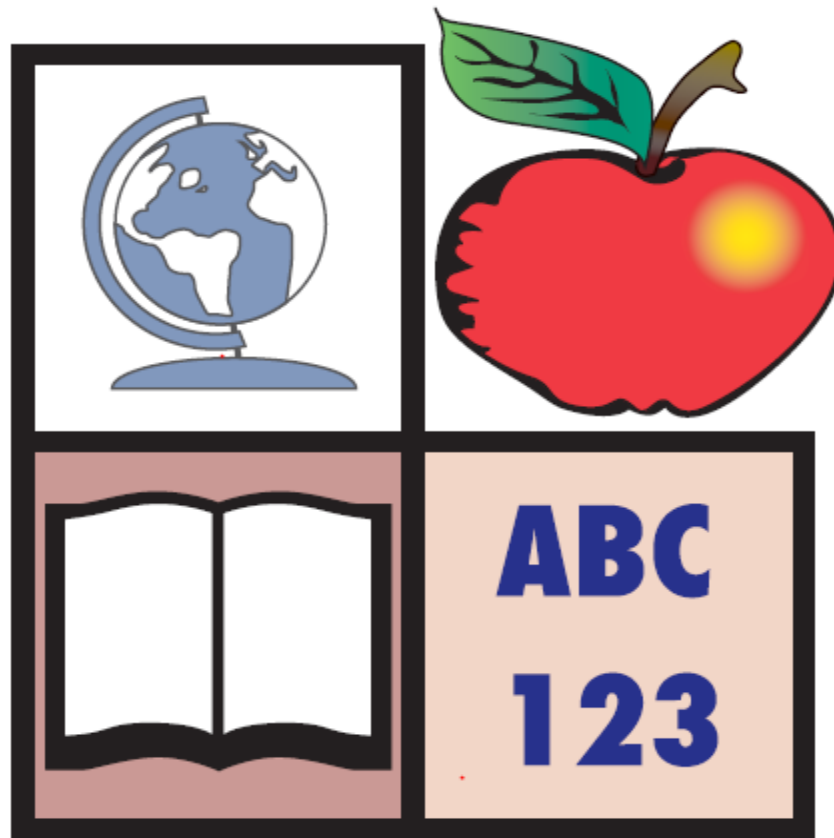


# International Academy



## **International Academy of Columbus**

# Staff Handbook

International Academy of Columbus does not discriminate against any students or employees because of their intellectual ability, measure of achievement or aptitude, athletic ability, disability, race, creed, national origin, religion, or on any other ground that would be unlawful.

Revised 8/2024



Dear Staff Members,

Welcome to the International Academy of Columbus (IAC). It is our hope that you will find working with our school a rewarding and satisfying experience.

Each staff member serves a particular role in the school and is responsible for a unique set of job duties. In fulfilling their job duties, all staff members contribute toward the success of our school and, in one way or another, help in preparing our students for good citizenship, developing and enhancing their character, and enabling them to achieve academic excellence.

We have developed this Handbook of policies to help orient you to IAC's policies and operations. Please read this Handbook carefully and thoroughly and keep it for future reference. The policies contained in this Handbook are subject to revision at the sole discretion of the IAC School Board. If you have any questions regarding these policies, ask any member of the administration.

We are happy to have you as part of the IAC team.

Sincerely,

IAC School Board

## **Mission**

The mission of IAC is to provide high quality, globally conscious, and competency based education programs from kindergarten to 8<sup>th</sup> grade. In partnership with parents and the community, IAC will graduate students who are successful life-long learners and responsible citizens of their school, neighborhoods, community, and beyond.

IAC will meet the needs of the increasingly diverse student population of Central Ohio including students who are challenged by Limited English Proficiency and students who come from educationally interrupted backgrounds.

IAC will strive to provide a physically and psychologically safe environment that encourages self-discovery and development.

IAC will be a dynamic community of children and adults governed by school administrators with mutual respect, equality, and judicious rules and regulations. IAC's staff will serve as role models demonstrating positive examples for students.

## **Philosophy**

IAC reaffirms the idea that schools are second homes where children's character and cognitive development are cultivated, and that teachers and school staff members are the agents who make such development possible. In that spirit, IAC is committed to removing barriers of access to equal education by establishing a friendly environment and rigorous educational programs. IAC educational programs are designed to address and meet the academic as well as character development needs of its diverse students through student-centered academic and character education plans.

IAC will reinforce universally accepted good character traits and citizenship and integrate them throughout the curriculum. Students will be provided with real-life examples of these principles that will demonstrate that they are important in every circumstance and play a role in every life decision. This character education component will encourage the participation of parents and community in the academic and character development of their children, helping to integrate the school and the community.

The nurturing academic environment at IAC will be cultivated through elements such as small class sizes, personal teacher-student attention, instruction to meet the needs of each student, after school programs, and concentration on English language proficiency. This specialized academic setting will result in greater levels of academic success and increased self-esteem for IAC students.

## **Employment**

**Employment Process:** IAC selects the best-qualified applicants through a designated employment process in compliance with state and federal regulations. The School Board manages the employment process.

**Applications/Resumes:** Applications and/or resumes are generally accepted for posted positions and for positions where there is an anticipated future need. Applications and resumes for posted positions are kept on file for six months. Applications and resumes must be legible and complete in order to be considered.

**Employment at Will:** Employment with IAC is voluntarily entered into, and staff members are free to resign at will at any time, with or without cause. However, staff members are required to give 30 days written notice prior to termination of employment. IAC may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of federal or state law

### **Employment Classifications:**

***Non-Exempt/Exempt Status:*** Each staff member is designated as either “Non-exempt” or “Exempt” from federal and state wage and hour laws. This classification determines a staff member’s employment status and benefit eligibility.

- **Non-exempt:** Non-exempt staff members are entitled to overtime pay under the specific provisions of federal and state laws. In general, staff members under this classification include Instructional Assistants, Cafeteria Staff, Office Support Staff, and Custodial Staff.
- **Exempt:** Exempt staff members are excluded from specific provisions of federal and state wage and hour laws. In general, staff members under this classification include Certified Teachers, Certified Instructional Assistants, and Administration.

***Full Time/Part Time Status:*** Each staff member is designated as either Full Time or Part Time based on number of weekly hours worked. This classification determines a staff member’s employment status and benefit eligibility.

- **Full Time:** Regularly work 36 hours per week or more.
- **Part Time:** There are three different classifications of part time employees:
  - Regularly work 30-35 hours per week
  - Regularly work 20-29 hours per week
  - Regularly work 19 hours per week or less

***10-Month/12-Month Status:*** Each staff member is designated as either a 10-Month or 12-Month staff member based on number of months worked in the year. This classification determines the number of days the staff member is required to work.

- **10-Month:** 10-Month staff members are required to work roughly mid-August through mid-June. These staff members generally include all teachers, assistants, cafeteria, and custodial staff. Any work, approved by the Director and performed during the summer months will be paid in addition to any summer pay earned under the staff member’s contract.
- **12-Month:** 12-Month staff members are required to work the entire calendar year, including the summer months. These staff members generally include all administration.

