements if required. All busses will run routes.

## Absences

**Remember, the “Missing Child Act” requires you to notify the schools if your child is going to be absent. If you do not call, we are required by that same law to contact you to determine the absence. Please do not be offended by this call – it is the law.** You may call the school offices 24 hours a day and leave a message when necessary. Calls should be made prior to their Tardy Time in order to communicate that absence to the classroom teacher. Leave your child’s name, grade, teacher, and why they are going to be absent. Please follow your child’s absence with a parent note or doctors excuse to the school office. You may request homework for pick up in the office. We need a half days notice. Make attendance a priority. The school day ends at CH 3:30/JE 3:40 please allow your child to stay for a full day of learning. Habit #1 – “Be Proactive” – You’re in charge of your child’s learning. A day absent is learning missed. Great attendance is an expectation of all employers. Start your child understanding that now!

**Jefferson Office – Mrs. Mason, 419-425-8298**

**Chamberlin Hill Office – Mrs. Welker, 419-425-8328**

### Breakfast

Breakfast is served every morning. **Jefferson and Chamberlin Hill students may enter the building at 8:40am and go directly to the cafeteria.** Once there, they must eat quickly. We do not expect them to be late to class due to eating breakfast. If you would like your child to have breakfast and you are transporting, be sure they arrive at 8:40am. Students are eligible for free or reduced breakfast plan when the application has been completed and approved. Please contact the office if this is needed.

**Student Cost: \$1.75/Reduced \$.30**

**Adult Cost: \$1.75**

**Milk: \$.50**

### Lunch Prices

**Student Lunch: \$2.70 / Reduced \$.40**

**Milk: \$.50**

**Adult Lunch: \$3.25**

You may pay money to your child's lunch account by either sending a check into the school office or going online using EZPay and paying with a credit card (you can also check your child's balances on EZPay). Your child accesses these funds by "punching in" their student ID code as they see our cashier in the lunch line. When this account runs low, a notice will be sent home from our Food Service Cashiers. Please make all checks out to *Findlay City Schools. Use the memo line to designate for fees or lunches. Do not pay school fees and lunch costs on the same check. They must remain separate.* If you are currently experiencing financial hardship, please contact our office and request a Free/Reduced Lunch/Fee application. **Secretaries do not have access to account information. If you would like an update on account balances, please call the FCS Food Service office @ 419 – 420 – 7014.**

### Lunch Schedules

Lunch schedules allow for 20 minutes of recess and 20 minutes for eating. Parents are not permitted on the playground during recess. Students then enter to eat. When eating, students are to remain seated until finished. They are to speak quietly and follow all instructions provided by monitors. Students are responsible for cleaning their area used – all trash removed from table and floor, if dropped. If there is poor weather, we will remain in classrooms. Please see the "Jefferson/Chamberlin Recess & School Clothing" Guide in this packet. Please be cogniscent of what you are packing in your child's lunch and if it prepares them for an afternoon of learning. **Please do not send sugary, caffeniated, and/or energy drinks.** You are welcome to come eat lunch with your child. They love to see you and show you off to friends!

#### **Jefferson Lunch Schedule**

<b>First Grade</b>	Lunch	11:10 – 11:30
	Recess	11:30 – 11:50
<b>Second Gr.</b>	Lunch	12:00 – 12:20
	Recess	12:20 – 12:40
<b>Kinder.</b>	Lunch	11:35 – 11:55
	Recess	11:55 – 12:15

#### **Chamberlin Lunch Schedule**

<b>5<sup>th</sup> Grade</b>	Recess	11:30 – 11:50
	Lunch	11:50 – 12:10
<b>3<sup>rd</sup> Grade</b>	Recess	11:55– 12:15
	Lunch	12:15 – 12:35
<b>4<sup>th</sup> Grade</b>	Recess	12:20 – 12:40
	Lunch	12:40 – 1:00



## School Fees

### **Kindergarten through Grade 5 - \$43.00 year or \$21.50/semester**

Please make all checks out to *Findlay City Schools*. *Use the memo line to designate for fees or lunches. Do not pay school fees and lunch costs on same check. They must remain separate.* If you are currently experiencing financial hardship, please contact our office and request a Free/Reduced Lunch/Fee application.

**You may pay Fees online using “EZ Pay”. You may use credit or debit card, or electronic check.**

- 1) Go to [www.findlaycityschools.org](http://www.findlaycityschools.org)
- 2) Click on **EZ Pay** online payments
- 3) Select your student’s school
- 4) Select your student’s type of fee
- 5) Enter the amount you want to pay
- 6) Check out

## Library And Computer Labs

The library and computer equipment is open for student use during the school day. For the benefit of others, all students are urged to return checked-out materials on time. If for some reason checked-out materials are lost, etc., and cannot be returned, the librarian should be informed immediately.

## Acceptable Student Use

Students may only access the district network and/or Internet by using their assigned network account. Use of another person’s account/password is prohibited. Students may not allow other users to utilize their passwords.

Students may not intentionally seek or suggest to other students to seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network. Students may not upload, download, create or transmit confidential information, a computer virus, worm, Trojan horse, or other harmful components or corrupted data, or vandalize the property of another. Vandalism includes any malicious attempt to hack, alter, harm or destroy software, hardware, data of another user, other Network resources, or the use of the Network to destroy anything on the Internet or outside Networks. Students may not purposely engage in computer activities that degrade or disrupt the operation of the Network or that waste limited resources. For example, do not waste toner or paper in printers, and do not send chain letters, even for non-commercial or apparently “harmless” purposes, as these, like “junk email”, use up limited Network capacity resources. Students are encouraged to save and store their work in their server account, understanding that school staff may review computer files or messages that are created by the student. Material may be reviewed for grading and appropriate content. Additionally, files may be reviewed for any harassing or threatening material, and/or any vulgar or obscene content. Students are not to modify or remove any identifying labels on computer equipment. Students are permitted to use networked software and school-supplied software. Programs written by the student which are part of an assignment in a school’s course of study may be run, as required, for that course of study’s requirements, with teacher supervision. Students may not install or delete programs on the school’s computers. Students may not download programs from the Internet or any portable device and attempt to install onto District computers. Students shall not remove, alter or copy Network software for their own personal use or for the use of others. All electronic communication between students and teachers should take place through their district assigned accounts. Students are asked to advise school staff when they observe any violation of the school’s policy for the use of the school’s computers. Students are asked to advise their teacher when a computer malfunctions in any way. Students may not use the District's computers or network to offer for sale any substance the possession or use of which is prohibited by law or the Student Discipline Code. Students may not create, copy, view, transmit, download, upload, or seek, sexually explicit, obscene or pornographic materials. Students may not create, copy, view, transmit, download, or upload any materials that include the design or detailed information for the purposes of creating an explosive

device, materials in furtherance of criminal activities or terrorist acts, threatening materials or any other materials that violates or encourages others to violate the law or the Student Discipline Code. Students may not upload, download, copy, redistribute or republish copyrighted materials without permission from the owner of the copyright. Even if materials on the Network are not marked with the copyright symbol, students should assume that they are protected under copyright laws unless there is explicit permission on the materials to use them. Students may not use web proxies to view, download or seek materials, files, information, software or other content that may be offensive, defamatory, misleading, infringing, or illegal, or to view or access content or information unrelated to the curriculum. Students may not post or distribute inappropriate photos or media (pornography, dangerous, or hate-related media of any kind). This includes cyberbullying or harassing another individual (student or employee) or posting/transmitting information of any kind about another person without their consent, including, but not limited to video, images, audio, text, or any other media. Example: Any material, images/media taken from within the district or its property cannot be used for defamatory, inaccurate, obscene, sexually explicit, lewd, hateful, harassing, discriminatory, violent, vulgar, rude, inflammatory, threatening, profane, pornographic, offensive, or terroristic purposes. This includes, but is not limited to, disseminating electronically (email/Instant Messaging) or posting this type of information about another student or employee on an outside communication site such as MySpace, FaceBook, etc.

Exceptions to any of the above rules are permitted only under direct teacher supervision. Violations of these rules may result in disciplinary action, including, but not limited to, termination of access to the school's computers, detention and/or suspension. Violations also may be referred to the appropriate legal authorities and/or other legal action may be pursued. **The complete acceptable use policy is available online at [www.findlaycityschools.org](http://www.findlaycityschools.org).**

### **Progress Reports & Grade Cards**

Jefferson and Chamberlin Hill both follow a quarterly reporting schedule or 9 weeks. Student achievement in academic areas, as well as behavior, effort, and attendance will be reported to families at the end of each 9-week period.

Jefferson utilizes a Progress Report that is comprised of a checklist of expected skills and learning benchmarks. Each of the curricular areas will be assessed at different times of the year. These areas align directly to the State of Ohio expectations standards.

Chamberlin Hill utilizes a percentage and letter grade format for the curricular areas assessed. Again, these areas align directly to the State of Ohio expectations standards. The grading scale at Chamberlin is as follows:

- 92% - 100% = A**
- 82% - 91% = B**
- 72% - 81% = C**
- 62% - 71% = D**
- Below 61% = F**

Parents may access grades and information by using an online system called ProgressBook. It can be found under the "Parent" tab at the top of the Findlay City Schools web page. Look for the link to the right. **Access sheets with passwords will be provided at Open House.**

[www.findlaycityschools.org](http://www.findlaycityschools.org)



Student achievement in subject areas such as Art, Music, Physical Education, will use the following scale:  
Outstanding = O Satisfactory = S Needs Improvement = N Unsatisfactory = U

**Progress Reports and Grade Cards will be distributed 5 working days after the close of the grading period. Chamberlin parents will be asked to sign and return a "received and comment" card.**

**9-Week Grading Periods End:**

October 19, 2018

January 4, 2019

March 15, 2019

May 23, 2019

**Progress Reports/Grade Cards Sent Home**

October 26, 2018

January 11, 2019

March 22, 2019

Will be mailed several days after May 24, 2019

**Parent / Teacher Conferences**

Jefferson and Chamberlin Hill staff believe conferences should occur as soon as students make adjustments to returning to school and have begun a consistent routine but have not developed practices or habits that are detrimental to learning the remainder of the school year. Therefore we hold conferences just prior to the First Nine Weeks reporting period in order to discuss what to expect on the Progress Report and/or Grade Card, as well as to communicate any needed changes in academic practices, attendance, or behaviors. Should you not be able to attend these conferences due to a conflict in your schedule, please contact your teacher and a meeting can be set for an alternative time. Teachers will work with families who may need to schedule multiple conferences. We strongly believe in meeting with every parent!

**Conference Dates - Jefferson & Chamberlin Hill**

We have scheduled our conference dates as follows. We expect 100% participation from families.

**Thursday, October 4 – 4pm to 8pm**

**Tuesday, October 9– 4pm to 8pm**

**Thursday, October 18 – 4pm to 8pm**

**Thursday, February 21 – 4pm to 8pm**

**Dress Code**

Parents are requested to send children to school clean, neat, and appropriately dressed for the learning activities of their day. Clothing should be comfortable to enable a child to participate in classwork as well as physical education and playground activities. Clothing should be appropriate for weather conditions since “We Go Outside Everyday We Can”. It is strongly recommended to label items such as jackets, sweaters, coats, boots, hats, gloves, mittens, and gym shoes – as an insurance against loss. Clothing which distracts or disrupts the learning process is not acceptable at school. We may have the student change into something else that we have or contact the home to bring something appropriate. Bare midriffs, tank tops, spaghetti string straps, and mesh jerseys without t-shirts underneath are prohibited. Clothing advertising drugs, alcohol, tobacco, or displaying inappropriate language, pictures, or figures are prohibited. **Flip-flop sandals, although popular and fashionable, can cause injuries if worn during recess or physical activities. We discourage wearing them.**

**Gym Shoes**

All students grade K-5 are required to wear gym shoes for Phys. Ed. class. This is a safety precaution for students. It is not necessary to keep an extra pair of shoes at school but students must remember to wear or bring them on their scheduled gym class days.

**Birthday or Classroom Celebrations**

Several times during the year classroom teachers may choose to provide snacks, host a celebration as a reward or motivator for students, or even connect foods into various reading, math, and science lessons. This is done at their discretion and with the knowledge of the dietary or allergy restrictions of their class. A large portion of our student population have issues with various foods and ingredients, therefore, **no edible treats as birthday celebrations are to be brought to school.** If there is something else you could provide or make a special contribution to the class instead, that would be preferable. Individual teachers should approve a class gift of any

kind. Please be sure to contact them. We are continuously trying to balance fun activities with safety precautions and appreciate your understanding.

**Items such as balloon or flower bouquets and large displays are disruptive and prohibited. If delivered to school, they will remain in the office until the end of the day or we will call and request you pick them up. They will not be delivered to the classroom.**

We request that you mail or contact families directly for party invitations. We will NOT pass items out in class. Do not ask your child to do so. The teachers will return the invitations home if seen doing so in class. We can assist with individuals you may not be able to contact by sending home a class birthday list per request. Please notify the school by September 20 if you do NOT wish such information to be released this school year.

### School Visitors

You are welcome to visit the school, especially to share a lunch with your child. If you wish to speak to your child's teacher you must leave a message with the secretary, make an appointment, call, or utilize email. **Do not expect to speak to your child's teacher as school begins. This also applies to 20 minutes after the dismissal bell.** Once students enter or exit the building, the teacher's focus must be on directing the children and be aware of any issues. If you enter the room and begin a conversation you then become a distraction and disruption to your child's class routine and a risk to the safety of all students. We do not know the intent of every adult that enters the building and therefore we must take every precaution necessary.

**All visitors to the buildings must sign in at the office – including volunteers. If you are bringing items your child needs, they must be left in the office and will be delivered by staff. Secretaries are instructed to not allow interruptions to class unless an emergency exists. Again, to ensure children's safety all doors except the main front entrance are locked after their arrival.** Thank you for respecting learning time and these safety practices. Unfortunately, incidents across our own country have caused us to change visitation and open door practices. We hope you understand.

### Jefferson & Chamberlin Hill Parent Teacher Organization (PTO)

The joint PTO is an excellent example of partnership and caring between schools and for the children. The strength in parental leadership and commitment to service to the buildings is essential and commendable. Parents can discover many opportunities to be active participants in their school environments and voices for support, change, and/or vision. This organization utilizes teacher representatives to communicate classroom or school needs and to report on events that PTO has sponsored or items purchased. PTO publishes a monthly newsletter detailing meetings, activities, and school news. I encourage all parents and teachers to attend meetings when possible.

#### PTO Officers for 2018-19

Co-Presidents-Danielle Perkins and Erika Hermiller  
Secretary- Monica Ferguson  
Treasurer-Shelly Stimmel  
Social Media-Christina Treece

Committee Leaders-  
Events-Nikki Needles  
Fundraising-Andrea Barger  
Donations-Elisha Frias  
Secret Santa-Emily Romick

[Jeffersonchamberlinhillpto@gmail.com](mailto:Jeffersonchamberlinhillpto@gmail.com)

#### PTO Meeting Dates, Times, and Location

Please see JE/CH Calendar Page



### **Social Media**

Please utilize the Findlay City Schools' web site for updated calendars, lunch menus, and a vast array of information. Also, check out each individual building's page. The website can be found at [www.findlaycityschools.org](http://www.findlaycityschools.org). To find activities sponsored within the Findlay community, click on the "Opportunities" link at the top of the tabbed area of the page. This is continuously updated. For academic websites, click on the "for Parents" tab and the "Web Site Links" on the left of the screen. Many of these provide practice in every subject for your child. We encourage you to subscribe to the FCS, Jefferson, and Chamberlin Hill Parent email list. You can sign up for alerts or messages. Just visit the school page of your choice. Look for the "Subscribe" link in the right-hand column. CH also provides FB live morning announcements at approximately 9:05.

### **Field Trips**

At various times throughout the school year, classes will schedule trips away from the building. In order for your child to be involved in such an activity, we need your permission. Please note that you will receive information prior to each fieldtrip. At that time, if you do not wish for your child to participate in the fieldtrip, you will need to send a written notification to the teacher prior to the fieldtrip day, informing us that your child may not participate. Please note that individual permission forms for each fieldtrip will **not** be sent home. I give permission for my son/daughter to participate in any planned and school sponsored field trips during the 2017-2018 school year. Realizing that all due care will be used to insure a safe experience. I release the school from all liability should an unforeseen accident occur.

### **District Handbook**

This handbook is created as a building-specific guide for expectation and practice. All elementary schools in Findlay also have a Board Approved Handbook Folder that includes rules, student code of conduct, and all systemic expectations for our school district. The District Handbook is provided to every parent as a pocket folder at the very beginning of the year or event – such as Open Houses. Please make sure you review this information and keep this folder handy as a guide. You can also access this handbook on each building website under "Announcements" on the right-hand column.

# Jefferson/Chamberlin Recess & School Clothing Guidelines

Living in Ohio requires adaptability to frequent weather changes. *We will go outside for recess every day that we can.* Should there be rain, wind, or snow, we watch the radar and thermometer and if there is no precipitation we will go outside, at least on the blacktop. We care about your child's health but also know that outdoor activity is crucial to a healthy lifestyle. Watch/Listen to local weather reports and help your child dress according to our guidelines below or also be prepared for delays and cancellations.



*Dress for Winter play!*

Wind Chill / Temperature

70 – and up

60 – 69 degrees

40 – 59 degrees

30 – 39 degrees

29 degrees & below

20 degrees & below

10 degrees & below

## Clothing Guidelines

Pants, shorts, skirts, short-sleeves

Long sleeves, sweatshirt, jacket

Pants, jacket over long sleeves, layers are best.

**Coat required with hat & gloves recommended.**

**Coat, hat, & gloves required.**

**Coat, hat, & gloves required.**  
**Wind chill factor considered.**

**Outdoor recess unlikely.**

## Check Weather + School Delays and Closings – Local Media

### Web Sites

Findlay City Schools Web Page: [www.findlaycityschools.org](http://www.findlaycityschools.org)

The Weather Channel: [www.weather.com](http://www.weather.com)

### Newspaper

The Courier – Weather on back page of section 1 – Local news and internet links  
[www.thecourier.com](http://www.thecourier.com)

1330 AM – WFIN

[www.wfin.com](http://www.wfin.com) - School Delays/Closing Link updated online, weather

### Radio

100.5 FM – WKXA

[www.wkxa.com](http://www.wkxa.com) - School Delays/Closing Link updated online, weather

103.7 – WCKY – School Delays/Closing Link updated online, weather

### T.V.

CH. 11 – WTOL, Toledo – Scrolling reports on-air

[www.wtol.com](http://www.wtol.com)

**Please Check Each Item, Fill Out Info., and  
Return to Classroom Teacher by Friday, August 24**

- I have read and understand the information in this Handbook and the District Handbook Folder.**
- I have subscribed to the FCS, Jefferson, and Chamberlin Hill Parent email list.**  
You can sign up for alerts or messages. Just visit the school page of your choice. Look for the “Subscribe” link in the right-hand column.
- I can follow Jefferson and Chamberlin Hill activities and events by liking us on FACEBOOK!**
- If I have questions, I know I can contact the school office @ 419-425-8298 (JE) or 419-425-8328 (CH) for further clarification.**
- I have reviewed any items necessary with my child.**
- I will abide by these expectations as presented.**
- I will retain this Handbook and District Handbook for future reference if necessary.**
- I give permission for my child to be on the school social media sites, FB, websites, etc.**
- I give permission for my child’s name, address, phone number to be put on class birthday list.**
- My child has permission to participate in any and all field trips that may be sponsored by Jefferson Primary School during the 2018-2019 school year.**

**Name:** \_\_\_\_\_

**Student:** \_\_\_\_\_

**Teacher:** \_\_\_\_\_

**Date:** \_\_\_\_\_



# Chamberlin Hill Intermediate School

## TEACHER ABSENCES - ILLNESS

In case of absence, a teacher should call or text Lyndsey, on her cell phone, or as soon as possible in the morning (before 6:00 am preferred) – cell- **419.306.4587**. Anna **must** be contacted also – cell- **419.581.1355**. It is then the teacher's responsibility to set their sub up through Renhill.

If you are taking a sick day for something other than illness (See teacher contract), you will need to fill out an absence request form through Applitrack and schedule a substitute through Renhill.

Adequate plans for the next day should **always** be available in the Plan Book when a teacher leaves the building at the end of the day. Also, the Daily Schedule and Seating Chart should be available.

## SUBSTITUTE FOLDERS

Your sub folder can be rated anywhere from “of great help” to “absolutely useless” by a substitute teacher who is taking your place during your absence. The difference depends upon how up-to-date and comprehensive its contents are. Your sub folder should be attached to your plan book.

1. Daily and weekly schedules including times
2. Up-to-date Seating Chart(s) or directions as to where to find the chart(s)
3. Instructions for “Housekeeping” Activities
  - a. lunch money
  - b. money for instructional fees
  - c. attendance
  - d. pledge
  - e. notes from home
  - f. late student arrivals
  - g. requests for early dismissal
  - h. hall and/or playground supervision duty
4. Procedures
  - a. fire drills
  - b. tornado drills
  - c. use of bathroom/drinking fountain
  - d. use of supplies
  - e. use of room equipment (pencil sharpener, learning centers, etc.)
  - f. use of playground equipment
  - g. use of Library
  - h. lunch line and lunch recess

HERE  
ARE THE  
THINGS  
YOUR  
SUB  
FOLDER  
SHOULD  
CONTAIN:

- i. students going to the Office to use the phone
  - j. students going to purchase supplies in the morning
  - k. entering and dismissal procedures
5. Information about students who:
    - a. are on medication from the Nurse's office
    - b. are behavior problems and the best way to deal with them
    - c. have learning problems and how to react to them
    - d. are helpful and trustworthy to a substitute teacher
    - e. have special health problems or needs and how to handle these needs
  6. Behavior Rules for the Classroom
  7. Location of Needed Materials (teacher's editions, paper, etc)
  8. Names and Room Numbers of Team Teachers at your grade level
  9. "Emergency" suggestions for educationally worthwhile activities if for some reason the substitute is unable to proceed with plans in the plan book.

### **OTHER THAN ILLNESS**

The procedures for personal leave are outlined in the Master Contract. Professional leave opportunities are made available to staff throughout the school year. Teachers should fill out forms on Applitrack and contact the Principal for personal and professional leave approval.

### **STUDENT ABSENCE**

**Absence & Tardiness** Parents are to call or send a note if a student is to be absent. If they do not, the Office will try to call them. Please be mindful of students who have been absent. Parents have **two** days to turn in an excuse note. They have to turn in a note even if they call their child in as being absent. We will accept late excuse notes as well. Send these notes to the office ASAP. Any pattern or trend in absence or tardiness should be reported to the Office. (Ten days constitutes as excessive.) Truancy should be brought to the attention of the Principal and it will be investigated at once.

**An adult in the Office must pick up students needing to leave the building during school hours.** Teachers should send students to the Office, along with a note for early dismissal from a parent, before the time requested to leave for appointments. Parents are asked to sign their children out for early dismissal. **Please send notes down with the Attendance Folder.**

### **STUDENT VACATIONS**

Vacations are considered an absence of choice rather than necessity, and the teacher has options in assigning make-up work. Assignments do not have to be given until the student returns from vacation. Teachers should use their professional judgment in determining the extent and type of make-up work to be assigned to the student.



### **ILLNESS AND INJURY- STUDENTS**

Students who become ill at school should be brought to the Nurse's Office by the teacher or sent with a note of explanation. **Teachers cannot tell the Nurse or Secretary that they think a student is sick and we need to send them home.**

**This decision is for the Nurse or Secretaries to make based on BOE policy.** Students with a temperature of 100 or vomiting are sent home. A parent must be contacted to come to the school and pick up the student. Students are not to be left unattended in the Nurse's Station or classroom. Students are **not** to administer first aid to another student.

If an injury is of a serious nature and requires parent or medical attention, the adult supervising when the accident occurred must complete an Accident Report. **In case of an accident, seizure or fainting spell on the playground or in the classroom:**

1. **An adult must stay with the child**
2. **Send for help. Notify the Nurse (10:00 - 1:30) or Office**
3. **Follow first-aid procedures**
4. **Check the Emergency Procedure card in the Office and check the authorization form**
5. **Make out an accident report - Forms are available in the Office**

**TEACHERS** If injured on duty, the Staff needs to make out a Personnel Injury Report and notify the Office

### **TONE/BELL SCHEDULE**

- 8:50 a.m. -- Arrival of Students/Enter Building  
9:05 a.m. -- Students in Homeroom  
(In seats and quiet)  
3:30 p.m.      **Students are dismissed**



**CELL PHONES** are not be used for personal use during normal student contact hours. If you have good reason to have your cell phone on, please communicate it through the Office.



### **CHILD ABUSE**

In 1974, the National Child Abuse Prevention Act was signed into law. Teachers are protected from suits by this law. The law stipulates that teachers are **required** to report any suspected child abuse. In order to further facilitate child abuse reports, teachers who suspect child abuse or neglect should inform the School Counselor. It is up to the teacher discretion if they inform the Principal. Children's Services is required to investigate any reported child abuse with 24 hours of the report. CPS Phone Number: **419.429.8008**

**HB278 requires all certified staff members must have received training by 3/30/09. Please let Lyndsey know ASAP if you have not received this training.**

### **CLASSROOM SUPPLIES**

#### **Supplies- Workroom**

Please notify Anna Welker with a note, **with your name on it**, in her mailbox when a supply is low for any items stored in cabinet- **-Workroom**. Cutting boards, hole punchers, long stapler, label-maker, heavy-duty stapler, etc. please return immediately or use there. **DO NOT REMOVE BINDER, ELECTRIC STAPLER OR ELECTRIC PENCIL SHARPENER WITHOUT LEAVING A NOTE IN ITS PLACE ON ITS LOCATION.**

## **CONFERENCES WITH PARENTS**

**The value of communication with parents cannot be over emphasized.** The Telephone Conference is one way to communicate. However, parents may have a negative view of the school, because teachers call only when there is a problem. Getting into the habit of making a few calls each week to give parents some **good news** is a practice that will pay high dividends. Also, if the time comes that you must call to report a problem, parents are usually more receptive and cooperative if you have spoken to them previously on a positive note. If you are ever worried about making a negative phone call or the outcome of a phone call please inform the Principal ASAP to help assist.

This same concept is import for Administration also. Contact logs for positive parent phone calls will be made available to teachers through the Principal. If you have a parent that you feel should get a follow up call for any reason, especially positive, please let the Principal know in writing (email or note in mailbox).

If the need should arise for a person-to-person Parent/Teacher Conference, feel free to rely on the Principal to help plan a conference strategy or sit in on the conference if you wish.

Often parents will call the school and wish to have a conference with a teacher. When this happens, the Office will leave a note in the teacher's mailbox or email the teacher to call the parent to set up a Conference.

Three regularly scheduled Student Led Conferences occur in the fall, one Parent Teacher Conference in the spring. Teachers should prepare students for the Conference so that the Conference is productive. A simple checklist for each student might prove helpful to ensure that no important detail is overlooked. Conferences for the 2018-2019 school year are now determined by the district office for consistency across the district.

- Fall Student Led Conferences:
  - October 4, 2018 4:00 pm-8:00 pm
  - October 9, 2018: 4:00 pm-8:00 pm
  - October 18, 2018: 4:00 pm-8:00 pm
- Spring Conference:
  - February 21, 2019: 4:00 pm-8:00 pm

A brief written report of each conference held with a parent should be kept for future reference.



The copy machine is for the use of Staff Members. Cooperating Teachers are responsible for training Student Teachers & Volunteers to use the copier, and for approving any copying done by Student Teachers. **Use of the machine is limited to materials that directly benefit Chamberlin Hill Students.** The Principal must approve use of the machine by those other than permanent staff members and student teachers. Please be considerate of what you are printing. Any large color orders please clear with Principal and can possibly go through Staples.

## **CONSULTATION AND TESTING REFERRAL**

### **Follow the District Flow Chart For Behaviors**

The Chamberlin Hill Teacher Assistance Team is a school based problem-solving group whose purpose is to assist teachers with intervention strategies for dealing with unique learning needs of students. This team seeks ways to maximize the use of available resources.

### **Goals**

***A RTI Team serves as a way to address acknowledged instructional problems, and they have the potential to:***

- Enable the school district's instructional program to meet a broader range of pupil needs
- Offer structured support and assistance to teachers
- Assist teachers in varying instructional strategies to promote pupil competence in basic skills
- Reduce the number of inappropriate referrals for Multi-factored Evaluation
- Employ group problem solving processing to solve problems
- Serve as an impetus for teacher growth
- Refer students for further evaluation

### **Members**

The following are members of the RTI Team:

- Principal
- Teachers making referrals
- School Psychologist
- Title Teacher
- Grade level teachers
- Intervention Specialists as needed
- School Counselor, as her schedule allows

## **PSYCHOLOGY SERVICES**

If you find a child who is having a difficult time adjusting to the schoolwork in your grade level, consult the student's cumulative folder. If you believe that further information is necessary, consult with the Principal. The school psychologist is a member of the Chamberlin Hill Intervention Assistance Team and participates in activities to assist students and teachers including testing referrals made from the Chamberlin Hill Team Assistance meetings.

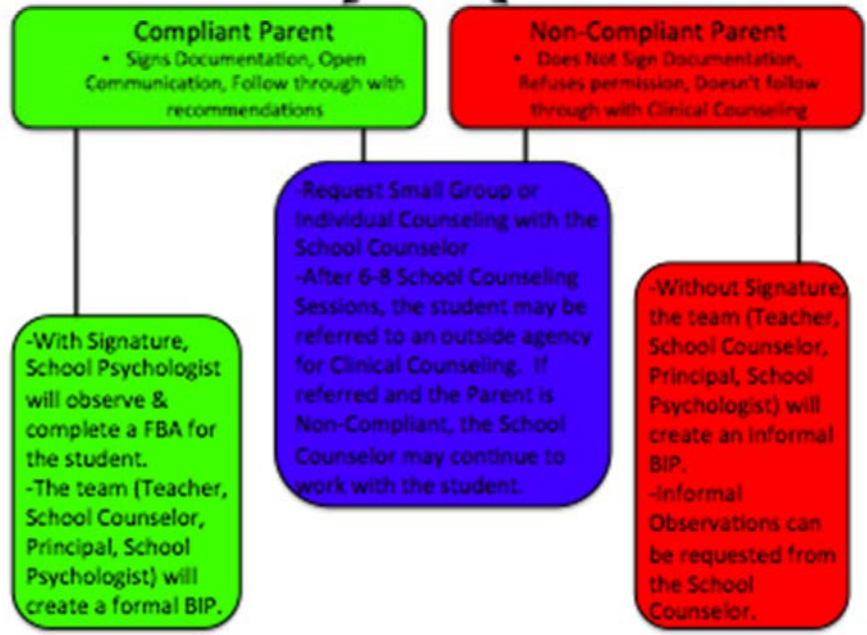
For behaviors **Follow the Districts Flow Chart (next page)**





# A Teachers Guide to Helping a Behavior Student

1. Review the student's Cumulative File
2. Contact previous teacher for background information
3. Contact the Principal to inform them about your concerns
4. Consult with the School Counselor if there is known trauma (in person, via email, or written note)
5. Contact the students parent and discuss your concerns
6. Start ONE Behavior Intervention that must be in place for at least TWO weeks focused on ONE specific behavior
  1. Positive Reward Chart (stickers, stamps, dots), Behavior Contract, 5-Point Scale, Sensory Breaks (there-potty, Fidget, frequent breaks, seat disks, physical exercise)
  2. Include Student driven Rewards (Reward Menu)
7. After TWO weeks, if the Behavior Intervention is showing no gains, fill out a Request for, Consultation Form that is pink and can be found in the School Psychologists mailbox



## CUMULATIVE FOLDERS

Cumulative folders will be electronic and procedures for viewing will be available soon.

## CUSTODIAL SERVICE

After school (in the afternoon), teachers should make a point of having everything off the floor so that the room can be swept thoroughly. Please stack chairs or place chairs on tables. Any teacher who has an additional need of Custodial Services should **put the request in writing** and give it to the custodian or place in mailbox. Please be aware that classroom teachers must clean after classroom pets.

## ROOMS (PHYSICAL CARE)

Teachers share in the responsibility for maintaining physically clean and comfortable classrooms. A good policy is to have children rotate weekly duties in room clean-up. Windows should be closed when you vacate the rooms after school and blinds adjusted.

Students should pick up all pieces of paper and other large objects from the floor before dismissal.

If your room is either too hot or too cold, please report the problem to the Office. Every effort will be made to remedy the situation.

### **DETENTION OF STUDENTS**

Parents must be notified **in advance** if a student is going to stay after school for a detention, make-up work, or recreation. The amount of time for staying after school should be explained specifically to the parent. Lunch recess detentions for students, may be done by the teacher, if they desire. Teachers are to complete proper forms and the principal or other adult determined by administration will supervise the children.

### **DISASTER PLAN**

The following plan will be used for disaster drills. All staff not supervising students should report to the Office. Each staff member is responsible for the students with them at the time of the drill.

#### **Emergency Procedures-quick summary:**

**Fire**-exit building

**Disaster/earthquake/tornado**-take cover away from glass and wind

**Chemical spill**-close windows/doors, remain in rooms, leave main phone open, custodian turns off air; (a wet cloth may be used as a filter over your nose and mouth

**Gas leak**-call Fire Department, leave building

**The alternative signal in case of a power failure will be a whistle or bull horn.**

**Please refer to our Emergency Operations Plan for a detailed report.**

### **DISCIPLINE PLAN**

Each classroom teacher needs to establish a brief and easy to understand set of classroom behavior expectations. This set of classroom expectations needs to be posted in the classroom at all times. Students who have a voice in deciding these behavior expectations will be more likely to follow the expectations. The expectation is that each plan be progressive and involve parent contact. The principal should be included in this plan, but thought of as the "last resort". Follow the Behavior Flow Chart before sending students to the office. Obviously, there are some behaviors that require the immediate attention of the principal and I will fully support you in those situations.

## **DRESS CODE**

Student dress is considered the responsibility of the parents. Any reasonable standard of dress is acceptable as long as it does not interfere with the health or safety of the individual, or with the educational process of other students.

## **DUTY SCHEDULES**

Duty schedules (bus, hallway, recess, cafeteria) are posted at the beginning of the year. It is your responsibility to trade days to cover your duty if you are not available. If the bus is late, they will be called to a central area where they will be supervised by the principal or other designated staff member.

## **EMERGENCY MEDICAL FORMS**

Emergency medical forms and parent contract cards are issued to students during the first week of school and should be returned **as soon as possible**. The Emergency medical form is the most important form maintained by the school office. The teacher should always take emergency medical forms when students are away from the school building on a field trip.

## **EQUIPMENT AND MEDIA**

All materials purchased by Findlay City Schools remain the property of Findlay City Schools. Individual teachers are assigned to its use only as long as it is needed and effective in teaching. Materials may be re-assigned as needed.

## **LAMINATOR**

The laminators in the workroom are for faculty use in developing materials for Chamberlin Hill students. All materials developed using the laminator then become the property of Findlay City Schools. Use conservatively. Cooperating teachers and community use of the laminator is discouraged since the laminating film is expensive and in limited supply. **Please do not leave the laminator unattended when it is turned on as this causes damage. Notify office when film is low.**

**DO NOT RUN ALL THE WAY OUT!!!!**



## **Physical Education Equipment**

The physical education equipment is located in the gym in storage locations. The key for the equipment is in the main Office. If you would like to borrow equipment, it must be cleared with the Principal and Physical Education teacher. All borrowed equipment must be returned the same day it is used.

## **FACULTY MEETINGS**

Regular faculty meetings will be held. This is an important time for staff members to come together to discuss issues and/or concerns, as well as work on our building goals for the year.

## **FIELD TRIPS**

Field trips should have a definite educational objective. The enrichment offered by a field trip should go beyond what would be possible with classroom study. Field trips are one way of providing common background knowledge. A field trip is defined as anytime students are taken off school grounds.

**(See Field Trip Guidelines for approved trips and procedures.)**

School buses are utilized for transportation on field trips. It costs the school money to get field trip busses. Please be sure to account for transportation costs. Conveyance by private automobile, with parent drivers, is not permitted. Also, you should develop a list of written rules and explain them to the children prior to the trip. Have adult volunteers accompany the trip (one adult per each ten students if possible). Inform the accompanying adults of their duties and responsibilities.

The following procedure for field trips should be followed:

1. Submit a Field Trip Request Form to the principal for approval prior to the proposed trip. Teachers have option of choosing among trips listed for their grade level or of submitting the special request form to the principal for trips not listed.
2. Transportation Request Form must be approved at least 2 weeks before date needed. It is recommended to schedule out-of-town field trips as early as possible. Account for cost.
3. Wait for approval before making final plans, notifying parents, or telling students.
4. Provide parents with information about the trip: purpose, itinerary, destination, transportation, eating arrangements, date and time of departure.
5. Obtain parent permission in writing and keep it on file.
6. Take emergency medical forms with you on the trip.
7. A class roster of students taken on the field trip is to be left in the office.
8. Provide the office with depart/arrival times.
9. Tell the Office and Cafeteria of **any** Lunch changes or needs.
10. Take attendance **prior to leaving & before departing for home!**



**GRADE BOOKS**

Be sure to maintain an account of grades in Progress book (3-5).



**GRADE CARDS**

Grade cards are issued approximately 5 work days after the end of the grading period. All final grade cards at the end of the year should be placed in the red folder of the students cumulative file.

## **INTERIM REPORTS**

Grade 3-5 will be using Progress Book as their Interim Report. Teachers should make an effort to speak with a parent when a student's achievement means a failing grade, moves downward by more than one letter within the course of a grading period, when effort and/or attitude changes, and whenever unusual accomplishment is made. A copy of the written report or documentation of an oral report that gives the date and summary should be filed in the teacher's grade book.

## **I.D. BADGES**

All adults in the building at all times must wear identification Badges. This includes visitors and student teachers. Please let the principal know if a student teacher does not have an identification badge from their University. All staff members must have I.D. badges on at all times for the safety and security of the students at Chamberlin Hill. If a staff member notices an adult in the building without a badge, please stop the adult and ask them if they have signed in yet with the main office. We appreciate everyone assisting with this.



## **KEYS**

Teachers are assigned room keys and exterior door FOBS, they will be responsible for the keys while employed at Chamberlin Hill.

## **LESSON PLANS**

Lesson plans shall be kept for each instructional day we are in session. Ohio Minimum Standards direct that Daily Lesson Plans "shall give direction for instruction and implementation of the course of study." Be aware of the objectives you are covering in the Findlay City Schools course of study when you are planning each day's lessons. Lesson Plans should always correlate to the standards. **(Let your assessment drive your instruction.) Findlay City Schools Course of Study Curriculum Map should be followed as well.**

Teachers should have the next day's lessons plans completed for all subjects **prior** to leaving the building. Teachers should take plan books home **only** if the next day's lessons are left on top of the desk, clearly marked "lesson plans," or if, you can have someone deliver your plans to the school at least one hour prior to starting time. A **seating chart** should be completed and up-to-date for each class.

Principals will be periodically reviewing lesson plans during walk throughs. Please be sure your lesson plans are easily accessible to avoid disruption of your instruction.

