

Non-Discrimination Policy

The Management Company must be an Equal Opportunity Employer. All employment practices, including those pertaining to recruitment, hiring, placement, transfer, promotion or compensation (i.e. wage rate), layoff or termination, and selection for training shall be administered in a nondiscriminatory manner without regard to age, color, sex, national origin, disability, race, religion, status of a Vietnam veteran, military status, or on any other basis prohibited by federal, state, or local law. The Employer is required to make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship.

Any employee with a question or concern about discrimination in the workplace is encouraged to bring their concern to the attention of the Human Resources in accordance with the Management Company's policies. Please refer to the Employer's handbook for the Employer's non-discrimination policies and procedures.

29 USC 631; 29 USC 206(d); 42 USC 2006(c); 42 USC 12101; R.C. 4112.02; 4111.17

Harassment

Statement of Philosophy

The School strives for a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in an atmosphere which promotes equal opportunities and prohibits discriminatory practices and harassment based upon age, color, disability, national origin, race, religion, or gender/sex, military or veteran status, genetic information, or sexual orientation. Harassment, whether verbal, physical, or environmental, is unacceptable and will not be tolerated.

Definition of Harassment

For purposes of this policy, harassment is defined as unwelcome or unwanted conduct of an offensive nature (whether verbal, visual, or physical) when: 1) submission to or rejection of this conduct by an individual is used or threatened to be used as a factor in decisions affecting hiring, evaluation, promotion, or other aspects of employment; or 2) this conduct has the purpose or effect of unreasonably interfering with an individual's employment performance or creating an intimidating, abusive, hostile, or offensive work environment.

Examples of harassment include, but are not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated jokes which include offensive references to age, disability, national origin, race, religion, or gender; unwelcome flirtations, advances, or propositions; verbal abuse of a sexual nature; graphic, verbal commentary about an individual's body, sexual prowess, or sexual deficiencies; leering; whistling; touching; pinching; assault; coerced sexual acts; suggestive, insulting, threatening, or obscene comments or gestures; dissemination or display in the workplace of objects, written materials, or pictures which include offensive references to age, color, gender/sex, national origin, disability, race, religion, military or veteran status, genetic information, sexual orientation; asking questions about sexual conduct; or racial or ethnic slurs or epithets.

Harassment is unacceptable in the workplace itself and in other work-related settings, such as business trips, meetings, or business-related social events.

29 USC 631; 29 USC 206(d); 42 USC 2006(c); 42 USC 12101; R.C. 4112.02.

Individuals Covered Under the Policy

This policy protects all Staff. The School will not tolerate, condone, or allow harassment, whether engaged in by Staff or other non-Staff who conduct business with the School or Employer. The School encourages reporting of all incidents of harassment, regardless of who the offender may be.

Reporting a Complaint

The School encourages all individuals who believe they are being harassed to firmly and promptly notify the offender that his or her behavior is unwelcome. The School does, however, recognize that, in some instances, power and status disparities between the alleged harasser and the individual may make such a confrontation impossible. In the event that such informal, direct communication between individuals is either ineffective or impossible, the following steps should be followed in reporting a harassment complaint. A complaint may be filed by one experiencing or witnessing harassment.

Notification of Appropriate Staff

Individuals who believe they have been subjected to harassment should report the incident to the Human Resources. When appropriate, the Human Resources will immediately consult with the Employer. If the Human Resources is allegedly involved in the incident, then the individual should report the incident directly to the Human Resources. If the Human Resources employee is allegedly involved in the incident, then the individual should report the incident directly to the Human Resources, who will report to the Board. If both the Human Resources and the Human Resources employee are allegedly involved in the incident, then the individual should report the incident directly to the Board.

The School encourages prompt reporting of complaints so that rapid response and appropriate action may be taken, but no limited time frame applies. Late reporting of complaints will not in and of itself preclude the School from taking remedial action.