**Employment of Relatives:** Relatives of IAC staff members may be employed only in positions where they do not directly report to their relative.

- **Identification of Family Relationships:** All staff members must indicate on their employment application any family relationship to current IAC staff members.

- Relationship Changes: Staff members who become relatives during their employment are required to inform the Director. The involved staff members may be requested to leave their employment. The Director, in consultation with the employees, will make any employment decisions in consideration of potential or observed problems as a result of the relationship. The decision is based on factors such as performance, the ability to replace a position, and other school needs.
- Protection of Confidentiality: Applicants with immediate family members at IAC will not be employed in positions where breach of confidentiality or collusion could occur.

**Job Descriptions**: All positions at IAC have specific job descriptions outlining staff member duties and responsibilities. Each staff member will be advised of his/her particular job description. All job descriptions are periodically reviewed by the administration and updated to ensure appropriate competencies are included. All new job descriptions or revisions must be approved by the School Board.

**Employment Paperwork**: All staff members are required to fill out the appropriate employment forms upon employment at IAC. If any of the information on these forms changes after employment, the staff member must submit the changes in writing to the administrative office. The paperwork that must be current and on file for each staff member includes:

- Employment Application
- Background Check
- Official Transcripts
- Official Certification documents
- W-4
- I-9 Employment Eligibility
- STRS/SERS Membership Form
- Direct Deposit Form
- Copy of Social Security Card
- Health Insurance Form

**Mid-Year Employment**: Staff members who are hired after the start of the academic year will receive, if applicable, pro-rated salaries, pro-rated Personal Hours, and pro-rated Vacation Hours. These pro-rated amounts are calculated based on the number of remaining number working days in the academic year.

**Annual Contract Renewal**: Near the end of each academic year, the School Board reviews IAC's employment situation, taking into consideration staffing needs and staff member performance. After its review, the School Board issues a statement to each staff member informing him/her whether or not his/her contract will be renewed for the next academic year.

**Termination**:

- Final Paycheck Adjustments: Upon termination, the staff member's final paycheck will be adjusted to ensure that the time worked equals the earnings paid.
- Mid-Year Termination: Termination of staff during the academic year may occur upon recommendation of the Director. The School Board may, at its discretion, solicit information relevant to termination from any source.
- Contract Non-Renewal: Staff members whose contracts will not be renewed for the next academic year will be advised no later than May 31.

## **Payroll and Compensation**

**Compensation Methods:** The method of compensation depends on employment classification.

- **Non-Exempt Part Time:** These staff members are paid on an hourly basis and will not receive paychecks for times in which they did not work (Winter Break, Labor Day, Summer Break, etc.).
- **Non-Exempt Full Time:** These staff members are contracted to work a specific number of days, 8 hours per day, at a particular salary. This salary will be paid over the course of 12 months in the form of an hourly rate that is calculated by dividing the salary by 2080, the number of weekday hours in the year. During each pay period, the staff member will be paid his/her hourly rate for all hours worked as well as for any closed-school weekdays (Winter Break, Labor Day, etc.). A certain number of hours are also available to be paid over the summer months. The staff member will be paid the percentage of the summer hours that corresponds to the percentage of contract hours worked during the year. This percentage will be calculated at the end of the academic year.
- **Exempt Full Time:** These staff members are contracted to work a specific number of days, 8 hours per day, at a particular salary. This salary will be paid in 24 equal installments over the period of one full year.

**Payroll Schedule:** Staff members are paid semimonthly on the last business banking day on or before the 15<sup>th</sup> and the last business banking day on or before the last day of each month. All payrolls, benefit premiums and other deductions are processed 2 weeks in arrears.

**Direct Deposit:** IAC payroll is processed with direct deposit, in which earnings are deposited automatically into a staff member's checking or savings account. All staff members are required to enroll in direct deposit upon employment. Staff members may have their entire amount deposited into one account or their earnings split and deposited into multiple accounts.

**Payroll Stubs:** Payroll stubs showing an itemized statement of wages and direct deposit record for each employee will be distributed in the staff mailbox area or emailed on payday.

**Deductions:** All IAC staff members will have federal, state, and local taxes withheld automatically from their paychecks, as required by law. Any staff members whose tax information changes must re-submit updated W-4 forms to the administrative office. IAC must deduct retirement contributions from staff earnings under either SERS or STRS. For more information on these retirement programs, please see "Benefits." IAC offers other programs and benefits beyond those required by law. Staff members may voluntarily authorize deductions from paychecks to cover the costs of participation in these programs.

**Pay Grades and Ranges:** Each position at IAC is assigned a pay grade as determined by internal comparisons and external market conditions. Pay ranges are developed for each pay grade and are reviewed annually. A pay range identifies the minimum and maximum pay rates for a position as well as steps for each year of service.

**Pay Rate Decisions:** To ensure consistency and credibility of the compensation program, a decision regarding rate of pay included in an employment offer is reached by the School Board. Criteria used to determine the appropriate rate of pay include type of education or degree and length of experience in a similar position.

**Overtime:** In general, no staff members will be scheduled to work more than 40 hours per week. However, all staff members will be required to attend conferences, meetings, after school programs and extracurricular activities scheduled outside of school hours. Any non-exempt employees will be paid overtime pay or will

receive Compensatory Time for any hours worked that exceed 40 in one week (not including paid time off). Overtime hours must be pre-approved by the administration. Should staff members work overtime without receiving prior authorization from the administration, they may be subject to disciplinary action.

## **Staff-Related Daily Procedures and Information**

**Staff ID Cards:** All staff members have a staff ID card. This card is for timeclock and security purposes. Each staff member must display his/her ID card in a clearly visible location on his/her person whenever he/she is in the school. If a staff member's ID card is lost or damaged, he/she should report to the administrative office immediately for a replacement card.

**Clocking In/Out:** All staff members must clock in upon beginning work and clock out upon finishing work at the school. Staff members must also clock in and out upon leaving and returning to school during the school day. Staff members may use their staff ID cards to swipe in and out at the swipe station near the front desk.

If a staff member forgets to clock in or out, or cannot use his/her card for any reason, he/she must immediately fill out a Timeclock Slip to document the times worked for that day and submit it to the administrative office.

**Staff Mailboxes:** Each staff member is assigned a staff mailbox in the mailbox area located in the staff lounge on the first floor. These mailboxes will be used for mail distribution, pay stub distribution, announcements, and important communication among administration and staff. Staff members are expected to check and clean out their mailbox areas at least once per day. Items left in mailboxes after the academic year has ended will be discarded.

**Staff E-mail Accounts:** Each staff member is assigned a staff e-mail account through the school's server. These e-mail accounts are easily accessible via the internet. These email accounts will be used for important announcements and communications between administration and staff, and among staff members.

**Forms:** Some commonly used forms including Staff Absence Notices, Timecard Slips, Invoices, and Student Discipline forms are available in the Staff Mailbox Area. Originals of all important forms are available for copying in the "Hard Copies" binder on the front desk. Forms may also be obtained in the administrative office.

