



OHIO HI-POINT
Career Center

STAFF HANDBOOK

2019 / 2020

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FORWARD

The purpose of this Handbook is to provide information to the Ohio Hi-Point Joint Vocational School District staff as to the procedures to be used when carrying out their responsibilities and duties. This handbook is provided in electronic form to improve efficiency and to assure that staff members have access to the most recent information.

It is a guide, and if more specific information is needed, an administrator or the Policy Manual should be consulted.

POLICIES AND ADMINISTRATIVE GUIDELINES

To access Policies and Administrative Guidelines:

1. Go to <https://www.boarddocs.com/oh/ohp/Board.nsf/Public>.
2. There is also a link on the district's website—<https://www.ohiohipoint.com/>
 - A. Click on "Ohio Hi-Point Staff Resources" at the top of the page.
 - B. Click on "Neola Policy" under Forms and Handbook.
3. You can click on a certain policy/guideline or use the search feature with any word or phrase in the policy.

Some Common Policy Names/Numbers:

(Professional Staff—3000 Series, Classified Staff—4000 Series, Students—5000 Series)

Sick Leave Policy.....	3432 , 4432
Personal Leave Policy.....	3436, 4436
Uncompensated Leave.....	3431, 4431
Tuition Reimbursement.....	3423, 4423
Crisis Intervention.....	8410
Drug-Free Workplace.....	3122.01, 4122.01
Weapons.....	3217, 4217, 7217
Drug & Alcohol Testing of CDL License Holders.....	3162, 4162
Anti-Harassment.....	3362, 4362, 5517
Bullying & Other Forms of Aggressive Behavior.....	5517.01
Acceptable Use of Technology.....	7540.01
Nondiscrimination & Equal Employment Opportunity.....	2260, 3122, 4122

OHIO HI-POINT JOINT VOCATIONAL SCHOOL DISTRICT

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WEST LIBERTY-SALEM LOCAL SCHOOLS

Mr. Chuck Buck
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West Liberty OH 43357
937.465.4545

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BELLEFONTAINE CITY SCHOOLS

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GRAHAM LOCAL SCHOOLS

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MISSION—Why Do We Exist?

We develop our most valuable resource—people—by providing quality career-technical and academic education.

VISION—Where Do We Want To Be?

Ohio Hi-Point will be the premier choice to prepare a world-class workforce for new and renewed careers.

VALUES—Where Do We Want To Be?

- Our students/clients are our first priority
- Every individual has value and significance
- We expect excellence in all we do
- Students and staff are accountable for their own behavior and personal development
- Effective learning actively engages students



“Connecting Your Passions, Your Dreams”

ABSENCE PROCEDURES

HIGH SCHOOL—CERTIFIED

If a teacher is unable, for any reason, to get to school, the teacher should notify the designated person as soon as possible and not later than 6:30 a.m. on the day of the absence. When possible, such notification should be given the day or evening before. Any staff member anticipating late arrival should notify his/her Supervisor and designated person of the anticipated time of arrival. The teacher must email communication to the designee regarding all absences. If the absence occurs within 24 hours of notification to the designee, the teacher is required to call or text the designee and supervisor in addition to email communication.

The designated person is responsible for scheduling a substitute teacher. Teachers are not to arrange with any substitutes for coverage of their classes. The teacher must provide a substitute folder to their Supervisor at the beginning of the school year with lesson plan, seating chart and attendance cards, special instructions for students with special needs, emergency plans, and class rules. Submit electronically the daily lesson plan and other information as needed.

It is of utmost importance that each teacher, when absent, report the expected date of return as soon as possible. The teacher must submit all absences in the Employee Kiosk prior to the absence or upon return and within the same pay period. Forward medical documentation if absence exceeds five (5) days.

HIGH SCHOOL—CLASSIFIED

If a non-certified employee is unable, for any reason, to report to school, the employee should notify his/her Supervisor and designated person as soon as possible and no later than 6:30 a.m. on the day of the absence. When possible, such notification should be given the day or evening before. Any staff member anticipating late arrival should notify his/her Supervisor of the anticipated time of arrival. The employee must email communication to the designee regarding all absences. If the absence occurs within 24 hours of notification to the designee, the employee is required to call or text the designee and supervisor in addition to email communication.

It is of utmost importance that each employee, when absent, report the expected date of return as soon as possible. The employee must submit all absences in the Employee Kiosk prior to the absence or upon return and within the same pay period. Forward medical documentation if absence exceeds five (5) days.

FACILITIES & GROUNDS

If any employee of the Facilities & Grounds Department is unable, for any reason, to report for work, the employee should notify the Supervisor or the Supervisor's Administrative Assistant of their department as soon as possible, and not later than 6:00 a.m. on the day of absence. Second shift should notify before 12:00 noon.

It is of the utmost importance that each employee of the Department, when absent, report the expected date of return as soon as possible. Upon return, submit an absence form in Employee Kiosk. Forward medical documentation if absence exceeds five (5) days.

LEAVE APPLICATION FORM

This form is used to request a leave of absence for medical illness, medical appointments, personal reasons, vacation, or other. This form needs to be completed and submitted in Employee Kiosk in a timely manner. Your Supervisor/Director will give you timeliness for this.

Employee Kiosk is located on the web. Go to ohiohipoint.com, Ohio Hi-Point Staff Resources, Launchpad (enter username and password), OHP Staff Links, Employee Kiosk. Log in using your email and password. Click on "Leave Request," select "Create New Request" to complete and submit your request.

FAMILY MEDICAL LEAVE REQUEST

This form is used to request family medical leave (FMLA). This form needs to be completed and submitted in a timely manner. Once the form has been received by the Superintendent's office, they will forward the appropriate paperwork for completing the application process.

This form is located on the web at forms.ohiohipoint.com.

Reference Policy # 1630.01, 3430.01, 4430.01

*The Genetic Information Nondiscrimination Act of 2008 ("GINA") prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of employees or their family members. In order to comply with this law, the District will direct employees not to provide any genetic information in response to requests for medical information, including but not limited to FMLA medical certification or recertification. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

ACCEPTABLE USE OF TECHNOLOGY FOR STAFF

Ohio Hi-Point Career Center

Acceptable Use of Technology for Staff

Ohio Hi-Point Career Center ("the District") provides its staff members access to appropriate usage of telephones, fax machines, computers and laptops, tablet computers, e-mail, and the Internet ("electronic network") as deemed reasonable for the staff members' job duties. All staff members must take responsibility for appropriate and lawful use of this access.

A. PERSONAL RESPONSIBILITY

By accepting the account password and other information and accessing the electronic network the staff member agrees not only to follow the rules set forth in this policy, but also agrees to report any noted misuse of the electronic network to the Director of Technology. "Misuse" means any violation of this policy, or any other use not included in this policy, that may harm any individual or any individual's property. Staff assigned District-owned equipment to be taken home (laptops, tablet computers, etc.) agree to accept personal responsibility for the care and safety of said equipment.

B. PURPOSE AND USE

Staff members are provided access to the electronic network for business and professional use. Although incidental personal use is permitted, such use is subject to all aspects of this regulation including the monitoring and access provisions. Personal use, however, should not be allowed to (1) impede the staff member's ability or the ability of others to get work done; or (2) adversely impact access to or the use of the system by others for business purposes. The District shall be reimbursed by the staff member for all costs incurred by the District as a result of personal use of any District-owned equipment or the electronic network.

C. GENERAL UNACCEPTABLE BEHAVIOR

Staff members are prohibited from engaging in any of the following activities while using any District owned equipment or the electronic network.

1. Sharing or revealing private login information with or to other staff members or students.
2. Everyone with access to the electronic network has their own private login. At no time shall a staff member allow anyone (including substitutes, visitors, and students) to use a computer while that staff member is logged in.
3. Posting information that, if acted upon, could cause damage or danger of disruption.
4. Revealing confidential information without proper authorization (including credit card or Social Security Numbers of staff or students).
5. Engaging in personal attacks, including prejudicial or discriminatory attacks.
6. Engaging in threats to any person or entity.
7. Harassment or cyber-bullying, defined as persistently acting in a manner that causes distress or annoys another person. This activity also includes, but is not limited to, knowingly or recklessly posting or communicating false or defamatory information about a person or entity.
8. The use of criminal language or imagery, or language or imagery related to committing a crime, such as threats to the president, instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang or violence-related activities, threats to an individual, etc.
9. No electronic communication using school-owned equipment should contain profanity or vulgarities, or language that is suggestive or sexual, obscene, insulting, belligerent, defamatory, or racially or culturally insensitive.