Protection against Retaliation

The School will not in any way retaliate or permit retaliation against any individual who makes a good faith report of harassment or who assists or cooperates in an investigation thereof. Retaliation is a serious violation of this harassment policy and should be reported immediately. Any person found to have violated this policy by retaliating against another individual for making a report of harassment or for assisting or cooperating in the investigation thereof will be subject to the same disciplinary action provided for harassment offenders.

Investigating the Complaint

Any allegation of harassment brought to the attention of the Human Resources will be thoroughly and promptly investigated. Confidentiality will be maintained where possible throughout the investigatory process to the extent practical and appropriate under the circumstances.

Resolving the Complaint

Upon completing the investigation of a harassment complaint, the Human Resources will communicate its findings and intended actions. If the investigation finds that harassment occurred, the harasser will be subject to appropriate disciplinary procedures, as listed below. If

the investigation determines that no harassment has occurred, this finding will be communicated as appropriate.

Sanctions

Individuals found to have engaged in misconduct constituting harassment will be disciplined, up to and including discharge. Appropriate actions will be determined by the Employer. For example, action may include reprimanding the offender, documenting the occurrence in the personnel file, referral to counseling, withholding of a promotion, demotion, reassignment, temporary suspension without pay, or termination of employment.

Although the School's ability to discipline a non-employee harasser is limited by the degree of control, if any, that the School has over the alleged harasser, any individual who has been subjected to harassment by such an individual should still file a complaint and be assured that the School will take those actions it deems appropriate to end any harassment.

Employment Status

You are not an employee of the School even if you are placed as Staff of the School. Your employer is the Management Company (also referred to herein as “Employer”). Your employment status, contract, and salary are governed by the Management Company’s policies and handbook. You must comply with the contracts, policies, and procedures of you’re the Management Company as your employer.

Full time and part time status are defined by the Management Company’s policies.

29 U.S.C. 201 et seq.; R.C. 3319.086

Compensation and Benefits

Compensation, overtime pay, exempt or nonexempt status, salaries, recording time and benefits are established, maintained, controlled, and enforced by the Employer. You are expected to review and know the policies, benefits, and procedures of your Employer.

Background Checks

Public law requires Staff to undergo both federal and state background checks. You must consent to release of any background checks to the Management Company, the Board, and the School's Sponsor, or the Ohio Department of Education.

Ohio Resident Educator Program Policy

The School shall institute the Ohio Resident Educator Program which is a four-year, entry-level program for classroom teachers.

Employer shall comply with the requirements of the Program as established by the Ohio Department of Education (education.ohio.gov; “Resident Educator Program”), which shall include the following components:

- (1) mentoring by teachers who hold a five-year professional license or two year provisional license that has been renewed two or more times under Ohio law;
- (2) counseling to ensure that program participants receive needed professional development; and
- (3) measures of appropriate progression through the Program.

Every Management Company employee who holds a Resident Educator License or an Alternative Resident Educator License issued under Ohio law must participate in the Teacher Resident Educator Program. Successful completion of the Program is required to qualify for a Professional Educator License issued under Ohio law.

R.C. 3319.223; O.A.C. 3301-24-04; 3301-24-18; 3301-24-19; 3301-24-20; 3301-24-21.

Co-teachers/Paraprofessionals

A co-teacher/paraprofessional is a nonteaching employee who directly assists a teacher by performing duties for which a teaching license is not required.

Every prospective Management Company employee must complete an application for the completion of a Bureau of Criminal Identification and Investigation and FBI criminal background check as required by Ohio law.

Certain convictions as outlined in Ohio Law, referred to as “absolute bar offenses,” will prohibit an individual from being employed in a public school. A listing of the disqualifying offenses may be obtained from the School’s office. Co-teachers must comply with all licensure/permit requirements established by the Ohio Department of Education.