**Staff Copy and Work Station:** The staff lounge is designated as the Staff Copy and Work Station. This area is exclusively for staff member use. Staff members are asked not to send students into this area unaccompanied for any reason. This area contains supplies for staff use such as copy machines, paper cutters, paper supplies, binding machines, laminator and hole punchers. Staff members are asked to keep this area neat and to clean up after themselves. Any papers or materials left in this area at the end of the day will be discarded.

The copy machine and supplies in the administrative office are for administrative use only.

### **Supply Requests and Reimbursements:**

- **Special Orders or Out-of-Stock Supplies:** If a staff member need supplies or materials that are not in stock, he/she should complete a Requisition Form and submit it to the administration for approval and ordering.



- **Supply Reimbursements:** In most cases, supplies will be ordered directly by the school so that the school can purchase them tax-exempt. However, in some cases, staff members may purchase supplies and be reimbursed. In order to be reimbursed, staff members must obtain pre-approval in writing from the administration. For reimbursement of approved purchases, staff members must fill out an Invoice form, attach all receipts, and submit it to the administrative office.

**Staff Restroom:** Three restrooms are designated for staff use; two are located on the first floor near the Girls' Restroom outside the cafeteria and one on the second floor beside the middle school Science room. Staff members are asked to be considerate of others with regard to cleanliness.

**Confidentiality:** For the protection of IAC students and families, staff members are prohibited from discussing students and/or families outside of private, formal discipline or consultation situations. Staff members may not discuss student affairs with other staff members or with other individuals inside or outside IAC.

**Verbal Professionalism:** To ensure a positive school environment, staff members are asked not to discuss school or classroom affairs, especially of a negative nature, within earshot of students or visitors. Staff members should be especially cautious about discussions held in open areas including the front lobby, front desk, and staff copy station.

**Problem Resolution:** IAC is committed to providing the best possible working conditions. Part of this commitment is encouraging an open and honest atmosphere in which any problem, complaint, suggestion, or question receives a timely response from administration. If a staff member disagrees with established rules of conduct, policies, or practices, or has a problem, complaint, suggestion, or question relating to the school, he/she should present the issue to his/her nearest supervisor for documentation, discussion, and resolution. If the issue remains unresolved, the staff member should present it to the next highest level of administration.

**Work Area Cleanliness:** Staff members are required to keep their work areas neat and orderly. In classrooms, organization of supplies and furniture is the teacher's responsibility. Teachers should see that detached student chairs are placed on top of desks at the end of each day. Staff members who wish their personal desks to be cleaned should clear off their desks at the end of each day. Any concerns about the building cleanliness should be directed to the administrative office.

**Internet Usage:** The IAC internet facilities are to be used for professional purposes. Internet users are responsible for seeing that the Internet is used in an effective, ethical, and lawful manner. Internet chat services may be used to conduct official school business or to gain technical or educational advice. Databases may be accessed for information as needed and e-mail may be used for professional contacts. The Internet should not be used for personal matters and must not interfere with a staff member's job responsibilities.

Each user is responsible for the content of all text, audio, or images placed or accessed over the Network and Internet. Fraudulent, harassing, or obscene messages or programs are prohibited. Users also must refrain from expressing personal opinions on the school's Network or Internet connection.

All messages created, sent, or retrieved over the IAC Network/Internet are the property of IAC and should be considered public information. IAC reserves the right to access and monitor all messages and files on the network as deemed necessary and appropriate.

**Telephone Usage:** IAC staff members may use school telephones (including fax machines) for conducting school business or for other uses according to the following guidelines:

- The call could not have been made during non-work hours.
- The staff member has obtained approval from the administration to make the phone call.
- The call does not adversely affect the staff member's performance of his/her duties.
- The call is of a reasonable duration.
- All incoming private phone calls are limited to non-teaching times and are of an urgent/emergency nature.

**Cafeteria/School Food:** Food and meals must be paid for in advance in the administrative office, and the receipt presented to the cafeteria staff to verify payment before taking food.

For sanitation reasons, non-cafeteria staff members may not open or access school refrigerators or other food storage areas, unless in direct consultation with a cafeteria staff member.

**No-Smoking Policy:** IAC encourages a healthy lifestyle for students and staff and is therefore a no-smoking environment. Smoking is prohibited in IAC and on IAC grounds, including in parking lots and on playgrounds. If staff members smoke, they are asked to do so away from the school and out of view of students.

**Visitors:** If it is necessary for a visitor to go beyond the school's front lobby, the visitor must sign in with his/her name and phone number and obtain a Visitor Badge from the front desk. Visitors must be accompanied by staff members at all times. Staff members are requested not to let visitors into their workspaces without a Visitor Badge. All staff members are requested to report to the administrative office any unknown adults who are seen in the school without displaying a Visitor Badge and, if possible, direct any such individuals to the front desk.

**Volunteers:** Community members who would like to volunteer are encouraged to do so. Staff members should be aware of the following volunteer rules in order to help ensure that volunteers abide by IAC policies:

- Volunteers must complete a background check prior to volunteering in the school.
- Volunteers must commit to arriving promptly and regularly on their assigned days.
- Volunteers must notify a staff member well in advance of any tardies or absences.
- Volunteers must sign in upon arrival and sign out upon leaving.
- Volunteers may not bring other children or adults with them.

**Fire and Tornado Drills:** The Ohio education code requires that the school conduct monthly fire drills year-round and monthly tornado drills during the months of April-July. Please be aware that IAC will be conducting these routine drills. All staff members will be expected to react appropriately and demonstrate knowledge of the required safety procedures during these drills.

**Emergency Procedures:** An Emergency Manual has been developed to prepare staff members for emergencies, including injuries, fires, tornadoes, and power outages. All staff members should have in their possession a copy of the Emergency Manual and should be thoroughly familiar with its contents. Each staff member's Emergency Manual should be kept in a place that will be easily accessible. In the event of an emergency, staff members should remain calm and carry out emergency procedures.

**Emergency School Closings:** In the event of an emergency school closing due to extreme weather, the Director will alert the local news stations and the school closing will be publicly announced. Staff members

should monitor local television and/or radio news stations on days of extreme weather to check for a closing. If Columbus Public Schools are closed, IAC will also always be closed. The Director will telephone and/or e-mail staff to alert them of the closing.

**End of Year Procedures:** At the end of each academic year, staff members will be given checklists and procedural guidelines to follow to ensure closure of school operations and proper documentation of various matters. Teachers will be asked to inventory, record, and account for all materials belonging to the school. Teachers are responsible for tracking textbooks and reporting lost or stolen textbooks to the administration. Instructional Assistants and other staff are expected to complete their End-of-Year Checklists, if any, and to assist teachers in completion of their Checklists, as needed.

## **Staff Appearance**

**Good Judgment:** Staff members are expected to exercise good judgment and common sense in regards to their personal appearances, cleanliness, and hygiene. Physical appearances of staff members set the tone for the school environment and should set positive examples for students.