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ACCEPTABLE USE OF TECHNOLOGY FOR STAFF CONTINUED

10. Saving, accessing, or displaying electronic files on the electronic network, or any District-owned equipment which contain language or imagery that is profane or vulgar, suggestive, sexual, obscene, insulting, belligerent, defamatory, or racially or culturally insensitive (unless part of a classroom lesson).
11. Abuse of network resources such as sending chain letters or "spamming."
12. Attempting to access or "hack" into prohibited areas of the electronic network, including student information systems, business systems, or any other areas of the electronic network that the staff member had not been granted permission to access.
13. Knowingly spreading a computer virus.
14. Use of any aspect of the electronic network or any District-owned equipment to acquire, download, run, install, or store illegally acquired files, including, but not limited to, music, video, and video game files.
15. Use of any aspect of the electronic network or any District-owned equipment to acquire, download, run, install, or store software of any type that is used to illegally share files or access prohibited areas of the school's electronic network. This activity is illegal.
16. Installing purchased software on any District-owned equipment or the electronic network that is not owned by the District without the express written permission of the Director of Technology.
17. Other uses or activities that violate the law, these regulations, or encourage others to violate the law or these regulations.
18. Attempting to repair district technology, or any action that voids manufacturer warranty.

D. PROPER USE OF E-MAIL ACCOUNT

Depending on the content of an email message, it may be a public record that needs to be maintained by the District in accordance with the Board of Education's Records Retention Policy and made available for inspection and/or copying upon request by a member of the public. The following procedures are established so that the District's e-mail and Internet capabilities are not compromised, and e-mail messages are maintained in accordance with Ohio law.

As a general rule, do not use your District e-mail account in place of a personal account, and do not put anything in an e-mail that you would not put on School District letterhead.

1. Types of E-Mail Prohibited

- a. Use of the District E-mail System to sell anything not related to District fundraising.
- b. Use of the District E-mail System to solicit for personal gain, such as announcements about catalog or home parties, garage sales, auctions, etc.
- c. Use of the District E-mail System for political campaigning or advertising, or for any other use of a political nature.
- d. Excessive sending or forwarding of jokes, pictures, or similar fun forwards not of a business nature.
- e. Any e-mail message containing sensitive data such as Social Security Numbers, Credit Card numbers, or other student/staff personally identifiable information.
- f. Any e-mail encompassing any of the restrictions as set forth in Section III above.

2. Email Archival

- a. All e-mail messages sent through the District electronic network are archived for a period of time, ranging from short-term to permanent, in accordance with the Ohio Revised Code and the Board of Education's Record Retention Policy.
- b. As a general rule, staff should consider all e-mail sent through the District electronic network to be public record.

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ACCEPTABLE USE OF TECHNOLOGY FOR STAFF CONTINUED

E. PRIVACY

- a. Access to the electronic network is provided as a tool for business purposes. The District reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the system and any and all materials, files, information, software, communications, and other content transmitted, received, or stored in connection with usage of the electronic network or District-owned equipment. All such information, content, or files shall be and remain the property of the District and staff members should not have any expectation of privacy regarding those materials. The technology coordinator may review files and intercept communications for any reason, for purposes of maintaining system integrity and ensuring the users are using the system consistent with applicable policies and regulations.
- b. The District and/or its instructors may maintain one or more Facebook, Twitter, blog or similar Internet pages for educational and marketing purposes. The identity of those individuals who are accessing, affiliating or commenting on these pages may be visible to third parties not affiliated with the District. The District is not responsible for revealing the identity, profile or personal information of the user, including minor students, by third parties. It is the express responsibility of the user, or his/her parent or guardian, to protect the user's identity, profile and personal information.

F. PLAGIARISM AND COPYRIGHT INFRINGEMENT

Staff shall not, and shall not knowingly allow students to plagiarize works found on the Internet. Plagiarism is defined as taking the ideas or writings of others and presenting them as your own.

Files downloaded from the Internet may be considered copyrighted material and may be illegal to download. Music, movies, games, and other programs that are shared on Peer-to-Peer networks (eg. BitTorrent) should be considered illegal, and should not be downloaded. Having these programs (or other programs with a similar purpose) installed on any District-owned equipment is a direct violation of this policy in accordance with section (C)(15) above.

Fair Use doctrine allows for limited use of copyrighted material for instructional purposes, but excludes use of copyrighted material for projects where the student or district stands to benefit financially. Staff shall not knowingly permit students to violate the Fair Use or Copyright laws.

District policies on copyright will govern the use of material accessed and used through the District electronic network.

G. FAILURE TO FOLLOW REGULATION

Use of the electronic network and District-owned equipment is a privilege, not a right. Violation of the policies contained herein may result in loss of privileges to the electronic network and District-owned equipment, and may be subject to further discipline up to and including termination of employment.

H. WARRANTIES AND INDEMNIFICATION

The District makes no warranties of any kind, either, express or implied, in connection with its provision of access to or use of its systems. It shall not be responsible for any claims, losses, damages, or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any user

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ACCEPTABLE USE OF TECHNOLOGY FOR STAFF CONTINUED

arising out of the user's use of, or inability to use, the systems. By using the systems, the staff member is taking full responsibility for the use, and agrees to indemnify and hold harmless the District, its Board members, administrators, and staff, keep cost, claims, or damages (including attorneys' fees) resulting from access to and use of the systems through that staff member's account, whether that use is on a computer or on another's computer outside the network.

The Superintendent is responsible for determining what constitutes unauthorized or inappropriate use. The Superintendent may deny, revoke or suspend access to the Network/Internet to individuals who violate the District's Staff Network and Internet Acceptable Use and Safety Policy and related Guidelines and take such other disciplinary action as is appropriate pursuant to Board Policy.

ACCIDENT REPORT—EMPLOYEES

This form is used to report an accident or incident of an employee.

The “Employee Accident Report” form is located on the web at forms.ohiohipoint.com.

EMERGENCY PROCEDURES FOR STUDENTS

STUDENT INJURY

Injury to a student should be reported immediately to the front desk, an administrator, and the Health & Safety Coordinator. If you need assistance and cannot get to a phone, use the emergency call switch located in the classroom/lab, or send a messenger to the front office.

An Accident Report is to be filed with the Health & Safety Coordinator immediately. The report should outline how the accident happened and what action was taken by the instructor. If appropriate, pictures should be taken at the site of the injury. Names should be taken of any witnesses with a statement by each individual.

ACCIDENT REPORT—VISITORS & STUDENTS

This form is used to report an accident or incident of a visitor or student.

The “Accident Report Student Visitor” form is located on the web at forms.ohiohipoint.com.

EMPLOYEE EMERGENCY MEDICAL FORM

This form is used for all employees in case of emergency and must be completed at the beginning of each new school year.

The “Employee Emergency Medical Form” is located on the web at forms.ohiohipoint.com.

ADVISORY COMMITTEE

Each career-technical program of the Career Center are required by state guidelines to have an active Advisory Committee.

Functions of this committee include:

- A. Advise in developing course content for specific occupations.
- B. Provide advice concerning laboratory layout, including the type and quality of equipment to be used.
- C. Suggest criteria for the selection of students entering the program.
- D. Provide the instructor with competent resource individuals to enable instruction to effectively relate to the skills and knowledge pertaining to the job and its relevance to the needs of the community.
- E. Assist in job placement of students.
- F. Assist in evaluation of specific course offerings.
- G. Advise program staff in obtaining donations of equipment, materials, etc.
- H. Advise school officials in areas concerning the need for upgrading workers and retaining workers.
- I. Assist in the development of community understanding and support of career-technical education.
- J. Provide support and assistance of all club activities.

The committee is comprised of representatives from employers and employees of local business and industry. Members selected should be well qualified in the occupation concerned, possessing a high level of skill with substantial knowledge in those areas related to the skill. A committee of four to eight members is recommended.

Members of an advisory committee should be chosen by the teacher or coordinator in consultation with the various groups that are to be served. To be most effective, this joint effort in the selection of members must have the confidence and support of all parties concerned.