## **LESSON OBJECTIVES should state:**

1. **The learning to be achieved (*objective stated*)**
2. **What the student will do to show learning (*activities*)**

3. **Materials to be used**
4. **How well students should perform (*evaluation*)**
5. **Student assessment should drive our instruction**



### **LOST AND FOUND**

The Lost-and-Found box is located by the main office. If valuables such as wristwatches, glasses and money are found, they should be brought to the Office. If a pupil finds a significant amount of money and reports it to the office, they can have the money after two weeks, if it is not claimed. **Urge** your students to put their **names** on gym shoes, caps, coats and lunch boxes. Pupils may look for lost articles in the “lost-and-found” before the morning tardy bell or at lunch.

### **LOUNGE/WORKROOM**

Each staff member needs to assume responsibility for these common areas so that all staff may enjoy the facilities. Teachers using the refrigerators need to **check them often for old food.**

### **LUNCH/RECESS TIME PERIOD: RULES AND DISCIPLINE**

Through the efforts of the Monitors, Principal, and School Counselor, written procedures and rules have been designed for students at lunchtime. We appreciate your cooperation and backing to help all students have a pleasant and organized lunch period.

#### **Teachers please do the following:**

1. Discuss lunchroom rules with your class
2. Walk students to the recess line
  - a. If a student is serving a consequence at recess (walking), a note including the students name and length of time needs to be handed to the monitor
3. See that all students come to the recess properly dressed to go outside
4. Teachers are to meet their class at a designated area to pick up students and walk them back to class after lunch. It's important to be on time.

Students should not return to their classrooms during the recess/lunch period, for money, lunch pails, coats, etc. Students are encouraged not to disturb teachers in the lounge during lunchtime. **The monitors and/or the Principal will handle lunch- time problems.**

The restrooms near the gym will be used during the lunch period. Students with written requests from parents to remain inside at noon, will be seated in the gym. **No students are to remain in the classroom, hallway or library at noon unsupervised. Students remaining in a classroom or placed in the hallway will require a teacher there to supervise them.**

### **Outdoor Play Guidelines For Lunch**



## **P.E. And Classroom Fitness:**

Students are to come to the recess each day properly dressed to go outside. The Principal will decide if there is a question about outdoor activity for students.

General guidelines are as follows:

1. All students go outside unless they have a note from a parent or teacher which limits their activity
2. When the weather is below 15 degrees F and/or the wind is over 20 M.P.H.
  - a. **Intermediate** (grades 3-5) administration will be given a choice as to going outside or staying indoors. The time outside on these days may be limited.

## **Inside - Cafeteria rules**

1. Students may choose a table to sit as long as they do not include others. They must remain seated throughout the entire lunch period until dismissed.
2. Students must raise their hand if they need help from a monitor.
3. Students may talk in a normal conversational tone. They may not yell to students at other tables or make loud noises.
4. Students are expected to use proper manners when eating.
5. Students may not throw food nor touch another student's food.
6. Students are expected to keep the table and floor free of litter.
7. Students are required to follow the directions and be respectful to the monitors.
8. NO carbonated drinks (pop) are permitted.

## **Monitor Procedures**

### **Steps:**

Monitors' procedures for students breaking rules:

1. Verbal warning and explanation is given to a student as they are breaking a lunchroom or recess rule.
2. Students are isolated to eat alone, or walk on playground.
3. Minor behaviors are then communicated to the teacher.
4. Students are referred to the **Principal**, with a written Discipline Record, for severe and persistent behavior problems.



## **MAILBOXES**

Each staff member has a mailbox in the Office. Please check your mail and the morning and after school.

## **MAINTENANCE REQUEST**

All maintenance requests should be made by filling out a request on the website. *Maintenance Work Order Form* under Staff- electronic forms.



## **MEDICATION FOR STUDENTS**

The school nurses will need the names of students that have medications to be given out at school. If the school is involved in giving medication, it will be necessary for the school nurse to get a copy of the administration of medication form to the parents, in order that the parents can get it to their doctor and return it to the school before any medication is dispensed. These forms are available in the Office.

The administering of any drug (prescription or over-the-counter) without the order of the physician and the permission of the parent can be interpreted as practicing medicine and is prohibited by law. The Nurse, the Principal, and Office Staff can administer medication if the proper permission forms are completed. **A copy of the blue medication permission form is to be given to the Nurse. Teachers may keep the original in your room. When the Nurse is gone, the principal or secretary may give the medication.** Teachers are encouraged to keep some band-aids in their room for minor care. Let the Nurse know and some will be distributed to your classroom. Chamberlin Hill will continue the Administration of basic over-the-counter medication. Parental permission slips will be required.

### **Money Collection**

**\*\*\*Accuracy of your records is very important. Your fee class list is an important record of fees paid for the whole year. BE CAREFUL!!!**

1. Send any money collected to the Office between **9:05-9:35**.
2. Accept money **only** from students in your homeroom.
3. **Family checks** for more than one student should be sent to the **Office**. When you are notified of a payment, write **"Paid Office"** and the **amount and date** by the student's name on your class fee list.
4. Send the form provided with any money you send to the Office.
5. On your class fee list, list **student's name** and **the amount paid** and **date** in the appropriate area. (Important, especially at the beginning of the school year.)
6. **Send receipt home.**
7. Fee collection deadline is at the end of the second full week of school.
8. Students on Free Lunches are eligible for waived fees. Those on Reduced Lunch are eligible for 1/2 of fees waived. Fee waiver forms are in the office for students not on a lunch program, but might be eligible (Kindergarten or pack lunch). **Check in office for names if any question.**  
**(See LUNCH TICKETS)**

Teachers should not leave money in the room unguarded. There is no provision by the School Board to reimburse a teacher for stolen money. Every effort should be made to avoid placing temptation before students.

Teachers who are collecting money should take the money with them when leaving the room. If fee money that was carelessly left is stolen from your desk, YOU must make up the loss.



### **POST IN EACH CLASSROOM**

1. Emergency Exit Procedures
2. Classroom Daily Schedule
3. Class rules
4. School rules (with Color Stick Expectations)



5. Class Mission Statement
6. Behavior Flow Chart

### **PTO**

Updates will come as given to Principals. I would like two Teachers representatives at each monthly meeting. Please let the principal know who will be attending and how a rotation might best meet your grade level team needs.

### **PROFESSIONAL DRESS**

As a licensed professional, we should dress as professionals. Fridays will be casual dress day if wearing blue and gold Trojan clothing.

### **SCHOOL VISITORS**

The Ohio Revised Code requires that all school visitors report to the Principal's Office immediately upon entering the building or coming on school grounds. Teachers observing strangers should direct them to the Principal's Office. Adults are not to approach students unless they have checked in with the Office first. Visitors will be assigned a Visitor's Badge.

### **STUDENT/PARENT HANDBOOK AND TELEPHONE DIRECTORY**

Teachers need to familiarize themselves with the information in the **Student/Parent Handbook**. These publications are sent home with students early in the school year.

### **STUDENT TEACHERS**

Cooperating teachers' obligations toward student teachers are clearly stated in materials supplied by the college or university. In addition to the requirements of the college or university, it should be understood that the Chamberlin Hill teachers are always ultimately responsible for the Chamberlin Hill students assigned to them. Therefore, it is important that:

1. A student teacher always needs to know the physical whereabouts of the cooperating teacher and be able to reach them in an emergency.
2. A student teacher should not be left on his/her own for periods longer than 60 minutes without the cooperating teacher checking to see how lessons are progressing. This is true even toward the end of a student teacher's experience. Use your professional judgment.
3. Team teaching by the student/teacher and cooperating teachers is encouraged. In this way the Chamberlin Hill students derive the most educational benefit.
4. Cooperating teachers are encouraged to work with individual and small groups of students while the student teacher works with larger groups at the end of the student teacher's experience.



## **STUDENT SUPERVISION**

Teachers are not to leave the classroom while students are still present in the classroom. Please notify someone to help watch students who are still in the classroom if an emergency occurs. Specialists supervise students during fire drills, assemblies and other times that students are assigned to them as the teacher.

The classroom teacher is responsible for supervising students **to and from** the special classroom, or designated area, and to enter and exit from the school playground area each day. All faculty are to help maintain positive student behavior by intervening when they see a problem.

## **SUPERVISION PROCEDURES**

### **Early Supervision**

Teacher volunteers should help to discourage the early arrival of students. Early supervision will be between 8:40 and 9:00 a.m. the first week of school, and other days at random or as directed by the principal.

Students arriving too early may have a notice sent to parents about the early arrival. However, it is better to have them here at school, than running around the neighborhood.

### **Morning Supervision**

Students are to enter the building beginning at 8:50 a.m. and go directly to their homeroom. Students are not to be released to restrooms or other areas in the building unless they have permission from their teacher. Students who are not able to be responsible for their behavior with a pass will have to remain in their homeroom until the teacher can supervise them.

### **Afternoon Supervision**

We will keep the same procedure as last year.

**Every teacher** is to walk their class to the doors and to **supervise their departure from the school grounds**. Your presence outside helps make for an orderly and safe ending of the day.

### **Playground Supervision**

Whenever students are on the playground with the teacher:

1. Patrol the playground and organize students to enter the building
2. Watch for safety hazards
3. Be available in the case of accidents or disagreements
4. Help students line up
5. Fill out an Accident Report should an injury occur. (Office has form)

### **Coming Back Into The Building**

Students who come back for forgotten items must come in the front door and get permission from the Office before going back to the classroom.



## **TEACHER'S HOURS**

Teachers' hours are from 8:00 a.m. to 4:00 p.m. or as arranged with the Principal.

If teachers need to leave early, or arrive late, they should give notification to the Principal and then sign out/in in the Office.

## **TEACHER ASSISTANCE**

From time to time, students have academic, social, emotional, and/or behavior needs that require intervention by school personnel. When this occurs, it is important that the school takes appropriate measures as soon as possible with the student, parent, and community. If a teacher believes that a student may be in need of intervention, a contact should be made with the school principal. Each building has its own unique process through which teachers may get assistance. By taking the time to care, you may be able to enhance the chances of the student being successful to his/her potential. **YOU CAN MAKE THE DIFFERENCE!**

## **TELEPHONE**

Any personal calls will need to be reimbursed to FCS.

**\*\*Use of the telephone by children must be only in a legit need.** Limit student use of the Main Office phone between 2:45 and 3:15 p.m. so that incoming calls can be taken. After Dismissal, Students will be allowed to call home after 15 minutes have passed (3:45 p.m.)

## **TRANSFER OF STUDENTS**

When a student withdraws from your classroom, follow these procedures:

1. Make out a transfer form. **Include test results, reading level, the name of the current reading series and competency results.**
2. If the child is leaving the school system, send the grade card with him/her. If he/she is staying in the system, place it in the permanent folder.
3. All information should be brought up to date in the permanent folder. Days due and days absent for the **year to date** should be recorded with the school and the teacher's name. Significant anecdotes and grades should also be placed on the folder.
4. Personal belongings and materials purchased through school fees, such as, workbooks being used should be sent with the pupil. If the transfer is within the city, the pupil's textbooks, except workbooks, etc., are stored and not sent to the receiving school. Textbooks of pupils leaving the city schools are to be stored in the teacher's room for the next new student to use.
5. Notify the special teachers and counselors if the child attends these special services.
6. Forms to be completed within 72 hours.

## **VIDEOS - Use in Elementary Classrooms**

### **Board Policy 8.1**

#### **Administrative Procedure**

**ONLY “G” rated films, movies and videotapes will be shown in elementary classrooms grades Kindergarten through 5<sup>th</sup>.**

**Media used from television will follow the age appropriate guidelines. You must receive parent permission to show any student a movie rated “PG”.**

#### **VOLUNTEERS**

The involvement of volunteers in classroom activities is encouraged. Students, teachers and the volunteers can benefit from the skills that “extra help” can offer. The teacher closest to the activity should supervise volunteers. All volunteers should be encouraged to be discreet in their discussion of Chamberlin Hill students and activities in the community. They are here to help the children’s self-esteem and learning.

#### **NOTICE OF NON-DISCRIMINATION POLICY: or Designated Coordinator.**

Inquiries concerning the application of this policy may be referred to the Superintendent.

# Jefferson Elementary School

2018-2019



*"Teachers who put relationships first don't just have students for one year; they have students who view them as 'their' teacher for life."*

-Educator Justin Tarte



# Jefferson Trojans Make a Difference!

## The 7 Habits® Tree

AND REMEMBER TO  
TAKE CARE OF YOURSELF

### Habit 7

SHARPEN THE SAW®  
Balance Feels Best

THEN PLAY WELL  
WITH OTHERS

### Habit 6

SYNERGIZE®  
Together Is Better

### Habit 5

SEEK FIRST TO UNDERSTAND,  
THEN TO BE UNDERSTOOD®  
Listen Before You Talk

### Habit 4

THINK WIN-WIN®  
Everyone Can Win

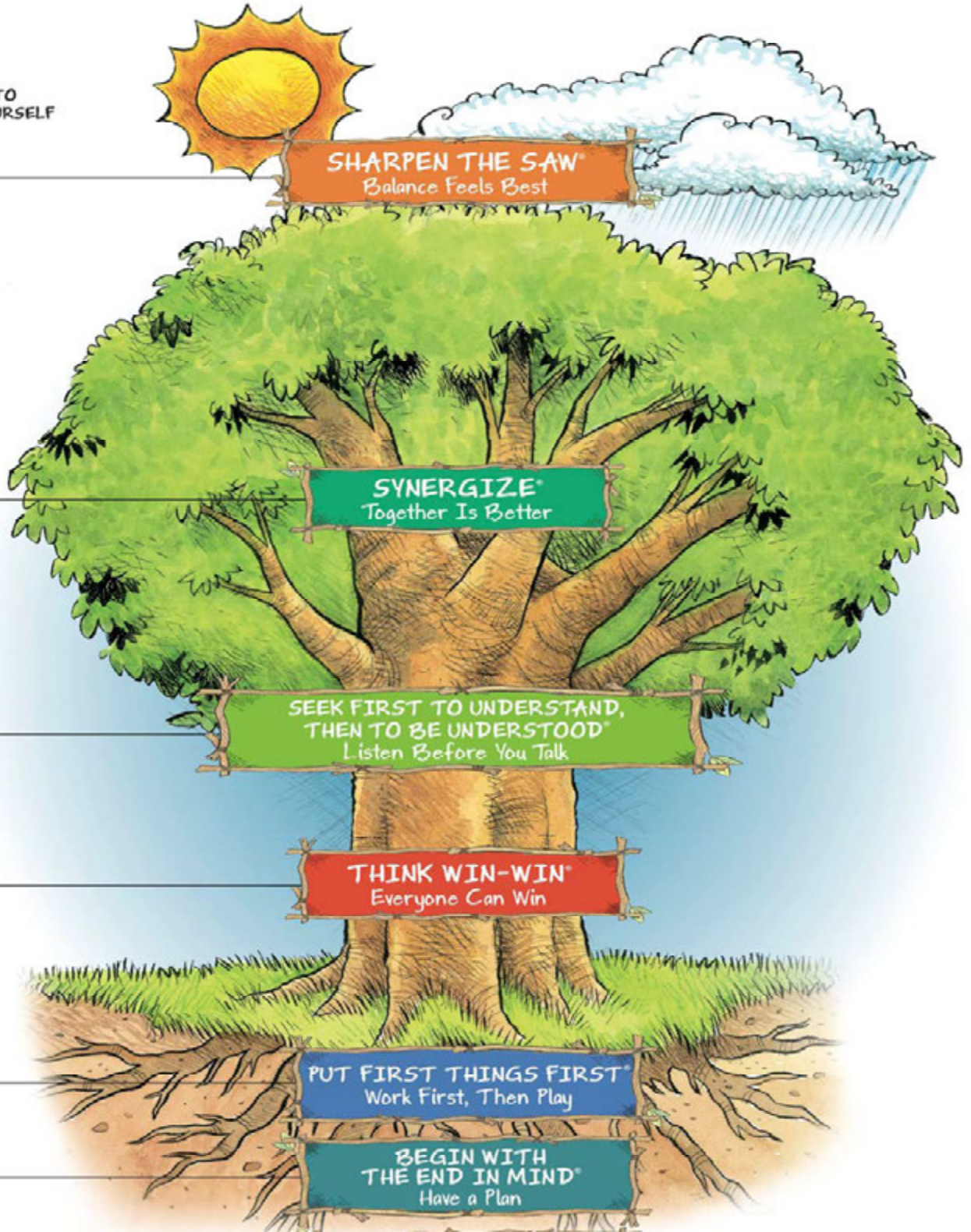
START WITH YOU

### Habit 3

PUT FIRST THINGS FIRST®  
Work First, Then Play

### Habit 2

BEGIN WITH  
THE END IN MIND®  
Have a Plan



## **Mission**

Together we **L.E.A.D.** and inspire each other to be respectful life-long learners.

**Love learning**  
**Excel in all we do**  
**Achieve goals together**  
**Do the right thing**  
(Even when no one is watching)

## **Vision**

As a learning community we will:

- \*Take pride in ourselves, school, and community.
- \*Unite to show respect and belief in ourselves, school, and others.
- \*Challenge ourselves to reach individual, academic, and personal potential.

## **Strategies**

- \*Share the expectations and process of Leader In Me with students and parents.
- \*Teach The 7 Habits
- \*Teach and model expected student behavior.  
Focus areas: Arrival, Lunch, Recess, Bathroom, Dismissal
- \*Participate in Service-Learning projects
- \*Develop Leadership roles and groups with student input
- \*Regular communication between Jefferson and Chamberlin Staff
- \*Implement consistently - Lighthouse Team(BLT), TBT's, Building-Wide schedule, Curriculum mapping/schedule, Core++ Model
- \*Implement Common Core, RTI practices, Differentiation, Marzano strategies
- \*Collect and analyze data on academic and behavioral progress as determined by district, Lighthouse Team, and TBTs.

The Mission, Vision, and Strategies are developed and will be pursued as expected in conjunction with or aligned to the current Findlay City Schools Strategic Plan as approved by the FCS Board.

## **TEACHER ABSENCES - ILLNESS**

\*Please access Renhill to report your need for a sub @ <http://www.renhillgroup.com> or call **1-800-776-8722**. Please let me know you have requested a sub so I can watch for the opening to be filled. (or) \*Call or text me between 6:00-6:30 a.m., or the prior evening until 10pm. (419-722-6986). If you do not get a response from me please call or text Sue Mason at (419-348-3824)

\*The earlier you can enter your absence, or let me know, the greater chance for a substitute for your classroom!

Adequate plans for the next day should **always** be available in the Plan Book when a teacher leaves the building at the end of the day. Also, the Daily Schedule and Seating Chart should be available.

### **SUBSTITUTE FOLDERS**

Your sub folder can be rated anywhere from “of great help” to “absolutely useless” by a substitute teacher who is taking your place during your absence. The difference depends upon how up-to-date and comprehensive its contents are. Your sub folder should be placed in a manila folder and attached to your plan book.

1. Daily and weekly schedules including times
2. Up-to-date Seating Chart(s) or directions as to where to find the chart(s)
3. Instructions for “Housekeeping” Activities
  - a. lunch money
  - b. money for instructional fees
  - c. attendance
  - d. pledge
  - e. notes from home
  - f. late student arrivals
  - g. requests for early dismissal
  - h. hall and/or playground supervision duty
4. Procedures
  - a. fire drills
  - b. tornado drills
  - c. use of bathroom/drinking fountain
  - d. use of supplies
  - e. use of room equipment (pencil sharpener, learning centers, etc.)
  - f. use of playground equipment
  - g. use of Library
  - h. lunch line and lunch recess
  - i. students going to the Office to use the phone
  - j. students going to purchase supplies in the morning
  - k. entering and dismissal procedures
5. Information about students who:
  - a. are on medication from the Nurse’s office
  - b. are behavior problems and the best way to deal with them
  - c. have learning problems and how to react to them
  - d. are helpful and trustworthy to a substitute teacher
  - e. have special health problems or needs and how to handle these needs
6. Behavior Rules for the Classroom
7. Location of Needed Materials (teacher’s editions, paper, etc.)
8. Names and Room Numbers of Team Teachers at your grade level
9. “Emergency” suggestions for educationally worthwhile activities if for some reason the substitute is unable to proceed with plans in the plan book.



## **OTHER THAN ILLNESS**

The procedures for personal leave are outlined in the Master Contract. Professional leave opportunities are made available to staff throughout the school year. Teachers should fill out forms and contact the Principal for personal and professional leave approval.

## **STUDENT ABSENCE**

**Absence & Tardiness** It is now preferred that attendance and lunch count are done through the DASL software system. Paper attendance and lunch count folders are still provided in case DASL is not working or you have a substitute teacher.

Parents are to call or send a note if a student is to be absent. If they do not, the Office will try to call them. Please be mindful of students who have been absent. Parents have **two** days to turn in an excuse note. They have to turn in a note even if they call their child in as being absent. We will except late excuse notes as well. **Send these notes to the office ASAP.** Any pattern or trend in absence or tardiness should be reported to the Office. (Ten days constitutes as excessive.) Truancy should be brought to the attention of the Principal and it will be investigated at once.

**Students needing to leave the building during school hours** must be picked up by an adult in the Office. Teachers should send students to the Office, along with a note for early dismissal from a parent, before the time requested to leave for appointments. Parents are asked to sign their children out for early dismissal. **Please send notes down with the Attendance Folder.**

## **STUDENT VACATIONS**

Vacations are considered an absence of choice rather than necessity, and the teacher has options in assigning make-up work. Assignments do not have to be given until the student returns from vacation. Teachers should use their professional judgment in determining the extent and type of make-up work to be assigned to the student.

## **ILLNESS AND INJURY STUDENTS**

Students who become ill at school should be brought to the Nurse's Office by the teacher or sent with a note of explanation. Students with a temperature of 100 or vomiting are sent home. A parent must be contacted to come to the school and pick up the student. Students are not to be left unattended in the Nurse's Station or classroom. Students are **not** to administer first aid to another student. If an injury is of a serious nature and requires parent or medical attention, the adult supervising when the accident occurred must complete an Accident Report.

**In case of an accident, seizure or fainting spell on the playground or in the classroom:**

- 1. An adult must stay with the child**
- 2. Send for help. Notify the Nurse or Office**
- 3. Follow first-aid procedures**
- 4. Check the Emergency Procedure card in the Office and check the authorization form**
- 5. Make out an accident report - Forms are available in the Office**

**TEACHERS** If injured on duty, the Staff needs to make out a Personnel Injury Report and notify the Office

## **TONE/BELL SCHEDULE**

- 9:00 a.m.** -- Arrival of Students/Enter Building
- 9:15 a.m.** -- Students in Homeroom
- 3:40 p.m.** **Students are dismissed**

**CELL PHONES** are not to be used for personal use during normal student contact hours. If you have good reason to have your cell phone on, please communicate it through the Office.

### **CHILD ABUSE**

In 1974, the National Child Abuse Prevention Act was signed into law. Teachers are protected from suits by this law. The law stipulates that teachers are **required** to report any suspected child abuse. In order to further facilitate child abuse reports, teachers who suspect child abuse or neglect must inform the School Counselor. It is up to the teacher discretion if they inform the Principal. Children's Services is required to investigate any reported child abuse with 24 hours of the report.

**HB278 requires all certified staff members must have received training by 3/30/09. Please let Kim know ASAP if you have not received this training.**

### **CLASSROOM SUPPLIES**

#### **Supplies- Workroom**

Please notify Sue Mason with a note, ***with your name on it***, when supply is low for any items stored in cabinet- **Workroom**. Cutting boards, hole punchers, long stapler, label-maker, heavy-duty stapler, etc. please return immediately or use there. **DO NOT REMOVE BINDER, ELECTRIC STAPLER OR ELECTRIC PENCIL SHARPENER WITHOUT LEAVING A NOTE IN ITS PLACE ON ITS LOCATION.**

### **COMPUTER USAGE**

The laptop cart is part of the specials rotation. Students are to work on educational programs during this time. If you would like to have your students work on the laptops outside of specials, please sign up for a time. Most of our software is network based. Please follow guidelines for each network software program.

### **CONFERENCES WITH PARENTS**

**The value of communication with parents cannot be over emphasized.** The Telephone Conference is one way to communicate. However, parents may have a negative view of the school, because teachers call only when there is a problem. Getting into the habit of making a few calls each week to give parents some **good news** is a practice that will pay high dividends. Also, if the time comes that you must call to report a problem, parents are usually more receptive and cooperative if you have spoken to them previously on a positive note. If you are ever worried about making a negative phone call or the outcome of a phone call, please inform the Principal ASAP to help assist.

This same concept is import for Administration also. Contact logs for positive phone calls will be made available to teachers through the Principal. If you have a parent that you feel should get a follow up call for any reason, especially positive, please let the Principal know in writing (email or note in mailbox).

If the need should arise for a person-to-person Parent/Teacher Conference, feel free to rely on the Principal to help plan a conference strategy or sit in on the conference if you wish.

Often parents will call the school and wish to have a conference with a teacher. When this happens, the Office will leave a note in the teacher's mailbox to call the parent to set up a Conference.

Three regularly scheduled Parent/Teacher Conferences occur in the fall, one in the spring. Teachers should prepare for each Parent Conference so that the Conference is productive. A simple checklist for each student might prove helpful to ensure that no important detail is overlooked. Conferences for

the 2018-2019 school year are now determined by the district office for consistency across the district.

- Fall Conferences: **Thursday, October 4 – 4pm to 8pm**  
**Tuesday, October 9– 4pm to 8pm**  
**Thursday, October 18 – 4pm to 8pm**
- Spring Conferences: **Thursday, February 21 – 4pm to 8pm**
- A brief written report of each conference held with a parent should be kept for future reference.

### **COPY MACHINE**

The copy machine is for the use of Staff Members. Cooperating Teachers are responsible for training Student Teachers & Volunteers to use the copier, and for approving any copying done by Student Teachers. **Use of the machine is limited to materials that directly benefit Jefferson Students.** Use of the machine by those other than permanent staff members and student teachers must be approved by the Principal. Please be considerate of what you are printing.

### **CONSULTATION AND TESTING REFERRAL**

#### **Follow the District Flow Chart For Behaviors**

The Jefferson Response to Intervention Team is a school based problem-solving group whose purpose is to assist teachers with intervention strategies for dealing with unique learning needs of students. This team seeks ways to maximize the use of available resources.

#### **Goals**

***A Teacher Intervention Assistance Team serves as a way to address acknowledged instructional problems, and they have the potential to:***

- Enable the school district's instructional program to meet a broader range of pupil needs
- Offer structured support and assistance to teachers
- Assist teachers in varying instructional strategies to promote pupil competence in basic skills
- Reduce the number of inappropriate referrals for Multi-Factored Evaluation
- Employ group problem solving processing to solve problems
- Serve as an impetus for teacher growth
- Refer students for further evaluation

#### **Members**

The following are members of the Teacher Intervention Assistance Team or SAM:

- Principal
- Teachers making referrals
- School Psychologist
- Intervention Specialists as needed
- School Counselor, as her schedule allows

### **PSYCHOLOGY SERVICES**

If you find a child who is having a difficult time adjusting to the schoolwork in your grade level, consult the student's cumulative folder. If you believe that further information is necessary, consult with the Principal. The school psychologist is a member of the Jefferson Intervention Assistance Team and participates in activities to assist students and teachers including testing referrals made from the Jefferson Team Assistance meetings.

For behaviors **Follow the Districts Flow Chart**



# A Teachers Guide to Helping a Behavior Student

1. Review the student's Cumulative File
2. Contact previous teacher for background information
3. Contact the Principal to inform them about your concerns
4. Consult with the School Counselor if there is known trauma (in person, via email, or written note)
5. Contact the students parent and discuss your concerns
6. Start ONE Behavior Intervention that must be in place for at least TWO weeks focused on ONE specific behavior
  1. Positive Reward Chart (sticker, stamp, dots), Behavior Contract, 5-Point Scale, Sensory Breaks (breathe-potty, fidget, frequent breaks, seat disks, physical exercise)
  2. Include Student driven Rewards (Reward Menu)
7. After TWO weeks, if the Behavior Intervention is showing no gains, fill out a Request for, Consultation Form that is pink and can be found in the School Psychologists mailbox

## Compliant Parent

- Signs Documentation, Open Communication, Follow through with recommendations

-With Signature, School Psychologist will observe & complete a FBA for the student.  
-The team (Teacher, School Counselor, Principal, School Psychologist) will create a formal BIP.

## Non-Compliant Parent

- Does Not Sign Documentation, Refuses permission, Doesn't follow through with Clinical Counseling

-Request Small Group or Individual Counseling with the School Counselor  
-After 6-8 School Counseling Sessions, the student may be referred to an outside agency for Clinical Counseling. If referred and the Parent is Non-Compliant, the School Counselor may continue to work with the student.

-Without Signature, the team (Teacher, School Counselor, Principal, School Psychologist) will create an informal BIP.  
-Informal Observations can be requested from the School Counselor.

## **CUMULATIVE RECORDS, ASSESSMENT FILES, TESTINGWERKS**

Cumulative folders are kept on the district server.

Each staff member is responsible for student assessments and data. TestingWerks (or other district recording software) should be kept current and complete. It is important to note interventions and other services, as well as annual data.

## **CUSTODIAL SERVICE**

After school (in the afternoon), teachers should make a point of having everything off the floor so that the room can be swept thoroughly. Please stack chairs or place chairs on tables. Any teacher who has an additional need of Custodial Services should **put the request in writing** and give it to the custodian or place in mailbox. Please be aware that classroom teachers must clean after classroom pets.

## **ROOMS (PHYSICAL CARE)**

Teachers share in the responsibility for maintaining physically clean and comfortable classrooms. A good policy is to have children rotate weekly duties in room clean-up. Windows should be closed when you vacate the rooms after school and blinds adjusted. All student chairs should be placed upon the tops of desks or stacked so that custodians can sweep the floor.

Students should pick up all pieces of paper and other large objects from the floor before dismissal.

If your room is either too hot or too cold, please report the problem to the Office. Every effort will be made to remedy the situation.

## **DETENTION OF STUDENTS**

Parents must be notified **in advance** if a student is going to stay after school for a detention, make-up work, or recreation. The amount of time for staying after school should be explained specifically to the parent. Lunch recess detentions for students, may be done by the teacher, if they desire. Teachers are to complete proper forms and the principal or other adult determined by administration will supervise the children.

## **DISASTER PLAN**

Please be sure your emergency information is current and posted in a visible location. Please keep a current class list in the folder.

The following plan will be used for disaster drills. All staff not supervising students should report to the Office. Each staff member is responsible for the students with them at the time of the drill.

### **Emergency Procedures-quick summary:**

**Fire**-exit building

**Disaster/earthquake/tornado**-take cover away from glass and wind

**Chemical spill**-close windows/doors, remain in rooms, leave main phone open, custodian turns off air; (a wet cloth may be used as a filter over your nose and mouth

**Gas leak**-call Fire Department, leave building

**The alternative signal in case of a power failure will be a whistle or bull horn.**

## Jefferson Lockdown Procedures

“Level 1”- Conduct class as normal with the following exceptions:

1. Lock and close your classroom door.
2. Do not let students out of your class unless absolutely necessary or called down by the office.
3. Turn on and monitor your e-mail page to gain additional information and updates when we announce over the PA system we are in a lockdown.
4. When class periods end, students may change classes. When the next period begins, the lockdown will continue until it has been cancelled over the PA system.

“Level 2”- All of the above with the following added:

1. Take attendance at the beginning of the level 2 lockdown and notify the office immediately via e-mail or PA of any students who have not returned to your class or students present that are not assigned to your class. In addition, if you have an emergency in the classroom, buzz the office.
2. Lock and close all windows.
3. Do not allow students out of your room unless administrative personnel or Police come to your door to get them.
4. Students who are in the cafeteria during a level 2 lockdown will be moved to a classroom.
5. Ignore class changes. Keep students in your classroom until the level 2 has been cancelled over the PA. No restroom breaks or drinks.

“Level 3”- Emergency in the building that involves active violence:

1. Activate TDL (The Boot)
2. Stop teaching, turn off the lights, and implement appropriate protocols for an active shooter.
3. Give the impression from the hallway that there is no one in the room.
4. Implement ALICE PROTOCOLS/PROCEDURES

**Please refer to our Emergency Operations Plan for a detailed report.**

### **DISCIPLINE PLAN**

Each classroom teacher needs to establish a brief and easy to understand set of classroom behavior expectations. This set of classroom expectations needs to be posted in the classroom at all times. Students who have a voice in deciding these behavior expectations will be more likely to follow the expectations. The expectation is that each plan be progressive and involve parent contact. The principal should be included in this plan, but thought of as the “last resort”. Follow the Behavior Flow Chart before sending students to the office. Obviously, there are some behaviors that require the immediate attention of the principal and I will fully support you in those situations.

### **DRESS CODE**

Student dress is considered the responsibility of the parents. Any reasonable standard of dress is acceptable as long as it does not interfere with the health or safety of the individual, or with the educational process of other students.



## **DUTY SCHEDULES**

Duty schedules (bus, hallway, recess, cafeteria) are posted at the beginning of the year. It is your responsibility to trade days to cover your duty if you are not available. If the bus is late, they will be called to a central area where they will be supervised by the principal or other designated staff member.

## **EARLY RELEASE OF STUDENTS**

Occasionally, parents may appear at school a few minutes prior to regular dismissal time to pick up their youngsters. Our dismissal time is signaled by a bell tone. Students should not be released prior to dismissal time except with a signed release form from the Office or call from the Office.

## **EMERGENCY MEDICAL FORMS**

Emergency medical forms and parent contract cards are issued to students during the first week of school and should be returned **as soon as possible**. The Emergency medical form is the most important form maintained by the school office. The teacher should always take emergency medical forms when students are away from the school building on a field trip.

## **EVALUATION**

### ***(See Teacher's Contract)***

The Ohio Department of Education has now adopted the OTES model for evaluations. All teachers will now be evaluated using this model, and will receive two formal observations each year. More could be determined by administration if deemed necessary. Each observation is to be 30 minutes in length and include a pre and post conference. There must be a total of 3 weeks between formal observations, and teachers can request additional formal observations if they feel necessary. Walk throughs may count toward evaluation and can range from 5 – 20 minutes. Principals must complete no less than 5 walk throughs a year, with no less than 1 walk through per nine weeks on each teacher.

## **EQUIPMENT AND MEDIA**

All materials purchased by Findlay City Schools remain the property of Findlay City Schools. Individual teachers are assigned to its use only as long as it is needed and effective in teaching. Materials may be re-assigned as needed.

## **LAMINATOR**

For maximum safety, do not leave the laminator unattended. Also, turn off the switch when the machine is not in use. **Students are NOT to use the laminators. Please do not leave the laminator unattended when it is turned on as this causes damage. Notify office when film is low. DO NOT RUN ALL THE WAY OUT!!!!**

## **FACULTY MEETINGS**

Regular faculty meetings will be held. This is an important time for staff members to come together to discuss issues and/or concerns, as well as work on our building goals for the year. I will try to keep the meetings as brief and focused as possible. Please read our "Dates to Remember", and other staff notes as they come out. Help each other remember the important things that are going on at Jefferson and within the district!

## **FIELD TRIPS**

Field trips should have a definite educational objective. The enrichment offered by a field trip should go beyond what would be possible with classroom study. Field trips are one way of providing common background knowledge. A field trip is defined as anytime students are taken off school grounds.

**(See Field Trip Guidelines for approved trips and procedures.)**

School buses are utilized for transportation on field trips. Conveyance by private automobile, with parent drivers, is not permitted. Also, you should develop a list of written rules and explain them to the children prior to the trip. Have adult volunteers accompany the trip (one adult per each ten students if possible). Inform the accompanying adults of their duties and responsibilities.

The following procedure for field trips should be followed:

1. Submit a Field Trip Request Form to the principal for approval prior to the proposed trip. Teachers have option of choosing among trips listed for their grade level or of submitting the special request form to the principal for trips not listed.
2. Transportation Request Form must be approved at least 2 weeks before date needed. It is recommended to schedule out-of-town field trips as early as possible.
3. Wait for approval before making final plans, notifying parents, or telling students.
4. Provide parents with information about the trip: purpose, itinerary, destination, transportation, eating arrangements, date and time of departure.
5. Obtain parent permission in writing and keep it on file.
6. Take emergency medical forms with you on the trip.
7. A class roster of students taken on the field trip is to be left in the office.
8. Provide the office with depart/arrival times.
9. Tell the Office and Cafeteria of any Lunch changes or needs.
10. Take attendance **prior to leaving & before departing for home!**

**FIRST DAY OF SCHOOL**

The class lists of students will be posted at each entrance before school opens. There are new pupils and forgetful ones, so we will have a number of staff and volunteers at the entrances to take such children to the right room.

1. Be sure to have a list of your pupils posted outside the door.
2. Take **NO OTHERS** into your room **UNLESS** they can present an admission slip from the Office.
3. Review Jefferson procedures with students on the first day of school.

**Mrs. Plesec & Mrs. Hunt** will visit each classroom within the first week to help set expectations for the school year.

**GRADE BOOKS**

Accurate 9 week records must be kept up to date for each student. You are responsible for keeping your classroom data for an advised 5-year period.

**GRADE CARDS**

Grade cards are issued approximately 5 work days after the end of the grading period. All final grade cards at the end of the year should be given to Mrs. Mason to scan into their cumm folders.

<b><u>9-Week Grading Periods End:</u></b>	<b><u>Progress Reports/Grade Cards Sent Home</u></b>
October 19, 2018	October 26, 2018
January 4, 2019	January 11, 2019
March 15, 2019	March 22, 2018
May 23, 2019	Will be mailed several days after May 24, 2019



**Specialists** will use Progressbook that coincides with homeroom teacher grade cards.

### **I.D. BADGES**

Identification Badges must be worn by all adults in the building at all times. This includes visitors and student teachers. Please let the principal know if a student teacher does not have an identification badge from their University. All staff members must have I.D. badges on at all times for the safety and security of the students at Jefferson. If a staff member notices an adult in the building without a badge, please stop the adult and ask them if they have signed in yet with the main office. We appreciate everyone assisting with this.



### **KEYS**

Teachers are assigned room keys and exterior door FOBS; they will be responsible for the keys while employed at Jefferson. If for some reason you have additional keys other than assigned room keys and an exterior door FOB, please turn into the building principal.

### **LESSON PLANS**

Lesson plans shall be kept for each instructional day we are in session. Ohio Minimum Standards direct that Daily Lesson Plans “shall give direction for instruction and implementation of the course of study.” Be aware of the objectives you are covering in the Findlay City Schools course of study when you are planning each day’s lessons. Lesson Plans should always correlate to the standards. **(Let your assessment drive your instruction.) Findlay City Schools Course of Study Curriculum Map should be followed as well.**

Teachers should have the next day’s lessons plans completed for all subjects **prior** to leaving the building. Teachers should take plan books home **only** if the next day’s lessons are left on top of the desk, clearly marked “lesson plans,” or if, you can have someone deliver your plans to the school at least one hour prior to starting time. A **seating chart** should be completed and up-to-date for each class.

Principals will be periodically reviewing lesson plans during walk throughs. Please be sure your lesson plans are easily accessible to avoid disruption of your instruction.

### **LESSON OBJECTIVES should state:**

1. **The learning to be achieved (*objective stated*)**
2. **What the student will do to show learning (*activities*)**
3. **Materials to be used**
4. **How well students should perform (*evaluation*)**
5. **Student assessment should drive our instruction**



### **LOST AND FOUND**

The Lost-and-Found is located by the office. If valuables such as wristwatches, glasses and money are found, they should be brought to the Office. If a pupil finds a significant amount of money and reports it to the office, they can have the money after two weeks, if it is not claimed. **Urge** your students to put their **names** on gym shoes, caps, coats and lunch boxes. Pupils may look for lost articles in the “lost-and-found” before the morning tardy bell or at lunch.

