



WESTLAKE CITY SCHOOLS

We Educate for Excellence

Employee Handbook

Created January 2022





WESTLAKE CITY SCHOOLS

We Educate for Excellence

Board of Education

- John Finucane
- Joseph Kraft
- Barbara Leszynski
- Elizabeth Pirnat
- Dr. Robert Stoll

Department Directory

Associate Superintendent of Instruction	Mrs. Amanda Musselman	1269
Academic Services – Director of Secondary Education	Mr. Paul Wilson	1240
Business Office	Mr. Dave Kocevar	1265
Human Resources	Mr. Robert Maver	1267
Student Services	Ms. Jane Reilly Perry	1266
Superintendent	Dr. Scott Goggin	6304
Technology	Dr. Pete Zagray	1283
Treasurer	Mr. Todd Hopkins	1255

Building Directory

Administration/Central Office	440-871-7300
Dover Intermediate School	440-835-5494
Lee Burneson Middle School	440-835-6340
Westlake Elementary School	440-250-1200
Westlake High School	440-835-6352
Transportation	440-835-6313



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Introduction

Attached is your copy of the 2021-2022 Westlake Schools Staff Handbook. The handbook contains a great deal of important information regarding Board policies dealing with students, staff and parents. Both the Federal and State governments continue to shape education and have enacted statutes and regulations of which we must be aware. Since the publishing of our last handbook, we have changed from using Ohio School Boards Association (OSBA) to NEOLA for our policy development and updates. Therefore, a list of staff and student policies with a direct link is provided in this handbook for your access and review. By using the links, you will always be accessing the most up to date information.

Here is [the link](#) to where you can find a complete list of district policies on the website in BoardDocs. In addition, all staff forms can be found [here](#). Many forms are updated annually, so please utilize this resource.

Please review the Staff Handbook. If you have any questions or comments, please share them with my office by contacting goggin@wlake.org or hoffmand@wlake.org or by calling us at 440-835-6303.

Dr. Scott Goggin
Superintendent



WESTLAKE CITY SCHOOLS

We Educate for Excellence





WESTLAKE CITY SCHOOLS

We Educate for Excellence

Empowering all students to achieve their educational goals, to direct their lives, and to contribute to society

The WCSD will provide a dynamic, student-centered, 21st Century learning environment. Our district will be characterized by high achievement, actively engaged learners, mutual respect, shared knowledge, pursuit of new skills and capabilities, collaborative learning, willingness to take action, a team commitment to data-driven continuous improvement, and tangible results.





★ **Administration Building**
 24365 Hilliard Blvd.
 Westlake, OH 44138



- (440) 871-7300 General Information, Board of Education Main Office
- (440) 835-6303 Dr. Scott Goggin, Superintendent
- (440) 835-6301 Todd Hopkins, Treasurer/CFO
- (440) 250-1269 Amanda Musselman, Associate Superintendent of Instruction
- (440) 835-6319 David Kocevar, Director of Business Affairs
- (440) 250-1260 Paul Wilson, Director of Secondary Education and ESSER Program
- (440) 250-1267 Bob Maver, Director of Human Resources
- (440) 250-1283 Dr. Pete Zagray, Director of Technology
- (440) 250-1266 Jane Reilly Perry, Director of Student Services
- (440) 250-1256 Michael Waters, Project Link Supervisor



**Transportation/
Service Center**

1097 Bassett Rd
 Westlake, OH 44145
(440) 835-6313
 Adam House,
 Director of Transportation



Dover Intermediate

2240 Dover Center Road
 Westlake, OH 44145
 Grades 5 and 6
(440) 835-5494
 Nick Miller, Principal
 Paula Shaw, Asst. Principal



Westlake Elementary

27555 Center Ridge Road
 Westlake, OH 44145
Main #: (440) 250-1200

Grades Pre-K and K Office
 (440) 250-1204

Grades 1 and 2 Office
 (440) 250-1206

Grades 3 and 4 Office
 (440) 250-1208

Greg Plantner, Head Principal
 Bailey Morres, House Principal
 Kim Tucker, House Principal
 Jim Sanfilippo, House Principal



Lee Burneson Middle

2260 Dover Center Road
 Westlake, OH 44145

Grades 7 and 8
(440) 835-6340
 Tom Faska, Principal
 Kevin Barre, Asst. Principal



