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## 2021-2022 Youngstown City Schools -- Building List

<table>
<thead>
<tr>
<th>SIS Bldg Code</th>
<th>BUILDING</th>
<th>Ohio IRN</th>
</tr>
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<tbody>
<tr>
<td>YTPS</td>
<td>Youngstown Preschool within Chaffin (P5)</td>
<td>019016</td>
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<tr>
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<td>Youngstown Harding (P5-08)</td>
<td>015206</td>
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<td>Youngstown Kirkmere (P5-05)</td>
<td>016806</td>
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<td>Youngstown P C Bunn (P5-05)</td>
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<td>Youngstown Volney Regents (P5-05)</td>
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<td>Youngstown Chaney Middle at McSuffey Campus (06-08)</td>
<td>040436</td>
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<td>Using McSuffey PS-8 IRN of 040436</td>
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<td>Youngstown East Middle at P. Ross Berry Campus (06-08)</td>
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<td>Using Williamson PS-8 IRN of 041467</td>
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<td>YTER</td>
<td>Youngstown Rayen Early College (S-I)</td>
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<td>YTEC</td>
<td>Youngstown Early College (09-12)</td>
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<td>YTCG</td>
<td>Youngstown Chaffin Career Ctr (11-12) 11-AM,12-PM</td>
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<td>YTCH</td>
<td>Youngstown Chaney High (09-12)</td>
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<td>YTEA</td>
<td>Youngstown East High (09-12)</td>
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<td>YTW3</td>
<td>Youngstown, Wilson, Alternative (KG-12) Using Wilson PS-8 IRN of 016804</td>
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YOUNGSTOWN CITY SCHOOLS DISTRICT IRN = 045161
YSU IRN=463156
EASTERN GATEWAY COLLEGE IRN=063453
MAMONING COUNTY CAREER AND TECHNICAL CENTER IRN=051243
MISSION

In an environment of high expectations, high support and no excuses, the staff of the Youngstown City School District (YCSD) will take the attitude to continually learn, lead and collaborate while using data to support each scholar in our district.

Our goal is to provide a culturally responsive, safe and positive school learning environment to enhance, empower and promote the value of learning for our scholars. Families and the Youngstown community are active participants in the educational process.

MESSAGE FROM THE CEO

It’s my honor to serve as the Chief Executive Officer for the Youngstown City School District. I’m proud of our employees and look forward to working together to help our scholars succeed.

This handbook provides important information about YCSD. While the handbook provides some of the expectations for employees, all employees are subject to building-level policies, all policies of the school district, and the laws and policies of the state and federal governments. All employees are strongly encouraged to review the following information:

OUR VISION

YCSD will be a source of pride for the entire Mahoning Valley, with its buildings functioning as hubs of academic and community activities throughout the year. Employing state-of-the-art technology, research-based educational practices, and partnerships with parents and the community, all learners will meet and surpass state standards, and the YCSD will be a model of success as an academic and community resource.
• The official policies of the Youngstown City School District
  http://www.ycsd.org/about_y_c_s_d/district_policies
• The Ohio Ethics Law
  https://ethics.ohio.gov/education/factsheets/ethicslaw.pdf
• The Ohio Revised Code Schools Section
  http://codes.ohio.gov/orc/3319.

No employee handbook can anticipate every circumstance or question about policy. As the District continues to grow, the need may arise, and the District reserves the right to revise, supplement or rescind any policies or portions of the handbooks as needed. Employees will be notified of such changes as they occur. This handbook is not intended to replace the collective bargaining agreements that are in place in the District. It is merely a supplement to further detailed information that every employee needs to know.

We are committed to moving forward this school year and will continue to listen to health officials' advice to guide us in keeping everyone safe. When information becomes available, we will share it with our employees right away. I want to remind everyone that we will have focused conversations about racism and equity in our school district. We are committed to embracing diversity and inclusion practices and ending systemic racism.

I look forward to working together as we provide a culturally responsive, safe and positive school learning environment to enhance, empower and promote the value of learning for our scholars.

Justin M. Jennings, Ed.S.
Chief Executive Officer

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OUR WORKPLACE

As you enter this place of work, please choose to make today a great day. Your colleagues, customers, team members and you will be thankful. Find a way to play. We can be serious about our work without being serious about ourselves. Stay focused in order to be present when your customers and team members most need you. Should you feel your energy lapsing, try this surefire remedy: Find someone who needs a helping hand, a word of support, or a good ear—and make THEIR day.

An excerpt from FISH! by Stephen C. Lundin, Harry Paul and John Christensen.

CHAIN OF COMMAND

In all situations, employees are encouraged to follow the CHAIN OF COMMAND. Each building will establish a clear chain of command. In most cases, faculty members should first seek support from their grade level administrator, followed by their building principal. If the building principal cannot resolve the matter or answer the question, he/she will reach out to the appropriate department head for support or clarification.

Other employees should seek support from their immediate supervisor first.
Our Strategic Emphasis

Governance
The CEO, ADC and Board members play a key role in the success of our strategic focus and we work to continuously build strong collaborative relationships, transparent reporting and active engagement.

Diversity, Equity and Inclusion
We will cultivate diverse educational leadership teams to ensure our teachers and leaders understand the perspectives of our students and are comfortable working across lines of difference.

Community Partnerships
We will actively support, serve as a thought partner and invest in our pipeline of quality schools, ensuring our schools have access to the necessary resources to achieve excellent student outcomes.

Talent and Leadership
We will develop leaders who go beyond traditional expectations to advance the academic and personal growth of our students. Our teachers and leaders set high expectations for themselves and our students.

Data and Accountability
Our school leaders understand the importance of creating data driven cultures to improve teaching and learning. Our teachers and leaders embrace accountability and continuous improvement.