### **LOUNGE/WORKROOM**

Each staff member needs to assume responsibility for these common areas so that all staff may enjoy the facilities. Teachers using the refrigerator need to **check it often for old food.**

## **LUNCH/RECESS TIME PERIOD: RULES AND DISCIPLINE**

Through the efforts of the Monitors, Principal, and School Counselor, written procedures and rules have been designed for students at lunchtime. We appreciate your cooperation and backing to help all students have a pleasant and organized lunch period.

### **Teachers please do the following:**

1. Discuss lunchroom rules with your class
2. Walk students to the recess line
  - a. If a student is serving a consequence at recess (walking), a note including the students name and length of time needs to be handed to the monitor
3. See that all students come to the recess properly dressed to go outside
4. Teachers are to meet their class at a designated area to pick up students and walk them back to class after lunch. **It's important to be on time.**

Students should not return to their classrooms during the recess/lunch period, for money, lunch pails, coats, etc. Students are encouraged not to disturb teachers in the lounge during lunchtime. **The monitors and/or the Principal will handle lunch-time problems.**

The restrooms near the gym will be used during the lunch period. Students with written requests from parents to remain inside at noon. Students remaining in a classroom or placed in the hallway will require a teacher there to supervise them.

### **Outdoor Play Guidelines For Lunch**

#### **P.E. And Classroom Fitness:**

Students are to come to the recess each day properly dressed to go outside. The Principal will decide if there is a question about outdoor activity for students.

General guidelines are as follows:

1. All students go outside unless they have a note from a parent or teacher which limits their activity
2. When the weather is below 20 degrees F and/or the wind is over 20 M.P.H.

#### ***Noon Time Rules***

1. Use good manners.
2. Walk
3. Raise your hand if you need the monitor

#### ***Outdoor Rules:***

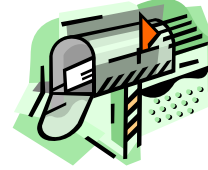
1. Balls, jump ropes and sport equipment are available from the monitor. (Toys and/or radios are not to be brought to school.)
2. Stones and snow are to be left on the ground.
3. When staying in at noontime due to bad weather, you are to be seated in your classroom with quiet activities.
4. Food is not permitted on the playground area, because of the possibility of choking and for playground cleanliness.
5. No contact sports.

## Monitor Procedures

### Steps:

Monitors' procedures for students breaking rules:

1. Verbal warning and explanation is given to a student as they are breaking a lunchroom or recess rule.
2. Students are isolated to eat alone or seated on playground.
3. Minor behaviors are then communicated to the teacher.
4. Students are referred to the **Principal**, with a written Discipline Record, for severe and persistent behavior problems.



## MAILBOXES

Each staff member has a mailbox in the Office. Please check your mail in the morning, lunch, during specials, and after school.

## MAINTENANCE REQUEST

All maintenance requests should be made by filling out a request on the website. *Maintenance Work Order Form* under Staff- electronic forms.



## MEDICATION FOR STUDENTS

The school nurses will need the names of students that have medications to be given out at school. If the school is involved in giving medication, it will be necessary for the school nurse to get a copy of the administration of medication form to the parents, in order that the parents can get it to their doctor and return it to the school before any medication is dispensed. These forms are available in the Office.

The administering of any drug (prescription or over-the-counter) without the order of the physician and the permission of the parent can be interpreted as practicing medicine and is prohibited by law. The Nurse, the Principal, and Office Staff can administer medication if the proper permission forms are completed. **A copy of the blue medication permission form is to be given to the Nurse. Teachers may keep the original in your room. When the Nurse is gone, the principal or secretary may give the medication.** Teachers are encouraged to keep some Band-Aids in their room for minor care. Let the Nurse know and some will be distributed to your classroom. Jefferson will continue the Administration of basic over-the-counter medication. Parental permission slips will be required.

## Money Collection

\*\*\***Accuracy** of your records is very important. **Your fee class list is an important record of fees paid for the whole year. BE CAREFUL!!!**

1. Send any money collected to the Office between **9:05-9:35**.
2. Accept money **only** from students in your homeroom.
3. **Family checks** for more than one student should be sent to the **Office**. When you are notified of a payment, write "**Paid Office**" and the **amount and date** by the student's name on your class fee list.
4. Send the form provided with any money you send to the Office.

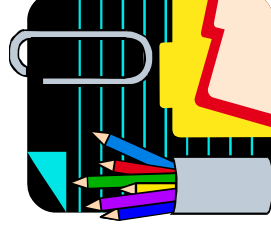
5. On your class fee list, list **student's name** and **the amount paid** and **date** in the appropriate area. (Important, especially at the beginning of the school year.)
6. **Send receipt home.**
7. Fee collection deadline is at the end of the second full week of school.
8. Students on Free Lunches are eligible for waived fees. Those on Reduced Lunch are eligible for 1/2 of fees waived. Fee waiver forms are in the office for students not on a lunch program, but might be eligible

Teachers should not leave money in the room unguarded. There is no provision by the School Board to reimburse a teacher for stolen money. Every effort should be made to avoid placing temptation before students.

Teachers who are collecting money should take the money with them when leaving the room. If fee money that was carelessly left is stolen from your desk, YOU must make up the loss.

### **POST IN EACH CLASSROOM**

1. Emergency Exit Procedures
2. Classroom Daily Schedule
3. Class rules
4. School rules (with Color Stick Expectations)
5. Class Mission Statement
6. Behavior Flow Chart



### **PTO**

Updates will come as given to Principals. I would like one teacher representative at each monthly meeting. Please let the principal know who will be attending and how a rotation might best meet your grade level team needs. This year, PTO will give each grade level \$350.00 to be spent how the grade level decides. It can be used for field trips, film developing, etc.

### **PROFESSIONAL DRESS**

As a licensed professional, we should dress as professionals. Fridays will be casual dress day if wearing blue and gold Trojan clothing.

### **PURCHASES**

Make the principal aware in writing of equipment needed. See the office secretary to order classroom supplies. Under no circumstances are any materials, field trips, speakers, etc. to be ordered or scheduled until a purchase order has been processed. However, because of limited dollar amounts, please be proactive and use a purchase order when pre-planning can take place. Remember to tell the sales clerk of tax exemption and do not pay any sales tax. It will be charged to the office. Return all sales receipts in a timely manner.

An Allocation Form must be submitted for purchases made by PTO prior to the purchase and given to the principal to take to the next scheduled PTO meeting.

### **SAFETY OF STUDENTS**

Teachers are responsible for the safety and well-being of students. Make frequent checks of your classroom to make sure that no unsafe conditions exist. Report any problem areas to the principal.

## **SCHOOL DAY**

Students not riding a bus should arrive at school no sooner than 9:00 a.m. School begins at 9:15. Dismissal of all regular students is at 3:40 p.m. Students should leave the school grounds upon dismissal, unless involved in an extra-curricular activity/club.

## **SCHOOL VISITORS**

The Ohio Revised Code requires that all school visitors report to the Principal's Office immediately upon entering the building or coming on school grounds. Teachers observing strangers should direct them to the Principal's Office. Adults are not to approach students unless they have checked in with the Office first. Visitors will be assigned a Visitor's Badge.

## **STUDENT/PARENT HANDBOOK AND TELEPHONE DIRECTORY**

Teachers need to familiarize themselves with the information in the **Student/Parent Handbook**. These publications are sent home with students early in the school year.

## **STUDENTS AS HELPERS**

Students should only move classroom items that cannot cause injury. If students are used to move furniture or audio-visual equipment:

1. They should be supervised
2. The teacher should examine the activity to foresee any chance of injury.
3. Proper instructions should be given.
4. Students are not to move television sets.

## **STUDENT TEACHERS**

Cooperating teachers' obligations toward student teachers are clearly stated in materials supplied by the college or university. In addition to the requirements of the college or university, it should be understood that the Jefferson teachers are always ultimately responsible for Jefferson students assigned to them. Therefore, it is important that:

1. A student teacher always needs to know the physical whereabouts of the cooperating teacher and be able to reach them in an emergency.
2. A student teacher should not be left on his/her own for periods longer than 60 minutes without the cooperating teacher checking to see how lessons are progressing. This is true even toward the end of a student teacher's experience. Use your professional judgment.
3. Team teaching by the student/teacher and cooperating teachers is encouraged. In this way the Jefferson students derive the most educational benefit.
4. Cooperating teachers are encouraged to work with individual and small groups of students while the student teacher works with larger groups at the end of the student teacher's experience.

## **STUDENT SUPERVISION**

Teachers are not to leave the classroom while students are still present in the classroom. Please notify someone to help watch students who are still in the classroom if an emergency occurs. Specialists supervise students during fire drills, assemblies and other times that students are assigned to them as the teacher.

The classroom teacher is responsible for supervising students ***to and from*** the special classroom, or designated area, and to enter and exit from the school playground area each day. All faculty are to help maintain positive student behavior by intervening when they see a problem.

## **SUPERVISION PROCEDURES**

### **Early Supervision**

Teacher volunteers should help to discourage the early arrival of students. Early supervision will be 9:00 and 9:15 a.m. the first week of school, and other days at random or as directed by the principal.

Students arriving too early may have a notice sent to parents about the early arrival. However, it is better to have them here at school, then running around the neighborhood.

### **Morning Supervision**

Students are to enter the building beginning at 9:00 a.m. and go directly to their homeroom. Students are not to be released to restrooms or other areas in the building unless they have permission from their teacher. Students who are not able to be responsible for their behavior with a pass will have to remain in their homeroom until the teacher can supervise them.

### **Afternoon Supervision**

Students will wait in classrooms for their bus to be called. Teacher's without a homeroom will receive a schedule when they have car duty along with 1 classroom teacher.

### **Playground Supervision**

Whenever students are on the playground with the teacher:

1. Patrol the playground and organize students to enter the building
2. Watch for safety hazards
3. Be available in the case of accidents or disagreements
4. Help students line up
5. Fill out an Accident Report should an injury occur. (Office has form)

## **TEACHER SUPPLIES**

General teacher supplies including chalk, tape, staples, paper clips, tape, etc. are in the teacher workroom.

## **TEACHER'S HOURS**

Teachers' hours are from 8:00 a.m. to 4:00 p.m. or as arranged with the Principal.

If teachers need to leave early, or arrive late, they should give notification to the Principal and then sign out/in in the Office.

## **TEACHER ASSISTANCE**

From time to time, students have academic, social, emotional, and/or behavior needs that require intervention by school personnel. When this occurs, it is important that the school takes appropriate measures as soon as possible with the student, parent, and community. If a teacher believes that a student may be in need of intervention, a contact should be made with the school principal. Each building has its own unique process through which teachers may get assistance. By taking the time to care, you may be able to enhance the chances of the student being successful to his/her potential.

**YOU CAN MAKE THE DIFFERENCE!**

## **TEXTBOOKS**

When texts are issued, have students examine them for existing damage. Make a note of the damage with your initial and the date inside the front cover. At the end of the school year reexamine the book and assess fines for any additional damage. Be certain that students understand that they must return the exact book issued or they will be charged for a lost book.

### **Fines for damaged or lost textbooks is as follows:**

- Damaged but repairable locally \$6.00
- Damaged beyond repair Replacement cost
  - pages missing
  - water damage
- New cover and binding needed \$18.00
- Lost book Replacement cost
- Torn pages, ink marks \$.75 to \$1.25 per page

### **TRANSFER OF STUDENTS**

When a student withdraws from your classroom, follow these procedures:

1. Make out a transfer form. **Include test results, reading level, the name of the current reading series and competency results.**
2. If the child is leaving the school system, send the grade card with him/her. If he/she is staying in the system, place it in the permanent folder.
3. All information should be brought up to date in the permanent folder. Days due and days absent for the **year to date** should be recorded with the school and the teacher's name. Significant anecdotes and grades should also be placed on the folder.
4. Personal belongings and materials purchased through school fees, such as, workbooks being used should be sent with the pupil. If the transfer is within the city, the pupil's textbooks, except workbooks, etc., are stored and not sent to the receiving school. Textbooks of pupils leaving the city schools are to be stored in the teacher's room for the next new student to use.
5. Notify the special teachers and counselors if the child attends these special services.
6. Forms to be completed within 72 hours.

### **VIDEOS - Use in Elementary Classrooms**

#### **Board Policy 8.1**

#### **Administrative Procedure**

**ONLY "G" rated films, movies and videotapes will be shown in elementary classrooms grades Kindergarten through 5<sup>th</sup>.**

**Media used from television will follow the age appropriate guidelines. You must receive parent permission to show any student a movie rated "PG".**

### **VOLUNTEERS**

The involvement of volunteers in classroom activities is encouraged. Students, teachers and the volunteers can benefit from the skills that "extra help" can offer. The teacher closest to the activity should supervise volunteers. All volunteers should be encouraged to be discreet in their discussion of Jefferson students and activities in the community. They are here to help the children's self-esteem and learning.

### **NOTICE OF NON-DISCRIMINATION POLICY: or Designated Coordinator.**

Inquiries concerning the application of this policy may be referred to the Superintendent.

# **Lincoln Elementary School Faculty and Staff Handbook**

**Revised 7/30/18**



## **Lincoln School History**

(From "History of the Findlay City Schools")

In 1864, a two-story, brick building was built on West Lincoln as the Number Nine School (also known as the Gray School) by the Akron State District. This was a modest structure until 1879, when it acquired the dignity of the then popular Mansard Roof. The pupils and parents in this school had a feeling of loyalty to Number Nine that kept its character distinct from the other schools in Findlay.

There was frequent objection by parents and the community to its becoming a part of the Findlay Public School System, and only when the Findlay City Schools contested the Akron State Law, did the school become a part of the school system in 1889. To the present day, the bell of the Old Number Nine School is kept as a relic on the Lincoln School grounds.

Lincoln School was built from 1914 to 1915 on the site of the Old Number Nine School to house neighborhood students, grades one to eight. There was a time, some high school students attended classes at Lincoln School while the High School was being built. In 1957, a gym addition was built with the fundraising help of parents and teachers. Lincoln was remodeled during the summer of 2001.

## **Advisory Committee**

An advisory committee shall be formed each year for the purpose of identifying solutions to buildings challenges outside the purview of curriculum and instruction (which is the domain and purpose of the BLT). Teams shall nominate representatives, and committee members will meet with the principal on an as needed basis. Agenda items will be requested prior to meetings to determine the necessity of meeting.

## **Teacher Absence - ILLNESS**

In case of absence, a teacher should call or text Mike on his cell phone - 419-306-6816. Text message is always the best and most preferred way to reach Mike.

Lesson plans for the next day should always be available and on the teacher's desk when a teacher leaves the building at the end of each day. The Daily Schedule and Seating Chart must be available in your substitute folder. On a day you are absent, please call the school office 425-8310 by 2:00 p.m. to let us know if you will be returning. Please see the Substitute Folders section in this handbook for additional information and ideas.

## **Teacher Absence - OTHER THAN ILLNESS**

The procedures for personal leave are outlined in the Master Agreement. Professional leave must have prior approval from administration and personal leave should follow the provisions established in the Agreement. Teachers should fill out the proper forms in Applitrak and contact the Principal for personal and professional leave approval.

**Reminder...**

All substitute teachers are contracted and arranged through Renhill. If there is a substitute you would like to request, please let the principal know.

## **Student Absence**

Parents are to call or send a note if a student is to be absent. If they do not, the Office will try to call them. Any pattern or trend in absence or tardiness should be reported to the Office.

Truancy should be brought to the attention of the Principal or secretary and it will be investigated.

Students needing to leave the building during school hours must be picked up by an adult in the Office. Teachers should send students to the Office, along with a note for early dismissal from a parent, before the time requested to leave for appointments. Parents are asked to sign their children out for early dismissal. Please send notes down with the Attendance Folder.

## **Student Vacations**

Vacations are considered an absence of choice rather than necessity, but these trips also hold the potential to provide opportunities for our students to have important experiences that otherwise might not be afforded to them, and the teacher has options in assigning make-up work. Teachers should use their professional judgment and work cooperatively with parents to determine the extent and type of make-up work to be assigned to the student. Decisions should always be made as to what is in the best interest of the student.

## **Student Illness & Injury**

Students who become ill at school should be brought to the Nurse's Office by the teacher or sent with a note of explanation. Students with a temperature or vomiting are sent home. A parent must be contacted to come to the school and pick up the student. Students are not to be left unattended in the Nurse's Station or classroom. Students are not to administer first aid to another student.

If an injury is of a serious nature and requires parent or medical attention, the adult supervising when the accident occurred must complete an Accident Report.

In case of an accident, seizure or fainting spell on the playground or in the classroom:

1. An adult must stay with the child.

2. Send for help. Notify the Nurse (9:30 a.m. – 2:00 p.m.) or Office.
3. Follow first-aid procedures.
4. Check the Emergency Procedure card in the Office and check the authorization form.
5. Make out an accident report. Forms are available in the Office.

## **Teacher Injury**

If injured on duty, a staff member must make out a Personal Injury Report and notify the Office.

## **Bell/Tone Schedule**

- 8:30 a.m. -- Students participating in breakfast program may enter
- 8:50 a.m. -- Arrival of Students/Enter Building
- 9:05 a.m. -- Students in Homeroom
- 3:25 p.m. -- 3rd floor Students are dismissed
- 3:30 p.m. -- Remainder of students are dismissed

## **Staff Cell Phone Usage**

Cell phones are to be turned off or on silent during normal student contact hours. If you have good reason to have your cell phone on or in use, please clear it through the Office.

## **Child Abuse**

In 1974, the National Child Abuse Prevention Act was signed into law. Teachers are protected from suits by this law. The law stipulates that *teachers are required to report any suspected child abuse*. Children's Services is required to investigate any reported child abuse with 24 hours of the report.

Sharing suspected child abuse with a colleague, counselor, or administrator does not release a teacher from the responsibility to report. Doing so makes the colleague a mandated reporter as well.

The following points are taken from the Findlay City Schools procedures for working with suspected abused and/or neglected children and outline the actions to be taken if child abuse is suspected:

- Make a detailed report to Children Protective Services by emailing the intake worker and "CC" the investigative supervisor; the current intake worker is Carey Clifford (carey.clifford@jfs.ohio.gov; 419-429-8008);
- Request a read receipt before sending the report to CPS;

- If making a report via phone, follow-up the phone report with the report documented in an email following the above steps.

## **Classroom Supplies**

### **Textbooks**

Textbooks should be ordered from Curriculum, if needed, when a new student is placed in the teacher's class. Forms are available from the office. Pupils transferring from a Findlay School to another Findlay school will not have textbooks (except workbooks) coming from their previous school. Textbooks for a withdrawing student should be kept in the classroom -- workbooks should be sent with the student. Manuals for Teachers or Student Teachers can also be requested from the Curriculum Department. Teachers are allowed only one textbook, Teacher's Edition, per subject area.

### **Workroom Supplies**

Notify Building Foreman (Teresa) with a note, with your name on it, in her mailbox when supply is low for any items stored in cabinet workrooms. Cutting boards, hole punchers, long stapler, label-maker, heavy-duty stapler, etc. please return immediately or use there. Do not remove binder, electric staplers, or electric pencil sharpener without leaving a note in its place on its location. There is one Binding Machine that can be removed from the Workroom.

## **Computer Usage**

Room 212 on the middle floor is the Computer Lab. There is also be an iPad cart available. Computers and printers are available for classes to use. The Computer Lab and other tech carts may be used by grade level teams during "No New Instruction". Please note: the technology specials rotation will limit the availability of Room 212.

Most of our software is network based. Please follow guidelines for each network software program. Please try and keep the Computer Room in order and push in chairs when finished. The last class of the day should close out any programs.

If you still have a printer in your room, due to the high cost of printing cartridges, the school will not be able to pay for individual room cartridges. There will be three laser printers available at all times (1st, 2nd, & 3rd Floor).

## **Conferences with Parents**

The value of communication with parents cannot be overemphasized. The telephone conference is one way to communicate. However, parents often have a negative view of the school, because teachers call only when there is a problem. Getting into the habit of making a

few calls each week to give parents some good news is a practice that will pay high dividends. Also, if the time comes that you must call to report a problem, **parents are usually more receptive and cooperative if you have spoken to them previously on a positive note.**

Often parents will call the school and wish to have a conference with a teacher. When this happens, the Office will leave a note in the teacher's mailbox to call the parent to set up a Conference.

Three regularly scheduled Parent/Teacher Conferences occur in the fall, one in the winter/spring. Teachers should prepare for each Parent Conference so that the conference is productive. A simple checklist for each student might prove helpful to ensure that no important detail is overlooked. A brief written report of each conference held with a parent should be kept for future reference. See the principal if you would like a sample documentation form.

## **Copy Machines**

The copy machine is for the use of staff members. Cooperating Teachers are responsible for training Student Teachers & volunteers to use the copier, and for approving any copying done by Student Teachers. Paper jams are to be cleared by the Staff Members trained to do so. Use of the machine is limited to materials that directly benefit Lincoln Students.

*In an effort to conserve paper and reduce costs for the district, please be judicious and responsible in your printing habits.*

## **Co-Curricular & Extra-Curricular Program Participation**

Students may participate in school sponsored activities, programs and intramural activities based upon parent permission. Parts in certain music programs may require tryouts. Any student who wants to participate should be encouraged. See Findlay City Schools Non-Discrimination policy for additional information.

## **Consultation and Testing Referral :: Response to Intervention**

The Lincoln R-t-I Teams -- a Primary grades team and an Intermediate grades team -- are school based problem-solving groups whose purpose is to assist teachers with intervention strategies for dealing with unique learning needs of students. These teams seek ways to maximize the use of available resources.

Goals:

RTI teams serve as a way to address acknowledged instructional problems, and they have the potential to:

- Enable the school district's instructional program to meet a broader range of pupil needs;

- Offer structured support and assistance to teachers;
- Assist teachers in varying instructional strategies to promote pupil competence in basic skills;
- Reduce the number of inappropriate referrals for Multi-factored Evaluation;
- Employ group problem solving processing to solve problems;
- Serve as a tool for teacher growth;
- Refer students for further evaluation.

Members:

The following are members of the Lincoln RTI Teams:

- Teacher making the referral;
- School Psychologist;
- Regular education representative;
- Intervention specialist representative;
- Guidance Counselor as schedule allows

## Cumulative Folders

Cumulative folders are now digital and are housed on the Findlay City Schools network.

## Custodial Service

After school (in the afternoon), teachers should make a point of having everything off the floor so that the room can be swept thoroughly. Any teacher who has an additional need of Custodial Services should notify the custodian and put the request in writing by email the custodial crew. Please be aware that classroom teachers must clean after classroom pets.

## Detention of Students

Parents must be notified in advance if a student is going to stay after school for a detention, make-up work, or other purpose. The amount of time for staying after school should be explained specifically to the parent. Lunch recess detentions for students, may be done by the teacher if they desire. ***Lunch Monitors will not be enforcing classroom detentions.***

## Disaster Plans

The following plan will be used for disaster drills. All staff not supervising students should report to the Office. Each staff member is responsible for the students with them at the time of the drill.

Emergency Procedures - Quick Summary:

- Fire - exit building;
- Disaster/earthquake/tornado - take cover away from glass and wind (see detail below);

- Chemical spill - close windows/doors, remain in rooms, leave main phone open, custodian turns off air; (a wet cloth may be used as a filter over your nose and mouth);
- Gas leak - call Fire Department, leave building.

### **Disaster Drill Plan From Gym**

Exit the Gym using doors on both sides of the stage and walk students to designated areas inside building - See Floor Plan. Monitors stay with assigned classes. All Cafeteria workers assist in directing students to designated areas.

### **Disaster Drill Plan from Playgrounds**

Immediately enter building using closest entrance. Escort students inside, double check to be sure all students are inside, then follow classes to designated areas. (See Floor Plan)

### **EARTHQUAKE Emergency Procedures**

During an earthquake there are several things you can direct students to do for their safety.

1. Stay in your room.
2. Face away and distance yourselves from windows, shelves, etc.
3. Take cover under tables or desks - bend head close to knees and cover sides of the head with your elbows.
4. Do NOT go outdoors.
5. Be sure to remain calm and report to the office if you are on a free period.

### **TORNADO Disaster Procedures**

1. All persons not supervising students should report to the office, which will be used as the command center.
2. Turn out the lights.
3. Move students to safety. Students should be grouped with approval and knowledge of the Principal.
4. Safe areas are: basement, rest rooms, and halls away from windows and doors.
5. Teachers should travel and stay with the students in their care at the time of the disaster.
6. The grade book should be kept with the staff member responsible for the students at the time of the drill.
7. Check attendance and report anyone who is missing to the Office.
8. Children should remain quiet in a kneeling position against the inside wall in rows. If possible, a hardback book should be held over their head for protection.
9. SIGNAL—An Alarm System will signal disaster. The System has a battery back up and voice P.A. System.
10. Post signs to define a student pick-up area for parents to pick up their children.

11. Dismiss all students from the front door area, or other area as assigned by the Principal.
12. Do not dismiss any student unless you know who they are going with and where. This information should be recorded somewhere.
13. The custodian (or whoever is available) should shut off the gas and electricity.
14. Notify the Central Administration and gas and electric departments. People in the community can help.
15. Flexibility will be needed in your assigned area. The time of day will determine how many students are assigned to a safety area.

### **Fire Drills**

Routes to be used for fire drills are posted on a sign near the door of each classroom. State fire regulations require that this sign remain in your classroom near the door. Be thoroughly familiar with the information on the sign. The teacher should give instruction on the first day of school. If you need a sign, please contact the office. Signs are to be clearly visible.

It is also necessary for teachers to know where fire alarms are located in the building. Staff members can be asked to activate the alarm for fire drills.

Absolute silence must be maintained during drills. Teachers are responsible for seeing that all students are evacuated in an orderly fashion. Teachers must take a class roster along to make certain that all children are accounted for once the students are lined up outside.

The top priority is to exit quickly. All persons in the building must exit the building during drills.

#### **Fire Drill Procedures**

1. Close doors and windows.
2. Students walk in an orderly manner in double file without talking.
3. Teachers should carry the class roster and determine if all students who were present that day are accounted for.
4. Students who are the responsibility of Art, Music, Physical Education, Library or small group instructors, remain the responsibility of that teacher during the fire drill. Teachers without students should report to the Principal for further direction during a time of emergency.

#### **Fire Drill Exits**

- EXIT 1: Main front entrance (proceed to Cory St. or S. West Street)
  - EXIT 2: Back east exit (use the east stairs, proceed to Cory Street)
  - EXIT 3: Back west exit (use the west stairs, proceed to S. West Street)
1. Main floor, all rooms (including the library) use **EXIT 1**.
  2. Top floor, Rooms 308, 309, 310, 311, 313, 314, 315, use **EXIT 2**.



3. Top floor, Rooms 301, 302, 303, 305, 306, 307, use **EXIT 3**.
4. Basement, Rooms 109, 110, 111, 112, 114, 115, 117, use **EXIT 2**.
5. Basement, Rooms 101, 103, 105, 106, 107, use **EXIT 3**.

### **Fire Drill Plan from Gym**

All students exit through double doors at the West End of the Gym. Teacher will arrange students for movement in the most efficient and safe manner. Proceed South on South West Street to Lincoln Street.

- **STAFF:** Lunch Server – Direct students to walk quietly to exit. All other available monitors lead or direct students South on South West Street.
- **COOKS:** Check restrooms and chair room for students. Exit through Gym (West Doors) after double checking that all students are out. (Close Doors).
- **CASHIER:** Direct students in lunch line to exit by your desk and proceed to South West Street.

All Students exit by walking in an orderly manner without talking!

### **Fire Drill Plan from Playground**

Leave the playground and then line-up by classes on the sidewalks of South West Street or Cory Street. Walk north if space permits.

## **Lincoln Lockdown Procedures**

“Level 1”- Conduct class as normal with the following exceptions:

1. Lock and close your classroom door.
2. Do not let students out of your class unless absolutely necessary or called down by the office.
3. Turn on and monitor your email page to gain additional information and updates when we announce over the PA system we are in a lockdown.
4. When class periods end, students may change classes. When the next period begins, the lockdown will continue until it has been cancelled over the PA system.

“Level 2”- All of the above with the following added:

1. Take attendance at the beginning of the level 2 lockdown and notify the office immediately via e-mail or PA of any students who have not returned to your class or students present that are not assigned to your class. In addition, if you have an emergency in the classroom, buzz the office.

2. Lock and close all windows.
3. Do not allow students out of your room unless administrative personnel or Police come to your door to get them.
4. Students who are in the cafeteria during a level 2 lockdown will be moved to a classroom.
5. Ignore class changes. Keep students in your classroom until the level 2 has been cancelled over the PA. No restroom breaks or drinks.

“Level 3”- Duck and cover immediately and stay there until the all clear is given:

1. Stop teaching, turn off the lights, duck and hide.
2. Install the Temporary Door Locking Device/The Boot.
3. Give the impression from the hallway that there is no one in the room.

### **In the event of an evacuation...**

Lincoln students will proceed to St. Marks Church 800 S. Main St. (the reunification point). Teachers are responsible to check for attendance. Other alternate locations for rally point (safety point evacuations) include the Findlay Police Department and Donnell Middle School.

If students and school personnel are **outside** of the school building at the time of a LOCKDOWN, teachers or other school personnel will move students to the designated off-site assembly location. Rally points include the Findlay Police Department, Donnell Middle School.

## **Discipline Plan**

It is important for teachers to be viewed as the ultimate authority in their classrooms. When someone else is consistently handling the routine discipline your students, your class will not view you as the authority figure in your classroom and your professional effectiveness is greatly diminished. Each classroom teacher needs to establish a brief and easy to understand set of classroom behavior expectations. This set of classroom expectations needs to be posted in the classroom at all times. Students who have a voice in deciding these behavior expectations will be more likely to follow the expectations. The expectation is that each plan be progressive and

each teacher is required to involve parent contact at some point in the behavior plan. There are some behaviors that require the immediate attention of the principal and you can expect support in those situations.

## **Dress Code**

Student dress is considered the responsibility of the parents. Any reasonable standard of dress is acceptable as long as it does not interfere with the health or safety of the individual, or with the educational process of other students. When the weather indicates, shorts are permitted if they pass normally accepted standards of modesty.

## **Early Release of Students**

Occasionally, parents may appear at school a few minutes prior to regular dismissal time to pick up their youngsters. Our dismissal time is signaled by a bell tone. Students should not be released prior to dismissal time except with a signed release form from the Office or call from the Office.

## **Emergency Medical Forms**

Emergency medical forms and parent contract cards are issued to students during the first week of school and should be returned as soon as possible. The Emergency medical form is the most important form maintained by the school office. The teacher should always take emergency medical forms when students are away from the school building on a field trip.

## **Evaluation**

(See Teacher's Contract)

At Lincoln Elementary School, teacher evaluation is looked at as a process of helping capable teachers become more effective and skillful. It is intended to stimulate further professional development and to provide feedback.

## **Equipment and Media**

All materials purchased by Findlay City Schools remain the property of Findlay City Schools. Individual teachers are assigned to its use only as long as it is needed and effective in teaching. Materials may be re-assigned as needed. This includes Bonus items received through Book Clubs, PTO, etc.

## **Audio - Visual**

For any and all shared technology (i.e. laptop cards, ipads, etc.), the faculty on each floor should coordinate schedules for the best utilization of this equipment. Moving equipment from one floor to another is discouraged because of personal safety and the teacher's schedule.

The librarian will order and return movies, slides, records, models and filmstrips from the audio-visual catalog. If you are in need of A.V. equipment, contact the librarian.

### **Laminator**

The laminator in the workroom is for faculty use in developing materials for Lincoln students. All materials developed using the laminator then become the property of Findlay City Schools. Use conservatively. Cooperating teachers and community use of the laminator is discouraged since the laminating film is expensive and in limited supply. Please do not leave the laminator unattended when it is turned on as this causes damage. Notify Librarian when film is low.

**Do not allow the laminator film to run all the way out!**

### **Physical Education Equipment**

The physical education equipment is located in the gym under the stage or in the locked boxes on the stage. The key for the equipment is in the main Office. As a courtesy, please contact the PE teacher if you wish to use any of this equipment. All borrowed equipment must be returned the same day it is used.

### **Faculty Meetings**

Regular faculty meetings will be held. This is an important time for staff members to come together to discuss issues and/or concerns, as well as work on our building goals for the year.

### **Field Trips**

A field trip is defined as anytime students are taken off school grounds. Field trips should have a definite educational objective. The enrichment offered by a field trip should go beyond what would be possible with classroom study. Field trips are one way of providing common background knowledge. For many students, field trips organized by the school are the only opportunity to experience the world outside of their immediate neighborhood, and so, all students are to be included in field trips organized for their classes. No student will be excluded as a punishment for academic performance or behavior. For behavior concerns, teachers should consult with the principal to make sure the proper structures are in place to help the student be successful on the trip (i.e. specific chaperones, etc.).

School buses are utilized for transportation on field trips. Conveyance by private automobile, with parent drivers, is not permitted. Also, you should develop a list of written rules and explain

them to the children prior to the trip. Have adult volunteers accompany the trip (one adult per each ten students). Inform the accompanying adults of their duties and responsibilities.

The following procedure for field trips should be followed:

1. Submit a Field Trip Request Form to the principal for approval prior to the proposed trip. Teachers have option of choosing among trips listed for their grade level or of submitting the special request form to the principal for trips not listed.
2. Transportation Request Form must be approved at least 2 weeks before date needed. It is recommended to schedule out-of-town field trips as early as possible.
3. Wait for approval before making final plans, notifying parents, or telling students.
4. Provide parents with information about the trip: purpose, itinerary, destination, transportation, eating arrangements, date and time of departure.
5. Obtain parent permission in writing and keep it on file.
6. Take emergency medical forms with you on the trip.
7. A class roster of students taken on the field trip is to be left in the office.
8. Provide the office with depart/arrival times.
9. Tell the Office and Cafeteria of any Lunch changes or needs.
10. Take attendance prior to leaving & before departing for home!

## **First Day of School**

The class lists of students will be posted at each entrance at 4:00 on the Friday before school opens. There are new pupils and forgetful ones, so we will have a number of staff and volunteers at the entrance and stairway to take such children to the right room.

1. Be sure to have a list of your pupils posted outside the door.
2. Take NO OTHERS into your room UNLESS they can present an admission slip from the Office.
3. Review the Lincoln School Rule Folder with the entire class. On the first day of school one folder should be given per student. Let the office know how many you'll need.

Mr. Scoles and Mrs. Adkins will visit each classroom within the first week for introductions and to help set building expectations for the school year.

## **Food In School**

Food items such as candy, etc. may occasionally be sold on the school premises by Student Council certain days and in certain special circumstances before 9:05 am. These items cannot be sold during the school lunch period due to Federal School Lunch Regulations.

Chewing gum is highly discouraged as it poses a physical danger to students as well as a housecleaning problem for the school custodial personnel. If you choose to allow chewing gum for some special purpose, please closely supervise its use. Suckers and hard candy similarly should not be allowed on playgrounds as this poses a choking hazard for students.

When allowing for classroom treats from home, please be aware of food allergies in your classroom and plan accordingly.

## **Gradebooks**

Be sure to maintain an account of grades in ProgressBook. Teachers are expected to keep accurate records and are expected to update ProgressBook on a regular and consistent basis with weekly updates being the minimum recommended interval for updating.

## **Gradecards**

Grade cards are issued approximately 7 days after the end of the grading period. These are typically sent home on a Friday. Teachers are to have their grades finalized and entered into DASL on the Wednesday prior to sending gradecards home so they can be printed on Thursday.

## **Interim Reports**

Teachers should make an effort to speak with a parent when a student's achievement means a failing grade, moves downward by more than one letter within the course of a grading period, when effort and/or attitude changes, and whenever an unusual accomplishment is made. A copy of the written report or documentation of an oral report that gives the date and summary should be filed in the teacher's grade book.

## **Keys**

Teachers are assigned room keys and exterior key fobs, and are responsible for their keys and their fobs - as well as the use of each by others either knowingly or unknowingly - during their tenure at Lincoln.

## **Lesson Plans**

Lesson plans shall be kept for each instructional day we are in session. Ohio Minimum Standards direct that Daily Lesson Plans "shall give direction for instruction and implementation of the course of study." Be aware of the objectives you are covering in the Findlay City Schools course of study when you are planning each day's lessons. Lesson plans should always correlate to the standards. Findlay City Schools Course of Study curriculum maps should be followed as well.

Teachers should have the next day's lessons plans completed for all subjects prior to leaving the building. Teachers should take plan books home only if the next day's lessons are left on top of the desk, clearly marked "lesson plans," or if you can have someone deliver your plans to the school at least one hour prior to starting time. A seating chart should be completed and up-to-date for each class.

Google Drive is a good place to keep lesson plans documents. In the case of unexpected illness, it is easy to share documents with colleagues or the office for printing and distribution to subs.

### **Emergency Sub Plans**

Sometimes an unexpected illness or other personal emergency occurs that does not allow us adequate time or energy to prepare lesson plans for a substitute teacher to maintain the current scope and sequence flow of the curriculum. In these cases, it is a good idea to have prepared an "Emergency Sub Kit" which contains a series (i.e. a week's worth) of canned lesson plans which consist of enrichment and extension exercises complimentary to your curriculum which can be utilized at any time during the year. This could be, for instance, a mini-unit that is related to your curriculum. In addition to procedural information for subs (seating charts, how to do attendance, etc.), these emergency sub kits can contain already copied worksheets and other materials necessary for a sub to step into your classroom and create a productive experience for students.

### **Library Procedures**

All students will be visiting the Library for 45 minutes each week as part of their Specials. There will be no other scheduled Library time for classrooms. If you wish to use the Library any other time, please contact the librarian.

The librarian is responsible for all A.V. materials and equipment. Orders from FHS and BGSU go through the Library. Taping of instructional programs can also be requested. When having problems with any equipment, please tell the librarian ASAP.

### **Lost and Found**

The Lost-and-Found box is in the hallway area near the cafeteria. If valuables such as wristwatches, glasses and money are found, they should be brought to the Office. If a pupil finds a significant amount of money and reports it to the office, they can have the money after two weeks, if it is not claimed. Urge your students to put their names on gym shoes, caps, coats and lunch boxes. Pupils may look for lost articles in the "lost-and-found" before the morning tardy bell or at lunch.

### **Lounge/Workroom**

Each staff member needs to assume responsibility for these common areas so that all staff may enjoy the facilities. Teachers using the refrigerators need to check them often for old food.

Smoking is not permitted on school grounds. Notices of interest including FCS Board news and school news bulletins, course offerings, and Lincoln news are posted on the bulletin boards for faculty and staff. Work rooms are located on all three floors. Microwave and pop machine are in the Lounge. Please clean up after yourself AND **cover your food when using the microwaves!**

## **Lunch/Recess Time Period: Rules and Discipline**

Through the efforts of the Monitors, Principal, and Guidance Counselor, written procedures and rules have been designed for students at lunchtime. We appreciate your cooperation and backing to help all students have a pleasant and organized lunch period.

Teachers please do the following:

1. Discuss lunchroom rules with your class;
2. Walk students to the cafeteria lunch line;
3. See that all students come to the cafeteria properly dressed to go outside;
4. Teachers are to meet their class at a designated area to pick up students and walk them back to class after lunch. **It's important to be on time.**

Students should not return to their classrooms during the lunch period, for money, lunch pails, coats, etc. Students are encouraged not to disturb teachers in the lounge during lunchtime. The monitors and/or the Principal will handle lunch-time problems.