**Dress Code:** All staff are expected to be appropriately and professionally dressed, according to all IAC policies, and as follows:

- Hair should be clean and neat.
- Shorts, sleeveless shirts, hemlines above knee-length, and low necklines are prohibited.
- Jeans, sweatshirts, T-shirts, or shirts with text or graphics are prohibited, except for official dress-down days.
- Jewelry and accessories may be worn but should not distract from a professional image.
- Clean athletic shoes and sandals are allowed.

**Corrective Action:** Failure to comply with the above appearance guidelines will result in corrective action. Staff members may be requested to go home (on unpaid time) to correct any appearance violations. Repeated violations may result in disciplinary action with the Director or School Board.

## **Staff Attendance**

**Timeclock System:** Each staff member's ID Card serves as his/her timeclock card. Every day, each staff member is required to swipe in upon beginning work and swipe out when ending work. If a staff member cannot swipe in or out for any reason, he/she should fill out a Timeclock Slip to record what time work was begun and ended and give it to the administration. If an employee needs to leave the school for any reason during the school day, he/she must swipe in and out upon leaving and returning to the school.

**Semi-monthly Verification of Timeclock Data:** Every 15 days, a printout of each staff member's timeclock data for the previous pay period will be placed in his/her mailbox. Each staff member should review his/her timeclock data, checking for any missing or incorrect data. If any corrections need to be made, the staff member should report those corrections along with proper documentation to the administrative office by Wednesday of the same week. If no corrections are reported by this time, payroll may be processed based on the data reported on the timeclock report.

**Daily Schedules:** Upon commencement of employment, each staff member will be told his/her daily schedule, including start time and end time. Most full-time staff members will work from 8 am to 4 pm unless agreed upon by the staff and administration.

**Leaving the School:** If at any time a staff member wishes to leave the school during the working day for any reason, he/she must notify the Director in advance and obtain approval to leave. The staff member must clock out and in to document the time spent away from the school.

**School Business Hours:** IAC will, in general, be open from 8 am to 4 pm. Any staff members who wish to come to the school outside of regular school hours for voluntary extra work, preparation, volunteer work, or for any other reason must submit a request, written or oral, to the Director.

**Working Days:** All staff members will work a specified number of days according to the academic year calendar, depending on whether classified as 10-month or 12-month. The Director will inform each staff member of his/her required number of working days. All staff members are off work on the days that the school is closed (breaks, holidays, and calamity days). All staff members are required to come to work on the days that the school is closed to students but open to staff (in-service days and preparation periods before and after school starts).

**Lunch Breaks:** All staff members are entitled to one paid 30-minute lunch break at a time that is approved by the administration. If staff members leave the building for a lunch break, they must clock out and clock back in with their ID card. Any break time that exceeds the paid 30 minutes will be unpaid time.

If a staff member wishes not to take any sort of lunch break for religious reasons, and instead wishes to work during the break, he/she may request compensatory time to leave early. These requests must be made in writing and in advance to the Director, and must explain which day(s) a break will not be taken and what work the staff member will be doing during that time. In addition, staff members must submit official certification from their religious institution explaining the religious observance. Approval of these requests depends upon the availability of extra work for the staff member.

**Work Outside of Regular Schedule:** Occasionally, occasions such as in-services, trainings, parent orientations, and school events may be scheduled outside of regular school hours. Non-exempt staff members who are required to attend these events will be paid overtime or will be given compensatory time. For exempt staff members, attendance at these events is considered part of their contracts.

**Donating Extra Sick/Personal Hours:** If a staff member needs to take time off of work due to extreme circumstances but has no remaining Sick or Personal Hours, other staff members may donate their Sick or Personal Hours to that staff member. Such donation must be approved by the Director and will be allowed only in cases of calamities or other extreme situations. Such donation must also be documented in writing. The total amount of hours donated may not exceed 16 hours per calendar month, unless permitted by the Director.

**Tardiness and Absence:** To maintain a safe and productive school environment, IAC expects regular attendance. Absenteeism and tardiness place a burden on other staff members and negatively impact students and IAC operations. Either may lead to disciplinary action, up to and including termination.

Non-exempt staff members are given a 5-minute grace period in the event of occasional tardiness. Any tardiness beyond 5 minutes will be unpaid time. However, habitual tardiness, even if within the 5-minute grace period, will not be tolerated and will incur disciplinary action.

Exempt staff members will not be rigidly held to a daily schedule, but timeclock information will be monitored to ensure that the requirement of 40 hours per week is being fulfilled. If a staff member consistently fails to work 40 hours per week, he/she will be subject to disciplinary action.

## **Short-Term Staff Absences**

**Unplanned Absences:** Unplanned absences include Sick Leave, Funeral Leave, and emergencies.

- **Absence Notification:** In the event of an unplanned absence, the Administration must be notified. Please call the Administrative Office at **614-794-0643**. If calling during school hours, leave a message with the receptionist or administrative staff. If calling outside of school hours, leave a message detailing your absence.
- **Documentation Upon Returning to Work:** On the first day back to work after an unplanned absence of any kind, each staff member must fill out a Staff Absence Slip (either Full-Day or Partial-Day) and submit it to the administrative office.
- **Consecutive Days:** If an unplanned absence will carry over into the following day, please call the school at 614-794-0643 to notify the administration as early in the day as possible.

**Planned Absences:** All absences that have been planned in advance, such as Personal Days or Sick Hours for planned medical appointments.

- **Requesting and Documentation:** All requests for planned absences must be made in writing at least 7 days in advance of the proposed absence by filling out a Staff Absence Slip (either Full-Day or Partial-Day) and submitting it to the administration for pre-approval.
- **Approval:** Administration will review all absence requests and will only contact you if your request is not approved.

**Types of Short-Term Absences:** The types of short-term staff absences are Sick Hours, Personal Hours, Professional Days, Vacation Days, Bereavement Leave, Calamity Days, and Unpaid Time.

**Sick Hours:** Sick hours may be used for personal illness or injury, illness or injury in one's immediate family, personal medical appointments, medical appointments in one's immediate family, or deaths of family members outside of immediate family. (Immediate family is defined as spouse, child, sibling, parent, grandparent, or grandchild; spouse's sibling, parent, grandparent, or grandchild; child's spouse; and other members of the household.)

- **Monthly Accrual:** All staff working 20 hours per week or more will accrue Sick Hours at the rate of one standard pro-rated working day per month. Accrual will take place only for periods during which a staff member is working (including scheduled closed school days). Accrual will not take place during the summer months (for 10-month staff members) or during Leaves of Absence.
- **Tracking Sick Hour Balances:** Each staff member's Sick Hour balance will be tracked and will appear on his/her pay stub each payroll period. Any questions about balances may be directed to the administration.
- **Increments of Usage:** Sick Hours can be used in .25 hours (15 minute) increments. Any sick time taken in increments other than .25 hours will be rounded up to the nearest .25 hours.
- **Negative Sick Hour Balances:** Negative sick hours and missed hours owed will be docked at the last payroll of every month.
- **Prolonged Sick Days:** When a staff member has used Sick Hours for a period of three consecutive days or more, he/she must provide verification of the illness from a physician.
- **Transferring Sick Hour Balances:** A teacher who transfers to IAC from another school system will be credited with the unused balance of his/her Sick Hours from that system, up to 120 days, after providing proof of his/her Sick Hour balance.