STRATEGIC EMPHASIS
The Youngstown City School District has five areas of strategic emphasis described in the above graphic:

1) Governance
2) Diversity, Equity and Inclusion
3) Community Partnerships
4) Talent and Leadership
5) Data and Accountability

Our CEO Justin M. Jennings is leading a ten-year strategic planning process. The new Youprint 2030 Plan will provide a blueprint for achieving our goals over the next ten years. The initial strategic plan will be a five-year plan that will be
evaluated annually. A revised strategic plan will be created in 2025 to guide us toward 2030. The plan will continue to reflect our mission and vision.

**YCSD ORGANIZATIONAL CHARTS**

The following charts outline the departments, job titles and areas of responsibility for the leadership of the Youngstown City School District.
FINANCE OFFICE

TREASURER
CHIEF FINANCIAL OFFICER

ACCOUNTANT

PAYROLL COORDINATOR

PAYROLL

ACCOUNTS PAYABLE

ACCOUNTS PAYABLE

EMIS COORDINATOR

COORDINATOR SPECIAL PROJECTS
INTERNAL SERVICE REQUESTS

Do you need assistance with technology, payroll or something else? Click on the Let’s Talk! icon below or follow the link below to make a request or to ask a question. http://www.ycsd.org/for_staff/internal_service_request
HELPFUL WEBSITES

The following websites provide helpful information for our Youngstown City School District employees. Please review these sites to learn more about YCSD, state and local education, and more.

Youngstown City School District
http://www.ycsd.org/

Ohio Department of Education
www.ode.state.oh.us

Mahoning County ESC
https://www.mahoningesc.org/

State Teachers Retirement System
www.strsoh.org

Medical Mutual
https://www.medmutual.com/
Caremark
www.caremark.com

Access
www.access-k12.org

Social Security
www.ssa.gov

Medicare
www.medicare.gov

IRS
www.irs.gov
EQUAL OPPORTUNITY EMPLOYMENT
The District provides equal opportunities for employment, retention, and advancement of all personnel. This District encourages all personnel to assist in the accomplishment of this goal through their personal commitment to the concept of equal opportunity for all personnel regardless of race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, military status, or disability.

PROGRESS BOOK
Teachers in the District utilize Progress Book (PB) for grade recording, reporting, and attendance reporting. Some teachers still opt to maintain paper grade books; however, Progress Book is secure and is backed up regularly. Ideally, all Employees should update grades in PB by the end of school on Friday each week. This process will ensure ongoing communication with parents and guardians as they can access their student’s grades through the Parent Assistant application.
TEACHER CERTIFICATION
Anyone without a permanent certificate is responsible for knowing when his or her certificate expires. All future renewals now include FBI/BCI reports with background check information.

TEACHER EVALUATION
All teachers will be evaluated in accordance with the District-approved teacher evaluation model. The Ohio Teacher Evaluation System (OTES) Committee will meet as needed under the direction of Christine Sawicki and in accordance with the negotiated agreement with the Youngstown Education Association (YEA).

MANDATED REPORTERS/SUSPECTED CHILD ABUSE
No school employees acting in an official or professional capacity who know, or have reasonable cause to suspect based on facts that would cause a reasonable person in a similar position to suspect, that a child under eighteen years of age or a mentally disabled, developmentally disabled, or physically impaired child under twenty-one years of age has suffered or faces a threat of suffering any physical or mental wound, injury, disability, or condition of a nature that reasonably indicates abuse or neglect of the child shall fail to immediately report that knowledge or reasonable cause to suspect to the entity or persons specified in this division.
Ohio Revised Code: 2151.421

BULLYING AND HARASSMENT
School employees must be sensitive to bullying and harassment behaviors and always intervene to stop such behavior and report the incident to the administration. The Ohio Revised Code defines harassment, bullying, and intimidation as "intentional written, verbal, graphic, physical or electronic act that a student or group of students exhibited toward the alleged victim more than once; and the behavior both causes mental or 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. (ORC3313.666)

STUDENTS WITH DISABILITIES
A "student with a disability" refers either to a student receiving special education services in accordance with an Individualized Education Program (IEP) or to a student who has been identified as having a disability based on an evaluation conducted per Section 504 of the Rehabilitation Act. All interventions and accommodations outlined in IEPs and 504s must be applied in each teacher's classroom without exception.
STAFF EMAIL AND INTERNET ACCESS

Purpose: This policy aims to define the proper use of electronic mail (email) and Internet services by Employees in the District. It is also the intention of the District to protect the privacy of Employees who use the school computers, computer network, and electronic messaging systems to the maximum extent possible given the operational and security needs of the District and identify the limitations of this privacy and the general restrictions applying to the use of the District's computers and electronic messaging systems.

Policy: The District is committed to providing an environment that encourages the use of computers and electronic information as essential tools to support the educational program of the District. It is the responsibility of each employee to ensure that this technology is used for proper educational purposes and in a manner that does not compromise the confidentiality of proprietary or other sensitive information.

Coverage: This policy applies to all users of the District's computer systems.

Acceptable and Unacceptable Usage: The computers, computer network, and messaging systems of the District are intended primarily for educational uses and work-related communications only. The following are uses that are unacceptable under any circumstances:

- the transmission, posting or downloading of any language or images which are pornographic or of a graphic sexual nature;
- the transmission of jokes, pictures or other materials which are obscene, lewd, vulgar or disparaging of persons based on their race, color, creed, ancestry, gender, marital status, economic status, age, religion, national origin, citizenship status, sexual orientation or disability;
- the transmission of messages or any other content which would be perceived by a reasonable person to be harassing, demeaning, threatening, disruptive or inconsistent with the District's policies concerning equal employment opportunity or sexual harassment;
- uses that constitute defamation (libel or slander);
- uses that violate copyright laws;
- uses that attempt to gain unauthorized access to another computer system or impair the operation of another computer system (for example, "hacking" and other related activities or the transmission of a computer virus or an excessively large email attachment);
- any commercial or profit-making activities;
any fund-raising activities, unless specifically authorized by an administrator or
any personal use or uses which are inconsistent with the educational goals and objectives of the District.

Security and Integrity: Employees must not take any action which would compromise the security of any computer, network, or messaging system. This policy includes the unauthorized release or sharing of passwords and the intentional disabling of any system's security features.

