

Fairport Harbor Exempted Village School District
Employee Handbook



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Introduction

Through its personnel policies, the Fairport Harbor Exempted Village School District Board of Education wishes to establish conditions that will attract and hold the highest qualified personnel for all positions. The Board also wishes to encourage young people to enter the education profession.

The Board wishes to attract and retain personnel who are self-motivated to do an excellent job and abide by stated procedures and policies of the district. To keep personnel policies and the corresponding administrative regulations in the highest state of effectiveness to achieve these purposes, the Superintendent is directed to establish the procedures needed. Specific Board policies are located on the District website. It is not the intent of this publication to supersede the negotiated agreement, the Ohio Revised Code, or Board Policy.

Line of Communication and Authority

Each employee of the Fairport Harbor Exempted Village School District shall be responsible to the Board of Education through the Superintendent. The Treasurer reports directly to the Board. Employees in the Treasurer's office report directly to the Treasurer as directed by current law.

All personnel shall refer matters requiring administrative action to the Principal immediately in charge of the area in which the problem arises. Principals shall refer such matters to the next higher authority when necessary.

All matters to be submitted to the Board shall first be brought before the Superintendent for inclusion on the Board Agenda prior to the meeting.

Violation of Policies

Any person employed by the Board of Education who violates any policy of the Board may be disciplined consistent with the negotiated agreement. Such violation may result in suspension or termination as outlined in the Ohio Revised Code and the negotiated agreement.

Staff Protection

No parent, guardian or other person shall insult or abuse a teacher while school is in session in the presence of school pupils. Any intimidation or threat made by a student or non-student toward an employee or another student will not be tolerated. Employees must report such threats to the Superintendent immediately. Failure to report may lead to discipline. The Board of the Fairport Harbor Exempted Village School District recognizes that from time to time it may be necessary to bring charges against students or non-students for violations that occur at school or at school related activities.

The Fairport Harbor Exempted Village School District Board of Education carries general liability insurance coverage for the protection of its employees in the responsible performance of their assigned professional duties for matters in which the liability insurance does not provide a defense for an employee. The Board, upon recommendation of the Superintendent, shall decide whether to provide legal counsel for the defense of any claim, demand, or action, whether civil or criminal, made or brought against any employee as a result of his or her actions while acting in an official capacity provided such action was sanctioned by the employee's immediate supervisor and was reported to the Superintendent in writing within 24 hours of occurrence. The Board shall employ necessary legal counsel and shall make the necessary decisions regarding duties and compensation.

Teacher Certification

Each new teacher is required to have the following on file in the Superintendent's office prior to August 1 of each new school year:

- completed application form
- copy of current certification
- official transcripts
- FBI and BCI background check
- TB test results
- Letter from employer(s) of years of service (if you have prior teaching experience in a school setting)

Failure to submit the above items may result in paychecks being held until requirements are met. If a teacher's home address or telephone number changes at any time during the school year, the updated information must be furnished to the offices of the Superintendent and the Treasurer.

Length of Work Day

Central Office hours are from 8:00 a.m. to 4:00 PM.

High School Office hours are from 7:30 a.m. to 3:30 p.m.

Elementary School Office hours are from 7:30 a.m. to 3:30 p.m.

Teacher days and hours are outlined in the negotiated agreement.

Teacher Negligence

It is essential that emphasis be given to the issue of teacher performance and legal implications that may arise as a result. The following constitute examples of teacher conduct that is not appropriate:

1. Classes and students left unattended.
2. Improper enforcement of policy on corporal punishment.
3. Improper enforcement of policy on medication and first aid.
4. Pupil injury due to teacher carelessness.
5. Teacher profanity.
6. Improper enforcement of dress and grooming.
7. Interview and release of students.
8. Use of students for off-campus errands.
9. Improper enforcement of search and seizure policy.
10. Improper enforcement of policy on pupil use of buildings.

The above examples are not exhaustive.

Securing Substitute Teachers

When the services of a substitute teacher are required, for whatever reason, the teacher should create their absence using the AESOP attendance system. The AESOP attendance system is responsible for obtaining substitute teachers consistent with the negotiated agreement and Board Policy. The teacher should have available for the substitute a class roster, lesson plan, and pertinent information so the substitute can more effectively take charge of the class. When possible, the teacher should notify the principal the day before the expected return to duty.