In order to provide the broadest community involvement, a procedure for membership rotation is desirable. The method of rotation should be devised at the time the committee is created.

Regardless of how well qualified members are to assist in an advisory capacity, no satisfactory results can be obtained or expected unless this advice is utilized.

Revised 8/16

ADVISORY COMMITTEE LIST

This form is used to list members of advisory committees and are submitted to the Supervisor or their designee.

This form is located on the web at forms.ohiohipoint.com/advisory-committees.

ADVISORY MINUTES

Advisory committees are to report the minutes of their meetings. Included with the minutes must be a sign-in sheet. Minutes are to be completed in Word and must include the committee name, meeting date, list of members that attended, and a summary of the meeting. Minutes should be submitted to the Supervisor or their designee within five (5) school days following the meeting.

TEACHER EVALUATION FORMS

These forms are used for the evaluation of teachers.

These forms are located on the web at forms.ohiohipoint.com/staff-evaluations.

Reference Policy # 3220

CLASSIFIED EVALUATION FORMS

These forms are used for the evaluation of classified staff.

These forms are located on the web at forms.ohiohipoint.com/staff-evaluations.

Reference Policy # 4220

CLASSIFIED EVALUATION PROCESS

The Administration recognizes the importance of implementing a program of classified employee evaluations for the purpose of promoting individual job performance and improving services to students.

The goals of the evaluation plan for classified personnel are:

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

Classified Evaluation Timeline:

By September 15:

- Based on self-assessment, job description, district goals and supervisor's evaluation from previous year, employee determines up to four goals for the year. (First-time employees conduct self-assessment using the evaluation rubric to help determine goals.)
- Employee submits smart goals to supervisor to review.
- Goal-setting conference is held (scheduled by supervisor).

By January 31:

- Progress conference is held with employee—progress toward smart goals is discussed and documented on the Professional Growth Plan and Summative Evaluation.
- Supervisor provides assistance toward progress on goals.

By May 15:

- Employee fills out self-assessment; supervisor and employee fill out evidence. *Note: For employees starting their third or more years of service with the District, the employee and supervisor may agree upon particular rubric items for review each year. The supervisor may also opt to have the employee evaluated using the entire rubric.*
- Supervisor conducts final evaluation conference.
- Plan is established for addressing deficiencies.
- Potential goals for next year are discussed.
- Some goals may continue into the next school year by agreement of the employee and the supervisor.

Rev. 8-10-18

EMPLOYEE COMPUTER PURCHASE GUIDELINES & PROCESS

ELIGIBLE EMPLOYEES

All regularly employed full and part-time staff members are eligible to participate.

ELIGIBLE ITEMS

Eligible items are computers, monitors, tablets, and extended warranties at the time of purchase, pre-loaded software only, and shipping charges.

AMOUNT OF PURCHASE

The amount of the purchase may be no more than \$2500 or less than \$500. The loan is interest free.

PAYROLL DEDUCTION / REPAYMENT PERIOD

Payroll deductions are specified under terms in the Employee Purchase Agreement. In no case may the repayment period exceed one year.

SHIPPING DESTINATION

All items must be shipped to the school and received by the school before employee may take possession.

EMPLOYEE COMPUTER PURCHASE PLAN

Q. When can I purchase a PC?

A. You can start in September, and as late as March 15. You will need to make your selection by the 10th of each month. If your information is turned into the Director of Technology after the 10th, your order will need to wait until the following month. Exceptions will be made if the 10th falls on the weekend.

Q. What if I purchased a new computer last year, but want to get a new printer and monitor?

A. Your purchase can consist of any eligible items as long as the amount is between \$500 and \$2500.

Q. Who can I buy from?

A. You can purchase from any vendor that accepts our purchase order, or using your school issued PCard.

Q. What if I want to buy from a different vendor?

A. Arrangements with the Director of Technology must be made in advance.

Q. What computer equipment is considered eligible?

A. You may purchase entire computer systems that consist of a CPU, monitor, or a tablet computer. You may also use the purchase plan to pay for power protection, extended warranties, and shipping charges. You may not purchase scanners, upgrades for an existing computer, or accessories such as memory cards, rechargeable batteries, or extra cables. The Computer Purchase Plan is to accommodate large ticket items only.

EMPLOYEE COMPUTER PURCHASE PLAN PROCEDURES

Process

- A. Contact the Director of Technology for a price quote, or obtain a quote from the vendor.
- B. Sign the Computer Purchase Agreement.
- C. Send the Director of Technology both items by the 10th of the month. Your order will be placed on or around the 15th of the month.
- D. Deductions will begin the following pay period.
- E. You will be notified when your computer arrives so that you may arrange pickup.

CHILD ABUSE OR NEGLECT

A. The LAW AND LIABILITY

Ohio's child abuse reporting statute is codified in Ohio Revised Code 2151.421. Included among the long list of professionals who are required to report abuse are "School teachers, school employees, or school authorities". Any person may make a report, but only the listed professionals are mandated to make reports. The statute requires that a report be made immediately to the Children Services Board, to the County Department of Human Services exercising the Children Services function, or to a municipal or county peace officer in the county where the child resides or where the abuse or neglect is occurring when the reporter knows or suspects that a child under 18 or a disabled person under 21 has suffered a wound, injury, disability, or condition of a nature that reasonably indicates abuse or neglect. The report may be based on both information and belief, and the reporter need not have actually observed the abuse. It is sufficient if the reporter has reasonable grounds to believe that the child has suffered abuse. The statute does not limit the definition of "child abuse" to physical mistreatment, and would appear to cover conduct in the nature of emotional abuse or mental cruelty.

The initial report may be made by phone or in person, and may be followed by a written report if requested by the agency. The report should include the following: the name and address of the child and parents, if known; the child's age; the extent of the injury, abuse, or neglect, including evidence of any previous injury, abuse, or neglect; and any other information that might be helpful.

B. IMMUNITY AND LIABILITY

The statute grants any person or entity, including schools, participating in reports or judicial proceedings resulting from reports immunity from civil or criminal liability. While liability will not attach where one makes a report, liability can result if one fails to report child abuse. The statute imposes a criminal penalty of a fourth degree misdemeanor on any person who is required to file a report and fails to do so. A fourth degree misdemeanor is punishable by not more than 30 days in jail and/or not more than \$250.00. In addition to criminal charges, school personnel may also face civil liability for the failure to act on a report of abuse.

C. PROCEDURE FOR REPORTING

Visible evidence of abuse and complaints should always be investigated. When a child says that he or she has been abused, believe it. Statistics show that it is almost never a lie or fantasy. Even if it turns out to be that rare result of anger or fantasy, the fact that the child is telling such a story is a signal that help is needed. The law provides protection for the reporting staff member who acts in good faith. Professional staff members must report to the Director who will report to Children's Services. Classified staff members are also to report to the Director. The Director, in the presence of the staff member, shall immediately call the local office of the Department of Human Services, the Children's Services Board, of the appropriate local law enforcement agency and shall secure prompt medical attention to any such injuries reported.

CUSTOMER SERVICES

Various customer services are available to Ohio Hi-Point employees. A staff member desiring customer service should make arrangements with the instructor of that particular program. A work order for each job must be completed by the instructor, and your signature will be required granting permission for the work to be done.

Upon completion of service, you will be provided with an itemized invoice. Payment will be due within thirty days. Credit cards, cash, or checks made payable to "Ohio Hi-Point Career Center" can be remitted to the instructor for payment.

GIFTS, GRANTS, DONATIONS GUIDELINES

From time to time, individuals or organizations in the community may wish to donate money, supplies or equipment to the District. If an individual or organization contacts you about a donation, please follow these steps:

- A. Get as much information about the proposed donation as possible, as well as contact information: name, address and telephone number.
- B. Notify your program Supervisor that you have been approached about a possible donation.
- C. Discuss with your program Supervisor the appropriateness of the donation. If the donation is computer equipment, your program Supervisor will refer you to the Technology Coordinator.
- D. If the donation is deemed to be something that the District can use, your program Supervisor will work with you to get that individual or organization a Gift, Grant, Donation form. This form must be completely filled out along with the appropriate signatures before the form is submitted to the Superintendent.
- E. Donations are not to be picked up or dropped off at the School until the Board of Education has voted to accept that donation.

