

AUTISM ACADEMY OF LEARNING

Employee Policies and Procedures Manual



Updated

May 2018

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About This Handbook

This handbook is designed to communicate the policies and procedures of The Autism Academy of Learning (the Academy) to its students and their families. If you have questions please contact the Principal for additional information.

This handbook is intended to be a guide to the Academy's policies and procedures, and is not intended to be a contractual right. Your employment with the Academy is at-will, which means that you and the Academy may terminate the employment relationship at any time for any reason. Any modification of this at-will relationship can be made only upon formal written approval from the Academy's Board of Directors.

It is the intention of the Academy that this handbook complies with all applicable legal requirements. Periodically, the Academy will revise specific policies or the entire handbook as changes in federal, state, and local law occur; however, the handbook will not be republished every time a change in law is made. Additionally, if any policy in this handbook is found inconsistent with any law, that policy shall be considered modified to comply with that law.

The Academy's success is founded on the skill and efforts of our employees. We believe that it is in the best interest of the employee and the Academy to deal directly with each other. We do not feel that a union can accomplish anything that our employees cannot accomplish for themselves by dealing directly with the Academy.

We have a commitment to treat our employees fairly and equally, with respect and dignity. We will work hard to maintain a cooperative, safe, and productive work environment based on open communication and mutual trust. We recognize that a positive work environment is essential to achieve this harmony. Further, we believe the work environment must include the following elements:

- Total compensation which is competitive with others in our employment market.
- Supervision that recognizes individuality and treats each person with dignity.
- Opportunity for promotion based on individual performance and ability.
- Effective communication between management and employees at all levels.

We do not support third party intervention. If at some time you are approached and asked to sign a union authorization card, we hope that you refuse to sign it. Such cards can be used for the purpose of giving the union the right to act as your representative. You have a legal right to belong to a union, or to decide against belonging to a union.

We want you to enjoy your job and sincerely hope that you find your employment at the Academy to be pleasant, personally challenging, rewarding, and profitable.

Mission Statement

The Autism Academy of Learning is a year-round, public school with programming designed around the needs of students with autism spectrum disorder.

Vision Statement

The Autism Academy of Learning is structured to provide every student with autism spectrum disorder an appropriate foundation in the areas of academics, behavior, daily living skills, vocational skills and independence. Our goal is to promote a higher quality of life, and the realization of the full intellectual and social development of students with autism spectrum disorder.

Core Values

We believe:

1. Autism spectrum disorder is a developmental disability but does not define the individual.
2. Autism spectrum disorder is a medically diagnosed condition, but the treatment of choice is an educational model.
3. That a year-round school curriculum best provides for the developmental needs of children with autism spectrum disorder.
4. That a seamless environment that eliminates the need for transition from school to school promotes continuity of program services.
5. Vocational education and life skills are paramount to the development of individuals with autism spectrum disorder.

We believe that individuals with autism spectrum disorder:

1. Give reason for celebration by their individual accomplishments.
2. Can best believe in themselves by others believing in them.
3. Are to be challenged with appropriate expectations.
4. Are to be treated in a manner that contributes to high self-esteem.
5. Demonstrate that behavior has a purpose, and we must strive to interpret the communicative intent of the child.
6. Benefit from learning through a spectrum of learning philosophies rather than one specific treatment methodology.
7. Deserve respect and recognition of their diversity.
8. Can best be served when parents, families, schools and community act as partners in the education process.

Equal Opportunity Employment Policy Statement

The Academy is an Equal Opportunity Employer. It is our policy to administer all of our employment practices, including those pertaining to recruitment, hiring, placement, transfer, promotion or compensation, layoff or termination, and selection for training in a nondiscriminatory manner without regard to age, color, gender/sex, national origin, disability/handicap, race, religion, creed, marital status, genetic information, sexual orientation, or military or veteran status or any other basis prohibited by federal, state, or local law.

An employee with a question or concern about discrimination in the workplace is encouraged to bring their concern to the attention of the Academy Principal or his/her designee. The Board of Directors shall review information from all concerned parties for appropriate treatment. No reprisal will be permitted for raising concerns or making a report. Anyone determined to have engaged in discrimination or retaliation for a report of discrimination will be subject to disciplinary action, up to and including termination of employment

Introductory Employment

The first 90 calendar days of employment for a new employee is considered an introductory period. During this introductory period, you can objectively evaluate your desire to continue working here and we can evaluate your skills and abilities. At the end of the introductory period, an appraisal will be made by the Principal to determine whether you are qualified and competent as related to your position.

If you are absent for any reason during this introductory period, you may be required to make up the time before your introductory period is considered complete. School holidays and vacation days are not to be counted toward service. Employees who transfer or who are transferred to a new position may also be subject to an additional introductory period. Any employee rehired following a break in service will be required to serve a new introductory period, regardless of whether or not they completed an introductory period previously.

Completion of the introductory period does not alter the at-will nature of your employment relationship with the Academy. Upon successful completion of the introductory period, the employee is eligible for all rights, privileges and benefits of a regular, at-will employee that are afforded other employees within that classification, including but not limited to paid time off, holiday pay, and medical benefits.

Hours of Work

The standard workweek may fluctuate depending on the employee's work assignment. Employees are expected to be in their assigned area and ready to work by their scheduled starting time. Business necessity may require schedule changes so employee flexibility is a requirement of your position.

Time Tracking

Non-exempt employees are expected to record their start and ending time each day. It is expected that each employee be at his or her job site at the beginning of the work shift.

Any work time over the normal work schedule needs the approval of the employee's supervisor. Any errors in the time recorded system or a one time schedule change in start/end time must be immediately reported to your supervisor. Repetitive errors may result in discipline.

Workweek

The Academy's workweek is from Monday through Sunday.

Lunches and Breaks

Full time employees are entitled to an unpaid lunch break, the time for which will vary depending on the work load that day. Employees must clock out at the beginning of the lunch break and clock back in at the end of the lunch break.

All employees will be given a reasonable amount of break time, which will be dependent on the work requirements that day.

Smoke - Free Environment

The Autism Academy of Learning is a smoke-free environment. Smoking is prohibited anywhere on school grounds. Violations are subject to disciplinary action.

Full-Time/ Part-Time Employment

Full-time employment at the Academy is defined as an employee who works 30 or more hours a week. Part-time employment is defined as an employee who is working less than 30 hours per week.

Immigration Law Compliance Policy

The Academy is committed to employing only United States citizens and aliens who are authorized to work in the United States. The Academy does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and eligibility to work in the U.S. In accordance with the IRCA, the I-9 should be completed within three days of first reporting to work.

Former employees who are rehired must also complete the form if they have not completed an I-9 with the Academy within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Principal. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

Insurance Benefits

Employee insurance benefits are applicable ONLY to full-time staff employed directly by the Autism Academy of Learning.

Dental

The Academy shall contribute up to \$75 per month toward the monthly premiums of faculty and staff dental insurance benefits for both salaried and hourly employees.