In certain circumstances, an individual who would otherwise be disqualified may be hired if that individual’s offense has been rehabilitated. Rehabilitation is limited to certain offenses. A complete list of offenses that cannot be rehabilitated (“absolute bar offenses”) may be obtained from the School’s office. To be rehabilitated, (1) the offense cannot involve a victim who was a minor or a victim who was or is a student; (2) for a felony, at least five years have passed since the individual was fully discharged from imprisonment, probation, or parole or the individual has had his/her conviction sealed or expunged; (3) for a misdemeanor, at least five years have elapsed since the date of conviction or the individual has had the record of his/her conviction sealed or expunged; (4) the individual is not a “repeat offender” (has not been convicted of any of the offenses listed in R.C. 3319.39(B)(1) or R.C. 3319.31 two or more times in separate criminal actions); (5) the individual has provided written confirmation of rehabilitation efforts, the results of those efforts, and whether the terms of his/her probation, parole, or deferred adjudication have been completed; and (6) as viewed by a reasonable person, the employment of the individual will not jeopardize the health, safety, or welfare of people served by the school. Employer has discretion to decide whether the offense has been rehabilitated. Written confirmation required in item (5), above, will not be conclusive evidence that the applicant has met the other rehabilitation requirements required by the Board and by law.

A co-teacher/paraprofessional must be under the supervision and direction of an assigned teacher at all times in the performance of their duties, although such duties need not necessarily be performed in the physical presence of the teacher except as otherwise stated in this policy. A co-teacher/paraprofessional working in the School in a Title I supported program may be assigned to duties consistent with any of the following:

- providing one-on-one tutoring for eligible students during times when the teacher would not otherwise be instructing the student;
- assisting with classroom management, such as organizing instructional and other materials;
- providing assistance in a computer laboratory;
- providing support in a library or media center;

- conducting parental involvement activities;
- acting as a translator;
- providing instructional services to students, if working under the direct supervision of a teacher.

A co-teacher/paraprofessional will be considered to be working under the “direct supervision” of a teacher if:

- the teacher plans the instructional activities that the co-teacher/paraprofessional carries out;
- the teacher evaluates the achievement of the students with whom the co-teacher/paraprofessional is working; and
- the co-teacher/paraprofessional works in close and frequent physical proximity to the teacher.

Nonteaching employees whose functions are solely secretarial and clerical and who do not perform duties as co-teachers are not required to hold a license even though they work under the direction of a teacher.

Co-teachers/paraprofessionals are prohibited from divulging personal information concerning any pupil in the school which was obtained or obtainable while employed, except to the teacher to whom assigned, or the Human Resources in such teacher’s absence, or when required to testify in a legal proceeding.

R.C. 3319.088; R.C. 3319.291; R.C. 3319.39; R.C. 3319.391; O.A.C. 3301-20-01; 3301-24-05; 3301-25.

Other Employees

Prior to employment, applicants for positions that do not require a license issued by the State Board of Education or that involve the operation of vehicles of public transportation must submit an application for the completion of a Bureau of Criminal Identification and Investigation and FBI criminal background check as required by Ohio law.

Every non-licensed Management Company employee must undergo a criminal background check at the time of application and then by the fifth of September every five years thereafter, unless the employee is a bus driver, in which case every six years thereafter. After the initial background checks, the employee will need to provide only an updated FBI criminal background check if the school previously requested a BCI criminal background check, and if he/she presents proof of having been an Ohio resident for the five-year period preceding September 5 of the applicable year. Certain convictions as outlined in Ohio Law will prohibit an individual from being employed in a public school. A listing of the disqualifying offenses may be obtained from the School's office.

In certain circumstances, an individual who would otherwise be disqualified may be hired or retained as an employee if that individual's offense has been rehabilitated. Rehabilitation is limited to certain offenses; a complete list of offenses that cannot be rehabilitated may be obtained from the Management Company's Human Resources. To be rehabilitated, (1) the offense cannot involve a victim who was a minor or a victim who was or is a student; (2) the individual has provided written confirmation of rehabilitation efforts and the results of those efforts; and (3) as viewed by a reasonable person, the employment of the individual will not jeopardize the health, safety, or welfare of people served by the school. The School has discretion to decide whether the offense has been rehabilitated.