The rest rooms near the gym will be used during the lunch period. Students with written requests from parents to remain inside at noon will be seated in the gym. No students are to remain in the classroom, hallway or library at noon unsupervised. Students remaining in a classroom or placed in the hallway will require a teacher there to supervise them.

### **Outdoor Play Guidelines For Lunch, P.E. and Classroom Fitness:**

Students are to come to the cafeteria each day properly dressed to go outside because the cafeteria is drafty and plans for outdoor play are changeable. The Principal will decide if there is a question about outdoor activity for students.

General guidelines are as follows:

- All students go outside unless they have a note from a parent or teacher which limits their activity;
- When the wind chill factor is 14 degrees F or below, and/or the wind is over 20 M.P.H, students will have inside recess.



## **Noon Time Rules**

Inside - Cafeteria rules:

1. Hands, feet and arms are to be kept to self.
2. Touch only your food.
3. Students are to go directly to a cafeteria table. The monitor gives permission for movement.
4. Monitors may use a raised hand to signal you to lower the noise level.
5. Students who are to stay in, are to bring a note, signed by parent and/or teacher, to the monitor. Specific days should be written.
6. Clothing suitable for outside play is to be worn each day.

Outdoor Rules:

1. Balls, jump ropes and sport equipment are available from the monitor (Toys and/or radios are not to be brought to school.)
2. Stones and snow are to be left on the ground and not be thrown.
3. When staying in at noontime due to bad weather, students are to be engaged with quiet activities in the classroom. The lunch monitors will supervise the rooms.
4. Food and gum are not permitted on the playground area, because of the possibility of choking, and for playground cleanliness.
5. No contact sports.

## **Monitor Procedures**

Monitors' procedures for students breaking rules:

1. Verbal warning is given to a student as they are breaking a lunchroom or recess rule.
2. Students are isolated to eat alone, or seated on playground.
3. Students are referred to the Principal, with a written Discipline Record, for severe and persistent behavior problems.

## **Mailboxes**

Each staff member has a mailbox in the Office. Please check your mail and the Bulletin Board each morning and after school. Do not use your mailbox as a storage spot...please clean out your mailbox daily.

## **Maintenance & Tech Requests: Help Desk**

All maintenance and technology service requests should be made by filling out a request on the FCS Help Desk website.

## **Medication for Students**

The school nurse will need the names of students that have medications to be given out at school. If the school is involved in giving medication, it will be necessary for the school nurse to get a copy of the administration of medication form to the parents, in order that the parents can get it to their doctor and return it to the school before any medication is dispensed. These forms are available in the Office.

The administering of any drug (prescription or over-the-counter) without the order of the physician and the permission of the parent can be interpreted as practicing medicine and is prohibited by law. Teachers, the Principal, and Office Staff can administer medication if the proper permission forms are completed.

A copy of the medication permission form is to be given to the Nurse. Teachers keep the original in your room. When the Nurse is gone, teachers may give the medication. Teachers are encouraged to keep some band-aids in their room for minor care. Let the Nurse know and some will be distributed to your classroom. Lincoln will continue the Administration of basic over-the-counter medication. Parental permission slips will be required.

## **Money Collection**

Accuracy of your records is very important.

Your fee class list is an important record of fees paid for the whole year.

**BE CAREFUL!!!**

1. Send any money collected to the Office between 9:05-9:30 a.m.
2. Accept money only from students in your homeroom.
3. Family checks for more than one student should be sent to the Office. When you are notified of a payment, write "Paid Office" and the amount and date by the student's name on your class fee list.
4. Send the form provided with any money you send to the Office.
5. On your class fee list, list student's name and the amount paid and date in the appropriate area. (Important, especially at the beginning of the school year.)
6. Send receipt home.
7. Fee collection deadline is at the end of the second full week of school.
8. Students on Free Lunches are eligible for waived fees. Those on Reduced Lunch are eligible for 1/2 of fees waived. Fee waiver forms are in the office for students not on a lunch program, but might be eligible (Kindergarten or pack lunch). Check in office for names if any question.

Teachers should not leave money in the room unguarded. There is no provision by the School Board to reimburse a teacher for stolen money. Every effort should be made to avoid placing temptation before students.

Teachers who are collecting money should take the money with them when leaving the room. If fee money that was carelessly left is stolen from your desk, YOU must make up the loss.

## **Parking**

1. The blacktop and ground area by the gym (west) and spaces on the playground (east) are reserved parking for faculty.
2. All parking areas will be on a first-come, first-served basis.
3. There is parking available on Lincoln St., west of S. West St.
4. There is parking in the lot behind the school for faculty.
5. On S. West St., the two-hour parking areas are observed and ticketed by police.
6. Student teachers are encouraged to use parking on the street.

## **Parties**

Classroom parties may be scheduled to celebrate two holidays (usually Halloween and Valentine's Day). Parties should last approximately an hour but the time may be set in the planning and at the discretion of the teacher. Encourage the children to participate in the planning and to be responsible for clean up.

Primary teachers may wish to request additional help from room parents. Refreshments furnished by the parents or students are permitted on these days.

## **Post in Each Classroom**

1. Emergency Exit Procedures
2. Classroom Daily Schedule
3. Class rules
4. School rules

## **Psychology Services**

If you find a child who is having a difficult time adjusting to the schoolwork in your grade level, consult the student's cumulative folder. If you believe that further information is necessary, consult with the School Counselor. The school psychologist is a member of the Lincoln RTI and participates in activities to assist students and teachers including testing referrals made from the Lincoln RTI meetings.

## **PTO Purchases**

Our PTO is very generous and makes a teacher allotment every year. You should save all receipts for supplies on which money is spent. Receipts are turned in to P.T.O. at the yearend in the small brown envelope to show funds spent. All funds given by the PTO to classroom teachers should be spent in the year given so that current students may benefit. Teachers may pool money to make additional purchases.

## **Rooms (Physical Care)**

Teachers share in the responsibility for maintaining physically clean and comfortable classrooms. A good policy is to have children rotate weekly duties in room clean-up. Windows should be closed when you vacate the rooms after school and blinds adjusted. Students should pick up all pieces of paper and other large objects from the floor before dismissal.

If your room needs attention, please contact the lead custodian, Teresa. Every effort will be made to remedy the situation.

## **Professional Dress**

As a licensed professional, we should dress as professionals. Paydays will be casual dress day, blue and gold Trojan clothing would be encouraged.

## **School Visitors**

The Ohio Revised Code requires that all school visitors report to the Principal's Office immediately upon entering the building or coming on school grounds. Teachers observing strangers should direct them to the Principal's Office. Adults are not to approach students unless they have checked in with the Office first. Visitors will be assigned a Visitor's Badge.

## **Student/Parent Handbook & Telephone Directory**

Teachers need to familiarize themselves with the information in the Student/Parent Handbook. These publications are sent home with students early in the school year.

## **Student Store (if in operation)**

Student Store is a service to Lincoln Students sponsored by Student Council and PTO. Stores are located on the lower, main, and upper floors of the building. Items for sale are pencils, pens, erasers, and an occasional specialty item (candy). The store is self-supporting. Any profit is used by Student Council to support its various activities.

## **Student Teachers**

Cooperating teachers' obligations toward student teachers are clearly stated in materials supplied by the college or university. In addition to the requirements of the college or university, it should be understood that the Lincoln teachers are always ultimately responsible for the Lincoln students assigned to them. Therefore, it is important that:

1. A student teacher always needs to know the physical whereabouts of the cooperating teacher and be able to reach them in an emergency.
2. A student teacher should not be left on his/her own for periods longer than 60 minutes without the cooperating teacher checking to see how lessons are progressing. This is true even toward the end of a student teacher's experience. Use your professional judgment.
3. Team teaching by the student/teacher and cooperating teachers is encouraged. In this way the Lincoln students derive the most educational benefit.
4. Cooperating teachers are encouraged to work with individual and small groups of students while the student teacher works with larger groups at the end of the student teacher's experience.

## **Substitute Folders**

Your sub folder can be rated anywhere from "of great help" to "absolutely useless" by a substitute teacher who is taking your place during your absence. The difference depends upon how up-to-date and comprehensive its contents are. Your sub folder should be placed in a place easily accessible to subs.

Here are the items your sub folder should contain:

1. Daily and weekly schedules including times
2. Up-to-date Seating Chart(s) or directions as to where to find the chart(s)
3. Instructions for "Housekeeping" Activities
  - a. lunch money
  - b. money for instructional fees
  - c. attendance
  - d. pledge
  - e. notes from home
  - f. late student arrivals
  - g. requests for early dismissal
  - h. hall and/or playground supervision duty
4. Procedures
  - a. fire drills
  - b. tornado drills
  - c. use of bathroom/drinking fountain
  - d. use of supplies

- e. use of room equipment (pencil sharpener, learning centers, etc.)
  - f. use of playground equipment
  - g. use of Library
  - h. lunch line and lunch recess
  - i. students going to the Office to use the phone
  - j. students going to purchase supplies in the morning
  - k. entering and dismissal procedures
5. Information about students who:
    - a. are on medication from the Nurse's office
    - b. are behavior problems and the best way to deal with them
    - c. have learning problems and how to react to them
    - d. are helpful and trustworthy to a substitute teacher
    - e. have special health problems or needs and how to handle these needs
  6. Behavior rules for the classroom
  7. Location of needed materials (teacher's editions, paper, etc)
  8. Names and room numbers of team teachers at your grade level
  9. "Emergency" suggestions for educationally worthwhile activities if for some reason the substitute is unable to proceed with plans in the plan book.

### **Emergency Sub Plans**

Sometimes an unexpected illness or other personal emergency occurs that does not allow us adequate time or energy to prepare lesson plans for a substitute teacher to maintain the current scope and sequence flow of the curriculum. In these cases, it is a good idea to have prepared an "Emergency Sub Kit" which contains a series (i.e. a week's worth) of canned lesson plans which consist of enrichment and extension exercises complimentary to your curriculum which can be utilized at any time during the year. This could be, for instance, a mini-unit that is related to your curriculum. In addition to procedural information for subs (seating charts, how to do attendance, etc.), these emergency sub kits can contain already copied worksheets and other materials necessary for a sub to step into your classroom and create a productive experience for students.

### **Student Supervision**

Teachers are not to leave the classroom while students are still present in the classroom. Please notify someone to help watch students who are still in the classroom if an emergency occurs. Specialists supervise students during fire drills, assemblies and other times that students are assigned to them as the teacher.

The classroom teacher is responsible for supervising students to and from the special classroom, the cafeteria at lunch, or designated area, and to enter and exit from the school playground area each day. All faculty are to help maintain positive student behavior by intervening when they see a problem.

## **Supervision Procedures**

### **Breakfast Program:**

Students participating in the breakfast program are permitted to enter the building through the main door beginning at 8:30 a.m. and are to proceed directly to the cafeteria. The student is not permitted to stop at their homeroom. Every effort will be made to stop serving students at a reasonable time so that they can finish before the 9:05 a.m. bell. It will be discouraged to allow students taking food back to the classroom in time for the bell. However, we will provide some type of breakfast so a student does not go hungry.

### **Morning Supervision:**

Students (not participating in the breakfast program) are to enter the building beginning at 8:50 a.m. and go directly to their homeroom. Students are not to be released to restrooms or other areas in the building unless they have permission from their teacher. Students who are not able to be responsible for their behavior with a pass will have to remain in their homeroom until the teacher can supervise them.

The early arrival of students is to be discouraged, however, we cannot control when students arrive. Students who do arrive early are to be on the sidewalk in front of the building or on the big playground.

### **Afternoon Supervision:**

Students wait in gym in their bus line and are released by a teacher to go to their bus. Teachers are to escort students out of the building and off of the school grounds. Teachers are responsible for their students until they leave school grounds in the afternoon unless the student is a bus rider. Students may return to the playground after 4:00 p.m. when the playground is open for public use.

Bus/van students are to assemble in the gym in lines for their buses. They are NOT to go outside until their bus is called. This includes YMCA and Day Care students.

There will not be crossing guards in front of the school, so be sure to caution your students to cross streets at the cross walks only.

Every teacher is to walk their class to the doors and to supervise their departure from the school grounds. Your presence outside helps make for an orderly and safe ending of the day.

All students riding buses are to assemble in the gym immediately at dismissal.

### **Playground Supervision:**

Whenever students are on the playground with the teacher:

1. Patrol the playground and organize students to enter the building.

2. Watch for safety hazards.
3. Keep the students off the grass, parking area, gym steps and iron railing along the alley.
4. Be available in the case of accidents or disagreements.
5. Help students line up.
6. Fill out an Accident Report should an injury occur. (Office has form)

### **Coming Back into the Building:**

Students who come back for forgotten items must come in the front door and get permission from the Office before going back to the classroom.

### **Teacher's Hours**

Teachers' hours are from 8:00 a.m. to 4:00 p.m. or as arranged with the Principal. Constant tardiness is unprofessional and will not be condoned. It reflects negatively on the school and on the individual educator. If teachers need to leave early, or arrive late, they should give notification to the Principal and then sign out in the Office.

### **Teacher Assistance**

From time to time, students have academic, social, emotional, and/or behavior needs that require intervention by school personnel. When this occurs, it is important that the school takes appropriate measures as soon as possible with the student, parent, and community. If a teacher believes that a student may be in need of intervention, consultation with the school psychologist and/or the school counselor should occur and a referral to the appropriate RTI team should be made if it is deemed appropriate. By taking the time to care, you may be able to enhance the chances of the student being successful to his/her potential.

### **Telephone**

Use of the telephone by children must be only in a legit need. Limit student use of the main Office phone between 2:45 and 3:15 p.m. so that incoming calls can be taken. After Dismissal, Students will be allowed to call home after 20 minutes have passed (3:50 p.m.)

Student cell phones are to be turned off during school time. They have access to the office phone if they need to call.

### **Textbooks**

Textbooks need to be inventoried on the forms provided. When textbooks are issued, have students examine them for existing damage. Make a note of the damage with your initial and the date inside the front cover. At the end of the school year reexamine the book and assess fines for any additional damage. There are book cards available for teachers who wish to use



them to record the condition of each student's books and have parent sign. Be certain that students understand that they must return the exact book issued or they will be charged for a lost book.

## **Transfer of Students**

When a student withdraws from your classroom, follow these procedures:

1. If the child is leaving the school system, send the grade card with him/her. If he/she is staying in the system, scan it to the permanent folder.
2. Personal belongings and materials purchased through school fees, such as, workbooks being used should be sent with the pupil. If the transfer is within the city, the pupil's textbooks, except workbooks, etc., are stored and not sent to the receiving school. Textbooks of pupils leaving the city schools are to be stored in the teacher's room for the next new student to use.
3. Notify the special teachers and counselors if the child attends these special services.

## **Videos**

Use in Elementary Classrooms

Board Policy 8.1

Administrative Procedure

ONLY "G" rated films, movies and videotapes will be shown in elementary classrooms grades Kindergarten through 5th.

Media used from television will follow the age appropriate guidelines. You must receive parent permission to show any student a movie rated "PG".

## **Volunteers**

The involvement of volunteers in classroom activities is encouraged. Students, teachers and the volunteers can benefit from the skills that "extra help" can offer. The teacher closest to the activity should supervise volunteers. All volunteers should be encouraged to be discreet in their discussion of Lincoln students and activities in the community. They are here to help the children's self-esteem and learning.

NOTICE OF NON-DISCRIMINATION POLICY: or Designated Coordinator.

Inquiries concerning the application of this policy may be referred to the Superintendent.



**MILLSTREAM CAREER CENTER**

Students enrolled in a Millstream program must comply with the rules and regulations of Findlay High School.

**MISSION STATEMENT**

Educating Students, Empowering Communities

**MILLSTREAM BLOCK SCHEDULE**

Millstream Block Schedule			Millstream Block Schedule		
Regular Daily Schedule			One Hour Delay Schedule		
Block A	7:30	9:54	Block A	8:30	10:31
Block B	9:58	12:08	Block B	10:35	12:31
Block C	12:12	2:30	Block C	12:35	2:30
Millstream Block Schedule			Millstream Block Schedule		
Two Hour Delay Schedule			Three Hour Delay Schedule		
Block A	9:30	11:09	Block A	10:30	12:09
Block B	11:13	12:53	Block B	12:13	1:53
Block C	12:57	2:30	Block C	1:57	3:30

**MILLSTREAM ADMISSION/ACCEPTANCE REQUIREMENTS**

1. All candidates need to visit Millstream and their program of interest.
2. All candidates need to have an application on file with the Millstream Administrator.
3. All candidates need to be on track for graduation or have an alternate plan on file with home school counselor.
4. Acceptance will be based on review of the student's transcript, recommendation from the home school counselor, and application on file at Millstream. In the event there are more applications than openings, a waiting list will be established. Candidates will be selected on the basis of their qualifications, including grade point average and attendance.

**ATTENDANCE**

Attendance at Millstream is critical since students will be spending two/three full periods in class each day. If you will be missing class for any reason, consult the ATTENDANCE section of the FHS Student/Parent Handbook. Please note that all Millstream County students are required to have a parent/guardian call Millstream. To report a student absence: 419-425-8277 option #1.. If associate school students have school-related activities at their home school, it is the student's responsibility to notify their Millstream teachers prior to the activity.

In order to enhance the educational experience and employability skill set of students enrolled in Millstream Career Center programs, the following attendance policy has been established:

- o Students shall miss no more than seven days per semester of program class time. Any absence after seven must be excused with a doctor's note.
- o Students who miss more than seven days per semester will be sent written notification that they may be denied credit for the semester in their respective Millstream program. Students will have five days to submit an appeal for reinstatement of credit.
- o An attendance review committee consisting of five Millstream staff members shall hear an appeal by the affected student and/or parent. Students may receive credit if the review committee recommends that credit be reinstated. Credit may be earned back with various efforts such as make-up time or work.
- o An attendance award incentive will also accompany this attendance policy. Students who miss three or fewer days of their program class may receive an award-based incentive.

## CALENDAR

All Millstream students will be expected to follow the Findlay City Schools school calendar for all starting, ending, and vacation days. The only exception would be the end of the year for graduating seniors who will follow their home school calendar after successfully completing programs and/or projects required by Millstream. Students who do not complete assigned work or projects will receive a TI. In the event that an associate school student is taking an academic course through FHS, they will be expected to complete the academic year at FHS.

## EARLY PLACEMENT

Early placement, in both paid and unpaid positions, is subject to availability of positions. Only **SENIORS** who apply and have demonstrated sufficient competencies in their program areas will be considered. Early placement is designed to provide an opportunity for "qualified" students to enhance their normal classroom experience during the second semester. The only exceptions are programs that are seasonally affected, such as Construction Skills Technology. All students involved in early placement will attend their program for a minimum of one day per week or at the instructor's request for assemblies or other class activities. The student must be on the job during school hours the remainder of the week. Students who are ill must call the program teacher, home school, and employer if unable to report to work. The same procedure of submitting a note to the office upon the student's return to school must be followed or the absence will be considered truancy.

## CAREER-TECHNICAL DIPLOMA WITH HONORS

Career Tech students must meet all but one of the criteria to earn an honors diploma:

Earn 4 units of Math

Earn 4 units of Science, including 2 advanced sciences.

Earn 4 units of Social Studies.

Earn 2 units of one world language.

Earn 4 units in the student's career-technical education curriculum.

Maintain an overall high school grade point average of at least a 3.5 on a 4-point scale.

Obtain a 27 composite score on the ACT or 1280 on the Scholastic Assessment Test (SAT). ; 6 or higher on Reading for Information and 6 or higher on Applied Mathematics

Complete a field experience and document the experience in a portfolio specific to the student's area of focus.

Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus.

Earn an industry-recognized credential or achieve proficiency benchmark for appropriate Ohio Career-Technical Competency Assessment or equivalent.

## PARKING

Parking permits for county school students who elect to drive to Millstream need to be purchased in the Millstream Office prior to the start of the third week of classes at a cost of \$10. County students must park in the designated lot on the southwest side of the building. The permit must be displayed in the front window. Parking fines may be issued if policy is not followed.

## STUDENT YOUTH ORGANIZATIONS

Student youth organizations are a co-curricular requirement of all Millstream workforce development programs. These activities help develop leadership, teamwork, and pride within the Millstream students. As listed in the course selection guide, all students will become members of SkillsUSA or DECA-An Association of Marketing Students.). All students are required to attend and participate in these activities during school time. Students who may be in co-op or early placement positions are required to notify employers of these activities so that they are able to attend activities during school time.

## WEATHER

In the event of inclement weather, students need to follow their home school policy. If your home school is cancelled, you are NOT expected to attend Millstream. In the event of a delay, A block COUNTY students will be excused. B block COUNTY students should use the discretion of their parent and home school to determine attendance. C block COUNTY students will be expected to attend. In the event of a 3 hour delay, NO ASSOCIATE SCHOOL students are expected to attend Millstream. ALL Findlay High School students are to follow Findlay High School delay schedules and are expected to attend their Millstream classes. IN ALL CASES OF INCLEMENT WEATHER, PARENT DISCRETION SHOULD BE USED. See the chart mailed home in August or contact Millstream for more clarification.

# Whittier Elementary School Staff Handbook

2018-2019



**You are not changed by what is said,  
You are not changed by what is heard,  
You are not changed by what is written down.  
You are changed by what it makes you think.**

Dr. David Shumate

## **Whittier/Wilson Vance Mission Statement**

The mission of Whittier and Wilson Vance Schools, as educational partners, is to instill virtues and provide experiences for each child that nurture academic, emotional, social and physical development, thus creating responsible citizens and lifelong learners. This is accomplished through the combined resources and efforts of caring families, staff and community members.

## **Objectives**

- Ohio Achievement Assessment scores will reflect us at least 90% of state indicators, a performance index greater than 100, meeting Adequate Yearly Progress and achieving Value Added growth.
- We will meet the diverse needs of all students attending Whittier/Wilson Vance to raise achievement.
- All members of the Whittier/Wilson Vance school environment will conduct themselves in accordance with the virtues chosen by Findlay City Schools.

## **Tactics**

- We will monitor each child's progress and provide necessary interventions at all grade levels
- We will develop and implement a plan to identify and serve the diverse academic, social, cultural, emotional and physical needs of all students.
- We will create and implement innovative programs, beginning at the primary level, that will improve achievement scores.
- We will develop plans to increase awareness of the virtues and improve relationships between students, families, staff and community members.
- We will pursue alternative funding and resources in order to meet the diverse needs of all students.
- We will develop a plan to recruit and utilize a diverse group of volunteers in effective ways.

The Mission, Objectives and Tactics are developed and will be pursued as expected in conjunction with or aligned to the current Findlay City Schools Strategic Plan as approved by the FCS Board.

## TEACHER ABSENCES - ILLNESS

\*Please access Renhill to report your need for a sub. Please let me know you have requested a sub as soon as possible so I can watch for the opening to be filled.

\*Call or text me between 5:30-6:30 a.m., or the prior evening until 9 pm. **(419-889-0019)**. Leave a message on the office phone if you haven't heard from me by 7:30 a.m. the day of your absence. **(419-425-8358)**. \*The earlier you can enter your absence, or let me know, the greater chance for a substitute for your classroom!

Adequate plans for the next day should **always** be available in the Plan Book when a teacher leaves the building at the end of the day. Also, the Daily Schedule and Seating Chart should be available.

## SUBSTITUTE FOLDERS

Your sub folder should be placed in a manila folder and attached to your plan book.

1. Daily and weekly schedules including times
2. Up-to-date Seating Chart(s) or directions as to where to find the chart(s)
3. Instructions for "Housekeeping" Activities
  - a. lunch money
  - b. attendance
  - d. pledge
  - e. hall and/or playground supervision duty
4. Procedures
  - a. fire drills
  - b. tornado drills
  - c. use of bathroom/drinking fountain
  - d. use of supplies
  - e. lunch line and lunch recess
  - f. entering and dismissal procedures
5. Information about students who:
  - a. need to go to the Nurse's office at a specific time
  - b. will need specific types of teacher support
  - c. are helpful and trustworthy to a substitute teacher
  - d. have special health problems or needs and how to handle these needs
6. Behavior Rules for the Classroom
7. Location of Needed Materials (teacher's editions, paper, etc.)
8. Names and Room Numbers of Team Teachers at your grade level
9. "Emergency" suggestions for educationally worthwhile activities if for some reason the substitute is unable to proceed with plans in the plan book.

## WORKROOM SUPPLIES

Please notify Stephanie Inbody with a note, ***with your name on it***, when supply is low for any items stored in cabinet- **Workroom**. Cutting boards, hole punchers, long stapler, label-maker, heavy-duty stapler, etc. please return immediately or use there. **DO NOT REMOVE BINDER, ELECTRIC STAPLER OR ELECTRIC PENCIL SHARPENER WITHOUT LEAVING A NOTE IN ITS PLACE ON ITS LOCATION.**

## COMPUTER USAGE

The laptop cart is part of the specials rotation. Students are to work on educational programs during this time. If you would like to have your students work on the laptops outside of specials, please sign

up for a time. Most of our software is network based. Please follow guidelines for each network software program.

### **CONFERENCES WITH PARENTS**

**The value of communication with parents cannot be over emphasized.** The Telephone Conference is one way to communicate. However, parents may have a negative view of the school, because teachers call only when there is a problem. Getting into the habit of making a few calls each week to give parents some **good news** is a practice that will pay high dividends. Also, if the time comes that you must call to report a problem, parents are usually more receptive and cooperative if you have spoken to them previously on a positive note. If you are ever worried about making a negative phone call or the outcome of a phone call, please inform the Principal ASAP to help assist.

This same concept is import for Administration also. If you have a parent that you feel should get a follow up call for any reason, especially positive, please let the Principal know in writing (email or note in mailbox).

If the need should arise for a person-to-person Parent/Teacher Conference, feel free to rely on the Principal to help plan a conference strategy or sit in on the conference if you wish.

Often parents will call the school and wish to have a conference with a teacher. When this happens, the Office will leave a note in the teacher's mailbox to call the parent to set up a Conference. One Parent/Teacher Conference occurs in the fall (parents have a choice of three different days) and one in the spring. Teachers should prepare for each Parent Conference so that the Conference is productive. A simple checklist for each student might prove helpful to ensure that no important detail is overlooked. Conferences for the 2018-2019 school year are now determined by the district office for consistency across the district.

- Fall Conferences: Oct. 4, 9, and 18 from 4-8.
- Spring Conferences: Feb. 21 from 4-8

### **COPY MACHINE**

The copy machine is for the use of Staff Members. Cooperating Teachers are responsible for training Student Teachers & Volunteers to use the copier, and for approving any copying done by Student Teachers. **Use of the machine is limited to materials that directly benefit Whittier Students.** Use of the machine by those other than permanent staff members and student teachers must be approved by the Principal. Please be considerate of what you are printing. **Volunteers should NOT use the copy machine in the office.**

### **CONSULTATION AND TESTING REFERRAL**

The Whittier Response to Intervention Team is a school based problem-solving group whose purpose is to assist teachers with intervention strategies for dealing with unique learning needs of students. This team seeks ways to maximize the use of available resources.

### **Goals**

***A Response to Intervention Team serves as a way to address data identified instructional problems, and they have the potential to:***

- Enable the school district's instructional program to meet a broader range of pupil needs
- Offer structured support and assistance to teachers
- Assist teachers in varying instructional strategies to promote pupil competence in basic skills
- Reduce the number of inappropriate referrals for Multi-Factored Evaluation
- Employ group problem solving processing to solve problems
- Serve as an impetus for teacher growth



-Refer students for further evaluation

### **Members**

The following are members of the Teacher Intervention Assistance Team:

- Principal
- Teachers making referrals
- School Psychologist
- Intervention Specialists as needed
- School Counselor, as her schedule allows

### **PSYCHOLOGY SERVICES**

If you find a child who is having a difficult time adjusting to the schoolwork in your grade level, consult the student's cumulative folder. If you believe that further information is necessary, consult with the Principal. The school psychologist is a member of the Whittier Intervention Assistance Team and participates in activities to assist students and teachers including testing referrals made from the Whittier Team Assistance meetings.

### **CUMULATIVE RECORDS, ASSESSMENT FILES, TESTINGWERKS**

Each staff member is responsible for student assessments and data. District data recording software should be kept current and complete. It is important to note interventions and other services, as well as annual data.

### **CUSTODIAL SERVICE**

After school (in the afternoon), teachers should make a point of having everything off the floor so that the room can be swept thoroughly. Any teacher who has an additional need of Custodial Services should **put the request in writing** and give it to the custodian or place in mailbox. Please be aware that classroom teachers must clean after classroom pets.

### **ROOMS (PHYSICAL CARE)**

Teachers share in the responsibility for maintaining physically clean and comfortable classrooms. A good policy is to have children rotate weekly duties in room clean-up. Windows should be closed, fans turned off and blinds adjusted when you vacate the rooms after school.

**Students should pick up all pieces of paper and other large objects from the floor before dismissal.**

If your room is either too hot or too cold, please report the problem to the Office. Every effort will be made to remedy the situation.

**All lights, fans and electronic devices should be off in order to reduce electricity usage.**

### **DISASTER PLAN**

Please be sure your emergency information is current and posted in a visible location. Please keep a current class list in the folder.

The following plan will be used for disaster drills. All staff not supervising students should report to the Office. Each staff member is responsible for the students with them at the time of the drill.

### **Emergency Procedures-quick summary:**

**Fire**-exit building

**Disaster/earthquake/tornado**-take cover away from glass and wind

**Chemical spill**-close windows/doors, remain in rooms, leave main phone

open, custodian turns off air; (a wet cloth may be used as a filter over your nose and mouth

**Gas leak**-call Fire Department, leave building

**The alternative signal in case of a power failure will be a whistle or bull horn.**

### **Whittier Lockdown Procedures:**

**“Level 1”- Conduct class as normal with the following exceptions:**

1. Lock and close your classroom door.
2. Do not let students out of your class unless absolutely necessary or called down by the office.
3. Turn on and monitor your e-mail page to gain additional information and updates when we announce over the PA system we are in a lockdown.
4. When class periods end, students may change classes. When the next period begins, the lockdown will continue until it has been cancelled over the PA system.

**“Level 2”- All of the above with the following added:**

1. Take attendance at the beginning of the level 2 lockdown and notify the office immediately via e-mail or PA of any students who have not returned to your class or students present that are not assigned to your class. In addition, if you have an emergency in the classroom, buzz the office.
2. Lock and close all windows, insert the boot. Teacher may take boot out when all clear is given.
3. Do not allow students out of your room unless administrative personnel or Police come to your door to get them.
4. Students who are in the cafeteria during a level 2 lockdown will be moved to a classroom.
5. Ignore class changes. Keep students in your classroom until the level 2 has been cancelled over the PA. No restroom breaks or drinks.

**“Level 3”- Emergency in the building that involves active violence:**

1. Stop teaching, turn off the lights.
2. Insert boot or prepare for quick evacuation. Boot must be taken out by police official.
3. Give the impression from the hallway that there is no one in the room.

**Please refer to our Emergency Operations Plan for a detailed report.**

### **DISCIPLINE PLAN**

Each classroom teacher needs to establish a brief and easy to understand set of classroom behavior expectations. This set of classroom expectations needs to be posted in the classroom at all times. Students who have a voice in deciding these behavior expectations will be more likely to follow the expectations. The expectation is that each plan be progressive and involve parent contact. The principal should be included in this plan, but thought of as the “last resort”. Obviously, there are some behaviors that require the immediate attention of the principal and I will fully support you in those situations.

## **DRESS CODE**

Student dress is considered the responsibility of the parents. Any reasonable standard of dress is acceptable as long as it does not interfere with the health or safety of the individual, or with the educational process of other students. Staff dress needs to be professional and appropriate for working with young children.

## **DUTY SCHEDULES**

Duty schedules (bus, car, cafeteria) are posted at the beginning of the year. It is your responsibility to trade days to cover your duty if you are not available. If the bus is late, they will be called to a central area where they will be supervised by the principal or other designated staff member.

## **EARLY RELEASE OF STUDENTS**

Occasionally, parents may appear at school a few minutes prior to regular dismissal time to pick up their youngsters. Our dismissal time is signaled by a bell tone. Students should not be released prior to dismissal time except with a signed release form from the Office or call from the Office.

## **EMERGENCY MEDICAL FORMS**

Emergency medical forms and parent contact cards are issued to students during the first week of school and should be returned **as soon as possible**. The Emergency medical form is the most important form maintained by the school office. The teacher should always take emergency medical forms when students are away from the school building on a field trip.

## **EVALUATION**

### ***(See Teacher's Contract)***

The Ohio Department of Education has now adopted the OTES model for evaluations. All teachers will now be evaluated using this model, and will receive two formal observations each year. More could be determined by administration if deemed necessary. Each observation is to be 30 minutes in length and include a pre and post conference. There must be a total of 3 weeks between formal observations, and teachers can request additional formal observations if they feel necessary. Walk-throughs may count toward evaluation and can range from 5 – 20 minutes. Principals must complete no less than 5 walk-throughs a year, with no less than 1 walk through per nine weeks on each teacher.

## **EQUIPMENT AND MEDIA**

All materials purchased by Findlay City Schools remain the property of Findlay City Schools. Individual teachers are assigned to its use only as long as it is needed and effective in teaching. Materials may be re-assigned as needed.

## **LAMINATOR**

For maximum safety, do not leave the laminator unattended. Also, turn off the switch when the machine is not in use. **Students are NOT to use the laminators.**

**Please do not leave the laminator unattended when it is turned on as this causes damage. Notify office when film is low. DO NOT RUN ALL THE WAY OUT!!!!**

## **FACULTY MEETINGS**

Regular faculty meetings will be held. This is an important time for staff members to come together to discuss issues and/or concerns, as well as work on our building goals for the year. I will try to keep the meetings as brief and focused as possible. Please read our "Friday Follow Up", and other staff notes as they come out. Help each other remember the important things that are going on at Whittier and within the district!

## **FIELD TRIPS**

Field trips should have a definite educational objective. The enrichment offered by a field trip should go beyond what would be possible with classroom study. Field trips are one way of providing common background knowledge. A field trip is defined as anytime students are taken off school grounds.

### **(See Field Trip Guidelines for approved trips and procedures.)**

School buses are utilized for transportation on field trips. Conveyance by private automobile, with parent drivers, is not permitted. Also, you should develop a list of written rules and explain them to the children prior to the trip. Have adult volunteers accompany the trip (one adult per each ten students if possible). Inform the accompanying adults of their duties and responsibilities.

The following procedure for field trips should be followed:

1. Submit a Field Trip Request Form to the principal for approval prior to the proposed trip. Teachers have option of choosing among trips listed for their grade level or of submitting the special request form to the principal for trips not listed.
2. Transportation Request Form must be approved at least 2 weeks before date needed. It is recommended to schedule out-of-town field trips as early as possible.
3. Wait for approval before making final plans, notifying parents, or telling students.
4. Provide parents with information about the trip: purpose, itinerary, destination, transportation, eating arrangements, date and time of departure.
5. Obtain parent permission in writing and keep it on file.
6. Take emergency medical forms with you on the trip.
7. A class roster of students taken on the field trip is to be left in the office.
8. Provide the office with depart/arrival times.
9. Tell the Office and Cafeteria of any Lunch changes or needs.
10. Take attendance **prior to leaving & before departing for home!**

## **FIRST DAY OF SCHOOL**

The class lists of students will be posted at each entrance before school opens. There are new pupils and forgetful ones, so we will have a number of staff and volunteers at the entrances to take such children to the right room.

1. Be sure to have a list of your pupils posted outside the door.
2. Take **NO OTHERS** into your room **UNLESS** they can present an admission slip from the Office.
3. Review Whittier procedures with students on the first day of school.

**Ms. Stahl or Mrs. Kokensparger** will visit each classroom within the first week to help set expectations for the school year.

## **GRADE BOOKS**

Accurate 9 week records must be kept up to date for each student. You are responsible for keeping your classroom data for an advised 5-year period.

## **GRADE CARDS**

Grade cards are issued approximately 5 work days after the end of the grading period.

**9-Week Grading Periods End:**

October 19, 2018

**Progress Reports/Grade Cards Sent Home**

October 26, 2018

January 4, 2019

January 11, 2019

March 15, 2019

March 22, 2019

May 23 2019

Sent home with students on the last day of school

**Specialists** will use DASL that coincides with homeroom teacher grade cards.

### **I.D. BADGES**

Identification Badges must be worn by all adults in the building at all times. This includes visitors and student teachers. Please let the principal know if a student teacher does not have an identification badge from their University. All staff members must have I.D. badges on at all times for the safety and security of the students at Whittier. If a staff member notices an adult in the building without a badge, please stop the adult and ask them if they have signed in yet with the main office. We appreciate everyone assisting with this.



### **KEYS**

Teachers are assigned room keys and exterior door FOBS; they will be responsible for the keys while employed at Whittier. If for some reason you have additional keys other than assigned room keys and an exterior door FOB, please turn into the building principal.

### **LESSON PLANS**

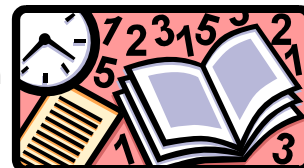
Lesson plans shall be kept for each instructional day we are in session. Ohio Minimum Standards direct that Daily Lesson Plans “shall give direction for instruction and implementation of the course of study.” Be aware of the objectives you are covering in the Findlay City Schools course of study when you are planning each day’s lessons. Lesson Plans should always correlate to the standards. **(Let your assessment drive your instruction.) Findlay City Schools Course of Study Curriculum Map should be followed as well.**

Teachers should have the next day’s lessons plans completed for all subjects **prior** to leaving the building. Teachers should take plan books home **only** if the next day’s lessons are left on top of the desk, clearly marked “lesson plans,” or if, you can have someone deliver your plans to the school at least one hour prior to starting time.

Principals will be periodically reviewing lesson plans during walk-throughs. Please be sure your lesson plans are easily accessible to avoid disruption of your instruction.

### **LESSON OBJECTIVES should state:**

1. **The learning to be achieved (*objective stated*)**
2. **What the student will do to show learning (*activities*)**
3. **Materials to be used**
4. **How well students should perform (*evaluation*)**
5. **Student assessment should drive our instruction**



### **LOST AND FOUND**

The Lost-and-Found is located by the office. If valuables such as wristwatches, glasses and money are found, they should be brought to the Office. If a pupil finds a significant amount of money and reports it to the office, they can have the money after two weeks, if it is not claimed. **Urge** your students to put their **names** on gym shoes, caps, coats and lunch boxes. Pupils may look for lost articles in the “lost-and-found” before the morning tardy bell or at lunch.

## **LOUNGE/WORKROOM**

Each staff member needs to assume responsibility for these common areas so that all staff may enjoy the facilities. Teachers using the refrigerators need to **check them often for old food.**

## **LUNCH/RECESS TIME PERIOD: RULES AND DISCIPLINE**

Through the efforts of the Monitors, Principal, and School Counselor, written procedures and rules have been designed for students at lunchtime. We appreciate your cooperation and backing to help all students have a pleasant and organized lunch period.

