

2025-2026 EMPLOYEE HANDBOOK

Stow-Munroe Falls City School District
Department of Human Resources
4350 Allen Rd., Stow, OH 44224
SMFSchools.org



Stow-Munroe Falls City School District



STOW-MUNROE FALLS CITY SCHOOL DISTRICT EMPLOYEE HANDBOOK 2025-2026

An Equal Opportunity Employer

MISSION

Our Mission is to Provide a 21st Century Education Empowering Each Learner to Be a Self-Motivated Successful Citizen in a Global Society.

CORE BELIEFS

- The purpose of schooling is to ensure that each child, regardless of background, learns to think, reason and use his or her mind well.
- The school district is organized to encourage children to use knowledge to solve problems rather than passively absorb knowledge to be used at some other time.
- District-level staff support initiatives from the school buildings that are designed to produce better results for students.
- Teachers are viewed as leaders: their primary job is to engage students in significant activity that results in learning.
- One of the most critical jobs of the superintendent is to develop a vision of the future and to initiate action toward that vision.

TABLE OF CONTENTS

Superintendent Welcome Letter	4
Directory	
Administrators	5
Buildings	5
Central Office Job Descriptions	8
Who To Contact	10
Personnel File	11
Employee Benefits and Programs	11
Payroll Information	15
Licensure Code of Professional Conduct	18
Board Policies	19
General Information	21
<i>Operation Assistance, Classroom Supplies, Meetings, Support Staff, Certified Staff, Records Days, Frontline, LPDC, Public School Works</i>	
Communication Protocols	23
Anti-Fraud	25
Anti-Harassment Policy	25
Harassment Report Form	26
Student Code of Conduct	28
Students with Disabilities	39
Gifted Identification	40



STOW-MUNROE FALLS CITY SCHOOLS

WWW.SMFSCHOOLS.ORG • 4350 ALLEN RD. STOW OH 44224 • PHONE 330.689.5445
FAX 330.689.5448



Welcome to another exciting and promising school year at Stow-Munroe Falls School District. As we continue our journey of nurturing and educating young minds, it is my pleasure to introduce this year's Employee Handbook.

This handbook is designed to be a comprehensive guide, providing essential information about our district's policies, procedures, and expectations. It reflects our commitment to fostering a positive, respectful, and productive work environment for all employees.

Your dedication to our students, their families, and the community makes our district exceptional. We strive to create an atmosphere where every student can achieve their highest potential, and every staff member feels supported and valued.

Please take the time to familiarize yourself with the contents of this handbook. It will help you in your daily responsibilities and ensure that we all adhere to the high standards that define our district. Additional information may be found in your Association Master Agreement, while other issues may be addressed in the Board Policy manual that is available for review at each building or on our website (SMFSchools.org). Thank you for your unwavering dedication and hard work.

I look forward to another successful learning, growth, and school year.

Sincerely,

Felisha Gould, Ph.D.
Superintendent

DISTRICT BUILDING DIRECTORY

STOW-MUNROE FALLS HIGH SCHOOL (9-12)

3227 E Graham Road, Stow 44224
Office Hours: 7:15 a.m. to 2:45 p.m.
330-689-5300

Administrators	Title	Extension
Amanda Murray	Principal	705201
Jayson Yeagley	Assistant Principal	705207
Tim Renner	Assistant Principal	705209
Cyle Feldman	Athletic Director	705203

Administrative Assistants	Title	Extension
Tracy Burmeister	Principal Secretary	705202
Kim Britton	Student Services Secretary	705216
Annette Vanik	Attendance Secretary	705215
Heather Shall	Attendance Secretary	705205
Cindy Clark	Guidance Secretary	705306
Erin Bivens	Athletic Director Secretary	705204
Tammy Sedor	Activities	705211
Cynthia Rossman	Receptionist	705309

KIMPTON MIDDLE SCHOOL (7-8)

380 N. River Road, Munroe Falls 44262
Office Hours: 7:45 a.m. to 3:15 p.m.
330-689-5288

Administrators	Title	Extension
Steve Deitrick	Principal	705280
Evelyn Haught	Assistant Principal	705290

Administrative Assistants	Title	Extension
Sandy Weaver	Principal Secretary	705286
Wendy Combs	Asst. Principal-Attendance	705287
Silvia Duecker	Guidance Secretary	705282

LAKEVIEW INTERMEDIATE SCHOOL (5-6)

1819 Graham Road, Stow 44224
Office Hours: 7:45 a.m. to 3:15 p.m.
330-689-5250

Administrators	Title	Extension
-----------------------	--------------	------------------

Andy Yanchunas
Angie Farneth

Principal
Assistant Principal

705251
705253

Administrative Assistants

Nicole Greive
Kristen Shoughrue

Title

Principal Secretary-Attendance
Principal Secretary

Extension

705259
705257

ECHO HILLS ELEMENTARY SCHOOL (K-4)

4405 Stow Road, Stow, OH 44224

Office Hours: 8:20 a.m. to 3:50 p.m.

330-689-5450

Administrators

Kate Hamilton
Kathleen Ritchie

Title

Principal
Secretary

Extension

705454
705450

FISHCREEK ELEMENTARY SCHOOL (K-4)

5080 Fishcreek Road, Stow, OH 44224

Office Hours: 8:20 a.m. to 3:50 p.m.

330-689-5460

Administrators

Catrina Seeden-Burwell
Maura Hartzell

Title

Principal
Secretary

Extension

705464
705460

HIGHLAND ELEMENTARY SCHOOL (K-4)

1843 Graham Road, Stow, OH 44224

Office Hours: 8:20 a.m. to 3:50 p.m.

330-689-5330

Administrators

Nick Kish
Elizabeth Drabinski

Title

Principal
Secretary

Extension

705333
705330

INDIAN TRAIL ELEMENTARY SCHOOL (K-4)

3512 Kent Road, Stow, OH 44224

Office Hours: 8:20 a.m. to 3:50 p.m.

330-689-5320

Administrators

Nicole Marconi
Kelly Dentici

Title

Principal
Secretary

Extension

705321
705320

RIVERVIEW ELEMENTARY SCHOOL (K-4)

240 N. River Road, Munroe Falls, OH 44262

Office Hours: 8:20 a.m. to 3:50 p.m.

330-689-5310

Administrators

Traci Kosmach

Crystal Zivny

Title

Principal

Secretary

Extension

705311

705310

WOODLAND ELEMENTARY SCHOOL (K-4)

2908 Graham Road, Stow, OH 44224

Office Hours: 8:20 a.m. to 3:50 p.m.

330-689-5470

Administrators

Christopher Keating

Belinda McClain

Title

Principal

Secretary

Extension

705474

705470

HOLY FAMILY SCHOOL (K-8)

3163 Kent Road, Stow, OH 44224

330-688-3816

Administrators

Heather Hawk Frank

Kristen Schell

Title

Principal

Secretary

AUXILIARY SERVICES UNIT - HOLY FAMILY

Administrator

Becky Hennigan

Title

Secretary

Extension

234-233-6250

TRANSPORTATION CENTER

4158 Newcomer Road, Stow, OH 44224

330-689-5234

Administrators

Dawn Baker

Joseph Turner

Denise Whisman

Title

Supervisor

Secretary

Bus Router and Trainer

Extension

705221

705219

705223

JOB DESCRIPTIONS FOR CENTRAL OFFICE PERSONNEL

The Stow-Munroe Falls Board of Education is the agent of the State of Ohio in charge of the responsibility of the state to maintain educational facilities and an adequate educational program for the children of the cities of Stow and Munroe Falls. The Board of Education is non-partisan in nature and the voters of the school district have elected those listed below to four-year terms. The officers for the calendar year of 2025 are:

- Dr. Pamela Wind, President
- Kari Suhadolnik, Vice-President
- Antoinette East-Jenkins, Board Member
- Mike Sheehan, Board Member
- Tina Merlitti, Board Member



Felisha Gould, Ph.D., Superintendent

By law, the executive officer of the Board of Education is the Superintendent. In accordance with the policies of the Board of Education, she is responsible for providing professional leadership and administering and supervising the schools in such a way as to secure improvement of educational opportunities.