- Accumulating and Carrying Over Sick Hours: Sick Hours may be accumulated and carried over to the next academic year up to a maximum of 120 days.
- Policy Upon Termination: Upon termination, Sick Hour balances will not be paid out. Negative Sick Hour balances will be deducted from the staff member's final paycheck.

**Personal Hours**: Personal Hours are paid hours off to be used for any purpose.

- Allotment: All staff members will receive three Personal Days at the beginning of each academic year. The number of hours in one Personal Day will equal the number of hours in a staff member's regular working day, and will be pro-rated for part time staff members.
- Tracking Personal Hour Balances: Each staff member's Personal Hour balance will be tracked and will appear on his/her pay stub each payroll period. Any questions about balances may be directed to the administration.
- Increments of Usage: Personal Hours can be used in .25 hours (15 minute) increments. Any Personal Hours used in increments other than .25 hours will be rounded up to the nearest .25 hours.
- Limitations: Personal Hours may not be used in the periods immediately preceding or following a school holiday or vacation, on school in-service days, or during the months of September, May, or June, unless pre-approved by the administration.
- Carrying Over Personal Hours: Personal Hours may not be carried over to the following academic year.
- Policy Upon Termination: Upon termination, Personal Hour balances will not be paid out.

**Professional Days**: Paid time off to attend meetings, conferences, classes, or educational programs relevant to a staff member's work at the school.

- Allotment: All full-time staff members are entitled to one Professional Day per academic year. Additional Professional Days may be granted by the administration.
- Increments of Usage: Professional Days can be used in full-day increments only. A day will equal the number of hours in the staff member's regular work day.
- Requesting Professional Days: Along with submitting a Full-Day Staff Absence Notice, staff members must submit to administration a description of the proposed program.
- Post-Program Attendance Verification: The staff member must submit official written documentation to verify attendance at the program within three days of the Professional Day. Failure to provide satisfactory proof of attendance may result in the Professional Day being charged as unpaid time.

**Vacation Days**: Pre-approved paid absences from work.

- Allotment: Full time administrative staff members are entitled to 10 (8-hour) Vacation Days per academic year unless otherwise specified in the staff member's contract.
- Tracking Vacation Balances: Each staff member's Vacation balance will be tracked and will appear on his/her pay stub each payroll period. Any questions about balances may be directed to the administration.
- Increments of Usage: Vacation Days can be used in full-day increments or staff members may be compensated for unused vacation days paid at the rate of the fiscal year in which they are accumulated.
- Requesting Vacation Days: To request Vacation Days, staff members must submit a Full-Day Staff Absence Notice to the administration for approval at least 14 days prior to the proposed Vacation Day(s).
- Carrying Over Vacation Days: Staff members may carry over their accrued Vacation Days to the next academic year (subject to maximum accumulation, see below)

- Payment of Unused Vacation Days: Staff members may be compensated for unused vacation days paid at the rate of the fiscal year in which they were accumulated.
- Maximum Accumulation: Vacation Days may be accumulated up to a maximum of 20 days unless otherwise specified in the staff member's contract.

***Bereavement Leave***: Absence from work due to a death in a staff member's family.

- Immediate Family Allotment: All staff members will be granted up to three regular working days of paid Leave for bereavement of immediate family members. Immediate family is defined as spouse, child, sibling, parent, grandparent, or grandchild; spouse's sibling, parent, grandparent, or grandchild; child's spouse; and other members of the household. The staff member will not need to use his/her Sick Hours or other paid time off.
- Non-Immediate Family Allotment: All staff members will be granted up to three regular working days of unpaid Leave for bereavement of family members outside of the immediate family. Staff members may use Sick Hours or other paid time off to be compensated for these days. If no paid time off exists, these days will be unpaid.
- Increments of Usage: Bereavement Leave can be used in .25-hour increments.

***Calamity Days***: If the school closes due to inclement weather or other emergency conditions, all staff members will be paid in full as if they had worked those days, provided that they were regularly scheduled to work.

## **Leaves of Absence**

Leaves of Absence are long-term absences from work, and may be paid or unpaid. While on Leave, the staff member is still considered an employee of IAC.

**Paid Leave**: If a staff member goes on paid Leave and has a positive balance of Sick, Personal, or Vacation Hours, those paid hours must all be used prior to receiving Leave pay. When no paid time off remains, a staff member on paid Leave is paid his/her regular salary (if salaried) or according to his/her average number of weekly hours (if hourly).

**Notice of Leave**: Where the Leave is foreseeable, the staff member must provide at least 30 days' notice. In cases of unforeseeable circumstances, the staff member should give as much notice to the administration as is possible.

**Staff Members' Responsibilities While on Leave**: While on Leave, the staff member must keep the administration informed of their status at least monthly in writing or by phone. Failure to maintain monthly contact may be considered a voluntary resignation.

**Extension Requests**: A request for an extension of Leave must be made in writing to the administration. A Leave may be extended up to a maximum of 5 months at the Director's discretion. If a staff member is unable to return to work at the expiration of a 5-month Leave, their employment will be terminated.

**Returning to Work**: For Leaves covered by the Family Medical Leave Act (FMLA), the staff member is placed back in his/her previous position if the total length of absence for all covered conditions was not more than 12 weeks. For leaves that exceed 12 weeks or are not covered by FMLA, every effort will be made to place the staff member in a position matching his/her education, training, interests, and abilities.

**Accepting Other Employment**: A staff member who accepts other employment while on Leave is considered to have voluntarily resigned.

**Failure to Return from Leave:** A staff member who does not return to work or request an extension by the expiration date of the Leave is considered to have voluntarily resigned. The termination date is the date the staff member was scheduled to return from Leave.

**Types of Leave:** IAC offers to eligible staff members Family Medical Leave (under FMLA), Medical Leave, Parental Leave, Personal Leave, Military Leave, and Jury/Witness Duty Leave.

***Family Medical Leave (FMLA):*** An unpaid absence for the birth and care of the newborn child of a staff member, for adoption or foster care of a child, to care for a seriously ill immediate family member, or because of inability of the staff member to work due to a serious health condition.

- **Allotment:** FML is allowed for up to 12 weeks per year.
- **Documentation:** A staff member who wishes to take FML must submit a written request to the administration indicating the dates and reason for the Leave. If the Leave is to care for an ill family member, the staff member must submit a statement from a physician certifying that the patient needs the staff member's presence or assistance and estimating the amount of time the staff member is needed to provide care. At its discretion, IAC may require additional medical opinions at its own expense. If the Leave is because of the staff member's inability to work, the staff member must submit a statement from a physician certifying that the staff member is unable to work and estimating the amount of time the staff member needs to be on Leave.
- **Limitation:** FML can only be taken if the staff member has completed 5 months of service. If taken to care for a child, Leave must occur within 12 months of the birth, adoption, or commencement of foster care.
- **Benefits:** Insurance benefits continue for the period of the Leave provided the staff member continues to pay the normal premiums on a timely basis.