Vision

The Academy shall contribute up to \$15 per month toward the monthly premiums of faculty and staff health insurance for Vision for both salaried and hourly employees.

STRS/SERS

By law, many employees may be covered by the State Teachers Retirement System (STRS) or the State Public Employee Retirement System (SERS). Some contractors may not be eligible for such benefits. Determinations will be made based on law, facts and circumstances, in conjunction with applicable professional advisors and governmental agencies.

Overtime Compensation

When operating requirements or other needs cannot be met during regular working hours, employees may be asked to work overtime. Overtime assignments will be distributed as equitably as possible to all employees qualified to perform the required work. Mandatory overtime may be required if needs are not met through qualified volunteers.

All non-exempt employees who perform actual work in excess of forty hours during a work week will receive overtime compensation according to the guidelines set forth in the Fair Labor Standards Act and applicable state law. Non-exempt employees must notify their supervisors when their work may exceed forty hours per week, and non-exempt employees who exceed forty hours per week without supervisor approval will be subject to discipline.

Salary Deduction Policy

Deductions from pay may be authorized by an employee or may be required by law and the Academy will abide by legal and employee requests. It is also our policy to comply with the “salary basis” requirements of the Fair Labor Standards Act and we prohibit improper deductions from the pay of employees. Deductions from salary are permissible when an exempt employee is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions. Also, the Academy is not required to pay the full salary in the initial or terminal week of employment; or for penalties imposed in good faith for infractions of safety rules of major significance. In these circumstances, either partial day or full day deductions may be made.

If an employee believes that an improper deduction has been made from his or her salary, the employee should immediately report this information to the office manager. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made.

Workers’ Compensation

The Academy employees are covered by the Workers’ Compensation Laws of the state where they are employed for all injuries incurred on the job, and thereby are eligible to receive medical expenses and disability payments.

An employee who is injured on the job, no matter how serious the injury, must immediately report the injury to his/her supervisor. Failure to do so will result in disciplinary action up to and including discharge. In no event should an injury be reported later than twenty-four (24) hours after its occurrence.

Legal Action by Employees

Employees of The Autism Academy of Learning are prohibited from initiating legal action on behalf of the school against students, parents, teachers or other citizens. Employees should not assume that services of the School Board attorney are available to them.

Whistleblower Policy

The Academy is committed to exercising responsible stewardship of its resources and to conducting its affairs ethically and in compliance with the law. The purpose of this policy is to define the rights, responsibilities, and protections afforded to those who report ethics, legal,

regulatory, or policy violation. An ethics violation reporter as defined by this policy is any staff, administrator or student employee of the Academy who reports an activity that he/she considers to be illegal, dishonest, or a violation of the schools ethics or policies to one or more of the parties specified in this policy. The ethics violation reporter is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of reportable activities include violations of federal, state or local laws, and violations of Academy ethics or policies that involve dishonest or fraudulent conduct or that pose a substantial threat to the health and safety of students, employees or the general public. If an individual has knowledge of or a concern about such an activity, the individual should report it immediately to one of the following:

- The Principal
- The Board President

Procedure

All reports of illegal and dishonest activities will be promptly submitted to the Principal. Reports of Principal misconduct will be reported to the Board President. A report of findings and corrective actions will be placed in the employee's personnel folder. The reporting individual must exercise sound judgment to avoid making baseless allegations. An individual who intentionally files a false report of wrongdoing is subject to disciplinary action up to and including termination of employment. Insofar as possible, the anonymity of the ethics violation reporter will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law, or to provide fair procedural review for accused individuals. In all cases, confidentiality will be maintained to the greatest extent possible. The School will not retaliate against an ethics violation reporter acting in good faith. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, poor work assignments, or threats of physical harm. In addition, no student or employee may be adversely affected for refusing to carry out a directive which constitutes fraud or is in violation of Federal, state or local law or school policy. The rights of an ethics violation reporter for protection against retaliation do not include immunity for intentionally filing a false report of wrongdoing or any personal wrongdoing on the ethics violation reporter's part.

Any ethics violation reporter who believes he/she is being retaliated against should contact the Principal or Board President immediately. Anyone who retaliates against an employee or student who has reported a violation in good faith is subject to discipline up to and including termination.

Absence Policy

Professional Days

Certified staff may request up to five (5) professional days per year for the purpose of fulfilling professional obligations and continuing education requirements. Requests for professional days shall be made at least fifteen (15) days in advance of the day requested.

At the Principal's request, staff members may be required to present an overview of in-service information.

A certificate of attendance must be presented to the Principal.

Professional days do not carry over past the fiscal year end of June 30.

The Principal has the authority to approve requests for reimbursement to certified staff toward the cost of workshops or trainings based upon his/her discretion as the Academy's budget allows. Reimbursement may be made only to certified staff directly employed by the Academy.

Personal Days

Full time employees are eligible for personal days only after successfully completing 90 days of employment at the Academy.

Each full-time employee shall receive a total of four paid personal days per contractual year to be used for personal matters, including personal illness or illness in the family. Those personal days will be awarded on July 1st, October 1st, January 1st, and April 1st.

Personal time should be requested as far in advance as possible. Employees are to complete a time off request form and submit the form to the Office Manager. The Office Manager will complete the employee's available time off calculation and forward this to the Principal for approval. Van Drivers and Van Riders are required to fill out a change request for riding / driving form in addition to a time off request when scheduling a personal day; failure to cover routes may result in disciplinary action. An employee who uses a personal day due to illness must notify the Principal no less than one hour before the beginning of their shift. Failure to promptly notify the Principal may result in disciplinary action. Personal days may not be taken in units less than ½ a day.

Personal time will not carry over into the next contractual year.

Employees who are terminated or resign will not be paid for any unused personal time.

After one year of employment, any full time employee who has not taken any personal days will receive a stipend at the end of the contractual year in an amount determined by the Board of Directors.

Time-Off Notification Process for Administration

When members of the administration expect to be out of school for one day, they must send an email to the Board denoting the day of absence. Absences more than one day require the administrator to contact the Board Chair by phone for notification of dates of absence. Administrators requesting more than three (3) consecutive days off must receive prior approval from the Board. Such requests must be requested at least fifteen (15) days in advance of the expected absence.

Holidays

Full time hourly employees are eligible for holiday pay only after successfully completing 90 days of employment at the Academy. Salaried full time employees are eligible for holiday pay only after completing 30 days of employment at the Academy.

The Academy recognizes the following as paid holidays:

Christmas Eve
Christmas Day
Fourth of July
Good Friday
Labor Day
Martin Luther King Day
Memorial Day
New Year's Eve
New Year's Day
President's Day
Thanksgiving
Thanksgiving Friday

Employees will not be paid for holidays if they call in sick prior to or immediately following the scheduled day.