Substance Abuse Policy

The Fairport Harbor Exempted Village School District prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on Fairport Harbor Exempted Village School campuses or during any part of its activities.

The district is drug and alcohol free because drug and alcohol use/abuse limits academic performance, hinders maturity, and affects social and emotional development. The district does not tolerate the use or possession of alcoholic beverages, prescription drugs, marijuana, or other controlled substances used improperly. The district encourages the age-appropriate education of all students in the prevention of drug use, the development of community resources in providing drug-free activities, the enforcement of all laws against drug and alcohol use and possession, and the referral to treatment when necessary.

Drug-Free Workplace

District employees are hereby notified that the manufacture, distribution, dispensing, possession or use of a controlled substance, except as authorized by law and prescribed by a physician, on school grounds is prohibited. School officials will cooperate fully with law enforcement in the prosecution of drug violations occurring in the workplace. Violators will be subject to suspension or dismissal consistent with the Ohio Revised Code, the negotiated agreement, and Board Policy. Suspension or dismissal may result in the suspension or revocation of the certificate of a certificated employee.

Pursuant to the Drug-Free Workplace Act of 1988, school employees under federal programs which are funded directly to this school district by a federal agency, as a condition of employment, shall:

1. Abide by the terms of the statement above; and
2. Notify school officials of any criminal drug statute conviction occurring in the workplace no later than five days after such conviction.

Each district employee engaged in the performance of a direct grant aid program shall be given a copy of this statement.

Range of Discipline

Types of discipline that may be administered to an employee upon a finding a good and just cause include: a verbal warning, a written warning placed in the employee's personnel file, suspension of duties with or without pay, and termination. All discipline shall be administered consistent with local, state, and federal laws, the negotiated agreement, and Board Policy. The district may refer employees for prosecution to the appropriate officials, such as in allegations of child abuse.

Non-Discrimination Policy

The Fairport Harbor Exempted Village School District does not discriminate on the basis of gender, race, color, religion, national origin, or disability and complies with Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. Any student or employee of this district who believes he or she has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973, may file a written complaint with the designated compliance administrator, Domenic Paolo, Superintendent, 329 Vine Street, Fairport Harbor, OH 44077, Phone: (440) 354-5400. This provision is consistent with state and federal law, the negotiated agreement, and Board Policy.

Smoking and Use of Tobacco

Fairport Harbor Exempted Village School District has a tobacco-free campus policy. Smoking and other uses of tobacco, regular cigarettes, e. cigarettes, or vapor pens, by district employees and visitors on school grounds, property or buildings or in school vehicles, including school buses, is prohibited. Employees responsible for supervising students at school or at school-sponsored activities, regardless of where the activities are conducted, shall not use tobacco in any form while in attendance or on duty. Any employee found to be in violation of the policy on smoking and other uses of tobacco shall be subject to disciplinary action consistent with the Ohio Revised Code, the negotiated agreement, and Board Policy.

Sexual Harassment

Sexual harassment of employees and students will not be tolerated. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct that interferes with a person's work performance or creates an intimidating, hostile, or offensive environment. Other types of sexual harassment may include jokes, stories, pictures, or objects that are offensive, or tend to alarm, annoy, abuse, or demean. Claims of sexual harassment should be reported to the next highest level of authority. Reference Board of Education Policy "GBEC" for further information.

Employee Arrest

An employee who is arrested or charged with a felony or misdemeanor is required to notify his or her immediate supervisor and the Superintendent as soon as possible, but no later than within 24 hours. Failure to report such incidents may result in disciplinary action consistent with the Ohio Revised Code, the negotiated agreement, and Board Policy.

Parking/Personal Property

The district is not responsible for damage or theft to cars or other personal property.

Staff Development/Tuition Reimbursement

Staff development is viewed as an integral, continuous process designed to improve the knowledge and skill of employees both as individuals and as teams in order to realize continuous progress in our schools. Throughout the year professional development opportunities will be provided to staff members. In addition to these, the Board will compensate certificated personnel at a rate of \$500 per semester / \$450 per quarter hour with a maximum of \$1500 per year for college courses taken in the teacher's present instructional responsibility.

Employees must have their written applications approved by the principal and the Superintendent before registering for classes.