### **Teachers please do the following:**

1. Discuss lunchroom rules with your class
2. Walk students to the recess line
  - a. If a student is serving a consequence at recess (walking), a note including the students name and length of time needs to be handed to the monitor
3. See that all students come to the recess properly dressed to go outside
4. Teachers are to meet their class at a designated area to pick up students and walk them back to class after lunch. **It's important to be on time.**

Students should not return to their classrooms during the recess/lunch period, for money, lunch pails, coats, etc. Students are encouraged not to disturb teachers in the lounge during lunchtime. **The monitors and/or the Principal will handle lunch-time problems.**

The restrooms near the gym will be used during the lunch period. Students with written requests from parents to remain inside at noon, will be seated in the gym until the teacher comes to get them. Students remaining in a classroom or placed in the hallway will require a teacher there to supervise them.

## **Outdoor Play Guidelines For Lunch**

### **P.E. And Classroom Fitness:**

Students are to come to the recess each day properly dressed to go outside. The Principal will decide if there is a question about outdoor activity for students.

General guidelines are as follows:

1. All students go outside unless they have a note from a parent or teacher which limits their activity OR,
2. When the weather is below 20 degrees F and/or the wind is over 20 M.P.H.

### ***Noon Time Rules***

1. Use good manners.
2. Walk
3. Raise your hand if you need the monitor

### ***Outdoor Rules:***

1. Balls, jump ropes and sport equipment are available from the monitor. (Toys and/or radios are not to be brought to school.)
3. Stones and snow are to be left on the ground.
4. When staying in at noontime due to bad weather, you are to be seated in your classroom with quiet activities.
5. Food is not permitted on the playground area, because of the possibility of choking and for playground cleanliness.
6. No contact sports.

## Monitor Procedures

### Steps:

Monitors' procedures for students breaking rules:

1. Verbal warning and explanation is given to a student as they are breaking a lunchroom or recess rule.
2. Students are isolated to eat alone or seated on playground.
3. Minor behaviors are then communicated to the teacher.
4. Students are referred to the **Principal**, with a written Discipline Record, for severe and persistent behavior problems.



## MAILBOXES

Each staff member has a mailbox in the Office. Please check your mail in the morning and after school.

## MAINTENANCE REQUEST

All maintenance requests should be made by filling out a request on the website. *Maintenance Work Order Form* is under Staff- electronic forms.



## MEDICATION FOR STUDENTS

The school nurses will need the names of students that have medications to be given out at school. If the school is involved in giving medication, it will be necessary for the school nurse to get a copy of the administration of medication form to the parents, in order that the parents can get it to their doctor and return it to the school before any medication is dispensed. These forms are available in the Office.

The administering of any drug (prescription or over-the-counter) without the order of the physician and the permission of the parent can be interpreted as practicing medicine and is prohibited by law. The Nurse, the Principal, and Office Staff can administer medication if the proper permission forms are completed. **A copy of the blue medication permission form is to be given to the Nurse. Teachers may keep the original in your room. When the Nurse is gone, the principal or secretary may give the medication.** Teachers are encouraged to keep some Band-Aids in their room for minor care. Let the Nurse know and some will be distributed to your classroom. Whittier will continue the Administration of basic over-the-counter medication. Parental permission slips will be required.

## MONEY COLLECTION

1. Send any money collected to the Office between **9:05-9:35**.
2. Accept money **only** from students in your homeroom.
3. **Family checks** for more than one student should be sent to the **Office**.
4. Send the form provided with any money you send to the Office.
5. **Send receipts home when they are placed in your mailbox.**
6. Fee collection deadline is at the end of the second full week of school.

7. Students on Free Lunches are eligible for waived fees. Those on Reduced Lunch are eligible for 1/2 of fees waived. Fee waiver forms are in the office for students not on a lunch program, but might be eligible

Teachers should not leave money in the room unguarded. There is no provision by the School Board to reimburse a teacher for stolen money. Every effort should be made to avoid placing temptation before students.

Teachers who are collecting money should take the money with them when leaving the room. If fee money that was carelessly left is stolen from your desk, YOU must make up the loss.

### **POST IN EACH CLASSROOM**

1. Emergency Exit Procedures
2. Classroom Daily Schedule
3. Class Rules
4. School Rules (with Color Stick Expectations)
5. Class Mission Statement
6. 4 C's Posters



### **PROFESSIONAL DRESS**

As a licensed professional, we should dress as professionals. Fridays will be casual dress day if wearing blue and gold Trojan clothing. In hot weather, please ensure that dresses and shorts are at a professional length, not a casual weekend length. (At or below finger tips would be suggested.)

### **PURCHASES**

Make the principal aware in writing of equipment needed. See the office secretary to order classroom supplies. Under no circumstances are any materials, field trips, speakers, etc. to be ordered or scheduled until a purchase order has been processed. However, because of limited dollar amounts, please be proactive and use a purchase order when pre-planning can take place. Remember to tell the sales clerk of tax exemption and do not pay any sales tax. It will be charged to the office. Return all sales receipts in a timely manner with your name on them.

### **SAFETY OF STUDENTS**

Teachers are responsible for the safety and wellbeing of students. Make frequent checks of your classroom to make sure that no unsafe conditions exist. Report any problem areas to the principal.

### **SCHOOL DAY**

Students not riding a bus should arrive at school no sooner than 9:00 a.m. School begins at 9:15. Dismissal of all regular students is at 3:40 p.m. Students should leave the school grounds upon dismissal, unless involved in an extra-curricular activity/club.

### **SCHOOL VISITORS**

The Ohio Revised Code requires that all school visitors report to the Principal's Office immediately upon entering the building or coming on school grounds. Teachers observing strangers should direct them to the Principal's Office. Adults are not to approach students unless they have checked in with the Office first. Visitors will be assigned a Visitor's Badge.

### **STUDENT/PARENT HANDBOOK AND TELEPHONE DIRECTORY**

Teachers need to familiarize themselves with the information in the **Student/Parent Handbook**. These publications are sent home with students early in the school year.



## **STUDENTS AS HELPERS**

Students should only move classroom items that cannot cause injury. If students are used to move furniture or audio-visual equipment:

1. They should be supervised
2. The teacher should examine the activity to foresee any chance of injury.
3. Proper instructions should be given.
4. Students are not to move television sets.

## **STUDENT TEACHERS**

Cooperating teachers' obligations toward student teachers are clearly stated in materials supplied by the college or university. In addition to the requirements of the college or university, it should be understood that the Whittier teachers are always ultimately responsible for Whittier students assigned to them. Therefore, it is important that:

1. A student teacher always needs to know the physical whereabouts of the cooperating teacher and be able to reach them in an emergency.
2. A student teacher should not be left on his/her own for periods longer than 60 minutes without the cooperating teacher checking to see how lessons are progressing. This is true even toward the end of a student teacher's experience. Use your professional judgment.
3. Team teaching by the student/teacher and cooperating teachers is encouraged. In this way the Whittier students derive the most educational benefit.
4. Cooperating teachers are encouraged to work with individual and small groups of students while the student teacher works with larger groups at the end of the student teacher's experience.

## **STUDENT SUPERVISION**

Teachers are not to leave the classroom while students are still present in the classroom. Please notify someone to help watch students who are still in the classroom if an emergency occurs. Specialists supervise students during fire drills, assemblies and other times that students are assigned to them as the teacher.

The classroom teacher is responsible for supervising students ***to and from*** the special classroom, or designated area, and to enter and exit from the school playground area each day. All faculty are to help maintain positive student behavior by intervening when they see a problem.

## **SUPERVISION PROCEDURES**

### **Early Supervision**

Teacher volunteers should help to discourage the early arrival of students. Early supervision will be 9:00 and 9:15 a.m. the first week of school, and other days as directed by the principal.

Students arriving too early may have a notice sent to parents about the early arrival. However, it is better to have them here at school, than running around the neighborhood.

### **Morning Supervision**

Students are to enter the building beginning at 9:00 a.m. and go directly to their homeroom. Students are not to be released to restrooms or other areas in the building unless they have permission from their teacher. Students who are not able to be responsible for their behavior with a pass will have to remain in their homeroom until the teacher can supervise them.

### **Afternoon Supervision**

Students will be dismissed to the gym to wait for their bus to be called. Teachers will be given a yearly list of car/bus duty.

## **Playground Supervision**

Whenever students are on the playground with the teacher:

1. Patrol the playground and organize students to enter the building
2. Watch for safety hazards
7. Be available in the case of accidents or disagreements
8. Help students line up
9. Fill out an Accident Report should an injury occur. (Office has form)

## **TEACHER SUPPLIES**

General teacher supplies including chalk, tape, staples, paper clips, tape, etc. are in the teacher workroom.

## **TEACHER'S HOURS**

Teachers' hours are from 8:00 a.m. to 4:00 p.m. or as arranged with the Principal. **\*If you plan on arriving after 8:00 or leaving prior to 4:00, please have a personal conversation with the principal.**

If teachers need to leave early, or arrive late, they should give notification to the Principal and then sign out/in in the Office.

## **TEACHER ASSISTANCE**

From time to time, students have academic, social, emotional, and/or behavior needs that require intervention by school personnel. When this occurs, it is important that the school takes appropriate measures as soon as possible with the student, parent, and community. If a teacher believes that a student may be in need of intervention, a contact should be made with the school principal. Each building has its own unique process through which teachers may get assistance. By taking the time to care, you may be able to enhance the chances of the student being successful to his/her potential. **YOU CAN MAKE THE DIFFERENCE!**

## **TEXTBOOKS**

When texts are issued, have students examine them for existing damage. Make a note of the damage with your initial and the date inside the front cover. At the end of the school year reexamine the book and assess fines for any additional damage. Be certain that students understand that they must return the exact book issued or they will be charged for a lost book.

## **TRANSFER OF STUDENTS**

When a student withdraws from your classroom, follow these procedures:

1. Make out a transfer form. **Include test results, reading level, the name of the current reading series and competency results.**
2. If the child is leaving the school system, send the grade card with him/her. If he/she is staying in the system, give a copy of the grade card to the secretary to scan into the file.
3. All information should be brought up to date in the permanent folder. Days due and days absent for the **year to date** should be recorded with the school and the teacher's name. Significant anecdotes and grades should also be placed on the folder.
4. Personal belongings and materials purchased through school fees, such as, workbooks being used should be sent with the pupil. If the transfer is within the city, the pupil's textbooks, except workbooks, etc., are stored and not sent to the receiving school. Textbooks of pupils leaving the city schools are to be stored in the teacher's room for the next new student to use.
5. Notify the special teachers and counselors if the child attends these special services.
6. Forms to be completed within 72 hours.

## **VIDEOS - Use in Elementary Classrooms**

### **Board Policy 8.1**

#### **Administrative Procedure**

**ONLY “G” rated films, movies and videotapes will be shown in elementary classrooms grades Kindergarten through 5<sup>th</sup>.**

**Media used from television will follow the age appropriate guidelines. You must receive parent permission to show any student a movie rated “PG”.**

#### **VOLUNTEERS**

The involvement of volunteers in classroom activities is encouraged. Students, teachers and the volunteers can benefit from the skills that “extra help” can offer. The teacher closest to the activity should supervise volunteers. All volunteers should be encouraged to be discreet in their discussion of Whittier students and activities in the community. They are here to help the children’s self-esteem and learning. Having a meeting with the volunteer prior to them working in the classroom is suggested. This enables the teacher to show them how to make copies and explain the expectations for their help.

#### **NOTICE OF NON-DISCRIMINATION POLICY:**

The board affirms that, consistent with and to the extent required by applicable law, no person shall, on the basis of sex, race, color, national origin, or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the Superintendent or designated coordinator. This policy shall prevail in all Board policies concerning school employees and students.

#### **Visitors on the Playground Policy**

Please be aware of this policy. The policy goes home with all students in the handbook. It is rarely questioned, but it will take the attention of all of us to ensure a safe recess time for our students. The policy applies to both indoor and outdoor recess.

All staff, including monitors, should address parents if they are in the area of indoor or outdoor recess. Politely remind them that we don’t allow parents/visitors to stay for recess and suggest they say good-bye to their child and move on.

In order to provide a safe and consistent environment on our playground and in the classrooms during inside recess, Findlay City Schools has adopted a policy to only allow Board of Education approved monitors to supervise students during the students’ recess times. Allowing parents that are not approved by the School Board can create an inconsistent environment for all students. Students are most accountable for our school rules with consistent and predictable supervision.

Parents are welcome to join their child for lunch during his/her assigned lunch time. Once students are dismissed to go to recess (indoor or outdoor), the administration request that visitors leave the building and DO NOT accompany the students to recess.

# Whittier Elementary



**Parent/Student Handbook**

**2018-2019**

*Whittier Office – 419-425-8358*

***Kelly Stahl, Principal***  
***Stephanie Inbody - Secretary***



August 15, 2018

Dear Whittier Families:

The Whittier Parent/Student Handbook provides information for parents and students. A clear understanding of its contents will ensure a better school experience for our children.

Expectations of student behavior, understanding of school rules, general school procedures and operations are discussed and outlined for your review.

It is essential that parents review this Parent Handbook and discuss it with their children. An ongoing open system of communication between the home and the school is a crucial ingredient to a meaningful educational experience for your children. Remember that this is your school and you are always welcome here.

Yours in Education,

Kelly Stahl

Kelly Stahl  
Whittier Principal

# The 7 Habits<sup>®</sup> Tree

AND REMEMBER TO  
TAKE CARE OF YOURSELF

**Habit 7**

**SHARPEN THE SAW<sup>®</sup>**  
Balance Feels Best

THEN PLAY WELL  
WITH OTHERS

**Habit 6**

**SYNERGIZE<sup>®</sup>**  
Together Is Better

**Habit 5**

**SEEK FIRST TO UNDERSTAND,  
THEN TO BE UNDERSTOOD<sup>®</sup>**  
Listen Before You Talk

**Habit 4**

**THINK WIN-WIN<sup>®</sup>**  
Everyone Can Win

START WITH YOU

**Habit 3**

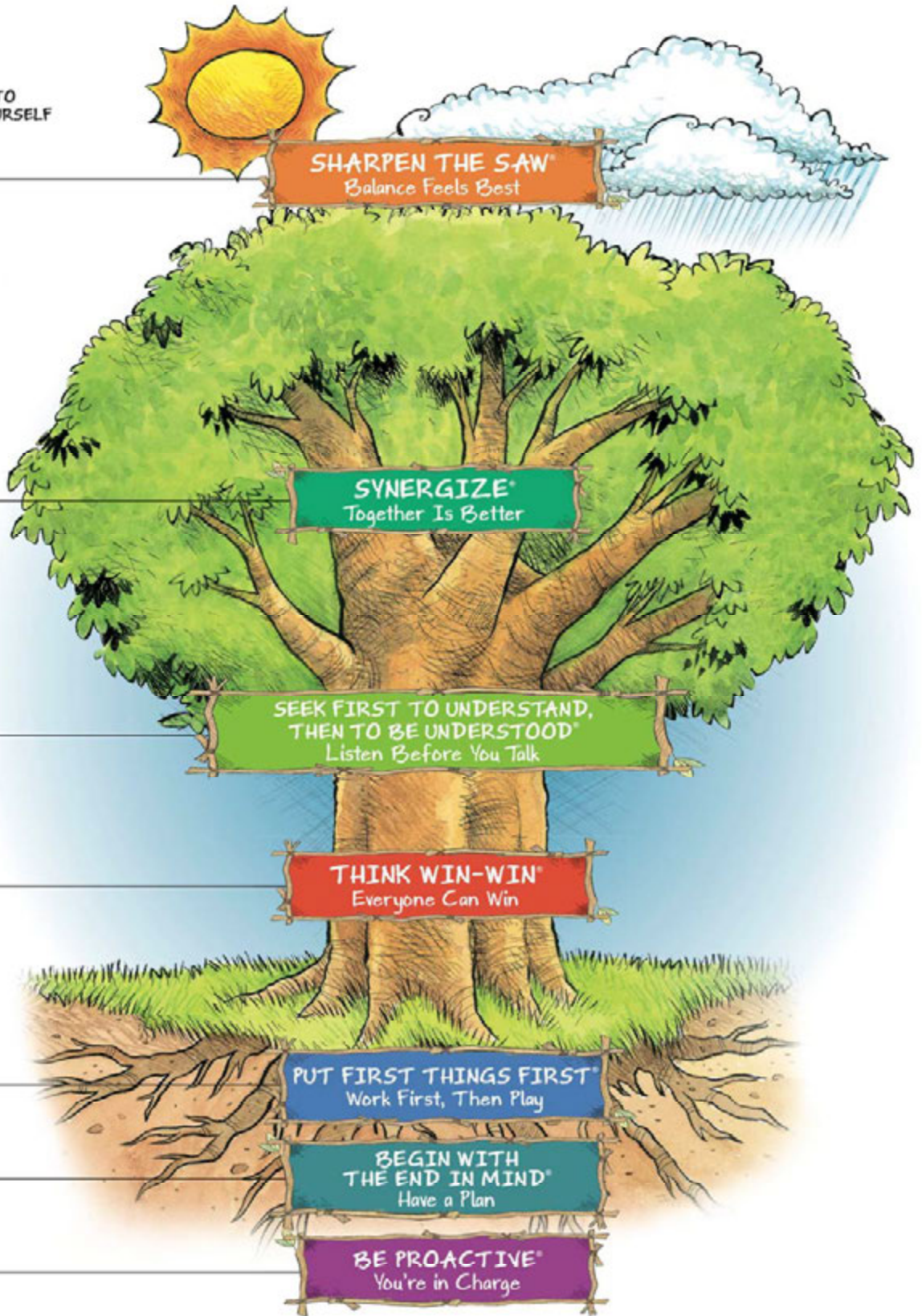
**PUT FIRST THINGS FIRST<sup>®</sup>**  
Work First, Then Play

**Habit 2**

**BEGIN WITH  
THE END IN MIND<sup>®</sup>**  
Have a Plan

**Habit 1**

**BE PROACTIVE<sup>®</sup>**  
You're in Charge





**Findlay City Schools Mission Statement:**

Educating and empowering for life.

**Whittier School Mission Statement:**

Whittier students synergize to be respectful and responsible learners...even when no one is watching or listening.

**Whittier Rules:**

We work with the students to learn what it means to follow these rules and show appropriate behavior and effort at school. You can help at home with reinforcing these same rules and supporting your child’s growth in the classroom and school environment. Working together is the best way we can see positive growth in our children!

- 1. **Be Respectful**
- 2. **Be Responsible**
- 3. **Be Kind**
- 4. **Be Safe**
- 5. **Be Honest**

**We will reinforce our mission statement and rules by implementing Stephen Covey’s 7 Habits of Happy Kids. Throughout the year, we will all be learning and reinforcing the 7 habits:**

- 1. **Be Proactive**
- 2. **Begin with the End in Mind**
- 3. **Put First Things First**
- 4. **Think Win-Win**
- 5. **Seek First to Understand, then to be Understood**
- 6. **Synergize**
- 7. **Sharpen the Saw**

**Whittier Primary Daily Schedule**

**Kindergarten, Grades 1 & 2**

Breakfast begins	9:00 am
Arrival/Entry into Building	9:00 am
Classes begin - Tardy bell rings	9:15 am
2-Hour Delay Arrival	11:00 am
2-Hour Delay – Tardy Bell	11:15 am
Student Dismissal/Exit Building	3:40 pm

**Special Weather Related Schedule  
3-Hour Delay Start + 1 Hour Extended Day**

Arrival/Entry into Building.	12:15 pm
Student Dismissal/Exit Building	4:40 pm

**Students may not arrive or enter the building before 9:00 am** unless attending a scheduled morning session with teachers. Students are not monitored prior to 9:00 am due to staff meetings, conferences, or in-service. Parents must sign students in at the office if late to school.

Please make sure any daycare arrangements are in place for *scheduled* and *weather related* 2-Hour Delays.

The Superintendent may choose to utilize a Special Weather Related Schedule as seen to the left. Please make sure any daycare arrangements are in place for this schedule.

## **General School Rules**

- Students must keep their hands and feet to themselves. Students are not to hit, punch, kick, grab, wrestle, fight, pinch, bite, "play fight", etc.
- Students will walk in the halls at all times.
- Students will obey directions given by any adult staff member.
- Students are expected to treat each other with mutual respect and to be courteous to one another. Students will refrain from threatening, teasing, name-calling, harassing, putting down, etc. fellow students.
- Profanity and/or abusive language are prohibited.
- No toys, radios, cell phones, tape players, MP3, iPods, electronic games, or devices, athletic equipment, skateboards, etc. are to be used or played with during school hours. If brought to school, the school is not responsible for lost or damaged equipment.
- Students riding bikes or scooters to school must walk them up the front sidewalk and park them on the bicycle rack in front of the school.
- Any other behaviors that would endanger the health/safety of another child or staff member is forbidden.

## **Cafeteria Rules**

- Students will keep their hands and feet to themselves.
- Students will listen and show respect to the monitors and cafeteria staff at all times.
- Students will sit at their assigned table and remain seated through the lunch period.
- Students should raise their hand if they need help from a monitor.
- Students should talk in a normal, inside conversational tone.
- Students are expected to use proper manners.
- Students must not share food, trade or give away food. Students should eat their own lunches and take care of their own trash and leftovers.
- Students should help classmates and monitors keep the table and floor area clean and free of litter.
- Please DO NOT SEND carbonated drinks (pop, soda) to school.

## **Playground Rules**

- Students must play safely keeping their hands and feet to themselves.
- Students must show respect to the monitors and cafeteria staff.
- No shoving, pushing, tripping, kicking or fighting will be permitted.
- Students may not sit or stand on top of any playground equipment.
- No food, gum, candy or drinks are permitted on the playground.
- Students will follow the General School Rules as stated in the Student Handbook.
- Please see the policy and remember that parents are not allowed on the playground due to security and safety reasons.

## **School Bus Safety Rules**

### **(Ohio Pupil Transportation Safety Rules Regulation 3301-83-08)**

- Pupils shall arrive at the bus stop before the bus is scheduled to arrive. (We recommend 3-4 minutes prior to the scheduled pick up time.)
- Pupils must wait in a location clear of traffic and at their appropriate bus stop.
- Pupils must wait in their defined safe area.
- Behavior at school bus stops should mirror expected classroom behavior and must not threaten life, limb or property of any individual.



- Pupils must go directly to an available, or assigned, seat. (Local procedure instructs the drivers to assign seats to all students on each route.)
- Pupils must remain seated, keeping aisles and exits clear.
- Pupils must observe classroom conduct and obey the driver promptly and respectfully.
- Pupils must not use profane language.
- Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
- Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for the students. (Please notify transportation in advance.)
- Pupils must not throw or pass objects on, from, or into the bus.
- Pupils may carry on the bus only objects that can be held in their lap. (This includes musical instruments and school projects).
- Pupils must leave or board the bus at the location to which they have been assigned unless they have parental and administrative authorization to do otherwise.
- Pupils must not put head or arms, or personal belongings out of the bus windows.

### **Bad Weather**

Due to bad weather or scheduled staff professional development, school can be delayed for 2 Hours, 3 hours plus 1 hour extended time, or closed. Please note the time of delay chosen and all start times are moved back accordingly. Dismissal remains at the regular time unless the 3+1 plan is implemented. For any of this information please view the District Website @ [www.findlaycityschools.org](http://www.findlaycityschools.org), sign up for email/text alerts on this page, or listen to 1330AM, 96.7FM, 100.5FM, 103.7FM, or watch Toledo channels 11, 13, 24, 36. Please make any necessary daycare and transportation arrangements if required. All busses will run routes.

### **Absences**

**The “Missing Child Act” requires you to notify the schools if your child is going to be absent. If you do not call, we are required by that same law to contact you to determine the absence. Please do not be offended by this call – it is the law.** You may call the school office 24 hours a day and leave a message when necessary. Calls should be made prior to their Tardy Time in order to communicate that absence to the classroom teacher. Leave your child’s name, grade, teacher, and why they are going to be absent. Please follow up your child’s absence with a parent note or doctors excuse to the school office. You may request homework for pick up in the office; however, we need a half-day notice. Make attendance a priority. The school day ends at 3:40 pm. Please allow your child to stay for a full day of learning. Habit #1 – “Be Proactive” – You’re in charge of your child’s learning. A day absent is learning missed. Great attendance is an expectation of all employers. Start your child understanding that now!

**Whittier Office – Mrs. Inbody 419-425-8358**

### **Breakfast**

Breakfast is served every morning. **Students may enter the building at 9:00 am and go directly to the cafeteria.** Once there, they must eat quickly or some teachers will instruct students to take their breakfast to the classroom. We do not expect them to be late to class due to eating breakfast. If you would like your child to have breakfast and you are transporting, be sure they arrive at 9:00 am. Students are eligible for free or reduced breakfast plan when the application has been completed and approved. Please contact the office if this is needed.

**Student Cost: \$1.75/Reduced \$.30                      Adult Cost: \$1.75                      Milk: \$.50**

### **Lunch Prices**


**Student Lunch: \$2.70 / Reduced \$.40                      Adult Lunch: \$3.25.                      Milk: \$.50**

You may pay money to your child's lunch account by either sending a check into the school office or going online using EZPay and paying with a credit card (You can also check your child's balances on EZPay). Your child accesses these funds by "punching in" their student ID code as they see our cashier in the lunch line. When this account runs low, a notice will be sent home from our Food Service Cashier. Please make all checks out to **Findlay City Schools. Use the memo line to designate for fees or lunches. Do not pay school fees and lunch costs on the same check. They must remain separate.** If you are currently experiencing financial hardship, please contact our office and request a Free/Reduced Lunch/Fee application. **Secretaries do not have access to account information. If you would like an update on account balances, please call the FCS Food Service office @ 419-420-7014.**

### Lunch Schedules

Lunch schedules allow for 20 minutes for eating and 20 minutes of recess. Lunch will occur first at Whittier. When eating, students are to remain seated until finished. They are to speak quietly and follow all instructions provided by monitors. Students are responsible for cleaning their area used – all trash removed from table and floor if dropped. If there is poor weather, we will remain in classrooms. Please see the "Whittier Recess & School Clothing" Guide in this packet. Parents are not permitted on the playground during recess. Please be cognizant of what you are packing in your child's lunch and if it prepares them for an afternoon of learning. Please do not send sugary, caffeinated, or energy drinks. You are welcome to come eat lunch with your child. They love to see you and show you off to friends!

Whittier Lunch Schedule	
KDG	11:35 - 12:15
First Grade	11:10 – 11:50
Second Grade	12:00 – 12:40



### School Fees

**Kindergarten through Grade 5 - \$43.00 year or \$21.50/semester**

Please make all checks out to **Findlay City Schools. Use the memo line to designate for fees or lunches. Do not pay school fees and lunch costs on same check. They must remain separate.**

If you are currently experiencing financial hardship, please contact our office and request a Free/Reduced Lunch/Fee application. We cannot accept Canadian coins (or any foreign currency). Please make sure your currency and coins are United States monies when sending in money with your child.

**You may pay Fees online using "EZ Pay". You may use credit or debit card, or electronic check.**

- 1) Go to [www.findlaycityschools.org](http://www.findlaycityschools.org)
- 2) Click on **EZ Pay** online payments
- 3) Select your student's school
- 4) Select your student's type of fee
- 5) Enter the amount you want to pay
- 6) Check out

## **Library And Computer Labs**

The library and computer equipment is open for student use during the school day. For the benefit of others, all students are urged to return checked-out materials on time. If for some reason checked-out materials are lost, etc., and cannot be returned, the librarian should be informed immediately.

## **Acceptable Student Use**

1. Students may only access the district network and/or Internet by using their assigned network account. Use of another person's account/password is prohibited. Students may not allow other users to utilize their passwords.
2. Students may not intentionally seek or suggest to other students to seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
3. Students may not upload, download, create or transmit confidential information, a computer virus, worm, Trojan horse, or other harmful components or corrupted data, or vandalize the property of another. Vandalism includes any malicious attempt to hack, alter, harm or destroy software, hardware, data of another user, other Network resources, or the use of the Network to destroy anything on the Internet or outside Networks.
4. Students may not purposely engage in computer activities that degrade or disrupt the operation of the Network or that waste limited resources. For example, do not waste toner or paper in printers, and do not send chain letters, even for non-commercial or apparently "harmless" purposes, as these, like "junk email", use up limited Network capacity resources.
5. Students are encouraged to save and store their work in their server account, understanding that school staff may review computer files or messages that are created by the student. Material may be reviewed for grading and appropriate content. Additionally, files may be reviewed for any harassing or threatening material, and/or any vulgar or obscene content.
6. Students are not to modify or remove any identifying labels on computer equipment.
7. Students are permitted to use networked software and school-supplied software. Programs written by the student which are part of an assignment in a school's course of study may be run, as required, for that course of study's requirements, with teacher supervision.
8. Students may not install or delete programs on the school's computers. Students may not download programs from the Internet or any portable device and attempt to install onto District computers.
9. Students shall not remove, alter or copy Network software for their own personal use or for the use of others.
10. All electronic communication between students and teachers should take place through their district assigned accounts.
11. Students are asked to advise school staff when they observe any violation of the school's policy for the use of the school's computers.
12. Students are asked to advise their teacher when a computer malfunctions in any way.
13. Students may not use the District's computers or network to offer for sale any substance the possession or use of which is prohibited by law or the Student Discipline Code.
14. Students may not create, copy, view, transmit, download, upload, or seek, sexually explicit, obscene or pornographic materials.
15. Students may not create, copy, view, transmit, download, or upload any materials that include the design or detailed information for the purposes of creating an explosive device, materials in furtherance of criminal activities or terrorist acts, threatening materials or any other materials that violates or encourages others to violate the law or the Student Discipline Code.

16. Students may not upload, download, copy, redistribute or republish copyrighted materials without permission from the owner of the copyright. Even if materials on the Network are not marked with the copyright symbol, students should assume that they are protected under copyright laws unless there is explicit permission on the materials to use them.
17. Students may not use web proxies to view, download or seek materials, files, information, software or other content that may be offensive, defamatory, misleading, infringing, or illegal, or to view or access content or information unrelated to the curriculum.
18. Students may not post or distribute inappropriate photos or media (pornography, dangerous, or hate-related media of any kind). This includes cyber bullying or harassing another individual (student or employee) or posting/transmitting information of any kind about another person without their consent, including, but not limited to video, images, audio, text, or any other media. Example: Any material, images/media taken from within the district or its property cannot be used for defamatory, inaccurate, obscene, sexually explicit, lewd, hateful, harassing, discriminatory, violent, vulgar, rude, inflammatory, threatening, profane, pornographic, offensive, or terroristic purposes. This includes, but is not limited to, disseminating electronically (email/Instant Messaging) or posting this type of information about another student or employee on an outside communication site such as MySpace, FaceBook, etc.

Exceptions to any of the above rules are permitted only under direct teacher supervision. Violations of these rules may result in disciplinary action, including, but not limited to, termination of access to the school's computers, detention and/or suspension. Violations also may be referred to the appropriate legal authorities and/or other legal action may be pursued. **The complete acceptable use policy is available online at [www.findlaycityschools.org](http://www.findlaycityschools.org)**

### **Progress Reports & Grade Cards**

Grades are reported following a quarterly reporting schedule or 9 weeks. Student achievement in academic areas, as well as behavior, effort, and attendance will be reported to families at the end of each 9-week period.

Whittier utilizes a Progress Report that is comprised of a checklist of expected skills and learning benchmarks. Each of the curricular areas will be assessed at different times of the year. These areas align directly to the State of Ohio expectations standards.

Student achievement in subject areas such as Art, Music, Physical Education, will use the following scale:

Outstanding = O   Satisfactory = S   Needs Improvement = N   Unsatisfactory = U

**Progress Reports and Grade Cards will be distributed 5 working days after the close of the grading period.**

#### **9-Week Grading Periods End:**

October 19, 2018  
 January 4, 2019  
 March 15, 2019  
 May 23, 2019

#### **Progress Reports/Grade Cards Sent Home**

October 26, 2018  
 January 11, 2019  
 March 22, 2019  
 Will be sent home on the last day of school.



[www.findlaycityschools.org](http://www.findlaycityschools.org)

Parents may access grades and information by using an online system called ProgressBook. It can be found under the "Parent" tab at the top of the Findlay City Schools web page. Look for the link to the right. **Access sheets with passwords will be provided at Open House.**

### **Parent / Teacher Conferences**

Whittier staff believes conferences should occur as soon as students make adjustments to returning to school and have begun a consistent routine but have not developed practices or habits that are detrimental to learning the remainder of the school year. Therefore, we hold conferences just prior to the First Nine Weeks reporting period in order to discuss what to expect on the Progress Report and/or Grade Card, as well as to communicate any needed changes in academic practices, attendance, or behaviors. Should you not be able to attend these conferences due to a conflict in your schedule, please contact your child's teacher and a meeting can be set for an alternative time. Teachers will work with families who may need to schedule multiple conferences. We strongly believe in meeting with every parent!

### **Conference Dates**

We have scheduled our conference dates as follows. We hope for 100% participation from families. **Parents will select one of the fall dates to attend. Only one spring date is offered.**

**Thursday, October 4 – 4pm to 8pm**  
**Tuesday, October 9 – 4pm to 8pm**

**Thursday, October 18 – 4pm to 8pm**  
**Thursday, February 21 – 4pm to 8pm**

### **Dress Code**

Parents are requested to send children to school clean, neat, and appropriately dressed for the learning activities of their day. Clothing should be comfortable to enable a child to participate in classwork as well as physical education and playground activities. Clothing should be appropriate for weather conditions since "WE GO OUTSIDE EVERY DAY WE CAN". It is strongly recommended to label items such as jackets, sweaters, coats, boots, hats, gloves, mittens, and gym shoes – as an insurance against loss. Clothing which distracts or disrupts the learning process is not acceptable at school. We may have the student change into something else that we have or contact the home to bring something appropriate. Bare midriffs, tank tops, spaghetti string straps, and mesh jerseys without t-shirts underneath are prohibited. Clothing advertising drugs, alcohol, tobacco, or displaying inappropriate language, pictures, or figures are prohibited.

**Flip-flop sandals, although popular and fashionable, can cause injuries if worn during recess or physical activities. We discourage wearing them.**

### **Gym Shoes**

All students grade K-5 are required to wear gym shoes for Phys. Ed. class. This is a safety precaution for students. It is not necessary to keep an extra pair of shoes at school but students must remember to wear or bring them on their scheduled gym class days.

### **Birthday or Classroom Celebrations**

Several times during the year classroom teachers may choose to provide snacks, host a celebration as a reward or motivator for students, or even connect foods into various reading, math, and science lessons. This is done at their discretion and with the knowledge of the dietary or allergy restrictions of

their class. Therefore, it is very important that parents notify their child's teacher of any such issues. The child's classroom teacher will work with parents to decide the best way to deal with each unique issue. We never want a child to feel left out, so we will do our best to create a plan that allows all children to participate in some form with their peers.

**Items such as balloon or flower bouquets and large displays are disruptive and prohibited. If delivered to school, they will remain in the office until the end of the day, or we will call and request you pick them up. They will not be delivered to the classroom.**

We request that you mail or contact families directly for party invitations. We will NOT pass items out in class. Do not ask your child to do so. The teachers will return the invitations home if seen doing so in class. We can assist with individuals you may not be able to contact by sending home a class birthday list per request. Please notify the school by August 31 if you do NOT wish such information to be released this school year.

### **School Visitors**

You are welcome to visit the school, especially to share a lunch with your child. If you wish to speak to your child's teacher, you must leave a message with the secretary, make an appointment, call, or utilize email. **Do not expect to speak to your child's teacher as school begins. This also applies to 20 minutes after the dismissal bell.** Once students enter or exit the building, the teacher's focus must be on directing the children and be aware of any issues. If you enter the room and begin a conversation, you then become a distraction and disruption to your child's class routine and a risk to the safety of all students. We do not know the intent of every adult that enters the building; and therefore, we must take every precaution necessary.

**All visitors to the buildings must sign in at the office – including volunteers. If you are bringing items your child needs, they must be left in the office and will be delivered by staff. Secretaries are instructed to not allow interruptions to class unless an emergency exists. Again, to ensure children's safety all doors except the main front entrance are locked after their arrival.** Thank you for respecting learning time and these safety practices. Unfortunately, incidents across our own country have caused us to change visitation and open-door practices. We hope you understand.

### **Whittier/Wilson Vance Parent Teacher Organization (PTO)**

The joint PTO is an excellent example of partnership and caring between schools and for the children. The strength in parental leadership and commitment to service to the buildings is essential and commendable. Parents can discover many opportunities to be active participants in their school environments and voices for support, change, and/or vision. This organization utilizes teacher representatives to communicate classroom or school needs and to report on events that PTO has sponsored or items purchased. PTO publishes a monthly newsletter detailing meetings, activities, and school news. All parents and teachers are encouraged to attend meetings when possible.

#### **PTO Officers for 2018-2019**

President – Stephanie Wendt/Doni Tiell

Vice President – Cori Burchnell

Treasurer – Mary Kay Kasiborski

Assistant Treasurer - Ann DeFend

Secretary – Lisa Vick

### **Social Media**

Please utilize the Findlay City Schools' website for updated calendars, lunch menus, and a vast array of information. Also, check out each individual building's page. The website can be found at [www.findlaycityschools.org](http://www.findlaycityschools.org) . To find activities sponsored within the Findlay community, click on the "Opportunities" link at the top of the tabbed area of the page. This is continuously updated. For academic websites, click on the "for Parents" tab and the "Web Site Links" on the left of the screen. Many of these provide practice in every subject for your child. We encourage you to subscribe to the FCS and Whittier Parent email list. You can sign up for alerts or messages. Just visit the school page of your choice. Look for the "Subscribe" link in the right-hand column.

### **Field Trips**

At various times throughout the school year, classes will schedule trips away from the building. In order for your child to be involved in such an activity, we need your permission. Please note that you will receive information prior to each field trip. At that time, if you do not wish for your child to participate in the field trip, you will need to send a written notification to the teacher prior to the field trip day, informing us that your child may not participate. Please note that individual permission forms for each field trip will **not** be sent home.

When signing the last page of this document, parents are granting permission for their son/daughter to participate in any planned and school sponsored field trips during the 2018-2019 school year. Realizing that all due care will be used to insure a safe experience, parents release the school from all liability should an unforeseen accident occur.

### **School Movies**

Movies are shown throughout the school year for various reasons as part of various activities. Students will not be exposed to movies other than those rated G. By signing the final page of the handbook, parents give consent for their child to view the school sponsored movies along with their class.

### **Permission To Use Student Image/Information**

Remember to notify the school in writing if you do not want your child's name and/or image/likeness to be published, photographed or videotaped during a school activity. This would include school related publications, Findlay City Schools' website, school related videos, television news videos, The Courier, photo with and without no name.

"Under Ohio Law we are required to release student directory information such as name, address, telephone, and date of birth to those requesting it **UNLESS** the parent or guardian notifies the school that such information is not be released. Please notify the school by **September 21<sup>st</sup>** if you do **NOT** wish such information to be released this school year."



# Whittier Recess & School Clothing Guidelines

Living in Ohio requires adaptability to frequent weather changes. **We will go outside for recess every day that we can.** Should there be rain, wind, or snow, we watch the radar and thermometer and if there is no precipitation we will go outside, at least on the blacktop. We care about your child's health but also know that outdoor activity is crucial to a healthy lifestyle. Watch/Listen to local weather reports and help your child dress according to our guidelines below or also be prepared for delays and cancellations.



*Dress for Winter play!*

Wind Chill / Temperature

70 – and up

60 – 69 degrees

40 – 59 degrees

30 – 39 degrees

29 degrees & below

20 degrees & below

10 degrees & below

## Clothing Guidelines

Pants, shorts, skirts, short-sleeves

Long sleeves, sweatshirt, jacket

Pants, jacket over long sleeves, layers are best.