Vacation Time

The paid vacation time policy only applies to full-time hourly employees who have completed 90 days of employment and full-time salaried employees who have successfully completed 30 days of employment.

Eligible employees will be paid for time off during the Academy's winter and spring breaks and periods in the summer as approved by the Board. Employees will not be paid for this time if they call off prior to or immediately following the scheduled day.

Jury Duty

Employees are encouraged to participate if called to serve for jury duty. A copy of the court notification should be submitted to the Principal as soon as the employee receives it.

Employees who are not selected to serve on a jury must report to work. Employees scheduled to appear are not required to report to work days of jury duty, unless they serve less than two hours.

The Academy does not compensate employees for jury duty service.

Military Duty

The Academy observes all applicable laws concerning military leave and reemployment rights following military training and service. An employee who is inducted into or enlists in the Armed Forces of the United States, or who performs active or inactive duty with the Armed Forces while a member of a Reserve component, will be granted a Military Leave of Absence. This is an unpaid leave of absence. The employee may elect to use paid time off that has already been earned during this time if they choose. Paperwork to use paid time off must be completed before the leave of absence begins.

Bereavement Policy

All regular full time and regular part time non-exempt employees are entitled to up to a three (3) day unpaid leave of absence in the event of the death of an immediate family member. Immediate family includes spouse, children or step children, parents (including in-laws), step-parents, siblings, grandparents of the employee, and grandchildren. Employees with accrued sick time will be required to use that time off to cover an absence for bereavement.

Employees should make management aware of the situation as soon as possible. Upon returning to work, proof of death and relationship to the deceased may be required.

Sick Time

The sick time policy only applies to full-time employees who have successfully completed 90 days of employment at the Academy.

All employees accrue sick time at a rate of four hours per month. New employees who begin after the 15th of any month will not accrue their first four hours until the end of the next calendar month. Earned sick time-off is carried over year to year until a maximum 180 hours is accrued.

Sick time may be used only for the following: illness of the employee, medical, dental and optometrist appointments, chronic medical problem or emergency of the employee's child, spouse, same-sex domestic partner or parent who has a serious health condition that cannot be taken care of outside the employee's normal work hours. Employees must present medical

documentation for any sick time used that was for the care of a family member and not the employee him/herself.

An employee who is absent due to sickness must notify the Principal no less than one hour before the beginning of that employee's shift. Van Riders and Drivers should make reasonable attempts to obtain a substitute to cover their route when taking sick leave. Failure to promptly and properly notify the Principal may result in disciplinary action.

Employees may not take more than four incidences of sick time in a school year. Consecutive absences caused by the same illness will count as one incident. Absences over three consecutive days require a written doctor's excuse. At the discretion of the Principal, exceptions may be considered for additional sick time taken that will not result in the employee being penalized. Such exceptions are limited to chronic medical problems and emergencies of the employee and the employee's child, spouse, same-sex domestic partner or parent. Medical documentation must be presented within three days of returning to work for such exceptions to be allowed. In the case of planned medical treatment, the employee should make all reasonable efforts to schedule treatment to avoid undue disruption to the operations of the school.

To receive time paid, all employees must fill out a "Time Off Request" even if the time was already taken (called in sick). Time off request forms must be filled out by the close of the business day the employee returns to work; failure to complete the form will result in time being designated as leave without pay.

After one year of employment, any full time employee who has not taken any sick time will receive a stipend at the end of the contractual year in an amount to be determined by the Board.

Family & Medical Leave (FMLA) Policy

Eligibility:

To qualify for FMLA leave, an employee must meet each of the following criteria and have a qualifying reason for the leave:

- (1) Be employed at a location that has at least fifty (50) Academy employees within a 75-mile radius;
- (2) Have been employed by the Academy at least twelve months; and
- (3) Have worked at least 1,250 hours during the twelve month period or fifty-two (52) weeks immediately before the leave begins.

Even though the Academy may be a covered employer, employees must meet all three of the above requirements to be eligible.

At this time, there are no employees eligible for leave because the Academy does not employ fifty employees within a 75 mile radius.

Academy's Leave of Absence Policy

The Academy will consider granting leaves of absence for employees. Employees will be required to exhaust all sick, vacation, and other accrued paid time off to cover the leave of absence, and the remainder of time will be unpaid. Employees on personal leave will not accrue holiday, vacation, or other paid time off. A personal leave of absence will not be granted to allow an employee to seek or engage in other employment.

The requests for a personal leave of absence must be in writing. Eligible employees should make requests for leave to the principal at least thirty (30) days in advance of foreseeable events and as soon as possible for unforeseeable events. Reinstatement after a personal leave of absence is within the discretion of the Academy. If applicable, an employee returning from a personal leave of absence may be required to provide a fitness for duty certificate from a health care provider indicating the employee's capacity to return to work and to perform the work required. The Academy may also require the employee to undergo an independent fitness for duty examination.

An employee who does not return to work following a personal leave will be considered to have voluntarily quit his or her employment with the Academy. No employee may engage in other employment (including self-employment) while on leave. A leave must be used only for the purpose requested. If an employee uses a leave of absence for any other purpose, including for travel/vacation, the employee will be treated as if he/she voluntarily resigned from his/her position.

In no event will leaves of absence be granted which exceed six months in any twenty-four month period. If an employee is absent or unable to return to work after such an extended period of leave, his or her employment will be terminated. This policy will be administered consistent with the Americans with Disabilities Act, as amended, and other applicable law.

Voluntary Resignation of Employment

Voluntary resignation occurs when an employee voluntarily terminates his or her employment with the School by: (1) resigning; (2) retiring; or (3) failing to report to work or call in for three (3) consecutive school days.

To minimize disruption, the Board requests that all teachers and administrators provide a minimum of thirty (30) days' written notice of voluntary termination of employment to the Principal. All other employees should provide a minimum of fourteen (14) days' written notice for voluntary termination of employment to the Principal.

The Principal or his/her designee may request an exit meeting to discuss any questions, concerns, or suggestions related to employment.

All employees who terminate employment for any reason must return all School property to his/her immediate supervisor on or before the last day worked. Examples of items which must be returned include, but are not limited to, identification cards, keys to buildings and/or equipment, electronic equipment, and books and other materials owned by the School.

An employee's final paycheck will be issued in accordance with the School's customary payroll practices. The final check will include any accrued yet unused sick time up to 180 hours. Employees will not be paid for any unused personal days or vacation time.

Departing employees will be asked to confirm their forwarding address to ensure that benefits and tax information are received in a timely manner.

Nothing in this policy is intended to create an express or implied contract of employment with any employee.

Tardiness

For timekeeping purposes, the "Seven-Minute Rule" will be in effect. If an hourly employee clocks in up to seven minutes after their assigned start time, they will be paid from their scheduled time. If an employee punches in eight minutes after their scheduled time, pay will begin at the 15-minute mark.

All hourly staff is considered tardy if they are more than seven minutes late in arrival to work from their regularly scheduled start time. Tardiness may be subjected to disciplinary action.