Patrick Goclano, Treasurer

In accordance with the laws of the State of Ohio and the policies of the Board of Education, the Treasurer is responsible for providing financial leadership and administering his duties in such a way as to ensure sound fiscal management. The receipt and expenditure of all funds used by the school district flow through the Treasurer's office.

Kristen Prough, Assistant Superintendent/Director of Special Services

The Director of Special Services oversees all special education programs and services, preschool through graduation. She assures that the district complies with all state and federal regulations regarding students with disabilities.

Mark Treen, Director of Operations

The Director of Operations manages the planning, delivery, assessment, and ongoing improvement of business operations. The Director of Operations oversees the custodial and maintenance, nutrition services, and transportation departments.

Mike Love, Director of Human Resources

The Director of Human Resources provides leadership, collaboration, and coordination in the area of human resources to accomplish the mission and vision of the district. He assists in planning, coordinating, and supervising the certified and classified personnel to promote the overall efficiency and effectiveness of the school district.

Iisha Collier (Grades K-6) & Julie Miller (Grades 7-12), Curriculum Supervisors

The Curriculum Supervisors oversee and provide leadership for principals, staff and students in all aspects of teaching and learning for grades Pre-K -12. The Curriculum Supervisors report directly to the Superintendent and act as an advocate for all buildings, as well as a liaison between the central office and the staff. The Curriculum Supervisors are the coordinators for all federal programs and testing programs in the district.

Josh Cramer, Director of Technology

The Director of Technology provides leadership and in-class support in technology integration for all grades. The implementation of the district technology plan, as well as the implementation of district standards and benchmarks is a primary focus of this position.

Sarah Hegnauer, Public Relations Supervisor

Ensures effective and ongoing communication throughout the school district and the community by creating and sharing communication pieces that are aligned with our school district's mission and core beliefs.

Karen Brown, Assistant Treasurer

Assists the Treasurer in preparing documents and reports as required by law; maintaining records specified by state Law; and working closely with the auditor's office.

Mary Kay Zgrabik-Misterka & Dana Pisani, Special Services Supervisor

The Special Services Supervisors provide direct assistance to special education staff, building administrators, and parents. The Special Services Supervisors assist the Director of Special Services with monitoring services for students with disabilities and district compliance with state and federal regulations.

School Psychologist

The School Psychologists in each school building do individual testing and planning for the child who is identified or suspected of having a disability. The School Psychologists are responsible for the identification of students with disabilities from ages 0-22, counseling parents, staff and students, and consulting with agencies and other schools.

Speech and Hearing Therapists

The Speech and Hearing Therapists work with the classroom teachers in helping to solve speech, hearing and language challenges. Speech and Hearing Therapists provide service to eligible students in accordance with Individualized Education Plans (IEPs). General screening is done at specific levels at the beginning of the school year.

Dawn Baker, Transportation Supervisor

The Transportation Supervisor prepares bus routes/time schedules for the busing of students and field trips, enforces safety guidelines, conducts in-service for transportation personnel and serves as liaison with parents for problems and/ or special requests.

Matt Frame, Custodial and Maintenance Supervisor

The Maintenance/Custodial Supervisor is responsible for the maintenance and preventative maintenance of all school buildings and grounds, including athletic fields. In addition, he oversees safety inspections for fire, security, heating and air conditioning and snow removal. He conducts

in-service training for maintenance and custodial personnel. He also supervises all maintenance/custodial personnel and is responsible for the cleanliness of the school facilities. He recommends purchase and repair of equipment and supplies.

Angie Hearty, Nutrition Services Supervisor

Our Nutrition Services Supervisor is a manager and supervises all food service personnel and oversees the successful operation of providing a variety of quality meal selections to our students each day. The Food Service Supervisor also conducts in-service for food service personnel.

WHO TO CONTACT?

CLASSIFIED STAFF QUESTIONS

Jeanne Neel
Human Resources Office
x705423
st_neel@smfcsd.org

CERTIFIED STAFF QUESTIONS

Franca Padula
Superintendent's Office
x705412
st_padula@smfcsd.org

FINGERPRINTING, NEW ID BADGE, BUILDING ACCESS

Lucy Casto
Receptionist
x705428
st_lcasto@smfcsd.org

CHANGE OF ADDRESS, PHONE NUMBER, EMPLOYEE ACCESS CENTER (EAC)

neonet.org

TREASURER'S OFFICE

x705418
st_tschmitt@smfcsd.org

PAYCHECK FOR CERTIFIED STAFF

Wendy Dixon
Payroll
st_wdixon@smfcsd.org

PAYCHECK FOR CLASSIFIED STAFF

James Jeskey
Payroll, Treasurer's Office
x5416
st_jjeskey@smfcsd.org

TECHNOLOGY DEPARTMENT, ID BADGE/BUILDING

Access Issues:
st_help@smfschools.org

PUBLIC RELATIONS

Sarah Hegnauer
PR Supervisor
st_shegnauer@smfcsd.org

RENHILL QUESTIONS / SUBSTITUTES

Colleen Skover
x705446
st_skover@smfcsd.org

YOUR PERSONNEL FILE

Keeping your personnel file up-to-date can be important to you with regard to pay, benefits and other matters. If you have a change in any of the following items, please be sure to notify the departments listed below.

1. Legal Name - Principal, Human Resource Office, Treasurer's Office
2. Home Address - Principal, Human Resource Office, Treasurer's Office
3. Home Telephone Number - Principal, Human Resource Office, Treasurer's Office
4. Person to call in case of emergency - Principal, Human Resource Office
5. Number of Dependents - Human Resource Office
6. Marital Status - Human Resource Office
7. Changes in Beneficiary - Human Resource Office
8. Exemptions on your W-4 tax form - Treasurer's Office

The task of handling personnel records and related personnel administration functions at Stow-Munroe Falls City Schools for the certified employees has been assigned to the Office of Human Resources. Questions regarding policies of the Stow-Munroe Falls City Schools may be directed to the Human Resource Office 330-689-5423.

Coverage or benefits that you and your family may receive under Stow-Munroe Falls City Schools' Benefit program package can be negatively affected if the information in your personnel file is incorrect.

You may review your personnel file at any time. Please contact the office of Human Resources and an appointment will be scheduled.

EMPLOYEE BENEFITS AND PROGRAMS

Hospitalization

Group hospital and major medical benefits are offered to the full-time employee by the Stark County Insurance Consortium and administered by the Stark County Board of Education. This consortium offers a choice of two plans Aultcare and Super Med Plus.

AultCare

90/10 Managed Care Plan

Covers the Canton/Stark County area

Go to the hospitals and physicians in the plan directory. Website: www.aultcare.com

SuperMed Plus

90/10 Plan

Covers the Ohio area.

Go to the hospitals and physicians in the plan directory. Website: www.medmutual.com

→ **More Information is available at [Employee Resources](#).**

Coverage will become effective on the date the employee becomes eligible, provided that the employee has enrolled for coverage within 30 days of their initial date of eligibility. Each employee will be eligible for coverage beginning on the first day of the month following their first day of active employment

For those employees wanting to change their insurance plan, new enrollment forms must be completed during open enrollment and sent to the Human Resource's office. The change will then take effect January 1st.

COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985)

COBRA is a Federal law that gives you, your spouse, or your dependents the right to continue medical benefits in the event of loss of group health coverage.