Staff taking advantage of this benefit must do the following:

- Complete the application for college reimbursement
- Submit the application to the building principal for approval, who forwards it to the Superintendent for approval.
- Upon approval, the white copy of the application is returned to the employee.
- Upon course completion, employee completes the request for college credit reimbursement form, attaches his or hers report card, and submits it directly to Superintendent's Office for reimbursement.

It is the responsibility of each certificated employee to maintain a record of staff development participation and the number of credits earned on the forms provided in the LPDC packet. It is the responsibility of the employee to maintain his/her own credentials. Reference the LPDC information for the required forms for license renewal.

Student Errands – Off Campus

Students are not to be allowed to run errands off the school campus for themselves or school personnel. In extreme emergencies, the school principal may in good judgment give his or her permission for errands. Students may not drive school personnel vehicles.

Student Use of Building – After Hours

Any pupil use of facilities must be under the supervision of a responsible Board approved adult.

Reports of Child Abuse/Neglect

Any school employee having knowledge of or reasonable cause to suspect that a child is neglected or abused or faces a threat of suffering neglect or abuse is required by the Ohio Revised Code to make an oral report immediately to the Office of Children's Services or law enforcement.

As soon as possible thereafter, a written report must be filed with the agency. Report forms are available at each school and on the district website. Reports of abuse and neglect made under this law and the identity of the reporter are confidential except when the court, in its discretion, determines the testimony of the person reporting to be material

to a judicial proceeding. A school employee who participates in making a required report pursuant to this law is presumed to be acting in good faith. Any person reporting in good faith is immune from civil or criminal liability.

Emergency Procedures

Official notice of emergency school cancellations will be aired by the local media. These announcements will be released as soon as decisions can be made. If no announcement is broadcast, it is assumed that school is open.

Emergency procedures are established for each school. By order of the fire inspector, all teachers must take roll after students evacuate the building for a fire drill or emergency.

Student Records

Each school has a designated area in which student records are filed. All student records must be kept in the designated area. By law, parents are to be granted access to their children's records upon request. Students 18 years of age or older are entitled to direct access to their records upon request.

The district has adopted set procedures regarding access, transfer, and utilization of student records. It is the responsibility of school principals to inform faculties of such procedures. Teachers are expected to notify their principal when a parent or student requests direct access to records.

Textbooks

Textbooks for students are provided by the district. District-loaned books are issued at the beginning of the school year and must be returned at the close of the school year. Teaching staff assigning textbooks to students are responsible for collecting them at the end of the term. Students not returning textbooks, or causing excessive wear on the materials, may be assessed a fine per Board Policy.

Technology (iPad / laptop)

Technology equipment for students is provided by the district. District-loaned equipment is issued at the beginning of the school year and must be returned at the close of the school year. Teaching staff assigning technology equipment to students are responsible for collecting the equipment at the end of the term. Students not returning technology, or causing excessive wear on the materials, may be assessed a fine per Board Policy.

Student Interview

Students may be interviewed by outside agencies at the discretion of the building principal.

Discipline

The Fairport Harbor Exempted Village School District has adopted **Positive Behavior Supports (PBS)** to improve climate as well as classroom discipline. PBS supports the teacher's rights to teach and the student's right to learn. Behavior that stops the teacher from teaching and/or any student from learning will not be tolerated. However, there will be a district wide philosophy of supporting, encouraging, and rewarding appropriate behavior.

Teachers will provide their students with a list of classroom procedures and consequences, both positive and negative, which will be used in their classrooms. Positive supportive comments and actions should outnumber consequences by a ratio of 6:1. When a student chooses to break the rules, consequences will be consistently applied. When a student is referred to the principal's office, disciplinary action will be taken according to prescribed steps established for the elementary and secondary levels.

Student Removal

Only a school administrator may determine to remove a student from school.

Address Verification

As part of the registration process, the Fairport Harbor Exempted Village School District is required to verify the residence address of any student entering a school for the first time or reentering after interrupted attendance.

The district will use objective and reliable methods to verify student addresses for all transfers during registration and at random throughout the year.

Two of the following items may be used to verify residency:

- property tax records
- mortgage documents
- utility bills
- property deed
- driver's license
- apartment/home lease
- automobile registration
- filed homestead exemption

A post office box address will not be accepted.

Student Activity Accounts

Budget and purpose forms are provided to all student activity advisors at the beginning of each school year. Requested information on these forms must be submitted before October 1 of each school year. Advisors should plan and account for all fundraising activities performed within the timeframe of their contract. Fundraising activities must have the approval of the school Principal, Superintendent, and Treasurer. The Fundraising Form must be submitted.

