



Striving to make a positive difference in our global society.

Employee Handbook

1045 Dearbaugh Ave. Suite #2

Wapakoneta, OH 45895

Phone: (419)-738-3422 FAX: (419)-738-1267

www.auglaizeesc.org

Complete Board Policy and forms are available on the web site under “employee resources”.

AUGLAIZE COUNTY EDUCATIONAL SERVICE CENTER

Revised November 2025



General Philosophies & Policies

This handbook has been developed to assist the Auglaize County Educational Service Center staff in following the necessary procedures required by law, as well as to assist them on a day-to-day basis in their work. This handbook is intended only for informational purposes and is not to constitute an employment contract between the Auglaize County Educational Service Center and its employees or staff.

This *Employee Handbook* is designed as a guide to policies and procedures of the Auglaize County Educational Service Center and is assembled from the official *Policy Manual* of the ACESC. This handbook is intended for the general guidance of ESC employees and not as a substitute for ever-changing school law or the *Policy Manual*.

All policies contained in this document may not be inclusive of the entire policy officially adopted by the Governing Board of the ACESC. Employees should refer to the official *Policy Manual* for further explanations accessible on website www.auglaizeesc.org.

The Auglaize County Educational Service Center retains the exclusive right to manage its affairs and to direct the working force. The Auglaize County Educational Service Center also retains the right to make changes in its personnel policies and to make final interpretations of existing policies. As conditions change over time, the Governing Board reserves the right to modify any provision in this handbook at any time and without any notice to its employees.

The Auglaize County Education Service Center is an Equal Opportunity Employer. It is the policy of the Board that no staff member or candidate for employment in this Center shall, on the basis of race, color, religion, national origin, age, sex, marital status, disability, sexual orientation, gender identity or military status, be discriminated against, excluded from participation in, denied the benefits of, or otherwise 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.

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VISION STATEMENT

The Auglaize County Educational Service Center is a professional, customer-driven educational organization - striving to make a positive difference in our global society. This is to be accomplished by serving the needs of lifelong learners - with a focus on individual diversity - and by acting as mentors and role models for other members of the educational community, driving the heart and spirit, as well as the mind of education.

MISSION STATEMENT

(Policy # 2105)

The mission of the Auglaize County Educational Service Center shall be to provide visionary leadership that will support, enhance, and aid in coordinating the positive efforts of the Auglaize County educational community.

ABSENCES & LEAVES

Employee Absences: Guidelines and Procedures

Continuous debilitating illness, such as pregnancy, surgery and follow up appointments, bereavement, and approved professional days will be reasons for exception from this process.

Administrators will review monthly attendance records and may conduct a conference with any employee whose record indicates:

- A. a pattern of absences taking place on the same day or days of the week
- B. a pattern of absences before and after non-working days (ex. Holidays)
- C. an accrual of eight (8) days of occasional absence will result in a conference with the program supervisor
- D. an accrual of twelve (12) days of occasional absence will result in a conference with the program supervisor **and** the Superintendent

A written summary of all conferences will be recorded and:

- A. may be used in the annual evaluation
- B. may be part of the employee's permanent personnel file

If absences continue, the administrator may, in conjunction with the employee, design and implement an improvement plan for the purposes of improving the employee's attendance.

These guidelines and procedures will be administered in a uniform and consistent manner by the administrative staff.

Sick Leave (Policy #3432, #4432)

The Governing Board recognizes its statutory duty to pay employees of this Center in full for days on which they are absent from work for reasons of personal disability or pregnancy, and illness, injury or death in the employee's immediate family.

All employees of the Center eligible for sick leave shall receive fifteen (15) such sick leave days annually at the rate of one and one-quarter (1 1/4) a month. Unused sick leave shall be cumulative up to 220 days.

Regular part-time employees shall be entitled to sick leave in proportion to the time actually worked.

New employees shall be credited with five (5) days sick leave in advance which shall be part of the fifteen (15) days that can be accumulated for the year.

Use of Sick leave

Sick leave may be used for the following purposes and must have the approval of the Superintendent.

- A. Employees may use sick leave, upon approval of the responsible administrative officer, for absence due to illness, pregnancy, injury, exposure to contagious disease which could be communicated to others, and for absence due to illness, injury or death in the employee's immediate family.

Immediate family for the purpose of this policy is defined as spouse, child, parent, grandparent, sibling, grandchild or in-law. A person who clearly stands in the same relationship with the employee as any of those so specified, may be included at the discretion of the Superintendent.

The following steps must be taken, in the order they are listed, to secure sick leave time:

- 1) Call the "Sub-Phone" – **419-296-9359**
- 2) Verbal/email/text supervisor and classroom teacher
- 3) Submit request in Employee Kisok (ESS)

***Sick leave must be taken in full or half-day increments for teachers/by the hour for classified staff**

***The use of FMLA will require a meeting with the treasurer fourteen (14) days prior to the start of leave**

A limit of five (5) sick days per incident may be used for illness in the immediate family. The Superintendent may also grant additional sick leave when deemed necessary.

- B. Extended sick leave use (five (5) or more days) will require medical documentation from a physician supporting the absence from work. Extended illnesses or injuries will also require a certificate from the medical doctor authorizing a "return to work" before the employee is allowed to return.

- C. Extended leave use of three (3) days or more will require medical documentation from a physician supporting the absence from work. Illnesses and/or injuries requiring extended leave of absence will also require a certificate/note from a medical doctor authorizing a "return to work" before the employee is permitted to return to duty.

When an employee has used up his/her accumulated sick leave and remaining personal leave, s/he is to go on FMLA for the next sixty (60) days according to the respective duty calendar. At the time the sixty (60) FMLA days are used, s/he is to go on COBRA. On the COBRA effective date, the amount of the monthly insurance payment for both the employee and the employer shall be determined by half-month intervals using the examples in the administrative guidelines.

Family Medical Leave (Policy # 3430.01, # 4430.01)

In accordance with the Family and Medical Leave Act of 1993, as amended, ("FMLA"), eligible staff members may take up to twelve (12) work weeks of job-protected, unpaid leave, or substitute appropriate

paid leave. Staff members are "eligible" if they have worked for the Board for at least twelve (12) months **and** for at least 1,250 hours over the twelve (12) months prior to the leave request. All full-time instructional employees are deemed to meet the 1,250 hour requirement.

FMLA Reasons:

- A. the birth and/or care of a newborn child of the staff member, within one (1) year of the child's birth;
- B. the placement with the staff member of a child for adoption or foster care, within one (1) year of the child's placement;
- C. the staff member is needed to provide physical and/or psychological care for a spouse, child or parent with a serious health condition
- D. the staff member's own serious health condition makes him/her unable to perform the functions of his/her position; or
- E. any qualifying exigency (as defined in applicable Federal regulations) arising out of the fact that the staff member's spouse, son, daughter, or parent is a covered military member (i.e. a member of the National Guard or Reserves, but not a member of the Regular Armed Forces) on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation ("Qualifying Exigency Leave").