Coat required with hat & gloves recommended.

Coat, hat, & gloves required.

Coat, hat, & gloves required.  
Wind chill factor considered.

Outdoor recess unlikely.

## Check Weather + School Delays and Closings – Local Media

### Web Sites

Findlay City Schools Web Page: [www.findlaycityschools.org](http://www.findlaycityschools.org)

The Weather Channel: [www.weather.com](http://www.weather.com)

### Newspaper

The Courier – Weather on back page of section 1 – Local news and internet links  
[www.thecourier.com](http://www.thecourier.com)

### Radio

1330 AM – WFIN  
[www.wfin.com](http://www.wfin.com) - School Delays/Closing Link updated online, weather

100.5 FM – WKXA  
[www.wkxa.com](http://www.wkxa.com) - School Delays/Closing Link updated online, weather

103.7 – WCKY – School Delays/Closing Link updated online, weather

### T.V.

CH. 11 – WTOL, Toledo – Scrolling reports on-air  
[www.wtol.com](http://www.wtol.com)



**Please Check Each Item, Fill Out Info., and  
Return to Classroom Teacher by Friday, August 24**

- I have read and understand the information in this Handbook and the District Handbook.
- I have subscribed to the FCS, Whittier Parent email list.
  - You can sign up for alerts or messages. Just visit the school page of your choice. Look for the "Subscribe" link in the right-hand column.
- I am following Whittier activities and events on FACEBOOK!
- If I have questions, I know I can contact the school office @ 419-425-8358 for further clarification.
- I have reviewed any items necessary with my child.
- I will abide by these expectations as presented.
- I will retain this Handbook for future reference if necessary.
- I give permission for my child's picture to be on the school social media sites, FB, websites, etc.
- I give permission for my child's name, address, phone number to be put on class birthday list.
- My child has permission to participate in any and all field trips that may be sponsored by Whittier
- Primary School during the 2018-2019 school year.
- My child has permission to view school sponsored movies with their classroom.

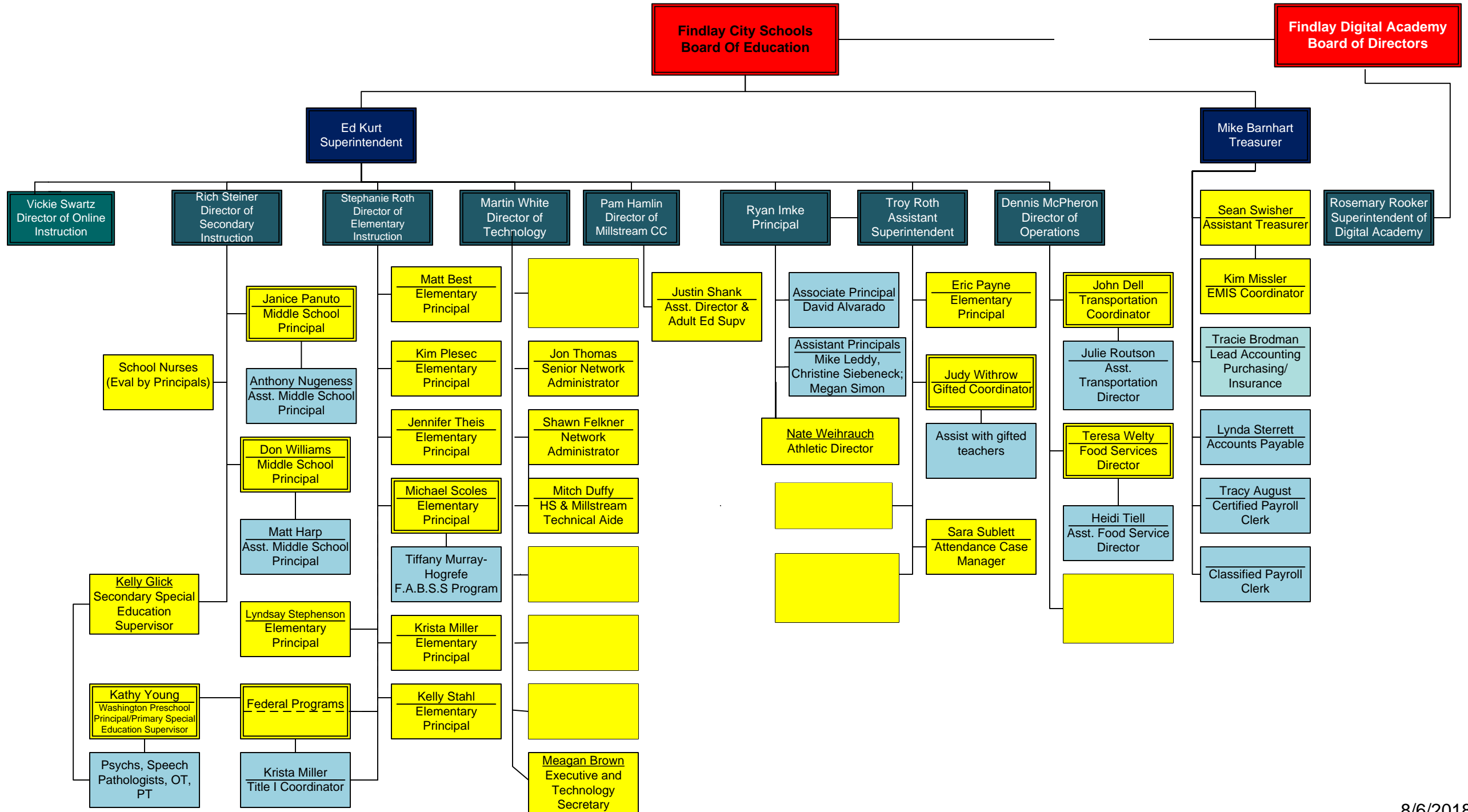
Name: \_\_\_\_\_

Student: \_\_\_\_\_

Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

Findlay City Schools  
2018 – 2019 Leadership Team





## GENERAL QUESTIONS

### **1. Describe the process you will utilize to obtain student records from the student's previous school.**

The school will comply with IDEIA, 20 USC 1414(d)(2)(C), Program for Children Who Transfer School Districts, Transmittal of Records, FERPA, and OAC 3301-51-07(K)(7). In most cases, the students will be transferring from the sponsor district which will facilitate the forwarding of records to the school. The sponsor has also given us access to their electronic files, so we can go directly into the files and pull the records. For students that live out of the sponsor district, a records request will be done immediately upon enrollment.

### **2. When a student with disabilities is withdrawn for non attendance, what process will be in place to notify the student's local district of residence and when appropriate, juvenile authorities?**

The school will comply with ORC 3321.13 regarding the duties of school teachers and administrators upon the child's withdrawal from school or habitual absence. A withdrawal notice is sent to the sponsor school district and if the student is involved with the court, the court is notified. If the student does not live in the sponsor school district, a withdrawal notice will be sent to the administrator of the high school district of residence.

### **3. How will the school address the issue of disproportionality with respect to students with disabilities?**

The school will collect data regarding disabled students and examine such data to determine if a significant disproportionality based on race is occurring in the school with respect to the identification of children as children with disabilities pursuant to OAC 3301-51-03 (C). If such disproportionality is discovered, the school shall, if appropriate, revise its practices used in the identification or placement of children with disabilities pursuant to OAC 3301-51-03(C) and related provisions of the IDEIA and its regulations. To date there have not been any disproportionality issues that need to be addressed.

### **4. Describe the methods for informing parents and teachers of the student's progress with respect to the IEP goals, including the frequency of such reports.**

The school will comply with OAC 3301-51-07(H)(1)(d) regarding progress reports. Progress reports will be provided in the same manner in which they are provided by the sponsoring district with respect to students of the district or as otherwise required by a student's IEP. Quarterly reports are mailed home and a weekly attempt is made to talk to the student and/or parent about progress.

### **5. What steps will you take to ensure that all IEP's will be signed prior to the student receiving special education and related services?**

The parent is invited to the IEP meeting and offered an opportunity to sign after an IEP is

developed. If the parent does not participate in the meeting (e.g., declines to attend after offered the opportunity), the school will attempt to obtain the signature of the parent in a manner mirroring that used by the sponsoring district and will provide the parent a PR-01 Prior Written Notice form with a copy of the proposed IEP. The school will comply with 20 USC 1414(a)(1)(D)(i)(II) and OAC 3301-51-05( C)(2). If the parent does not consent to initial services for the child or the parent refuses to respond to requests for such consent, the school will be relieved of its special education responsibilities as applicable pursuant to 20 USC 1414(a)(1)(D)(ii)(II) and (III) and OAC 3301-51-05( C)(2). We have a Student and Parent Liaison that we send to the home to discuss the IEP and to secure the parent signature.

**6. What steps will you take to ensure that the EMIS reporting is completed by the established deadlines?**

The school has hired an EMIS coordinator through a purchased services agreement from the Hancock County ESC. In addition, a part time coordinator that works remotely has been hired through a purchased services agreement from the Hancock County ESC. The FDA EMIS coordinator works collaboratively with the sponsor EMIS coordinator and the newly hired off-site coordinator. This process has worked well and we have passed all state audits and have met all deadlines.

Responses Here: *you may use as much space as needed*

Check Here if Proposed Activities Are Acceptable

Check Here if Sponsor Wishes to make Recommendations – Attach recommendations on a separate page

**STAFFING & PROFESSIONAL DEVELOPMENT**

**1. Please list all certificated/licensed staff, intervention specialists, paraprofessionals and any other staff member employed by the school that will provide services to students with disabilities. Include their certification or licensure, their HQT status and list all professional development training that will be provided. Also indicate the number of students that each staff member will be responsible for.**

The school will have the option of using staff and can also rely upon contracted services acquired from the sponsor, Tri-Rivers Education Computer Association (TRECA) and/or other contractors. In the event that the school employs its own staff to provide these services, such staff shall meet all requirements of law related to certification or licensure, HQT status, professional development training, and teacher/student ratio. Additionally, Findlay Digital Academy provides regularly scheduled tutoring sessions Monday through Thursday by a certified HQT special education teacher, and at other times by appointment. The student to teacher ratio does not exceed 1:100 and is actually much lower than that.

**2. Please identify all contracted personnel that also provide services to students with disabilities and list their certification, licensure and/or qualifications. Identify all annual training that will be provided to these contracted individuals.**

The services of contracted personnel will be retained as needed and will primarily be acquired from TRECA and the sponsor's staff. These individuals will be trained in accordance with the policies of TRECA and the sponsor. FDA also has its own special education coordinator, and special education certified teachers that work as tutors/instructional coaches to assist the special education students.

**3. List all scheduled or proposed workshops, training etc that will be provided that is related to providing the appropriate services to students with disabilities.**

The sponsor district will make its special education training sessions available to the school. Additional training is available through the SST. Scheduled or proposed workshops relating to providing appropriate services to students with disabilities include the following: differentiation, unpacking the standards, OGT/ACT testing skills, and compliance training.

Responses Here: *you may use as much space as needed*

Check Here if Proposed Activities Are Acceptable

Check Here if Sponsor Wishes to make Recommendations – Attach recommendations on a separate page

### IEP

**1. How will you ensure that the most current MFE information will be utilized to develop a new IEP?**

IEP meetings are held in compliance with 3301-51-07 and the provisions of the IDEIA. Pursuant to OAC 3301-51-06 and OAC 3301-51-07(H), the most current information is used to develop each IEP, including, but not limited to, the present levels of performance for each IEP for each child. See especially OAC 3301-51-07(H)(1)(b). Our special education coordinator tracks every student's IEP and MFE dates to make sure that they are current.

**2. How will you ensure that there is a process in place to make a connection between the previous IEP and the new IEP?**

The current or previous IEP is reviewed in connection with the development of a new IEP. Progress reports from the current or previous IEP are reviewed and used to develop any new IEP.

**3. What review process will take place for new students enrolling in the school with a current IEP?**

The school will comply, as applicable with IDEIA, 20 USC 1414(d)(2)(C), Program for Children Who Transfer School Districts and OAC 3301-51-07(K), IEP in Effect. At the initial interview, every IEP student and his/her parent meet with the special education coordinator to

review the current IEP.

**4. What is the make-up of the IEP team?**

The make-up of the IEP teams will comply with OAC 3301-51-07(I).

**5. Where and how will IEP meetings take place? Include how you will conduct these meetings for students and/or parents that are not able to travel to the school location?**

As required by law, the school will schedule IEP meetings at a mutually agreed on time and place, pursuant to OAC 3301-51-07(F). IEP team meetings will be held at the School or at such other places, including students home, or elsewhere, as may be agreed to by the parent and the school. IEP meetings may also be held via conference call.

**6. How do you plan to document all attempts to contact a parent with respect to participating in their son or daughter's IEP meeting?**

Documentation includes, but is not limited to, PR-02 Parent Invitation forms that were sent to the parent, copies of which will be maintained by the school, as well as documentation of any telephone calls or e-mails sent with regard to the scheduling of meetings.

**7. How will the school ensure that the student's IEP focuses on specially designed instruction that meets the student's individual needs?**

The IEP team determines the specially designed instructions for each child as needed to meet the individual child's needs. Curriculum is adjusted or one-on-one tutoring is scheduled to make sure the student's needs are addressed.

**8. Who will coordinate and facilitate the development of the IEP?**

The development of the IEP will be coordinated and facilitated by the school's representative. This individual shall convene and participate in multifaceted evaluation and IEP meetings and shall have decision-making authority with respect to evaluation, reevaluation, and the development and implementation of IEPs. Our special education coordinator facilitates all IEP and MFE meetings.

**9. Learning in a virtual environment relies quite heavily on reading – how will the school address this challenge for students who are poor readers?**

The IEP team determines the specially designed instruction (special education), related services, and supplemental aids and services to be provided to each child as needed to meet the individual child's needs. Data is collected regarding the child's progress and progress reports are used in IEP monitoring development and revision.



**10. How do you plan to ensure that all staff members are aware of their responsibility with regards to the implementation of the student's IEP?**

The school will comply with OAC 3301-51-07(K), IEP in Effect. In addition, periodic training will be provided for staff members. This may include workshops given by the school, sponsor district, Regional State Support Team, or other entity; written information passed out to new and returning employees; or other forms of training as determined appropriate by the school.

Responses Here: *you may use as much space as needed*

Check Here if Proposed Activities Are Acceptable

Check Here if Sponsor Wishes to make Recommendations – Attach recommendations on a separate page

**PROCEDURAL SAFEGUARDS**

**1. Do you provide any publications or resource guides to parents of students with disabilities?**

The notice of procedural safeguards, “Whose IDEA Is This?” is provided as required by law. Additionally, such other publications or information may be provided as the school may from time to time develop.

**2. How will the school provide “Prior Written Notice to Parents” when required? (Per requirements of Operating Standards/IDEIA )**

Prior Written Notice will be provided to parents in the same manner as is provided to parents by the sponsor district. Letters are mailed and phone calls are made. The school will comply with OAC 3301-51-05(H), Prior Notice.

**3. How and when will the parents receive the “Procedural Safeguards Notice” and how will you document that notice has be given?**

Parents are provided with copies of “Whose IDEA Is This?” Procedural Safeguards Notice in compliance with OAC 3301-51-05(I) and 34 CFR 300.504, Procedural Safeguards Notice. The procedural safeguards notice is mailed or directly handed to the parent, such as at an IEP meeting. Documentation occurs through maintenance by the school of the Prior Written Notice Form PR-01; Parent Consent for Evaluation, PR-05; and the IEP (signature page). All of these documents contain references to provision of the procedural safeguards notice. Other occasions on which a copy of the procedural safeguards notice is given to parents, such as upon receipt of a request for due process, are also documented and maintained with the student’s education records.

Responses Here: *you may use as much space as needed*

Check Here if Proposed Activities Are Acceptable

Check Here if Sponsor Wishes to make Recommendations – List recommendations below

**DISCIPLINE**

DISCIPLINE

**1. How will you handle discipline issues for students with disabilities? Do these differ from those of other non-disabled students?**

Discipline Procedures. Discipline (suspension, expulsion out of school) for students with disabilities is the same as for non-disabled students when the total removals for the school year are ten days or less. For removals (suspension, expulsion out of school) that exceed a total of ten days in the school year, as applicable, the school complies with IDEIA, 20 USC 1415(k) and OAC 3301-51-05(K)(20)(21).

**2. Describe how you will conduct a Manifestation Determination Hearing.**

Manifestation determinations will comply with IDEIA, 20 USC 1415(k)(1)(E), and OAC 3301-51-05(K)(20)(e), and Form PR-03, Manifestation Determination Review is used.

Responses Here: *you may use as much space as needed*

Check Here if Proposed Activities Are Acceptable

Check Here if Sponsor Wishes to make Recommendations – Attach recommendations on a separate page

## EVALUATION

### **1. Describe the referral process that will be in place for general education teachers that suspect a student might have a disability.**

The school will comply with OAC 3301-51-06(A)(1) by implementing a referral process to determine whether a child is a child with a suspected disability. Suspected disabled students are evaluated in compliance with OAC 3301-51-06. The school will utilize the PR-04 Referral for Evaluation form.

### **2. What interventions will be provided for students with suspected disabilities and how will such interventions be documented?**

The school will comply with OAC 3301-51-06(A)(2) (3) and (4) as well as other applicable statutes and regulations. Interventions will be provided as appropriate to the child. Since interventions may vary from child to child, the school cannot determine ahead of time what interventions will be provided. Data with regard to the effect of the interventions will be collected as appropriate to the specific intervention being used and the child. Interventions may include such things as extended time, using an agenda book to record assignments, or other modifications and accommodations depending on the nature of the child's needs. Interventions will be documented using the documentation system employed by the sponsor district.

### **3. How will staff members be made aware of the evaluation process?**

Periodic training will be provided to staff members. This may include workshops given by the school, sponsor district, Regional State Support Team, or other entity; written information passed out to new and returning employees; or other forms of training as determined appropriate by the school.

### **4. Once parental consent has been received, what will be the school's process for initiating and completing the MFE process? Include at a minimum:**

**a. How the MFE will be conducted for students that do not reside in the same city in which the virtual school is located?**

**b. How the parents will be notified and what role will they play in the process?**

**c. If contracting with an outside individual/group to conduct all or part of the MFE, please identify all such parties.**

**d. Describe the make-up/components of the evaluation – what will be included?**

**e. How will the school communicate the results of the MFE to the parents?**

All multifactored evaluations will comply with the requirements of OAC 3301-51-06, Evaluations.

- a. After the parents have given consent for the MFE, the Special Education Coordinator will set up a mutually agreed upon time and location for the assessment.

- b.
- c. Parents will be notified of the evaluation and consent will be requested from the parents using the PR-01 Prior Written Notice form and Parent Consent for Evaluation Form PR-05, including all information to be provided to parents when an evaluation is being initiated and consent is sought from the parents. Input and information will be sought from the parents as part of the evaluation data collection process. Parents will be invited to participate in a meeting to develop the evaluation team report using the required Parent Invitation Form for meetings, PR-02. Parents will be provided a copy of procedural safeguards, Whose IDEA Is This? as required by law.
- d. The school will primarily rely on contracted services obtained through the sponsor district and/or TRECA to conduct evaluations.
- e. The school will comply with OAC 3301-51-06, Evaluations. A full and individual evaluation in compliance with OAC 3301-51-06(B)(1) and (E) and (F) as determined by the evaluation team, including the parents. A variety of assessments and strategies are used to gather relevant information in order to assess the child in all areas related to the suspected disability and to identify all of the child's special education and related service needs. It is impossible for the school to describe the make-up and components of the evaluation as this may differ from child to child and is determined by the nature of the suspected disability and other factors. Where applicable, the school will comply with the provisions of OAC 3301-51-06 and Federal regulations regarding evaluation requirements for students with specific suspected disabilities, including specific learning disabilities, multiple disabilities, and deafness or hearing impairment.
- f. Parents will be invited to participate in a meeting to develop the evaluation team report using the required Parent Invitation Form for meetings, PR-02. Parents will be provided a copy of the evaluation team report as required by OAC 3301-51-06 (G) (1)(b).

**5. Which of the following documents listed below will you utilize in the process? Please identify any other form of documentation that will be utilized during the evaluation process.**

**Referral for Evaluation**  
**Parent Consent for Evaluation**  
**Evaluation Team Report**  
**Prior Written Notice to Parents**

The following documents will be utilized in the evaluation process: Referral for Evaluation, PR-04; Parent Consent for Evaluation, PR-05; Evaluation Team Report, PR-06; Prior Written Notice to Parents, PR-01; Parent Invitation to Meetings, PR-02; Notice of Procedural Safeguards, Whose IDEA Is This?

**6. Identify the school's procedures for ensuring that all necessary timelines with respect to referral, evaluation and if appropriate, IEP development and reevaluation are followed?**

The school and sponsor each monitor student records to be sure that timelines are met.

Responses Here: *you may use as much space as needed*

Check Here if Proposed Activities Are Acceptable

Check Here if Sponsor Wishes to make Recommendations – Attach recommendations on a separate page

## **DELIVERY OF SERVICES**

**1. Will the school utilize the services of any outside agencies to provide special education or related services? If so, please identify the individuals and/or agencies and describe what services they will be providing. As student's may be located throughout the state, how will the school ensure that these services are being provided?**

For a student needing comprehensive services, the school will utilize special education services provided through contracts with the sponsor school district and TRECA. TRECA will provide curriculum accommodations, modifications, and resource room placement pursuant to its contract with the school and the individual student's IEP. TRECA may also provide hardware and/or software modifications pursuant to its contract with the school and the individual student's IEP. The sponsor school district will designate a school district representative for the school, monitor compliance with special education law and regulations, and provide instructional and related services pursuant to its contract with the school and the individual student's IEP. If needed, the FDA special education coordinator will also make arrangements for some appropriate special education services to be provided in-house.

**2. How will the school document that the students in need of psychological counseling, positive behavior interventions and support receive these services?**

The IEP team for each child determines the services necessary in order for the child to receive a free appropriate public education. If the IEP team determines that any such services are necessary, such services will be documented on the IEP, as required, including but not limited to psychological counseling and positive behavior interventions and support. All IEP services are provided in compliance with the IEP.

**3. If required, how will the school provide transportation for students?**

If a student is entitled to transportation under applicable law, such transportation will be provided by the sponsor pursuant to the contract entered into with the school.

**4. What transitional services will be made available to students?**

In compliance with IDEIA, 20 USC 1414(d)(1)(A)(VIII) and OAC 3301-51-07(H)(2), the IEP team for each child determines the postsecondary transition services necessary in order for the child to receive a free appropriate public education. The IEP team documents the transition services on the IEP transition page as required. All IEP services are provided in compliance with the IEP. Transition services for any student transitioning from preschool to school age will be provided in compliance with all requirements. The Career Mentor will work with each special education student/team to help develop the transitional plan. The student will also work with Ohio Means Jobs to secure career information.

**5. What assistive technology resources are available to students? Please identify what type of hardware and/or software that may be provided to a visually impaired student or a hearing impaired student.**

The IEP team for each child determines the assistive technology services necessary in order for the child to receive a free appropriate public education. If the IEP team determines that any such services are necessary, such services will be documented on the IEP, as required. All IEP services are provided in compliance with the IEP.

**6. Will students with disabilities have access to the general education curriculum? Is the curriculum aligned to the Ohio content standards? How will accommodations, modifications or supports to the general education be made to address each student's needs?**

The school complies with all requirements of the IDEIA and Ohio's Operating Standards, OAC 3301-51-01 et seq. with regard to providing access to and participation in the general/ regular education curriculum to students with disabilities. The curriculum used by the school is aligned to the Ohio content standards. The IEP team for each child determines the accommodations, modifications, or supports necessary in order for the child to participate in and access the general/ regular education curriculum. If the IEP team determines that any such services are necessary, such services will be documented on the IEP, as required. All IEP services are provided in compliance with the IEP.

**7. List any school programs in which students with disabilities do not participate.**

As required by law, students with disabilities enrolled in the school have available to them the variety of educational programs and services available to non-disabled children and have an equal opportunity for participation in any nonacademic and extracurricular services available to non-disabled children.

Responses Here: *you may use as much space as needed*



Check Here if Proposed Activities Are Acceptable

Check Here if Sponsor Wishes to make Recommendations – Attach recommendations on a separate page

### CONFIDENTIALITY

#### **1. Where and how will the records of students with disabilities be maintained?**

The school will comply with FERPA, ORC 3319.321, and OAC 3301-51-04, Confidentiality.

#### **2. Who will be responsible to ensure that IDEIA, Operating Standards, FERPA and HIPAA (where applicable) guidelines are followed?**

The title of the administrator who is currently responsible for ensuring confidentiality of educational records is: Larry Grove, Coordinator of Findlay Digital Academy.

#### **3. Identify which of the following documents you will utilize:**

##### **a. Evidence of access to records**

The school will comply with OAC 3301-51-04(D), including but not limited to Access Rights, and 3301-51-04(E) Record of Access.

##### **b. Evidence or parent request to amend records**

Any request to amend records will be maintained as an educational record for the child in compliance with FERPA, ORC 3319.321, and OAC 3301-51-04, Confidentiality.

##### **c. Evidence of written parental consent for records disclosure**

Written consent for records disclosure will comply with OAC 3301-51-04(M), Prior Consent for Disclosure; ORC 3319.321, and FERPA. Any request for records disclosure will be maintained as an educational record for the child in compliance with FERPA, ORC 3319.321, and OAC 3301-51-04, Confidentiality.

#### **4. Please identify any other documents or methods that you will utilize to help ensure confidentiality of student records.**

The school will comply with FERPA, ORC 3319.321, and OAC 3301-51-04, Confidentiality.

#### **5. What provision is in place for students whose native language is not English?**

The school will comply with all requirements of state and federal law regarding the provision

of services to and access by non-English speaking students and parents.

Responses Here: *you may use as much space as needed*

Check Here if Proposed Activities Are Acceptable

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## **CHILD FIND**

With the following questions as a guide, describe how the school will identify both new enrollees and those students who are currently attending.

### **1. How do you identify students with disabilities during the enrollment process?**

The school will collect information from parents and educational records from the previous school regarding whether the student had an IEP at a previous school or had been referred for and was in the process of completing an evaluation at a previous school in order to determine if the child is a child with a disability. Most students will come from the sponsor district, which will facilitate the transmission of student records and information to the school. The school will comply, as applicable, with IDEIA, 20 USC 1414(d)(2)(C), Program for Children Who Transfer School Districts. Additionally, the school will comply, as applicable, with OAC 3301-51-07(K)(5)(6) and (7), IEP in Effect.

### **2. If during the enrollment process a new student or their parent, from in state or out of state, indicates that they were on an IEP at their previous school, describe the follow-up actions that will take place.**

The school will comply, as applicable, with IDEIA, 20 USC 1414(d)(2)(C), Program for Children Who Transfer School Districts. Additionally, the school will comply, as applicable, with OAC 3301-51-07(K)(5)(6) and (7), IEP in Effect. Any student on an IEP at another school will be provided the appropriate IEP services at FDA.

### **3. How will suspected disabilities be identified? How will you address students entering the district with an evaluation that has been started by another district but not completed? Will there be an IAT in place and if so, who will compose the team and how often will the team meet?**

The school will comply with OAC 3301-51-06(A)(1) by implementing a referral process to determine whether or not a child is a child with a suspected disability. Suspected disabled students are evaluated in compliance with OAC 3301-51-06, Evaluation and related Federal regulations. The school uses the Referral for Evaluation Form, PR-04.

For students entering the school with an evaluation that has been started by another district but not completed, the school will comply with 20 USC 1414(a)(1)(B) and OAC 3301-51-06(4)(5) and (6).

The school's use of an IAT will mirror the process used by TRECA/METASOLUTIONS and/or the sponsoring district.

### **4. As most students entering a virtual program are likely to come from a traditional educational setting, what type of review of existing IEPs will take place to ensure that the necessary adjustments are made for a virtual setting?**

The school will review the existing IEP, comply with 20 USC 1414(d)(2)(C) and OAC 3301-51-07(K)(5)(6) and (7), as applicable, and amend the IEP by convening an IEP meeting, if needed.

**5. Are students required to attend an orientation session? If so, what types of activities, assessments etc. take place for all students. Are there any additional activities for students with disabilities?**

Students are required to attend an orientation session at which they are introduced to, and begin to experience, the methodology of computer-based distance learning. No assessments occur at the orientation; all students are assessed at a subsequent time. As required by law, students with disabilities enrolled in the school have available to them an equal opportunity for participation in the orientation as non-disabled children, and reasonable accommodations are provided to disabled students to allow them to participate. All students enrolling in FDA will take a reading and a math NWEA test.

**6. Will the school have any contractual agreements with outside individuals and/or entities to conduct Child Find?**

The school will primarily rely on contracted services obtained through the sponsor district to conduct Child Find.

Responses Here: *you may use as much space as needed*

Check Here if Proposed Activities Are Acceptable

Check Here if Sponsor Wishes to make Recommendations – Attach recommendations on a separate page

**ASSESSMENTS**

**1. How will the school help prepare students with disabilities to take the state mandated assessments?**

The curriculum used by the School is aligned to the Ohio content standards. The school complies with all requirements of the IDEIA and Ohio’s Operating Standards, OAC 3301-51-01 et seq. with regard to access to and participation in the general curriculum for students with disabilities. The IEP team for each child determines the services, accommodations, modification, or supports necessary in order for the child to participate in and access the general curriculum. Test prep sessions are also offered to all students who choose to participate.

**2. What criteria will the school employ for deciding which students will be given an alternate assessment?**

The school will comply with Ohio Administrative Code Section 3301-13-03 related to participation of students with disabilities in required statewide tests; Ohio Administrative Code Section 3301-51-07(H)(1) related to considerations to be made by the IEP team and testing; 20 USC 1414(d)(1)(A)(VI) related to IEPs and testing; and all other applicable State and Federal statutes, regulations, and requirements related to determination of which students with disabilities will be given an alternate assessment. Determinations regarding alternate assessments are made during the IEP meeting.

**3. How will the school provide for testing sites within 50 miles of a student’s residence? How will accommodations be provided and who will be providing those accommodations?**

No points in the enrollment area are 50 miles from FDA. The Findlay Digital Academy is housed at 1219 West Main Cross, Suite 101, Findlay, Ohio 45840. Testing will be provided at the Findlay Digital Academy or at a site near if the number of student needing testing exceeds our office space.

Responses Here: *you may use as much space as needed*

Check Here if Proposed Activities Are Acceptable

Check Here if Sponsor Wishes to make Recommendations – List recommendations below

**FACILITIES/SITES**

**1. Identify the location of any facilities or sites that the school will utilize to provide supplemental or related services for students with disabilities. Describe the length of time the student will be required to attend the site and what type of services will be provided.**

In addition to orientation sessions, parent/student conferences, and informational meetings that are held periodically throughout the school year, each student is strongly urged to meet with his/her Instructional Coach for a minimum of 2 hours a week. Students may get 24 hours per week of face-to-face assistance from his/her Instructional Coach, if they choose to avail himself/herself to all the opportunities that are offered. Meetings and student assistance are provided at 1219 West Main Cross, Suite 101, Findlay, Ohio 45840 during the following times: Mondays through Thursdays 10 AM – 3 PM. A student will be required to attend the site for the time specified for the initiation and duration of the related service(s) as described in the student’s IEP. Each student is provided with the supplemental or related services required by the child’s IEP.

**2. How will the students be transported to such sites?**

At the current time parents provide the transportation. When transportation is a problem, some means of public transportation is utilized to accommodate the student. If a student is entitled to transportation under applicable law, such transportation will be provided by the sponsor pursuant to the contract entered into with the school.

**3. Who will be staffing such sites?**

Rosemary Rooker, Findlay Digital Academy Executive Director, and/or Lori Faeth, the Special Education Coordinator are always present at any parent meetings and are the administrators present on site when Instructional Coaches are meeting with students. Most of the Instructional Coaches are Ohio certified teachers. We also have Educational Aides available to assist students. Staffing and monitoring the site is the shared responsibility of Rosemary Rooker, Findlay Digital Academy Executive Director, Findlay Digital Academy Coordinator. Mr. Gregg Lang the Lead Instructional Coach also helps with administrative supervision when Mrs. Rooker cannot be present.

Responses Here: *you may use as much space as needed*

Check Here if Proposed Activities Are Acceptable

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Sponsor Certification

Findlay Digital Academy Computer-based Community School Providing Services to Students with Disabilities

Name of Sponsor: Findlay City Schools

Sponsor Address: 2019 Broad Avenue, Findlay OH, 45840

Name of School: Findlay Digital Academy IRN: 000402

**Statement of Assurances:**

The Plan as submitted is satisfactory and will be monitored to ensure implementation of the Plan in the following manner:

The sponsoring school district will monitor the implementation of this Plan and will take any necessary corrective action to ensure that the Plan is properly and fully implemented.

- In addition to the technical assistance and monitoring required by law, the sponsoring school district may utilize the district’s established special education resources and personnel to support the obligations of the school pursuant to this Plan and applicable law.
- The sponsoring district will ensure the performance of those tasks assigned to it in this Plan. (and in such other documents as the sponsorship contract entered into with the school) using the same or similar protocols and personnel as are used in the sponsoring school district’s provision of special education and related services to the sponsoring district’s own students.
- There is regular interaction between the staff of the school and the staff of the sponsoring school district, and a common commitment to proactive problem-solving. In light of this, and given the extensive experience of the sponsoring school district with the services that are the subject of this Plan, compliance with the Plan is anticipated. Should it become necessary, however, the sponsoring school district will take steps to intervene in the school’s implementation of the Plan as required hereunder and by applicable law.

\_\_\_\_\_ Findlay City School Board President \_\_\_\_\_  
 Signature Date





<b>BUS STOP LOCATION</b>
615 S West St
130 18th St
1112 6th St *Wheelchair
123 Allen Ave
527 Allen Ave
Amelia Ave & 6th St.
Amelia Ave & Connell Ave *WVstop
Anna & Edith
Anna & LesterBH only
Anna & PrentissBH only
Ash Ridge & Sugar Maple Ct
1517 Autumn Dr
Autumn Dr & Cranberry W
Autumn Dr & Flintlock Ct
Autumn Dr & Hunters Creek Dr
301 Baldwin Ave
Baldwin Ave & Hurd
Baldwin Ave & S Main St *turn and stop
Baldwin Ave & S West St
Balsley Ave & Carnahan
Bank & E Yates Ave
Beecher & Elizabeth - 2nd drive/yellow houseBH only
Beecher St & Hollybrook
Beecher St & Lexington Ave (on RT)BH only
Beechmont Dr & Fairmont Dr
Beechmont Dr & Oakmont
Bernard & Brenda
Bernard & Parkside Pl (@ driveway before corner)
Bernard & Vincent- stop @ 2nd driveway on L
1004 Bernard Ave
1159 Bernard Ave
Bernard Ave & Vincent St
1208 Bernard Ave @ 2nd driveway before corner
<b>BIGELOW HILL ELEMENTARY</b>
1855 Bishop Ln
Blaine & Foraker Ave
Blaine St & Byal Ave
Blaine St & Logan Ave
1401 Blanchard Ave
1700 Blanchard Ave
2136 Blanchard Ave
2430 Blanchard Ave
Blanchard Ave & Brookside
Blanchard Ave & Connell Ave
Blanchard Ave & Fairview Dr

Blanchard Ave & Fishlock Ave
Blanchard Ave & Fremont Ave
Blanchard Ave & Graceland Ave
Blanchard Ave & Morse St
Blanchard Ave & Selby
Blanchard Ave & Selby St
Blanchard Ave & Strong
Blanchard Ave & Wilson St
Blanchard St & Allen Ave
Blanchard St & Blanchard Ave
Blanchard Valley Center
Blanchard Valley Hospital
Blanchard Valley- PreK
1844 Bliss Ave
1852 Bliss Ave
200 Blue Bonnet Dr
311 Blue Bonnet Dr
500 Blue Bonnet Dr
Blue Bonnet Dr & Western
Breckenridge Rd Apts
715 Bright Rd
Bright Rd & Pheasant Blvd
Bright Rd & Rush Creek Ct
Bright Rd & Shore
610 Bristol Dr
1301 Broad Ave
Broad Ave & Howard St
Brookside Dr & 1st drive on right
Brookside Dr & Blanchard Ave
Brookside Dr & Breezewood
Brookside Dr & Deer Trail Ct
Brookside Dr & Redbird Dr
Brookside Dr & Stall Dr
1306 Byal Ave
1225 Byal Ave.
Candlewick Dr & Knollwood Dr*BH stop
Canterbury & Queenswood- last drive
Canterbury Dr & Greendale
Carlin St & Gay Ave
Carnahan & Clinton
618 Carnahan Ave
704 Carnahan Ave
714 Carnahan Ave
Carnahan Ave & McConnell St
1029 Cedar Ave
Center for Autism & Dyslexia
Center St & Carnahan Ave

Center St & Dunn Ave
Center St & Taylor St
Central & Cherry St
CHAMBERLIN HILL ELEMENTARY
704 Charles Ave
409 Chase Rd
Chase Rd & E Main Cross
Chase Rd & E Sandusky
Chase Rd & Marcelle Ave
Cherry & Carnahan
Cherry & McManness
1808 Cherry Ln
Cherry St & Clinton St
Cherry St & Factory St
Cherry St & Taylor
600 Cherry St *M-TH
Clifton & Morey (driveway before corner)BH only
118 Clifton Ave
Clifton Ave & N Cory St
408 Clinton Ct
442 Clinton Ct
610 Clinton Ct
717 Clinton Ct
Clinton Ct & Berry Lane
Clinton Ct & Clinton St
Clinton Ct & Factory
Clinton Ct & Jefferson St
Clinton Ct & N Blanchard
Clinton Ct & Smith
Clinton Ct & Taylor St
408 Clinton Ct *Wheelchair
219 Clinton St
314 Clinton St
Clinton St & Center St
Clitfon & BoltonBH only
College & Alley BEFORE Broad
College & Fox St
College & Morey
601 College St
College St & Bolton St
410 College St *DN TR stop
760 Colt Dr
Colt Dr & Windermere Dr
1118 Concord Ct
Connell & Amelia
Country Creek & Misty Oaks
Country Creek Dr & Timberwood Dr

Country Creek Dr & Windmere
10152 County Road 180
10600 CR 180
10770 CR 180
11399 CR 180 (drive is across the street from white house)
11406/11399 CR 180 (driveway after Powell Nusery sign)
10600 CR 180 (Tan house w/green porch- on L before SR 37)
11060 CR 180 (the drive past pond)
525 Cranberry East
Cranberry Lane East & Autumn Dr
Cranberry Ln & Cranberry Ln East
Cranberry Ln East & Autumn Dr
Cresthaven Dr & Norcrest St
Crosshill & Hillcrest
Crosshill & Hillcrest Ave
Crosshill & Ridgeview Dr
Crosshill Dr & Norcrest
Croy & Kirkwood *WH stop
Croy Dr & Chateau
Croy Dr & Kirkwood Ct
1000 Crystal Ave
1019 Crystal Ave
1614 Crystal Ave
1909 Crystal Ave
Crystal Ave & Cunningham Apts
Crystal Ave & Lesa Ave
Crystal Ave & S Hill Trl
2730 Crystal Ave (yellow house)
Crystal Ln & Bishop Ln
Crystal Ln & Crystal Ave
Davis & Bolton
Davis & Fox
616 Davis St
640 Davis St
700 Davis St
Dayton Ave & Lynn St
Deer Valley Ln & Deer Valley Cir
Deer Valley Ln & Lakeview Pkwy
Deer Valley Ln & N Winterwoods Dr
Defiance & Franklin
Defiance & Morey
Defiance & N Main St
Defiance Ave & Franklin Ave
Defiance Ave & Glenn Ave
DONNELL MIDDLE SCHOOL
Dunn & Cherry St
Dunn & Tiffin

Dunn Ave & Cherry
312 Dunn Ave *M - TH
Durrell & W Main Cross
Durrell St & Washington St
611 E Circle Dr
E Edgar & Bank
E Edgar Ave & Park St
E Edgar Ave & Washington Ave
131 E Foulke
317 E Foulke Ave
245 E Hobart Ave
E Hobart Ave & Maple Ave
412 E Lima St
416 E Lima St
E Lima St & Beech
E Lima St & East St
412 E Lima St
E Lincoln & Remington St
409 E Lincoln St.
E Main Cross & Huron
E Main Cross & Warrington
927 E Main Cross St
E Main Cross St & Chase Rd
E Main Cross St & E Sawmill Rd
E Main Cross St & Huron Rd
E Main Cross St & Marcelle Ave - DN
E Main Cross St & Mohican Rd
E Main Cross St & W Sawmill Rd
E Main Cross St & Warrington Ave
E McPherson Ave & Maple Ave
E Melrose & Breckenridge Rd
E Melrose & Crystal Glen
E Melrose Av & Dundee
E Melrose Av & Knollwood Dr
115 E Melrose Ave
118 E Melrose Ave
E Melrose Ave & Candlewick
E Melrose Ave & Deer Ridge
E Melrose Ave & Jennifer Ln
E Melrose Ave & Massillon St
E Pearl & Sherry St
130 E Pearl St
E Pearl St & Bank St
E Pearl St & Blanchard
E Pearl St & Park St
E Pearl St & Sherry St *DN TR stop
E Pearl St & Washington Ave.

