

**Madeira City School District**  
**Annual Notices to Employees**

**Required Notice Description**

**Applicable Policies, Forms and Other Documents**

**Policy Title**

The following Policies and related Administrative Guidelines can be found on the school website, [www.madeiracityschools.org](http://www.madeiracityschools.org). Go to the District Office menu, Board of Education menu, Bylaws and Policies.

All district policies are important; however, there are certain policies/administrative guidelines that we are **“required by law” to draw to your attention. You will also receive an email for online training and you will have to sign-off that you have reviewed many of these same policies. The policies in the Section 1 below we are required by law to provide annual notice to the employee.**

**SECTION 1**

<p><b><u>Student Assessment</u></b> The Board shall assess student achievement and needs in all program areas in compliance with State law and the rules adopted by the State Board of Education.</p>	<p><a href="#">Admin. Guide 2623D</a></p>	<p>Required student assessments and ethical use of test by staff</p>
<p><b><u>Nondiscrimination and Equal Employment Opportunity</u></b> The Board of Education does not discriminate on the basis of race, color, religion, national origin, sex, disability, military status, ancestry, genetic information, or any other legally protected category, in its programs and activities, including employment opportunities.</p>	<p><a href="#">Policy 1422</a> <a href="#">Policy 3122</a> <a href="#">Policy 4122</a></p>	<p>Nondiscrimination</p>
<p><b><u>Drug Free Workplace</u></b> The Board does not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, alcohol, and any drug paraphernalia as the term is defined by law, by any member of the staff.</p>	<p><a href="#">Policy 3122.01</a> <a href="#">Policy 4122.01</a> <a href="#">AG 3122.01</a> <a href="#">AG 4122.01</a></p>	<p>Drug Free Workplace</p>
<p><b><u>Nondiscrimination Based on Genetic Information</u></b> The Board of Education prohibits discrimination on the basis of genetic information in all aspects of employment, including hiring, firing, compensation, job assignments, promotions, layoffs, training, fringe benefits, or any other terms, conditions, or privileges of employment.</p>	<p><a href="#">Policy 3122.02</a> <a href="#">Policy 4122.02</a> <a href="#">Policy 1422.02</a></p>	<p>Genetic Information</p>

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<p><b><u>Substance Abuse</u></b> The Board recognizes alcoholism and drug abuse may impair the performance of staff members. When appropriate, the Board may assist such employees in a manner recommended by appropriate specialists. .</p>	<p><a href="#">Policy 3170</a> <a href="#">Policy 4170</a></p>	Substance Abuse and Employee Assistance Programs
<p><b><u>Weapons</u></b> The Board prohibits staff members from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board.</p>	<p><a href="#">Policy 3217</a> <a href="#">Policy 4217</a> <a href="#">Policy 5772</a></p>	Prohibition of possession of weapons
<p><b><u>Evaluation of Professional Staff and Evaluation of Counselors</u></b> The Board follows the required Standards-Based Teacher and Counselor Evaluation Policy to improve the quality of instruction, enhance student learning and strengthen professional competence.</p>	<p><a href="#">Policy 3220</a> <a href="#">Policy 3223</a></p>	Evaluation of Professional Staff
<p><b><u>Threatening Behavior Toward Staff Members</u></b> Threatening behavior that intimidate a staff member is strictly forbidden.</p>	<p><a href="#">Policy 3362.01</a> <a href="#">Policy 4362.01</a> <a href="#">Policy 1662</a></p>	Work environment free of threatening speech or actions
<p><b><u>Family Medical Leave Act</u></b> The Board complies with all of the rules and regulations and reporting requirements of the Family Medical Leave Act of 1993.</p>	<p><a href="#">Policy 3430.01</a> <a href="#">Policy 4430.01</a> <a href="#">Policy 1630.01</a></p>	Employee rights and responsibilities under FMLA
<p><b><u>Bullying and Harassment</u></b> Harassment, intimidation, or bullying behavior by any student is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. In accordance with ORC</p>	<p><a href="#">Policy 5517</a> <a href="#">Policy 5517.01</a> <a href="#">Policy 3362</a> <a href="#">Policy 4362</a></p>	Anti-Harassment  Bullying and other Forms of Aggressive Behavior

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<p>3313.666 that means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited. If you suspect that a student is being bullied or harassed please contact the school principal.</p>		
<p><b><u>Fair Labors Standards Act</u></b>          The Board complies with the provisions of the Fair Labor Standards Act (FLSA) and its implementing regulations.</p>	<p><a href="#">Policy 6700</a></p>	<p>Provisions of the Fair Labor Standards Act</p>
<p><b><u>Risk Reduction Program</u></b>          The Board believes that employees and students are entitled to function in an environment as free from hazards as can reasonably be provided.</p>	<p><a href="#">Policy 7430</a></p>	<p>Environment free from hazards</p>
<p><b><u>Public Records</u></b>          The Board is responsible for maintaining the public records of this district and to make such records available to residents of Ohio for inspection and reproduction. The Treasurer is the Public Records Officer.</p>	<p><a href="#">Policy 8310</a></p>	<p>District public records</p>
<p><b><u>Pesticide Application</u></b>          Written notification shall be provided each year, prior to any pesticide application when school is in session, to those parents, adult students, and employees requesting prior notification of scheduled pesticide application.</p>	<p><a href="#">Policy 8431</a>  <a href="#">AG 8431</a></p>	<p>Application of Pesticides</p>
<p><b><u>Direct Contact Communicable Diseases/Control of Blood-borne Pathogens</u></b>          The Board seeks to provide a safe educational environment for students and staff. The Board will provide training and procedures pertaining to the</p>	<p><a href="#">Policy 8453</a>  <a href="#">Policy 8453.01</a>  <a href="#">AG 8453.01</a></p>	<p>Control of blood-borne pathogens</p>

