

Fairview Park City School District

Learn Differently. Care Deeply. Aspire to Excellence



Employee Handbook

2022-2023

Fairview Park City Schools
21620 Mastick Road
Fairview Park, Ohio 44126
440-331-5500
www.fairviewparkschools.org

Twitter @FPCSchools

Board of Education

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Erin Hinkel | Vice President
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Jennifer Bolander
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Administration

Keith Ahearn | Superintendent
Rob Showalter | Treasurer
Michael Matthews | Director of Operations
Dan Rajkovich | Communications and Marketing Coordinator
Janice Price | Coordinator of Special Education
Melanie Wightman | Director of Teaching and Learning
Joe Dianetti | Athletic Director

School Directory

Fairview High School | 440.356.3500
Lewis F. Mayer Middle School | 440.356.3510
Gilles-Sweet Elementary School | 440.356.3525
Parkview Early Education Center | 440.356.3515

School Administration

Christopher Vicha, Principal | Fairview High School and Lewis F. Mayer Middle School
Christopher Honeck, Associate Principal | Fairview High School
Heather Kaminski, Associate Principal | Lewis F. Mayer Middle School
Matt Krivak, Principal | Gilles-Sweet Elementary School
Shanna Kovi, Associate Principal | Gilles-Sweet Elementary School
Trish Moran, Principal & Director of EEC | Parkview Early Education Center

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INTRODUCTION

This Handbook has been prepared to inform the employees of the Fairview Park City School District of the various policies, procedures, benefits, and services available to them.

As an employee of the Fairview Park City School District, you are responsible for reviewing and adhering to Fairview Park Board of Education Policies and Procedures in their entirety.

Naturally, no handbook can cover every situation. The Fairview Park City School District administration has the authority and right to make the final decisions they think are best within the framework of the policies and procedures described in this Handbook.

This Handbook contains a brief summary of policies, benefits, and regulations in effect at the time of this publication. This Handbook should not be construed as creating any kind of "Employment Contract" and will not supersede any of the negotiated agreements with the Fairview Park Education Association and OAPSE. The Fairview Park City School District reserves the right to add, change or delete policies and regulations, as updates occur through contract language negotiations, changes, and/or additions to Board approved policies.

It is our intent to maintain all the policies, procedures and benefits described in this Handbook, but we must reserve the right to make changes at any time, with or without advance notice.

If you have questions:

- Ask your immediate supervisor.
- Visit www.fairviewparkschools.org for the online policy manual and <https://serb.ohio.gov/home> to find negotiated agreements.
- Contact Mike Matthews at 440-331-5500 for questions or comments.

If there is a conflict between the information in this Handbook and any law, rule, policy, or regulation of the United States, State of Ohio, Ohio Department of Education, Fairview Park City School District Board of Education, the law, rule, policy, or regulation is the controlling authority.

Nondiscrimination and Equal Employment Opportunity

It is the policy of the Board of Education to comply with all federal and state laws, requirements, and regulations prohibiting discrimination. It is the policy of the Board that no staff member or candidate for a position in this District shall, on the basis of race, color, religion, military status, national origin, creed or ancestry, age, sex, marital status, disability, or genetic information be discriminated against, excluded from participation in, denied the benefits of, recruited, employed, assigned, evaluated, provided inservice education or other terms, conditions, and privileges of employment or otherwise be subjected to discrimination in any program or activity for which the Board is responsible or for which it receives financial assistance from the U.S. Department of Education.

Reference: Board Policy 3.01

District Compliance Officer

The Board designates the following individual to serve as the District's "Compliance Officer" (also known as "Civil Rights Coordinator") (hereinafter referred to as the "CO").

Superintendent

21620 Mastick Road
Fairview Park, Ohio 44126
440-331-5500

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation or denial of equal access. The COs shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1975 is provided to staff members and the general public.

Reference: Board Policy 3.01

GENERAL INFORMATION

Fairview Park City Schools Strategic Plan

The Board of Education has developed, adopted, and implemented a Strategic Plan. The plan establishes priorities and goals in academics and student experience, continuous improvement, policy, human resources, facilities, communications, and finance.