Employees must not take any actions that may adversely affect the integrity, functionality, or reliability of any computer (for example, installing hardware or software not authorized by the system administrator).

Employees must report to the system administrator or a District administrator any actions by students that would violate the security or integrity of any computer, network or messaging system whenever such actions become known to them in the ordinary course of their work duties. This policy is not to be construed as creating any liability for Employees for students' computer-related misconduct.

Online Purchases: Staff workers using the network to make online purchases or paying for goods and services are subject to the following conditions:

1) The District and ACCESS are not responsible for fraud or misrepresentation made by Employees, vendors, or third parties connected with the online purchase or sale of goods or services.
2) Employees, vendors, and third parties are solely responsible for all transactions.
3) The District and ACCESS are not responsible for the release or use of private or personally identifiable information gathered during online transactions.
4) Employees should read the privacy statement of online vendors.
5) The District and ACCESS are not responsible for any unauthorized online purchases by Employees.

Rights of Access: Although the District respects the natural desire of all persons for privacy in their communications and attempts to preserve this privacy whenever possible, the operational and security needs of the District's computer network and messaging systems require that full access be available at all times. The District, therefore, reserves the right to access and inspect any computer, device, or electronic media within its systems and any data, information, or messages which may be contained therein.
All such data, information, and messages are the property of the District, and Employees should not expect that any messages sent or received on the District's systems will always remain private.

**Nutrition Services**

**YCSD NUTRITION SERVICES**

For information about YCSD Nutrition Services, please call the Nutrition Services Office.

**Administrative Assistants**

Christian Hairston  330-744-6924  
Rosalea Santana      330-744-6923

**Food Service Coordinator**

Joyce Dicks        330-744-6921

**Chief of Food Service**

Tascin Brooks, NDTR 330-744-6921  
Tascin.brooks@youngstown.k12.oh.us

**Adult Lunch Account Set Up**

All employees are encouraged to create a lunch account. Please see the Manager or Kitchen Lead person of your building to accomplish the account set
up. The Manager/Lead will need your cell phone number and full name. Your cell phone number becomes your lunch account number. Money can be deposited on your account at your building cafeteria cashier. Cafeterias only accept cash. Nutrition Services cannot extend lunch charges to the staff since Nutrition Services are federally funded.

**DISTRICT WELLNESS POLICY**

**Competitive Foods and Beverages**
To support healthy food choices, and improve student health and wellbeing, all foods and beverages outside the reimbursable school-meal programs that are sold to students on the school campus during the school day (school day hours are counted from midnight through a half-hour after the last school bell) will meet or exceed the USDA Smart Snacks nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.


The smart snack calculator, which can determine food compliance, is also available on the Youngstown City Schools website under the Food Service tab or by using the following link [https://foodplanner.healthiergeneration.org/calculator/](https://foodplanner.healthiergeneration.org/calculator/).

Field Trip Lunch Forms and Rosters are also available on the Food Service page of the YCSD website. Follow this link to access these forms [http://www.ycsd.org/departments/food_service](http://www.ycsd.org/departments/food_service).
Employee Compensation and Organizational Talent Information

EMPLOYEE COMPENSATION AND ORGANIZATIONAL TALENT INFORMATION

Pay Dates
The district is on a 26-pay-per-calendar-year schedule with a payday scheduled for every other Friday. For a full explanation of the payment schedule and guidelines, please refer to your salary notice and union agreement.

Payroll Deductions
STRS—State Teachers Retirement System (Teachers)
The District is required to deduct 14 percent as the employee's contribution to retirement. This deduction is forwarded to STRS and deposited into the employee's account for retirement purposes. The District's share is 14 percent. STRS will mail each member an annual statement. Please read this information carefully. If there has been any type of reporting error, it must be corrected immediately. If you have any questions or believe there has been a mistake, please contact the Treasurer's office.

Medicare
After April 1, 1986, all employees hired must have 1.45 percent of their pay deducted and forwarded to the federal government for Medicare insurance. The
District must also contribute 1.45 percent for each employee. This deduction qualifies the employee for Medicare coverage upon retirement or disability.

Federal/State/City Taxes
Each employee will be required to complete a tax information packet that includes personal information so the District can make the proper deductions to comply with all federal and state laws.

Insurance Deductions
Deductions for insurance will be taken from the first and second paycheck of each month for the insurance coverage(s) that the employee has chosen to receive.

Union Dues
Union dues will be deducted starting in October. For more information, please refer to your union contract.

Credit Union
Employees of the Youngstown City School District are eligible to belong to the Youngstown City Schools Credit Union. Various payroll deductions can be made and forwarded to the credit union, including direct deposits.

Tax Shelter Deductions
The District will make deductions "before taxes" into 403(B), 457 Plans, or Ohio Deferred Compensation and forward them to authorized investment agencies. A current list of approved agencies is available in the Treasurer's Office. The District makes no recommendations on various companies with which to invest.

APPROVED 403B AND OTHER PLAN PROVIDERS

AFLAC
Rick Heubel C (330) 509-1748; richard_heubel@us.aflac.com

AXA EQUITABLE
Brian Hartman C (440) 622-0105; brian.hartman@axa-advisors.com
Derek Glabecki C (440) 364-2350; derek.glabecki@axa-advisors.com

AMERIPRISE FINANCIAL SERVICES

GREAT AMERICAN LIFE INSURANCE CO.
JACKSON NATIONAL LIFE

THE LEGEND GROUP INVESTMENT PLANNING LLC  (A LINCOLN INVESTMENT PLANNING COMPANY)

James Guy Ph (614) 946-6455; jguy@legendequities.com
Todd Stout Ph (800)-417-9099 / Cell (614) 404-2699; tstout@legendgroup.com

NATIONAL LIFE GROUP
Jennifer Spicer C (412) 713-0058; JSpicer@appreciationfinancial.com
James McDonough C (412) 377-1175;
JMcDonough@appreciationfinancial.com

NORTH AMERICAN COMPANY PACIFIC LIFE

RELIASTAR

RESERVE FINANCIAL DISBURSEMENT SECURITY BENEFIT (NEA)

VALIC
Thomas Baringer Ph (216) 643 6340 / C (330) 717 6428
Thomas.Baringer@valic.com Thomas.Baringer@aig.com

WASHINGTON NATIONAL INSURANCE
Donna Lauderback C (440) 655-3064; donnalauderback@pmagent.net

WESTERN LIFE INSURANCE CO.