To qualify as rehabilitated, bus drivers must also establish that (1) at least five years have passed since the individual was fully discharged from imprisonment, probation, or parole or since the individual entered a guilty plea, and (2) the individual has not pled guilty, been found guilty by a court, or been convicted of a rehabilitative offense two or more times in separate criminal actions. Employer has discretion to decide whether the offense has been rehabilitated.

Employees must possess both physical and mental health to be able to fulfill the duties of employment or the continuation of employment.

Employees may be required to possess such other experience, training or special skills as may be required by the Board or Employer for the position.

R.C. 3319.291; R.C. 3319.39; R.C. 3327.10(J); R.C. 3319.391; O.A.C. 3301-20-03; O.A.C. 3301-20-03; O.A.C. 3301-83-23 (Bus Drivers).

Substitute Teachers

Substitute teachers must possess a valid substitute teacher license issued by the Ohio Department of Education. If an applicant can provide evidence that application for a substitute teacher license has been made, that person may be employed conditionally for up to sixty (60) days pending receipt of the license. If a license is not obtained within that period of time, employment will be terminated.

All substitute teachers must complete an application for the completion of a Bureau of Criminal Identification and Investigation and FBI criminal background check as required by Ohio law. New employees may be employed on a conditional basis pending receipt of a satisfactory background check.

Certain convictions as outlined in Ohio Law, referred to as “absolute bar offenses,” will prohibit an individual from working in a public school. A listing of the disqualifying offenses may be obtained from the School's office.

In certain circumstances, an individual who would otherwise be disqualified may be hired if that individual's offense has been rehabilitated. Rehabilitation is limited to certain offenses. A complete list of offenses that cannot be rehabilitated (“absolute bar offenses”) may be obtained from the Management Company's Human Resources. To be rehabilitated, (1) the offense cannot involve a victim who was a minor or a student; (2) for a felony, at least five years must have passed since the individual was fully discharged from imprisonment, probation, or parole or the individual has had his/her conviction sealed or expunged; (3) for a misdemeanor, at least five years must have passed since the date of conviction or the individual has had the record of his/her conviction sealed or expunged; (4) the individual must not be a “repeat offender” (has not been convicted of any of the offenses listed in R.C. 3319.39(B)(1) or R.C. 3319.31 two or more times in separate criminal actions); (5) the individual must provide written confirmation of rehabilitation efforts, the results of those efforts, and whether the terms of his/her probation, parole, or deferred adjudication have been completed; and (6) as viewed by a reasonable person, the employment of the individual will not jeopardize the health, safety, or welfare of people served by the school. Employer has discretion to decide whether the offense has been rehabilitated. Written confirmation required in item (5) above will not be conclusive evidence that the applicant has met the other rehabilitation requirements required by the Board and by law.

R.C. 3319.226; R.C. 3319.291; R.C. 3319.36; R.C. 3319.101; 1964 O.A.G. No. 903; OAC 3301-20-01.

Outside Activities

Employer Staff may be prohibited from engaging in personal activities and associations that may be in conflict with the interests of the School. Examples of such activities include, but are not limited to, private enterprises with competitors or vendors, campaigning for a candidate for political or elected office not in a personal capacity, or, on the School premises or at School events, and soliciting fees for private tutoring of students. Staff Members who have any question regarding a potential conflict of interest should confer with the Management Company's Human Resources.

Personal Information and Access to Personnel Files

“Personal Information” is any information describing anything about a person who is an employee at the School or about actions done to or by, or about personal characteristics of such an employee, if such Personal Information can be retrieved from a system by a name or other identifying number or symbol assigned to such employee.

Employer maintains personnel files on each of its employees, even though they are not employees of the School. These files may contain the following Personal Information: application for employment; resume; copies of personal references; job evaluations; professional credentials or certification; copies of performance appraisals; disciplinary warning notices; letters of recommendation; criminal background reports and any notices, and writings or reports related to the Employee.