The full plan may be downloaded at www.fairviewparkschools.org/domain/15

Fairview Park City Schools Portrait of a Graduate

Fairview Park City Schools has taken a bold and dynamic step forward to align our mission and vision to make the District a leader in innovation and success.

The Fairview Advantage includes a student skills profile, a unique set of attributes that set our students above the rest in preparation for success. Students will graduate with a full portfolio of these skills to take into the workforce or apply in college or post-secondary career options.

The Portrait of a Graduate can be viewed at: www.fairviewparkschools.org/domain/10

Professional Conduct

All employees shall model professional behaviors at all times while in the workplace. All employees are expected to be professional and courteous when interacting with students, parents, colleagues, and the community. In accordance with Board Policy 3.07 – “Staff Conduct,” the District’s teachers are required to comply with the “Licensure Code of Professional Conduct for Ohio Educators,” as adopted by the State Board of Education:

<https://education.ohio.gov/Topics/Teaching/Professional-Conduct/Licensure-Code-of-Professional-Conduct>

Parkview EEC School Hours

8:45 a.m. to 2:55 p.m.

Staff Hours:

Certified: 7:45 a.m. – 3:25 p.m.

Classified: Varies upon position

Gilles-Sweet School Hours

8:40 a.m. to 2:50 p.m.

Staff Hours:

Certified: 7:35 a.m. – 3:15 p.m.

Classified: Varies upon position

MMS and FHS Hours

School Days: 7:47 a.m. to 3:14 p.m.

Staff Hours

Certified: 7:40 a.m. – 3:20 p.m.

Classified: Varies upon position

MMS/FHS Bell Schedule

MMS		HS	
Warning Bell:	7:45	Warning Bell:	7:45
1	7:47-8:32	1	7:47-8:32
2	8:35-9:20	2	8:35-9:20
3	9:23-10:08	3	9:23-10:08
4	10:11-10:56	L1	10:11-10:41
5	10:59-11:44	L2	10:44-11:14
L1	11:47-12:17	4	11:17-12:02
L2	12:20-12:50	5	12:05-12:50
6	12:53-1:38	6	12:53-1:38
7	1:41-2:26	7	1:41-2:26
8	2:29-3:14 Collaboration	8	2:29-3:14 (Collaboration, HS Music, various courses for Polaris Juniors)

POLICIES AND PROCEDURES

District Policies, Guidelines, and Procedures

All of the District's Board Policies can be found in their entirety at: www.pepple-waggoner.com/policies/fairview-park-city-school-district/

Negotiated Agreements

Through the process of collective bargaining, the Board of Education has entered into written contracts with the Fairview Park Education Association (FPEA) and the Ohio Association of Public School Employees Local 304 (OAPSE). Many of the topics contained within this Handbook will reference the negotiated agreements. It is expected that each employee be familiar with and understands the agreement covering his/her position. Union member questions about those agreements must be directed to union leadership. The negotiated agreements can be found at: <https://serb.ohio.gov/home>

Acceptable Use of District Technology Policy

The computers, computer network, and messaging systems of the District are intended for educational uses and work-related communications only. It is the responsibility of each employee to ensure that District technology is used for proper purposes and in a manner that does not compromise the confidentiality of proprietary or other sensitive information.

Reference: Board Policy 3.15

Anti-Harassment

Harassment and violence by students or staff in the school environment can substantially interfere with their ability to learn, perform, work, and feel safe. Therefore, any conduct, communication, activity, or practice that occurs at any time, in any school, during transit to or from school, or during any school sponsored activity or event that constitutes harassment or violence involving either students or staff shall be strictly prohibited. Any such conduct, communication, activity, or practice should be immediately reported to the building principal or other appropriate administrator. All reports shall be investigated as soon as possible in accordance with the policies applicable to the harassment which is the subject of the complaint.