130 E Pine Ave
E Pine Ave & Clinton St.
E Sandusky & Chase *WH stop
E Sandusky & W Sawmill *WV stop
615 E Sandusky St
E Sandusky St & East Side Lye Creek
E Sandusky St & Huron
E Sandusky St & Morse St
E Sandusky St & Warrington *WH stop
E Sandusky St & Wilson St
E Winter Woods Dr & Arbors Pkwy
E Yates Ave & Woodley Ter
Eagle Ridge Dr & Eagle Hill Ct
Eagle Ridge Dr & Golden Eagle Dr
Eagle Ridge Dr & Westview Dr
Eagle Ridge Rd & Eagle Hill Ct
East St & E Hardin St
Eastowne Park Row & Wedgewood
1626 Eastview Dr
Eastview Dr & Redbird Dr
920 Edgehill *TLC daycare
824 Edgehill Rd
919 Edgehill Rd
313 Edinborough Dr
Edith & Bolton - 1st side
Edith & Delmonte
232 Edith Ave
Edith Ave & Bolton
415 Edith Ave
Ellis & GraceBH only
123 Elm St
Elm St & S Main St
127 Ely Ave
204 Fairlawn Pl
Fairmont & Beechmont Dr
Fairmont & Olive St
210 Fairmont Dr
Filmore & N Main St
Findlay Green Apartment & Longmeadow Ln
Findlay Learning Center
Findlay St & Western Ave
610 Findlay St *Wheelchair
First St & Fishlock
First St & Foxhound
First St & Williams
Fishlock & E Lincoln
Fishlock & E Sandusky St

Fishlock & First St
Fishlock Ave & Blanchard Ave
Fishlock Ave & Connell Ave
Fishlock Ave & E Lincoln St
Fishlock Ave & Kennsington Dr
Fishlock Ave & South St
1308 Foraker Ave
Forest Lake & Walnut Court
16239 Forest Lake Dr
Forest Lake Dr & Ash Ridge Ln
Forest Lake Dr & Fernwood Ct
Forest Lake Dr & Fernwood Dr
Forest Lake Dr & Lakeside Ct
Forest Lake Dr & Shawnee Forest Dr
16239 Forest Lake Dr
1601 Fostoria
Fostoria Ave & Soldier Dr
1319 Fostoria Ave *grey house
Fostoria Rd & Countryside
Fostoria Rd & Soldier's Dr
Fox Run Rd & Fox Run Cir
Fox Run Rd & Foxbury Ln
Fox Run Rd & Foxfire Ln
Fox Run Rd & Foxmoor Rd
Fox Run Rd & Hunters Gate Dr
Fox Run Rd & Longmeadow Ln
Fox Run Rd & Saratoga Dr
Fox Run Rd & Windsong Dr
915 Fox St
Foxfire Ln & Foxwood Dr
Foxtail Dr & Foxfire Ln
Foxwood Dr & Redfox Rd
France & Stanley
2701 France St
France St & Ely Ave
France St & Ely St
France St & Santee Ave
France St & Tioga Ave
Frazer & Bolton
Frazer & Broad
614 Frazer St
618 Frazer St
Frazer St & Fox St
Frazer St & Morey Ave
618 Frazer St
609 G St
G St & Lynn St

G St & McConnell St
Garfield & Main
Garfield Ave & N Blanchard St
Gay Ave & Carlin
George St. & N Main St
Glen Meadow Dr & Woodworth
200 Glendale Ave
Glenmeadow Dr & Heather Dr
GLENWOOD MIDDLE SCHOOL
Glessner Ave & Putnam St
Goldenrod & Bittersweet Dr
Goldenrod & Blue Bonnet Dr
Goldenrod & Carlee Lane
Goldenrod & Katarina
Goldenrod & Marilyn Dr
Goldenrod Ln & Bittersweet
Goldenrod Ln & James Ct
Graceland & Fifth
Graceland & Meadowbrook
Graceland & Sunhaven
Graceland & Third
615 Grand Ave
Greenacre & Rosewood Av
Greenacre & Sheffield
2531 Greenacre Dr
Greendale & Canterbury
Greendale & Sutton
Greendale & Woodworth Dr
1909 Greendale Ave
Greendale Ave & Bristol Dr
Greendale Ave & E Circle Dr.
Greendale Ave & Lincolnshire Ln
Greendale Ave & Lincolnshire Ln
Greendale Ave & Londonderry Dr
Greendale Ave & Surrey Dr
Greendale Ave & Winterberry Dr
Greendale Ave & Winterhaven Dr
Greendale Ave & Woodworth Dr
Greendale Ave & Yorkshire Dr
Hancock St. & Washington Ave.
Harrison & Bliss
Harrison & Byal
Harrison & Foraker
Harrison & Payne
Harrison St & Carey
Harrison St & Carey Ave
Harrison St & Gay Ave



Harrison St & Logan Ave
Harrison St & Olney
Heatherwood & Scarlet Oak
Heatherwood & Wellington Pl
Heatherwood & Winter Pine Dr
Heatherwood Dr & Fox Run Rd
Heatherwood Dr & Hedgewyck Dr
Heatherwood Dr & Penbrooke Dr
Hedgewyck Dr & Heatherwood Dr
Hill Cir & S Hill Trl
Hillcrest & Crosshill
Hillcrest & Norcrest
Hillcrest Av & Northgate Blvd
300 Hillcrest Ave
Hillcrest Ave & Northgate Blvd
Hillshafer & Crosshill
323 Hillshafer Dr
404 Hillshafer Dr
Hillshafer Dr & Cresthaven Dr
Hilton Ave & Cherry Ln
Howard & Broad Ave
Howard & Fox
Howard & N Cory
117 Howard St
751 Howard St
Hull Ave & Vincent
528 Hull Ave
Hunters Creek & Autumn Dr
Hunters Creek & Cranberry Ln
Hunters Creek & Windermere
507 Hunters Creek Dr
1908 Huntington Dr
Hurd & Baldwin
1325 Hurd Ave
Hurd Ave & Stadium Dr
Imperial & Sutton
Imperial Ln & Londonderry Dr
Imperial Ln & Yorkshire Dr
Indian Lake Dr & Arapaho Dr
Indian Lake Dr & Forest Lake Dr
Indian Lake Dr & Oak Shade
Indian Lake Dr & Wolf Run
1447 Ingelwood Dr.
JACOBS ELEMENTARY
JEFFERSON ELEMENTARY
1801 Jennifer Lane
2120 Jennifer Ln

2120 Jennifer Ln
Kennison & Penrose
Kennison & Springlake
Kennison Dr & Penrose
408 Kennison Dr.
Kennington Dr & Tarra Oaks Dr
Kennington Dr & Timberwood Dr
Knollwood Dr & E Melrose
8460 Lakebrook Dr
Lakebrook Dr & Lakeview Pkwy
Lakeview Pkwy & Bentbrook Dr
Lakeview Pkwy & Brookfield Dr
Lakeview Pkwy & Brookview Trl
Lakeview Pkwy & Deer Valley
Lakeview Pkwy & Deer Valley Ct.
Lakeview Pkwy & E Woodland Trl
Lakeview Pkwy & Lakebrook
Lakeview Pkwy & Lakeside Dr
Lakeview Pkwy & Lakewood Dr
Lakeview Pkwy & Meadowview Dr
Lakeview Pkwy & Parkview Dr
Lakeview Pkwy & Timberview Dr
Lakeview Pkwy & W Woodland Trl
Lane & Ash
Lane & Pine
Lane Ave & Larkins St
Lane Ave & Prospect Ave
Laquino & Cypress
940 Laurel Ln
Laurel Ln & Sweetwater
524 Lawn Ave
608 Lawn Ave
Lawn Ave & Wilson St.
Lesa & Crystal
Lesa & Glenwood St
Lesa Ave & Gayle Ln
Lesa Ave & Jennifer Ln
237 Lester Ave
505 Lester Ave
133 Lexington Ave
Liberty St & W Hardin
611 Liberty St
Lima Ave & Blaine/Foraker
Lima Ave & Bliss Ave
Lima Ave & Byal St
Lima Ave & Harrison
1744 Lima Ave & Harrison St

Lima Ave & Morrical Blvd
Lima Ave & Payne Ave
Lima Ave & Summit St
217 Lime St
LINCOLN ELEMENTARY
Lincolnshire Ln & Greendale
Linden & 2nd St
Lippincott Ave & Lye Creek Dr
204 Locust St
Logan & Greenwood
Logan & Morrical
Logan & Tappan
1421 Logan Ave
Logan Ave & Blaine
Logan Ave & Greenwood St
Logan Ave & Morrical Blvd
Logan Ave & Tappan St
Longmeadow Ln & Fox Run
Lye Creek Dr & Fox Hound Dr
Lynn St & G St
Lynn St & G St
Lynn St & H St.
Madison & Bolton
Madison & Morey
Madison & N Cory
Main & Ash
Main & Pine
Manor Hill & Bluestone
Maple & Glendale
Maple & Greenlawn
Maple & Hancock
919 Maple Ave
Maple Ave & 1st St
Maple Ave & 2nd St
Maple Ave & 3rd St
Maple Ave & Glendale Ave
Maple Ave & Greenlawn Ave
Maple Ave & Hancock St
McConnell & Carnahan
McConnell & Central
McConnell & Dayton
McConnell St & H St
McConnell St & McManness Ave
McManness Ave & Balsley
Meadowlark & Eastview
Meadowlark Dr & Brookside Dr
Meadowlark Dr & Westview Dr

Melrose & Dundee
118 Midland Ave
Millstream
Millstream
801 Milton St
1437 Misty Oaks Dr
1525 Misty Oaks Dr
Misty Oaks Dr & Tarra Oaks
Monroe & Bolton
Monroe & Cory
Monroe & Morey
233 Monroe Ave
425 Monroe Ave
Morey & Swing
619 Morse St
718 Morse St
Morse St & South St.
721 Morse St.
Morse St. & Wilson St
Myrtle & Allen Ave
Myrtle & E Foulke
Myrtle & Midland
N Blanchard & Allen Ave
N Blanchard & E Foulke Ave
N Blanchard & George St
N Blanchard & Sterling Hill D
N Blanchard St & Charles
N Blanchard St & Garfield Ave
N Blanchard St & Karen Ct.
N Blanchard St & Midland Ave
N Blanchard St & Sterling Hill Dr
N Cory & Rector Ave
N Cory & Walnut St
413 N Cory St
N Cory St & Clifton Ave
N Cory St & Defiance
N Cory St & Fair St
N Main & 18th St
N Main & 22nd St
1934 N Main St
2015 N Main St
N Main St & 20th St
N Main St & 22nd St
N Main St & Ash
N Main St & Bell
N Main St & Defiance
N Main St & George St

N Main St & Laquino St
N Main St & Lotze
N Main St & Northcliff Dr
N Main St & Prospect Ave
N Main St & Santee Ave
N Main St & Southcliff Dr
N Main St & Stanley Ave
524 N Main St.
424 N Main St.
N Ridge Rd & Laurel Ln
Norcrest St & Cresthaven Dr
Norcrest St & Crosshill
Norcrest St & Ridgeview Dr
144 Northcliff Dr
2217 Northridge Rd
2409 Northridge Rd
Northridge Rd & Laurel Ln
Northridge Rd/CR 300 & Thornapple Ln
NORTHVIEW ELEMENTARY
Nottingham & Dalores
Nottingham & Glen Rd
420 Nottingham Pl
430 Oak Ave
Oakdale & Fostoria Rd
900 Oakdale Dr
924 Oakdale Dr
1030 Oakdale Dr
135 Oakland Ave
Oakland Ave & Park
Old Mill Rd & Westchester Dr
Olive & Fairmont
Olive & Marion
216 Osborn Ave
Osborn Ave & Decker Ave
Osborn Ave & Wedgewood
Park & Fifth
Park & Third
1023 Park St
Park St & 2nd St
Park St & E Lima St &
Park St & E Yates Ave
Park St & First St
Park St & Fourth St
Park St & Oakland
912 Parkside Pl
1510 Parkside Pl
Parkside Pl & Brenda

Parkside Pl & Concord
Parkside Pl & Harmon
Parkside Pl & Markle
Parkside Pl & Sheridan Ave
Parkside Pl & Vincent
1804 Payne Ave
1814 Payne Ave
Penrose Dr & Western Ave
Pheasant Run Ln & Pheasant Run Pl
Plaza St & Cherry Ln
Plaza St & Hilton Ave
Plumwood Dr & Tawa Creek Dr
Portz Ave & Adams St
Portz Ave & Putnam St
Portz Ave & W Sandusky St
232 Prentiss Ave
Prospect & Cherry
126 Prospect Ave
217 Prospect Ave
Prospect St & Cherry
Prospect St & Lynn
Prospect St & Walnut St
906 Putnam St
1121 Putnam St
Putnam St & National Ct
Putnam St & Winthrop Dr
1820 Queenswood Dr
1921 Queenswood Dr
Queenswood Dr & Londonderry Dr
1616 Queenswood Dr
Rector & Cory
Rector & Geffs
127 Rector Ave
220 Rector Ave
404 Rector Ave
413 Rector Ave
Rector Ave & Morey
Remington St & E Lincoln St
Remington St & Ithaca Ct
Remington St & Winchester Ct
Ridgeview & Norcrest
3301 Ridgeview Dr
Ridgeview Dr & Crosshill
Ridgeview Dr & Edgemont
401 Rilla Rd
Rockwell & Bolton
Rockwell & Broad

Rockwell & Fox
BH/NV stop
635 Rockwell Ave
Rosemont & Beechmont
124 Rosemont Dr
Rosemont Dr & Main St
Rutherford & N Main
S Blanchard & Fourth St
S Blanchard & Third St
1232 S Blanchard St
716 S Blanchard St
S Blanchard St & Fifth St
S Blanchard St & Second St
716 S Blanchard St A
S Main & Elm St
S Main & Lime
2630 S Main St
S Main St & 2nd St
S Main St & Baldwin Ave
S Main St & E Hobart Ave
S Main St & Elm St
S Main St & Locust St
S Main St & Sherman Dr
S Main St & Stadium Dr
S Main St & Tecumseh Dr
S Main St & W McPherson Ave
2630 S Main St (Given's Residence)
2630 S Main St
1209 S Main St
2800 S Main St- Greenbriar Apts
2710 S Main St- white house
S West St & Locust
S West St & McPherson
S West St & W Crawford St
S. West & Stadium Dr
Saratoga Dr & Imperial Ln
Saratoga Dr & Westchester Dr
Saratoga Dr & Windsor Pl
Scarlet Oak & Saratoga
Scarlet Oak Dr & Windsong Dr
Second St & Blanchard St
815 Selby St
Shady Ln & Woodworth Dr
Shawnee Forest Dr & Plumwood Dr
330 Sheffield Dr.
Sheridan Ave & Crystal Ave
Sheridan Ave & Parkside Pl

1700 Sherry St
1704 Sherry St
Shinkle & Findlay
119 Shinkle St
206 Shinkle St
Sixth & Burson Dr
Sixth & Eastview Dr
Sixth & Greenfield Dr
Sixth & Lockwood Rd
Sixth & Westview Dr
605 Sixth St
Skye Dr & Dundee
Skye Dr & Perth Dr.
Springbrook Dr & Terrace Dr
Springbrook Dr & Terrace Ln
Springlake & Kennison
Springlake & TR 80
Springlake Dr & Kirk Dr
Springlake Dr & Township Road 80
Springmill & Westmoor Rd
Springmill Rd & Stony Ln
Springmill Rd & Westmoor Rd
16314 SR 568
5th St & Amelia Ave
6th St & Amelia Ave
6th St & Burson Dr
6th St & Eastview Dr
1st St & Fishlock Ave
1st St & Fox Hound Dr
6th St & Greenfield Dr
3rd St & Leiser Ave
19th St & Pershing
6th St & Westview Dr
1st St & Williams St
6th St & Williams St
St Michael's School
230 Stadium Dr
Stadium Dr & S Main St
Stadium Dr & S West St
1031 Stall Dr
862 Summit St
1215 Summit St
853 Summit St
932 Summit St.
932 Summit St.
711 Sutton Pl
Sweetwater Lane & Laurel Lane



Sweetwater Rd & Thornapple
Swing & Bolton
Swing & Broad
Swing Ave & Morey
Sycamore & Oakdale
Sycamore & Woodworth
Tarra Oaks & Misty Oaks Dr
Tarra Oaks & Timberwood Dr
733 Tarra Oaks Dr
Tarra Oaks Dr & Kennsington Dr
Tarra Oaks Dr & Misty Oaks Dr
Tarra Oaks Dr & Timberwood Dr
Tarra Oaks Dr & Windermere Dr
Tawa Creek Dr & Arapaho Dr
Taylor & Cherry St
314 Taylor St
Taylor St & Center
Terrace Ln & Rutherford
310 Third St
Third St & Linden Ave- 1st side
Thornapple Ln & Sweetwater
Tiffin Ave & Circle Dr
744 Timberview Dr
Timberwood Dr & Country Creek Dr
Timberwood Dr & Tarra Oaks Dr.
TLC Daycare Lot
12790 Township Road 201
17616 Township Road 202
16617 Township Road 205
17335 Township Road 207
8456 Township Road 237
Township Road 237 & Beechwood Rd
13990 TR 201 (1st drive on right)
12790 TR 201 (last house before sharp curve)
13990 Tr 201 (last house on L before 180)
856 TR 204
14470 Tr 205
16604 Tr 205
16617 TR 205
17360 TR 205 (White house brick porch)
16630 TR 207
11283 Tr 227
TR 227 & Arrowhead
TR 227 & Deer Landing Dr (Lst Dr on Lft)
10151 TR 234
8456 TR 237
8147 Tr 242

11055 Trail 180
16604 Twp Rd 205
Vincent & Bernard
Vincent & Concord
Vincent & Concord Ct.
Vincent & Scott
Vincent & Winfield
1023 Vincent St
1142 Vincent St
Vincent St & Parkside Pl
W Bigelow & Greenacre
125 W Bigelow Ave
137 W Bigelow Ave
W Bigelow Ave & Northgate
W Foulke & Bolton
W Foulke & Fox
142 W Foulke Ave
W Foulke Ave & Fox St
615 W Front St
322 W Hardin St
517 W Hardin St.
W High St & N Cory St.
W Hobart & S Lake Ct
619 W Hobart Ave
W Hobart Ave & S Lake Ct
W Hobart Ave & S Main St
417 W Lima St
534 W Lima St
200 W Lincoln St
718 W Main Cross St
718 W Main Cross St
W McPherson & S West St
W Melrose & Anna
W Melrose & Beecher
W Melrose & Greenacre
W Melrose & Northtowne
201 W Melrose Ave
415 W Melrose Ave
419 W Melrose Ave
720 W Melrose Ave
W Melrose Ave & Westmoor Rd
W Sandusky & Hurd
W Sandusky & Winthrop
1028 W Sandusky St
W Sandusky St & Portz Ave
1028 W Sandusky St
Wahington Ave & Oakland

Walnut & G St
Walnut & H St
Walnut St & Clinton St
Walnut St & H St.
Washington Av & Woodley Ave
1347 Washington Ave
1916 Washington Ave
Washington Ave & 2nd St
Washington Ave & 3rd St
Washington Ave & 7th St
Washington Ave & E Eagle
Washington Ave & E Edgar
Washington Ave & E Hobart
Washington Ave & E McPherson Ave
Washington Ave & E Pearl
Washington Ave & E Yates
Washington Ave & Esther
Washington Ave & Fairlawn Pl
Washington Ave & First St
Washington Ave & Glendale Ave
Washington Ave & Greenlawn Ave
Washington Ave & Oakland
Washington Ave & Olive St
Washington Ave & Tyler St
Washington Ave & Yates Ave
WASHINGTON ELEMENTARY
622 Washington St
Washington St & Marshall St
Washington St & Shinkle St
Washington St & Western Ave
Wedgewood Dr & Eastowne Park Row
207 Wellington Pl
Westchester Dr & Lynshire Ln
Western & Coventry Dr
419 Western Ave
2421 Western Ave
2421 Western Ave
3117 Western Ave
3221 Western Ave
Western Ave & Church Hill Dr
Western Ave & Kirk Dr
Western Ave & Orchard Ln
Western Ave & Penrose Dr
Western Ave & River St
Western Ave & W Yates
3111 Western Ave *Last house on right
Westmoor Dr & Stony Ln

2504 Westmoor Rd
Westmoor Rd & Springmill
Westmoor Rd & Stony Ln
Westmoor Rd & Sweetwater
Westmoor Rd & W Melrose
1515 Westview Dr
Westview Dr & 6th St.
WHITTIER ELEMENTARY
Williams & 6th St
Williams St & Deerlanding Dr
Wilson & Bennett
Wilson & South St
Wilson & Wyandot
849 Wilson St
Wilson St & E Lincoln St
WILSON VANCE ELEMENTARY
Winchester Ct & Remington St
Windermere Dr & Country Creek Dr
Windermere Dr & Tarra Oaks Dr
Windsong Dr & Penbrooke Dr
Windsong Dr & Strathaven
Windsong Dr & Wellington Pl
Windsor & Old Mill
2016 Windsor Pl
Windsor Pl & Bristol Dr
Windsor Pl & Old Mill Rd
Winter Pine Dr & Alexis Pl
Winter Pine Dr & Heatherwood Dr
Winter Woods Dr & Winter Pine Dr
725 Winterhaven Dr
450 Winthrop Dr
Winthrop Dr & W Sandusky St
201 Woodley Terrace
Woodworth & Oakwood
Woodworth & Tiffin
1215 Woodworth Dr
Woodworth Dr & Greendale Ave
Woodworth Dr & Sycamore
733 Wyandot St
YMCA Daycare (M/T/W)
Yorkshire & Imperial



EXHIBIT J

# Findlay City Schools Sponsoring of Community Schools Handbook

2018-2019

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Mission

Goals

Strategic Plan

Policies

Procedures

Oversight/Leadership Team

### **Findlay City Schools Sponsoring Mission 2018-2019**

Findlay City Schools, as a Community School Sponsor, is dedicated to “Educating and Empowering for Life,” those students enrolled in the school(s) it sponsors.

### **Findlay City Schools Sponsoring Goals 2018-2019**

**(Based on the National Association of Charter School Authorizers Index of Essential Practices)**

#### **Agency Commitment and Capacity**

- Annually at the beginning of each new school year assign sponsor staff to oversee and assist Findlay Digital Academy, the only school the district sponsors.
- Provide technology support on an on-going basis as needed by the sponsored school.
- Dedicate time and financial resources to ensure the successful operation of the sponsored school.
- Conduct a minimum of four site visits a year (March, May, September, December) to make sure quality practices are taking place within the sponsored school structure in regard to academics, governance, finance and legal compliance.

#### **Performance Measures/Action Steps**

1. Site Visits completed on time and follow-up summary given to the school.
2. Sponsor Support Roles assigned at the beginning of the school year.
3. School evaluation survey of Sponsor in April annually.

#### **Application Process and Decision Making**

- Application is available online.
- Timeline for application process is online that spells out all deadlines.
- A team of internal and external evaluators will evaluate the applications. Note: Findlay City Schools is not accepting any applications at this time.

#### **Performance Measures/Action Steps**

1. Adherence to Sponsorship Application Timeline
2. As needed pull together and train a team of external and internal evaluators.

### **Performance Contracting**

- Annually in December of each year, review sponsor contracts with sponsored school to ensure that the contract articulates the rights and responsibilities of each party regarding school autonomy, funding, administration and oversight, outcomes, measures for evaluating success or failure, performance consequences, and other material terms.
- Sponsor contract is available on the sponsor website.

#### **Performance Measure/Action Steps**

1. Annually use the Contract Renewal form to evaluate the effectiveness of performance.
2. If issues are discovered a Corrective Action Plan may be developed.

### **Ongoing Oversight and Evaluation**

- Conduct a minimum of four site visits a year (March, June, September, December) to make sure quality practices are taking place within the sponsored school structure in regard to academics, governance, finance and legal compliance.
- Sponsor representative attends most of the sponsored school's Governing Authority board meetings.
- Sponsor does random informal walk-through site visits throughout the year.
- Enrollment and finances are monitored monthly via communication and documentation between the sponsor treasurer and the community school treasurer.

#### **Performance Measures/Action Steps**

1. Site visits are completed on time and follow-up summary given to school.
2. School rated as meeting standards in Enrollment and Finance during site visit.

### **Revocation and Renewal Decision Making**

- Contract-renewal is based on the school's performance in the context of the school's accountability plan and the length of the contract.
- Quarterly site visits help the sponsor decide if the school is meeting performance standards.



**Performance Measures/Action Steps**

1. Site visits are completed on time and follow-up summary used as evaluation tool.
2. Application of Contract Renewal Form used.
3. If issues are discovered Corrective Action, Probation, Suspension or Termination may result dependent upon the results of the evaluation process.



This Strategic Plan with policies and processes re-enforces  
The Sponsoring Mission and Goals of Findlay City Schools.

**Findlay City Schools  
Community/Charter School Sponsor  
Strategic Plan  
2018-2019**

Findlay City Schools will adhere to the Principles for Quality Charter School Authorizers and **will maintain the Standards for Quality Charter School Authorizers as established by the National Association of Charter School Authorizers** and use these Principles and Standards as the backbone of its Strategic Plan for quality school sponsoring. (Note: the term Authorizer and Sponsor are interchangeable.)

Principles for Quality Charter School Authorizing

- Maintain High Standards
- Uphold School Autonomy
- Protect Student and Public Interests

Standards for Quality Charter School Authorizing

- Agency Commitment and Capacity
- Application Process and Decision Making
- Performance Contracting
- Ongoing Oversight and Evaluation
- Revocation and Renewal Decision Making

**Principles of Quality Charter School Authorizing**

Principle 1: Maintain High Standards

- Set high standards for approving charter school applications – at this time Findlay City Schools will only sponsor Findlay Digital Academy. Findlay City Schools is not accepting any new applications.
- Maintain high standards for schools it oversees. These high standards include evaluating the curriculum, personnel, and financial status of Findlay Digital Academy. They also include evaluating the health and safety standards. Additionally, student, staff and parent interests and well-being will be monitored.

- Oversee Findlay Digital Academy and establish that over time it meets the performance standards and targets on a range of measures and metrics set forth in the charter school/community school/sponsor contract.
- Close any school that fails to meet standards and targets set forth by Ohio Revised Code, Federal Law and by the sponsor contract.

### Principle 2: Uphold School Autonomy

- Honors and preserves core autonomies crucial to school success, including:
  - a. Governing board independence from the authorizer
  - b. Personnel
  - c. School vision and culture
  - d. Instructional programming, design, use of time
  - e. Budgeting
- Assumes responsibility not for the success or failure of individual schools, but for holding schools accountable for their performance.
- Minimizes administrative and compliance burdens on schools
- Focuses on holding schools accountable for outcomes rather than process

### Principle 3: Protect Student and Public Interests

- Makes the well-being and interests of students the fundamental value informing all the authorizer's actions and decisions.
- Holds Findlay Digital Academy accountable for fulfilling fundamental public education obligations to all students, which includes providing
  - a. Nonselective, nondiscriminatory access to all eligible students
  - b. Fair treatment in admissions and disciplinary actions for all students
  - c. Appropriate services for all students, including those with disabilities and English learners, in accordance with applicable law
- Ensures in its own work:
  - a. Ethical conduct
  - b. Focus on the mission of chartering high-quality schools
  - c. Clarity, consistency, and public transparency in authorizing policies, practices, and decisions
  - d. Effective and efficient public stewardship
  - e. Compliance with applicable laws and regulations
- Supports parents and students in being well-informed about the quality of education provided by Findlay Digital Academy and any other school that Findlay City Schools might sponsor in the future.

Findlay City Schools, as a sponsor, will oversee Findlay Digital Academy and working in partnership with Findlay Digital Academy will adhere to the Quality Practices as set forth in the Sponsor Quality Practices Rubric by the Ohio Department of Education. It



will do likewise in regard to the Compliance Component and Academic Component of the Sponsor Evaluation process.

## **Standards for Quality Charter School Authorizing**

### Agency Commitment and Capacity

A quality authorizer engages in chartering as a means to foster excellent schools and offer school choice that meet identified needs, clearly prioritizes a commitment to excellence in education in authorizing practices, and creates organizational structures and commits human and financial resources necessary to conduct its authorizing duties effectively and efficiently.

The Findlay community in 2004 set up a task force to address the number of students who were being expelled or were dropping out of school. This task force had members from the Juvenile Court, Findlay City Schools, the Family Resource Center, Camp Fire USA and other community organizations. This task force felt that school choice should be offered to these students to address their life issues. Findlay City Schools took the leadership and became the sponsor of the Findlay Digital Academy that offers an on-line, continuous progress model of quality education. In 2014, Findlay Digital Academy was named the Charter School of the Year by the Ohio Alliance of Public Charter Schools. In November 2017 Findlay City School was rated as an Exemplary Sponsor by the State of Ohio Office of Community Schools.

Standard	As a Quality Authorizer Findlay City Schools as a Sponsor will...
<p><b>Planning and Commitment to Excellence</b></p> <p><b>Time Frame:</b></p> <p><b>September, December, March &amp; May Site Visits</b></p>	<p>Support and advance the purposes of charter school law.</p> <p>Ensure that the authorizer's governing board, leadership, and staff understand and are committed to the three Core Principles of authorizing.</p> <p>Define external relationships and lines of authority to protect its authorizing functions from conflicts of interest and political influence.</p> <p>Implement policies, processes, and practices that streamline and systematize its work toward stated goals, and execute its duties efficiently while minimizing administrative burdens on schools.</p> <p>Evaluate its work regularly against national standards for quality authorizing and recognized effective practices, and</p>

	<p>develop and implement timely plans for improvement when it falls short. (Evaluation will be annually completed by the end of March.)</p> <p><b>Advanced Standards</b></p> <p>State a clear mission for quality authorizing.</p> <p>Articulate and implements an intentional strategic vision and plan for chartering, including clear priorities, goals, and time frames for achievement.</p> <p>Evaluate its work regularly against its chartering mission and strategic plan goals, and implements plans for improvement when falling short of its mission and strategic plan.</p> <p>Provide an annual public report on the authorizer's progress and performance in meeting its strategic plan goals.</p>
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<p><b>Human Resources</b></p> <p><b>Time Frame:</b> <b>On-going</b></p>	<p>Enlist expertise and competent leadership for all areas essential to charter school oversight—including, but not limited to, education leadership; curriculum, instruction, and assessment; special education, English learners, and other diverse learning needs; performance management and accountability; law; finance; facilities; and nonprofit governance and management—through staff, contractual relationships, and/or intra- or inter-agency collaborations.</p> <p>Employ competent personnel at a staffing level appropriate and sufficient to carry out all authorizing responsibilities in accordance with national standards, and commensurate with the scale of the charter school portfolio.</p> <p>Provide for regular professional development for the Sponsor’s leadership and staff to achieve and maintain high standards of professional authorizing practice and to enable continual agency improvement. Provide professional development for School personnel.</p>
<p><b>Financial Resources</b></p> <p><b>Time Frame:</b> <b>Monthly</b></p>	<p>Determine the financial needs of the authorizing office and devote sufficient financial resources to fulfill its authorizing responsibilities in accordance with national standards and commensurate with the scale of the charter school portfolio.</p> <p>Structure its funding in a manner that avoids conflicts of interest, inducements, incentives, or disincentives that might compromise its judgment in charter approval and accountability decision making.</p> <p>Deploy funds effectively and efficiently with the public’s interests in mind.</p> <p>Oversee Findlay Digital Academy financial dealings on a monthly basis and insures that the school remains fiscally responsible and in line with Ohio Revised Code financial obligations.</p>



Application Process and Decision Making

A quality authorizer implements a comprehensive application process that includes clear application questions and guidance; follows fair, transparent procedures and rigorous criteria; and grants charters only to applicants who demonstrate strong capacity to establish and operate a quality charter school.

Standard	As a Quality Authorizer Findlay City Schools as a Sponsor will...
<p><b>Proposal Information, Questions, and Guidance</b></p> <p><b>Time Frame:</b></p> <p><b>Information and timeline on the sponsor website.</b></p>	<p>Issue a charter application information packet or request for proposals (RFP) that:</p> <ul style="list-style-type: none"> <li>- State any chartering priorities the authorizer may have established;</li> <li>- Articulate comprehensive application questions to elicit the information needed for rigorous evaluation of applicants' plans and capacities; and</li> <li>- Provide clear guidance and requirements regarding application content and format, while explaining evaluation criteria.</li> </ul> <p>Welcome proposals from first-time charter applicants as well as existing school operators/replicators, while appropriately distinguishing between the two kinds of developers in proposal requirements and evaluation criteria.</p> <p>Encourage expansion and replication of charter schools that demonstrate success and capacity for growth.</p> <p>Is open to considering diverse educational philosophies and approaches, and expresses a commitment to serve students with diverse needs.</p> <p><b>Note: At this time, Findlay City Schools is not interested in sponsoring additional charter schools, and will only sponsor the one school – Findlay Digital Academy.</b></p>
<p><b>Fair, Transparent, Quality-Focused Procedures</b></p>	<p>Implement a charter application process that is open, well publicized, and transparent, and is organized around clear, realistic timelines.</p>

<p><b>Time Frame:</b></p> <p><b>Information and timeline on the sponsor website.</b></p>	<p>Allow sufficient time for each stage of the application and pre-opening process to be carried out with quality and integrity.</p> <p>Explain how each stage of the application process is conducted and evaluated.</p> <p>Communicate chartering opportunities, processes, approval criteria, and decisions clearly to the public.</p> <p>Inform applicants of their rights and responsibilities and promptly notifies applicants of approval or denial, while explaining the factors that determined the decision.</p>
<p><b>Rigorous Approval Criteria</b></p> <p><b>Time Frame:</b></p> <p><b>Information and timeline on the sponsor website.</b></p>	<p>Require all applicants to present a clear and compelling mission, a quality educational program, a solid business plan, effective governance and management structures and systems, founding team members demonstrating diverse and necessary capabilities, and clear evidence of the applicant’s capacity to execute its plan successfully.</p> <p>Establish distinct requirements and criteria for applicants who are existing school operators or replicators.</p> <p>Establish distinct requirements and criteria for applicants proposing to contract with education service or management providers.</p> <p>Establish distinct requirements and criteria for applicants that propose to operate virtual or online charter schools.</p>
<p><b>Rigorous Decision Making</b></p> <p><b>Time Frame:</b></p> <p><b>Information and timeline on the sponsor website.</b></p>	<p>Grant charters only to applicants that have demonstrated competence and capacity to succeed in <i>all</i> aspects of the school, consistent with the stated approval criteria.</p> <p>Rigorously evaluates each application through thorough review of the written proposal, a substantive in-person interview with the applicant group, and other due diligence to examine the applicant’s experience and capacity, conducted by knowledgeable and competent evaluators.</p> <p>Engage, for both written application reviews and applicant interviews, highly competent teams of internal and external evaluators with relevant educational, organizational (governance and management), financial, and legal expertise, as well as</p>



	<p>thorough understanding of the essential principles of charter school autonomy and accountability.</p> <p>Provide orientation or training to application evaluators (including interviewers) to ensure consistent evaluation standards and practices, observance of essential protocols, and fair treatment of applicants.</p> <p>Ensure that the application-review process and decision making are free of conflicts of interest, and requires full disclosure of any potential or perceived conflicts of interest between reviewers or decision makers and applicants.</p>
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Performance Contracting

A quality authorizer executes contracts with charter schools that articulate the rights and responsibilities of each party regarding school autonomy, funding, administration and oversight, outcomes, measures for evaluating success or failure, performance consequences, and other material terms. The contract is an essential document, separate from the charter application, that establishes the legally binding agreement and terms under which the school will operate and be held accountable.

<b>Standards</b>	As a Quality Authorizer Findlay City Schools as a Sponsor will...
<p><b>Contract Term, Negotiation, and Execution</b></p> <p><b>Time Frame:</b></p> <p><b>Contract reviewed annually in December.</b></p>	<p>Execute a contract with a legally incorporated governing board independent of the authorizer.</p> <p>Grant charter contracts for a term of two/three years with periodic high-stakes review as spelled out in Ohio Revised Code and rules applied by the Ohio Department of Education.</p> <p>Define material terms of the contract.</p> <p>Ensure mutual understanding and acceptance of the terms of the contract by the schools' governing authority prior to authorization or charter granting by the authorizing board.</p> <p>Allow and requires contract amendments for occasional material changes to a school's plan or changes in law.</p>



<p><b>Rights and Responsibilities</b></p> <p>•</p> <p><b>Time Frame:</b></p> <p><b>March, May, September &amp; December Site Visits</b></p>	<p>State the rights and responsibilities of the school and the authorizer;</p> <p>State and respect the autonomies to which schools are entitled—based on statute, waiver, or authorizer policy—including those relating to the school’s authority over educational programming, staffing, budgeting, and scheduling;</p> <p>Define performance standards, criteria, and conditions for renewal, intervention, revocation, and non-renewal, while establishing the consequences for meeting or not meeting standards or conditions;</p> <p>State the statutory, regulatory, and procedural terms and conditions for the school’s operation;</p> <p>State reasonable pre-opening requirements or conditions for new schools to ensure that they meet all health, safety, and other legal requirements prior to opening and are prepared to open smoothly;</p> <p>Is in compliance with Ohio Revised Code</p> <p>State the responsibility and commitment of the school to adhere to essential public-education obligations, including admitting and serving all eligible students so long as space is available, and not expelling or counseling out students except pursuant to a legal discipline policy approved by the authorizer; and</p> <p>State the responsibilities of the school and the authorizer in the event of school closures.</p> <p>Ensure that any fee-based services that the authorizer provides are set forth in a services agreement that respects charter school autonomy and treats the charter school equitably compared to district schools, if applicable; and ensures that purchasing such services is explicitly not a condition of charter approval, continuation, or renewal.</p>
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<p><b>Provisions for Education Service or Management Contract (if applicable)</b></p>	<p>For any school that contracts with an external (third-party) provider for education design and operation or management, includes additional contractual provisions that ensure rigorous, independent contract oversight by the charter governing board and the school's financial independence from the external provider.</p> <p>Reviews the proposed third-party contract as a condition of charter approval to ensure that it is consistent with applicable law, authorizer policy, and the public interest.</p>
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Ongoing Oversight, Process and Evaluation

A quality authorizer conducts contract oversight that competently evaluates performance and monitors compliance; ensures schools' legally entitled autonomy; protects student rights; informs intervention, revocation, and renewal decisions; and provides annual public reports on school performance.