To ensure that personnel files are accurate, relevant, timely and complete at all times, it is the responsibility of each Employee to promptly notify Employer of any changes in name, telephone number, home address, marital status, change in legal name, addition or deletion of dependents, change in beneficiaries, change in Federal or State tax deductions, scholastic achievements, the individuals to notify in case of an emergency, or any other Personal Information. Personal Information shall be updated annually by the Superintendent or his/her designee.

Personnel files are the property of Employer, and access to the information they contain is restricted. This is subject only to any applicable requirements of public records law which Employer determines it may comply with as a private vendor of the School. The Superintendent is directly responsible for the Personal Information systems and may adopt further procedural rules consistent with this policy. No Personal Information may be accessed without first completing a written request to the Human Resources. The Superintendent may grant blanket access to all or part of the Personal Information systems for employees whose jobs require such access. All Employees granted access to any Personal Information in the files shall be informed of the substantive provisions of the policy and accompanying appendices. In an effort to protect Personal Information in the system from unauthorized modification, destruction, use or disclosure, the Superintendent shall keep a log of authorized parties and specific access granted, and all Personal Information systems shall be password protected.

The School shall maintain and use only Personal Information that is necessary and relevant to the functions that the School is required to perform and shall eliminate Personal Information when it is no longer necessary and relevant to those functions.

If an Employee is asked to supply Personal Information to be maintained in the School's personnel files, the School shall inform the Employee whether that information is legally required, or whether the Employee may refuse to provide the Personal Information.

The Superintendent shall establish disciplinary measures for the unauthorized use of information contained in the system, which shall include, but not be limited to the following: reprimand;

suspension or administrative leave with or without pay; termination; referral to authorities for prosecution.

Employees who wish to review their own files should contact Human Resources. With reasonable advance notice, Employees may review their own personnel files by appointment.

Procedural rules regarding the operation of the Personal Information System are in Personal Information Procedure. Each Employee, by signing the acknowledgment to this Policy, is informed of the rules contained in the School's Personal Information Procedure.

Ohio Privacy Act; R.C. Chapter 1347; R.C. 149.43.

Public Records

Public records are recorded accounts or information that are kept by the School for the conduct of School business and instruction. Any person may inspect the public records of the School during regular business hours of the office in which such records are kept, provided adequate advance notice is given to the custodian of the records. An Employee or representative will be present during the inspection of the records. A person may purchase copies of the School's public records upon payment of a fee, which is equal to the exact cost of making the copies. The School's public records may not be removed from the School except by an Employee who is authorized to do so.

R.C. 149.43.

Student Records

Student records will be collected and maintained in the School office. These records shall be available only to Students, their Parents, legal guardians or School personnel who have a legitimate educational or instructional purpose for the records. Both Parents shall have equal access to their child's records unless a court has ordered otherwise. Upon receiving notification that a student has transferred and when the new school requests student records, the School will forward the records to the new school. Copies may be made of a student's record if requested by a Parent or court appointed guardian. The Human Resources shall maintain a log of persons who have accessed School records and the specific record(s) which were inspected or copied. An Employee shall be present during the inspection of the records.

R.C. 3319.321.

Weapons in the Workplace

Objective

To create a safe working environment for our employees and students by prohibiting the possession and/or use of weapons in the workplace. The School will not tolerate any weapon possession or use.

Scope

Persons subject to the terms of this policy are as follows:

- A. All employees of Employer.
- B. All substitute teachers working in the School.
- C. All employees of contractors providing services on behalf of the School.
- D. All applicants for employment with, or to work in, the School.
- E. All other persons, including visitors, vendors, subcontractors, students, etc.
- F. All persons, except
 1. law enforcement personnel or state or federal officers, agents, or employees who are authorized to carry deadly weapons or dangerous ordnance and are acting within the official duties of such position;
 2. security officers employed by the Governing Authority who are on duty and authorized to convey or possess deadly weapons or dangerous ordnance in(to) the school safety zone;
 3. any other person with written authorization from the Governing Authority to convey or possess deadly weapons or dangerous ordnance in(to) the school safety zone.