Reference: Board Policy 10.07

Sexual Harassment

It is a violation of Board Policy for any member of the District staff or a third party to engage in harassment through conduct or communications of a sexual nature as defined below. This includes harassment by a supervisor or another co-employee. Sexual harassment is conduct on the basis of sex that satisfies one or more of the following:

- (A) A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo);
- (B) Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
- (C) Sexual assault (as defined in the Clery Act, 20 U.S.C. 1092(f)), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act.

Complaints of Sexual Harassment can be filed with the District's Title IX Coordinator:

Mrs. Janice Price, Coordinator of Special Education
Fairview Park City School District
21620 Mastick Road
Fairview Park, OH 44126
jprice@fairview.k12.oh.us

Reference: Board Policy 10.09

NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in Ohio Revised Code 2907.03. The issue of consent is irrelevant in regard to such criminal charges and/or with respect to the application of this policy to District employees or other adult members of the School District community.

Racial/Ethnic/National Origin Harassment

Each School District employee has a responsibility to maintain a workplace and educational environment free from harassment. Harassment or offensive conduct at school or school related functions is prohibited. No employee shall, on the basis of his or her race, ethnicity, or national origin, be denied equal access to programs, activities, services, or benefits, or be limited in the exercise of any right, privilege, advantage, or opportunity. No person shall be disadvantaged or treated unfairly by the Board of Education or any of its personnel or students on the basis of race, ethnicity, or national origin, whether intentionally or otherwise, in any activity at any level of the operations of the District. Racial/ethnic/national origin harassment may be any behavior, verbal or physical, which is imposed by an employee or student on an employee or student because of race, national origin, or ethnic background, which is intimidating, offensive, abusive, threatening, or unwelcome and which causes or contributes to a racially/ethnically/national origin based hostile environment. A staff member desiring to file a harassment/discrimination complaint must present the complaint, in writing, to the District's Title VI Coordinator.

Reference: Board Policy 10.10

The Board designates the following individual to serve as "Anti-Harassment Compliance Officer" for the District. They are hereinafter referred to as the "Compliance Officer:"

Coordinator of Special Education

21620 Mastick Road
Fairview Park, Ohio 44126
440-331-5500

Background Checks

The Superintendent, or his/her designee(s), shall cause all applicants for employment and volunteers to undergo criminal records checks conducted by the Bureau of Criminal Identification and Investigation (BCI) at the time of their initial employment or approval as volunteers and at the intervals required by law.

Reference: Board Policy 3.04

Cash in School Buildings

All moneys collected shall be receipted, accounted for, and deposited with the Treasurer or properly designated depository every twenty-four (24) hours. In the event that the person in charge of an activity is unable to deposit the money within twenty-four (24) hours, the money shall be accounted for and deposited in the building safe of each school. If a safe is not available, then the money must be deposited in the fiscal office's safe. If the amount does not exceed \$1,000.00, the money can be held no longer than three (3) business days after receipt before being deposited. If the amount is more than \$1,000.00, or the money cannot be adequately safeguarded, it shall be deposited on the next business day following the date of receipt. In no case shall more than \$10.00 be left overnight in a school building if that building does not have a safe. The Treasurer may provide for making bank deposits after regular banking hours in order to avoid leaving money in a school building overnight.

Reference: Board Policy 8.06

Child Abuse Reporting

Employees of the Board of Education who are acting in an official or professional capacity who know or have reasonable cause to suspect, based on the facts that would cause a reasonable person in a similar position to suspect, that a child less than eighteen (18) years of age or any developmentally disabled or physically impaired child under twenty-one (21) years of age has suffered or faces the threat of suffering a physical or mental wound, injury, disability, or condition of such a nature as to

reasonably indicate abuse or neglect of such child, shall immediately report the knowledge or reasonable cause to suspect to the public children's services agency or a peace officer in the county in which the child resides or in which the abuse or neglect is occurring or has occurred. Such reports shall be made forthwith by telephone or in person and shall be followed by a written report, if requested, and the building principal shall be notified immediately.