Special Education Services

Please refer to Board Policy regarding special education services and refer all questions to the Director of Special Education.

Psychological Services

Psychological services are provided to the personnel, students and parents of the Fairport Harbor Exempted Village School District to protect and promote mental health and facilitate the learning process. Each school is assigned a psychologist to work with the principal and the Intervention Assistance Team in providing psychological services.

The three basic roles of the psychologist include:

1. Working with the administration to accomplish the goals of the district through planning and implementing staff development programs and providing professional advice from a psychological perspective while remaining sensitive to district needs.
2. Providing services to individuals or groups by referral or request. These services include psychological and psycho-educational assessments, counseling, instructional and behavioral interventions, and consultation with involved school personnel and parents.
3. Providing information to district, parent and community groups on such topics as parent and teacher effectiveness, stress management, testing, individual learning styles, positive classroom climate, development of positive self-concept, and improved interpersonal relationships.

Referral Procedures

Intervention Assistance Teams (IAT) by law must be developed in each school. Teams consist of teacher, administrators, speech therapist, psychologist, counselor, parents, and, where applicable, the student in question. It is the responsibility of the Director of Special Education to monitor this team to ensure compliance of special education laws.

Student Grooming

Clothing and attire that distracts from the educational process is not permitted and may be regulated and controlled. Teachers should notify their school administrator of any attire, or general grooming which is not in keeping with school policy on grooming and attire.

Detention

Students may remain at school after the end of the regular pupil school day for various reasons. It is expected that such occasions merit professional supervision. The planning and scheduling of students to be kept after school should reflect the system's philosophy of pupil-centered instruction and his/her individual worth. Parents shall be informed when a child is to remain after school.

Student Teacher

The Board of Education welcomes the opportunity to cooperate with the colleges and universities by taking an active part in the training and preparation of student teachers. It shall be the duty of the Superintendent to determine the number of student teachers and the academic areas to be served each semester. This decision will be reached after consultation with the principal concerning such placement.

The following regulations shall apply:

1. Placement shall be made by the Superintendent.
2. Student teachers shall be assigned to the school rather than to individual teachers.
3. The principal shall determine a schedule and make assignments within each school.
4. Student teachers may be assigned to a team of teachers, whenever possible, and will work under the leadership of the team.
5. First year teachers shall not be assigned student teachers.
6. Teachers shall be responsible for the following:
 - a. Pupil discipline
 - b. Pupil evaluation
 - c. Pupil assignments (length and quality)
 - d. Proper delegation of student teaching time

7. Teachers must understand that student teachers may prove invaluable in the education of the pupils in their classes, but by no means is it intended that student teachers replace the teachers in the classroom. It shall be considered mandatory that teachers do not desert student teachers in the classroom.
8. The teacher is responsible for everything that takes place in the classroom.
9. Administrators may deem it necessary and beneficial to student teachers to involve them in school activities other than instructional.

It is expected that the student teacher engage in all facets of classroom instruction, which would include pupil evaluation, by Phase Four. However, no student teacher evaluation of students will be considered final or absolute.

Parent-Teacher Conferences shall be held each year consistent with the negotiated agreement.

- I. Physical setting
 - A. Room should be orderly.
 - B. Location should be quiet and private.
 - C. Area must be comfortable, especially in regard to chair size.
- II. Preparation
 - A. Be familiar with the child's past school record and any available information regarding home and family.
 - B. Determine the purpose of your conference (to meet parents, to obtain information, to discuss progress, to discuss problems, etc.).
 - C. Be certain that materials needed are readily available (records, child's work, written observation of behaviors, etc.)
 - D. Determine a sequence for presenting a case, especially regarding problems.
 - E. Be prepared to make recommendations or discuss alternatives available within the system or community.
 - F. Be certain that the parents are aware of the conference time and that it is convenient for them.
- III. Climate
 - A. Be relaxed and smile.
 - B. Encourage some casual conversation.
 - C. Do not sit behind a desk.
 - D. Allow the parent to vent feelings without challenging.