Westlake High School

27830 Hilliard Blvd
 Westlake, OH 44145

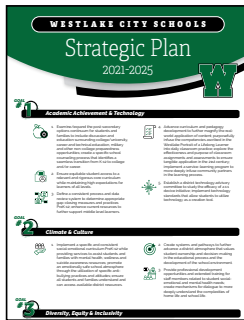
(440) 835-6352
 Rob Woods, Principal
 Brittany Meczka, Asst. Principal
 DJ Shaw, Asst. Principal

(440) 835-6354
 Nick Ranallo, Athletic Director



General Information

Westlake City School District Strategic Plan



[View/Download](#)

Westlake City School District Quality Profile



[View/Download](#)

Professional Conduct

An effective educational program and successful operation of the District requires the services of individuals with integrity, high ideals, and human understanding.

The Board believes that each professional staff member should maintain standards of exemplary professional conduct and conform his/her behavior to the code of ethics set forth in Policy 3210 by demonstrating a commitment to students, the educational profession, the District, and the community.

[Policy 3210 Staff Ethics](#)



Certified Staff

CREATING A POSITION

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK5Q4BE296>

BOARD-STAFF COMMUNICATIONS

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK5R4BE298>

CONFLICT OF INTEREST

<https://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK5S4BE29A>

EMPLOYMENT OF PROFESSIONAL STAFF

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=BS3Q4E67769C>

JOB DESCRIPTIONS

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK5U4BE2A4>

EMPLOYMENT OF SUBSTITUTES

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=BS3Q4F6776A5>

SELECTING STUDENT TEACHERS/ADMINISTRATIVE INTERNS

<https://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK5W4BE2A9>

EMPLOYMENT OF CASUAL RESOURCE PERSONNEL

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK5X4BE2AD>

EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=BS3Q4H6776B4>

VOLUNTEERS

<https://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK5Z4BE2B3>

JOB SHARING

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK624BE2B5>

CRIMINAL HISTORY RECORD CHECK

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK634BE2BD>

NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

<https://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK664BE2C3>

DRUG-FREE WORKPLACE

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK654BE2C1>



Certified Staff - cont.

NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE

<https://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK664BE2C3#>

SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AY6FX9412C41>

EMPLOYMENT CONTRACT

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=C4UKLY520739>

ASSIGNMENT AND TRANSFER

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK694BE2C9>

REDUCTION IN STAFF

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK6A4BE2CD>

VACANCIES

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK6B4BE2CF>

SUSPENSION DURING PENDING CRIMINAL ACTIONS

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK6C4BE2D2>

STAFF DISCIPLINE

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK6D4BE2D4>

TERMINATION AND RESIGNATION

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK6E4BE2D7>

NON-RENEWAL OF A TEACHER CONTRACT

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK6F4BE2D9>

PHYSICAL EXAMINATION

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK6G4BE2DC>

UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK6H4BE2DD>

SUBSTANCE ABUSE

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK6J4BE2DF>

STAFF ETHICS

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK6K4BE2E0>



Certified Staff - cont.

WHISTLEBLOWER PROTECTION

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK6L4BE2E1>

STUDENT SUPERVISION AND WELFARE

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK6M4BE2E3>

STAFF GIFTS

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK6N4BE2E4>

USE OF TOBACCO BY PROFESSIONAL STAFF

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=BHHG3R41DC87>

STAFF DRESS AND GROOMING

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK6Q4BE2E8>

WEAPONS

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK6R4BE2E9>

STANDARDS-BASED SCHOOL COUNSELOR EVALUATION

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK6S4BE2EB>

OUTSIDE ACTIVITIES OF STAFF

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK6T4BE2ED>

RESEARCH AND PUBLISHING

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK6U4BE2EF>

PROFESSIONAL DEVELOPMENT AND LICENSURE

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK6V4BE304>

PROFESSIONAL MEETINGS

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK6W4BE30E>

USE OF EMPLOYEE'S PERSONAL PROPERTY AT SCHOOL

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK6X4BE313>

FREEDOM OF SPEECH IN NONINSTRUCTIONAL SETTINGS

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK6Y4BE315>

ANTI-HARASSMENT

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AY6FXA412C43>



Certified Staff - cont.