The form is located on the web at forms.ohiohipoint.com.

GRIEVANCE FORM

This form is used to help solve a grievance.

The form is located on the web at forms.ohiohipoint.com.

Reference Policy # 5710, 9130

REQUISITIONS

INSTRUCTIONAL SUPPLIES AND EQUIPMENT

Teachers or staff needing supplies and/or equipment need to complete a requisition and submit it to their supervisor as directed. The requisition needs approval from the Supervisor, Director, Superintendent, and Treasurer before purchase is authorized.

If possible, the Treasurer's office will process the purchase orders (if approved) on a weekly basis.

After you have placed the order (unless instructed otherwise), ordered items will be received by the Distribution Center and distributed to the addressee.

NOTE: Staff members, who purchase items in the name of the school without prior authorization, which means a requisition and a purchase order, signed by the Treasurer and Superintendent, are breaking State law and will be held financially responsible for the things they purchase. Check with your Supervisor for clarification. To be safe, process the order through your Supervisor.

REQUISITION

This form is used to request a purchase.

ProcessMaker is located on the web. Go to ohiohipoint.com, Ohio Hi-Point Staff Resources, Launchpad (enter email & password), OHP Staff Links, ProcessMaker. Log in with your username and password to complete and submit your request.

SALES PROJECT PROCEDURES

Fundraising projects for any student activity shall, in general, contribute to the educational experience of students and shall not conflict, but add to, the instructional program. Any sales projects or program must be approved by the Director, Superintendent, and the Treasurer prior to the sale event. The Sales Project Potential Form is designed to account for all income (actual and projected) from sales projects conducted by student activity programs. A copy of all documentation must be kept for auditing purposes.

This form can be found on the web at forms.ohiohipoint.com.

PROFESSIONAL DEVELOPMENT REQUEST

This form is used to request to attend professional development.

This form can be found on the web at forms.ohiohipoint.com.

Reference Policy # 3243,

REIMBURSEMENT FOR PROFESSIONAL DEVELOPMENT AND MONTHLY TRAVEL REIMBURSEMENT

This form is used to request reimbursement for professional development expenses paid out of pocket and reimbursement for monthly travel. This form must be submitted within 90 days of the event.

This form can be found on the web at forms.ohiohipoint.com.

Reference Policy # 3440, 4440

PROFESSIONAL MEMBERSHIP REIMBURSEMENT

OHP will reimburse staff members for professional membership dues, up to \$100.00 per school year, one time per year.

PROCEDURE

1. Pay for your membership (membership must be a professional organization that pertains to your current position).
2. Keep a receipt of the payment—invoice, copy of check, etc.
3. Prepare a requisition made out to you as the vendor. Use account code 001-2690-290.
4. Forward the receipt to your Supervisor. The Supervisor will approve and send to the appropriate Director and to the Superintendent and Treasurer for approval.

Use the “Travel Reimbursement” form on the web at forms.ohiohipoint.com.

GUIDELINES FOR PROFESSIONAL DEVELOPMENT POINTS

All staff members are encouraged to grow personally and professionally by attending graduate and undergraduate classes, workshops, educational meetings, and by serving on district committees. While each administrator, teacher and staff member is expected to contribute professional time and talent to the school district, there are assignments or tasks that exceed normal professional and contractual expectations. In these cases, it is appropriate to award professional development points (PDP's).

The rationale for PDP incentives is as follows:

1. Benefit to staff frozen on the salary schedule, while at the same time not being tied to the salary schedule
2. Improvement and maintenance of staff morale

Recognize professionalism above and beyond the minimum requirement

The following are basic guidelines that will apply when determining if a specific activity warrants assignment of professional development points. CEU approval for the purpose of licensing requirements is a separate issue, but uses the same paperwork.

1. All full-time and regular part-time employees are eligible to participate in the staff development incentive program. Staff must complete a full yearly cycle to be eligible for incentive pay. Other part-time employees are required to satisfy professional or job requirements commensurate with their contractual agreements.
2. Stipends will be paid each fall on a tiered schedule based on points earned the previous year ending June 30:

Certified Staff	10 pts. earned	30 pts. earned
	\$125	\$200
Classified Staff	6 pts. earned	20 pts. earned
	\$90	\$150

3. In order for CEU's or PDP's to be granted, staff members are expected to submit a Documentation of Completion Form for each activity within 90 days of completion of the activity or prior to June 30, whichever comes first.
4. PDP's may be granted for a new yearly cycle when a summer activity is completed after the cut-off date for the previous cycle.
5. PDP activities **do not** include district-sponsored in-services, early release days, on-line courses which are required by law, or activities such as faculty meetings, parent-teacher conferences, assigned duties, supervising various activities, etc.
6. PDP's may **not** be earned for activities for which a staff member is already paid a separate stipend.
7. A **minimum** of 3 PDP's for certified staff and 1 PDP for classified staff in the area of **technology training** are required in order to be eligible for the stipend.
8. A number of factors will be considered by administrators when approving professional development activities off campus. These factors are:
 - a. Is the activity included in the employee's Individual Professional Development Plan?
 - b. Have other staff members requested to attend the same meeting?
 - c. How many days has the staff member planned to be out of class or off campus?
 - d. What is the cost of the activity?

PROFESSIONAL DEVELOPMENT POINTS PROCEDURES

1. In planning activities, each staff member must check the Professional Development Point/CEU Activities List available in the Staff Handbook.
2. If a question arises concerning an activity, employees should check with their supervisor.
3. The **chairperson** of district-recognized committees will report dates and hours of attendance for members of the committee once each year for their entire year of service on a committee. Committee members do not need to submit a Documentation of Completion Form.
4. For PDP's to be awarded upon completion of an activity, the Documentation of Completion Form will need to be submitted within 90 days of completing the activity or by June 30, whichever comes first.
5. Each September, staff members will receive a printout of the previous year's Professional Development Points report from the EMIS Coordinator. In case of error, you should contact the EMIS Coordinator immediately.
 - The Professional Development Points printout will reflect all activities and points earned.
 - If a staff member surpasses the maximum number of points allowable **per category**, the surplus points will not count toward total points for the cycle, nor will they be carried over to the next cycle.
6. All staff members are required to develop professional development goals with their immediate supervisor.
 - Certified staff members must keep a **current** Individual Professional Development Plan on file with the LPDC.
7. Staff participating in **in-house, voluntary** professional development will need to complete a Documentation of Completion Form for those activities.
8. Staff participating in **required in-house** professional development activities **will not need** to complete a Document of Completion Form **for Professional Development Points** because these activities are not eligible for PDP's.
 - **Staff needing LPDC approval** for these activities will need to complete a Documentation of Completion Form for their LPDC records.

INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN

Ohio Hi-Point Career Center

Individual Professional Development Plan Goals Identification Guide

To the Educator: This *Goals Identification Guide* is provided to assist you in identifying goals that may help you to maximize your professional potential to yourself, your students, your district, and the community within which you work. It is a guide and is not intended to be inclusive. You are encouraged to develop goals that reflect those needs that will help you, your students, and/or your school district to succeed.

School District and/or Building-Specific Goals

1. To expand options for achieving career and education goals
2. To strengthen teaching and learning
3. To enhance communication and collaboration with all stakeholders
4. To ensure a culture of continuous improvement and innovation
5. To learn how to apply technology as an effective teaching and learning tool
6. To learn how to creatively use flexible time to allow students to be more responsible for meeting educational goals
7. To help students develop problem solving and critical thinking skills
8. To enhance students meeting OCAP criteria
9. To learn how to coach students in conflict management
10. To strengthen rigor, relevance, and relationships

Source:

1-5: *Ohio's Future At Work: Beyond 2000*

6-9: *NCA & Venture Capital Goals*

10: *High Schools That Work 10 Key Practices*

General Goals

1. Content Knowledge

- 1.1. To learn how to apply technologies as effective content tools
- 1.2. To enhance professional knowledge (psychologists, speech therapists, treasurers, etc.)
- 1.3. To increase teaching area knowledge (Elementary Art, English, Mathematics, etc.)
- 1.4. To develop teaching/learning units which promote student knowledge in my discipline
- 1.5. To work with colleagues in ways which help to integrate my discipline within the school

Continued on Next Page

INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN CONTINUED

2. Professional Ethic

- 2.1. To learn and/or demonstrate understanding and use of educational theory/philosophy
- 2.2. To learn more about the community (is) which service our schools
- 2.3. To learn and apply new ways of improving race relations among students/faculty/community
- 2.4. To gain knowledge of where and how to acquire information to assist my job responsibilities
- 2.5. To add additional area(s) of certification/licensure to my credentials
- 2.6. To seek an advanced degree
- 2.7. To maintain current knowledge of local/county/state/national educational policies and issues

3. Assessment & Evaluation Skills

- 3.1. To learn how to apply technologies as effective assessment tools
- 3.2. To learn how to construct effective evaluation instruments
- 3.3. To learn how to construct effective evaluation instruments
- 3.4. To learn how to expand the number and types of assessment tools
- 3.5. To learn how to interpret test scores
- 3.6. To learn how to better teach test-taking skills
- 3.7. To learn more about proficiency, competency and/or standardized testing purposes creation.

