

Stow-Munroe Falls City School District

EMPLOYEE HANDBOOK

An Equal Opportunity Employer

2016/17

MISSION STATEMENT

Our mission is to provide a 21st century education empowering each learner to be a self-motivated successful citizen in a global society

VISION STATEMENT

Providing inspiration to make a difference in the world

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FOREWORD

Welcome to the Stow-Munroe Falls City School's family. We are excited to have you join what we feel is the best staff and students you will find in any school district in America. You are now an invaluable member of what makes this the number one place to educate our students.

This employee booklet has been developed to answer many potential questions including those about benefits, payroll, and procedures. Please read this handbook carefully. Additional information may be found in your Association Master Agreement, while other issues may be addressed in the Board Policy book that is available for review at each building or on our website.

I am confident that you will find your experience here to be a rewarding one and one that will give you an opportunity each and every day to have a major, positive impact on the lives of students in order to help them fulfill their social, emotional, and academic needs.

Sincerely yours,

Tom Bratten
Superintendent

Pamela Cicora compiled the following research in 1991.

A HISTORY OF STOW-MUNROE FALLS SCHOOLS

The Beginnings of Stow

In 1795, Joshua Stow of Middletown, Connecticut, bought Township 3 Range 10 in the Western Reserve for \$14,154. Joshua Stow joined the first expedition to the Western Reserve in 1796. After arriving, the explorers built a shelter for their supplies and named the building "Stow's Castle" after Joshua Stow.

Joshua Stow later made 13 additional trips from Connecticut to Stow. Even though the city of Stow is named after Joshua Stow, he never became a resident of Stow. Instead, the first resident of Stow was William Walker of Virginia in 1802.

First School

Walker purchased land and built a log cabin that housed Stow's first school. In 1806 Walker sold the cabin to Dennis Ryan for use as the schoolhouse. Ryan charged \$1.50 a year to teach. The first year Ryan had 15 pupils. The school year lasted only three months. In 1808 the school moved from the Walker's cabin to an empty cabin built by Samuel Burnett at the intersection of Darrow and Graham roads. This school was used for two years and the curriculum consisted of reading, writing, and arithmetic.

The first schoolhouse to be built in Stow was in 1810 near Stow Comers. The school was originally named Wetmore but later changed to Center School. This school was used for six years until another school was built in 1816 near the center of Stow. Also during 1816, a school was also built in the southern area of Stow for the children living in what became known as Munroe Falls. There were 10 schools in the township by 1825.

In 1835 Stow officially established its first of eight school districts. Each district contained a one-room schoolhouse. The subjects taught were orthography, reading, writing, arithmetic, geography, algebra, logic, natural philosophy, and chemistry.

Numbers Increase

Stow had eight sub-districts by 1853. The acting director of the Stow school district was Moses Call. The population of the district was 334 students.

In 1853 a bond issue to decide the construction of a high school was defeated. Thus, after completing Grade 8, if the students wanted to pursue their education they had to either go to high school in Kent or travel to Akron.

The Stow Board of Education appointed the first textbook committee in 1871. Prior to this time McGuffey Readers and Webster's Dictionary were used. If the schools were to supplement their curriculum with any other books the teachers would select books themselves.

In 1885 Munroe Falls built a new schoolhouse on the corner of Dan-ow Road and Munroe Falls Avenue. Years later, this school became the Town Hall for Munroe Falls.

Central School Constructed

In 1897 Stow served 254 students, and in four years the district was once again overcrowded. To help alleviate overcrowding voters approved a bond issue in 1906. The funds were used to build a centralized three-year school high school at a cost of \$12,000. Three acres of land were purchased at the cost of \$600 for the new high school. The land and the school were located at the corner of Route 91 and Graham Road where the city hall is. While building the new school they had one major problem: money. In April 1907, voters approved another bond issue for \$16,000 to finish the school.

In September 1907, the old school house 3 was moved to a new site and used as a school wagon shed. The new three-year high school was the first centralized school in Stow

Stow also rented the Stow Church in 1908 at a cost of \$10 for their commencement exercises. The first class of 21 students graduated from the new high school in 1909.

Transportation

With a new centralized school, transportation now became a problem for the district. The Board of Education paid \$2.50 a day to transport the pupils to school. They hired teams of horse wagons and drivers to transport the students back and forth to the new high school.

In 1909 an addition was added to Central School. In 1914 the voters approved \$20,000 to be used to build another addition to Stow Centralized Schools.