It is the employee's responsibility to notify the employer within 30 days in the event of a divorce or when a dependent ceases to be eligible under the employee's plan.

It is the employer's responsibility to notify you of your right to continue benefits under COBRA.

Insurance Reminder

Please remember to contact Human Resources if any of the following events occur:

- You change your address and/or phone number
- You add a family member (new baby or adopted child)
- You get married
- You get divorced
- You no longer have coverage for a family member due to their death or their loss of dependent status as defined by the plan

Insurance

For insurance information, please contact Jeanne Neel st_neel@smfcsd.org

Dental Insurance

Dental Insurance is also available to all full-time employees. Part-time employees may check with the Human Resources for premium amounts.

Life Insurance

As of this writing, a \$50,000 life insurance policy is available to all full-time certified staff and to all full-time support staff at no cost.

Additional Insurance

This is also the opportunity to purchase additional life insurance to fit your needs. If you choose to participate in this offering, your cost will be:

For Certified and Support Staff:

Amount	Payroll Deduction
\$ 5,000	\$.98 per month
\$10,000	\$1.95 per month
\$15,000	\$2.93 per month
\$20,000	\$3.90 per month
\$25,000	\$4.88 per month
\$30,000	\$5.85 per month
\$35,000	\$6.83 per month
\$40,000	\$7.80 per month
\$45,000	\$8.78 per month
\$50,000	\$9.75 per month
\$55,000	\$10.72 per month
\$60,000	\$11.69 per month

Employee Assistance: [LifeServices Employee Assistance Program Link](#)

The Employee Assistance Program is a program designed to support our staff through a variety of services, such as counseling options or financial planning. The Employee Assistance Program is offered through All One Health counseling service designed to deal with concerns of the home and/or workplace and provided at no cost for our employees. This benefit is also offered to family members of staff. More information can be obtained at your building, from the personnel office, or by calling All One Health Employee Assistance Program at 800-822-4847.

2025-2026 STARK COUNTY INSURANCE RATES

JULY 1, 2025

Medical	Employee	Per Pay	Board	Per Pay
Single \$1,109.76	\$166.46	\$83.23	\$943.30	\$471.65
Family \$2,695.58	\$404.34	\$202.17	\$2,291.24	\$1,145.62
1/2 Single	\$554.88	\$277.44	\$554.88	\$277.44
1/2 Family	\$1,347.79	\$673.90	\$1,347.79	\$673.90
Dental	Employee	Per Pay	Board	Per Pay
Single \$106.92	\$16.04	\$8.02	\$90.88	\$45.44
Family \$263.60	\$39.54	\$19.77	\$224.06	\$112.03
1/2 Single	\$53.46	\$26.73	\$53.46	\$26.73
1/2 Family	\$131.80	\$65.90	\$131.80	\$65.90
Life	Employee		Board	
	-		\$6.25	
1/2	\$3.13		\$3.12	

Age 65 and over- 50% Life Insurance Policy Reduction

Rev 6.25.25

PAYROLL INFORMATION

Certified Staff

All employees who fall under the Certified Contract (less than 12 months): Annual salary divided by 26 pays - First Pay 09/05/2025 - last pay 08/21/2026.

Support Staff

All employees who fall under the Classified Contract Annual salary (days X hours X rate of pay) divided by 26 pays – First Pay 09/05/2025 - last pay 08/21/2026.

All support staff are required to complete a timecard for any additional or extra hours worked, including time spent on transportation for field trips. Timecards should accurately reflect all extra hours and must be submitted to payroll for processing. Approved additional hours will be paid approximately two weeks after submission

Substitute cards turned in on payday will be paid approximately two weeks later.

Absences

All absences need to be entered into Frontline (this includes long term absences). [Frontline Absence Management](#).

Personal leave and professional leave require prior approval by submitting via Frontline.

MANDATORY PAY REDUCTIONS

Explanation and Check Stub Codes:

- STRS E: (Check stub codes) State Teachers Retirement System - 14% of gross
- SERS EE: (Check stub codes) School Employees Retirement System - 10% of gross
- MEDICARE: Medicare Tax - .0145% of gross (For employees with a hire date after 4/1/86)
- STOW/MUNROE FALLS TAX: Stow City Tax - 2%, Munroe Falls Tax –2.25% of gross
 - (Employees working at schools/buildings located in the City of Stow have Stow tax deducted; employees working at schools located in Munroe Falls have Munroe Falls tax deducted)
 - Transportation Department - Stow City Tax - 81% Munroe Falls Tax 19%
- FEDERAL: Federal Tax - W-4 form
 - Amount deducted based on number of allowances claimed.
- OHIO: Ohio Tax - IT-4 form
 - Amount deducted based on number of allowances claimed.

Direct Deposit

A direct deposit enrollment form is available through PowerSchool. Any bank or credit union may be used. You may have up to two direct deposits.

All payroll notifications will be sent via electronic mail or you can refer to your EAC (Employee Access Center).

Payroll Investments

Re: planwithease.com®

Stow-Munroe Falls City Schools offers payroll deferral investment programs for the benefit of our employees. It is the intent of Stow Munroe Falls City Schools to protect your information and administer the Stow-Munroe Falls City Schools 403b Plan in accordance with applicable laws and regulations. To assist us in this, we will be utilizing the planwithease.com system to facilitate administration of the Stow-Munroe Falls City Schools 403b Plan and our compliance with the 403b regulations by tracking information received via encrypted electronic data files over secure internet channels.

You can access planwithease.com on the internet at the following address <http://www.planwithease.com>. Your user ID is your nine digit social security number and your temporary password is your birth date in MMY format. Upon entering the site for the first time you will be asked to change your password. After completing your password change, it is important that you safeguard your password information.

Planwithease.com is a plan administration service offered through VOYA Life Insurance and Annuity Company. Planwithease.com offers many features to assist you in accessing your plan easier and managing your plan more efficiently. This option is available to you online at your convenience.

If you have any questions regarding planwithease.com including next steps for implementation, please contact Stow Munroe Falls City Schools 403b Plan at 330-689-5422.

ING Life Insurance and Annuity Company, One Orange Way, Windsor, CT 06095.4774 wholly owned. indirect subsidiary of VOYA Groep N.V., provides these administration services under the trade name planwithease.com. Planwithease.com services may not be available in all states. COS.0303-012Re: planwithease.com®

Tax Sheltered Annuities

A number of 403b, 457, and Roth plans are available for the employee to enroll in to help save for retirement as well as offering a tax shelter. You may use any investment advisor that you wish, however, they must be able to invest in one of pre-existing plans that are offered. The list of options are:

- AIG
- Ameri-Funds
- AM Express
- Aspire
- Equitable AXA (403b, 457, and Roths)
- GALIC
- Legend
- Metlife
- Ohio Deferred Comp
- Voya (403b, 457, and Roth)

ADDITIONAL INSURANCE OPTIONS

American Fidelity Insurance

Offers a variety of life insurance options, disability insurance, and cancer/accident insurance for the employee and their Family members.

Ameritas Vision Insurance

This vision insurance program is optional and is offered through American Fidelity for the employee and their family.

AFLAC

A pre-tax insurance program for disability income, hospital stays, accidents, and other health related events. Deductions made bi-monthly, 24 times a year.

Credit Union

Savings and loan programs are available through Summit Federal Credit Union. Deductions are made bimonthly, twenty-four (24) times a year, in equal amounts. Call the Payroll Department for membership applications and/or payroll deduction change forms.

EMPLOYEE UNIONS

Stow Classified Employees Association (SCEA) Dues

Deductions are made in eighteen (18) equal installments, from October through June. Contact your union representative for information. Heather Galioto, Brian Thomas, Kelly Dentici, Barbara Jefferies

Stow Teachers Association (STA) Dues

Deductions are made in eighteen (18) equal installments, from October through June. Contact your union representative for information: Jodi Bohnert, Chet Feldman, Megan Postak, or Karen Haines.