4. Instructional Methodology

- 4.1. To learn how to apply technologies as effective teaching and learning tools
- 4.2. To learn how to improve student reading skills
- 4.3. To learn how to integrate higher-order thinking skills
- 4.4. To learn how to facilitate students to teach themselves and others (cooperative learning, etc.)
- 4.5. To learn how to teach students to solve problems via a variety of tools and knowledge
- 4.6. To learn how to teach across many disciplines
- 4.7. To learn teaching methods which promote increased student achievement
- 4.8. To gain knowledge of how to adapt instruction to the individual needs of all students

5. Communications Skills

- 5.1. To learn how to apply technologies as effective communications' tools
- 5.2. To present to various publics
- 5.3. To enhance speaking skills (students, parents, peers, others)
- 5.4. To enhance writing skills (students, parents, peers others)
- 5.5. To improve non-verbal communications skills
- 5.6. To discover ways to increase parental involvement in parent-teacher conferences

6. Interpersonal Skills

- 6.1. To learn how to apply technologies as effective interpersonal tools
- 6.2. To learn how to coach others to achieve and succeed
- 6.3. To learn how to coordinate or direct the efforts of others
- 6.4. To learn how to encourage the involvement of others
- 6.5. To learn how to facilitate groups (students, peers, others) to accomplish established goals
- 6.6. To learn how to motivate self and others

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INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN CONTINUED

7. *Management & Administrative Skills*

- 7.1. To learn how to apply technologies as effective management tools
- 7.2. To learn how to apply available resources to school improvement
- 7.3. To learn how to collect data to use in planning and problem solving
- 7.4. To learn how to create conditions & environment for productive performance
- 7.5. To learn how to establish vision that encourages performance of self and others
- 7.6. To learn planning & organizational skills that improve self and others

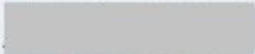
8. *Skills to Meet the Needs of Special Students*

- 8.1. To learn how to apply technologies as effective intervention tools
- 8.2. To learn how to adapt instruction to all skills levels
- 8.3. To learn how to increase my awareness of special need students
- 8.4. To learn how to sensitize all students to the needs of individuals
- 8.5. To understand social/emotional needs of students and others

LPDC'S QUICK REFERENCE GUIDE

1. Make sure the Central Office has a copy of your current license.
2. **Complete a new [IPDP Plan](#) once you receive your new Professional license.** Resident Educators do not need an IPDP until after they transition to a professional license. **Your [IPDP Plan](#) should be completed and submitted to the LPDC for approval after the issue date on your license and before any professional development that will be applied toward your renewal.** [Specific Measurable, Achievable, results-focused](#), timely (SMART) goals should be used for this process. Smart goals should be directly related to your professional position and the Ohio Standards for [Teachers](#) or [Principals](#).
3. Begin attending professional development that relates to the goals written in your IPDP. Keep track of your professional development on the [Professional Development Log](#) and by submitting your [documentation of completion](#) for each event. **Remember the following activities need preapproval: Professional Presentations for the district, Self-directed studies, and related work activities.**
4. The LPDC can approve [course hours or CEUs](#) as they are completed or during the school year that the license is to be renewed. To have course hours or CEUs approved, a copy of your transcripts or CEU certificates must accompany your professional development log for the LPDC to review. It requires 18 CEUs, 180 contact hours via the [matrix](#), or 6 semester hours to renew a professional license.
5. After all your hours are approved, go to the ODE website to renew your license. Sign into your [SAFE account](#). Click on ODE.core.



Joel Staudter	Change Name	Change Password
Jstaudter@ohiohipoint.com	Change Email	Request account
	Change Address	Web system
937-599-3010 (Office)	Change Phone	Show my current

Web Systems	Description
CCIP	Comprehensive Continuous Improvement Planning Application
Comparability	Comparability Report
Compliance	Compliance Tracking System
ELISA	Early Learning Integrated Suite Application
FLICS	Federal Low Income Count System
FSL	FSL - Forms and Surveys List
NPDS	Non Public Data System
ODE.CORE	Online Licensure System
School Safety Plans	Online Submission of Emergency Management Plans
STARS V2.0	STARS Professional Development and Technical Assistance System



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LPDC'S QUICK REFERENCE GUIDE CONTINUED

Click on **My Educator Profile**,

The screenshot shows two main sections: **Administration Tools** and **Educator Licensure**. Under **Administration Tools**, there is a link for **Reports** with an apple icon and the text "Access available reports". Under **Educator Licensure**, there are two links: **My Educator Profile (Dashboard)** with an apple icon and a large red arrow pointing to it, and **Educator Profile** with an apple icon and the text "View educator information credentials". The text for **My Educator Profile (Dashboard)** reads: "New Dashboard to access My Educator Profile for Educators, eSigners, and the general public."

click on **My Credentials** to renew or apply for new.

The screenshot shows the "Welcome to the Ohio Department of Education's CORE Licensure Dashboard!". It features six main action buttons arranged in a 2x3 grid. The top row includes **My Profile** (UPDATE, Personal Information), **New Application** (APPLY, for a NEW License, Permit or Certificate), and **My Credentials** (RENEW, Advance, Transition, Add an Ar, Extend an RE, or Print My Crede). A red arrow points from **My Profile** to **New Application**, and another red arrow points from **New Application** to **My Credentials**. The **My Credentials** button also displays a star icon and the text "You have Credential(s) to Renew". The bottom row includes **My Account** (PAY, with a dollar sign icon), **My Documents** (VIEW or UPLOAD, with a folder icon), and **My Applications** (STATUS).

Select the license you need to renew or apply for (example moving to professional license after Resident Educator) and complete the application. You must pay for the application in order for it to be sent to the LPDC representative for a signature.

6. Call the Superintendent's Administrative Assistant (Beth Kennaw) to verify that up to date background check is on file for you. If not, you will need to have this done.

7. Finally, if you are leaving the Ohio Hi-Point Family to take employment somewhere else... Don't forget to complete this leaving/ [transition form](#).

INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN (IPDP)

Guidelines for Submission to the LPDC

1. Employees who have licenses which expire prior to June 30 of the current year must submit an IPDP to the LPDC no later than October 31 of the current year for approval. (Educators holding a permanent certificate or who will not be renewing certificates or licenses before retirement are exempted from the IPDP approval process.)
2. IPDP's must be submitted on the IPDP Form provided by the LPDC (Pages 1 & 2). All forms must be completed neatly and thoroughly. Information requested concerning and educator's credentials must be accurate.
3. The submitted IPDP will be returned after it is reviewed at the next regularly scheduled meeting of the LPDC. IPDP's which are denied may be resubmitted with modifications, or the employee may engage in the appeals process (as described below).
4. The LPDC shall keep all IPDP reviews, evaluations, and discussions in meetings confidential. No IPDP shall be used as an example without written permission of the staff member involved. All decisions will be presented in open sessions.
5. Coursework and CEU's must be on the LPDC-approved PDP/CEU Activities List or approved by the LPDC in advance.
6. Credit hours and CEU's used for the renewal of a license must have been earned during the life of the license to be renewed.
7. Although required work within a Master's Degree program applies to a university's degree, courses submitted to the LPDC license-renewal purposes may apply only if they are relevant to an approved IPDP.
8. Previously employed new-hires to Ohio Hi-Point JVSD who hold a certificate or license issued by ODE and who have coursework and activities approved by their prior LPDC during their current renewal cycle shall have said coursework and activities approved by the Ohio Hi-Point LPDC when accompanied by a completed, signed Approval Verification Form For Educators Leaving a LPDC form (available in the Staff Handbook).
9. Completed Ohio Department of Education license-renewal forms should be submitted to the LPDC before May 1 of the renewal year. Completed forms may be submitted any time after January 1 of the renewal year.