APPROVED 457B PLAN PROVIDERS

AXA 457B PLAN (AXA contact Derek Glabecki)

THE LEGEND GROUP 457B PLAN (James Guy or Todd Stout)

OHIO DEFERRED COMPENSATION

Insurance Coverage
The Youngstown City School District offers hospitalization/prescription, dental, vision, and life insurance coverage to the District's employees. To see if you qualify for any of these benefits, check your negotiated contract for the minimum work-time requirement. The unions negotiate the parameters of the insurance
with the District and are subject to change. Should you ever have a problem with any type of insurance, please notify the Organizational Talent and Leadership office immediately. Remember to notify the Organizational Talent and Leadership office if you have a change of address, marital status, or dependents.

**COBRA**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) allows employees and their qualified beneficiaries to continue health insurance coverage under Youngstown City School Districts’ health plan when a "qualifying event" would typically result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, death of an employee, employee's divorce, or a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Youngstown City School District group rates plus an administrative fee. Youngstown City School District, through an outside company, provides each eligible employee with a written notice describing the rights granted under COBRA when the employee becomes eligible for that type of coverage. This notice contains important information about the employee's rights and obligations.

It is your responsibility to notify the Organizational Talent and Leadership office when a COBRA situation develops.

**Sick Leave**

All employees earn 1.25 days per month of sick leave. Sick leave can be used for personal illness or injury; or the illness, injury, or death of an immediate family member. Employees must document any sick leave taken through the Aesop/HR Kiosk program. Instructions will be given to all new employees. Once completed and approved by your principal or supervisor, it is forwarded to the Treasurer's office and recorded on payroll records. The employee's sick leave total and days used is available on the Aesop/HR Kiosk program.

The maximum sick leave accumulation for all employees is 276 days. A portion of accumulated sick-leave forms the basis for severance pay when an employee retires from the District. Sick leave is also transferable from one government entity to another. If you leave Youngstown City School District and go to another public employer or government agency, your sick leave can be transferred to that employer for you. Employees must initiate the request for this transfer of sick leave.
Teacher Call-Off Procedure
Please submit Payroll Leave-Forms, as explained below.

Payroll Leave Forms (Sick/Personal/Professional/Jury)
All payroll leave forms must be submitted using the District’s Aesop/HR Kiosk Application. This process is the responsibility of each employee and should be done in advance whenever possible. Refer to the negotiated agreement regarding professional and jury leave. It is the responsibility of each employee to submit their leave forms.

Professional Leave
Employees are encouraged to attend conferences or workshops to continue their professional growth. A Request for Professional Leave form must be completed at least two weeks prior to the meeting through the District's Aesop/HR Kiosk to obtain approval to attend any conference or workshop. This form must be submitted to the direct supervisor. If approved, a copy will be returned to the employee, and one will be sent to the appropriate principal. If it is denied, you will be notified.

This District has clearly defined limits on the amount of reimbursement paid for mileage, rooms, meals, and registration. Receipts must be provided, and no alcoholic beverages or tips will be reimbursed or paid. A tax-exempt form for rooms is available in the Treasurer's office.

After the workshop or conference, the employee must complete an "Expense Report," attach all required receipts and documentation and return it to the CEO’s office. After this is approved, it will be forwarded to the Treasurer's office for payment.

Unpaid Leave
Requests for unpaid leave must be submitted in writing to the CEO and are subject to his/her discretion.

Family and Medical Leave
The District provides leave to eligible employees consistent with the Family Medical Leave Act (FMLA). Eligible employees are entitled to up to 12 work weeks (or 26 work-weeks to care for a covered service-member) of unpaid family and medical leave in any 12-month period. The District continues to pay the District's share of the employee's health benefits during the leave. In addition, the District restores the employee to the same or a similar position after the termination of the leave per District policy.
Accidents
Should an accident occur while an employee is working, the District's first concern is the employee's health. If the accident has caused a severe injury, the employee should notify their immediate supervisor or building administrator for help, seek medical treatment, and then follow the standard procedures listed below for reporting the accident.

Even if the accident is not serious enough to warrant medical treatment, the following procedures should be applied:

1) Immediately report the accident to the school nurse if one is available. If a school nurse is not available, then report the accident to the principal/administrator of the building or the immediate supervisor. If no one is available to report the accident at the time it occurs, then report it immediately on the following day.

2) Complete the "Injuries and Illnesses Incident Report" packet. This packet should be completed in as much detail as possible. The packet should be immediately sent to the Nursing Supervisor.

3) The employee should contact the Treasurer to complete any of the forms needed and discuss the claim and any use of sick leave.

Changes
In order to keep school records current, all employees are asked to notify the Treasurer's office when any changes in personal status take place. Changes include change of address, telephone number, marital status, number of dependents, and new email addresses.

The Treasurer's office has the information for the employee to notify the retirement systems of any changes.

New federal and state withholding forms are available at the Treasurer's Office.

Employees should notify the Treasurer's office if they live in an area where an income tax issue (city or school district) has passed so that the appropriate deduction can be made from their pay.

Purchasing Procedures
The Youngstown City School District utilizes a requisition/purchase order method of purchasing. All employees must follow the proper procedures when purchasing items. The penalty for not following the established procedures could result in the employee becoming personally responsible for the payment of unauthorized item(s) ordered.
Budgets are established for each area of the school district, and budget account codes must be used when requesting items. A typical budget account code looks like this: 001-1130-511-0000-120000-001-00-000. Your building principal/supervisor can assist you with budget code information if you are unsure of which code to use.