Genetic Information

In the course of your employment, there may be situations in which you are required to provide medical information to the Academy (leave of absence, workers' compensation, etc.). The Genetic Information Nondiscrimination Act of 2008 (GINA) generally restricts employers from requesting or requiring genetic information, except in limited circumstances (e.g. requesting leave because of a family member's serious health condition). Accordingly, employees should not provide the Academy with genetic information except in those situations.

"Genetic information" includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Travel Reimbursement Policy

The Academy must reimburse employees for approved, reasonable, proper and necessary travel expenses incurred in conjunction with attending approved professional development opportunities that will benefit the students of the Academy. All travel on Academy business should incur the lowest practical and reasonable expenses and complete the travel process in a timely and efficient manner. Academy employees must avoid impropriety or the appearance of impropriety in all travel expenses.

Automobile Travel

- a. Mileage reimbursement: The Academy will reimburse actual and necessary expenses. This includes mileage in a privately owned vehicle and related tolls and parking. Mileage costs will be reimbursed at the current Board approved reimbursement rate. Mileage must be measured from the Academy to the destination site and shall include travel to and from an accommodation such as an approved hotel or other acceptable lodging alternative. A lodging alternative may include travel to stay with a relative of the staff member and travel from a home to a conference site within 25 miles each way.
- b. Parking and tolls: The Academy will reimburse for parking and tolls associated with a local or long distance trip. Parking and tolls must have a receipt in order to be eligible for reimbursement.

Air Travel

The Academy will pay for airfares as approved by the Board prior to travel. Travelers must use the lowest available airfare. First class, international, and spouse travel is not reimbursable. If cancellation fees or penalties are incurred as a result of a change of plans, the fees will be reimbursed if there is a valid business reason for the change of plans. Acceptable business reasons include the organization cancelling or altering the trip or delays in flight connections. An explanation of acceptable business reasons should be attached to the reimbursement request. If the fee or penalty is incurred without adequate explanation, the employee is responsible for the cost of the fee or penalty.

Lodging Costs

- a. Lodging Fees: Accommodations that meet business and personal needs and offer good value should be selected whenever possible. Travelers should use standard single room accommodations at medium range hotels. The additional cost of room upgrades (e.g.: suite, executive floor, room with a view etc.) is not reimbursable. Receipts for all lodging must be itemized by expense category (meals, telephone, etc.). The Academy will reimburse for actual lodging costs. No reimbursement will be made for personal entertainment or recreation. The Academy will reimburse for conference lodging as long as the conference site is at least 50 miles from the employee's home. The maximum daily lodging reimbursement is \$80 plus tax per calendar day.
- b. Hotel Phone Surcharges: Personal phone calls to the employee's home are not reimbursable.

Meals

A maximum of \$30 per day will be reimbursed for meals. No reimbursement will be made for alcoholic beverages.

Expense Reporting

All expenses incurred for mileage, conference fees, meals, lodging, parking, tolls, and airfare must be substantiated by original receipts. All receipts should be submitted to the Principal on the Academy's Reimbursement Request Form within five (5) working days after the end of the event for which the reimbursement is requested.

Use of Cell Phones

All cell phones belonging to the Academy must be used only for the express purpose of school matters. Employees may not operate personal business from school-issued cell phones.

Any overage, long distance, roaming, or any other charge realized by the employee for personal calls shall be the responsibility of the employee.

In addition, employees may not use their cell phones to make personal calls, send or receive personal text messages, or access the internet for personal use during working hours.

Employees are prohibited from texting, talking, or accessing the internet on a cell phone while operating a vehicle in the course of their work duties. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, and reading or responding to e-mails and text messages.

Employees are required to:

- Turn cell phones off or put on silent or vibrate before starting the car or van.
- Pull over to a safe place if a call must be made or received while on the road.
- Modify voice mail greeting to indicate that you are unavailable to answer calls or return messages while driving.
- Inform clients, associates and business partners of this policy as an explanation of why calls, texts, or e-mails may not be returned immediately.

Violations of this policy will lead to discipline up to and including immediate discharge.

Van Cell Phones

All Academy vans will be issued a cell phone for the safety of all passengers and the driver. The driver is responsible for keeping the cell phone charged and turned on at all times while driving the van.

Cell Phones in the Educational Setting

Cell phones present a disruption to the educational environment. Staff may receive urgent phone calls or messages through the school office phone and must keep cell phones turned off

while on duty. Cell phone use including, but not limited to, answering or making phone calls, engaging in phone conversations, and reading or responding to e-mails and text messages is prohibited and will result in disciplinary action.

Electronic Media Policy

To ensure that the Academy's equipment is used only for lawful and appropriate purposes and to further its business interests, the Academy has adopted the following policy which applies to all employees. Each employee having access to the equipment of the Academy is required to strictly abide by this policy.

Acceptable Uses of the Academy's Equipment

Software and business equipment, including diagnostic and therapeutic equipment, telephones, facsimile machines, computers, the Academy's electronic mail system, the Academy's Internet access, and copy machines (collectively, the "Equipment") are intended to be used for business purposes only. The Equipment is the exclusive property of the Academy, and its sole purpose is to facilitate the business of The Academy. Each employee has the responsibility to maintain and enhance the public image of the Academy and to use the Equipment in a productive and appropriate manner. All computers, monitors, and speakers are to be powered off when not in use, unless employees are instructed to leave equipment on for data collection or back ups.

Unacceptable Uses of the Academy's Equipment

The Academy's Equipment may not be used for transmitting, receiving, or storing of any communications of a defamatory, discriminatory, or harassing nature, or materials that are sexually explicit, pornographic, or obscene. Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual's race, sex, age, disability, sexual orientation, gender information, genetic information, religion, national origin, veteran status, or physical attributes shall be transmitted through the Academy's Equipment. The Academy will not tolerate actions that may create a hostile environment.

The Academy equipment may not be used for any purpose which is illegal, unauthorized, against the Academy's policies or contrary to the Academy's best interest. Sensitive or confidential information respecting the Academy or its students should not be transmitted via the Internet or over facsimile machines without the consent of the Academy. Solicitation of non-Academy business, or any use of the Academy's Equipment for personal gain, is prohibited. Information may not be downloaded from the Internet or otherwise uploaded without prior approval by your supervisor. Computer games and personal software may not be loaded on to the Academy computers.

Communications

Employees are responsible for the content of all information that they transmit over the Academy's Equipment. All electronic communications must correctly identify the employee responsible for the communication. Any information sent by an employee to an individual outside of the Academy via the Academy's Equipment reflects on the Academy. All communications sent by employees via the Academy's Equipment must comply with this and other Academy policies.

Electronic Mail (Including Email, Messaging, and Texting) and Correspondence Retention

Employees should use the Academy network email or Internet email for school purposes only.