Personal Leave (Policy #3436, #4436)

The Governing Board recognizes that a staff member may need to be absent for a short time for personal reasons.

The Board reserves the right to specify within the limits of law, the manner of proof of personal necessity, the type of situations in which such leave will be permitted, and the total number of days which may be used in any school year for personal leave.

Up to three (3) full days of personal leave with pay may be used, if approved by the Superintendent, each contract year by full-time employees. Personal leave is not cumulative.

Employees may use up to three (3) personal days per school year. The Board and administration encourages all employees to use personal leave in such a manner that is not in ethical conflict with local authorities. **Personal leave is to be used for matters that can only be addressed during the course of the regular school day and is conditional to the availability of substitute teaching personnel.** Personal leave cannot be used in place of sick leave.

Personal leave must be approved by the administrator prior to use. Requests for such leave shall be made in writing to the administration three (3) days in advance except under emergency circumstances. Personal leave applications submitted for use during the first three (3) weeks and the last four (4) weeks of any school year will be approved only in cases of emergencies. Personal leave will not be approved if more than ten percent (10%) of personnel in the job classification are absent and no substitutes are available.

The following steps must be taken in the order they are listed, to secure Personal Leave:

- 1) Request must be submitted, in writing to your immediate supervisor, at least five (5) days prior to the requested leave
- 2) Personal leave must be **approved** by the administration prior to your leave date.

***Personal Leave days will be granted in full day increments only**

Personal leave is non-accumulative. Leave will not be applicable to days immediately before or after a school or legal holiday (a school holiday will be defined as a day not in session), or to extend a vacation period.

Maternity Leave (Policy # 3430.02, #4430.02)

A female employee who is granted Family and Medical Leave under Section C for reasons of pregnancy may upon application, be granted and use accumulated sick leave for a period of six (6) weeks (forty-two (42) calendar days. Additional time may be requested if the mother is unable to perform her normal duties due to medical reasons. A request for additional usage must be accompanied by a written statement from the employee's physician indicating that the employee is not able to return to her normal duties.

Sick leave as authorized under this section shall not exceed that number of accumulated and unused sick leave days to the credit of the employee and earned during the period of such leave. Sick leave days are only deducted for contract days the employee is absent.

The Superintendent, at his/her sole discretion, may grant an extension of a leave beyond the Family and Medical Leave provided in Section 11.3.

An employee who returns from maternity leave following the use of leave of absence or sick leave shall be assigned to the same position which was held at the time the leave commenced, or if that position is no longer in existence, to a substantially equivalent position for which s/he hold certification.

Should it be necessary to implement reduction in force policies or transfer and reassignment policies, they shall take precedence or priority of importance in assigning the returning employee.

Holidays & Vacations (Policy # 3438, # 4438)

All regular classified employees employed on nine (9) or ten (10) month basis, shall receive the following holidays for which they shall be paid their hourly, or per diem rate provided the employee accrued earnings on his/her next preceding and his/her next following scheduled work days before and after such holiday or was properly excused from attendance at work. The following are legal holidays for all employees:

- New Year's Day
- Martin Luther King Day
- President's Day
- Easter Holiday (two (2) days)
- Memorial Day
- Labor Day
- Thanksgiving Day
- Christmas Day

The Auglaize County ESC Governing Board recognizes the importance and value in providing paid vacation to eleven (11) and twelve (12) month employees. The Superintendent/Treasurer is to ensure that all eligible employees are scheduled to utilize their paid vacation time each year.

Jury Duty (Policy # 3235)

Employees called to jury duty should promptly inform the Treasurer of the Board and their supervisor.

The full pay of the employee shall be allowed for such service provided the check received by the member for jury service is endorsed payable to the Auglaize County Educational Service Center. Payment will be made only when the employee presents certification from the court that the employee served or was called for possible selection.

The request for exemption from jury duty shall rest solely with the employee.

Time taken off for jury duty shall not be charged to/against sick leave or personal leave.

Professional Meetings/Staff Development (Policy # 3243, # 4242)

The Governing Board encourages opportunities for professional staff members to develop increased competence, beyond that which they may attain through the performance of their assigned duties through attendance at professional meetings.

For purposes of this policy, a professional meeting shall be defined as any meeting that is related to the activities, duties, or responsibilities of professional staff members as determined by the Superintendent.

A certificated employee may receive compensation and expenses for days on which s/he is excused, by the Superintendent or his/her designee for the purpose of attending professional meetings. What constitutes leave for professional reasons shall be determined by the Superintendent.

The number of professional leave meetings funded by the Board will be limited to one (1) each year unless otherwise requested by the Superintendent.

Professional leave requests must be requested in advance of the professional meeting and must include a list of detailed anticipated expenditures. Once approved the employee is responsible for making all meeting registrations and/or lodging reservations. The Superintendent or his/her designee may approve, partially approve or disapprove this request. Out of state conferences require Governing Board approval prior to registration.

The reasonable expenses incurred by the employee may be paid by the Board from the appropriate fund provided that verifiable statements of expenses are furnished with the expense reimbursement request. The Superintendent or his/her designee shall determine on a case-by-case basis what constitutes reasonable expenses. Under no circumstances will staff members be reimbursed for the purchase of alcoholic beverages.

No lodging or meals will be reimbursed for a one (1) day conference.

No lodging will be reimbursed for the night before the conference.

Limit of one (1) representative to attend each conference unless cost is covered by other funds.

Carpool for mileage in any instance where it is possible. If a group attends, only one (1) mileage reimbursable for each four (4) that attend.

Inclement Weather (Policy # 8220)

Each local/city Superintendent may close the schools, delay the opening of school, or dismiss school early when such alteration in the regular season is required for the protection of the health and safety of students and staff members. Parent/Staff notification will follow respective District protocol and policies.

Calamity Day

Recognizing hazardous weather conditions are safety issues, local/city Superintendents shall determine when to declare a calamity day. In addition, a disease epidemic, conditions in the workplace, closing of all school districts, and additional conditions as determined by each individual local/city Superintendent shall be considered calamity days.

Employees assigned to specific buildings or working in the District territory shall follow the schedule of the day for the school districts where assigned. The Auglaize County Educational Service Center Office will close when all six (6) Auglaize County School Districts close. Other emergencies as declared by all Superintendents shall cause the Auglaize County Educational Service Center Office to be closed. Should such a calamity day be declared, employees with scheduled activities are responsible for management such as postponement, cancellation or rescheduling of such activity (student event, payroll, IEP conference, parent conference, etc.).

Employees experiencing difficulty arriving at work shall phone the Educational Service Center Superintendent or the Treasurer as soon as possible to verify location and personal safety. In such cases, the Educational Service Center Superintendent shall determine the status of the day on a case-by-case basis.