THREATENING BEHAVIOR TOWARD STAFF MEMBERS

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK724BE31C>

COMPENSATION FOR PART-TIME STAFF

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK734BE31F>

PLACEMENT ON SALARY SCHEDULE

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK744BE320>

GROUP HEALTH PLANS

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK754BE323>

PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK764BE334>

BENEFITS FOR NONREPRESENTED STAFF

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK774BE336>

LEAVES OF ABSENCE

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK784BE339>

FMLA LEAVE

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK794BE33C>

LEAVE OF ABSENCE FOR EMPLOYMENT BY A COMMUNITY SCHOOL

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK7A4BE33D>

CALL TO ACTIVE DUTY LEAVE

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK7B4BE33F>

SICK LEAVE

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK7C4BE342>

JOB-RELATED EXPENSES

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK7D4BE343>

UNAUTHORIZED WORK STOPPAGE

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK7E4BE345>



Classified Staff

CREATING A POSITION

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK7F4BE347>

BOARD-STAFF COMMUNICATIONS

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK7G4BE34A>

CONFLICT OF INTEREST

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK7H4BE34B>

EMPLOYMENT OF CLASSIFIED STAFF

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=BS3Q4J6776BE>

JOB DESCRIPTIONS

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK7K4BE350>

EMPLOYMENT OF SUBSTITUTES

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK7L4BE351>

EMPLOYMENT OF SUBSTITUTE EDUCATIONAL AIDES

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AVWNTW6010A6>

EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=BS3Q4K6776C6>

VOLUNTEERS

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK7N4BE357>

JOB SHARING

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK7P4BE35A>

CRIMINAL HISTORY RECORD CHECK

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=B2TSHV5F378C>

NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AY6FXB412C46>

DRUG-FREE WORKPLACE

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK7S4BE361>

NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK7T4BE364>



Classified Staff - cont.

SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AY6FXC412C4B>

EMPLOYMENT CONTRACT

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK7V4BE368>

ASSIGNMENT AND TRANSFER

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK7W4BE36C>

REDUCTION IN STAFF

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK7X4BE378>

SUSPENSION DURING PENDING CRIMINAL ACTIONS

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK7Y4BE380>

STAFF DISCIPLINE

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK7Z4BE382>

TERMINATION AND RESIGNATION

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK824BE384>

PHYSICAL EXAMINATION

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK834BE385>

DRUG AND ALCOHOL TESTING OF CDL LICENSE HOLDERS AND OTHER EMPLOYEES WHO PERFORM SAFETY SENSITIVE FUNCTIONS

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=BS3Q4L6776CE>

SUBSTANCE ABUSE

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK854BE38D>

EMPLOYEE ASSISTANCE PROGRAM (EAP)

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK864BE38F>

STAFF ETHICS

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK874BE391>

WHISTLEBLOWER PROTECTION

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK884BE392>



Classified Staff - cont.

STUDENT SUPERVISION AND WELFARE

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK894BE395>

STAFF GIFTS

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK8A4BE398>

USE OF TOBACCO BY CLASSIFIED STAFF

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=BHHG3S41DC8F>

STAFF DRESS AND GROOMING

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK8C4BE39E>

WEAPONS

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK8D4BE3A1>

EVALUATION OF CLASSIFIED STAFF

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK8E4BE3A3>

OUTSIDE ACTIVITIES OF CLASSIFIED STAFF

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK8F4BE3A6>

STAFF DEVELOPMENT

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK8G4BE3A7>

USE OF EMPLOYEE'S PERSONAL PROPERTY AT SCHOOL

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK8H4BE3AA>

ANTI-HARASSMENT

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AY6FXD412C4F>

THREATENING BEHAVIOR TOWARD STAFF MEMBERS

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK8K4BE3AF>

GROUP HEALTH PLANS

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK8L4BE3B4>

PRIVACY PROTECTIONS OF SELF-FUNDED GROUP HEALTH PLANS

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK8M4BE3BD>



Classified Staff - cont.