- E. Be supportive whenever possible, and project understanding of the parents' point of view whether you accept it or not.
 - F. Be prepared to share specific information about the child and the child's performance.
- IV. Purpose
- A. Consider parental point of views.
 - B. Consider the purpose of conference.
 - C. Summarize and combine the points.
- V. Communication of problems
- A. Listen.
 - B. Accept criticism as possibly constructive.
 - C. Do not make comparisons with other children.
 - D. Stay on track; continue to refer to identified purpose.
 - E. Be as specific as possible so the alternatives may be implemented.
 - F. Try to relate your observations to similar observations described by the parent.
 - G. Reinforce accounts of positive situations.
- VI. Plan of Action
- A. Use parent suggestions.
 - B. Include recommendations for a positive approach to management.
 - C. Allow parent to respond to alternatives or recommendations.
 - D. Make notes and be certain that all parties understand the plan.
 - E. Be sincere in showing your interest in the parent involvement.
 - F. Make notes immediately and keep these to evaluate progress.
 - G. Follow through.

Remember:

1. Encourage all parents to attend and make sure you convey appreciation for their participation.
2. Be honest, but tactful. A small problem to you may be a large problem to a parent and vice versa.
3. Maintain your conference schedule so as to not keep the parents from the next scheduled conference waiting. Remember that a follow-up conference may be necessary.
4. Try to end each conference on a pleasant note.
5. Avoid saying that you cannot see a solution. Be prepared to recommend others.

District-Wide Communication

There should be a level of professionalism during each and every contact between any staff member (teacher, support staff, advisor, coach, and administrator) and parent or community member. All staff members are expected to use techniques consistent with those used during parent-teacher conferences when communicating with parents and other members of the public who contact the school in person, by phone, or by written or electric correspondence:

Climate - Begin with a polite greeting

Listen

Determine the purpose

Summarize and combine the points

Be supportive

Accept criticism as an opportunity for growth

Stay on track

Be sincere

Make notes immediately

Follow through

Respond to voice mail or e-mail in a timely manner (within 24 hours recommended)

Use parent suggestions

A small problem to you may be a large problem to a parent

End every conversation on a pleasant note

Testing/Assessment

Testing is to be conducted in a meaningful manner and used for formative and summative purposes. Classroom assessments are to be designed by the teacher with direct correlation to classroom instruction. Expected outcomes are to evaluate student learning and teacher efficacy. Assessments should be designed with the understanding that results can supply the teacher with important information relating to the effectiveness of various classroom procedures.

Assignment to Class

Students are to be assigned to teachers or instructional teams by the school counselor and/or administrator, consistent with negotiated agreement.

First Aid and Medication

Only qualified personnel should attempt to administer first aid to pupils. Medication is not to be provided by the schools; but with parental consent, the schools may cooperate with students who require medication at school. All medication shall be administered consistent with Board Policy and the Ohio Revised Code.

Homework

Homework assignments should be an extension of classroom work. Assignments should be reasonable in length and should be part of the grading structure of each classroom.

Grading

The Board adopted grading scale is A = 90-100 B=80-89 C=70-79 D=60-69 F=0-59. Clear information regarding how grades are earned (i.e. what assignments, projects, and tests, will be included in the class expectations) should be distributed to students and parents at the start of classes. In most cases assessments should be the preeminent factor in determining student grading. Each teacher is responsible for keeping their web page electronic grade book current.

Searches of Student Lockers/Personal Property

At no time should a staff member search a student's locker or any personal property. If you suspect a student is in possession of stolen property or contraband, contact an administrator. Illegal searches could result in legal action brought against you and render the evidence collected inadmissible.

Money

All monies collected must be turned in daily to the school office. Teachers should not keep money in their classroom. Do not leave purses, wallets, etc. unattended.

School Tutor

Requests for additional tutoring for students should be made to the school principal.

Field Trips

Field trips when used as a strategy for teaching and learning integral to the curriculum are educationally sound and an important ingredient in the instructional program. Trips scheduled for overnight or out of state must have proper Board authorization. Staff should follow school procedures for securing transportation and the scheduling of trips. Reference Board Policy IICA and IICA-R. Professional leave forms and bussing forms will be made available to teachers through the building secretary.

Staff Dress and Grooming

It is the position of the district that all staff set an example in dress and grooming for students to follow. Dressing for success presents an image of dignity and encourages respect for authority. Professionalism begins with appearance.

Classroom Maintenance

Teachers are responsible for maintaining the classroom environment

- reporting damage and other items in need of repair to the administration via helpdesk.
- leaving the classroom in a condition that allows cleaning
- closing the windows and turning off the lights at the end of the work day.