PAYROLL & FISCAL

Payroll Information

Pay Periods

- 1 All regular professional staff members shall be paid twenty-four (24) pays. Paydays are the 15th and 30th days of the month. Anytime these dates fall on a weekend and/or holiday payday shall be on the last day worked in the pay cycle.
- 2 Payroll checks shall be signed by the Treasurer.
- 3 No school year shall be considered complete until all required reports are turned in to the Superintendent by the employees concerned. The Superintendent may withhold the last paycheck until such reports are received.

Insurance Benefits (Policy # 1630)

All **full-time** certified employees are eligible for insurance benefits. **All classified** employees contracted to work thirty-seven and one-half (37.5) hours or more are eligible for insurance benefits. The insurance benefits offered are as follows:

- A Life Insurance - Board pays 100% of a term life insurance plan which covers the employee only while under contract.
- B. Board pays eighty-five percent (85%) of the premium for the High Deductible Plan and the employee pays fifteen percent (15%).
- C. Prescription Drug Insurance. The employee may elect a single or family plan. Board pays eighty-five percent (85%) of the premium. The employee pays fifteen percent (15%) of the premium.
- D. Dental Insurance - The employee may elect a single or family plan. Board pays eighty five percent (85%) of the premium. The employee pays fifteen percent (15%) of the premium.
- E. Vision Insurance - The employee may elect a single or family plan. Board pays eighty-five percent (85%) of the premium. The employee pays fifteen percent (15%) of the premium.

At the initial time of employment an employee may elect or decline to take the life, health, prescription drug, dental, and/or vision insurance plan(s). Forms stating their election must be completed and turned into the payroll office.

Open enrollment is available to a qualified employee during the month of October/November with an effective date of January 1st of the following year. At this time, an eligible employee may elect to join one (1) or more of the insurance plans that they previously declined (except life). Emergency enrollment is available if a qualifying event should occur (i.e. spouse loses his/her job, etc.).

When a qualified employee leaves the employment of the District at the end of the school year (approximately June 1st), the insurance program in force will continue in accordance with Title X of the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) and as amended 1989. If employment is terminated, whether voluntarily or involuntarily as provided by law, within a normal school year by the employee or employer, the employee's insurance shall continue to be covered pursuant to COBRA.

Employment of Professional Staff (Policy # 3124)

It will be the responsibility of the Superintendent to ensure that all members of the professional staff execute a written employment contract in accordance with the legal requirements related to their position in the Center.

The Treasurer is authorized to execute employment contracts for the Board upon approval of employment.

The employment contract is only valid when the employee provides proper licensing. Said licensing shall meet at least the minimum requirements of State law for the position for which said person is being recommended for.

Salary Schedule Placement for Professional Staff (Policy # 3411)

The Governing Board retains the authority under State law to specify the salary of new positions and to determine the credit to be awarded for placement on the Educational Service Center's salary schedule as long as no teacher receives less than the State minimum salary schedule amount and provided full credit for a minimum of five (5) years of actual teaching and military experience is given to each teacher.

In determining eligible credit for teaching and military experience years, the Superintendent shall consider the following:

- A. Years of teaching service in the same school district or educational service center, regardless of training level, with each year consisting of at least 120 days under a teacher's contract.
- B. Years of teaching service as a licensed teacher in a chartered, nonpublic school in Ohio or in another public school, regardless of training level, with each year consisting of at least 120 days under a teacher's contract.
- C. Years in a charter school or institution or a school or institution that subsequently became chartered or a chartered, special-education program or a special-education program that became chartered operated by the State or by a subdivision or other local government unit of this State as a licensed teacher, regardless of training level; each year must consist of at least 120 days.
- D. Years of active military experience which must be eight (8) continuous months of service to be recognized as a year of authorized experience.

Credit will not be given for substitute teaching except as required by Policy 3120.04 or State law.

Each teacher who has completed training that would qualify the teacher for a higher salary bracket shall file by the fifteenth day of September with the fiscal officer of the Board, satisfactory evidence of the completion of such additional training, which shall consist of official transcripts. The fiscal officer shall then immediately place the teacher in the proper salary bracket in accordance with training and years of service. No teacher shall be paid less than the salary to which the teacher would be entitled under R.C. 3317.13 if the teacher were employed by a school district board of education.

Tuition Reimbursement (Policy # 3413)

Full-time **certified staff** of the Auglaize County Educational Service Center is entitled to reimbursement for college coursework beginning July 1st and ending June 30th of the following year.

This coursework must be directly related to the teacher's certification area and/or assignment with the Educational Service Center. Courses may be of the graduate or undergraduate level and credit must be received.

Employees are responsible to turn in an **official transcript** showing course name(s) and grade(s) by August 1st. The Educational Service Center will compile all requests and reimbursement will be made based on Superintendent's approval of coursework.

Employees may be reimbursed for up to a total of ten (10) quarter hours at a rate of seventy (\$70) dollars per quarter hour or up to a total of seven (7) semester hours at a rate of \$100 per semester hour. The Educational Service Center has set a combined total maximum cap of \$3,150.00 per year. Therefore, if requests of combined reimbursements total more than this amount, all requests will be pro-rated to stay within the maximum yearly total of \$3,150. Reimbursement will be made in October following the June 30th completion date.

The employee must teach for the Educational Service Center throughout the year following the earning of the coursework credit in order to be eligible for tuition reimbursement. If an employee fails to work the entire school year, a refund agreement will be reached for the remaining amount which will be deducted from the final settlement check. No reimbursement can be given for coursework in which grants or scholarships were received. The Educational Service Center will not pay for coursework taken in a prior eligibility year.

Employment of Classified Staff (Policy # 4120)

The Governing Board recognizes that it is vital to the successful operation of the Center that positions created by the Board be filled with qualified and competent personnel.

The Board shall approve the employment, and also fix the compensation and establish the term of employment for each classified staff member employed by the Board.

Individuals employed in the following categories shall be considered members of the classified staff

- A. assistant treasurer
- B. bus drivers
- C. educational aides
- D. attendant aides
- E. secretaries
- F. GED instructor/interpreter

STAFF EVALUATION -Teachers

Standards-Based Teacher Evaluation (Policy # 3220)

Evaluation of Classified Staff (Policy # 4220)

Please visit the Auglaize County Educational Service Center website for Evaluation of Teachers. Follow the steps below.

- Click on Employee Resources at the top
- Click on About Us link
- ACESC Board Policy and Administrative Guidelines

The Governing Board recognizes the importance of implementing a program of classified staff member evaluations for the purpose of promoting individual job performance and improving services to students.

The goals of the Board's evaluation plan for classified personnel are to:

- A. improve and reinforce the skills, attitudes, and abilities which enable a classified staff member to be effective in achieving assigned job goals;
- B. identify and remediate weaknesses which prevent a classified staff member from achieving the goals of assigned duties

The Superintendent shall prepare administrative guidelines for the conduct of classified staff member evaluations.

Staff Discipline (Policy #3139, # 4139)

The Governing Board retains the right and the responsibility to manage the workforce. When the discipline of a staff member becomes necessary, such action shall be in proportion to the employee's offense or misconduct, consistent with appropriate procedural and substantive due process, State law, and/or the specific provision of any appropriate collective bargaining agreement.