Reference: Board Policy 6.41

Conflict of Interest

Employees shall not engage in, nor have a financial interest in, any activity which conflicts with their duties and responsibilities in the District. Employees shall not engage in work of any type in which information concerning customer, client, or employer originates from any information available to them through District sources. Employees shall not sell textbooks, instructional supplies, equipment, reference books, or any other products to the District. They shall not furnish the names of students or parents to anyone selling these materials.

Reference: Board Policy 3.08

Crowdfunding

Crowdfunding is the practice of funding a project, cause, or purchase through the solicitation of monetary donations from the public at large over the internet for the intended purpose of providing a benefit to the District, its students, or its employees acting in their capacity as employees. Crowdfunding solicitations must receive the prior written approval of the District Superintendent. District-owned technology, District-operated websites, and District-supplied email accounts shall not be used to engage in crowdfunding activities without the prior written approval of the District Superintendent. District-supplied email accounts shall not be targeted for crowdfunding solicitations. Crowdfunding solicitations shall not use the District's name, logo, motto, mascot, or associated identifying marks or colors, or any District-owned intellectual property without the prior written consent of the District Superintendent.

Reference: Board Policy 10.30

Drug-Free Workplace

The Board believes that quality education is not possible in an environment affected by alcohol and drugs. The Board maintains an educational setting which meets the requirements of all applicable federal, state, and local laws, including but not limited to the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1986 and any amendments thereto as they relate to employees. The Board prohibits the manufacture, possession, use, distribution, or dispensation or being under the influence of any illicit drugs, marijuana, hemp or hemp products, as defined in R.C. 928.01, including alcohol, by any employee at any time while on Board property or while involved in any District-related activity or event.

Reference: Board Policy 3.12

Fair Labor Standards Act

In accordance with Federal law (<https://www.dol.gov/agencies/whd/flsa>) and any applicable collective bargaining agreement, the Fairview Park City School District adheres to the provisions outlined in the Fair Labor Standards Act. Please refer to your negotiated agreement regarding overtime.

Field Trips – District Sponsored

A field trip is defined as any trip by students away from the school premises, under the supervision of a teacher, which is an integral part of or supplements an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom. To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the class, and opportunities for pupils to assimilate the experience during and at the conclusion of the trip. To this end, teachers and principals will be expected to consider the following factors in selection of field trips: (a) value of the activity to the particular class group or class groups; (b) relationship of the field trip activity to a particular aspect of classroom instruction; (c) suitability of the activity and distance traveled in terms of the age level; (d) mode and availability of transportation; and (e) cost. Board of Education approval must be obtained for those field trips which are planned to keep children out of the District overnight or longer, or go outside of the boundaries of the State of Ohio. Application for such trips must normally be submitted to the building administrator at least forty-five (45) days prior to the projected trip departure date. In cases where the teacher or advisor does not become aware of the need for an out-of-state trip until after the forty-five (45) day limit (e.g., competitions), the application shall be submitted as soon as possible. The Superintendent's approval must be obtained for all such field trips.

Reference: Board Policy 7.27

Fundraising – Student

All student fundraising activities shall be approved in advance by the Superintendent or his/her designee. Instructional time shall not be used to organize or conduct a fund-raising activity. Likewise, fund-raising activities shall not interfere with any co-curricular or extracurricular activity. Any District employee collecting receipts or receiving a contribution, gift, or bequest shall deposit such money or item with the Treasurer within 24 hours of receipt.

Reference: Board Policy 6.44

Purchasing and Reimbursements

District personnel who incur expenses in carrying out their authorized duties are reimbursed by the District as a result of authorized travel in and outside of the District, and will be reimbursed to the extent provided for in the guidelines established in Board Policy. Reimbursement is intended to provide for transportation, lodging, and food of reasonable and adequate quality. When traveling on school business, District personnel are expected to use the same care in incurring expenses that a prudent person would exercise on personal business. Reimbursement will be at the current rates approved by the Board. Requests for reimbursement must be submitted on forms provided for that purpose.