The following steps should be used when requesting items or services to be purchased:

1) Complete a requisition. (See sample.) Please make any special requests or send information pertaining to the order in the "Special Instruction/Remarks" box. This information could include details such as the need for the order to be faxed and the fax number, or any other information you need to give regarding the order. Also, remember to check to see if shipping charges are extra.

2) The requisition must be submitted to your building principal/supervisor. It will be checked for completeness and the proper budget code.

3) If it is approved, it will be forwarded to the Treasurer's Office.

4) Once the requisition is converted to a purchase order, it must be signed by the CEO or designee and the Treasurer. A copy of the purchase order is sent to the vendor to order the items. A copy is sent to the building that originated the order. And a copy of the purchase order is kept on file in the Treasurer's Office. If the items are something that you will be picking up, please make a note in the "Special Instructions" box, and the purchase order will not be mailed.

5) When the goods/services that were ordered have been received and verified for completeness by checking the order against the original ordering documents, the person receiving the item needs to sign the blue Purchase Order copy and return it with packing slips or any documentation sent with the order to Accounts Payable in the Treasurer's Office.

6) The Treasurer's office will not pay for the item(s) until verification from the employee has been received.

Please get a tax-exempt letter from the accounts payable department in the central office before making any purchases. The Youngstown City School District is a tax-exempt organization and will not reimburse sales tax expenditures.
KEY DISTRICT POLICIES

This section details some key district policies that should be reviewed closely. As stated at the beginning of this handbook, all employees should routinely review District policies, as each employee is responsible for compliance with all policies and procedures.

Tutoring For Pay
No teacher may receive pay for tutoring a student who is a member of his/her class. Tutorial assistance to students is considered a regular responsibility of the teacher, except in extenuating circumstances.

Employee Conflict of Interest
Employees shall not engage in nor have a financial interest in any activity which conflicts with their duties and responsibilities in the District.

Employees shall not engage in work of any type in which information concerning community members, families, students, employees or YCSD originates from any information available to them through District sources.
Employees shall not sell textbooks, instructional supplies, equipment, reference books, or other products to the District. They shall not furnish the names of YCSD employees, students or parents to anyone selling these materials.

So that there is no conflict of interest in the supervision and evaluation of employees, at no time shall any administrator responsible for the supervision and/or evaluation of an employee be directly related to that employee.

Employees must not use their influence or authority to secure authorization of a public contract, including an employment contract, for a family member.

**Employee Conduct**
All employees have a responsibility to make themselves familiar with, and to abide by, the laws of the state of Ohio and the negotiated agreement, the policies of the District and the administrative regulations designed to implement them.

The District expects employees to conduct themselves in a manner that reflects credit to the District and presents a model worthy of emulation by students. Unless otherwise permitted by law, employees cannot bring a deadly weapon or dangerous ordnance into a school safety zone.

All employees are expected to carry out their assigned responsibilities. **Essential to the success of ongoing operations and the instructional program are the following specific responsibilities which are required of all personnel:**

1) faithfulness and promptness in attendance at work;
2) support and enforcement of policies of the District and regulations of the administration;
3) diligence in submitting required reports promptly at times specified;
4) care and protection of District property, and
5) concern and attention toward their own and the District's legal responsibility for the safety, and
6) the welfare of students, including the need to ensure that students are under supervision at all times.

**Employee Grooming and Dress**
Employee dress and grooming should enhance a positive image of the District and not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate or compromise reasonable standards of health, safety and decency.
The District retains the authority to specify the following dress and grooming guidelines for employees. All employees will, when assigned to District duty, including extracurricular activities:

1) be physically clean, neat and well-groomed, and
2) dress in a manner reflecting their professional/paraprofessional or support assignment.

**Employee-Student Relationships**

The relationship between the District's employees and students must be one of cooperation, understanding and mutual respect. Employees have a responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity.

Employees should strive to secure individual and group discipline and are to be treated with respect by students. By the same token, employees should extend to students the same respect and courtesy that they, as employees, have a right to demand.

Although it is desired that employees have a sincere interest in students as individuals, partiality, the appearance of impropriety must be avoided. Excessive informal and/or social involvement with students is prohibited. Such conduct is not compatible with professional ethics and, as such, will not be tolerated.

**Employees are expected to use good judgment in their relationships with students both inside and outside the school context, including, but not limited to, the following guidelines:**

1) Employees shall not make derogatory comments to students regarding the school, staff, families, community members and/or other students.
2) The exchange of purchased gifts between employees and students is discouraged.
3) Staff-sponsored parties at which students are in attendance unless they are a part of the school’s extracurricular program and are appropriately supervised are prohibited.
4) Employees shall not fraternize, in either written or verbal form, with students except on matters that pertain to school-related issues.
5) Employees shall not associate with students at any time in any situation or activity, which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
6) Dating between employees and students is prohibited.
7) Employees shall not use insults or sarcasm against students to force compliance with requirements, expected behavior or expectations.
8) Employees shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.

9) Employees shall not send students on personal errands.

10) According to law and District policy, employees shall immediately report any suspected signs of child abuse or neglect.

11) Employees shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance.

12) Employees shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance.

Social Networking Websites
1) Employees who have a presence on social networking websites are prohibited from posting data, documents, photographs or inappropriate information on any website that might disrupt classroom activity. The CEO or designee has full discretion in determining when a disruption of classroom activity has occurred.

2) Employees are prohibited from providing personal social networking website passwords to students.

3) Fraternization between employees and students via the Internet, personal email accounts, personal social networking websites and other modes of virtual technology is prohibited.

4) Access to personal social networking websites during school hours is prohibited.

Violation of the prohibitions listed above will result in staff and/or student discipline in accordance with State law, District policies and regulations, the Employee and Student Codes of Conduct, District handbooks and/or staff negotiated agreements. Nothing in this policy prohibits employees and students from using education websites and/or using social networking websites created for curricular, co-curricular or extracurricular purposes.

Tobacco-Free Campuses and Facilities
Youngstown City School District is a tobacco-free school district. Please DO NOT smoke or use tobacco products on any school grounds or in any District facilities.
Copyright Law
The District conforms to existing Federal copyright laws and maintains the highest ethical standards in the use of copyrighted materials for instructional purposes.