The Superintendent will file a report with the Ohio Department of Education, in accordance with Policy [8141](#) and State law, concerning certain non-teaching employees who are also licensed by the Ohio Department of Education (e.g., aides with a permit, paraprofessionals with a license, and those individuals who do not hold a valid educator's license but who are employed by the Board under a Student Activity Permit) who plead guilty to or who are convicted of certain specified crimes and/or where it is reasonably determined that such non-teaching employee has engaged in conduct which is unbecoming the teaching profession under certain specific circumstances as defined therein.

All other non-teaching employees who are the subject of a criminal records check as set forth in Policy [4121](#) and Policy [8142](#), including applicants hired provisionally in advance of a completed criminal records check, as well as employees engaged to operate a vehicle for student transportation (bus/van drivers), and/or individuals employed by a private company under contract with the Board to provide essential school services and who will work within the Educational Service Center in a position which does not require a license issued by the State Board of Education, is not for the operation of a vehicle for student transportation, and involves routine interaction with a child or regular responsibility for the care, custody or control of a child who it is determined have pled guilty to or been convicted of any offense enumerated under R.C. 3319.39(B)(1), shall not be hired or shall be released from employment, as applicable, unless

such individual meets the rehabilitation standards adopted by the Department of Education under division (E) of that section at the time of the hiring and/or upon discovery of such plea or conviction by the Board.

In the case of employees hired by the Board to operate a vehicle used for student transportation (i.e., bus/van drivers), a guilty plea or conviction of a crime to any offense listed in R.C. 3319.31(C) will serve as a bar to further employment with the Board and the rehabilitation standards will not apply.

Student Activity Fund Procedures (Policy #6610)

A good student activities program is a necessary facet of the total educational program of the Auglaize County Educational Service Center. The Governing Board has an obligation to provide its students with an activity program that is meaningful, worthwhile, and serves the instructional needs of classroom instructors. A well-program will ultimately enrich the curriculum, provide new learning experiences, promote interest in classroom work, and improve morale and discipline.

The successful operation of the activities program is dependent upon the formulation of sound policy and effective guidelines. All student activities must function within the framework of the educational policies of the Governing Board and the State of Ohio.

These procedures detail the process for Student Activity funds and hopefully will help those persons involved in student activity groups follow these procedures easily. Classroom teachers are to work through their supervisors regarding activity fund plans, procedures and any questions relating to such.

For purposes of this policy, a "student activity fund" may include, but not be limited to co-curricular and approved extra-curricular activities such as clubs, publications, etc.

Each activity covered by this policy must be recognized by the Board of Education before monies can be collected or disbursed in the name of said activity.

The Superintendent is directed to obtain annually a list of student activities with a brief description of their objectives, activities, and limitations of each fund.

The Board authorizes the maintenance of approved student activity funds.

The Board authorizes the Superintendent to act on its behalf to review and approve the expenditure from a student activity fund prior to disbursement. In approving the expenditure, the Superintendent shall ensure that it is related to achieving one (1) or more of the stated purposes for which the student activity has been organized.

A charitable donation may be made to an organization or individual in accordance with the Treasurer's guidelines for activity fund expenditures.

An expenditure shall not be approved if it accrues to the personal benefit of a member of the staff or a member of the student group. Monies are not to be disbursed to a school class or group for any activity or event that will occur after the students have graduated.

Fundraising for all student activities will be in accordance with Board Policy 5830.

All monies accumulated in the account of a specific class or activity will, upon the continuance of the activity, be disposed of in accordance with the recommendation approved by the Superintendent.

Student Activity Accounts

1. **Activity Fund Budget and Purpose & Goals Statement** must be completed and turned in to the Treasurer before any fundraisers or purchasing can start.
2. **Activity Fund Sales Project Potential** must be completed for all fundraisers. It needs to be signed by your Supervisor and the Superintendent before starting the project. Once the fundraiser is completed the bottom section needs to be completed and turned into the Treasurer's office.
3. **Requisitions** must be sent to your Supervisor for approval of expenses. They will then be sent on to the Superintendent for approval of expenses. Once the Treasurer receives the signed requisition, it will be processed and a purchase order will be created.
 - **Purchase orders must be created for all expenditures. A purchase order is not valid unless it is signed by the Treasurer and the Superintendent. After receiving the purchase order you may purchase your item(s).**
4. **Receipts/Pay-in** need to be completed by the activity advisor. Money needs to be turned into the Treasurer's office within 24 hour of receipt. Until deposited with the Treasurer's office, loss of funds is the full responsibility of the advisor.
5. Once an invoice is received, please initial it showing you have received all items. Turn completed invoice(s) into the Treasurer's office.
6. **Summary of Sale** form needs to be completed after each fundraiser, immediately after it has finished. The form also needs to be submitted to the Treasurer's office.

Remember, if there is no:

- budget on file, no purchase order will be created/approved
- money in the account, no purchase order will be created/approved
- requisition, no purchase order will be created/approved
- approved purchase order, no check will be issued for payment
- initialed invoice, no check will be issued for payment

ACTIVITY FUND BUDGET

School Year

Name of Student Activity Account _____

Account Number _____

Fund Balance On Hand As Of _____ Balance \$ _____

Estimated Receipts:	Source (Fundraisers, etc.)	Amount
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
Total Estimated Receipts		\$ _____

Estimated Expenditures:	Amount	
1.	_____	
2.	_____	
3.	_____	
4.	_____	
5.	_____	
Total Estimated Expenditures		\$ _____

Projected Balance At End Of School Year \$ _____

Advisor/Teacher _____ Supervisor _____

1/24/08

Auglaize County Educational Service Center Activity Fund

Purposes & Goal Statements

School Year

Name of Student Activity Account _____

Account Number _____

Advisor/Classroom Teacher _____

Statement of Purpose _____

List of Goals

1. _____

2. _____

3. _____

4. _____

Description and Ways and Means to Accomplish Goals

Advisor/Teacher _____ Supervisor _____

Treasurer _____

ACTIVITY FUND SALES PROJECT POTENTIAL

The Sales Project Potential is a form designed to account for the income (actual and projected) from sales projects conducted by student activity programs.

The purpose is to provide information to advisors and administrators of the various projects and whether they are functioning in accordance with adopted board policies.