The following retention policy for email and correspondence is endorsed by the Local Government Records Program of the Ohio Historical Society. In general, the policy is based on the premise that email does not constitute a category of records in and of itself. Rather email is a delivery medium, like paper or microfilm, and individual email should be retained according to the information which is contained in the message. There are four categories of email and correspondence retention.

1. Non-Record Materials (delete immediately)

Email messages and correspondence that do not meet the criteria of being a "public record" under R.C. 149.43, because they do not document the organization, functions, policies, decisions, procedures, operations or other activities of the office, may be deleted immediately. These emails include:

Personal correspondence, publications, promotional materials and similar materials (unless specifically incorporated into other materials that are "records").

2. Official Records

A. Transient Retention (Retain until no longer of administrative value)

- a. Transitory messages of very limited administrative value (e.g., a message of an upcoming meeting only has administrative value until the meeting occurs; telephone messages; drafts; and other documents which serve to convey information of temporary importance in lieu of oral communications).

B. Intermediate Retention

General Correspondence (Two Years)

- a. Correspondence from various individuals and organizations (requesting information or correspondence that is informative but does not attempt to influence policy).

Routine Correspondence (One Year)

- a. Referral letters, requests for routine information and requests for publications which are answered by standard form letters.

C. Long Term Retention

Executive Correspondence

- a. Correspondence dealing with significant aspects of administration of their offices (e.g., information concerning agency policies, program, fiscal, and personnel matters).

Storing Email Records

For purposes of record retention, it is acceptable to store emails: (1) in the current email system; (2) in an electronic format (e.g., in a file on a local hard drive); or (3) by saving paper print outs in a filing system.

In order to ensure that someone in the Academy takes responsibility for maintaining the email record during the retention period, the Academy shall choose one of the following procedures:

1. The individual who sends an email maintains the “record” copy. If an email is received from someone outside the organization, the recipient should retain it.
2. A mailbox is created (i.e., admin@theautismacademy.org) for individuals sending out email to copy (cc) when email is sent and retention will then be administered by the IT Department of the Academy.

Software and Copyright Issues

To prevent computer viruses from being transmitted through the Academy’s Equipment, there will be no downloading or copying of any software onto the Academy’s Equipment without prior approval of the Academy. No files of any kind will be downloaded from the Internet without prior approval of the Academy. License agreements relating to any software, whether individually owned or owned by the Academy, will be strictly complied with. Any employee desiring to reproduce or store information of any sort downloaded from the Internet should contact the Academy management to determine whether the intended use is permissible. Copyright laws are very complex and can apply even to information that appears to be freely available for any use. No copyrighted material will be copied illegally on the Academy’s Equipment or transmitted through the Academy’s Equipment.

Security

No employee may use a pass word or voice-mail access code that has not been issued to that employee by the Academy. The Academy has the technical means, and the legal right, to

monitor all office electronic mail and Internet communications sent to or from the Academy's Equipment. The Academy will exercise this right as deemed necessary by the Academy. There are several legitimate business reasons for the Academy monitoring the use of its Equipment including: (1) ensuring that the sole use of the Equipment is to further its business purposes; (2) preventing inappropriate and unprofessional comments, or even illegal activity, via its Equipment; (3) preventing and controlling the spread of viruses in its Equipment; (4) the need for supervision, control, and the efficient operation of the workplace; and (5) controlling costs.

In some respects, communication via the Internet is not completely private. For instance, certain information with regard to sender's name, receiver's name, and subject matter is tracked and recorded automatically at various stages of the transmission process. In addition to these automatic tracking features of Internet communications, the Academy has the added capability, as well as the right, to monitor and record all information with regard to Internet communications into and out of the Academy, as well as all internal e-mail communications. Despite certain equipment features that may give the appearance of creating privacy, such as passwords and the ability to delete and purge messages, employees have no expectation of privacy with regard to any communications or data transfer utilizing the Academy's Equipment.

Blogging and Social Networks

Employees who personally participate in social networking websites are prohibited from posting data, links, documents, photographs or inappropriate information on any website that are inappropriate, unprofessional and/or may result in a disruption of classroom activity. The Principal has full discretion in determining when a disruption of classroom activity has occurred.

Employees should not post, do, say or write anything on a social network that they would not want to see on the front page of the local newspaper or would not say or do in front of students, parents, or the Board.

Employees should monitor the content of their "pages" and remove anything inappropriate or questionable immediately. Employees should not join and should end affiliations with sites that are unprofessional or inappropriate.

Employees should never post any information that would identify a student, and employees should refrain from posting critical comments about students and school officials. The content and impact of some speech may subject employees to discipline including termination.

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

Fraternization between employees and students via the Internet, personal e-mail accounts, social networking websites and other modes of virtual technology is also prohibited.

Access of social networking websites during school hours is prohibited.

Employees should educate themselves about and take all appropriate precautions available on the social networking sites they are using. For example, “pages” should be marked private, and all requests to become “friends” should be approved by the employee. An employee should never grant access to his or her “page” without knowing who the person making the request is.

Teacher Blogging

When used properly, blogging can be a great way for teachers to learn new ideas for the classroom. However, teachers must use discretion and good judgment when posting comments on a blog.

Teachers who blog in their capacity as employees of the Academy, may be asked by the Principal to put a disclaimer on their blog stating that the opinions expressed are their own and do not necessarily reflect the beliefs or ideologies of the Academy.

Conduct Unbecoming to the Teaching Profession

Under certain circumstances the Principal must report acts unbecoming to the teacher profession to the Ohio Department of Education. The definition of “conduct unbecoming to the teaching profession” includes but not be limited to the following: “using technology to intentionally host or post improper or inappropriate material that could reasonably be accessed by the school community” and “using technology to promote inappropriate communications with students.”

Accordingly, a licensed employee’s use of technology may result in their conduct being reported to the Ohio Department of Education, which may result in ODE taking action on the employee’s license.

Telephone System

Personal phone calls should be made during work breaks or lunch. Personal incoming calls, including cell phone calls, are not to be accepted during working time.

Consequences for Violation of This Policy

Any employee who abuses the privilege of using the Academy’s Equipment will be subject to appropriate disciplinary action, up to and including termination of employment. The Academy also reserves its right to advise appropriate authorities of any illegal use of the Academy’s Equipment by an employee.

By using the Academy’s Equipment, employees consent to the monitoring of their activities on the Academy’s Equipment and forfeit any expectation of privacy.

Public Records

Public records are recorded accounts of information that are kept by the Academy for the conduct of Academy business and instruction. Any person may inspect the public records of the Academy during regular business hours of the office in which such records are kept, provided adequate advance notice is given to the custodian of the records. An employee or representative will be present during the inspection of the records. A person may purchase copies of the Academy's public records upon payment of a fee, which is equal to the exact cost of making the copies. The Academy's public records may not be removed from the Academy except by an employee who is authorized to do so.