Munroe Falls school district joined the Stow schools in 1916. Also at that time, a 12th grade was added to the school system.

The Stow school district was active in sports during 1917. Pictures show that both the boys and girls were able to have competitive basketball teams.

In November 1919 the voters approved a levy for a new high school. A two-room portable classroom was added to house all students in the district.

The 1920s

In 1920 the first school curriculum was officially adopted to include English, Latin, commercial law, chemistry, business office math, general science, modern history, American history, civics household art, biology, physics, and social problems.

By 1921 Stow had 550 students attending school and a teacher's salary was \$160 a month. New High

School

In July 1921 construction began on the high school, a first in the 175-year history of Stow. The school, which cost \$84,417, was finished in 1924. The new school was said to be the "ultimate" in schools. It was eventually named Workman, after Miss Velma "Granny" Workman in 1968. Miss Workman joined the Stow schools in 1930.

Stow continued to grow and by 1925 the schools were once again overcrowded and had to use portable classrooms. Voters approved an addition for the high school. Thus, a gym and more classrooms were constructed.

In 1926 Silver Lake merged with Stow and it became known at that time as the Stow Township Rural School District. Silver Lake left this district in 1950 to merge with Cuyahoga Falls.

Overcrowding Continues

Overcrowding once again became a problem in 1939. To help alleviate this problem Stow Grade School, now called Highland, was built.

The students in Grades 1-6 were moved from Central School to Stow Grade School and Grades 7 and up went to Workman. However, this lasted for only five years. As the community increased in size the students were moved back to Central School in 1953 for classes. Grade School classrooms held up to 45 students and the fourth- and fifth-graders went back to the high school building.

Woodland School and Riverview School were built in 1955. Each school had 10 rooms. In just two years, both schools were overcrowded and another 11 rooms were added.

In 1958 voters agreed to another bond issue and a new school was ready to open in 1960. This building, Lakeview, was a junior high school and housed the seventh grade. Once again, the school became overcrowded and it became the high school after an addition was added in 1965.

In 1962 Stow became an independent school district. Three elementary schools also opened around this time. Fishcreek Elementary opened in 1961; Echo Hills in 1964; and Indian Trail School in 1969. In 1970 Kimpton, a junior high school, opened its doors to the students. Kimpton was named after Superintendent Walter B. Kimpton. Kimpton and Workman were both junior high schools at this time.

In 1972 the school system was once again overcrowded. In an attempt to solve the problem, Kimpton, Workman, and Lakeview were reorganized with Kimpton housing the 7th and 8th grade students. The high school was divided with Workman housing the 9th and 10th grade students and Lakeview the 11th and 12th graders. Schools became over crowded in the 1980's and voters approved a new school levy to build a new high school on the 91-acre site on East Graham Road.

Recent History

The new \$17 million high school opened in 1987, uniting the 9th, 10th, 11th, and 12th grade students. In 1988, the schools were again overcrowded. To help solve this problem the sixth-graders were removed from the elementary schools and placed in the Lakeview building. The fifth-graders followed in the fall of 1996. The old Centralized School, which had been used as the City Hall, was also demolished in 1988. In 1989 the Workman School building was sold to a developer and the school was razed.

In June 1996, Board of Education offices and the Central Office staff moved to 4350 Allen Road. The school board purchased the building through the unvoted debt option.

Stow-Munroe Falls High School Addition

Construction was completed in January 1999 for a \$1.2 million 10-classroom addition to the east end of the high school. The 11,250-square-foot addition includes two science labs. The Senior Study Hall was renovated as two classroom spaces. No bond issue was passed to fund this addition. The addition was needed due to overcrowding at the high school level. The school serves about 2,000 students and 130 teaching staff. Six tennis courts and more students' parking were completed in 2000.

STOW-MUNROE FALLS CITY SCHOOL
DISTRICT

www.stow.smfcsd.org

BOARD OF EDUCATION OFFICES — 4350 Allen Road, Stow, OH 44224 330-689-5445
Offices are open between 7:00 AM. & 4:00 P.M.