Licensure Code of Professional Conduct

We appreciate all of the amazing work that you do with our students. It is important to know the licensure code for all of our staff members who hold a license from the state of Ohio. Ohio is nationally known as a state that produces high-quality educators and recognizes that its 250,000 practicing educators hold the fundamental beliefs defined in the following nine principles:

1. Educators behave in a professional manner, realizing that one's actions reflect directly on the status and substance of the profession.
2. Educators maintain a professional relationship with all students at all times, both in and out of the classroom.
3. Educators accurately report information required by the local board of education or governing board, state education agency, federal agency or state or federal law.
4. Educators adhere to federal, state and local laws and statutes regarding criminal activity.
5. Educators comply with state and federal laws related to maintaining confidential information
6. Educators serve as positive role models and do not use, possess or unlawfully distribute illegal or unauthorized drugs.
7. Educators ensure school property, public funds or fees paid by students or the community are used in the best interest of students and not for personal gain.
8. Educators fulfill all the terms and obligations in their employment contracts.
9. Educators use technology in a responsible manner and safeguard the electronic devices and data entrusted to them.

As education is a public trust, the Ohio Department of Education pursues allegations of unprofessional conduct. The Department recognizes that an accusation of misconduct is not conclusive proof that the educator engaged in conduct unbecoming. By law, educators are entitled to all due process rights, with each circumstance considered on a case-by-case basis to determine appropriate action. Not all referrals or investigations result in disciplinary action. The Licensure Code of Professional Conduct for Ohio Educators includes the presumptive range of applicable disciplinary actions involving any individual credentialed by the State Board of Education.

BOARD POLICIES

It is important for you to understand that the Stow-Munroe Falls City School District follows policies that are adopted by our Board of Education. The Stow-Munroe Falls City School District's Board Policies can be found at: [SMFCSD Board Policies](#)

It is important for all certified and classified staff members to read and understand the board policy centered on Staff Ethics.

Professional Staff Policy 3210 Staff Ethics

An effective educational program and successful operation of the District requires the services of individuals with integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Education expects all professional staff members to maintain high standards in their working relationships, and in the performance of their professional duties, to:

- A. recognize basic dignities of all individuals with whom they interact in the performance of duties;
- B. represent accurately their qualifications;
- C. exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- D. seek and apply the knowledge and skills appropriate to assigned responsibilities;
- E. keep in confidence legally-confidential information;
- F. pledge that their actions and/or those of another on their behalf are not made with specific intent of advancing private economic interests;
- G. refuse to accept anything of value offered by another for the purpose of influencing judgment;
- H. refuse to accept compensation from any other source, other than the Board, for the performance of his/her official duties, any other act or service in his/her public capacity, for the general performance of the duties of his/her public employment, or as a supplement to his/her public compensation;
- I. refrain from using his/her position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. (This will in no way limit constitutionally or legally protected rights as a citizen.)

In addition, the Board believes that each professional staff member should maintain standards of exemplary professional conduct and conform his/her behavior to the code of ethics set forth below as adopted, in part, from the Association of American Educators' Code of Ethics and the National Education Association's Code of Ethics of the Education Profession, by demonstrating a commitment to students, the educational profession, and the District and community.

Commitment to Students - each professional staff member shall:

- A. strive to create a learning environment that nurtures to fulfillment the potential of all students and stimulates the spirit of inquiry, acquisition of knowledge and understanding, and the formulation of worthy goals;
- B. not unreasonably restrain students from independent action in the pursuit of learning or deny each student's access to varying points of view;
- C. deal considerately and justly with each student and seek to resolve problems, including discipline, according to Board policy and law;
- D. refrain from intentionally exposing students to disparagement or embarrassment;

- E. refrain from revealing confidential information concerning students, unless disclosure serves a compelling professional purpose or is required by law;
- F. make a constructive effort to protect students from conditions detrimental to learning, health or safety;
- G. endeavor to present facts without distortion, bias or personal prejudice;
- H. refrain from using his/her professional relationships with students for private advantage;
- I. not on the basis of race, color, creed, sex, national origin, marital status, religious beliefs, family, social or cultural background, or sexual orientation, unfairly:
 - a. exclude any student from participation in any program;
 - b. deny benefits to any student;
 - c. grant any advantage to any student.

Commitment to the Educational Profession - each professional staff member shall:

- A. assume responsibility and accountability for his/her performance and continually strive to demonstrate competence;
- B. endeavor to maintain the dignity of the profession by respecting and obeying the law, and by demonstrating personal integrity;
- C. apply for, accept, or assign a position or a responsibility on the basis of professional qualifications, and adhere to the terms of a contract or appointment;
- D. continue professional growth;
- E. comply with written Board policies, administrative guidelines, or applicable laws and regulations;
- F. honestly account for all funds committed to his/her charge;
- G. refrain from using District or professional privileges for personal or partisan advantage;
- H. refrain from knowingly or willfully making false statements about a colleague or the District;
- I. not assist a non-teacher in the unauthorized practice of teaching.

Commitment to District and Community - each professional staff member shall:

- A. recognize that quality education is the common goal of the public, Board of Education, administration, and staff members;
- B. make concerted efforts to communicate to parents all information that should be revealed in the interest of a student;
- C. endeavor to understand and respect the value and traditions of the diverse cultures represented in the community and in his/her classroom;
- D. manifest a positive and active role in District/community relations.

Classified Staff Policy 4210 Staff Ethics

An effective educational program and successful operation of the District requires the services of individuals with integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Education expects all classified staff members to maintain high standards in their working relationships, and in the performance of their duties, to:

- A. recognize basic dignities of all individuals with whom they interact in the performance of duties;
- B. represent accurately their qualifications;
- C. exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- D. seek and apply the knowledge and skills appropriate to assigned responsibilities;
- E. keep in confidence legally-confidential information;

- F. ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;
- G. refuse to accept anything of value offered by another for the purpose of influencing judgment;
- H. refuse to accept compensation from any other source, other than the Board, for the performance of his/her official duties, any other act or service in his/her public capacity, for the general performance of the duties of his/her public employment, or as a supplement to his/her public compensation;
- I. refrain from using his/her position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. (This will in no way limit constitutionally or legally protected rights as a citizen.)

CONTRACT INFORMATION

Both certified and classified positions have contractual agreements with the Stow-Munroe Falls City School District's Board of Education. The contracts outline expectations, procedures, evaluation tools, salary steps, leave information, and other important topics. It is important that as an employee that you know how to access your contract and that you understand the contents. For questions regarding your contract please contact your building administrator, your building or department's union representative or the Human Resources department.

GENERAL INFORMATION

Operation Assistance

When problems arise, you have several sources of assistance. First, of course, is your building principal or direct supervisor who is there to guide and advise you. The Human Resources Department can help with insurance and leave questions while the Payroll Department will support you with questions related to your salary.

Classroom Supplies

Classroom purchase supplies for use in the classroom should be requisitioned as needed through the school secretary. To purchase classroom supplies please make requests to your building principal or your direct supervisor.

Meetings

It is the responsibility of the teacher to attend all building staff meetings, grade level and subject meetings and any other District Wide Professional Development Days. A teacher's experience and help in formulating curriculum plans, evaluating instructional materials and assisting in resolving educational problems is invaluable. Therefore, we hope you will realize this important part of the teaching profession. Absence from any scheduled meeting must be handled prior to the meeting with your building's principal.

Support Staff

There will be District Wide Professional Development Days scheduled for support staff at which your attendance will be required. Some of the support staff will work during Parent-Teacher Conferences. Please refer to the Contract or check with your assigned building administrator or direct supervisor about whether you are required to work.