Student Records

Student records will be collected and maintained in the Academy office. These records shall be available only to students, their parents, legal guardians or Academy officials who have a legitimate educational or instructional purpose for the records. Both parents shall have equal access to their child's records unless a court has ordered otherwise. Upon receiving notification that a student has transferred and when the new school requests student records, the Academy will forward the records to the new school. Copies may be made of a student's record if requested by a parent or court appointed guardian. The Principal shall maintain a log of persons who have accessed Academy records and the specific record(s) which were inspected or copied. An employee shall be present during the inspection of the records.

Confidentiality of Records

If the Academy receives information as confidential from a public agency the Academy will maintain the confidentiality of such information unless directed to do otherwise by a court of law, to the fullest extent permitted by law.

Personnel Files

To ensure that personnel files are up-to-date at all times, it is the responsibility of each employee to promptly notify management of any changes in name, telephone number, home address, marital status, change in legal name, addition or deletion of dependents, change in beneficiaries, change in Federal or State tax deductions, scholastic achievements, emergency contacts, or other relevant personal information. Personnel files are property of the Academy, and access to information they contain is restricted, subject to the applicable requirements of public records law.

Dress Code

Employees are required to look well groomed and professional at all times. Clothing must be modest, not disruptive to the learning environment.

Clothing must not portray words, images or symbols that are offensive, sexually explicit, obscene, profane, or promote the use of alcohol, drugs, or tobacco. Clothing must not be provocative, no midriffs or bikinis may be worn. Shorts may be worn in warm weather but must measure no more than three (3) inches above the knee.

Footwear must be worn at all times (outside the pool), and must allow the employee to follow the physical ability and engagement policy. No open-toed footwear is permitted.

The use of perfumes/colognes or other scented personal products shall not be so strong as to cause students or other staff discomfort or distraction. Nail grooming and jewelry should be conservative to ensure safety of students and other employees.

Infractions of the Dress Code are subject to disciplinary action.

Administrative Staff:

The Academy requires administrative staff to wear business casual clothing to ensure that their dress and grooming project a professional image to the public, staff, and families.

Casual business attire includes, but is not limited to: slacks; khakis; sweaters; turtlenecks; sports shirts; loafers; skirts; dresses; blazers; and sandals with hosiery.

Unacceptable clothing includes, but is not limited to: sweatpants; sweatshirts; workout attire; shorts; blue jeans; tennis shoes; sheer clothing; or clothing that is otherwise revealing or provocative.

Personal Effects

The Autism Academy of Learning follows the Lucas County Educational Service Center's policy regarding personal effects, which states that all employees of the school are responsible for their own personal effects. All employees shall hold the school harmless for damages to or loss of personal effects during the time they are employees of the school. All employees are required to sign a waiver upon employment.

Physical Ability

All instructional staff must have the physical ability to fully engage all children in programming and to maintain their safety. This may include, but is not limited to:

- Picking students up off the floor;
- Lifting students;
- Physically supporting students;
- Running with or after students;
- Pulling/pushing students in recreational equipment;
- Demonstrating and participating in recreational sports and games;
- Preventing students from causing harm to themselves or others;
- Sitting in small chairs;
- Kneeling or sitting on the floor for periods of time; and
- Participating in adaptive swimming program

Solicitation & Distribution

Any request from civic institutions, charitable organizations, or special interest groups which involve such activities as patriotic functions, contests, exhibits, sales of products to and by students, sending promotional materials home with students, graduation prizes, fund raising, and free teaching materials must be carefully reviewed to ensure that such activities promote student interests without advancing the special interests of any particular group.

It is the policy of the Academy that students, staff members, and Academy facilities not be used for advertising or promoting the interests of any nonschool agency or organization, public or private, without the approval of the Principal and any such approval shall not be construed as an endorsement by the Academy.

Any staff member or outside organization desiring to solicit funds or advertise on Academy property must receive permission to do so from the Principal... Permission to solicit funds or advertise will be granted only to those organization or individuals who meet the permission criteria established by the Principal. Solicitation or advertising must take place at such times and places and in such a manner as specified in the administrative guidelines provided by the Principal. No student may participate in the solicitation of funds without the Principal's approval.

1. The Board disclaims all responsibility for the protection of, or accounting for, such funds.
2. Solicited funds are not to be deposited in any regular or special accounts of the Academy unless approved by the Principal.
3. A copy of this policy shall be given to any individual granted permission to solicit funds or advertise on Academy property.

Fund Raising Activities and Projects

All fund raising projects and activities conducted on behalf of the Academy must be approved in advance of the proposed activity by the Board. School fund raising activities shall exclude the promotion or consumption of alcohol or tobacco. While employee participation in school fund raisers is appreciated, no employee shall be required to sell fund raising items or volunteer for fund raising activities. There is a potential personal liability associated with maintaining proper and accurate records, safeguarding and depositing funds and assuming responsibility for conducting and overseeing a fund raising project. Staff members are advised to carefully follow all rules, regulations and policies governing fund raising activities.

Harassment

For purposes of this policy, harassment is defined as unwelcomed or unwanted conduct of an offensive nature (whether verbal, visual, or physical) when (1) submission to or rejection of this conduct by the individual is used or threatened to be used as a factor in decisions affecting services, hiring, evaluation, promotion, or other aspects of employment; or (2) this conduct has the purpose or effect of unreasonably interfering with an individual's employment performance or creating an intimidating, abusive, hostile, or offensive environment.

Examples of harassment include, but are not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated jokes which include offensive references to age, disability, national origin, race, religion, or gender; unwelcome flirtations, advances, or propositions; verbal abuse of a sexual nature; graphic, verbal commentary about an individual's body, sexual prowess, or sexual deficiencies; leering; whistling; touching; pinching; assault; coerced sexual acts; suggestive, insulting, threatening, or obscene comments or gestures; dissemination or display in the workplace of objects, written materials, or pictures which include offensive references to age, disability, national origin, race, religion, sexual orientation, genetic information, veteran or military status, or gender; asking questions about sexual conduct; racial or ethnic slurs or epithets.

Harassment is unacceptable in the workplace itself and in other work-related settings, such as field trips, meetings, or Academy-related events.

Individuals Covered Under the Policy:

This policy protects all employees and users of the Academy. The Academy will not tolerate, condone, or allow harassment, whether engaged in by employees or other non-employees who conduct business with the Academy. The Academy will also not tolerate any action taken against an employee in retaliation for reporting harassment. The Academy encourages reporting of all incidents of harassment, regardless of who the offender may be.

Reporting a Complaint

The Academy encourages all individuals who believe they are being harassed to firmly and promptly notify the offender that his or her behavior is unwelcome. The Academy does, however, recognize that, in some instances, power and status disparities between the alleged harasser and the individual may make such a confrontation impossible. In the event that such informal, direct communication between individuals is either ineffective or impossible, the following steps should be followed in reporting a harassment complaint. A complaint may be filed by one experiencing or witnessing harassment.