<u>Administrators</u>		<u>Extension</u>
Tom Bratten	Superintendent	5412
Chris DiMauro	Director of Human Resources	5423
Mark Fritz	Director of Operations	5424
Julie Obraza	Director of Teaching & Learning	5437
Cody Lyons	Technology Supervisor	5439
Dr. Marty Saternow	Director of Special Services	5431
Mary Kay Zgrabik	Special Education Supervisor	5432
Dave Osborne	Interim Treasurer	5416
Kristy Stoicoiu	Assistant Treasurer	5417
Pamela Campfield	EMIS Coordinator	5435
Happy Bengston	Title I Coordinator	5426
Jim Gotshall	Bulldog On-line Academy	5443
<u>Administrative Assistants</u>		
Betty Bradshaw	Administrative Assistant to the Director of	5413
Franca Padula	Administrative Assistant to the	5412
Amy Conrad	Administrative Assistant to the Director of	5423
Jeanne Neel	Registrar	6448
Catherine Roberts	Admin. Assistant to the Director of Special	5430
Diane Shaheen	Admin. Asst. to the Director of Teaching &	5429
Colleen Skover	Substitute Caller/Central Office Assist.	5446
Denise Marabito	Central Office Assistant	5428
<u>Treasurer's Office</u>		
Bev Hawley	Accounts Payable Clerk	5421
Karen Brown	Payroll Clerk	5422
Joanne Ostlund	Administrative Assistant to the Treasurer	5420
Brenda Patterson	Payroll Clerk	5418
<u>Special Services Staff</u>		
Lindsey Johnson	Psychologist	6434
Kressa Holt	Psychologist	6434
Nicole Polster	Psychologist	6434
April Miller	Psychologist	6434
Diane Peters	Psychologist	6434
<u>Supervisors</u>		
Larry Connelly	Transportation Director/HS Maintenance	330-673-6550
Dianne Simko	Food Service	5226
Jason Smith	Maintenance Director/Custodial	5427

DISTRICT
BUILDINGS

Secondary Buildings

Stow-Munroe Falls High School (9-12) — 3227 E Graham 689-5300
Road, Stow 44224 Office Hours: 7:00 A.M. — 4:00 P.M.

<u>Administrators</u>		<u>Extension</u>
Jeff Hartmann	Principal	5201
Amanda Murray	Assistant Principal	5207
Mark Treen	Assistant Principal	5209
Evelyn Haught	Assistant Principal	5206
Cyle Feldman	Athletic Director	5203

<u>Secretaries</u>		
Tracy Burmeister	Principal	5202
Terry Jatich	Unit Principal	6804
Linda Baratuci	Unit Principal	6803
Kelly Connelly	Food Service/EMIS	5241
Sherri Leonardi	Guidance	6875
Tammy Sedor	Athletic Director	5204
Debbie Husted	Activities	5211
Julie Archer	Receptionist	5309

Kimpton Middle School (7-8) — 380 N. River Road, Munroe 689-5288
Falls 44262 Office Hours: 7:45 A.M. — 3:45 P.M.

<u>Administrators</u>		
Susan	Principal	5290
Mike Love	Assistant Principal	5280

<u>Secretaries</u>		
Sandy Weaver	Principal	6299
Margaret Piland	Asst. Principal-Attendance	5287
Silvia Duecker	Guidance Secretary	5282

Lakeview Intermediate School (5-6) — 1819 Graham 689-5250
Road, Stow 44224
Office Hours: 8:00 A.M. — 3:30 P.M.

Andy Yanchunas	Principal	5251
Angie Farneth	Assistant Principal	5253

Secretaries		
Patty	Principal	5259
Sue Denholm	Principal	5250

DISTRICT BUILDINGS - CONTINUED

Elementary Buildings

Office Hours: 8:30 AM - 4:00 PM

<u>Echo Hills (K-4) — 4405 Stow Road, Stow 44224</u>		<u>689-5450</u>
David Ulbricht	Principal	5454
Lori Wingard	Secretary	5450
<u>Fishcreek (K-4) — 5080 Fishcreek Road, Stow 44224</u>		<u>689-5460</u>
Joanne Brookover	Principal	5464
Joyce Paradise	Secretary	5460
<u>Highland (K-4) 1843 Graham Road, Stow 44224</u>		<u>689-5330</u>
Meghan Graziano	Principal	5333
Elizabeth Drabinski	Secretary	5330
<u>Indian Trail (K-4) — 3512 Kent Road, Stow 44224</u>		<u>689-5320</u>
John Lacoste	Principal	5321
Rhonda Holland	Secretary	5320
<u>Riverview (K-4) — 240 N. River Road, Munroe Falls 44262</u>		<u>689-5310</u>
Traci Kosmach	Principal	5311
Crystal Zivny	Secretary	5310
<u>Woodland (K-4) — 2908 Graham Road, Stow 44224</u>		<u>689-5470</u>
Marylou Muckleroy	Principal	5474
Belinda McClain	Secretary	5470
<u>Holy Family (K-8) — 3163 Kent Road, Stow 44224</u>		<u>688-3816</u>
Sharon Fournier	Principal	
Peggy Bugaj	Secretary	
<u>Auxiliary Services Unit — Holy Family</u>		<u>688-7418</u>
Barb Kelly		
<u>Transportation Center - 4158 Newcomer Road, Stow 44224</u>		<u>673-6550</u>
Larry Connelly	Supervisor	
Kim Marshall	Secretary	
Valerie Herron	Bus Router and	