BENEFITS

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK8N4BE3BF>

GROUP INSURANCE

<https://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK8P4BE3C2>

BENEFITS FOR NONREPRESENTED STAFF

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK8Q4BE3C4>

FMLA LEAVE

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK8R4BE3C6>

LEAVE OF ABSENCE FOR EMPLOYMENT BY A COMMUNITY SCHOOL

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK8S4BE3C8>

CALL TO ACTIVE DUTY LEAVE

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK8T4BE3CA>

SICK LEAVE

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK8U4BE3CC>

JOB-RELATED EXPENSES

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK8V4BE3CE>

UNAUTHORIZED WORK STOPPAGE

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK8W4BE3Do>



Professional Responsibilities and Expectations

District Technology Plan

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of operations within the school system. However, the use of the District's network and technology resources by students is a privilege, not a right. As a prerequisite, students and their parents must sign and submit a Student Network and Internet Acceptable Use and Safety form. (See also, Policy 7540.03 <http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFKDB4BE538>)

The Superintendent shall develop and recommend for approval by the Board a written District Technology Plan (DTP). Procedures for the proper acquisition of technology shall be set forth in the DTP. The DTP shall also provide guidance to staff and students about making safe, appropriate and ethical use of the District's network(s), as well as inform both staff and students about disciplinary actions that will be taken if Board technology and/or networks are abused in any way or used in an inappropriate, illegal, or unethical manner.

Further safeguards shall be established so that the Board's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, using social media to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of District policy, and learning appropriate responses if they are victims of cyberbullying.

Social media shall be defined as internet-based applications (such as Facebook, MySpace, Twitter, et cetera) that turn communication into interactive dialogue between users. The Board authorizes the instructional staff to access social media from the District's network, provided such access has an educational purpose for which the instructional staff member has the prior approval of the Principal.

However, personal access and use of social media, blogs, or chat rooms from the District's network is expressly prohibited and shall subject students and staff members to discipline in accordance with Board policy.

The Board authorizes the access and use of social media from the District's network to increase awareness of District programs and activities, as well as to promote achievements of staff and students, provided such access and use is approved in advance by the Superintendent.

The Superintendent shall review the DTP and report any changes, amendments or revisions to the Board annually.

COMPUTER TECHNOLOGY AND NETWORKS

Policy 7540 <http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFKD84BE531>

ACCESS TO DISTRICT TECHNOLOGY RESOURCES AND/OR INFORMATION RESOURCES FROM PERSONAL COMMUNICATION DEVICES

Policy 7542 <http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=B2TSJ45F37A9>

ELECTRONIC MAIL

Policy 7540.05 <http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFKDD4BE53D>

STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY

Policy 7540.03 <http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFKDB4BE538>

STAFF EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY

Policy 7540.04 <http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=B2TSJ35F37A5>



Field Trips

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

- supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;
- help students relate school experiences to the reality of the world outside of school; and
- bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience.

FIELD AND OTHER DISTRICT-SPONSORED TRIPS

Policy 2340 <http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK4T4BE24F>

The Preliminary Field Trip Request form should be submitted to the Superintendent 3 weeks in advance for a day trip and 12 weeks in advance for an overnight trip. A complete itinerary must accompany the request for an overnight trip. It will be presented to the Board of Education for approval.

https://www.wlake.org/uploaded/Forms/PrelimFieldTripRequest_rev_2021.pdf

Cash in School Buildings

Monies collected throughout the District will be handled in accordance with good business practices to protect public funds. Money must be deposited with the Treasurer on the next business day after the day of receipt. Staff members who collect cash are responsible for its safekeeping until the money is deposited. Funds should be kept in a safe provided at each building.

DEPOSIT OF PUBLIC FUNDS: CASH COLLECTION POINTS Policy 6600

<http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFKCA4BE4D7>

Crowdfunding

"Crowdfunding" refers to a campaign to collect typically small amounts of money from a large number of individuals to finance a project or fundraise for a specific cause through the use of personal networking, social media platforms, and other internet-based resources.

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extracurricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval of the Superintendent.

CROWDFUNDING

Policy 6605 <http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=BL4SJA71C19A>

Use of District Logo Guidelines

Branding and Communication Guidelines

<https://resources.finalsite.net/images/v1641990271/westlakek12ohus/gen1x5qhghiykfmppgc4/WCSDBrandingandCommunicationsGuide.pdf>

Human Resources

All employees are to adhere to Board Policies, Guidelines, and Negotiated Agreements.



Absence Procedures

Certified Staff

Certified Staff members are to record their absences in the AESOP/Frontline online system. The Westlake City School District uses the online AESOP/Frontline software system for recording and managing certified staff absences and for finding substitutes. AESOP/Frontline is available 24 hours a day, 7 days a week via Internet at <http://www.frontlineeducation.com/signin>, or by phone at 1-800-94-AESOP (1-800-942-3767.)