Proposed Date of Period of Sale _____

Description of Sales Project _____

Company and Address (if applicable) _____

Representative _____

Cost of Materials Ordered _____ Estimated Cost Per Unit _____

Proposed Sale Price Per Unit _____

Requested by: _____ Approved by: _____

Advisor/Teacher _____ Supervisor _____ Date _____

Date _____ Superintendent _____ Date _____

This section is to be completed when fund raiser is finalized

	Unit Price	Total Cost
Purchases _____	_____	_____
Purchases _____	_____	_____
Purchases _____	_____	_____
Less		
Returns _____	_____	_____
Total Deposited With Treasurer		_____
Quantity Unaccounted For _____		_____

Advisor/Teacher Signature _____ Date _____ Supervisor Signature _____ Date _____

1/24/08

REQUISITION

Auglaize County Educational Service Center
1045 Dearbaugh Ave, Suite 2
Wapakoneta, OH 45895

Vendor Name	_____	Date	_____
Vendor Address	_____	PO Number	_____
	_____	Requested By	_____
Telephone	_____	Program	_____
Fax	_____		
Website	_____	Treasurer Order	Yes ☐ No ☐
			(please mark one)

[illegible]

FUND	FUNC	OBJ	SPCC	SUBJ	OPU

Supervisor Signature

Superintendent Signature _____

Auglaize County Educational Service Center Activity Fund

Summary of Sale

Activity Name _____ Sales Period _____

List Receipts: (Deposits)

Date	Amount	Item Description	Qty	Selling Price	Amount

Total Deposits _____ Gross Income _____

List Expenditures (Payments) Cost of Merchandise

Date	Invoice #	Amount	Item Description	Qty	Cost	Amount

Total Invoices _____ Cost of Merchandise _____

Items Returned: Qty _____ Credit For Returns _____

Inventory Overage or Shortage: Qty _____ Value _____

Prepared By: _____
Advisor/Teacher

POLICY OVERVIEW

Student Supervision and Welfare (Policy # 3213 & 4213)

Staff members shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities and are expected to establish and maintain professional staff/student boundaries that are consistent with their legal, professional and ethical duty of care for students.

The Superintendent shall maintain and enforce the following standards:

- A. A staff member shall report immediately to a Supervisor and/or building administrator any accident, safety hazard, or other potentially harmful condition or situation s/he detects.
- B. A staff member shall immediately report to a Supervisor and/or building administrator any knowledge of threats of violence by students.
- C. Professional staff members shall provide proper instruction in safety matters as presented in assigned course guides.
- D. A staff member shall not send students on any personal errands.
- E. A staff member shall not associate or fraternize with students at any time in a manner that may give the appearance of impropriety, including but not limited to, the creation of participation in any situation or activity that could be considered abusive or sexually suggestive or involve harmful substances such as illegal drugs, alcohol, or tobacco. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal prosecution and disciplinary action by the Board up to and including termination of employment.
- F. If a student approaches a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc., the staff member may attempt to assist the student by facilitating contact with certified or licensed individuals in the Educational Service Center who specialize in the assessment, diagnosis, and treatment of the student's stated problem. However, under no circumstances should a staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior, nor should such staff member inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law.
- G. A staff member shall not transport students in a private vehicle without the approval of a building administrator.
- H. A student shall not be required to perform work or services that may be detrimental to his/her health.
- I. Staff members shall only engage in electronic communication with students via email, texting, social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., when such communication is directly related to curricular matters or co-curricular/extracurricular events or activities with prior approval of the Supervisor.
- J. Staff members are prohibited from electronically transmitting any personally identifiable image of a student(s), including video, photographs, streaming video, etc., via email, text message, or through the use of social media and/or online networking, media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., unless such transmission has been made as part of a pre-approved curricular matter or co-curricular/extracurricular event or activity such as school sponsored publication or production in accordance with Policy 5722.
- K. Since most information concerning a child in school other than directory information described in Policy 8330, is confidential information under Federal and State Laws, any staff member who shares confidential information with another persons not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.
- L. Pursuant to the laws of the State and Board Policy 8462, each staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse or neglect.

IEP-Directed Field Trips and Guidelines (Policy # 2340 & 2340A)

The Governing Board recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools.

For purposes of this policy, a field trip shall be defined as any planned journey by one or more students away from Center premises, which is an integral part of a course of study and/or through their IEP goals and objectives and is under the direct supervision and control of a professional staff member or any advisor as designated by the Superintendent.

The Superintendent shall approve all trips.

Field trips as defined in Governing Board policy must be related to a course of study and therefore are a required part of instruction. If the trip cannot be directly related to a course of study, it should be considered a co-curricular or extracurricular activity. The following guidelines are aimed at facilitating the effectiveness of all field trips.

- A. All requests shall be submitted to the director on the Field Trip Request in advance of the scheduled trip with the names of all staff members and chaperones who will accompany the students.
- B. The director shall forward a copy of the pre-trip proposal to the Superintendent.
- C. Parental Consent must be returned to the teacher before the trip. A blanket authorization may be obtained for trips that will consist of a series of trips during the school year. At no time will students be unsupervised during fieldtrip activities.
- D. A copy of each student's Emergency Medical Authorization Form is to be in the possession of the staff member in charge for all trips.
- E. The teacher shall take medication along for all students that are required to take such medication.
- F. Each director is to develop and publish a list of times during the school year when field trips will not be approved.
- G. Problems with the field trip should be brought to the attention of the director immediately upon return. The director shall inform the Superintendent of any major problems.
- H. Prior to arrival at the destination, students are to be made aware of the trip specifics.

In the event of any emergency during a field trip, the teacher should contact appropriate persons from his/her emergency list and then contact the director.

Because field trips are considered an integral part of a course of study and represent a significant cost to the Educational Service Center, it is essential that each trip be carefully planned, conducted according to the plan, and then evaluated in terms of how well the learning purpose was accomplished.

Auglaize County ESC – Field Trip Procedure

1. Determine location, cost and logistics of the field trip you would like to take.
2. Complete field trip request form at least two weeks prior to the trip.
3. Turn request in to supervisor.
4. Complete requisition if there is a cost to the field trip.
5. When requests are signed and returned to you, have parents complete a permission slip for the trip.

**AUGLAIZE COUNTY EDUCATIONAL SERVICE CENTER
IEP DIRECTED TRIP REQUEST FORM**

Directions: Please complete this form at least **four (4) weeks prior** to the trip for each bus needed.

DAY and DATE of TRIP: _____

DESTINATION (name and exact address): _____

Bus/Van BOARDING TIME: _____

LUNCH/stop LOCATION: (if none, leave blank) _____

EXPECTED TIME OF RETURN TO SCHOOL: _____

TOTAL NUMBER of STUDENTS on Trip: _____

Number of wheelchair tie-downs needed in vehicle: _____

TOTAL NUMBER of ADULTS on Trip: _____

ESC VEHICLE REQUESTED: BUS # 1 _____ (3 wheelchairs + 48 passengers max. - 3 per seat)
Bus # 3 _____ (1 wheelchair + 54 passengers max. - 3 per seat)
ESC VAN _____ (7 passengers max. + driver)

OR Use Vehicle From What District: WAPAK _____ St. MARYS _____ BUS or VAN _____
(Note: Secretary will complete necessary forms for these districts. If have special bus request, please inform.)