Observation/Evaluation

Observation and evaluation of all employees shall be conducted pursuant to the negotiated agreement and the Ohio Revised Code.

Transportation

Any person transporting students to or from a school activity must use a state-approved school vehicle. Students may not be transported in any school vehicle other than a state-certified vehicle unless a private transportation form is completed. Forms are available in the school office. Permission and bus/van reservations must be made in advance. Students are not to be transported in employee vehicles unless the transportation of students is listed in their job description.

Buildings and Grounds

Requests for repair or any alteration or renovation of school facilities or equipment should be made to the principal. Any work on school facilities, including painting rooms, shall be done only by authorized personnel. Requests for major projects must be approved by the Superintendent before work can be scheduled.

Salaries/Benefits

Salaries will be paid by electronic deposits to a financial institution of the employee's choice in bi-weekly pay periods beginning September of the current year. Salary statements are issued to employees on or before June 30th of each year.

Change of Address

Any change in an employee's name, address, or tax information must be reported to the Office of the Treasurer immediately. Please complete the name/address/phone request to change form located on our webpage and return to the Board of Education Office.

Employee Health Insurance

As more fully outlined in the negotiated agreement, the Board shall make available dental, medical, prescription drug, and vision care benefits for eligible employees and their spouses and dependent children, provided that the eligible employees complies with the terms of the policies and the insurance company's procedures concerning matters such as eligibility and enrollment.

Worker's Compensation Insurance

All district employees are covered by Ohio's Workers' Compensation system.

Sick Leave

The Board's policies on absences and leaves are fully delineated in the negotiated agreement.

15 days per year with unlimited accumulation (1.25 days for each month completed).

Specific procedures for calling in sick will be provided to employees by their school principal.

Each bargaining member will enter their sick leave request into the AESOP system.

Personal Leave

Bargaining unit members may be granted 4 days of non-cumulative personal leave per year. Personal days not used in a calendar year will be converted to sick days and added to employee's accumulated sick leave. Personal leave days shall be utilized to conduct business that otherwise cannot be conducted at other times.

All requests for personal leave must be made in the AESOP system for approval from the building principal to the Superintendent at least one (1) week in advance of the anticipated absence except in an emergency.

The school principal verifies eligibility and approves the request in AESOP and forwards personal leave request to the Superintendent for final approval, all which is done electronically through the AESOP system.

If not approved, the personal leave request will be returned to the employee via AESOP.

Professional Leave

Professional leave may be granted to teachers for educational conferences, professional meetings, attending to school business, or visits to other schools upon prior approval of the Superintendent.

The employee must enter a request for professional leave in the AESOP system and estimated expense form to the building Principal for approval.

If approved, the building Principal approves the leave in AESOP. The employee requests a requisition to complete a purchase order to cover expenses of the conference, mileage, etc. The requisition follows the normal approval process for purchase orders; see purchase orders for a defined summary process.

Purchase Orders

All purchases must be made through the use of approved purchase orders. No checks will be issued to reimburse an individual who has made a purchase without an approved purchase order or to pay an invoice that is not related to a previously approved purchase order unless specifically approved for payment by the Board of Education. The individual who made the purchase must pay the invoice. No COD payments will be permitted.

The procedure for any purchase/reimbursement is as follows:

1. After approval is received, the purchaser prepares a purchase requisition using the three-part requisition form. Please include detail (catalog number, style, color, etc.) of the item/s being ordered, the quantity being ordered, and the unit of measure. If ordering books, the ISBN, grade level, and content area must be included. Requisitions for reimbursement of travel expenses must include the name of the conference, location, and the date.
2. The requisition must be given to the building secretary. The Building secretary generates an electronic requisition using USAS state software.

3. The requisition is forwarded electronically from the building secretary to the building administrator. Once approved at the building level, it is forwarded electronically to the Superintendent and Treasurer for approvals. Once the all the approvals are achieved, the purchase order is generated that day in Perry and paper copies are delivered to the building secretaries during the next weekly mail run to Fairport.
4. Orders are placed by the person who originated the requisition (except during the summer when secretaries handle the responsibility). The Treasurer's office staff will place orders where a check is required to accompany an order.