<p><b>Standard</b></p>	<p>As a Quality Authorizer Findlay City Schools as a Sponsor will...</p>
<p><b>Performance Evaluation and Compliance Monitoring</b></p> <p><b>Time Frame:</b></p>	<p>Implement a comprehensive performance accountability and compliance monitoring system that is defined by the charter contract and provides the information necessary to make rigorous and standards-based renewal, revocation, and intervention decisions.</p> <p>Define and communicates to schools the process, methods, and timing of gathering and reporting school performance and compliance data.</p> <p>Implement an accountability system that effectively streamlines federal, state, and local performance expectations and compliance requirements while protecting schools' legally entitled autonomy and minimizing schools' administrative and reporting burdens.</p>

<p><b>September, December, March &amp; May Site Visits</b></p> <p><b>Unannounced Walk-Throughs of the school throughout the school year.</b></p> <p><b>Attendance at bimonthly Governing Authority Board meetings.</b></p>	<p>Provide clear technical guidance and/or professional development to schools as needed to ensure timely compliance with applicable rules and regulations.</p> <p>Visit each school as appropriate and necessary for collecting data that cannot be obtained otherwise and in accordance with the contract, while ensuring that the frequency, purposes, and methods of such visits respect school autonomy and avoid operational interference.</p> <p>Evaluate each school annually on its performance and progress toward meeting the standards and targets stated in the charter contract, including essential compliance requirements, and clearly communicate evaluation results to the school’s governing board and leadership.</p> <p>Require and review annual financial audits of schools, conducted by a qualified independent auditor.</p> <p>Communicate regularly with schools as needed, including both the school leaders and governing boards, and provides timely notice of contract violations or performance deficiencies. Provide an annual written report to each school, summarizing its performance and compliance to date and identifying areas of strength and areas needing improvement.</p> <p>Articulate and enforce stated consequences for failing to meet performance expectations or compliance requirements.</p> <p>Provide timely legal updates due to changes in federal and state law and assists with any necessary policies changes.</p>
<p><b>Respecting School Autonomy</b></p> <p><b>Time Frame:</b></p> <p><b>September, December, March &amp; May Site Visits</b></p>	<p>Respect the school’s authority over its day-to-day operations.</p> <p>Collect information from the school in a manner that minimizes administrative burdens on the school, while ensuring that performance and compliance information is collected with sufficient detail and timeliness to protect student and public interests.</p> <p>Periodically review compliance requirements and evaluates the potential to increase school autonomy based on</p>



	<p>flexibility in the law, streamlining requirements, demonstrated school performance, or other considerations.</p> <p>Refrain from directing or participating in educational decisions or choices that are appropriately within a school's purview under the charter law or contract.</p>
<p><b>Protecting Student Rights</b></p> <p><b>Time Frame:</b></p> <p><b>September, December, March &amp; May Site Visits</b></p> <p><b>Monthly enrollment and financial reviews.</b></p>	<p>Ensure that schools admit students through a random selection process that is open to all students, is publicly verifiable, and does not establish undue barriers to application (such as mandatory information meetings, mandated volunteer service, or parent contracts) that exclude students based on socioeconomic, family, or language background, prior academic performance, special education status, or parental involvement.</p> <p>Ensure that schools provide access and services to students with disabilities as required by applicable federal and state law, including compliance with student individualized education programs and Section 504 plans, facilities access, and educational opportunities</p> <p>Ensure clarity in the roles and responsibilities of all parties involved in serving students with disabilities</p> <p>Ensure that schools provide access to and appropriately serve other special populations of students, including English learners, homeless students, and gifted students, as required by federal and state law</p> <p>Ensure that schools' student discipline policies and actions are legal and fair, and that no student is expelled or counseled out of a school outside of that process</p>
<b>Intervention</b>	<p>Establish and makes known to schools at the outset an intervention policy that states the general conditions that may trigger intervention and the types of actions and consequences that may ensue.</p>

<p><b>Time Frame: Procedure in place and will be implemented as needed.</b></p>	<p>Give schools clear, adequate, evidence-based, and timely notice of contract violations or performance deficiencies.</p> <p>Allow schools reasonable time and opportunity for remediation in non-emergency situations.</p> <p>Where intervention is needed, engages in intervention strategies that clearly preserve school autonomy and responsibility (identifying what the school must remedy without prescribing solutions). If problems are not remedied then Corrective Action, Probation, or Suspension and/or Termination might result.</p>
<p><b>Public Reporting Annual Report posted on website.</b></p>	<p>Produce an annual public report that provides clear, accurate performance data for the charter schools it oversees, reporting on individual school and overall portfolio performance according to the framework set forth in the charter contract.</p>

### Revocation and Renewal Decisions Making

A quality authorizer designs and implements a transparent and rigorous process that uses comprehensive academic, financial, and operational performance data to make merit-based renewal decisions, and revokes charters when necessary to protect student and public interests.

<p><b>Standard</b></p>	<p>As a Quality Authorizer Findlay City Schools as a Sponsor will...</p>
<p><b>Revocation</b></p> <p><b>Time Frame: Procedure in place and will be implemented as needed.</b></p>	<p>Revoke a charter during the charter term if there is clear evidence of extreme underperformance or violation of law or the public trust that imperils students or public funds.</p>
<p><b>Renewal Decisions Based on Merit and Inclusive Evidence</b></p>	<p>Base the renewal process and renewal decisions on thorough analyses of a comprehensive body of objective evidence defined by the performance framework in the charter contract.</p>



<p><b>Time Frame: Procedure in place and will be implemented as needed.</b></p>	<p>Grant renewal only to schools that have achieved the standards and targets stated in the charter contract, are organizationally and fiscally viable, and have been faithful to the terms of the contract and applicable law.</p> <p>Do not make renewal decisions, including granting probationary or short-term renewals, on the basis of political or community pressure or solely on promises of future improvement.</p>
<p><b>Cumulative Report and Renewal Application</b></p>	<p>Provide to each school, in advance of the renewal decision, a cumulative performance report that:</p> <ul style="list-style-type: none"> <li>- Summarizes the school's performance record over the charter term, and</li> <li>- States the authorizer's summative findings concerning the school's performance and its prospects for renewal.</li> </ul> <p>Require any school seeking renewal to apply for it through a renewal application, which provides the school a meaningful opportunity and reasonable time to respond to the cumulative report; to correct the record, if needed; and to present additional evidence regarding its performance.</p>
<p><b>Fair Transparent Process</b></p> <p><b>Time Frame: Procedure in place and will be implemented as needed.</b></p>	<p>Clearly communicate to schools the criteria for charter revocation, renewal, and non-renewal decisions that are consistent with the charter contract.</p> <p>Promptly notify each school of its renewal (or, if applicable, revocation) decision, including written explanation of the reasons for the decision.</p> <p>Promptly communicate renewal or revocation decisions to the school community and public within a time frame that allows parents and students to exercise choices for the coming school year.</p> <p>Explain in writing any available rights of legal or administrative appeal through which a school may challenge the authorizer's decision.</p>

	<p>Regularly update and publishes the process for renewal decision making, including guidance regarding required content and format for renewal applications.</p>
<p><b>Closure</b> <b>Time Frame:</b> <b>Procedure in place and will be implemented as needed.</b></p>	<p>In the event of a school closure, oversee and work with the school governing board and leadership in carrying out a detailed closure protocol that ensures timely notification to parents; orderly transition of students and student records to new schools; and disposition of school funds, property, and assets in accordance with law.</p>

Reference: National Association of Charter School Authorizers  
<http://qualitycharters.org/>



## Appendices

The Appendices on the following pages support the day-to-day operation of the Findlay City Schools 2016-17 Sponsoring Strategic Plan. The Appendices are as follows:

Appendix 1 Sponsor Strategic Plan – Improvement Process

Appendix 2 Sponsor Strategic Plan – Conflict of Interest Policy/Procedure

Appendix 3 Sponsor Strategic Plan – Academic Performance Monitoring Process

Appendix 4 Sponsor Strategic Plan – Intervention Process

Appendix 5 Sponsor Strategic Plan – Sponsoring Philosophy/Policy on Non-Renewals and/or Termination of an Ohio Community School

Appendix 6 Sponsor Strategic Plan – Technical Assistance Guidance/Process

Appendix 7 Sponsor Strategic Plan – Legal and Policy Updates Process

Appendix 8 Sponsor Strategic Plan –Monthly Enrollment & Financial Reviews Policy and Process

Appendix 9 Sponsor Strategic Plan – Sponsored School Professional Development Procedure

Appendix 10 Sponsor Strategic Plan – Sponsor Role Professional Development Procedure

Appendix 11 Sponsor Strategic Plan - Findlay City Schools on Sponsoring, Community School Management and Operations

Appendix 12 Sponsor Strategic Plan – School Closure Policy/Procedure

Appendix 1  
Sponsor Strategic Plan

Improvement Process

As a Sponsor, Findlay City Schools, will have a Sponsoring Improvement Plan in place and will evaluate progress being made toward meeting improvement goals and actions steps at least twice a year.

The Sponsor Goals will be discussed and reviewed at the Sponsor Oversight Committee meetings at least annually.

Using data from multiple sources (website, audits, sponsoring documents) the Sponsor Oversight Committee will conduct a self-evaluation of its rating as a sponsor. The committee will use the Findlay City Schools Community School Sponsor Self-Evaluation form based on the National Association of Charter School Authorizers Index of Essential Practices as its primary evaluation tool. The committee will also analyze progress made during the year on the Sponsor Improvement Plan.

Self-Evaluation will occur annually in April.

Appendix 2  
Sponsor Strategic Plan

Conflict of Interest Policy/Procedure

Should a Conflict of Interest occur between the Sponsor and the School, the following steps will be taken to resolve the conflict:

1. When a conflict is identified, the Sponsor Superintendent and School Superintendent will have an informal meeting to discuss the conflict and verbally reach agreement as to how to resolve the conflict.
2. If the verbal resolution does not prove to be adequate in resolving the issue, the School Superintendent will meet with the Sponsor Oversight Committee and an action plan to resolve the conflict will be written and mutually agreed upon.
3. If the written action plan proves not to resolve the issue, then the section in the Sponsor Contract Resolution of Disputes Between School and the Sponsor will be followed.
- 4.

Should a Conflict of Interest occur between a School and an External party, the following steps will be followed:

1. When a conflict is identified, the Sponsor Superintendent will have an informal meeting with the conflicted party to discuss the conflict and to verbally reach an agreement as to how to resolve the conflict.
2. If the verbal resolution does not prove to be adequate in resolving the issue, the School Superintendent will meet with the Sponsor Oversight Committee and an action plan to resolve the conflict will be written and mutually agreed upon with the conflicted party.
3. If the action plan is not followed or does not solve the problem, then litigation will be sought to resolve the issue.

The Sponsor Board of Education, the School Governing Authority, and the Sponsor Oversight Committee will annually sign Disclosure Forms.

Appendix 3  
Sponsor Strategic Plan

Academic Performance Monitoring Process

The Sponsor will use the following to monitor the academic performance of the School:

- Fall submission by the school of the School's Annual Report which includes the most recent report card for the school to the Sponsor Board of Education
- Adherence to the Legal Compliance Plan and Schedule & Protocols
- Quarterly announced formal Site Visits to the School using appropriate forms
- At least two informal impromptu Site Visits to the School
- Follow up letter to the School from the Sponsor of the formal and informal Site Visits that point out strengths/weaknesses
- Annual submission by the School to the Sponsor the Sponsor Contract High Stakes Review form
- Sponsor Representative attendance at School Governing Authority Board meetings at least three times a year
- Quarterly collection of Climate Data from the School
- Annual discussion at Sponsor Oversight Committee meeting of the School's academic performance and any necessary steps that might be needed
- Report sent to School Governing Authority annually in regard to the School's performance in the areas of academics, finances, legal and governance



## Appendix 4 Sponsor Strategic Plan

### Intervention Process

Any negative issues/situations in regard to student safety/health, academic decline, financial difficulties, or improper governance will trigger Sponsor intervention in regard to the operation of the School.

The Sponsor Contract, Sponsor Strategic Plan and Legal Compliance Plan and Schedule & Protocols have been put in place to help guide the School to be in compliance with all local, state and federal policies/law/regulations.

If any major issues with student health/safety, academic decline, financial decline, or improper governance occur the Sponsor will immediately step in and take steps to rectify the issue.

If minor issues occur in student safety/health, academic decline, financial decline or governance, then the following steps will take place:

- The Sponsor Superintendent and School Superintendent will meet and verbally agree how to address the current Sponsor concern. A time frame will be agreed upon as to when the issue will be corrected.
- If the issue is not corrected in the agreed upon time, then a formal written Corrective Action Plan will be developed.
- If the Corrective Action Plan is not followed and appropriate targets achieved, then the Sponsor will follow the steps in Exhibit 8 Closing Process in the Sponsor Contract.

Appendix 5  
Sponsor Strategic Plan

Sponsoring Philosophy/Policy on Non-Renewals and/or Termination of an Ohio  
Community School

Termination of a Community School results in a permanent closure of a community school and a sponsor should take the loss of investment of public funds seriously and in balance with the loss of funds that may occur if the school is ultimately failing.

The District believes that termination of a contract with a community school should be in accordance with the statutorily allowable reasons of financial insecurity, educational performance deficiencies, health or safety reasons, breach of the community school contract or other good cause. The Sponsor looks also to the service that the school provides to students, the community interests, and the performance of the surrounding schools from the students' home districts, and the safety and progress of the students.

In an effort to maintain high quality among public schools, the Sponsor sets its procedures for non-renewal to be stringent, both assessing the three previous years of performance of a community school, and deciding whether the community school is in substantial compliance with its community school contract.

If a school applies to transfer to the Sponsor from another sponsor, the District will not take that school if (a) the previous sponsor non-renewed the school for educational or financial reasons, or (b) the school was non-renewed for other reasons that Findlay City Schools does not feel it cannot improve significantly through its own resources, technical assistance or expertise.

Although the District may take application for new schools, the general plan for the District is not to take on additional schools to sponsor unless it sees a dire need in the region that it feels will be fulfilled by a mission-based community school that can serve students in a manner that is unique, and which increases the opportunities for those students not otherwise being addressed.

In the event, that a school contract is terminated the Closing Procedures (Exhibit 8) outlined in the Sponsor Contract.



## Appendix 6 Sponsor Strategic Plan

### Technical Assistance Guidance/Process

The Sponsor (Findlay City Schools) has an established process for determining the needs of its School and it conducts a needs assessment annually to determine what type of technical assistance the School needs.

The scope of technical assistance provided by the Sponsor to its sponsored community school, Findlay Digital Academy, covers all aspects of the School's programs. As the Sponsor, we make significant resources available relating to instruction, transportation, facilities, fiscal matters, legal compliance, and other areas relevant to the School's operations. In our capacity as a local school district, we regularly encounter significant curriculum, technology, human resources, and/or other legal compliance issues. Information we learn through our own operations benefits the School. Further, our affiliation with other governmental entities, including but not limited to Educational Service Centers, provides additional resources to address the School's needs as they arise.

The Sponsor administrators work directly with School staff regularly as needed. Given the close proximity of the facilities, the Sponsor regularly handles such issues in a one-on-one, as needed basis, and we have made it clear that School staff can contact us in person, by cell phone, or by email at any time.

The Sponsor holds regular meetings with the School to determine whether the School needs additional assistance. The Sponsor sends a representative to attend every School board meeting, and we include a report on the School in our own District board meetings sometimes as a formal agenda item and other times as an informal comment.

Some examples of technical assistance are as follows:

- Provide guidance regarding the handling of standardized test administration during the OGT and AIR assessments.
- Confer with School staff regarding FTE requirements based on the new requirements.
- Assist the School in preparing its application to providing career-technical education programming. School leadership attends all of the Millstream Career Tech Directors meetings.
- Provide contacts within the community to assist with School programs.
- Provide guidance related to public records requests.
- Assist with the Sheriff's Office to secure services.
- Provide guidance regarding new career advising and College Credit Plus requirements.
- Share space and resources in an efficient manner when needed
- Perform all site visits to ensure compliance with laws and the School's contract with the District.
- Respond to the School's needs for additional assistance as requested.

## Appendix 7 Sponsor Strategic Plan

### Legal and Policy Updates Process

The Sponsor, Findlay City Schools, provides the School, Findlay Digital Academy, timely updates and information in regard to changes in law and policy. The Sponsor also provides at the minimum annual training to assist the School in understanding changes to rule and law that impact community school operation.

#### Legal Update Process

- The Sponsor routinely shares emails in regard to changes in law and/or legal seminars/conferences/training
- The Sponsor assists the School administration/staff in attending legal workshops/conferences/training
- The Sponsor has a School administrator attend the monthly Secondary Principals' Meetings where legal updates are routinely shared
- The Sponsor has a School administrator attend the Sponsor Ad Team meetings where law and policy updates are discussed
- The Sponsor invites the School personnel to attend any legal training offered to the Sponsor's staff
- The Sponsor Superintendent attends the Governing Authority Board meetings and updates the School in regard to changes in law or need to change policy
- The Sponsor along with School personnel at the Sponsor's invitation attend Ohio Department of Education meetings where community school law/compliance/issues are discussed
- The Sponsor encourages the School to contract with a law firm specializing in community school law to keep updated on needed policy changes

#### Legal Training Process

- The Sponsor trains the Governing Authority members and School Superintendent at the Governing Authority Board meetings as to the changes in law and policy – the Sponsor is a standing board agenda item
- The Sponsor monitors Governing Authority mandated annual training
- The Sponsor routinely shares emails in regard to changes in law and/or legal seminars/conferences/training
- The Sponsor assists the School administration/staff in attending legal workshops/conferences/training



Appendix 8  
Monthly Financial & Enrollment Reviews  
Policy and Process

Under R.C. 3314.023, the treasurer or representative of the community school sponsor will meet monthly with the governing authority treasurer of the school to review financial and enrollment records. A monthly face-to-face meeting by the treasurers will be held within the following month. For example, August reports will be reviewed in September. Upon receipt of these financial records, the Findlay City School treasurer or representative will conduct a review of the school's financial and enrollment records.

The school's treasurer will submit the following documents monthly to the sponsor treasurer:

- Bank Reconciliation
- Financial Report by Fund
- Checking Register Statement
- Summary Check Register

Also under the community school contract, the school Governing Authority and the school shall timely comply with all reasonable requests of the Sponsor, and allow the Sponsor to monitor the School operations.

The school's treasurer will be notified if a deadline is not met and/or if the reports submitted do not contain all of the data required and will be given the opportunity to submit the required data.

Once all documents are submitted to the sponsor's treasurer, s/he will submit a written analysis of the financial and enrollment data and arrange a face-to-face meeting with the school's treasurer to discuss the documents along with any necessary proactive recommendations for improvement.

In the event of an extended absence by either treasurer, that treasurer's respective Board will designate someone to fulfill the responsibility of the monthly review.

Additionally, the School will:

- submit the Five-Year Forecast to the Sponsor and the Ohio Department of Education at the appropriate times.
- Notify the Sponsor every time a student enrolls in the School
- Work with the Sponsor EMIS Coordinator to ensure that enrollment numbers are accurate.

The Sponsor Superintendent and Governing Authority Board members will be updated as to the financial health of the School and enrollment numbers at every Governing Authority Board meeting

## Appendix 9 Sponsor Strategic Plan

### Sponsored School Professional Development Procedure

#### **Annual Overview of Professional Development Opportunities**

Each year, the Sponsor District (Findlay City Schools) shall provide the Sponsored School, Findlay Digital Academy with a list/brochure/emails of professional development opportunities. This list/brochure/emails are intended as an overview of professional development opportunities that will guide the Sponsored School, Findlay Digital Academy, in self-identifying professional development opportunities. Findlay Digital Academy staff is included in all professional development surveys offered to Sponsor School staff. **There is a minimum of three professional development opportunities offered to Findlay Digital Academy by Findlay City Schools annually.**

#### **Professional Development Opportunities Specific to Community Schools**

Each year, the Sponsor District will share all at least **one professional development opportunity to the Sponsored School that is specific to community schools.** Such opportunities can include, but are not limited to, state community school conferences, national community school conferences, or other affinity community school group conferences.

#### **Mandatory Training**

The Sponsor District provides the Sponsored School staff with mandatory training such as but not limited to Blood-borne Pathogen Exposure Prevention, Child Abuse, Health Emergencies.

#### **Targeted Professional Development**

Each year, the Sponsor District will obtain information about the Sponsored School needs. Information will be obtained based on a Needs Assessment. In a Needs Assessment, the District can ask the Sponsored School questions regarding areas of development that are needed. Findlay Digital Academy staff is included in all professional development surveys offered to Sponsor School staff.

Based on this needs assessment, the Sponsor District shall share or offer specific professional development opportunities to the Sponsored School and also include the Sponsored School staff opportunity to participate in all professional development offered by the Sponsor District.



### Potential Sources of Professional Development

The District has identified the following as potential sources of professional development opportunities.

1. Local professional development offered by the Sponsor District.
2. National Alliance for Public Charter Schools (“NAPCS”). NAPCS is a non-profit organization that supports the community school movement. NAPCS hosts an annual, national conference. NAPCS’ website may be accessed at: <http://www.publiccharters.org/>.
3. National Charter Schools Institute (“NCSI”). NCSI is an organization that provides services and other resources for charter schools. NCSI’s website may be accessed at: <https://nationalcharterschools.org/category/presentations/>.
4. National Charter Schools Resource Center (“NCSRC”). NCSRC is an organization that supports charter school development. NCSRC provides webinars and hosts conferences across the country. The NCSRC’s website may be accessed at: <https://www.charterschoolcenter.org/events>.
5. National Center for Special Education in Charter Schools (“NCSECS”). NCSECS has an organization dedicated to providing support for special education in community schools. NCSECS’ website may be accessed at: <http://www.ncsecs.org/>
6. Ohio Attorney General (“OAG”). The OAG offers Sunshine law training. The OAG’s website may be accessed at: <https://sunshinelaw.ohioattorneygeneral.gov/>.
7. Ohio Department of Education (“ODE”). The Ohio Department of Education offers professional development seminars and meetings on a regular basis. ODE has archived a number of its past presentations related to community schools. Presentations provided by ODE may be accessed at: <http://education.ohio.gov/Topics/Community-Schools/Guidance-Documents-Webinars-and-Presentations>.

## Appendix 10 Sponsor Strategic Plan

### Sponsor Role Professional Development Procedure

#### **Annual Overview of Professional Development Opportunities**

Each year, the Sponsor District (Findlay City Schools) shall provide the Sponsor Oversight/Leadership Team, with a list/brochure/emails of professional development opportunities **related to sponsoring**. This list/brochure/emails are intended as an overview of professional development opportunities that will guide the Sponsored School, in helping the community school it sponsors (Findlay Digital Academy).

#### **Professional Development Opportunities Specific to Community Schools Sponsoring**

Each year, the Sponsor District will have at **least three members of the Sponsor Oversight/Leadership Team attend one professional development opportunity specific to community schools**. Such opportunities can include, but are not limited to, state community school conferences, national community school conferences, or other affinity community school group conferences.

#### **Targeted Professional Development**

Each year, the Sponsor District will obtain information about the Sponsor Oversight/Leadership Team professional development needs specific to community school sponsoring . Information will be obtained based on a Needs Assessment. In a Needs Assessment, the District can ask the Sponsor team questions regarding areas of development that are needed.

Based on this needs assessment, the Sponsor District shall offer specific professional development opportunities to the Sponsor Oversight/Leadership Team.

#### **Potential Sources of Professional Development**

The District has identified the following as potential sources of professional development opportunities.

1. Local professional development offered by the Sponsor District personnel.
2. National Alliance for Public Charter Schools (“NAPCS”). NAPCS is a non-profit organization that supports the community school movement. NAPCS hosts an annual,



national conference. NAPCS' website may be accessed at: <http://www.publiccharters.org/>.

3. National Charter Schools Institute ("NCSI"). NCSI is an organization that provides services and other resources for charter schools. NCSI's website may be accessed at: <https://nationalcharterschools.org/category/presentations/>.
4. National Charter Schools Resource Center ("NCSRC"). NCSRC is an organization that supports charter school development. NCSRC provides webinars and hosts conferences across the country. The NCSRC's website may be accessed at: <https://www.charterschoolcenter.org/events>.
5. National Center for Special Education in Charter Schools ("NCSECS"). NCSECS has an organization dedicated to providing support for special education in community schools. NCSECS' website may be accessed at: <http://www.ncsecs.org/>
6. Ohio Attorney General ("OAG"). The OAG offers Sunshine law training. The OAG's website may be accessed at: <https://sunshinelaw.ohioattorneygeneral.gov/>.
7. Ohio Department of Education ("ODE"). The Ohio Department of Education offers professional development seminars and meetings on a regular basis. ODE has archived a number of its past presentations related to community schools. Presentations provided by ODE may be accessed at: <http://education.ohio.gov/Topics/Community-Schools/Guidance-Documents-Webinars-and-Presentations>.

## Appendix 11

### Findlay City Schools Policy on

#### Sponsoring, Community School Management and Operations

Pursuant to Ohio law, and pursuant to the contract for community school sponsorship between the Findlay City Schools and the Ohio Department of Education as a Sponsor of community schools in Ohio, is responsible for:

- monitoring and evaluating the compliance of Findlay City Schools-sponsored schools with all laws and rules applicable to the school;
- monitoring and evaluating the academic and fiscal performance and the organization and operation of the school;
- monitoring and evaluating the contractual commitments that the schools have made with the Findlay City Schools, and;
- providing technical assistance to Findlay City Schools-sponsored schools in complying with all laws and rules applicable to community schools.

Findlay City Schools will appoint a Sponsoring Oversight Committee to perform the responsibilities pursuant to the contract for community school sponsorship between the Findlay City Schools and the Ohio Department of Education as a Sponsor of community schools in Ohio. The Sponsoring Oversight Committee will meet at least eight times annually.

Findlay City Schools Sponsoring Mission Statement, Sponsoring Goals and Sponsoring Strategic Plan which is based upon the Standards for Quality Charter School Authorizers as established by the National Association of Charter School Authorizers will guide Findlay City Schools in oversight, assuring quality, evaluation and providing support to the community schools it sponsors. The Findlay City Schools Mission Statement, Sponsoring goals and Sponsoring Strategic Plan will be reviewed and updated annually during the first semester of the school year to assure continued sponsoring excellence.

The Findlay City Schools does not conduct functions associated with the day-to-day management or operations of its sponsored schools. Findlay City Schools encourages the Governing Authorities of schools that it sponsors to engage competent, experienced persons and/or organizations to handle such functions. Whether such persons or organizations are employees of the school, an Education Management Organization, or other school management organizations, any decision to employ or contract with such persons or organizations is the exclusively responsibility of the school's Governing Authority or a school leader responsible to that Governing Authority. Findlay City Schools is prepared to describe options and make recommendations upon request but it never requires, expects, or encourages a Findlay City Schools- sponsored school to employ any particular person or to engage the services of any particular school management organization or firm.



Appendix 12  
Sponsor Strategic Plan

School Closure Policy/Procedure

If the Sponsor at any time discovers the School has violated contractual obligations in terms of health and safety of the students, academic performance or financial obligations intervention will take place. If the School does not satisfactorily address the Corrective Action Plan(s) that have been put in place, then termination and closure will take place. This policy/procedure is intended to ensure the sponsored school's closure is consistent with the law, timely, and in line with quality practices.

Generally (but not limited to) the steps leading to termination and closure are:

- Probationary Corrective Action Plan
- Notice of Probation
- Notice of Suspension
- Notice of Termination
- Closure Proceedings

However, every situation is different and must be evaluated on an individual basis. Non-renewal of Sponsor Contract, Poor rating on Sponsor Evaluation, three years of Ineffective ratings on the Sponsor Evaluation or other circumstances can lead to the Termination/Closure Proceeding. All steps that lead to Termination or Closure will be fair and consistent with Ohio Revised Code, the Sponsor Contract, and the Sponsoring Strategic Plan, Policies and Processes. Circumstances and specific evidence that lead to Termination and Closure are clearly outlined in these documents. Site Visits Reports, Contract Renewal Application, monthly financial reviews, health and safety inspections, and other documentation will be used in Termination and Closure decisions. The School and Sponsor will work closely through each step of the process.

This School Closure Policy/Procedure, while comprehensive, does not address all laws regarding closure. The Sponsor recognizes its obligation to follow these laws, regardless of whether they are referenced in the Closing Procedure. The Sponsor will follow the closing guidance described in the Ohio Department of Education's "Community School Suspension and Closing Procedures, Community Schools Guidance Letter #2010-4, Update July, 2015, and any successors to said document ("Closing Guidance").

The School's Governing Authority, Management Company, and School Staff and Sponsor will work together to ensure a smooth closure process.

### Parent Notification

The Sponsor Superintendent will notify parents of students enrolled in sponsored schools that are closing of such school's impending closure. The written notice must provide assistance to the parents in finding a new school. The School will provide the Sponsor with current names and addresses of students who are enrolled in the school.

### School Records

The School staff will provide the Sponsor with all school records. The School will also provide each student enrolled with a current school transcript and any current Special Education documents. The School and Sponsor will follow the ODE Closing Guidance procedures.

### Disposition of School Funds and Assets

The Sponsor recognizes its duty in helping the School with its disposition of school funds and assets that is in accordance with Ohio Revised Code. The School and Sponsor will follow the ODE Closing Guidance procedures. The School Treasurer will work with the Sponsor Treasurer to ensure proper disposition of school funds and assets.



Sponsor Oversight/Leadership Team  
Roles & Responsibilities  
2018-2019

Individual	Position	Role in Sponsoring
Edward P. Kurt ekurt@fcs.org	Findlay City Schools Superintendent	Assist the Findlay Digital Academy with keeping current with changes in ORC and ODE procedures. Supervise the operation, <b>accountability</b> , quality and compliance of Findlay Digital Academy. Share expertise and guidance in areas of <b>law, governance, facilities and Dropout Prevention and Recovery education.</b>
Dr. Kathy Siebenaler-Wilson kathysw@fcsboard.fcs.org	Findlay City Schools Board Representative	Be the <b>liaison</b> between the Findlay Schools Board of Education and the Findlay Digital Academy Administration and Governing Authority. Assist with <b>governance</b> guidance. <b>Share Career Technical expertise.</b>
Troy Roth troth@fcs.org	Findlay City Schools Assistant Superintendent	Assist Findlay Digital Academy in providing best practices <b>professional development</b> , assist with <b>personnel</b> needs and supervise <b>special education</b> compliance.
Rich Steiner rsteiner@fcs.org	Director of Secondary Instruction	Assist Findlay Digital Academy in securing <b>curriculum/instructional practices</b> guidance that is aligned to the Ohio Academic Content Standards. Provide guidance <b>with assessment</b> preparation and administration and <b>professional development.</b>
Martin White mwhite@fcs.org	Director of Technology	Supervise the Findlay Digital Academy <b>technology</b> needs to make sure that they are current, operational and in line with the needs of an e-school.
Mike Barnhart mbarnhart@fcs.org	Findlay City Schools Treasurer	Monthly monitoring of the <b>financial</b> status and practices of Findlay Digital Academy.
Sandra White swhite@fcs.org	Program Coordinator	Assist Findlay City Schools with Sponsor oversight primarily in the area of School Compliance and sponsoring PD.

Sponsor Leadership Team Meeting Dates

August 6, 2018  
September 10, 2018  
October 8, 2018  
November 12, 2018  
December 10, 2018  
January 2019 TBD  
February 2019 TBD  
March 2019 TBD  
April 2019 TBD

May 2019 TBD  
June 2019 TBD  
July 2019 TBD

The Sponsor Leadership Team will monthly update the Findlay City Schools Board of Education of the status of the Findlay Digital Academy.

All meetings will be held at 5:15 PM. Rosemary Rooker, Findlay Digital Academy Superintendent will attend these meetings and provide academy updates.

The Oversight/Leadership Team has the right at its meetings to make minor changes to this document, to meet the requirements of the Sponsor Evaluation System.

**BOARD OF EDUCATION  
FINDLAY CITY SCHOOL DISTRICT  
HANCOCK COUNTY, OHIO**

The Board of Education (the “Board”) of the Findlay City School District, Hancock County, Ohio (the “School District”), met at the regular meeting on August 6, 2018, at 6:00 p.m., at the Millstream Career & Technology Center, 1150 Broad Avenue, Findlay, Ohio 45840, with the following members present:

- Chris Aldrich
- Matt Cooper
- Jane Robertson
- Susan Russel
- Kathy Siebenaler Wilson

M\_\_\_\_. \_\_\_\_\_ introduced the following resolution and moved its passage:

**RESOLUTION DECLARING INTENT TO PROCEED  
WITH ELECTION ON THE QUESTION OF AN ADDITIONAL TAX  
IN EXCESS OF THE TEN-MILL LIMITATION**

(Ohio Revised Code Sections 5705.21, 5705.03)  
School Safety and Security Levy

WHEREAS, on July 26, 2018, the Board passed a resolution declaring the necessity, for the purpose of school safety and security, to levy an additional tax in excess of the ten-mill limitation in the amount of 1.50 mills for each one dollar of valuation, which amounts to \$0.15 for each one hundred dollars of valuation, for a five year period of time; and

WHEREAS, the Hancock County Auditor has certified to the Board that the dollar amount of revenue that would be generated by such additional tax levy during the first year of collection is \$1,226,858, based on the current tax valuation of the School District of \$817,905,440;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Findlay City School District, Hancock County, Ohio, two-thirds of all of the members elected thereto concurring, that:

Section 1. The Board desires to proceed with the submission of the question of the additional tax levy to the electors of the School District.

Section 2. The question of such additional tax levy shall be submitted to the electors in the entire territory of the School District at the election to be held therein on November 6, 2018 (the “Election Date”). All of the territory of the School District is in Hancock County, Ohio.

Section 3. The form of the ballot to be used at said election shall be substantially as follows:

An additional tax for the benefit of the Findlay City School District, Hancock County, Ohio for the purpose of school safety and security, a rate not exceeding 1.50 mills for each one dollar of valuation, which amounts to \$0.15 for each one hundred dollars of valuation, for a five year period of time, beginning in 2018, first due in calendar year 2019.

	FOR THE TAX LEVY
	AGAINST THE TAX LEVY

Section 4. The Treasurer of the Board is hereby directed and shall certify, not later than August 8, 2018 (which date is not less than 90 days prior to the Election Date), to the Hancock County Board of Elections a copy of the resolution of July 26, 2018 and a copy of this resolution together with the dollar amount of revenue that would be generated by the additional tax levy during the first year of collection, based on the current tax valuation of the School District, as estimated by the Hancock County Auditor.

Section 5. The Treasurer of the Board is hereby directed and shall certify to the Hancock County Board of Elections that the additional tax levy will be for the purpose of school safety and security, for a five year period of time, and that such tax levy will be placed upon the tax list and duplicate for the 2018 tax year (commencing in 2018, first due in calendar year 2019) if approved by a majority of the electors voting thereon.

Section 6. It is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Ohio Revised Code Section 121.22.

[Balance of Page Intentionally Left Blank]

M\_\_\_\_. \_\_\_\_\_ seconded the motion and, after discussion, a roll call vote was taken and the results were:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

The resolution passed.

Passed: August 6, 2018

BOARD OF EDUCATION  
FINDLAY CITY SCHOOL DISTRICT  
HANCOCK COUNTY, OHIO

Attest: \_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Board President

CERTIFICATE

The undersigned Treasurer of the Board of Education of the Findlay City School District, Hancock County, Ohio, hereby certifies that the foregoing is a true copy of a resolution duly passed by the Board of Education of said School District on August 6, 2018, and that a true copy was certified to the Board of Elections of Hancock County, Ohio.

\_\_\_\_\_  
Treasurer, Board of Education  
Findlay City School District  
Hancock County, Ohio

**CERTIFICATE OF BOARD OF ELECTIONS**

(Ohio Revised Code Sections 5705.21, 5705.03)  
School Safety and Security Levy

The undersigned, being the Director of Elections of Hancock County, Ohio, does hereby acknowledge receipt of the following documents from the Findlay City School District, Hancock County, Ohio (the "School District"):

1. A certified copy of a resolution passed by the Board of Education of the School District on July 26, 2018 determining the necessity of an additional tax levy for the purpose of school safety and security, at a rate not exceeding 1.50 mills for each one dollar of valuation, which amounts to \$0.15 for each one hundred dollars of valuation, for a five year period of time, and to submit the same to the electors at the election to be held on November 6, 2018.

2. A certificate of the County Auditor of Hancock County, Ohio, dated July 30, 2018, certifying the dollar amount of revenue that would be generated by the additional tax levy during the first year of collection, based on the current tax valuation of the School District.

3. A certified copy of a resolution passed by such Board of Education on August 6, 2018 determining to proceed with the election on the question of the additional tax levy.

Dated: \_\_\_\_\_, 2018

\_\_\_\_\_  
Director of Elections  
Hancock County, Ohio



SIX MONTH INTEREST REPORT TO THE BOARD  
January-June 2018  
As presented 8/6/18

Board Policy 4.04 as of June 30, 2018 stated,

**REVENUE FROM INVESTMENT**

The Treasurer shall keep an accounting of the following funds with respect to interest earned: General 001; Bond Retirement 002; Capital Projects 003; Enterprise Funds, Lunchroom 006; Consumer Rotary 011; Internal Service Funds, Millstream Cooperative 014; Trust Funds 007; Student Activity 200; Special Revenue Funds, Principal's 018; FABSS 020 (retroactive through 7/1/99); Student Athletics 300; Auxiliary Service 401; 024 Self Insurance.

The Treasurer shall report to the Board a listing of interest earned to the above funds each six (6) months. With respect to the distribution of interest earned in Student Activity 200, Student Athletics 300, and Principal Fund 018, each account must maintain a 1% balance of the total fund to be credited with interest earned.

**The following report is in accordance with the above policy. The District received \$107,595.13 of investment income from January through June 2018. It was allocated as follows:**

<b>Fund</b>	<b>Description</b>	<b>Interest</b>
001	General	\$ 75,181.97
003	Permanent Improvements	13,158.07
004	2010 Bond Proceeds	3,746.90
006	Food Service	1,233.46
007	Trust Funds	2,102.18
008	Endowment Funds	2,701.35
011	Millstream Rotary	262.81
014	Millstream Career Center	1,654.97
018	Principal's Public Support	625.31
020	FABSS	484.20
024	Health Insurance	4,019.79
200	Student Activity	496.71
300	Student Athletics	1,558.38
401	St. Michael Auxiliary	369.03
	<b>TOTAL</b>	<b>\$107,595.13</b>

As prepared by  
Mike Barnhart, Treasurer  
July 18, 2018