Notification of Complaint

An individual who believes that he or she have been subjected to harassment should report the incident to the Principal.

The Academy encourages prompt reporting of complaints so that rapid response and appropriate action may be taken. However, due to the sensitivity of these problems and because of the emotional toll such misconduct may have on the individual; no limited time frame will be instituted for reporting harassment complaints. Delays in reporting of complaints will not in and of itself preclude the Academy from taking remedial action.

Protection Against Retaliation

The Academy will not in any way retaliate or permit retaliation against any individual who makes a good faith report of harassment or who assists or cooperates in a harassment investigation. Retaliation is a serious violation of this harassment policy and should be reported immediately. Any person found to have violated this policy by retaliating against another individual for making a report of harassment or for assisting or cooperating in the investigation thereof will be subject to the same disciplinary action provided for harassment offenders.

Investigating the Complaint

Any allegation of harassment brought to the attention of the Academy will be thoroughly and promptly investigated. Confidentiality will be maintained where possible throughout the investigatory process to the extent practical and appropriate under the circumstances. The identity of the complainant will be made known to those involved in the incidents under review, however, so that the matter can be addressed most directly and effectively.

Resolving the Complaint

Upon completing the investigation of a harassment complaint, the Academy will communicate its findings and intended actions to the complainant and the alleged harasser.

If the investigation finds that harassment occurred, the harasser will be subject to appropriate disciplinary sanctions, as listed below. The complainant will be informed if disciplinary action is taken.

If the investigation determines that no harassment has occurred, this finding will be communicated to the complainant in an appropriately sensitive manner.

Disciplinary Sanctions

Individuals found to have engaged in misconduct constituting harassment will be disciplined, up to and including termination. Appropriate actions will be determined by management. In addressing incidents of harassment, the Academy's response, at a minimum, will include reprimanding the offender and documenting the occurrence in the personnel file. Additional actions may include: referral to counseling, withholding of a promotion, demotion, reassignment, temporary suspension without pay, or termination of employment.

Although the Academy's ability to discipline a non-employee harasser is limited by the degree of control, if any, that the Academy has over the alleged harasser, any individual who has been subjected to harassment by such an individual should still file a complaint and be assured that the Academy will take those actions it deems appropriate in an attempt to bring such harassment to an end.

Corporal Punishment Prohibition

All teachers, administrators, non-licensed School employees and School bus drivers are prohibited from inflicting or causing to be inflicted corporal punishment as a means of discipline upon any student attending the School. However, they may, within the scope of their employment, use and apply such amount of force and restraint as is reasonable and necessary

to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil, for the purpose of self-defense or for the protection of persons or property.

Verbal and Physical Abuse, Neglect and Molestation

All staff and volunteers of the Academy must abide by the definitions of verbal and physical abuse/neglect as outlined below. Commission of any act(s) in violation of such definitions shall be grounds for dismissal of employment from the Academy. All reports of verbal and physical abuse/neglect will be fully investigated by the administration of the Academy.

All employees and volunteers of the Academy must sign and date an acknowledgement that they read this form and understand all the definitions of abuse and promise to abide by such definitions.

Definition of Verbal Abuse:

1. Using profanity toward any student, staff, or volunteer of the Academy.
2. Making derogatory or negative comments toward any student, staff, or volunteer of the Academy.
3. Using any angry or sarcastic tone with any student, staff, or volunteer of the Academy.
4. Speaking in a sarcastic or angry tone when talking about a student, staff, or volunteer of the Academy.
5. Failure to acknowledge or respond to a student's efforts at communication or engagement.
6. Any negative or derogatory comments regarding a student's behavior, level of affection, or appearance.
7. Any demonstration of blame toward a student or about a student for any reason, including in times of severe behavior.
8. Any negative or derogatory comments about a student's family to anyone.
9. Discussing a student or student's family with any person outside of information necessary for programmatic purposes.
10. Discussion of one's personal life and problems in the presence of students.
11. Mocking a student or student's family in any way to anyone.
12. Complaining or talking about the student in the presence of the student.
13. Making rude, off-color, personal remarks, or name calling of a student
14. Making comparisons of children to other persons or objects.

Definition of Physical Abuse and Neglect:

1. Hitting or striking a student with your hand or object.
2. Shoving or pushing a student (outside of swinging or other therapeutic or play situations).
3. Pulling hair of a student.
4. Pulling or yanking a student or a student's clothing unless done in situation to prevent an immediate threat to personal safety of the student.

5. Restraining or holding down a student outside of a situation requiring such restraint for the personal safety of the student.
6. Any physical contact with the student that is known to be physically uncomfortable to him or her, such as tickling.
7. Any inappropriate touching of the student.
8. Tying a student to a chair or an object.
9. Failure to remove soiled or wet clothing or underwear from a child as soon as possible.
10. Failure to supervise a student in situations where safety is at stake, such as in or around traffic.
11. Striking a student with a hand or an object.
12. Pushing or shoving a student.
13. Spanking a student.
14. Flicking a student with a finger.
15. Verbally prompting another student or staff member to enact any form of physical abuse on another child.

Definition of Molestation:

1. No staff member shall touch or cause anyone else to touch another child in a manner that would be considered “Molestation.” This includes touching, rubbing, caressing, any areas of a child’s bottom or genital areas or breast areas.
2. No staff shall cause a child to touch, rub, caress or perform any physical actions that would involve a child touching any part of the staff member’s body.
3. All staff shall watch for children engaging in any action with another child that would include physical contact in an inappropriate manner such as those listed above.
4. Staff members should not put themselves in a situation where they are alone with a child in a private area such as, but not limited to, a bathroom.
5. If any observations or allegations of misconduct or molestation are known, the staff member is required to report it to the office immediately. (Incorporates “Guidelines for Abuse and Molestation” policy)

Procedures for Alleged Verbal Abuse and Physical Abuse and Neglect Claims:

Claims of verbal abuse or physical abuse or neglect are subject to a separate process of documentation/discipline. This process includes, but is not limited to, the following:

1. Documentation of the incident.
2. An investigation will be completed within twenty-four (24) hours of notification.
3. The Principal and/or Director of Education will notify the executive committee members of the Board of Directors within forty-eight (48) hours of the incident.
4. At Administration’s discretion, the accused party may be off with pay or be assigned duties not involving direct contact with students during the investigation, provided they fully cooperate with the investigative process.
5. All documentation of results from the investigation will be placed in permanent files of the alleged employee.

6. The Academy administrative team will make a determination of the proper action to be taken on the incident and present their findings and inform the Board of the resulting action.
7. The Academy administrative team will determine disciplinary actions taken, which could include, but not limited to:
 - a. Written violation with counseling
 - b. Suspension without pay
 - c. Immediate termination
8. The individual may appeal the Administration's decision directly to the Board of Directors at the next regularly scheduled board meeting.