Your attendance is required at all District Wide Professional Development Days including the General Meeting at the beginning of the school year.

Certified Staff

In the Stow-Munroe Falls School System, each building has scheduled conferences with the parents. Please check with your assigned building(s) for dates and time.

Records Day

Please check with your assigned building administrator for dates and times. Some Support Staff are also scheduled to work. Please check your Contract for scheduled workdays.

Frontline: [Frontline Education Link](#)

Employees:

- Please report your absence online or by calling 1-800-942-3767 (available 24-hours a day).
- To report an absence during the day, you may call Central Office at 330-689-5446.
- For grades 7-12 after 6:00 am and for grades K-6 after 7:45 am

LPDC: [LPDC Link](#)

Professional development is required for continued licensure for all educators and administrators. To be of high quality, professional development is guided by the learning needs of all students, includes accepted theory on the learning needs of educators and incorporates a planned progression for improvement on a continuing basis. A professional development plan that fulfills the licensure renewal requirements is based on the needs of the educator, the students, the school, and the school district in which the educator is currently employed.

An educator/staff member wishing to renew a professional license must receive the approval of his or her Local Professional Development Committee for an Individual Professional Development Plan and complete the required amount of professional development during their renewal cycle:

1. Six semester hours of coursework related to classroom teaching and/or the area of licensure; or
2. 180 contact hours (or 18 CEUs) in workshops or equivalent activities related to their IPDP goals as approved by their Local Professional Development Committee.
3. Coursework, workshops, or other equivalent activities may be combined.

Public School Works: [Public School Works Link](#)

Public School Works is a set of online required coursework all staff must complete every school year. Reminders will be sent to all staff via email in the beginning of the school year with a list of courses that must be completed.

STOW-MUNROE FALLS CITY SCHOOLS

330.689.5445

www.smfschools.org

4350 ALLEN RD.
STOW, OH 44224

RE: Communication Protocols

In our commitment to maintaining consistent and accurate communication with the public, all staff will follow the established communication protocols. These communication protocols will help ensure professionalism, protect confidentiality, and uphold the dignity of our Stow-Munroe Falls school community. Please review the following procedures when communicating with the media and other interested parties.

1. Refer to the Designated SMF Spokesperson

- All media inquiries should be referred to the Superintendent or the Public Relations office. If the media approaches you directly, contact the Superintendent's office for guidance.

Reference: Board Policy 9120: Public Information Program; Board Policy 1230: Responsibilities of the Superintendent.

2. Do Not Comment on Issues on Behalf of the School District

- Avoid commenting on tragic, sensitive, or controversial topics in your capacity as a District employee and/or on behalf of the school district. Instead, refer these inquiries to the Public Relations spokesperson responsible for providing official responses to all media inquiries.
- Avoid placing information on social media in your capacity as a district employee and/or on behalf of the school district. As an employee of the district, matters shared on social media, through Parent Square, or other communication platforms can be perceived as the district's official spokesperson, message, and response. Additionally, do not post or release confidential information about students, employees, volunteers, or District operations through social media. Failure to comply with Board policy may result in disciplinary actions.
- Ensure that interactions with the media are always professional and courteous, as they reflect the values of our district.

Reference: Board Policy 7544: Use of Social Media; Board Policy 7540.04: Staff Technology Acceptable Use and Safety; Board Policy 1130: Conflict of Interest, 3113: Professional Staff, 4113: Classified Staff; Board Policy 8350: Confidentiality; Board Policy 2416: Student Privacy and Parental Access to Information.

3. Gather Basic Information

- If approached, ask the reporter, community member, or public entity for their name, contact information, media outlet, and purpose of the inquiry. Document and share this information with the Public Relations and Superintendent's office.
 - Response to assist in communicating with media or other interested parties
- If you need time to gather information:
 - "I appreciate your interest. Let me gather the necessary details and get back to you as soon as possible."
 - "I want to ensure I provide accurate information. Can I follow up with you later today?"
- If you are not prepared to comment:
 - "At this time, we are not prepared to comment on this matter. Thank you for your understanding."
- If you need to redirect them:
 - "For more detailed information on this topic, please contact the Public Relations Office."

4. Do Not Provide Personal Opinions

- Do not share personal opinions or speculative information in your capacity as a District employee and/or on behalf of the school district. Instead, stick to factual information shared on the school's official website and social media, press releases, or direct inquiries to Public Relations.

Reference: Board Policy 1230: Responsibilities of the Superintendent; Board Policy 3231: Outside Activities of Staff, 4231, Outside of Activities of Classified Staff; Board Policy 2416: Student Privacy and Parental Access to Information, Board Policy 8350: Confidentiality.

5. Follow Confidentiality Rules

- Maintain strict adherence to confidentiality rules regarding student information and internal school matters. Do not disclose personal student data or internal discussions and/or communications.
- We aim to gather the facts and communicate internally with the school board and staff before communicating with the public.
 - In a tragedy, the superintendent/designee and public relations will work with the first responders and legal counsel to determine permissible communication.
 - The Assistant Superintendent will work with the building principal to arrange crisis support.
 - The HR Director will work with the building principal to provide additional substitutes to assist the building if needed.
 - The Director of Operations will work with the custodial, transportation, and child nutrition to support the building if needed.

Reference: Board Policy 2416: Student Privacy and Parental Access to Information; Board Policy 8350: Confidentiality; Board Policy 7544: Use of Social Media.

6. Confirm the Accuracy of Statements

- The Superintendent/designee and Public Relations will ensure that any communications/comments made on behalf of the school or district are reviewed for accuracy, if necessary, with legal counsel before publication or broadcast.

Reference: Board Policy 9120: Public Information Program; Board Policy 1230: Responsibilities of the Superintendent.

7. Use Official Communication Channels

- For statements and updates, direct media representatives to official school communication channels, such as the school district website, official social media, or press releases.

Reference: Board Policy 7540: Technology; Board Policy 9120: Public Information Program.

8. Media Contacts/Outlets and Requests

- Please notify the Superintendent's office and Public Relations about any media interactions or interview requests to ensure proper information, tracking, and follow-up.

Reference: Board Policy 9120: Public Information Program; Board Policy 1230: Responsibilities of the Superintendent.

By following these protocols, we can ensure all media interactions reflect the professionalism and integrity of the Stow-Munroe Falls school district. If you have questions or need further clarification, please do not hesitate to contact the Superintendent's office or the Public Relations department.

Thank you for your cooperation and dedication to maintaining our district's reputation and values in providing clear and comprehensive communication with our stakeholders.

ANTI-FRAUD

The District shall provide information about the Ohio fraud-reporting system and the means of reporting fraud to each new employee at the time of his/her employment. Each new employee shall confirm receipt of such information within thirty (30) days of beginning employment via Public School Works.

STOW-MUNROE FALLS CITY SCHOOL DISTRICT'S ANTI-HARASSMENT POLICY

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

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District: ***Mike Love, Angie Farneth, Steve Deitrick, MaryKay Zgrabik, and Jeanne Neel.***

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

COMPLIANCE OFFICERS

- Mike Love, Director of Human Resources, 330-689-5415, 4350 Allen Rd., Stow, OH 44224
- Angie Farneth, Assistant Principal, 330-689-5253, 1819 Graham Rd., Stow, OH 44224
- Steve Deitrick, Principal Kimpton Middle School, 330-689-5280, 380 N. River Rd., Munroe Falls, OH 44262
- MaryKay Zgrabik, Special Services Supervisor, 330-689-5432, 4350 Allen Rd., Stow, OH 44224
- Jeanne Neel, Administrative Assistant to the Director of Human Resources, 330-689-5423, 4350 Allen Rd., Stow, OH 44224

HARASSMENT REPORT FORM

The Stow-Munroe Falls City School District has a commitment to diversity and a determination to provide a climate of respect and civility for everyone. We promote a respect for differences including backgrounds, race and ethnicity, sex/gender, religious beliefs, and political persuasion. We encourage personal discovery and growth and foster scholarship across a range of common knowledge in work, study, teaching, and service. We resolve to provide students and staff with an environment free from degradation, abuse, and harassment. All Title IX inquiries should be directed to the office of Human Resources by completing the form below.