***Medical Leave:*** An unpaid absence in addition to the 12 weeks provided under FMLA to care for a seriously ill immediate family member, or for inability of the staff member to work due to a serious health condition.

- **Allotment:** Medical Leave is allowed for up to 12 weeks per year.
- **Documentation:** A staff member who wishes to take Medical Leave must submit a written request to the administration stating the approximate period and reason for the Leave. The staff member must also submit documentation from a physician verifying the medical condition, the staff member's inability to work, the approximate length of time the staff member will be incapacitated, and the prescribed regimen of treatment.

***Parental Leave:*** A paid absence included in the 12 weeks provided under FMLA for birth and care of the newborn child of a staff member, or for adoption or foster care of a child.

- **Allotment:** Parental Leave is allowed for up to 6 weeks after the birth, adoption, or commencement of foster care of a child.
- **Documentation:** A staff member who will be taking Parental Leave should inform the administration of the approximate dates of the Leave as soon as approximation is possible. The staff member taking Parental Leave should contact the administration as soon as possible after the birth, adoption, or commencement of foster care to inform the administration of the official date that the Parental Leave period began. Upon returning to work, the staff member should submit written documentation specifying the exact period of Parental Leave.
- **Limitation:** Parental Leave must be taken within 12 months of the birth, adoption, or commencement of foster care of the child.



- **Benefits:** Insurance benefits continue for the period of the Leave provided the staff member continues to pay the normal premiums on a timely basis.

**Personal Leave:** An unpaid absence for personal reasons.

- **Allotment:** Personal Leave may be granted for a period up to 30 days.
- **Documentation:** A staff member who wishes to take Personal Leave must submit a written request to the administration indicating the dates of the Leave.

**Military Leave:** An unpaid absence due to a staff member being called to active military duty, including training programs or service required as a result of civil disorders or temporary emergency. Military Leave will be granted according to what is required by law, and the following:

- **Allotment:** Military Leave is allowed for all staff members for the period of time specified on the military orders.
- **Documentation:** A staff member who wishes to take Military Leave must submit a written request to the administration indicating the dates of the Leave. He/she must also submit official proof of being called to duty.

**Jury/Witness Duty:** A paid absence in order to serve jury duty or to testify as a witness under official subpoena.

- **Allotment:** All staff members will receive Leave for Jury/Witness Duty for as long as Jury Duty or testifying as a witness is required.
- **Documentation:** A staff member who is summoned for Jury Duty or subpoenaed to testify as a witness and wishes to take Leave must submit a written request to the administration indicating the start date of the Leave. The staff member must also submit a photocopy of the official summons or subpoena.

## **Benefits**

**Communication:** It is the intent that all programs be communicated to staff members in writing and that all governing documents and policies are made available to staff members for review upon request. The administration is responsible for preparing and distributing all benefit information to staff members.

**Eligibility:** Staff members will be eligible for benefits according to what is required by law, and upon employment classifications, as follows:

- **Full Time:** Full health insurance benefits, paid time off, retirement, tuition reimbursement, and Staff Meal Plan.
- **Part Time 30-35 Hours:** Full health insurance benefits, pro-rated paid time off, retirement, tuition reimbursement, and Staff Meal Plan.
- **Part Time 20-29 Hours:** 75% health insurance benefits, pro-rated paid time off, retirement, tuition reimbursement, and Staff Meal Plan.
- **Part Time 19 Hours or Less:** Retirement, Staff Meal Plan.

**Amendment and Termination:** IAC has the right at any time to add to, amend, or terminate any or all of the benefit programs offered. The school will strive to minimize any negative impact on staff members when amending or terminating programs.

**Types of Benefits:** IAC's benefits package varies according to the eligibility terms described above, and may include health insurance, paid time off, retirement plans, tuition reimbursement, and a staff meal plan.

**Health Insurance:**

- **Benefit Terms:** IAC will pay a specified contribution per year, depending on employment classification, toward the cost of the premium. If the cost of the policy exceeds IAC's contribution amount, the staff member is responsible for paying the difference in the premium. Any such premiums will be paid through deductions from the staff member's paycheck. Current premium and IAC contribution information can be obtained from the administrative office.
- **Waiting Period:** There is no waiting period, except what is required by the insurance company, for new staff members to enroll in health insurance and receive benefits.
- **Policy Changes:** Policy changes can only be made during open enrollment or upon a staff member experiencing a change of life status.

***Paid Time Off:*** Paid time off benefits include Sick Hours, Personal Days, Professional Days, Vacation Days, Bereavement Leave, Jury Duty, and Parental Leave.

***Retirement Plans:***

- **State Teachers Retirement System (STRS):** STRS is a state-required retirement system for all certified school employees (teachers). Plan members are required to contribute 14 percent of their annual covered salary. IAC is required to contribute 14 percent of the teacher's salary. Contribution rates are established by STRS but cannot exceed statutory maximums described above for employees and 14 percent for employers. STRS provides basic retirement benefits, disability, survivor, and health care benefits to members and beneficiaries, based upon eligible service credit. Benefits are established by Chapter 3307 of the Ohio Revised Code. STRS issues a publicly available financial report that includes financial statements and required supplementary information.
- **School Employees Retirement System (SERS):** SERS is a state-required retirement system for all non-certified school staff members. Plan members are required to contribute 10 percent of their annual covered salary, and IAC is required to contribute 14 percent of the staff member's salary. Contribution rates are established by the SERS Retirement Governing Authority within rates allowed by statute. The adequacy of the rates is determined annually. SERS provides basic retirement benefits, disability, survivor, and health care benefits to members and beneficiaries, based upon eligible service credit. Benefits are established by Chapter 3309 of the Revised Code. SERS issues a publicly available financial report that includes financial statements and required supplementary information.

***Tuition Reimbursement:*** IAC offers tuition reimbursement in an effort to encourage and support the efforts of its staff members to broaden the skills and knowledge that lead to job enrichment.

- **Benefit Terms:** Reimbursement terms vary based on whether a staff member is full time or part time. Amount of reimbursement will be established by the School Board. It will be a percentage of eligible expenses and may be limited to a certain dollar amount or number of courses. For current reimbursement rates and figures, please see the administrative office.
- **Requesting and Documentation:** In order to receive tuition reimbursement, a staff member must fill out the IAC Tuition Reimbursement Approval Form. This form contains two parts. The first part is to be filled out and submitted for pre-approval prior to course registration. The second part is to be filled out after completion of the course. The staff member must attach receipts for eligible expenses to the second part.
- **Eligible Programs:** Tuition reimbursement can be requested for any job-related courses and instruction, provided by colleges, universities, or other agencies and groups.
- **Eligible Expenses:** Reimbursable expenses are tuition, course, lab, exam, and application fees. Books and parking are not reimbursable.