The District encourages its employees to enrich the learning programs by making proper use of supplementary materials. It is the employee's responsibility to abide by the copyright laws and procedures for duplicating materials and obeying the requirements of Federal law. Under no circumstances may school district employees violate copyright requirements to perform their duties. The District is not responsible for any violations of the Copyright Act by its employees.

The Copyright Act impacts all employees because it sets guidelines regarding the duplication and use of all copyrighted materials – print, non-print, music, computer software and others. The CEO is responsible for disseminating the guidelines for duplication and use of copyrighted materials to all employees.

Any employee who is uncertain about whether the use or reproduction of copyrighted materials complies with federal guidelines or is permissible under Federal law shall contact the CEO or designee. To see frequently asked questions about copyright follow this link: https://www.copyright.gov/help/faq/index.html.
INTRODUCTION TO THE OHIO STANDARDS

The research is clear; what matters most is the quality of the teacher who we put before every student. It is the interaction between teacher and student that is critical to producing high-level student learning and achievement. The Ohio Standards for the Teaching Profession were developed for use as a guide for teachers as they continually reflect upon and improve their effectiveness as educators throughout all of the stages of their careers. In the Standards for the Teaching Profession, seven standards are delineated under three larger organizers. Each of the seven standards is a broad category of teacher knowledge and skills. Within each Standard are Elements. The elements are the statements of what teachers should know, think and do to be effective teachers. Please follow this link to learn more about these standards http://education.ohio.gov/getattachment/Topics/Teaching/Educator-Equity/Ohio-s-Educator-Standards/TeachingProfessionStandards.pdf.aspx?lang=en-US.

Section Two: Ohio Standards for the Teaching Profession

1 Teachers understand student learning and development and respect the diversity of the students they teach.
   • Teachers display knowledge of how students learn and of the developmental characteristics of age groups.
   • Teachers understand what students know and are able to do and use this knowledge to meet the needs of all students.
   • Teachers expect that all students will achieve to their full potential.
   • Teachers model respect for students’ diverse cultures, language skills and experiences.
   • Teachers recognize characteristics of gifted students, students with disabilities and at-risk students in order to assist in appropriate identification, instruction and intervention.

2 Teachers know and understand the content area for which they have instructional responsibility.
   • Teachers know the content they teach and use their knowledge of content-area concepts, assumptions and skills to plan instruction.
   • Teachers understand and use content-specific instructional strategies to effectively teach the central concepts and skills of the discipline.
   • Teachers understand school and district curriculum priorities and the Ohio academic content standards.
   • Teachers understand the relationship of knowledge within the discipline to other content areas.
   • Teachers connect content to relevant life experiences and career opportunities.

3 Teachers understand and use varied assessments to inform instruction, evaluate and ensure student learning.
   • Teachers are knowledgeable about assessment types, their purposes and the data they generate.
   • Teachers select, develop and use a variety of diagnostic, formative and summative assessments.
   • Teachers analyze data to monitor student progress and learning, and to plan, differentiate and modify instruction.
   • Teachers collaborate and communicate student progress with students, parents and colleagues.
   • Teachers involve learners in self-assessment and goal setting to address gaps between performance and potential.

4 Teachers plan and deliver effective instruction that advances the learning of each individual student.
   • Teachers align their instructional goals and activities with school and district priorities and Ohio’s academic content standards.
   • Teachers use information about students’ learning and performance to plan and deliver instruction that will close the achievement gap.
   • Teachers communicate clear learning goals and explicitly link learning activities to those defined goals.
   • Teachers apply knowledge of how students think and learn to instructional design and delivery.
   • Teachers differentiate instruction to support the learning needs of all students, including students identified as gifted, students with disabilities and at-risk students.
   • Teachers create and select activities that are designed to help students develop as independent learners and complex problem-solvers.
   • Teachers use resources effectively, including technology, to enhance student learning.

5 Teachers create learning environments that promote high levels of learning and achievement for all students.
   • Teachers treat all students fairly and establish an environment that is respectful, supportive and caring.

6 Teachers collaborate and communicate with students, parents, other educators, administrators and the community to support student learning.
   • Teachers communicate clearly and effectively.
   • Teachers share responsibility with parents and caregivers to support student learning, emotional and physical development and mental health.
   • Teachers collaborate effectively with other teachers, administrators and school and district staff.
   • Teachers collaborate effectively with the local community and community agencies, when and where appropriate, to promote a positive environment for student learning.

7 Teachers assume responsibility for professional growth, performance and involvement as an individual and as a member of a learning community.
   • Teachers understand, uphold and follow professional ethics, policies and legal codes of professional conduct.
   • Teachers take responsibility for engaging in continuous, purposeful professional development.
   • Teachers are agents of change who seek opportunities to positively impact teaching quality, school improvements and student achievement.
SAFETY POLICIES AND PROCEDURES

GENERAL WORK RULES FOR NON-SHOP AREAS

WORK RULES NON-SHOP SETTING
The following "work rules" are meant to serve as general guidelines for conduct while working, visiting, or observing operations in areas other than shops. They are not meant to cover every possible situation that may occur in these areas. It is assumed that all individuals who enter these areas will be familiar with all safety programs adopted by the administration. Individuals are expected to know, understand, and observe safe operating procedures for all equipment they use.

SAFE OFFICE PROCEDURES

Computer Use
If you share a computer with others, it is essential that you readjust your work environment each time you sit down to work. Make choices that can affect your comfort and your safety.

- Find your comfort zone, as described in this section.
- Vary your tasks so that you can move around. Perform tasks that require walking.
- Be aware of physical tension, such as shrugging shoulders, clenching, teeth, etc.
- Pay attention to any pain you may feel and take immediate action to relieve it.
- Respect medical conditions you may have and adjust your work habits accordingly.