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confidentiality of staff and the programs and processes that will take place.		
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<p><b><u>Civil Rights Compliance</u></b>          The person designated as the “<b>District Compliance Officer</b>” is listed below.  <b>Assistant Superintendent</b>          7465 Loannes Dr.          Cincinnati, OH 45243          513.985.6070 (phone number) 513.985.6072 (fax number)</p> <p>The persons designated as the “<b>Building Compliance Officer</b>” is listed below.  <b>Principal, Madeira Elementary</b>          7840 Thomas Drive          Cincinnati, OH 45243          513.985.6080 (phone number) 513.985.6082 (fax number)</p> <p><b>Principal, Madeira Middle</b>          6612 Miami Avenue          Cincinnati, OH 45243          513.561.5555 (phone number) 513.272.4245 (fax number)</p> <p><b>Principal, Madeira High</b>          7465 Loannes Drive          Cincinnati, OH 45243          513.891.8222 (phone number) 513.985.6089 (fax number)</p>	<p>Civil Rights Act of 1964</p> <p>Americans with Disabilities Act of 1990</p> <p>Rehabilitation Act of 1973</p> <p>Title IX</p> <p><a href="#">Policy 2266</a></p>	<p>Nondiscrimination on the Basis of Sec in Education Programs or Activities</p>
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**The policies in Section 2 below have been determined as critical to all district staff. Employee Handbooks are provided by each buildings either electronically or in hard copy.**

**SECTION 2**

<p><b><u>Curriculum Development</u></b>  Curriculum shall be developed, evaluated, and adopted on a continuing basis and in accordance with a plan for curriculum growth established by the Superintendent.</p>	<p><a href="#">Policy 2210</a></p>	<p>Ongoing curriculum development</p>
<p><b><u>District Sponsored Clubs and Activities</u></b>  The Board believes that the goals and objectives of this District are best achieved by a diversity of learning experiences, including those that are not conducted in a regular classroom but are directly related to the curriculum.</p>	<p><a href="#">Policy 2430</a></p>	<p>Extra-curricular clubs and activities</p>
<p><b><u>Copyrighted Works</u></b>  The Board directs its staff and students to use copyrighted works only to the extent that the law permits.</p>	<p><a href="#">Policy 2531</a></p>	<p>Use of copyrighted works</p>
<p><b><u>Use of Tobacco on School Premises</u></b>  The Board is committed to providing students, staff, and visitors with tobacco and smoke-free facilities.</p>	<p><a href="#">Policy 7434</a></p>	<p>Smoke-free facilities</p>
<p><b><u>Staff Education Technology Acceptable Use and Safety</u></b>  The Board provides staff with access to the internet for limited educational purposes only and utilizes online educational services to enhance instruction. The Board imposes reasonable restrictions on its use.</p>	<p><a href="#">Policy 7540.04</a></p>	<p>Staff use of district technology and internet access.</p>

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**SECTION 3 - FINANCIAL**

The Board of Education and Superintendent have adopted/approved Policies and Administrative Guidelines pertaining to Financial transactions and control. The Policies and Administrative Guidelines are in Section 6000 of Bylaws and Policies on the district website. The Treasurer also provides Purchasing and Receipting procedures each year to all staff.

<p><b><u>Use of Credit Cards</u></b> The district allows the use of credit cards, but it does not circumvent the established purchasing procedures</p>	<p><a href="#">Policy 6423</a></p>	<p>Use of District credit card</p>
<p><b><u>Deposit of Public Funds</u></b> All staff who are in the position to collect monies on behalf of the district must follow the policy to provide for the safe and secure deposit of the monies into the appropriate accounts</p>	<p><a href="#">Policy 6600</a></p>	<p>Depositing school district funds</p>
<p><b><u>Student Activity Fund</u></b> Financial controls for the administration of normal activities of the student bodies.</p>	<p><a href="#">Policy 6610</a></p>	<p>Student Activity Fund financial administration</p>

**EMPLOYEE CERTIFICATION AND SIGNATURE**

<p><b><u>EMPLOYEE CERTIFICATION</u></b> I have received this document and certify I have read the contents of the Policies and Administrative Guidelines. I understand I may be disciplined, up to and including termination from employment for failure to comply with the foregoing Policies and Administrative Guidelines.</p>	<p><b>EMPLOYEE PRINTED NAME AND SIGNATURE:</b></p>	<p><b>DATE:</b></p>
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