Reference: Board Policy 8.09

Staff Ethics

District employees are expected to maintain high standards and courteous relationships with pupils, parents, and other staff members and to conduct themselves in a professional manner at all times, especially when engaged in the activities of educating or supporting the education of the District's students. Responsibility for acceptable conduct and dress will rest primarily with the employee as a professional individual. They are to follow all of the state and federal laws and regulations required of them, and they are expected to know and to be held responsible for observing the policies, procedures, and regulations of the Board of Education and directives and recommendations from their supervisors pertinent to their activities as employees of the Board. Employees are to strive to keep current with not only the latest educational aspects of their positions, but with all aspects of their particular duties.

Reference: Board Policy 3.07

Staff Gifts

Staff members should instruct their class to express their feelings in other ways rather than gifts, such as written communications. However, staff members may accept gifts of nominal value from students or parents if it is not in violation of Board Policy or State law. Staff members are not to give gifts to students unless approved by the principal. Ohio law prohibits staff from engaging in the following ethically improper practices as pertains to accepting gifts in connection with their employment by the Board:

- (A) Accepting or soliciting any form of compensation, either directly or indirectly, from a vendor or supplier of services to the Board, or from any other source except the Board, for performing any duties associated with their service to the Board;
- (B) Having a definite and direct personal financial or fiduciary interest in a contract entered into by or for the benefit of the Board, unless such contract was awarded by the Board after competitive bidding;
- (C) Soliciting, accepting, or using their position with the Board to secure any form of compensation from a vendor or supplier of services that does business with the Board.

Reference: Board Policy 3.14

Student-Staff Relations

The relationship between the District's staff and students must be one of cooperation, understanding, and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity. Staff members should strive to secure individual and group discipline and should be treated with respect by students at all times. By the same token, staff members should extend to students the same respect and courtesy that they, as staff members, have a right to demand. Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Excessive informal and/or social involvement with individual students are prohibited. Such conduct is not compatible with professional ethics and, as such, will not be tolerated. Staff members are expected to use good judgment in their relationships with students, both inside and outside of the school context, including, but not limited to, the following guidelines.

- A. Staff members shall not make derogatory comments to students regarding the school and/or its staff.
- B. The exchange of purchased gifts between staff members and students is discouraged.
- C. Staff-sponsored parties at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.
- D. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
- E. Staff members shall not associate with students at any time in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol, or drugs.
- F. Dating between staff members and students is prohibited.
- G. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
- H. Staff members shall maintain a reasonable standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities.
- I. Staff members shall not send students on personal errands.
- J. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
- K. Staff members are discouraged from attempting to counsel, assess, diagnose, or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health, and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance.
- L. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health, and/or family background

Reference: Board Policy 3.16

Tobacco Use and Electronic Cigarette Use

“Tobacco” is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking products; both spit and spitless tobacco, also known as smokeless, dip, chew, snus and snuff, in any form; and any alternative nicotine products, including electronic, vapor, or other substitute forms of cigarettes, cigarillos, cigars, or pipes. No staff member is permitted to smoke, inhale, dip, chew, or use tobacco or any alternative nicotine product at any time, including non-school hours:

- In any building, facility, or vehicle owned, leased, rented, or chartered by the School District; or
- On school grounds, athletic grounds, or parking lots.

No student, staff member, or volunteer is permitted to smoke, inhale, dip, chew, or use tobacco at any time, including non-school hours, at any school-sponsored event off campus.

Reference: Board Policy 10.13

SOCIAL MEDIA GUIDELINES

General Guidelines

Electronic communication should always be transparent, accessible, and professional as defined under Board Policy. Employees should never use personal email accounts to communicate with students about school matters. Employees must report to a school administrator any communication that may be construed as inappropriate.

Reference: Board Policy 10.26

Intellectual Property and Use of District Logo Guidelines

Intellectual property, including, but not limited to planned courses of study, educational programs, media productions or publications, computer programs, algorithms, software and hardware, developed by an employee of the District within the scope of his/her employment is the intellectual property of the Board of Education. Intellectual property developed with the District's materials or devices, and/or developed through the use of the Districts' data, equipment, or facilities is the intellectual property of the Board. The Board expressly retains all legal rights and privileges associated with the ownership of such intellectual property.