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INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN (IPDP)

CONTINUED

Appeals Process

Individuals will be notified of recommendation for non-renewal of license by certified mail. Notification of rejection of the IPDP will be through interdepartmental mail or U.S. mail. Appeals shall be submitted in writing to the LPDC Chairperson within 10 days of notification.

Reasons for Non-Renewal or Rejection

1. Incomplete plan
2. Plan lacks relevance to current assignment
3. Goals unrelated to the individual assignment and/or district
4. Outcomes for each goal lacks clarity
5. University hours/CEU activities do not relate to area(s) of certification/license
6. Insufficient activities and corresponding timeline
7. Lack of appropriate evaluation procedures
8. Lack of sufficient documentation to support the proposal

Level I Appeals Process

1. Notify LPDC Committee in writing to request an appeal
2. Meet with the LPDC
3. Receive written decision from the LPDC
4. Accept LPDC decision (appeals process ends) or reject LPDC decision (Level II appeals process begins)

Level II Appeals Process

1. Determine mutually agreed-upon resource (such as LPDC of neighboring school district, Logan County ESC).
2. Resource hears appeal and renders final decision

Level II Alternative Appeals Process

Individuals may seek mediation services (such as American Arbitration Board, Federal Arbitration Board) at their own expense.

PROFESSIONAL DEVELOPMENT/LPDC

PROFESSIONAL DEVELOPMENT POINT/CEU ACTIVITIES

Ohio Hi-Point Career Center Professional Development/LPDC Professional Development Point/CEU Activities

PLEASE NOTE: If a stipend is paid for an activity, it remains eligible for CEU's but cannot be claimed for PDP's.

Activity Number	PDP Value	CEU Value	Verification	Criteria
1. Technology training	1 clock hour = 1 PDP Classified – min 1 pt./year Certified – min 3 pts./year	1 clock hour = 0.1 CEU	Course outline or verification, time log, and Documentation of Completion	Must be hands-on training related and applicable to the employee's area of responsibility.
2. On-line courses	1 clock hour = 1 PDP	1 clock hour – 0.1 CEU (12 CEU's max per license cycle)	Course outline or verification, time log, and Documentation of Completion	Courses must be <i>in addition</i> to those required by law for employees. Courses must be related and applicable to the employee's area of responsibility.
3. College courses (graduate or undergraduate)	1 semester hr. = 30 PDP's 1 quarter hr. = 20 PDP's	1 semester hr. = 3 CEU's 1 quarter hr. = 2 CEU's	Official transcripts, original grade slips, or original Certificate of Completion	Must be taken through an accredited college or other approved post-secondary educational institution. Must be taken for credit with a grade of "C" or better, a "P" in pass/fail courses. Coursework must be in education or in a content area directly related to the individual's teaching assignment or work assignment.
4. Professional conference/workshop	1 clock hour = 1 PDP	1 clock hour = 0.1 CEU	Documentation of Completion Form and conference/workshop agenda	Must include only time spent in those portions of the program that contribute to the participant's knowledge, competence, performance, or effectiveness in performing job duties.
5. Publication of original work in professional publication	Book = Up to 120 PDP's Article = Up to 30 PDP's	Up to 12 CEU's for book (12 max per cycle) Up to 3 CEU's for article (6 CEU's max per license cycle)	Copy of publication or document, time log, and Documentation of Completion form	Must contribute to the education profession or add to the body of knowledge in the individual's specific field. Must be a commercially published book or article.
6. National Board Certified Teacher Certification	1 clock hour = 1 PDP (180 PDP's max per cycle)	Completion and verification in area of assignment during licensure cycle = all required CEU's. (18 CEU's max per license cycle)	Valid copy of National Board Certificate (or Documentation of Completion form for candidate not completing certification)	Must be in the subject area of the individual's assignment. Certificate must be obtained or participation as candidate must be verified.

PROFESSIONAL DEVELOPMENT/LPDC

PROFESSIONAL DEVELOPMENT POINT/CEU ACTIVITIES

		cycle)				
7. Master Teacher Certification	1 clock hour = 1 PDP (30 PDP's max per cycle)	1 clock hour = 0.1 CEU's (3 max per cycle)	Copy of documentation from master teacher committee or copy of the advanced license; time log; Documentation of Completion.	Must be in subject area of the individual's assignment.		
8. Serving as officer in local, state, or national professional organization	1 clock hour = 1 PDP (60 PDP's max per cycle)	1 clock hour = 0.1 CEU (6 CEU's max per license cycle)	Meeting minutes or verification from organization president or secretary. Documentation of Completion	Service must be in an organization directly related to the individual's work assignment.		
9. Participation on approved district, state, or national committee or board	1 clock hour = 1 PDP (30 PDP's max per cycle)	1 clock hour = 0.1 CEU (3 CEU's max per license cycle)	Meeting minutes or verification from organization president or secretary. Documentation of Completion	Service must be in an organization directly related to the individual's work assignment.		
10. Serving on advisory committee outside of OHP district	1 clock hour = 1 PDP (30 PDP's max per cycle)	1 clock hour = 0.1 CEU (3 CEU's max per license cycle)	Meeting minutes or verification from organization president or secretary. Documentation of Completion	Service must be in an organization directly related to the individual's work assignment.		
11. Advisor (CTSO or other approved student organization).	1 clock hour = 1 PDP (60 PDP's max per cycle) *See note on PDPs and stipends below.	1 clock hour = 0.1 CEU's (6 CEU's max per license cycle)	For CTSO advisors, professional meeting requests or letter from supervisor; Documentation of Completion. Other activities require the above in addition to pre-approval from the LPDC and supervisor and a time log.	Must be an OHP-sponsored student organization related to the individual's assignment.		
12. Mentoring new teacher (or employee) or teacher (or employee) advancing their licensure	Full – Max 90 PDP's per cycle Partial – Max 45 PDP's per cycle 30 PDP's max per cycle.	Full – Max 9 CEU's per cycle Partial – Max 4.5 CEU's per year 3 CEU's per cycle max	Time log, approval approval/documentation, and Documentation of Completion form	Must be mentoring a new teacher, administrator, or support staff or one advancing their licensure.		
13. Cooperating teacher			Approval/signature from supervisor, time log, and Documentation of Completion form	Must be supervisor of undergraduate student, graduate student, or undergraduate intern or student teacher.		
14. Teaching a college course or adult education class/course	30 PDP's per semester course 20 PDP's per quarter course	3 CEU's per semester course 2 CEU's per quarter course (3 CEU's max per year)	Course syllabus and Documentation of Completion form	May be used for the <i>first</i> time teaching the course each license cycle.		
15. State or national program industry standard activities	1 clock hour = 1 PDP	Completion and verification in area of assignment during certification cycle = all required CEU's (18 CEU's max per license cycle)	Valid copy of the certificate, time log, and Documentation of Completion form	Must be in subject area of individual's assignment. Certificate must be completed or participation of candidate verified by certifying entity.		
16. Professional presentation at district, regional, state, or	1 clock hour of presentation = 1 PDP (20 PDP's max per cycle)	1 clock hour of presentation beyond contract day = 0.1 CEU's (2 CEU max per	Presentation outline, time log, and Documentation of Completion form	Applies to <i>first</i> presentation of same material for each license cycle.		