Policy

This policy prohibits possession and/or use of prohibited weapons at any time on School grounds, a School vehicle, or at a School sponsored event. However, an individual with a valid concealed-carry license or temporary emergency license who is either a driver or passenger in a motor vehicle and who is immediately in the process of dropping off or picking up a child in a school safety zone may convey, attempt to convey, or possess an unloaded handgun in(to) the school safety zone if one of the following applies:

1. the handgun is in a closed case, bag, box or other container that is in plain sight and that has a lid, cover or closing mechanism with a zipper, snap or buckle, which lid, cover or closing mechanism must be opened for a person to gain access to the handgun;
2. the handgun is located in a compartment that can be reached only by leaving the vehicle;
or

3. the handgun is located in plain sight and secured in a holder for the purpose.

Prohibited weapons include any form of weapon and any form of explosive restricted under local, state or federal law or regulation. This includes all firearms, illegal knives or other weapons restricted by the law. The terms “deadly weapon” and “dangerous ordnance” are defined in R.C. 2923.11. If you have a question about whether an item is covered by this policy, please contact the Superintendent or his/her designee. You will be held responsible for making sure beforehand that any potentially covered item you possess is not prohibited by this policy.

Prohibitions

The School's policy prohibits:

- A. Use or possession of weapons on School grounds, on a School vehicle, or at a School sponsored event.
- B. Use or possession of weapons while performing any task on the School’s behalf.
- C. Refusing to sign a statement agreeing to abide by the School’s Weapons in the Workplace Policy.
- D. Failing or refusing to report a known violation of this policy.
- E. Failing or refusing to cooperate with any investigation relating to a possible violation of this policy.

Consequences for Violation of This Policy

- A. Violation of the School's Weapons Policy may result in severe disciplinary action, including discharge, at the School's sole discretion.
- B. Using or possessing a weapon on School grounds in violation of this policy will be considered an act of criminal trespass and will be grounds for immediate removal from School grounds and may result in criminal prosecution.

If you become aware of anyone violating this policy, take no action and immediately report it to your supervisor or to the Superintendent or his/her designee.

Gun Free School Zones Act, 18 USC 922(q); Gun Free Schools Act, 20 USC 7151; R.C.2923.11; R.C.2923.122; R.C. 2923.126; R.C. 2923.16.

Reporting Accidents

All accidents on School property, on School testing sites, and at School-sponsored events must be reported to the Human Resources immediately. An accident report form must be completed as soon as possible following the accident and turned into the Human Resources. These reports must be compiled and summarized annually by the Human Resources.

R.C. 4123.5; R.C. 4123.511.

Local Professional Development Committee

Professionals working at the School are required to follow all policies, rules, guidelines, and procedures of the Management Company concerning professional development.

In compliance with R.C. 3314.03, the School will follow the requirements for establishing a Local Professional Development Committee (“LPDC”), as is required by R.C. 3319.22. In establishing the LPDC, the following shall apply:

1. The LPDC shall be a consortium with other regional Ohio public community schools managed by the Management Company (“consortium” or “constituents”).
2. The certified/licensed general education teachers in the constituent schools shall elect, by majority vote, at least three (3) certified/licensed teachers to be members of the LPDC.
3. Representation of a Human Resources on the LPDC shall be determined by majority vote of the Human Resources of the constituents participating in the LPDC.
 - a. The Human Resources of the constituents shall vote at a time concurrent with the vote by the teacher constituents.
 - b. The Human Resources of the consortium shall vote on an order of membership on the LPDC whereby the Human Resources’ representation shall revolve between the consortium schools on a yearly basis.
4. An additional member of the LPDC may be appointed by the Superintendent.
5. The activities of the LPDC shall apply to each constituent as though the consortium were a district.
6. The terms of the members of the LPDC shall be one (1) year and the members may be re-elected in accordance with 2, 3, and 4 above. Members may serve additional terms, except for the Human Resources in accordance with 3(b) above, if applicable.
7. Mid-term vacancies on the LPDC shall be filled by: for teachers, by a majority vote of the remaining LPDC members, and, for others, by the Superintendent.
8. The LPDC shall meet at least two (2) times per school year, but may meet more. This policy empowers the LPDC to determine the frequency, time, and place of the meetings and such decisions shall have a binding effect.
9. An educator wishing to appeal the decision of the LPDC may appeal to a three member Appeals Board, consisting of one member chosen by the educator, one member chosen by the LPDC, and one member agreed to by both the educator and the LPDC.
10. Any tie vote or any vote without a majority shall be decided by the Superintendent.