- **Grade Requirements:** The staff member must show proof of successful completion of the coursework documenting a grade in the course of B or better.
- **Reimbursement Method:** Staff members whose requests for reimbursement have been approved will receive a check from the administrative office within 2 weeks of submission of the completed forms. The check will be placed in the staff member's mailbox.
- **In Cases of Termination:** Any staff member who receives tuition reimbursement and terminates employment with IAC before the end of the academic year must fully repay IAC.

## **Training and Professional Development**

**In-School Training:** Training on IAC's educational plan and programs will be provided prior to the beginning of classes. IAC will provide its staff with a number of scheduled, paid in-service days throughout the academic year. Additional training may be provided at separate meetings or special sessions. Training will address the LEP needs, character education, special education, health matters, personal relations skills, cultural sensitivity, or other relevant and necessary topics.

**Local Professional Development Committee:** IAC's Local Professional Development Committee (LPDC) aims to guide staff members in their professional and training needs. Please see IAC's LPDC Handbook for all policies and procedures.

**External Professional Development:** IAC may pay the expenses for a staff member to attend professional seminars, conferences, or training sessions, according to the following guidelines:

- **Qualifying Programs:** Professional development endeavors eligible for reimbursement include training in new procedures, techniques, or concepts directly applicable to IAC management or supervisory skills; improving capabilities for work with the students or the public; assisting a staff member in acquiring skills necessary to their job function; and taking professional exams.
- **Pre-Approval:** A staff member who wishes to attend an external professional development meeting is encouraged to discuss the proposed meeting with the administration. In order to be reimbursed, the training must be pre-approved by the administration.
- **Reimbursement:** A staff member may request reimbursement for the pre-approved meeting by submitting an Invoice form with all relevant documentation attached, including official certification of attendance and receipts for all eligible expenses.

## **Staff Evaluation and Discipline**

**Teacher Evaluations:** Teachers will be regularly and formally evaluated by the Director through classroom observations. The Director will meet with the teacher and discuss the observations, make suggestions for improvement and provide the teacher with a copy of the evaluation. The Director and teacher will sign and date the evaluation, and a copy will be placed in the teacher's file.

**Non-Teacher Staff Evaluations:** Non-teacher staff members will be evaluated by the Director. Administrative staff members will be evaluated annually by the School Board.

**Discipline:** Disciplinary actions will be initiated by the Director at such times and in such manner as the Director deems necessary and appropriate.

## **Student-Related Daily Procedures and Information**

**Student Supervision:** Teachers are directly responsible for the safety and well being of all students under their care during the school day. Assistants and other instructional support staff are responsible for any students under their care in particular places or times. Classroom teachers have the ultimate responsibility for ensuring that their students are safe and supervised at all times.

**Corporal Punishment:** Physical punishment of students, as well as use of indecent language to express displeasure, is strictly and categorically prohibited. In the event that a staff member violates this policy, he/she will undergo a disciplinary process of verbal warning, written warning, probation, and termination. If the administration judges that any staff member's continued employment would jeopardize the well-being of the school or any of its staff or students, a staff member may be terminated without regard to the preceding steps.

**Daily Classroom Attendance:** Teachers must take daily attendance each morning through the ProgressBook software and send their attendance folder to the administrative office by 10 am. In the event that ProgressBook is not functioning, teachers must take daily attendance on paper and submit it to the administrative office by 10 am

**Student Tardiness:** Students who arrive after 9:05 must be marked tardy and must have a Tardy Slip from the front desk. Late students without a Tardy Slip must be sent to the front desk.

**Student Out-of-Class Passes:** To maintain order and safety, no students may leave their classrooms without a pass. No more than two children from each class should be out of class at any time unless accompanied by a staff member or volunteer. Passes will be provided to teachers from the administrative office. All staff members are asked to check to make sure that all unaccompanied students have valid passes.

**Early Dismissal:** Students will not be allowed to leave school early without the permission of the administration.

**Student Vacations:** Parents who wish to take their child out of school (up to 10 days maximum) must contact the administrative office and obtain written permission. Parents must contact their child's teacher at least 5 days in advance to make arrangements for completion of missed assignments. When given proper notice of approved student absences, teachers must assemble an educational program for parents to implement during the absence. Teachers should submit a copy of the program along with a list of any borrowed school materials to the administrative office. Any student vacations taken during the first two weeks of school will be considered unexcused absences.

**Administration of Medications:** If a student needs to take medication during the school day, parents may come to the school and personally administer medication to their child, or they may fill out a form to grant permission for IAC administration to administer medication according to the following policy (unless otherwise federally mandated):

- The parent must complete the required documentation and submit it to the administration.
- The medicine must be over-the-counter or physician-prescribed.
- The method of administration must be oral, using a spoon for liquid medications (injections will not be given).

**Child Illness or Injury:** Students who become ill or injured while at school, may be sent to the front desk or administrative office. If an injury has occurred, a written Injury/Incident Report documenting the event

must be submitted to administration. Administration may treat minor injuries and will take any necessary steps, including notifying parents or emergency services.

## **Student Instruction and Academics**

**Lesson Plan Books:** Each teacher must keep a Lesson Plan book showing quarterly goals, weekly goals, and detailed daily lesson plans. If a teacher is using a textbook, he/she must give page numbers with any additional needed data. For other activities, he/she must provide enough information to explain the activities. Lesson plans must be complete and updated and should be kept in or on the teacher's desk. Daily lesson plans are subject to inspection by the Director.

**Submission of Yearly and Bi-weekly Lesson Plans:** All teachers must develop yearly lesson plans and submit them to the Director no later than the 10<sup>th</sup> school day of the year. Bi-weekly lesson plans must be submitted to the Director two weeks in advance detailing lesson plans and noting any changes from the yearly lesson plan. All teachers are required to use the school designated lesson plan software.

**Substitute Plans:** All teachers are required to keep in their desks a folder containing complete, current plans for a substitute teacher. Items to keep in these folders include attendance, lesson plans, seating charts, Emergency Manuals, Student Handbook, Staff Handbook, and lists of special needs students.

**Grading:** Teachers must fairly evaluate all assignments based on quality of work, completion of assignments, and teacher judgement. ProgressBook must be available for viewing by the Director at all times. The following grading system will be used:

- Kg - 8<sup>th</sup> Grade: A=Excellent; B=Good; C=Average; D=Low; F=Failing
- For Standards Based Academic Area: 3=Achieving, 2=Progressing, 1=Limited Progress(Support Needed)
- For Learning Attribute (Character Education): O=Outstanding, S=Satisfactory, I=Improvement Needed, U=Unsatisfactory.

**Grade Cards:** Grade cards will be printed and sent home by the administrative office at the end of each academic quarter. Final grades must be submitted via ProgressBook to the administrative office by the announced deadlines.