PROFESSIONAL DEVELOPMENT/LPDC

PROFESSIONAL DEVELOPMENT POINT/CEU ACTIVITIES

national meeting	3 hr of prep time for each hr of presentation	licensure cycle) 3 hr of prep time for each hr of presentation		
17. Self-directed educational project (professional reading, research, educational travel) which applies educational skills and knowledge toward a final project	1 clock hour = 1 PDP Documented clock hours in planning & preparing (40 PDP's max per cycle)	1 clock hour = 0.1 CEU's Documented clock hours in planning & preparing (4 CEU's max per license cycle)	Copy of final product or report of project, time log, and Documentation of Completion form	Project must have prior approval of administration and LPDC and final approval and verification after completion by administration and LPDC, excluding development of course of study.
18. Curriculum development	1 clock hour = 1 PDP (30 max per cycle)	1 clock hour = 0.1 CEU's (3 CEU's max per license cycle)	Completed curriculum, time log, and Documentation of Completion form	Must be service on formal committee organized by district, state, national, or international education agency or organization.
19. Grant writing	1 clock hour beyond contract day = 1 PDP (60 PDP's max per cycle)	1 clock hour beyond contract day = 0.1 CEU's (6 CEU's max per license cycle)	Completed grant proposal, time log, and Documentation of Completion form	CEU's not dependent upon awarding of grant. Documented clock hours in planning and preparing are.
20. Related work experience or externship	4 clock hours = 1 PDP (10 PDP's max per year)	1 clock hour = 0.1 CEU's (12 CEU's max per license cycle)	Verification from employer or externship supervisor, time log, and Documentation of Completion form	Must enhance individual's work in the profession or contribute to teacher's specialization. Must be pre-approved by the individual's supervisor as contributing to the individual's assignment-related content knowledge.
21. Other pre-approved activities	Determined at time of approval by administrator	Determined at time of approval by LPDC Committee	Determined at time of approval by administrator and LPDC Committee	Activity must have prior approval of administration and LPDC and final approval and verification after completion by administration and LPDC.

PLEASE NOTE: If a stipend is paid for an activity, it remains eligible for CEU's but cannot be claimed for PDP's.

Rev. 6/2/14

PLACEMENT ON SALARY SCHEDULE—CERTIFIED

Reference Policy # 3411, 3412



PLACEMENT ON SALARY SCHEDULE—CLASSIFIED

Reference Policy #4411

Step	1		2		3		4		5		6	
	Certified Director	Certified Supervisor	Certified Supervisor	Non-Cert Director	Non-Cert Supervisor	Non-Cert Assistant	Department Support	Department Support	Department Support	Department Support	Department Support	Department Support
0	93,012	78,130	70,689	59,528	50,598	40,925						
1	95,802	80,474	72,810	61,313	52,116	42,153						
2	98,676	82,888	74,994	63,153	53,680	43,418						
3	101,636	85,375	77,244	65,047	55,290	44,720						
4	104,686	87,936	79,561	66,999	56,949	46,062						
5	107,826	90,574	81,948	69,009	58,657	47,443						
6	111,061	93,291	84,406	71,079	60,417	48,867						
7	114,393	96,090	86,938	73,211	62,230	50,333						
8	117,824	98,973	89,547	75,408	64,087	51,843						
9	121,359	101,942	92,233	77,670	66,019	53,398						
10	125,000	105,000	95,000	80,000	68,000	55,000						
11-15	132,500	111,300	100,700	84,800	72,080	58,300						
16-20	140,450	117,978	106,742	89,888	76,405	61,798						

Columns 1-2, Certified Director & Supervisor, to receive STRS Pick-Up and Pick-Up on the Pick-Up

Columns 3-6, Non-Certified Administrative employees, to be eligible for Post-Secondary degree incentive per below:

Associates degree = 1.5%

Bachelor's degree = 3.0%

Master's degree = 5.0%

Above incentives must relate to working assignment as determined by the Superintendent

All employees with full-time hire dates prior to 7/1/16 "grandfathered" into previous 3% degree premium incentive plan

Adopted 5/22/19 for implementation beginning with the 2019-20 school year. It is intended that this salary schedule would remain unchanged through the 2022-23 school year. Regarding steps 0-10; no step will be awarded if the staff member's evaluation has placed them on a district improvement plan. Steps past 10 requires 3 of 5 evaluations to be standard or above in order for the next 5-year incremental step to be awarded.

Ohio Hi-Point JVSD
Certified Salary Schedule
School Years 2018-19 through 2022-23

CERTIFIED	COLUMN 1 Bachelors & CT Non Degree	COLUMN 2 Bachelors + 14 Semester Hours	COLUMN 3 Bachelors + 30 Semester Hours	COLUMN 4 Masters	COLUMN 5 Masters + 30 Semester Hours
0	37,100	38,955	40,903	42,948	45,095
1	38,213	40,124	42,130	44,236	46,448
2	39,359	41,327	43,394	45,563	47,842
3	40,540	42,567	44,696	46,930	49,277
4	41,756	43,844	46,036	48,338	50,755
5	43,009	45,160	47,417	49,788	52,278
6	44,299	46,514	48,840	51,282	53,846
7	45,628	47,910	50,305	52,820	55,462
8	46,997	49,347	51,814	54,405	57,125
9	48,407	50,827	53,369	56,037	58,839
10	49,859	52,352	54,970	57,718	60,604
11	51,355	53,923	56,619	59,450	62,422
12	52,896	55,541	58,318	61,233	64,295
13	54,483	57,207	60,067	63,070	66,224
14	56,117	58,923	61,869	64,963	68,211
15	57,801	60,691	63,725	66,911	70,257
16	59,535	62,511	65,637	68,919	72,365
17	61,321	64,387	67,606	70,986	74,536
18	63,160	66,318	69,634	73,116	76,772
19	65,055	68,308	71,723	75,309	79,075
20	67,007	70,357	73,875	77,569	81,447
21-25	71,027	74,578	78,337	82,223	86,334
26-30	75,289	79,053	83,006	87,156	91,514
31-35	79,806	83,796	87,986	92,386	97,005
36-40	84,594	88,824	93,265	97,929	102,825
Index					
0	1.00000	1.05000	1.10250	1.15763	1.21551
1	1.03000	1.08150	1.13558	1.19235	1.25197
2	1.06090	1.11395	1.16964	1.22812	1.28953
3	1.09273	1.14736	1.20473	1.26497	1.32822
4	1.12551	1.18178	1.24087	1.30292	1.36806
5	1.15927	1.21724	1.27810	1.34200	1.40910
6	1.19405	1.25375	1.31644	1.38226	1.45138
7	1.22987	1.29137	1.35594	1.42373	1.49492
8	1.26677	1.33011	1.39661	1.46644	1.53977
9	1.30477	1.37001	1.43851	1.51044	1.58596
10	1.34392	1.41111	1.48167	1.55575	1.63354
11	1.38423	1.45345	1.52612	1.60242	1.68254
12	1.42576	1.49705	1.57190	1.65050	1.73302
13	1.46853	1.54196	1.61906	1.70001	1.78501
14	1.51259	1.58822	1.66763	1.75101	1.83856
15	1.55797	1.63587	1.71766	1.80354	1.89372
16	1.60471	1.68494	1.76919	1.85765	1.95053
17	1.65285	1.73549	1.82226	1.91338	2.00905
18	1.70243	1.78755	1.87693	1.97078	2.06932
19	1.75351	1.84118	1.93324	2.02990	2.13140
20	1.80611	1.89642	1.99124	2.09080	2.19534
21-25	1.91448	2.01020	2.11150	2.21625	2.32706
26-30	2.02935	2.13081	2.23735	2.34922	2.46668
31-35	2.15111	2.25866	2.37160	2.49018	2.61468
36-40	2.28017	2.39418	2.51389	2.63959	2.77157

Adopted 11/15/17 for implementation beginning with the 2018-19 school year. Completely revised Certified salary schedule. It is intended that this salary schedule would remain unchanged through the 2022-23 school year. Initial FY19 placement of current Certified employees who were "stepped out" on FY18 salary schedule will not be based on the previous FY18 step but on the FY19 placement that first produces a minimum 6% base salary increase over the previous FY18 base salary. Regarding steps 0-20; no step will be awarded if the Certified staff member's evaluation has placed them on a district improvement plan. Steps past 20 requires 3 of 5 evaluations to be standard or above in order for the next 5-year incremental step to be awarded.