Use of the District's name, logo, motto, mascot, or associated identifying marks or colors, or any District-owned intellectual property without the prior written consent of the District Superintendent is prohibited.

Reference: Board Policies 3.18 and 10.30

PROFESSIONAL RESPONSIBILITIES & EXPECTATIONS

Absence Procedures

Leave may be used in accordance with the applicable collective bargaining agreement, and state and federal law.

Certified Staff

Please follow this Frontline/AESOP online procedure of securing a substitute teacher.

Fairview Park City Schools uses the online Frontline/AESOP software system for recording and managing certified staff absences and finding substitutes. Frontline/AESOP is available 24 hours a day, 7 days a week, via the internet at <http://www.frontlineeducation.com/signin>, or by phone at 1-800-94-AESOP.

Staff members should call their building secretary in the event of an emergency; if they are unable to enter their absence before the 7:00 a.m. cut off time, they should call the building administrative assistant.

Parkview EEC: 440-356-3515 ext. 1200

Gilles Sweet: 440-356-3525 ext. 2104

MMS/FHS: 440-356-3500 x 4106

Attendance

Punctual and regular attendance is expected of all District employees. Employees who are unable to report to work on a scheduled workday must follow the established reporting procedures. Tardiness, unless excused by the supervisor or other appropriate administrator, is not permitted. The District will monitor attendance, tardiness, and absence patterns.

Falsification of the sick leave is grounds for disciplinary action, up to and including termination.

<https://www.fairviewparkschools.org/Domain/27>

Certification/Licensure

A term and condition for employment for Fairview Park City Schools teaching positions is that all employees are required to hold a valid Ohio Department of Education (ODE) license required for the position. A current copy of the valid license or proof of application by August 1 is required to be included in the personnel file at the Board of Education office.

Obtaining, updating, and filing of a valid license with the Fairview Park City School District is the responsibility of our employees. It is required that employees meet the requirements for renewal and updating of their license.

Our Director of Operations is available to assist those with educator licenses. However, this support does not relieve you of the responsibility to have a valid license. Ohio Revised Code requires employees to hold a valid license for the position for which they are employed prior to receiving compensation, and without the appropriate licensure, can be grounds for termination.

It is also the responsibility of all of our Paraprofessional classified positions to secure an Educational Aide permit from the Ohio Department of Education and update it annually unless a four year permit has been secured. The Director of Operations will assist you, but that does not relieve you of the responsibility to have a valid permit.

Professional Conduct for Ohio Educators

All educators employed by the Fairview Park City School District are expected to behave in a professional manner that reflects the status and substance of a public school professional with the responsibility of providing high-quality education to every student. The Licensure Code of Professional Conduct for Ohio Educators serves as the basis and guide for conduct appropriate for all certified staff employed by the Fairview Park City School District and as a professional licensed by the Ohio State Board of Education.

Ohio Revised Code 3319.31 states that engaging in an immoral act, incompetence, negligence, or conduct that is unbecoming to the person or person's position can result in license suspension, revocation, or limit license renewal.

Fairview Park City Schools complies with the aforementioned Licensure Code of Professional Conduct for Ohio Educators and Ohio Revised Code and applies the same professional expectations to employees regarding job performance and communications to its employees.

Employees are expected to discharge their duties in a professional, responsible, honest, and legally compliant manner at all times. Employees who fail to comply with law, regulations, directives, policies, administrative guidelines, rules of professional conduct, and/or this Handbook, or otherwise fail to appropriately discharge the duties of their position, may be subject to discipline, including, but not limited to suspension and/or termination from employment.

These guidelines are not intended to be all inclusive, nor to substitute for good judgment on the part of all employees.

Discipline

Employee discipline shall be issued in accordance with the requirements of any applicable collective bargaining agreement and Ohio law.