Alleged Complainant:
(if applicable)

Grade Level:

Alleged Respondent:

Grade Level:

Date

Building

Name of Reporter:

Specify the alleged violation: Title VI
Title IX
Other

1. Description of incident(s):

2. Names of witnesses, if any:
(if applicable)

Outcome of the Investigation

Was Early Complainant Resolution Attempted Yes No

Were parents contacted? (If applicable) Yes No

Comments:

Corrective Action Taken: Check all that apply:

Warning with a Policy Session Title VI or IX

Intervention Parent/Student Conference Conflict

Resolution

Alternative School Placement Suspension

Recommendation for Expulsion Other (Specify)

Date:

Principal:

Case Number:

Students:

Employees:

Forward this form to the building principal Forward this form to the Title A officer

Compliance Officers:

Mike Love, Steve Deitrick, Angie Farneth, MaryKay Zgrabik-Misterka, Jeanne Neel

STOW-MUNROE FALLS CITY SCHOOL DISTRICT STUDENT CODE OF CONDUCT

The items in this Code apply to all students when on school property; under the authority of school personnel; on school-owned vehicles, or during any school-sponsored or related event or activity, whether on property owned, rented, or maintained by another party. The Code also applies to any student misconduct, regardless of where it occurs, that is directed at a District student, official, or employee, or the property of such student, employee, or official, or if the conduct causes a substantial disruption with school activities or the overall educational mission of the District.

At the beginning of each school year, District students and parents will receive a copy of this Code via Final Forms along with the written mandate that compliance with the provisions set forth herein is required for all students. Additionally, the Code is available on the District's website. Parents are encouraged to read through the Code along with the following Board Policies at the beginning of the school year and contact their child's principal with any questions, concerns, or needs for clarification.

Violation by a student of any one or more of the following rules of conduct may result in one or more of the following disciplinary actions: detention, deprivation of privileges, parental contact, referral to legal authorities, suspension of driving privileges, emergency removal, disciplinary removal, suspension, expulsion and/or permanent exclusion. Progressive disciplinary action may take place for students with repeated violations of the provisions of the Code. In all cases, the decision regarding the disciplinary consequence to be issued to a student shall be left to the sole discretion of the appropriate District administrator.

The district is committed to using restorative practices as an integral approach to student discipline. Discipline should not only address infractions but also focus on changing behavior, promoting accountability, and fostering personal growth. Restorative practices allow students to understand the impact of their actions, make amends, and restore relationships, creating a positive and supportive learning environment where all students have the opportunity to thrive.

A. **Academic Dishonesty**

A student shall not engage in any act of cheating, plagiarism, or academic dishonesty, including but not limited to the removal and/or change of any school records.

B. **Bomb Threat / False Alarm / Causing Panic**

Any threat, whether verbal, written, or electronic, by a person to bomb or use other substances or devices to explode, burn, or cause damage to a school building or school property, or to harm students or staff, is prohibited. Any attempt to create any kind of false alarm (i.e., setting off a fire alarm), or any attempt to cancel a school day or school events, or any action that may cause fear or panic is prohibited. Conduct that violates this provision shall result in a mandatory police referral.

C. **Sexual Harassment** – [Board Policy 2266](#)

Sexual harassment means conduct based on sex that satisfies one or more of the following:

- unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education

program or activity; or

- conduct which meets the definition of sexual assault, dating violence, domestic violence, or stalking as those terms are defined in Board Policy 2266.

D. Hazing – [Board Policy 5516](#)

Hazing is defined as any act or coercing another, including the victim, to do any act of initiation into any class, team, or organization or any act to continue or reinstate membership in or affiliation with any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or drugs.

E. Harassment Based on a Protected Class– [Board Policy 5517](#)

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property; or
- has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- has the effect of substantially disrupting the orderly operation of the school.

F. Harassment, Intimidation or Bullying – [Board Policy 5517.01](#)

Harassment, intimidation, or bullying means either of the following:

- any intentional written, verbal, electronic, or physical act that a student or group of students exhibits towards another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other students; or
- cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance, or wireless hand-held device) that a student(s) or a group of students exhibits towards another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student(s); or
- violence within a dating relationship.

G. Aggressive Behavior – [Board Policy 5517.01](#)

Aggressive behavior means inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being.

H. Class Cutting, Punctuality, and Tardiness

All students are expected to be on time for school and for each class, unless illness or a delayed school bus prevents timely attendance at school. Students shall not be absent from all or any portion of the regularly scheduled classes or other mandatory activities without school authorization. For purposes of this Code, a student is considered tardy to first period if he/she is not in his/her assigned seat when the late bell rings.

I. Complicity

A student shall not actively or passively aid, abet, act as an accomplice of, and/or otherwise encourage others to violate the rules contained in the Code of Conduct. Violations are not limited to only those actions that encourage students to break rules.

J. Computer / Technology Tampering or Inappropriate Use of School Property

A student shall not alter or attempt to alter another individual's data by using their login information, individual computer or computer network system software, place unauthorized information, computer viruses or harmful programs on the system, and disrupt the operation of the individual computer/network in any way (for example: chat-rooms, hate mail, harassment, profanity, vulgar statement, discriminatory remarks, proxy servers, inappropriate sites). Students shall not violate the acceptable use policy of the district. Students found in violation of this article will lose the privilege to use school computers and face school discipline, including suspension.

K. Damage to Property

A student shall not cause or attempt to cause damage to school property or private property, through improper use or otherwise, on school premises or during school activities conducted on or off school grounds. Restitution will be made by the student(s).

L. Disrespect/Disobedience

Students shall not intimidate, demean, or otherwise abuse, orally or in writing, any member of the school staff or student body.

M. Disruption of School / Disorderly Conduct

A student shall not cause any disruption of any classroom activity, the operation of the school, or the educational process, and shall not engage in any act that is potentially harmful to the health, welfare and safety of the student himself/herself, other students, or staff.

N. Distribution or Sale of Unauthorized Materials

A student shall not distribute or sell unauthorized materials on school property (For example: students engaged in the trading/selling of personal property, unapproved fundraising, etc.)

O. Dress or Appearance

A student shall not wear clothing that disrupts the educational environment. This includes clothing that overexposes undergarments of any type, clothing with obscene or suggestive statements or symbols as is any apparel that advertises or promotes sex, drugs, alcohol, or tobacco. Shoes must be worn at all times. Hats can be worn at the building administrator's discretion.

P. Public Displays of Affection

Students shall not engage in kissing, embracing, or other displays of affection that are deemed to be inappropriate for the educational environment.

Q. Failure to Serve School Discipline

Refusing to serve an in-school suspension, misbehavior while serving school discipline, failure to report for assigned detention, and/or walking out of the principal's or assistant principal's office while discussing or receiving discipline will not be tolerated. The student may be required to

serve the original consequence in addition to further disciplinary action.

R. Failure to Accept Discipline or Punishment

Students shall not refuse to accept discipline or punishment assigned by teachers, substitute teachers, educational aides, bus drivers, principals, or other appropriate school personnel.

S. Failure to Provide Evidence/Providing False Information

Students are expected to be honest concerning violations of the code of conduct and to assist school officials in establishing the truth about a possible violation of the Student Code of Conduct. In establishing the facts concerning an incident, students are expected to cooperate with school officials. Students shall not give or assist in giving false or fictitious accounts to any school official, staff member, and/or faculty member.