JOB
DESCRIPTIONS
FOR
BOARD OF EDUCATION
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 2015 are:

David Licate, Board President
Lisa Johnson-Bowers, Vice-President
Gerry Bettio, Board Member
Pat Matthews, Board Member
Kelly Toppin, Board Member

SUPERINTENDENT - Tom Bratten

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

DIRECTOR OF HUMAN RESOURCES - Chris DiMauro

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.

TREASURER - Dave Osborne

In accordance with the laws of the State of Ohio and the policies of the Board of Education, he 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.

DIRECTOR OF TEACHING AND LEARNING - Julie Obraza

The Director of Teaching and Learning oversees and provides leadership for principals, staff and students in all aspects of teaching and learning for grades Pre-K -12. She reports directly to the Superintendent and acts as an advocate for all buildings, as well as a liaison between the central office and the staff. She is the coordinator for all federal programs and testing programs in the district.

DIRECTOR OF OPERATIONS - Mark Fritz

Manages the planning, delivery, assessment, and ongoing improvement of business operations.

BOARD OF EDUCATION PERSONNEL — CONTINUED

DIRECTOR OF TECHNOLOGY – Cody Lyons

The Assistant Director of Instruction and Technology plans, organizes and administers district level staff development programs in technology. She 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.

DIRECTOR OF SPECIAL SERVICES -Dr. Marty Saternow

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

SPECIAL EDUCATION SUPERVISOR –Mary Kay Zgrabik-Misterka

The Special Education Supervisor provides direct assistance to special education staff, building administrators, and parents. She assists the Director of Special Services with monitoring services for students with disabilities and district compliance with state and federal regulations.

ASSISTANT TREASURER – Kristy Stoicoiu

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.

SCHOOL PSYCHOLOGISTS

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

SPEECH AND HEARING THERAPISTS

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

BOARD OF EDUCATION PERSONNEL — CONTINUED

TRANSPORTATION DIRECTOR/HS MAINTENANCE GROUNDS SUPVR -Larry Connelly

The Transportation Director/HS Maintenance Grounds 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. He is also responsible for overseeing the maintenance of the high school grounds.

MAINTENANCE DIRECTOR/CUSTODIAL SUPERVISOR -Jason Smith

The Maintenance Director/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.

FOOD SERVICE SUPERVISOR -Dianne Simko

Our Food Service 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. He/she also conducts in-service for food service personnel.

YOUR EMPLOYMENT

Human Resource Administration

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.

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 your principal, Human Resource Office, and/or the Treasurer's Office.

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	

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 Resource 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 three plans:

Aultcare

90/10 Managed Care Plan

Covers the Canton/Stark County area

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

Super Med Plus

90/10 Plan

Covers the Ohio area.

Go to the hospitals and physicians in the plan directory. Web site: www.mmoh.com

MORE INFORMATION IS AVAILABLE FOR YOUR REVIEW AT EACH BUILDING.

See Page 15 for insurance rates

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 on his or her 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.

EMPLOYEE BENEFITS AND PROGRAMS —CONTINUED

Reminder

Please remember to complete a new enrollment form if any of the following events occur:

1. You change your address and/or phone number
2. You add a family member (new baby or adopted child)
3. You get married
4. You get divorced
5. 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 forms are available from Amy Conrad in Human Resources to change your coverage information due to any of these events. Return your insurance form to the Human Resource office, which will in turn send a copy to the insurance company.

Dental Insurance

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

Life Insurance

As of this writing, a \$60,000 life insurance policy is available to all full-time certified staff and to all full-time support staff at no cost.

Additional Life 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:

<u>Amount</u>	<u>Payroll Deduction</u>
\$ 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

Tri-County Employee Assistance Program

This is a counseling service designed to deal with concerns of the home and/or workplace and provided at no cost for our employees. More information can be obtained at your building, from the personnel office, or by calling Tri-County Employee Assistance Program at (330) 762-7908.