GOALS and OBJECTIVES: _____

PROJECTED EXPENSE FOR: STUDENT _____ AUGLAIZE CO. ESC _____

List NAMES OF ALL ADULTS ON TRIP: _____

TEACHER's SIGNATURE: _____ Date: _____

ALL TRIPS MUST BE APPROVED BY BOTH SPECIAL ED. DIRECTOR AND SUPERINTENDENT

Supervisor: _____ Date: _____

Superintendent _____ Date: _____

DRIVER ASSIGNED: _____

If using vehicle from another district, secretary needs to list date she sent proper form to district: _____

7/30/04

Staff Dress and Grooming (Policy # 3216, #4216)

The Governing Board believes that professional staff members set an example in dress and grooming for their students to follow. A professional staff member who understands this precept and adheres to it enlarges the importance of his/her task, presents an image of dignity, and encourages respect for authority. These factors act in a positive manner toward the maintenance of discipline.

The Board retains the authority to specify the following dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process. When assigned to Center duty, all professional staff members shall:

- A. be physically clean, neat, and well groomed
- B. dress in a manner consistent with their professional responsibilities; shoes must be closed toe, have a heel back and less than two (2) inches high
- C. dress in a manner that communicates to students a pride in personal appearance
- D. dress in a manner that does not cause damage to Center property
- E. be groomed in such a way that their hair style or dress does not disrupt the educational process nor cause a health or safety hazard.

Ethics (Policy # 3210, #4210)

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Governing Board expects all staff to maintain high standards of thought and behavior in their working relationships and in the performance of the professional duties as stipulated in Governing Board Policy 3210/4210. In addition, the Board believes that each professional staff member should maintain standards of exemplary professional conduct and conform his/her behavior to the code of ethics set forth below as adopted, in part, from the Association of American Educators' Code of Ethics and the National Education Association's Code of Ethics of the Education Profession, by demonstrating a commitment to students, the educational profession, and the Educational Service Center and community.

Copyrighted Materials (Policy # 2531)

The Governing Board directs its staff and students to use copyrighted works only to the extent that the law permits. The Board recognizes that Federal law applies to public school centers and the staff and students must, therefore, avoid acts of copyright infringement under penalty of law.

In order to help the staff and students abide by the laws set forth in Title 17 of the United States Code, the Board directs the Superintendent to provide administrative guidelines regarding the copying and distribution of copyrighted materials for instructional purposes and for the appropriate use of copyrighted material on the Center's website.

Because the Board hosts a web site and stores information on it at the direction of users, it is classified as an on-line service provider for copyright purposes. In order to limit the Board's liability relating to material/information residing, at the direction of a user, on its system or network, the Board directs the Superintendent to annually appoint an individual as the agent to receive notification of claimed infringement. A link to the agent's name, mailing address, telephone number, fax number, and e-mail address shall appear on the homepage of the Board's website.

Staff Network and Internet Acceptable Use and Safety (Policy # 7540.04)

Staff members shall report to the System Administrator or an Educational Service Center 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.

It is the intention of the Auglaize County Educational Service Center Governing Board to protect the privacy of staff members who use the school computers, computer network, and electronic messaging systems to the maximum extent possible given the operational and security needs of the Educational Service Center. The purpose of this policy is to identify the limitations on this privacy and the general restrictions applying to the use of computers, network, and electronic messaging systems of the Educational Service Center.

Acceptable and Unacceptable Uses

The computers, computer network and messaging systems of the Educational Service Center are intended for educational uses and work-related communications. Incidental use of the e-mail and voice mail systems by staff members for personal communication 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:

- A. the transmission of any language or images which are of a graphic sexual nature;
- B. 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
- C. the transmission of messages or any other content which would be perceived by a reasonable person to be harassing or threatening
- D. uses that constitute defamation (libel or slander);
- E. uses that violate copyright laws;
- F. 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);
- G. any commercial or profit-making activities;
- H. any fundraising activities, unless specifically authorized by an administrator

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 designated System Administrator).

Right of Access

Although the Auglaize County Educational Service Center Governing Board 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 Educational Service Center's computer network and messaging systems require that full access be available at all times. The Educational Service Center Governing Board 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 Educational Service Center and

staff members should have no expectation that any messages sent or received on the Educational Service Center's systems will always remain private.

Employee Safety and Health Policy (Policy #8400.01)

It is the Auglaize County Educational Service Center's policy to conduct all of its operations and activities in a manner that ensures a healthy and safe work environment for all employees. The prevention of occupational injuries and illnesses is of top priority.

All employees, certified and classified, must be dedicated to reducing the risk of injury and illness for our safety policy to succeed.

We will hold supervisors accountable for the health and safety of employees under their supervision. We will provide supervisors with the training, assistance and support needed for them to fulfill this responsibility. Supervisors also are responsible to ensure equipment is safe and that employees follow established safe work practices and procedures.

Workmans' Compensation & Reporting Work Related Accidents (Policy #8442 & 8442.01)

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. To that end, if an employee sustains a workplace injury or contracts an occupational disease, s/he may be eligible to receive compensation and benefits under the Workers' Compensation Act for loss sustained on account of an injury or illness.

A. Reporting Accidents (Policy #8442)

The Governing Board directs that all reasonable efforts be made to provide a safe learning and working environment for the students and employees of this Center.

To that end, and so that an employee's legitimate claims for worker's compensation may be expedited, the Board requires that accidents be reported and evaluated. Any accident that results in an injury, however slight, to a student, an employee of the Board, or a visitor to the schools must be reported promptly and in writing to the Center business office. Injured persons shall be referred immediately to the appropriate personnel for such medical attention as may be appropriate.

The injured employee, visitor, or the staff member responsible for an injured student shall complete a form that includes the date, time and place of the incident; the names of person involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

Any employee of the Board who suffers a job-related injury **must report** the injury and its circumstances to the principal or job supervisor, as appropriate, within **24 hours following the occurrence of the injury**. The failure of an employee **to comply** with this mandate **may result in disciplinary action**.

If a staff member sustains a workplace injury while s/he is under the influence of alcohol or a controlled substance not prescribed by his/her physician, s/he may be disqualified for compensation and benefits under the Workers Compensation Act. If the staff member tests positive or refuses to submit to a test for alcohol and/or other drugs after sustaining a workplace injury, the employee may dispute or prove untrue the presumption or belief that alcohol and/or other drugs are the proximate cause of the injury (i.e., rebuttable presumption).

B. Loss Time Claim

When an employee sustains a work related injury and files a workers compensation claim the clock starts counting days (all days count, even weekends and holidays) toward determining lost time claim status. A BWC claim of seven (7) or fewer days off work is considered medical only. Any claim of eight (8) or more days off work is considered a loss time claim. The days off work do not have to be consecutive to count as lost time. However, to assist the employee, Auglaize County ESC has a transitional work program that offers temporary alternative assignments following the restrictions from the treating physician. This program offers the best for the employee as it allows the employee to receive full wages and benefits while recovering from the injury. The transitional work assignments accommodate restrictions while enabling the worker to gain strength and endurance to return to his/her original job. This program also benefits the employer as it prevents unnecessary lost time and increase in premiums.