T. Firearm Look-a-Likes

Any item that resembles a firearm but does not have the explosive characteristics of a firearm but may use spring loaded devices or air pressure by which to propel an object or substance (i.e., toy guns, cap guns, bb guns, pellet guns) in the school building, school grounds, school property, and at school functions is prohibited. Any possession, use, or threatened use of a look-alike or counterfeit weapon is prohibited. Conduct in violation of this provision may result in a referral to local law enforcement.

U. Gambling

A student shall not engage in any gambling activities, such as playing or gambling for money or other stakes.

V. Insubordination / Defiance

A student shall not refuse to comply with reasonable requests, orders, and directions of teachers, substitute teachers, teacher aides, administrators, or other school personnel during any period when the student is properly under the authority of school personnel. Insubordination includes but is not limited to: disobedience or disrespect toward any staff member, not serving assigned detentions, not following school rules or proper procedures, not following assigned schedule/being in unauthorized area, chronic tardiness to school or class, repeated misbehavior after warning.

W. Intentional Burning

A student shall not act or attempt to act in the burning or attempted burning of any item on school property.

X. Loitering

A student shall not loiter or delay in any way that may disrupt any activity or function. Students must have a ride if planning to leave early. If a student does not have anywhere to go after school, he/she can wait in a designated area until no later than one hour after the school day.

Y. Misuse of Vehicles on School Property

A student shall not violate the prescribed rules and regulations for the use of vehicles on school property or exhibit unsafe vehicle operations on school grounds. This includes parking in the areas designated for visitors or persons with disabilities, parking without a parking pass, parking

against a yellow curb, and parking in unmarked spots. This provision also prohibits students from engaging in unsafe operation of a vehicle, which includes but is not limited to: donuts, speeding, cutting into the bus line, etc. Conduct in violation of this provision may result in a referral to local law enforcement.

Z. Misconduct Away From School

Students who engage in assault or the sale or transmission of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, or other controlled substance or drug of abuse off school property or at a non-school sponsored or related activity, function, or event, or on school property before or after school may, in accordance with the procedures set forth in Ohio Revised Code (O.R.C.) 3313.66, be subject to suspension or expulsion from school if the principal or assistant principal determine that the student's continued presence in the school is reasonably certain to disrupt or interfere with the educational process or endanger the health or safety of the student or others.

AA. Profane, Obscene, or Vulgar Language / Gestures

A student shall not use profane, obscene, or vulgar language or gestures at school, on school buses, or while engaged in or present at any school-sponsored event or activity, and may face consequences.

BB. Prohibited Articles [Board Policy 5136](#)

Any object that, in the judgment of the administration, disrupts or interferes with the educational process or endangers the health, welfare, or safety of students or staff is prohibited. This includes, but is not limited to, gambling and gambling-related items, headphones, personal communication devices, personal computers or tablets, and any other electronic devices that disrupt the learning environment. These electronic devices may be confiscated if seen by a staff member and deemed to be disruptive to the learning environment.

CC. Repeated Offenses

A student shall not repeatedly fail to comply with school rules and regulations or directions of teachers, student teachers, teacher aides, principals, or other authorized school personnel. Repeated violations may result in increased severity of the consequence per occurrence.

DD. School Bus Conduct

A student shall not violate the prescribed rules and regulations for student conduct on school buses.

EE. Strong Arm / Extortion

A student shall not force another person to give money or articles of value.

FF. Theft

A student shall not attempt to act or act in taking or acquiring the property of others without their consent. This violation may result in a police referral.

GG. Threat

A student shall not engage in any threatened act of physical violence or force causing, attempting to cause, or threatening to cause physical harm to another. Acts of harassment and

hazing may be considered threats as well.

HH. Unauthorized Bodily Contact (Level 1, 2, 3)

Unauthorized bodily contact of any kind is prohibited. Level 1: Students are pushing, shoving, and grasping each other. Level 2: Students have a physical altercation but end the altercation on their own. Level 3: Students have a physical altercation that requires the intervention of bystanders/school personnel, and/or the aggressor engages in an unprovoked attack upon another student. Violation of this provision may result in a referral to local law enforcement.

II. Use, Possession, Sale, or Distribution of Tobacco Products

Possession, use, sale, or distribution of or evidence of consumption (for example: smelling of the substance) of tobacco products in the school building, school grounds, school property, and at school functions is prohibited. This includes smokeless tobacco or inhalants, such as e-cigarettes or vapes.

JJ. Use, Possession, Sale, or Distribution of Intoxicating Alcoholic Beverages

Possession, sale, use, concealment, transmission, or evidence of consumption (for example: smelling of the substance) of intoxicating beverages is prohibited. Attendance at school-sponsored activities when there is evidence of consumption of such a substance is also prohibited.

KK. Use, Possession, Sale, or Distribution of Drugs Other Than Tobacco or Alcohol

Use, possession, sale, distribution, or evidence of consumption (for example: smelling of the substance) of any controlled drug other than prescription medication that has been administered in accordance with the district's policies is prohibited. Possession, sale, use, concealment, transmission, or evidence of consumption of intoxicating substances is prohibited, including the use of inhalants, drugs, counterfeit or look-alike drugs while on school property or in attendance at school-sponsored activities. This includes the prohibition of any prescription drug or medication that is not possessed by the student in accordance with school policy governing the possession of prescription medication on school grounds.

LL. Vandalism

A student shall not act or attempt to act in a way that results in the destruction, defacement, or damage of school property or equipment that is located on school grounds or at a school-related event or activity.

MM. Weapons and Dangerous Instruments

A student shall not bring to school, or threaten to bring, to any interscholastic competition or extracurricular event/activity on or off school property, or possess, handle, transmit, or conceal an object capable of injuring himself or others. This includes but is not limited to: knives, regardless of length, multi-tools, explosives, pyrotechnic devices of any kind, and other dangerous weapons or ordinances, including objects made, constructed, or altered so that to a reasonable person the object appears to be a firearm. This is a mandatory police referral.

NN. Other Misconduct

Any other conduct not specifically referenced herein that disrupts or interferes with the orderly operation of the school or the educational process, or which is detrimental to the health, safety,

or well-being of a student, staff member, or other member of the school community.

OO. **Multiple Code Violations**

A student who accumulates 10 or more days of suspensions in the course of the school year may be recommended for expulsion from school. Serious violations of the Conduct of Student Conduct could result in a recommendation for expulsion before the accumulation of 10 days of suspension.

REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION OF STUDENTS

The Board of Education recognizes that exclusion from the educational program of the schools, whether by emergency removal, out-of-school suspension, expulsion, or permanent exclusion, is the most severe sanction that can be imposed on a student in this District, and one that cannot be imposed without due process. However, the Board has zero tolerance for violent, disruptive, or inappropriate behavior by its students.

No student is to be removed, suspended out-of-school, expelled, and/or permanently excluded unless their behavior represents misconduct as specified in the Student Code of Conduct/Student Discipline Code approved by the Board and/or the student's actions pose imminent and severe endangerment to the health and safety of other students or employees. The Code shall also specify the procedures to be followed by school officials when implementing such discipline. In determining whether a student is to be suspended or expelled, District administrators shall use a preponderance of evidence standard. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973. (See [Policy 5605](#) - Suspension/Expulsion of Students with Disabilities)

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such conduct is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee.

For purposes of this policy and the Student Code of Conduct/Student Discipline Code, the following shall apply:

- A. **"Emergency removal"** shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an ongoing threat of disrupting the educational process provided by the District. (See [Policy 5610.03](#) - Emergency Removal)
- B. **"Suspension"** shall be the temporary exclusion of a student by the Superintendent, Principal, assistant principal, or any other administrator from the District's instructional program for a period not to exceed ten (10) school days. Suspension shall not extend beyond the current school year if, at the time a suspension is imposed, fewer than ten (10) days remain in the school

year.