11. The LPDC shall 1) set the requirements for teachers requiring renewal of Ohio Department of Education certificates or licenses, 2) make decisions regarding participation in external training or professional development, 3) address the performance improvement processes internally, and 4) all other matters required by law.

R.C. 3319.22

Salary Deduction Policy

The School requires compliance with the “salary basis” requirements of the Fair Labor Standards Act (“FLSA”). Therefore, the School directs that the Employer not make any improper deductions from the pay of exempt employees. The Board wants the Employer Staff to be aware of this policy and that deductions that violate the FLSA are not allowed.

Deductions from pay are permissible when an exempt employee: is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions. Also, the Employer is not required to pay the full salary in the initial or terminal week of employment; for penalties imposed in good faith for infractions of safety rules of major significance, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial day or full day deductions may be made.

If you believe that an improper deduction has been made from your salary, you should immediately report this information to the Employer or the appropriate governmental agency.

29 C.F.R. 531, et. seq.

STRS/SERS

You may be covered by the State Teachers Retirement System (STRS) or the State Public Employee Retirement System (SERS). Please see your Employer for details. The School directs the Employer to comply with any Board obligations of STRS or SERS to the extent that those obligations apply to the Employer.

R.C. Chapters 3307 and 3309.

Student Activities

The formation of all student activities (clubs, teams, groups etc.) must first be approved by the Human Resources. The Human Resources will give consideration to all factors in determining the potential value to students before final approval is given. Copies of all the necessary forms, rules and regulations pertaining to the establishment of a student activity are available from the Human Resources.

Fundraising Activities and Projects

All fundraising activities conducted at or on behalf of the School must be approved in advance of the proposed activity by the Human Resources. Copies of the forms and rules and regulations are available from the Treasurer. There is a potential personal liability associated with maintaining proper and accurate records, safeguarding and depositing funds, and assuming responsibility for conducting and overseeing a fundraising project. Staff Members are advised to carefully follow all rules, regulations, and policies governing fundraising activities.

Software and Copyright Issues

To prevent computer viruses from being transmitted through the School's Equipment, there will be no downloading or copying of any software onto the School's Equipment without prior approval of the School. No files of any kind will be downloaded from the Internet without prior approval of the School. License agreements relating to any software, whether individually owned or owned by the School, will be strictly complied with. Any student or employee desiring to reproduce or store information of any sort downloaded from the Internet should contact the Human Resources to determine whether the intended use is permissible. Copyright laws are very complex and can apply even to information that appears to be freely available for any use. No copyrighted material will be copied illegally on the School's Equipment or transmitted through the School's Equipment.

The Board encourages teachers and staff assigned to the School to make judicious use of appropriate printed materials, sound recordings, and electronic programs in the curriculum but recognizes that Federal law, applicable to public school districts, protects authors and composers from the unauthorized use of their copyrighted work.

The copyright law of the United States (Title 17, USC) governs the making of photocopies or other reproductions of copyrighted materials. According to the copyright law, it is illegal to copy or reproduce on disk or paper, by use of school equipment or any other means, materials for which the person reproducing or the School does not own the copyright, unless the written permission of the copyright owner has been obtained, or unless the activity is within some of the limited exceptions to the copyright laws. Copyright infringement carries with it serious civil and criminal penalties under law. Title 17, Section 107, regarding the Fair Use of copyrighted work, reads in pertinent part:

. . . [T]he fair use of a copyrighted work, including such use by reproduction in copies or photo-records or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include B:

1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. the effect of the use upon the potential market for or value of the copyrighted work.