International Academy of Columbus School Board

Right of Employee to Report Violation of Law  
by Employer or Fellow Employee

- A. 1. a. If an employee becomes aware in the course of the employee's employment of a violation of any state or federal statute or any ordinance or regulation of a political subdivision that the employee's employer has authority to correct, and the employee reasonably believes that the violation either is a criminal offense that is likely to cause an imminent risk of physical harm to persons or a hazard to public health or safety or is a felony, the employee orally shall notify the employee's supervisor or other responsible officer of the employee's employer of the violation and subsequently shall file with that supervisor or officer a written report that provides sufficient detail to identify and describe the violation. If the employer does not correct the violation or make a reasonable and good faith effort to correct the violation within twenty-four hours after the oral notification or the receipt of the report, whichever is earlier, the employee may file a written report that provides sufficient detail to identify and describe the violation with the appropriate public official or agency that has regulatory authority over the school.
- b. If an employee makes a report under division A. 1. a. of this section, the employer, within twenty-four hours after the oral notification was made or the report was received or by the close of business on the next regular business day following the day on which the oral notification was made or the report was received, whichever is later, shall notify the employee, in writing, of any effort of the employer to correct the alleged violation or hazard or of the absence of the alleged violation or hazard.
2. If an employee becomes aware in the course of the employee's employment of a violation of chapter 3704, 3734., 6109., or 6111. of the Revised Code that is a criminal offense, the employee directly may notify, either orally or in writing, any appropriate public official or agency that has regulatory authority over the school.
3. If an employee becomes aware in the course of the employee's employment of a violation by a fellow employee of any state or federal statute, any ordinance or regulation of a political subdivision, or any work rule or company policy of the employee's employer and the employee reasonably believes that the violation either is a criminal offense that is likely to cause an imminent risk of physical harm to persons or a hazard to public health or safety or is a felony, the employee orally shall notify the employee's supervisor or other responsible officer of the violation and subsequently shall file with that supervisor or officer a written report that provides sufficient detail to identify and describe the violation.
- B. Except as otherwise provided in division C. of this section, no employer shall take any disciplinary or retaliatory action against an employee for making any report authorized by division A. 1. or 2. of this section, or as a result of the employee's having made any inquiry or taken any other action to ensure the accuracy of any information reported under either such division. No employer shall take any disciplinary or retaliatory action against an employee for making any report authorized by division A. 3. of this section if the employee made a reasonable and good faith effort to determine the accuracy of any information so reported, or as a result of the employee's having made any inquiry or taken any other action to ensure the accuracy of any information reported under that division. For purposes of this division, disciplinary or retaliatory action by the employer includes, without limitation, doing any of the following:

1. Removing or suspending the employee from employment;
2. Withholding from the employee salary increases or employee benefits to which the employee is otherwise entitled;
3. Transferring or reassigning the employee;
4. Denying the employee a promotion that otherwise would have been received;
5. Reducing the employee in pay or position.

C. An employee shall make a reasonable and good faith effort to determine the accuracy of any information reported under division A. 1. or 2. of this section. If the employee who makes a report under either division fails to make such an effort, the employee may be subject to disciplinary action by the employee's employer, including suspension or removal, for reporting information without a reasonable basis to do so under division A. 1. or 2. of this section.

D. If an employer takes any disciplinary or retaliatory action against an employee as a result of the employee's having filed a report under division A. of this section, the employee may bring a civil action for appropriate injunctive relief or for the remedies set forth in division E. of this section, or both, within one hundred eighty days after the date the disciplinary or retaliatory action was taken, in a court of common pleas in accordance with the Rules of Civil Procedure. A civil action under this division is not available to an employee as a remedy for any disciplinary or retaliatory action taken by an appointing authority against the employee as a result of the employee's having filed a report under division (A) of section 124.34.1 of the Revised Code.

E. The court, in rendering a judgment for the employee in an action brought pursuant to division D. of this section, may order, as it determines appropriate, reinstatement of the employee to the same position that the employee held at the time of the disciplinary or retaliatory action and at the same site of employment or to a comparable position at that site, the payment of back wages, full reinstatement of fringe benefits and seniority rights, or any combination of these remedies. The court also may award the prevailing party all or a portion of the costs of litigation and, if the employee who brought the action prevails in the action, may award the prevailing employee reasonable attorney's fees, witness fees, and fees for experts who testify at trial, in an amount the court determines appropriate. If the court determines that an employer deliberately has violated division B. of this section, the court, in making an award of back pay, may include interest at the rate specified in section 1343.03 of the Revised Code.

F. Any report filed with the inspector general under this section shall be filed as a complaint in accordance with section 121.46 of the Revised Code.

Legal Reference: Ohio Revised Code Section 4113.52

Date of Adoption: 2/22/2006

## **Disposition of Employees Policy**

**The school adopts section 3314.074 bellow**

### **3314.074 Distributing assets of school permanently closed.**

Divisions (A) and (B) of this section apply only to the extent permitted under Chapter 1702 of the Revised Code.

- (A) If any community school established under this chapter permanently closes and ceases its operation as a community school, the assets of that school shall be distributed first to the retirement funds of employees of the school, employees of the school, and private creditors who are owed compensation, and then any remaining funds shall be paid to the department of education for redistribution to the school districts in which the students who were enrolled in the school at the time it ceased operation were entitled to attend school under section 3313.64 or 3313.65 of the Revised Code. The amount distributed to each school district shall be proportional to the district's share of the total enrollment in the community school.
  
- (B) If a community school closes and ceases to operate as a community school and the school has received computer hardware or software from the former Ohio SchoolNet commission or the eTech Ohio commission, such hardware or software shall be returned to the eTech Ohio commission, and the eTech Ohio commission shall redistribute the hardware and software, to the extent such redistribution is possible, to school districts in conformance with the provisions of the programs operated and administered by the eTech Ohio commission.
  
- (C) If the assets of the school are insufficient to pay all persons or entities to whom compensation is owed, the prioritization of the distribution of the assets to individual persons or entities within each class of payees may be determined by decree of a court in accordance with this section and Chapter 1702 of the Revised Code.

Adopted 12/18/2014



## Board Approved IAC Network & Internet Policy

“The IAC internet facilities are to be used for professional purposes. Internet users are responsible for seeing that the Internet is used in an effective, ethical, and lawful manner. Internet chat services may be used to conduct official school business or to gain technical or educational advice. Databases may be accessed for information as needed and e-mail may be used for professional contacts. The Internet should not be used for personal matters and must not interfere with a staff member’s job responsibilities.

Each user is responsible for the content of all text, audio, or images placed or accessed over the Network and Internet. Fraudulent, harassing, or obscene messages or programs are prohibited. Users also must refrain from expressing personal opinions on the school’s Network or Internet connection.

All messages created, sent, or retrieved over the IAC Network/Internet are the property of IAC and should be considered public information. IAC reserves the right to access and monitor all messages and files on the network as deemed necessary and appropriate.”

I, \_\_\_\_\_ have read and intend to implement the above policy  
Print Name

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Signature

Date

I verify that I have read and understand all of IAC’s policies, procedures, and rules as explained in the Staff Handbook. I intend to implement those policies and procedures and abide by IAC rules.

Printed Name: \_\_\_\_\_

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