HEPATITIS B VACCINE

In response to H.B. 308, we do offer the Hepatitis B Vaccine for the following job positions:

- Physical Education teachers
- Multi-handicapped teachers
- Industrial Tech teachers
- Maintenance personnel
- Custodial personnel
- Mechanics
- Elementary school secretaries
- Attendance office secretaries
- All assistants and monitors
- All coaches of Stow-Munroe Falls City Schools' sponsored student athletic teams

2016 – 2017
Stark County Insurance Rates Effective
July 1, 2016

<u>Medical</u>	<u>Employee</u>	<u>Board</u>
Single - \$ 679.76	\$ 101.96	\$ 577.80
Family - \$1,651.14	\$ 247.67	\$1,403.47
1/2 Single	\$ 339.88	\$ 339.88
1/2 Family	\$ 825.57	\$ 825.57

<u>Dental</u>	<u>Employee</u>	<u>Board</u>
Single - \$ 86.37	\$ 12.96	\$ 73.41
Family - \$212.92	\$ 31.94	\$ 180.98
1/2 Single	\$ 43.19	\$ 43.18
1/2 Family	\$ 106.46	\$ 106.46

Total Employee Medical and Dental Premium Payment

Single - \$ 114.92
Family - \$ 279.61

<u>Life</u>	<u>Employee</u>	<u>Board</u>
	\$ 6.25	
1/2	\$ 3.13	\$ 3.12

Public Library – Started 4/1/2000
\$10,000 for \$1.25

PAYROLL INFORMATION

2016-2017 - PAYROLL DATES

1. September 9, 2016
2. September 23, 2016
3. October 7, 2016
4. October 21, 2016
5. November 4, 2016
6. November 18, 2016
7. December 2, 2016
8. December 16, 2016
9. December 30, 2016
10. January 13, 2017
11. January 27, 2017
12. February 10, 2017
13. February 24, 2017
14. March 10, 2017
15. March 24, 2017
16. April 7, 2017
17. April 21, 2017
18. May 5, 2017
19. May 19, 2017
20. June 2, 2017
21. June 16, 2017
22. June 30, 2017
23. July 14, 2017
24. July 28, 2017
25. August 11, 2017
26. August 25, 2017

CERTIFIED STAFF

All employees who fall under the Certified Contract (less than 12 months): Annual salary divided by 26 pays —first pay on 9/16/16 last pay on 8/25/17.

Tutor time cards and sheets turned in on payday and paid two weeks later.

Substitute cards turned in on payday and paid two weeks later.

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 9/16/16; last pay 8/25/17.

ALL support staff must complete a time card and turn it in at end of each pay period. Any increase or decrease in hours worked will be paid two weeks later.

The back of the time card should be completed for any illness and the front should show the number of hours used and applicable absence code in the absence column.

Substitute cards turned in on payday and paid two weeks later.

ABSENCES

On payday, all teachers, administrators and tutors using time sheets must submit a GREEN absence card indicating the type of absence(s) used.

All other tutors must submit a BEIGE time card completing the back for personal illness and the front of the card with the number of hours used and applicable absence code in the absence column.

Personal leave and professional leave requires prior approval by submitting the required request form.

PAYROLL INFORMATION -CONTINUED

MANDATORY PAY DEDUCTIONS

Explanation and Check Stub Codes

STRSPKUP (Check stub codes)	<u>State Teachers Retirement System</u> - 13% of gross
SERSPKUP (Check stub codes)	<u>School Employees Retirement System</u> - 10% of
GROSS MEDICARE	<u>Medicare Tax</u> - 1.45% of gross (For employees with a hire date after 4/1/86)
MUNROE FALLS/STOW	<u>City Tax</u> - 2% 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)
FEDERAL	<u>Federal Tax</u> - W-4 form Amount deducted based on number of allowances claimed.
OHIO	<u>Ohio Tax</u> - IT-4 form Amount deducted based on number of allowances claimed.

Direct Deposit

A request form for sign-up is available through the Payroll Department. Any bank or credit union may be used.

All completed payroll forms are
due in Central Office
no later than 4:00 p.m. on your first day of
employment.

PAYROLL INFORMATION - CONTINUED

Re: planwithease.com®

Stow Munroe Falls City Schools offers a retirement program 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 403(b) 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 ING Life Insurance and Annuity Company, which makes available to you many features to help make accessing your plan easier and more, all 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.