Proper Positioning of Feet, Knees, and Legs
When in a sitting position, your feet should rest solidly and comfortably on the floor. If you cannot adjust the chair, consider using a footrest. If you use a footrest, be sure it is wide enough to accommodate different leg positions within your comfort zone.

Proper Positioning of Your Back
Position your weight evenly on the seat and backrest to support your body. Try to match the curve of your spine with the chair's contours if the chair is adjustable. Always make sure the lower back is comfortable.
Proper Positioning of Forearms, Wrists, and Hands
Your forearms, wrists, and hands should be aligned in a straight line. Avoid bending or angling your wrists while typing or using a pointing device such as a mouse or trackball.

If properly aligned, your elbows hang comfortably at your sides, and your wrists are in line with your elbow, forearm, and keyboard distance. A good check is having a coworker check if your elbow is near the height of the home row of the computer keyboard, and a straight line can be drawn between the elbow, wrist, and key District. This alignment assures that your shoulders can hang loosely, your palms not resting on the table.

Proper Head and Eye Position
Your eyes should be looking slightly downward when viewing the middle of your screen. If you extend your arm, the screen should touch your knuckles when you close your palm. You should adjust this distance within your comfort zone. Consider if the monitor is on the desktop, on a support stand or swinging arm. Be careful not to place the monitor on top of the computer unit if the resulting height causes you to be looking up at the monitor. The monitor should be titled so that your face and the screen are parallel to each other. You can check on your alignment by having a coworker hold a small mirror in the center of the viewing area. You should be able to see your eyes in the mirror.

If you wear bifocal or progressive lenses, it is especially important that you check to be sure you are not tilting your head backward to view the screen. It may be necessary to use mono-focal lenses while typing if you cannot get into a comfort zone while focusing your eyes on the test on the screen.

Try moving your monitor to minimize glare so that its side faces the window or any source of reflecting light.

Telephone Use
Arrange your work area, so the telephone is within easy reach, and you are not taken out of your comfort zone when answering the telephone.

Do not cradle the phone between your ear and shoulder when speaking on the telephone.

Proper Way to Bend
If you have to bend over, always bend from the knees and keep your back vertical to the floor. Avoid bending from the waist to pick up a fallen object.
MATERIALS SAFETY DATA SHEETS

- Individuals should familiarize themselves with the chemical inventories for their area and particularly for hazardous chemicals.
- Individuals should read the Material Safety Data Sheets for chemicals they may encounter in their everyday work.
- Individuals should encourage other persons who may be present in their area to read the material safety data sheets for chemicals found in their area.
- Individuals should document the times that they instructed others to read the material safety data sheets.
- Individuals should not bring chemicals not purchased by the employer into the work area without seeking permission from the Safety Director.

CHEMICALS IN THE WORKPLACE

- Individuals should check to ensure that flammable substances are stored in areas away from heat sources in ventilated cabinets.
- Individuals should use chemicals with dangerous vapors in well-ventilated areas.
- Individuals should always check with the Safety Director if they are not sure of the chemical composition.

FIRE PROTECTION

- Individuals should know the locations of portable fire extinguishers and know how to operate portable extinguishers.
- Individuals who may believe the wrong type of portable extinguisher is present should notify the Safety Director.
- Individuals should familiarize themselves with the proper exit route in the event of a fire emergency or other emergency that may require evacuation.
- All containers holding flammable liquids are to be kept closed when not in use.

COMPRESSED GASES

- Individuals who use compressed gases in cylinders (such as Helium, Oxygen, Carbon Dioxide, etc.) should be sure the gas cylinder is chained to the wall or cart so that it will not fall.
- Valve covers should be screwed over regulators and valves when not used to assure that gasses may not leak out if the valve or regulator is damaged.
ELECTRICAL

• Extension cords should not be substituted for permanent wiring.
• Damaged wall outlets should be reported to the Safety Director.
• Individuals should ensure that any appliance plugged into a wall outlet is properly grounded.
• Power cords should not be run under carpeting or above ceiling lights.

PROCEDURES TO PREVENT EXPOSURE TO BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIALS

• To prevent exposure to another person’s blood or other potentially infectious materials as defined in your Bloodborne Pathogens Exposure Control Plan and training—latex or vinyl gloves must be worn to prevent exposure.
• A sharps container must be used to dispose of any sharp object that has been exposed to blood that can penetrate the skin. Please make yourself aware of the location of sharps containers in your building or place of work.
• Follow procedures in the Bloodborne Pathogens Exposure Control Plan for disposing of infectious waste.
• Any exposure to blood or other potentially infectious material must be reported to your supervisor by the end of your work shift or no later than 12 hours from the time of exposure.
• If you are not sure what constitutes an exposure, refer to the Bloodborne Pathogens Exposure Control Plan.

A FEW IMPORTANT REMINDERS ABOUT CORONAVIRUSES AND REDUCING THE RISK OF EXPOSURE

• Practice social distancing, wear facial coverings, and follow proper prevention hygiene, such as washing your hands frequently and using alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available.
• Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects.
• Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.
• Disinfectants kill germs on surfaces. By killing germs on a surface after cleaning, you can further lower the risk of spreading infection. EPA-
approved disinfectants are an important part of reducing the risk of exposure to COVID-19. If disinfectants on this list are in short supply, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions).

- Store and use disinfectants responsibly and appropriately according to the label. Do not mix bleach or other cleaning and disinfection products together—this can cause fumes that may be very dangerous to breathe in. Keep all disinfectants out of the reach of children.

- Do not overuse or stockpile disinfectants or other supplies. This can result in shortages of appropriate products for others to use in critical situations.

- Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed based on setting and product. For more information, see CDC’s website on Cleaning and Disinfection for Community Facilities. For more information from the Center for Disease Control, please follow this link https://www.cdc.gov/coronavirus/2019-ncov/index.html.

**GENERAL WORK RULES FOR SHOP AREAS**

**WORK RULES SHOP SETTING**

The following "work rules" are meant to serve as general guidelines for conduct while working, visiting, or observing operations in general shop areas. They are not meant to cover every possible situation that may occur in these areas. It is expected that all individuals who enter these areas will be familiar with all safety programs adopted by the administration. Individuals are expected to know, understand, and observe safe operating procedures for all equipment that they use.