The Superintendent may develop a list of appropriate alternative consequences and set forth such list in the applicable guidelines.

In the event the student fails to complete the required community service or the assigned alternative consequence, the Superintendent may determine the next course of action. Such a course of action, however, shall not include requiring the student to serve the remaining time of the suspension at the beginning of the following year.

The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and [Policy 5611](#) - Due Process Rights.

A student who is suspended shall be permitted to complete any classroom assignments missed because of the suspension and receive full credit for a completed assignment. Grade reductions on account of the student's suspension are permitted; however, no student may receive a failing grade on a completed assignment solely on account of the student's suspension.

- C. **"Expulsion"** shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct/Student Discipline Code. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct/Student Discipline Code and Board [Policy 5611](#) - Due Process Rights.
- D. **"Permanent exclusion"** shall mean the student is banned forever from attending a public school in the State of Ohio. (See [Policy 5610.01](#) - Permanent Exclusion of Nondisabled Students)

For additional information regarding the removal, suspension, expulsion, and/or exclusion of students, please refer to Board [Policy 5610](#).

DUE PROCESS RIGHTS

The Board of Education recognizes that students have limited constitutional rights when it comes to their education.

Accordingly, the Board establishes the following procedures, which District Administrators shall use when dealing with students:

1. **Student subject to suspension:**

When a student is being considered for an out-of-school suspension by the Superintendent, Principal, or other administrator:

- a. The student will be informed in writing of the potential suspension and the reasons for

the proposed action.

- b. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
- c. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
- d. Within one (1) school day of the suspension, the Superintendent, Principal, or other administrator will notify the parents, guardians, or custodians of the student. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within five (5) calendar days after the date of the notice to suspend. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.
- e. Notice of this suspension will also be sent to the:
 - i. Superintendent;
 - ii. student's school record (not for inclusion in the permanent record).
- f. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline Code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the Principal, assistant Principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

APPEAL OF SUSPENSION TO THE BOARD

The student who is eighteen (18) or older or the student's parent(s) or guardian(s) may appeal the suspension to the Board or its designee. They may be represented in all such appeal proceedings.

A verbatim record will be kept of the hearing, which may be held in executive session at the request of the student, parent, or guardian, if held before the Board.

The procedure to pursue such an appeal will be provided in regulations approved by the Superintendent. Notice of appeal must be filed, in writing, with the Treasurer or the Superintendent within five (5) calendar days after the date of the notice to suspend.

While a hearing before the Board may occur in executive session, the Board must act in public.

Appeal to the Court

Under Ohio law, an appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

B. Students subject to expulsion:

When a student is being considered for expulsion by the Superintendent:

1. The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.
2. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.
3. Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and the Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the expulsion to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice of expulsion. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

APPEAL OF EXPULSION TO THE BOARD

A student who is eighteen (18) or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee.

A verbatim record will be kept of the hearing, which may be held in executive session at the request of the student, parent, or guardian, if it is held before the Board.

The procedure to pursue such an appeal will be in accordance with regulations approved by the Superintendent. Notice of appeal must be filed, in writing, within fourteen (14) calendar days after the date of the Superintendent's decision to expel with the Treasurer of the Board or the Superintendent.

While a hearing before the Board may occur in executive session, the Board must act in public.

Appeal to the Court

Under State law, the decision of the Board or its designee may be further appealed to the Court of Common Pleas.

- C. Students subject to emergency removal:
Students whose conduct warrants emergency removal shall be dealt with in accordance with the rights and procedures outlined in [Policy 5610.03](#) - Emergency Removal.
- D. Students subject to permanent exclusion:
Students whose conduct is that for which permanent exclusion is warranted shall be dealt with in accordance with the rights and procedures outlined in [Policy 5610.01](#) - Permanent Exclusion of Nondisabled Students.
- E. Students subject to suspension from bus riding/transportation privileges:
Students whose conduct warrants suspension from bus riding and/or transportation services shall be dealt with in accordance with the rights and procedures outlined in [Policy 5610.04](#) - Suspension of Bus Riding/Transportation Privileges.

These procedures shall not apply to in-school disciplinary alternatives, including in-school suspensions. An in-school suspension is one served entirely in a supervised learning environment within a school setting. Nor shall these disciplinary alternative procedures apply to students who are prohibited by authorized school personnel from all or part of their participation in co-curricular, interscholastic, and/or non interscholastic extracurricular activities.

STUDENTS WITH DISABILITIES

Operating Standards for Ohio's Schools dictate, "instruction shall include intervention that is designed to meet student needs." It goes on to say that instruction must be consistent with educational research and proven practices and be appropriate to the student's age, developmental needs, learning styles, abilities, and English proficiency.

If you suspect that a student has a disability, the first step is to refer the student to your building SBIT Team. These teams vary from building to building, but your mentor should be able to help you with the referral process. The purpose of SBIT is to design interventions that would enable the student to be successful in the regular classroom. Data is collected on each intervention. The SBIT Team might meet many times regarding one student. Each time they meet, data is discussed and recommendations are made.

Only when intervention strategies are exhausted and unsuccessful will a student be referred by SBIT for a multifactor evaluation to determine if they are eligible as a student with a disability. As part of that referral process, you will need to provide the data collected through the SBIT process.

If you have any questions about special education programs or services, please feel free to contact Special Services at 330-689-5430 .

GIFTED IDENTIFICATION PROCEDURES

Child request (self-referral), teacher recommendation, parent/guardian request, peer referral, or referral by any other individual may refer students for possible gifted identification on an ongoing basis with the child's ability.

The District shall provide at least two opportunities a year in all grade levels for screening/identification, through the referral process, once in the Fall and once in the Spring. Referral forms are available in the main office of each school building, on the District Gifted Services website, or through the gifted coordinator.

Upon receipt of a referral, the District will follow a three-part approach to screen and assess students who perform or show potential for performing at high levels of accomplishment. Possible testing will be done with parent permission to determine identification.

Areas of Identification and Process:

Superior Cognitive Ability - Identification requires:

- A. a score two standard deviations above the mean (minus the standard error of measurement) on either an approved individual or group standardized intelligence test
- B. performed at or above the 95th percentile on the composite battery of an approved, nationally normed achievement test
- C. attained an approved score on one or more above-grade level standardized, nationally normed approved tests.

Typical assessments include: CogAT 7 (128+), OLSAT (126+), WISC5 (127+), Woodcock-Johnson IV (127+), ITBS (95%+ composite)

Specific Academic Ability - Identification requires:

- A. performed at or above the 95th percentile at the national level on an approved individual standardized achievement test of specific academic ability in that field (mathematics, science, reading, writing, or a combination of both, or social studies),
- B. performed at or above the 95th percentile at the national level on an approved group standardized achievement test of specific academic ability in that field.

Creative Thinking Ability - Identification requires:

A score one standard deviation above the mean, minus the standard error of measurement, on an approved individual or group intelligence test and also did either of the following:

- A. attained a sufficient score, as established by the department of education, on an approved individual or group test of creative ability; or
- B. exhibited sufficient performance, as established by the department of education, on an approved checklist by a trained individual of creative behaviors.

Visual or Performing Arts Ability - Identification requires:

- A. a. demonstrated to a trained individual through a display of work, an audition, or other performance or exhibition, superior ability in a visual or performing arts area; and
- B. exhibited to a trained individual sufficient performance, as established by the department of education, on an approved checklist of behaviors related to a specific arts area. These areas are drawing, painting, sculpting, music, dance and drama.

VPA referral and assessment opportunities take place each Spring in collaboration with the Summit Area Gifted Educators Consortium.