11/15/17

Step	Column 1	Column 2	Column 3	Column 4
0	11.53	12.51	13.55	14.01
1	11.88	12.89	13.95	14.43
2	12.23	13.27	14.37	14.86
3	12.60	13.67	14.80	15.31
4	12.98	14.08	15.25	15.77
5	13.37	14.50	15.71	16.24
6	13.77	14.94	16.18	16.73
7	14.18	15.39	16.66	17.23
8	14.61	15.85	17.16	17.75
9	15.04	16.32	17.68	18.28
10	15.50	16.81	18.21	18.83
11	15.96	17.32	18.75	19.39
12	16.44	17.84	19.32	19.97
13	16.93	18.37	19.90	20.57
14	17.44	18.92	20.49	21.19
15	17.96	19.49	21.11	21.83
16	18.50	20.07	21.74	22.48
17	19.06	20.68	22.39	23.15
18	19.63	21.30	23.06	23.85
19	20.22	21.94	23.76	24.56
20	20.82	22.59	24.47	25.30
21-25	22.07	23.95	25.94	26.82
26-30	23.40	25.39	27.49	28.43
Index				
0	1.00000	1.08500	1.17500	1.21500
1	1.03000	1.11755	1.21025	1.25145
2	1.06090	1.15108	1.24656	1.28899
3	1.09273	1.18561	1.28395	1.32766
4	1.12551	1.22118	1.32247	1.36749
5	1.15927	1.25781	1.36215	1.40852
6	1.19405	1.29555	1.40301	1.45077
7	1.22987	1.33441	1.44510	1.49430
8	1.26677	1.37445	1.48845	1.53913
9	1.30477	1.41568	1.53311	1.58530
10	1.34392	1.45815	1.57910	1.63286
11	1.38423	1.50189	1.62647	1.68184
12	1.42576	1.54695	1.67527	1.73230
13	1.46853	1.59336	1.72553	1.78427
14	1.51259	1.64116	1.77729	1.83780
15	1.55797	1.69039	1.83061	1.89293
16	1.60471	1.74111	1.88553	1.94972
17	1.65285	1.79334	1.94210	2.00821
18	1.70243	1.84714	2.00036	2.06846
19	1.75351	1.90255	2.06037	2.13051
20	1.80612	1.95963	2.12218	2.19443
21-25	1.91448	2.07720	2.24951	2.32609
26-30	2.02935	2.20184	2.38448	2.46566

Classification #

1. Part-Time & Substitute Secretary
2. Receptionist
3. Early Childhood Education Aide
4. Classroom Aide
5. Special Education Aide
6. In-School Detention Monitor
7. Secretary
8. Secretary to Director or District Administrator

Wages Column

- Column 1
Column 2
Column 2
Column 2
Column 2
Column 2
Column 3
Column 4

If an associates degree is held in a related field the indicated hourly rate at the appropriate step will be increased by 3%.

Adopted 5/22/19 for implementation beginning with the 2019-20 school year. It is intended that this salary schedule would remain unchanged through the 2022-23 school year. Initial FY20 placement of current employees who were "stepped out" on FY19 salary schedule will not be based on the previous FY19 step but on the FY20 placement that first produces a minimum 6% base salary increase over the previous FY19 base salary. Regarding steps 0-20: no step will be awarded if the staff member's evaluation has placed them on a district improvement plan. Steps past 20 requires 3 of 5 evaluations to be standard or above in order for the next 5-year incremental step to be awarded.



Column 1		Column 2
Step	Substitute and/or Part Time	Facility Specialist
0	12.49	15.61
1	12.86	16.08
2	13.25	16.56
3	13.65	17.06
4	14.06	17.57
5	14.48	18.10
6	14.91	18.64
7	15.36	19.20
8	15.82	19.77
9	16.29	20.37
10	16.78	20.98
11	17.29	21.61
12	17.80	22.26
13	18.34	22.92
14	18.89	23.61
15	19.46	24.32
16-20	20.62	25.78
21-25	21.86	27.33
26-30	23.17	28.97
Index		
0	0.80000	1.00000
1	0.82400	1.03000
2	0.84872	1.06090
3	0.87418	1.09273
4	0.90041	1.12551
5	0.92742	1.15927
6	0.95524	1.19405
7	0.98390	1.22987
8	1.01342	1.26677
9	1.04382	1.30477
10	1.07513	1.34392
11	1.10739	1.38423
12	1.14061	1.42576
13	1.17483	1.46853
14	1.21007	1.51259
15	1.24637	1.55797
16-20	1.32116	1.65145
21-25	1.40043	1.75053
26-30	1.48445	1.85556

Per BOE Resolution 29-16, RD - dated 5/18/16 Approve the following post-secondary incentive program for new non-teaching staff effective July 1, 2016:


Associate's Degree	1.5%
Bachelor's Degree	3.0%
Master's Degree	5.0%

Degree must be related to working assignment as determined by the Superintendent.
All current employees hired prior to July 1, 2016, receiving a 3% degree premium are grandfathered under the previous incentive plan.

Ohio Hi-Point JVSD
Certified Salary Schedule
School Years 2018-19 through 2022-23

	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
CERTIFIED	Bachelors & CT Non Degree	Bachelors + 14 Semester Hours	Bachelors + 30 Semester Hours	Masters	Masters + 30 Semester Hours
0	37,100	38,955	40,903	42,948	45,095
1	38,213	40,124	42,130	44,236	46,448
2	39,359	41,327	43,394	45,563	47,842
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10	49,859	52,352	54,970	57,718	60,604
11	51,355	53,923	56,619	59,450	62,422
12	52,896	55,541	58,318	61,233	64,295
13	54,483	57,207	60,067	63,070	66,224
14	56,117	58,923	61,869	64,963	68,211
15	57,801	60,691	63,725	66,911	70,257
16	59,535	62,511	65,637	68,919	72,365
17	61,321	64,387	67,606	70,986	74,536
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Index					
0	1.00000	1.05000	1.10250	1.15763	1.21551
1	1.03000	1.08150	1.13558	1.19235	1.25197
2	1.06090	1.11395	1.16964	1.22812	1.28953
3	1.09273	1.14736	1.20473	1.26497	1.32822
4	1.12551	1.18178	1.24087	1.30292	1.36806
5	1.15927	1.21724	1.27810	1.34200	1.40910
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12	1.42576	1.49705	1.57190	1.65050	1.73302
13	1.46853	1.54196	1.61906	1.70001	1.78501
14	1.51259	1.58822	1.66763	1.75101	1.83856
15	1.55797	1.63587	1.71766	1.80354	1.89372
16	1.60471	1.68494	1.76919	1.85765	1.95053
17	1.65285	1.73549	1.82226	1.91338	2.00905
18	1.70243	1.78755	1.87693	1.97078	2.06932
19	1.75351	1.84118	1.93324	2.02990	2.13140
20	1.80611	1.89642	1.99124	2.09080	2.19534
21-25	1.91448	2.01020	2.11150	2.21625	2.32706
26-30	2.02935	2.13081	2.23735	2.34922	2.46668
31-35	2.15111	2.25866	2.37160	2.49018	2.61468
36-40	2.28017	2.39418	2.51389	2.63959	2.77157

Adopted 11/15/17 for implementation beginning with the 2018-19 school year. Completely revised Certified salary schedule. It is intended that this salary schedule would remain unchanged through the 2022-23 school year. Initial FY19 placement of current Certified employees who were "stepped out" on FY18 salary schedule will not be based on the previous FY18 step but on the FY19 placement that first produces a minimum 6% base salary increase over the previous FY18 base salary. Regarding steps 0-20; no step will be awarded if the Certified staff member's evaluation has placed them on a district improvement plan. Steps past 20 requires 3 of 5 evaluations to be standard or above in order for the next 5-year incremental step to be awarded.


11/15/17

TIME SHEET

This form is used for payroll purposes for hours not included in your salary notice. This form is due in the Superintendent's office by the 15th and 30th of each month.

The form is located on the web at forms.ohiohipoint.com.

STUDY TRIP REQUEST—FIELD TRIP/GUIDELINES

This form is used to request a study trip with students. This form includes the parent permission slip and field trip itinerary.

The form is located on the web at forms.ohiohipoint.com.

Reference Policy # 2340

VIDEO SURVEILLANCE CAMERAS

Video surveillance cameras are used on campus. Personal information and activities recorded are collected and used to maintain a safe and secure environment in schools and on school district property and may be disclosed for law enforcement purposes.

For questions or concerns, please contact your Supervisor.

Reference Policy #7440.01