Sincerely,

Dave Osborne

Treasurer

VOLUNTEER EMPLOYEE PROGRAMS

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

AFLAC

A pre-tax insurance program for disability income, hospital stays, accident, 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.

Cancer Protection Insurance

Offered through Washington National Insurance — PMA USA. For information call 412-706-0399 (Josh Pickens). Deductions are made the second pay of the month.

Stow Classified Employees Association (SCEA) Dues

Deductions are made in eighteen (18) equal installments, from October through June. Fair share participants' deductions are made after January 15th of each year the second pay of each month through May. Contact your union representative for information.

Stow Teachers Association (STA) Dues*

Deductions are made in eighteen (18) equal installments, from October through June. Fair share participants' deductions are made the first pay of the month following January 15th of each year through June. Contact your union representative for information.

United Way

Contributions to United Way are optional. We have a Fund Drive each fall when contribution forms are distributed. You can donate by check, credit card, cash or elect payroll deductions. Payroll deductions are made in twenty-four (24) equal installments. Contact Amy Conrad for information.

Tax Sheltered Annuities

Log onto planwithease.com using social security number as user name and MMNY birth date as password.

*Membership in the Stow Teachers' Association is mandatory

GENERAL INFORMATION

OPERATIONAL ASSISTANCE

When problems arise, you have several sources of assistance. First, of course, is your BUILDING PRINCIPAL. He/she is there to guide and advise you. You may also wish to discuss your problems with The Principal or Immediate Supervisor.

Certified Staff: The Principal or Immediate Supervisor is available to answer questions and/or give you advice on procedures, problems, etc. The PRINCIPAL, SCHOOL PSYCHOLOGISTS and the GUIDANCE COUNSELORS can help with student issues. The DIRECTOR OF TEACHING & LEARNING will assist you with finding appropriate teaching materials and in planning lessons.

Support Staff: The SUPERINTENDENT is available to answer questions and/or give you advice on procedures, problems, etc.

CLASSROOM PURCHASE SUPPLIES

Classroom purchase supplies for use in the classroom should be requisitioned as needed through the school secretary.

MEETINGS

Certified Staff: 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 the person(s) in charge.

Support Staff: There may be some District Wide Professional Development Days scheduled for support staff at which your attendance will be required.

Your attendance will be required at all District Wide Professional Development Days.

The General Meeting at the beginning of the school year is required for all employees.

PROFESSIONAL MEETINGS

See district website, smfschools.org, Staff Intranet, Forms, then select the following links for the most current instructions and forms.

1. Human Resources
2. Human Resources Forms
3. Professional Meeting Forms

PARENT-TEACHER CONFERENCES

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 times.

Support Staff: Some of the support staff work during Parent-Teacher Conferences. Please refer to the Contract or check with your assigned building about whether you are required to work.

RECORDS DAYS

Certified Staff is scheduled to work on Records Days. Please check with your assigned building(s) for dates and times.

Some Support Staff are also scheduled to work. Please check your Contract for scheduled workdays.

GENERAL INFORMATION - CONTINUED

CALL-OFF PROCEDURE

Employees: Please report your absence by calling 1-800-942-3767 or online at www.aesonline.com (available 24-hours a day).

To report an absence off during the day, you may call Central Office at 330-689-5446

Grades 7-12 after 6:00 am

Grades K-6 after 7:45 am

ANTI-FRAUD

Notification

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.

HARRASSMENT 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.

Alleged Complainant:

Grade Level:

(if applicable)

Alleged Respondent:

Grade Level:

Date

Building

(if applicable)

Name of Reporter:

Specify the alleged violation: Title VI

Title IX

Other

1. Description of incident(s):

2. Names of witnesses, if any:

Signature of Reporter:

Signature of Complainant:

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: Forward this form to the building principal

Employees: Forward this form to the Title A officer

CODE OF STUDENT CONDUCT

The items in this Code are applicable to all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or maintained by the Stow-Munroe Falls Board of Education or property owned, rented, or maintained by another party. Additionally, the provisions of this Code shall apply to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, or if the act affects the operation of the schools. The Code also applies to any student misconduct, regardless of where it occurs, directed at a district official or employee or on the private property of that official or employee.