If an employee sustains a work-related injury and is unable to perform the functions of his/her position, s/he may file a workers' compensation claim in order to receive compensation and benefits through the BWC which offers only a percentage of regular pay. Competent medical proof of disability must be completed by the attending physician using the proper form and affixing his/her original signature. The injury or illness must be determined to be compensable by the Board, or in the case of dispute, the Ohio Industrial Commission. In no event will compensation commence before all initial paperwork is completed and filed with the appropriate agency(ies). An employee may be simultaneously placed on leave under the Family and Medical Leave Act during his/her leave of absence as a result of a work-related injury or illness in accordance with Board policy.

The Board reserves the right to have the employee examined by a physician of its choice at the Board's cost to confirm the medical diagnosis and/or the period of disability. Failure to submit to examination will result in termination of wage continuation benefits.

An employee who obtains compensation from the BWC by knowingly misrepresenting or concealing facts, making false statements or accepting compensation to which s/he is not entitled, is subject to felony criminal prosecution for fraud (see R.C. 2913.48).

State of Ohio — Public Employment Risk Reduction Program — Form 301P (Rev. Feb. 17, 2021) Injury and Illness Incident Report

ATTENTION: This form contains information relating to employee health. Please use it in a manner that protects the confidentiality of employees while also allowing for use of the information for occupational safety and health purposes.

Ohio Bureau of Workers' Compensation
Division of Safety & Hygiene, PERRP
30 W. Spring St., 25th Floor, Columbus, OH 43215-2256

This *Injury and Illness Incident Report* is one of the first forms you must fill out when a recordable work-related injury or illness occurs. Together with the *Log of Work-Related Injuries and Illnesses* (3002) and the accompanying Summary (3004P), these forms help you and PERRP develop a picture of the extent and severity of work-related incidents. You must complete this form or an equivalent within six calendar days after receiving information that a recordable work-related death, injury or illness has occurred (Ohio Administrative Code (OAC) 4167-6-02).

To be considered an equivalent, the substitute must contain all of the information on this form. (OAC 4167-6-03) You must keep this form on file for five years following the year to which it pertains. (OAC 4167-6-07)

If you need additional copies of this form, you may photocopy (or print) and use as many as you need

ATTENTION: All Ohio public employers must complete this form (or an equivalent). This includes the State of Ohio and its instrumentalities, and "any political subdivisions and their instrumentalities, including any county, county or state hospital, municipal corporation, city, village, township, park district, school district, state institutions of higher learning, public or special district, state agency, authority, commission or board" as defined in Ohio Revised Code 4167.01.

Completed by	_____
Title	_____
Phone	_____
Date	_____

1) Information about the employee Full name _____ Street _____ City _____ State _____ Zip code _____ Date of birth _____ Date hired _____ Job title _____ Sex ☐ Male ☐ Female Information about the physician or other health-care professional Name of physician, other health-care professional or first-aid provider _____	2) Information about the case Cases number from the Log _____ (Transfer the case number from the Log after you record the case.) Date of injury or illness _____ Time employee began work _____ (MM/PM) Time of event _____ (MM/PM) ☐ Check if time cannot be determined. What was the employee doing just before the incident occurred? Describe the activity, as well as the tools, equipment or materials the employee was using, as specific as possible. (Examples: climbing a ladder while carrying tooling materials; spraying chlorine from hand sprayer; cally compaction key entry.) _____ What happened? Tell us how the injury occurred. (Examples: when ladder slipped on wet floor; worker fell 20 feet; worker was sprayed with chlorine when gasket broke during replacement; worker developed sores on wrist over time.) _____ What was the injury or illness? Tell us the part of the body that was affected and how it was affected. Be more specific than just using the words "hurt," "pain" or "sore." (Examples: strained lower back; chemical burn; right hand; carpel tunnel syndrome; leg's wrist.) _____ What object or substance directly harmed the employee? (Examples: concrete floor; chlorine; metal arm saw.) If this question does not apply to the incident, leave it blank. _____ If the employee died, when did death occur? Date of death _____
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Auglaize County Educational Service Center

1045 Dearbaugh Ave., Suite 2
Wapakoneta, Ohio 45895

Phone # (419) 738-3422
Fax # (419) 738-1267

Witness Incident Statement (for Employee Incident)

To be completed by witness(es) within first 24 hours of incident and turned in to Supervisor.

Name: _____ Program/Dept.: _____

Date of Incident: _____ Time of incident: _____ AM/PM

Location of Incident: _____

Name of Injured employee(s): _____

Please answer the following questions in detail (use back if needed):

What happened? _____

Describe the nature of the employee's injury as observed: _____

What corrective action(s) would you take to prevent recurrence? _____

Signature of Witness: _____ Date: _____

Anti-Harassment (Policy # 3362)

It is the policy of the Governing Board to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all Center operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the Center community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "Center community" means students, administrators, teachers, staff, and all other school personnel including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on Center property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the Center community at school-related events/activities (whether on or off School Center property).

NOTE: Sexual conduct/relationships with students by Center employees or any other adult member of the School Center 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 R.C. 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 Center employees or other adult members of the School Center community.

Substance Abuse/ Drug-Free Workplace (Policy #3170, #4170, #4122.01)

The Governing Board believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which is not tainted by the use or evidence of use of any controlled substance.

As stipulated in Governing Board Policy 3122.01/4122.01, the ESC will maintain a setting that meets the requirements in the Drug-Free Workplace Act. The manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the ESC's staff at any time while on Center property or while involved in any Center-related activity or event is not acceptable. Any staff member who violates this policy will be terminated.

Smoke Free Workplace (Policy #3215, #4215)

The Governing Board is committed to providing students, staff, and visitors with a tobacco and smoke free environment. The negative health effects of tobacco use for both users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing non-smoking and a tobacco free environment is consistent with the teachers and staff to be our positive role models for students.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, or tobacco substitutes, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or smoking of electronic, "vapor", or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substitutes.

In order to protect students and staff who choose not to smoke or use tobacco from an environment noxious to them, and because the Board does not condone smoking or the use of tobacco, the Board prohibits the use of tobacco or tobacco substitute products by professional staff members at all times within any enclosed facility owned or leased or contracted for by the Board, and in areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to Center grounds, and any Center-related event.

Weapons (Policy # 3217, #4217)

The Governing Board prohibits professional staff members from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The Superintendent shall refer a staff member who violates this policy to law enforcement officials, regardless of whether such staff member possesses a valid concealed weapon license. The staff member will also be subject to disciplinary action, up to and including termination.