Distribution of Purchase Orders

White copy..... Vendor
 Pink copy..... Originator/Requisitioner
 Green copy..... Originator/Requisitioner (to be sent via interoffice to Accounts Payable in Perry upon receipt of goods/services)
 Golden rod..... Accounts Payable

If denied, the white copy of the purchase order will be returned to the superintendent stating that the purchase has been denied. The superintendent will then notify the originator stating that the purchase has been denied.

Lesson Preparation

The teacher:

1. Understands the students' characteristics for the age level he/she is teaching
2. Prepares daily up-to-date written lesson plans
3. In planning...
 - ◆ assess students' present levels of understanding, starts with what students know and moves from simple to complex
 - ◆ selects objectives related to the course of study
 - ◆ states objectives in behavioral terms
 - ◆ maintains continuity with past and future lessons
 - ◆ shows congruency between objectives, content, learning experiences, and evaluation
 - ◆ Provides for motivation (e.g., Why is the objective important? How is it related to prior or future learning/experiences? What is particularly interesting about it? How is it applicable?)
 - ◆ varies activities/presentation techniques from day to day

- ◆ provides for opportunities for students to be active learners
- 4. Maintains plans for meaningful learning experiences that can be used by a substitute teacher
- 5. Maintain and keep current web-page and electronic grade book.
- 6. Selects a variety of supplemental materials (AV, library books, current events, field trips, computers, etc.) that are congruent with objectives and correlated to the courses of study
- 7. Plans activities that are realistic in length and challenging, yet an appropriate level of difficulty for student ability
- 8. Plans assignments that:
 - (daily) reinforce what is taught during the lesson
 - (long term) serve to culminate experiences of daily learning
- 8. Plans how evaluation will occur (included in lesson plans)

Lesson Implementation

The teacher:

1. Implements lesson plans
2. Demonstrates a variety of appropriate questioning methods
3. Encourages opportunities for thinking at a variety of levels including application, analysis, synthesis, and evaluation
4. Demonstrates differentiation of instructional techniques and varies learning activities for different interests, abilities, learning styles, and instructional needs of student
5. Demonstrates respect for the ability and worth of every child, is tolerant and fair, and fosters two-way understanding and respect
6. Models and places stress on the positive development of responsibility, self-discipline, work ethic, good citizenship, and respect for property and rights of others
7. Maintains a high level of involvement with students throughout all learning activities in the teaching/learning situation, (e.g., circulates among students during practice activities)
8. Checks for understanding using a variety of strategies (e.g., signaling, verbal questions and answers, written student statements, etc.)

Lesson Follow-Up

The teacher:

1. Gives/obtains from students a summation re-emphasizing attained objectives
2. Gives students individual help and exercises patience with all students, especially those who “don’t get it” the first time. Provides reteaching/corrective activities with alternative explanations, methodologies, and materials
3. Provides enrichment activities for students who have demonstrated mastery of objectives
4. Uses care in evaluation
 - ◆ Congruency with objective/learning experiences
 - ◆ Recognizes and uses a variety of methods to determine the progress of the individual
 - ◆ Uses positive evaluation techniques that encourage students to learn and improve
5. Implements intervention techniques that lead to successful learning
6. Explains assignment thoroughly, assigns homework that is meaningful as well as realistic in length and challenge, and uses assignments as the independent practice phase of objectives presented in class
7. Communicates progress with families by posting grades not less than once per week

Classroom Management

The teacher:

1. Demonstrates organization in classroom operation including up-to-date record keeping and seating arrangement. Efficiently handles housekeeping tasks such as distributing papers, care of materials, and equipment
2. Maintains a high degree of “on-task” behavior by utilizing classroom time with appropriate learning activities
3. Maintains classroom discipline in a consistent and positive manner congruent with building philosophy
4. Effectively supervises non-classroom assignments
5. Submits required forms and building documents in a complete and timely manner
6. Utilizes system resources to aid in meeting the needs of students experiencing difficulties

Through appropriate channels, seeks to provide a safe and positive environment for students, realizing staff, parents, and community share a responsibility to maintain an atmosphere for effective learning.