When entering an absence, please wait until you receive a confirmation number before you terminate the phone call or close your internet browser window. Your transaction is not complete until you receive a confirmation number.

All certified staff members must enter all absences in AESOP/Frontline. This includes late arrivals, leaving early, and absences that should be entered as "no sub needed." If the absence was not previously recorded in AESOP/Frontline, a staff member must call NCSSA/Rachel Wixey at (419) 725-9499, to enter their absence.

In the event of an emergency, and a staff member misses the cutoff time, which is one hour prior to the start of their day, call NCSSA/Rachel Wixey at (419) 725-9499.

Classified Staff

Classified Staff are to record their absences in the AESOP/Frontline online system. The Westlake City School District uses the online AESOP/Frontline software system for recording and managing classified staff absences and for finding substitutes. AESOP/Frontline is available 24 hours a day, 7 days a week via Internet at <http://www.frontlineeducation.com/signin>, or by phone at 1-800-94-AESOP (1-800-942-3767.)

When entering an absence, please wait until you receive a confirmation number before you terminate the phone call or close your internet browser window. Your transaction is not complete until you receive a confirmation number.

All classified staff members must enter all absences in AESOP/Frontline. This includes late arrivals, leaving early, and absences that should be entered as "no sub needed." If the absence was not previously recorded in AESOP/Frontline, a staff member must call or email their building secretary.

In the event of an emergency, and a staff member misses the cutoff time, which is one hour prior to the start of their day, call or email their building secretary.

Please note that the Transportation Department has specific call-in rules, if an employee is calling off. Transportation staff must still enter absences in AESOP/Frontline.

Attendance

Punctual and regular attendance is expected of all district employees. Employees who are unable to report to work on a scheduled workday must follow the established reporting procedures noted above. Tardiness, unless excused by the supervisor or other appropriate administrator, is not permitted. Additionally, falsification or misuse of the sick leave and/or personal leave policy will result in disciplinary action, up to and including termination.

Certification/Licensure

All Westlake City School District employees in teaching positions are required to hold a valid Ohio Department of Education (ODE) license. A current copy of the valid license or proof of application by August 1, is required to be included in the personnel file in the Human Resources Department.

Obtaining, updating and filing of a valid license with the Westlake City School District Human Resources Department is the responsibility of our employees. It is required that employees meet the requirements for renewal and updating of their license through the LPDC, prior to renewing their license online with ODE.

It is also the responsibility of all classified staff in assistant positions, to secure an Educational Aide permit from the Ohio Department of Education and update annually, unless a four year permit has been secured.

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

Professional Conduct

All educators employed by the Westlake City School District are expected to behave in a professional manner that reflects the status and substance of a public school professional with the responsibility of providing high quality education to



every student. The Licensure code of Professional Conduct for Ohio Educators serves as the basis and guide for conduct appropriate for all certified staff employed by the Westlake City School District and as a professional licensed by the Ohio State Board of Education.

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

Westlake City School District complies with the aforementioned Licensure Code of Professional Conduct for Ohio Educators and Ohio Revised Code and applies the same professional expectations to employees regarding job performance and communications to employees.

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

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

Personal Appearance

Staff dress and grooming should enhance a positive professional image of the District. All employees working in a classification that has a designated uniform shall be responsible for wearing and maintaining it in a clean and neat condition.

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

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

- dress in a manner consistent with their professional responsibilities;
- dress in a manner that communicates to students a pride in personal appearance;
- dress in a manner that does not cause damage to District property;
- be groomed in such a way that their hair style or dress does not disrupt the educational process nor cause a health or safety hazard.

STAFF DRESS AND GROOMING

Policy 3216 <http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK6Q4BE2E8>

STAFF DRESS AND GROOMING

Policy 4216 <http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFK8C4BE39E>

DRESS AND GROOMING

Policy 5511 <http://go.boarddocs.com/oh/westlake/Board.nsf/goto?open&id=AQFKA44BE428>

School Closing - Calamity Days

All employees who work at schools or facilities (full or part time), which are determined closed by the Superintendent due to a calamity, should remain at home. Additional information can be found within your negotiated agreements.

Employee Acknowledgment

All employees are required to electronically sign for the Employee Handbook via Public School WORKS indicating they fully read and understand the contents of the handbook.

For assistance, please contact Human Resources.