Students and parents will annually receive at the opening of the school year, or upon entering during the year, written information on the rules and regulations to which students are subject while in school or participating in any school-sponsored activity or event. The information will include the types of conduct that will make students liable to suspension or expulsion from school or other forms of disciplinary action. Parents will receive a copy of the student code with the written mandate that compliance is required for all students. Parents will also be informed of the conduct expected of students.

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s), which may include detention, deprivation of privileges, parental contact, referral to legal authorities, suspension of driving privileges, emergency removal, disciplinary removal, suspension, expulsion and/or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings.

- 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 changing of any school records.
- B. Arson
A student shall not attempt to act or act in the burning or attempted burning of any item on school property.
- C. Assault
A student shall not engage in any act or threatened act of physical violence or force causing, attempting to cause, or threatening to cause physical harm to another. Acts of harassment and hazing are considered assault as well. Any assault situation may lead to police involvement.
- D. Bullying, Cyber-bullying, Hazing and Degrading Behavior
A student shall not harass, haze, bully, intimidate, degrade, disgrace, disparage, incite, urge, provoke, threaten, discriminate or cause mental or physical harm by any communication by telephone, mail, broadcast, computer network or by any other electronic device against any other student or school employee or otherwise disrupt the school environment. For this purpose, harassment, bullying or intimidation includes, but is not limited to: slurs, displaying or sending inappropriate images or text on electronic devices; profanity; written information; stalking; relational aggression; Cyber-bullying; denigrating remarks or actions; obscene gestures. Cyber-bullying is a form of telecommunication harassment and is a chargeable offense.
- E. Complicity
A student may not actively or passively aid, abet, and/or otherwise encourage others to violate the rules contained in the Code of Conduct.

CODE OF STUDENT CONDUCT — CONTINUED

- F. Computer/Technology Tampering or Inappropriate use of School Property
A student shall not alter or attempt to alter an 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 (i.e. chat-rooms, hate mail, harassment, profanity, vulgar statement, discriminatory remarks, proxy servers, inappropriate sites). Students found in violation of this article will lose the privilege to use school computers and face school discipline including suspension.
- G. Damage to Property
A student shall not cause or attempt to cause damage to either school property or private property, through improper use or otherwise, on school premises or during school activities conducted on or off school grounds.
- H. Disrespect/Disobedience
A student shall not be disrespectful toward or disobedient to any authorized staff person at any time.
- I. Disruption of School/Disorderly Conduct
A student shall not cause any disruption of any classroom activity, or 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, other students or staff.
- J. Distribution or Sale of Unauthorized Materials
A student shall not distribute or sell unauthorized materials on school property.
- K. Dress or Appearance
A student shall not dress in an obscene or suggestive manner or in any fashion that, in the judgment of the staff and/or administration, disrupts the educational process. See-through or mesh garments, midriff blouses or shirts, tank tops, spaghetti straps, exposure of undergarments of any type, spiked jewelry, chains, cleavage, low riding pants, hats, and clothing with obscene or suggestive statements or symbols are prohibited is any apparel that advertises or promotes sex, drugs or alcohol. Shoes must be worn at all times. Coats and hats should be placed in lockers and not worn/carried during the school day.
- L. Excessive Displays of Affection
Students shall not engage in excessive displays of affection on school property.
- M. Failure to Serve School Discipline
Refusing to serve an in-school suspension, misbehavior while serving school discipline, failure to report for an assigned detention, and 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.
- N. False Alarms
A student shall not give false alarm of fire, bomb, or other hazard.
- O. Fighting
A student shall not engage in any fight or other act of violence or force that causes harm or threatens to cause harm to another person. Fighting may lead to police involvement.
- P. Gambling
A student shall not engage in any gambling activities, such as playing or gambling for money or other stakes.