**PERSONAL PROTECTIVE EQUIPMENT**

- No individual is permitted to enter shop areas without proper protective eyewear. Eyewear used for this purpose must meet ANSI Z87.1 standards.

- When working with or around power air tools, portable hand tools, or equipment that generates loud noise (more than 85 decibels), hearing protection is required.

- Protective gloves, aprons, and shields are to be worn whenever it can reasonably be anticipated that there could be exposure to materials that may cause cuts or abrasions, or whenever there may be exposure to corrosive chemicals.
• Hardhats must be worn whenever there is a danger of falling objects.
• Toe guards/shin guards must be worn when handling heavy materials that pose the risk of foot injuries if dropped.
• Respirators must be worn whenever working with chemicals or generating particles that may constitute an inhalation hazard.
• There will be no eating, drinking, smoking, or chewing of tobacco or gum in shop areas.

GENERAL WORK ENVIRONMENT

• All walkways, aisles, and means of egress must be kept clear and free of obstructions.
• All spills must be cleaned up immediately, and the area properly posted as long as a slip hazard is present.
• A safe walking distance must be maintained around motorized equipment.
• All light bulbs and other means of illumination must be replaced immediately upon breakage or burning out to prevent accidents from improper lighting.

CARE AND USE OF HAND TOOLS AND OTHER EQUIPMENT

• All ladders must be maintained in good condition. Defective ladders must be taken out of service immediately.
• All hand tools such as chisels, punches, hammers, etc. that developed "mushroomed" heads or are otherwise defective must be taken out of service and reconditioned or replaced.
• All worn or bent wrenches shall be replaced immediately.
• All tool handles that are splintered, loose, or otherwise defective will be taken out of service and replaced immediately.
• All cutting tools will be kept sharp and in proper working condition.
• All hand tools will be stored correctly in tool cribs in such a way as to prevent danger.

PORTABLE POWER OPERATED TOOLS

• No individuals may operate any power tool unless they have been appropriately trained in their safe use.
• All power-operated tools must be fitted with the appropriate safety guards. Under no circumstances shall guards be removed while operating power equipment. Defective guards will be replaced.
• All power tools with defective plugs, cords, cracked casings, etc. shall be taken out of service immediately until repairs are made.
• All rotating or moving parts must be properly guarded.
• All power equipment must be appropriately mounted to prevent moving or shifting during use.

WELDING, CUTTING, AND BRAZING
• No individual may operate welding, cutting, or brazing equipment unless they are adequately trained in its safe use and have donned the proper personal protective equipment.
• All cylinders must be inspected before use for signs of rust, deterioration, leakage, or other defects. All cylinders, hoses, gauges, etc. must be stored appropriately to prevent damage.
• Before removing gas regulators, the valve must be closed, and the gas bled from the regulator.
• Reducing valves and regulators may only be used for the gas for which they were intended. Valves, regulators, etc. may not be modified in any way.
• The voltage of arc welding and cutting machines must be kept as low as possible and never exceed the recommended limits.
• All machines must be properly grounded before use.
• Under no circumstances may individuals coil or loop electrode cables around their bodies.
• Welding, cutting, and brazing will not be conducted over combustible surfaces unless proper safety precautions have been taken and will only be performed in areas where there is adequate ventilation.
• All individuals using welding, cutting, or brazing equipment must be familiar with the proper use of fire extinguishers and other firefighting equipment.
• Shields, curtains, etc. will be used as appropriate to control the spread of sparks and flash.

COMPRESSORS AND COMPRESSED AIR
• No individual may use compressed air to clean debris from the body or clothing.
• It is strictly prohibited to direct compressed air towards an individual.
• Compressed air may not be used for cleaning purposes unless it is reduced to 30 psi, and chip guarding is used. Compressed air will not be used to clean up or move combustible dust that can be suspended in the air and ignited.
• Compressed air used to inflate tires must be reduced with an in-line regulator to 40 psi and a clip-on chuck provided.
COMPRESSED GAS CYLINDERS

- All cylinders must be legibly marked to identify the gas contained.
- Valve protectors must always be put in place when cylinders are not connected or in use.
- All valves on cylinders must be closed before cylinders are moved or empty and after each job.
- Compressed gas cylinders must be stored in such a way as to prevent them from tipping or falling.
- All compressed gas cylinders must be transported in such a way to prevent them from tipping, rolling, or otherwise being damaged.

INDUSTRIAL TRUCKS—MOBILE CRANES

- No individual may operate an industrial truck or a mobile crane without having been appropriately trained in its safe use.

HOISTS AND AUXILIARY EQUIPMENT

- It is prohibited to use chains or rope slings that are kinked or twisted.
- Ropes, slings, cables, chains, etc. must be inspected prior to use for signs of damage. If damaged, they must be taken out of service and replaced.
- Never exceed the load rating on any piece of equipment.
- Never pass a load overhead.
- It is prohibited to use the hoist rope or chain wrapped around the load as a substitute for a sling.
- All hoist chains or ropes must be of sufficient length to handle the full range of movement of the application while still maintaining two full wraps on the drum at all times.

GENERAL SHOP POLICIES

- All energy sources must be properly "Locked-out" and "Tagged-out" before performing maintenance on any equipment.
- All chemicals must be labeled appropriately to conform to meet the Hazard Communication Standard.
- All hazardous materials must be stored appropriately to meet the District's Hazard Communication Standard.
- All signs, warnings, and other postings must be strictly observed and followed.
• All waste that contains hazardous substances must be disposed of appropriately in accordance with District policy. No chemicals, solvents, or hazardous substances may be thrown down drains or in trash receptacles.

Any employee willfully violating any of the above policies will be subject to appropriate disciplinary actions. It is the employee's responsibility to familiarize themselves with the District's YOUhealth and safety policies. If you have any questions or suggestions, please notify your supervisor or administrator.
"Honoring the Past, Embracing the Future.

Youngstown City School District

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