Staff Responsibilities

The teacher:

1. Recognizes the proper channels of authority and uses the proper channels of communication
2. Understands and follows Board of Education policies, rules, and regulations
3. Elects to pursue professional development activities (e.g., coursework, in-service)
4. Takes an active part in professional organizations
5. Demonstrates willingness to adapt materials and techniques suggested in the adopted curriculum
6. Apprises administrators of techniques, methods, assessments, and ways of improving the program of instruction
7. Communicates with colleagues to elicit and maintain cooperation and facilitate the efficient implementation of the instructional program
8. Seeks to resolve conflicts in a positive manner

Support Staff:

1. Recognizes the proper channels of authority and uses the proper channels of communication
2. Understands and follows Board of Education policies, rules, and regulations
3. Elects to pursue professional development activities
4. Communicates with colleagues to elicit and maintain cooperation
5. Seeks to resolve conflicts in a positive manner

Professional Responsibilities

Teacher and support staff:

1. Are clean and neat in appearance
2. Speak clearly, are easy to understand and; use fluent and appropriate language
3. Maintain regular attendance and are; punctual to school, class, and meetings

4. Demonstrate good judgment, tact, and a mature attitude in dealing with others
5. Demonstrate and conduct themselves with appropriate demeanor, including but not limited to refraining from any conduct which may be in violation of state and federal law.
6. Provide up-to-date information on the staff page of our district website including a photo, contact information, and description of role/responsibility
7. Follow the district-wide communication guidelines

Parent-Community Responsibilities: The Teacher

1. Communicates in a consistent and positive manner in a variety of ways with parents throughout the year regarding individual student progress
2. Records student progress on web-page at least weekly
3. Familiarizes the parent/guardian with specific educational programs, goals, and needs with which the teacher is involved
4. Demonstrates an effort in understanding parents; concerns and anxieties where there is a problem with their child
5. Promotes and supports Fairport Harbor Schools in a variety of ways

District Performance Topics for 2015-2016

Administrators

1. Ensure the schools are operating as a collaborative enterprise
2. Establish a positive, cooperative and professional school climate
3. Maintain the early college acceleration of every student
4. Create career pathways for students in order to assist families in developing an education that is tailored to their own individual talents, interests and needs.
5. Improve communication within the district and with our community

Teachers

1. Support early college acceleration and/or career pathways to assist families in developing an individualized plan.
2. Support a positive, collaborative, and professional school climate
3. Implement board adopted curricula to accelerate every student to his or her fullest potential.

Support Staff

1. Take pride in maintaining the facilities.
2. Maintain a positive, collaborative, and professional school climate

District Wide Issues (elementary and secondary)

Using formative assessments and a pyramid of interventions all state indicators will be met.

1. Collaboration time will be used to align curriculum, instruction, and assessment with state standards
2. Project-based learning concepts will be incorporated into every course.
3. District-wide communication will be improved by building upon the guidelines stated in this handbook
4. The District website will be current
5. Families will receive stellar customer service

**Fairport Harbor Exempted Village Schools
2015-2016 School Year Calendar**

August 17	Teacher Work Day
August 18	Classes Begin
September 7	No Classes – Labor Day
October 16	No Classes – NEOEA Day
November 3	No Classes – In-service – Election Day
November 26	No Classes – Thanksgiving break
December 1	Classes Resume
December 21	No Classes – First day of Christmas break
Jan 4	Classes Resume
Jan 11	Records Day – No Students
Jan 18	No Classes – MLK Day
February 15	No Classes – Presidents’ Day
March 24	No Classes – 1 st Day Spring Break
April 4	Classes Resume
May 27	Teacher Work Day
May 30	Memorial Day

Evacuation Procedures

The Superintendent of Schools will notify the school of an occurrence of disaster and will direct the following actions based on information from local, state, and federal governmental disaster agencies:

If evacuation is necessary:

Students will be bused to Kirtland Elementary School.
Parents or legal guardians will be required to pick up their children at

Kirtland Elementary School
9140 Chillicothe Rd.
Kirtland, Ohio 44094

If parents have not picked up their child by 8:00 p.m., he or she will be transported to:

Willoughby South High School
5000 Shankland Rd.
Willoughby, Ohio 44094

For the child's safety, parents will be required to supply proper identification when signing out children.

If only sheltering is recommended:

Children will be sheltered in the basement at Harding/McKinley with supervision. Children would be sheltered until the advisory is lifted.

Should this shelter advisory delay dismissal of students, parents will be notified by the local media as they would snow or weather emergencies.

For the child's safety, parents will be required to supply proper identification when signing out children.

- **Appropriate signage will be posted on school doors directing parents to the location of their children.**
- **Water, snacks, and first aid will be made available.**