CODE OF STUDENT CONDUCT –CONTINUED

- Q. Insubordination/Defiance
A student shall not refuse to comply with reasonable requests, orders and directions of teachers, substitute teachers, teacher aides, administrators or other authorized personnel during any period of time 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, chronically tardy to school or class, repeated misbehavior after warning.
- R. Intimidation/Harassment/Menacing
Harassment, intimidation, or bullying behavior by any student/school personnel in the Stow–Munroe Falls School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation or bullying", in accordance with House Bill 276, means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (FDA), or wireless hand–held device, either overt or covert, by a student or group of students toward other student's/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school–sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:
- A. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
 - B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.
- S. Loitering
A student shall not loiter or delay in any way that may cause disruption of some activity or function.
- T. Misuse of Vehicles on School Property
A student shall not violate the prescribed rules and regulation for use of vehicles on school property.
- U. Narcotics, Alcoholic Beverages, Drugs, and Paraphernalia
A student shall not use, sell or distribute, possess, buy, be under the influence of, or smell of, alcoholic beverages, illegal drugs, or narcotics on school property or at any school sponsored event at any time. A student shall not use, possess, offer to sell or distribute, or buy counterfeit or look–alike drugs. Possession of any type of drug paraphernalia is similarly prohibited.
- V. Participation in Extra–Curricular Activities
A student participating in extra–curricular activities shall not violate the rules and regulations contained in the Student Code of Conduct or in the Athletic Code of Conduct.
- W. Prescription or Non–prescription Drugs
A student shall not use, sell or distribute, buy, or possess prescription or non–prescription drugs without following the procedures for use of such drugs at school.
- X. 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.

CODE OF STUDENT CONDUCT – CONTINUED

- Y. Prohibited Articles
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, CD/MP3 players, headphones, personal pagers, TV sets, all phones, iPods, personal computers, and other electronic communication devices. These electronic devices may be confiscated if seen by a staff member.
- Z. 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.
- AA. Repeat Offenses
A student shall not repeatedly fail to comply with school rules and regulations or directions of teachers, student teachers, teacher aids, principals, or other authorized school personnel. Repeated violations may result in increased severity of the consequence per occurrence.
- BB. School Buses
A student shall not violate the prescribed rules and regulations for student conduct on school buses.
- CC. Sexual Harassment
A student shall not sexually harass another student. Sexual harassment may include, but is not limited to: sexual flirtation, touching, advances, or propositions verbal or physical abuse of a sexual nature graphic or suggestive comments about an individual's dress or body the use of sexually degrading words to describe an individual displaying sexually aggressive objects or photographs sexually explicit or obscene jokes
- DD. Shakedown/Strong Arm/Extortion
A student shall not force another person to give money or articles of value.
- EE. Theft
A student shall not attempt to act or act in taking or acquiring of the property of others without their consent.
- FF. Tobacco
A student shall not possess, smoke, smell of, or otherwise make use of tobacco and/or tobacco paraphernalia of any kind in the school building, on school buses, at school sponsored activities, or on school property or within the sight of school property, at any time.
- GG. Truancy
A student shall not be absent from school without parental and school approval. Students found in violation will face truancy charges as per ORC and Stow City Juvenile Court, both student and parent will be charged if found in violation.
- HH. Vandalism
A student shall not attempt to act or act in a way that result in the destruction or defacement of school or private property.

CODE OF STUDENT CONDUCT — CONTINUED

II. 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 any object capable of injuring him or others. This includes but is not limited to, 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.

The following offenses, as defined on this page and the previous pages, shall result in automatic suspension with a possible recommendation for expulsion unless mitigating factors significantly outweigh the necessity for punitive measures.

- False Alarms
- Damage to Property
- Vandalism
- Theft
- Arson
- Assault
- Hazing
- Fighting
- Shakedown/Strong Arm/Extortion
- Weapons and Dangerous Instruments
- Tobacco
- Narcotics, Alcoholic Beverages, Drugs, and Paraphernalia
- Prescription or Non-prescription Drugs

The following offenses may result in a recommendation for expulsion for one calendar year.

- False Alarms
- Damage to Property
- Arson
- Assault
- Hazing
- Weapons and Dangerous Instruments

Student Handbooks

Disciplinary procedures and codes of conduct may be developed by building administrators, appear in their respective handbooks, and be approved by the Board of Education.

Adoption Date: September 10, 1990

Revision Date: August 18, 1997

Revision Date: August 20, 2001

Revision Date: August 4, 2003

Revision Date: September 28, 2009

Revision Date: August 4, 2011

LEGAL REFS: R.C. 3313.20; 3313.66; 3313.661; 3313.664; 3313.665

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 RTI. These teams vary from building to building, but your mentor should be able to help you with the referral process. The purpose of RTI is to design interventions that would enable the student to be successful in the regular classroom. Data is collected on each intervention. The RTI 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 RTI 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 RTI 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

Students may be referred for possible gifted identification on an ongoing basis by child request (self-referral), teacher recommendation, parent/guardian request, peer referral, or referral by any other individual familiar 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. 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.

For further information, contact:

Stow-Munroe Falls City Schools
Office of Teaching and Learning
4350 Allen Road
Stow, OH 44224
(330) 689-5429