Disruption Incident Report – Auglaize County Educational Service Center Programs

I. Identifying Information

Name of Student	Building/Unit	District of Residence
Date of Disruption	Time of Disruption	Duration

II. Description of Disruption

1. Describe the disruption _____

2. Where did the disruption **begin and end**? _____

3. What was the individual doing when the disruption began? _____

4. How was the disruption ended? Ignoring Brought self back into control Restrain Call to Parents
Principal's intervention Seclusion other _____
5. What intervention or prevention is recommended for the disruption? _____

6. Who witnessed the disruption? _____

7. How did the individual respond following the disruption? _____

III. Action taken:

IV. Signature

Person Completing Form _____
Director of Special Ed _____
Additional Witnesses _____

Original to be given to parent on day of the incident. Copy to file at County Office

.....
PLEASE COMPLETE AND RETURN TO _____ Classroom

IV. Parent Notification: This is to confirm that I received a copy of the disruption report dated _____ (date of report) on _____ (date received)

Parent/Guardian Signature: _____
Name of dependent involved in disruption: _____

This response will be attached to the copy of the report in the permanent file.

Revised 8/1/14

If yes, by whom?

—
III Signature of person completing the form:

Signature of Facility Administrator/ Supervisor:

(Original to be given to parent on the day of the incident. Copy for file.
Copy for Health Services)

----- (PLEASE DETACH) -----

**PLEASE COMPLETE AND RETURN TO CLASSROOM TEACHER/ESC
OFFICE.**

IV. Parent Notification

This is to confirm that I received a copy of the incident report dated
_____ on _____.

(Incident
date above) (Date received).

Parent/Guardian Signature:

Name of student involved in incident report:

For Office Use Only: Date received by classroom/office This response is to be attached to copy in permanent file.

py in permanent file

PUBLIC RECORDS (Policy 8310)

The Governing Board is responsible for maintaining the public records of this Educational Service Center ("Center") and to make such records available to residents of Ohio for inspection and reproduction in strict adherence to the State's Public Records Act.

The Board will utilize the following procedures regarding the availability of public records. "Public records" are defined as any document, device, or item, regardless of physical form or characteristic, including an electronic record created or received by or coming under the jurisdiction of the Board or its employees, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the Center. "Electronic record" is defined as a record created, generated, sent, communicated, received, or stored by electronic means. "Public records" do not include medical records, documents containing genetic information, trial preparation records, confidential law enforcement investigatory records, educational support services data as defined by R.C. 3319.32, records the release of which is prohibited by State or Federal law, and any other exceptions set forth in R.C. 149.43. Confidential law enforcement investigatory records, medical records, and trial preparation records are as defined in R.C. 149.43. No public records, including but not limited to personnel records, personnel files, staff directories, and student records, shall include the actual/confidential addresses of students, parents, or employees who are participating in the Safe at Home/Address Confidentiality Program administered by the Secretary of State. Such public records and student records shall only contain the address designated by the Secretary of State to serve as the student's, parent's or employee's address.

The Center's public records shall be organized and maintained so that they are readily available for inspection and copying. As such, public records will be available for inspection during regular business hours, with the exception of published holidays. The Center's public records shall be promptly prepared and made available for inspection. A reasonable period of time may be necessary due to the volume of records requested, the proximity of the location where the records are stored, and/or for the Center to review and redact non-public/confidential information contained in the record. Upon request, a person may receive copies of public records, at cost, within a reasonable period of time.

Each request for public records shall be evaluated for a response at the time it is made. Although no specific language is required to make a request, the requester must minimally identify the record(s) requested with sufficient clarity to allow the Center to identify, retrieve, and review the record(s). If a requestor makes an ambiguous or overly broad request or has difficulty in making a request for inspection or copies of public records such that the Center's Record Officer cannot reasonably identify what public records are being requested, the Center Record Officer or designee may deny the request but shall provide the requestor with an opportunity to revise the request by informing the requestor of the manner in which records are maintained by the Center and accessed in the ordinary course of business. The request for records need not be in writing. The requestor shall not be required to provide their identity or the intended use of the requested public record(s).

At the time of the request, the records custodian shall inform the person making the request of the estimated length of time required to gather the records. All requests for public records shall be satisfied or acknowledged by the Center promptly following the receipt of the request. If the request for records was in writing, the acknowledgment by the Center shall also be in writing.

Any request deemed significantly beyond routine, such as seeking a voluminous number of copies and/or records, or requiring extensive research, the acknowledgment shall include the following:

- A. an estimated number of business days necessary to satisfy the request
- B. an estimated cost if copies are requested
- C. any items within the request that may be exempt from disclosure

The Superintendent is authorized to grant or refuse access to the records of this Center in accordance with the law. Any denial, in whole or in part, of a public records request must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, the requester must be notified of the redaction and/or the redaction must be plainly

visible, and each redaction must be accompanied by a supporting explanation, including legal authority. If the request for records was in writing, the explanation shall also be in writing.

A person may obtain copies of the Center's public records upon payment of a fee. A person who requests a copy of a public record may request to have said record duplicated on paper, on the same medium on which the Center keeps the record, or on any other medium in which the custodian of records determines that said record reasonably can be duplicated as an integral part of normal operations. A person who requests a copy of a public record may choose to have that record sent to him/her by United States mail or by other means of delivery or transmission provided the person making the request pays in advance for the said record as well as the costs for postage and the mailing supplies.

The number of records requested by a person that the Center will transmit by U.S. mail shall be limited to ten (10) per month, unless the person certifies, in writing to the Center, that the person does not intend to use or forward the requested records, or the information contained in them, for commercial purposes. "Commercial" shall be narrowly defined and does not include reporting or gathering news, reporting gathering information to assist citizen oversight or understanding of the operation or activities of the Center, or nonprofit educational research. (R.C. 149.43(B)(7))

Those seeking public records will be charged only the actual cost of making copies.

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the Center (i.e., they serve to document the organization, functions, policies, decisions, procedures, operations, or other activities of the Center). E-mail shall be treated in the same fashion as records in other formats and shall follow the same retention schedule.

Records in private e-mail accounts are subject to disclosure if their content relates to public business, and all employees or representatives of the Center are responsible for retaining e-mails that meet the definition of public records and copying them to their Center e-mail account(s) and/or to the records custodian.

The records custodian shall treat such e-mail/records from private accounts as records of the Center. These records shall be filed appropriately, retained in accordance with the established schedules, and made available for inspection and copying in accordance with the Public Records Act.

Private e-mail, electronic documents, and documents ("private records") that do not serve to document the Center's organization, functions, policies, decisions, procedures, operations, or other activities are not public records. Although private records do not fall under Policy 8310 or AG 8310A, they may fall under Policy 8315 - "Information Management" and/or AG 8315 - "Litigation Hold Procedure".

No public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of their duties.

Nothing in this policy shall be construed as preventing a Board member, in the performance of the Board member's official duties, from inspecting any record of this Center, except student records and certain confidential portions of personnel records.

A Center Records Commission shall be established consisting of the Board President, Treasurer/CFO, and Superintendent of Schools in accordance with law to judge the advisability of destroying Center records. Record retention schedules shall be updated regularly and posted prominently. The Commission shall meet at least once every twelve (12) months.

The Superintendent shall provide for the inspection, reproduction, and release of public records in accordance with this policy and with the Public Records Law. Administrative guidelines shall be developed to provide guidance to Center employees in responding to public records requests. The Superintendent shall require the posting and distribution of this policy in accordance with statute.