Educator Misconduct

The Ohio Department of Education's Office for Professional Conduct administers the ethical standards for educators. The office investigates allegations involving criminal or ethical violations to ensure that all Ohio students receive instruction from educators committed to a safe, supportive, and healthy school community. Follow this link for more information:

<http://education.ohio.gov/Topics/Teaching/Educator-Conduct/Licensure-Code-of-Professional-Conduct-for-Ohio-Ed>

Licensed employees will receive training through Public School Works.

Evaluations

The Fairview Park City School District evaluation program will comply with the Ohio Revised Code, Board Policy, the Ohio Teacher Evaluation System, the Ohio Principal Evaluation System, The FPEA Agreement Article 9, and Ohio Association of Public School Employees Agreement Article 20, as applicable. For specific information, refer to negotiated agreements and Board Policy.

Fraud Reporting

The Ohio Auditor of State's office maintains a system for the reporting of fraud, including misuse of public money by any public official or public office. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll-free number, the Auditor of State's website, or through the United States mail.

Employees may use any of the following methods to report suspected fraud to the Auditor of State:

Telephone: 1-866-FRAUD OH (1-866-372-8364)
US Mail: Ohio Auditor of State's Office
Special Investigations Unit
88 East Broad Street
P.O. Box 1140
Columbus, OH 43215
Web: www.ohioauditor.gov

Mileage

Travel outside the District will be reimbursed at the regular fare rate charged the general public by common carrier, unless travel by private conveyance is more economical, in which case mileage will be reimbursed at the IRS rate.

Reference: Board Policy 8.09

The Ohio Bureau of Workers' Compensation (BWC)

The Ohio Bureau of Workers' Compensation (BWC) provides insurance coverage to employees for work-related injuries sustained in the course of and arising out of employment and diseases contracted in the course of employment. It also provides benefits to employees' dependents in those cases of death suffered in the course of and arising out of employment.

In the event of a work-related injury, follow these steps:

- Immediately notify your supervisor
- In a medical emergency, seek immediate medical attention
- Complete an accident report, and submit it to the District
- Within 24 hours of seeking medical treatment, contact your supervisor to report injury occurrences.
- Contact Personnel Department

In an emergency, seek immediate medical attention.

Personal Appearance

Professional dress promotes a better learning environment. Employees are to be professional in their dress and personal grooming. Staff dress and grooming should enhance a positive professional image of the District and not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety and decency.

Personal Cell Phone

Employees should use personal cellular phones in the workplace with discretion and professionalism. No employee should communicate directly with students via personal cell phone. Employees may be subject to disciplinary action for inappropriate use of cell phones during their scheduled workday.

Reference: Board Policy 10.26

Personnel Files

Employees shall be permitted access to their personnel files in accordance with any applicable collective bargaining agreement and Ohio's Public Records Law (R.C. 149.43).

Public Records

Members of the public have the right to inspect and copy the public records of this District. Upon request, the District will promptly prepare and make available, within a reasonable period of time for inspection, public records that are responsive to the request to any person at all reasonable times during regular business hours. The public records of this District shall mean any record, as defined by Ohio's Public Records Law, which has been kept by this Board or its officials, except medical records, records pertaining to physical or psychiatric examinations, social security numbers, adoption, probation and parole proceedings, infrastructure records, security records, trial preparation records, and records the release of which is prohibited by state or federal law. Records may be inspected and/or copied during the regular business hours of the office in which such records are kept. Reasonable advance notice may be required when immediate inspection or copying will unduly burden the custodian of the records. Upon request, copies of the public records of this District are available at cost as determined by the Superintendent. The District may require the requester to pay in advance the cost involved in providing the copy of the public record.

Reference: Board Policy 10.03

Workplace Safety

The safety of our employees is an important concern of Fairview Park City Schools. We expect all employees to take safety seriously. All employees are required to obey the safety rules set by the worksite, School District, or building. To report an incident, forms are found on the Fairview Park City Schools website. A comprehensive safety training program is provided through [Public School Works](#). All employees are required to periodically complete required training and courses.