Conflict of Interest

During School hours, employees are prohibited from engaging in personal activities and associations that may be in conflict with the interests of the Academy. Examples of such activities include, but are not limited to, private enterprises with competitors or vendors, campaigning for a candidate for political or elected office, and soliciting fees for private tutoring of students. Staff members who have any question regarding a potential conflict of interest should confer with the Principal.

Outside Employment with Students

Employees of the Academy may work with students outside of their employment at the Academy. Once employment is no longer on the clock for the Academy, all interactions with the students are not to be considered part of the school. Any private arrangements are totally independent of the school, and the school will not be held financially or legally accountable for any private employment matter. Employees working for students outside of the school shall inform those for whom they work that the Academy is not involved in any way for their private agreement and arrangements.

Visitors, Volunteers and Guests

Visitors, Volunteers and guests of the Academy who may have unsupervised contact may be subject to completing a background check.

Communication with Families

School communications with families of students of The Autism Academy of Learning shall be positive in nature. When informing parents of difficulties their children may be experiencing at school, staff shall take extra care in wording such information in a way as to not convey blame or a negative attitude toward the students or parents.

A daily communication log shall be kept for every student of the school. Such logs shall provide parents basic information about their children's day at school. Communication logs will provide

parents the opportunity to share information about the children as well as asking specific questions.

Classroom teachers shall be responsible for providing daily written communication in the log books. In the absence of the classroom teacher, all communication to parents is to go through the Director of Education or the Principal. The Director of Education will automatically check with the classroom staff at the end of any day that there is a teacher absence. The Director of Education or Principal will review all communication written by paraprofessionals prior to it being sent home, and will initial any communication written by paraprofessionals on the bottom, right-hand corner.

Supervision of Students

All students of The Autism Academy of Learning shall be directly supervised by staff of the school at all times.

Locations Requiring Student Supervision:

Staff supervision will be provided during regular classroom periods, while students are going to and from the restroom, cafeteria, gymnasium, therapy rooms, sensory room, water fountain, playground, parking lot, or any other areas of the school building, as well when students are moving to and from school transportation vehicles. Students will be directly supervised at all times while off the premises of the school during school functions, such as vocational sites and field trips.

Supervision of Students in School and Public Restrooms:

Students who do not require assistance in the restroom may go into the school's restrooms alone but staff must escort them directly to and from the restroom door. The assigned staff member must wait for the student to exit the restroom and not leave the area until the student has finished their restroom visit. However, while not on school grounds, no students may be in public restrooms without staff supervision due to risks posed by the general public.

Delegation of Student Supervision:

The classroom teacher shall be responsible for assigning staff members to supervise specific students. The duties specifically must include the classroom, restrooms, playground, vocational sites both inhouse and offsite, field trips, the gymnasium, therapy rooms, sensory rooms, computer lab, and any other area in the school. The classroom teacher shall also ensure that every student be accompanied into and out of the school building when the student goes outside to enter or exit school transportation, to or from the playground or to and from performing any other duties, such as taking out trash. The classroom teacher shall make delegating decisions for each student based on the student's individual needs and safety issues.

The Board of Directors of The Autism Academy of Learning expects all students to be under assigned adult staff supervision at all times when they are in school, on school grounds, traveling under school auspices, or involved in any activities sponsored by the school. No teacher or other staff member shall leave his or her assigned student(s) except when other arrangements have been made to take care of an emergency. It will be the responsibility of the classroom teacher to notify the Principal if she/he does not feel there is sufficient staff coverage to provide the sufficient supervision of each student. The Principal shall notify the Board President if he/she feels that the school's staffing level is not sufficient to meet the supervisory and safety needs of the students.

Dereliction of Duties

Purpose of Policy:

This policy is meant to protect the safety and well-being of the students and staff of The Autism Academy of Learning. The policy is meant to protect students with autism, who usually require a high level of supervision and assistance in order to ensure their safety and engage them in a manner that helps them reach their full educational potential.

Definition:

Dereliction is defined as willful neglect of responsibilities; misconduct; refusal to do that which is your duty to do; and the failure to act with the prudence that a reasonable person would exercise under the same circumstances.

Examples of Dereliction of Duties:

Dereliction of duties include but are not limited to the following:

- (a) Failure to properly supervise students for which one is responsible;
- (b) Allowing a student for which one is responsible to become missing or lost;
- (c) Failure to document physical or emotional abuse of a student;
- (d) Engaging in personal conversation (any conversing that is not relevant to the immediate needs of the students) with other employees or persons while responsible for students;
- (e) Failure of the employee to notify their supervisor of any inability to carry out their duties as directed;
- (f) Sleeping while on the job;
- (g) Talking on any phone, text messaging or e-mailing while responsible for students;

(h) Failure to report suspected child abuse or neglect

Consequences for Dereliction of Duties:

Many policies of the Autism Academy of Learning include issues related to dereliction of duties, including the Staff Code of Ethics, Physical and Verbal Abuse Policy, Cell Phone Policy, etc. This policy shall not be considered all-inclusive or the only policy enforced as related to dereliction of duties. Employees who violate any policy of the AAL may be disciplined for associated infractions.

The Principal shall have the authority to terminate the employee immediately depending upon the nature of the employee's dereliction of duties.

Grievance /Dispute Procedures

Prompt consideration will be given to employees' questions or complaints. All employees have access to administrative staff for discussion of matters. Staff members who have a grievance should follow the steps listed below:

For Non-administrative staff:

- Meet with immediate supervisor
- Meet with Principal

If resolution cannot be achieved, a written account of the problem should be presented at the next regularly scheduled Board meeting.

For Administrative staff:

- Meet with Principal
- Meet with Board members

Fire/Tornado Drills and Emergencies

Fire and tornado drills will be conducted monthly. All staff is expected to follow the evacuation procedure posted in each classroom.

If a staff member is alerted to a fire of any size, he/she is to go to the nearest pull station and activate the building evacuation alarm to alert all staff to evacuate the building. At that time, all students and staff are to exit the building, following the evacuation plan to the assigned area of the parking lot.

Classroom teachers must take a head count of students and staff immediately upon arrival to the designated area, and continue rechecking every ten minutes.

No one is permitted to re-enter the building until a member of the administrative team receives the all clear. If the fire is not controlled, further instructions will be given by the fire department as to the plan of action.

In the event of a tornado warning, all students and staff are to go immediately to the nearest assigned safe place and remain there until the appropriate authority gives the all clear.

Drug- and Alcohol-Free Workplace

Employees of the Autism Academy of Learning are its most valuable resource, and, for that reason, their health and safety is of paramount concern. The Academy will not tolerate any alcohol or drug use that imperils the health and wellbeing of its employees or student, or threatens the operation of the school. The use of illegal drugs and abuse of other controlled substances, on or off duty, is inconsistent with the law-abiding behavior expected of all our employees. Employees who use illegal drugs or abuse other controlled substances, on or off duty, pose a risk to their own health and safety, as well as that of other employees and students. Such employees also tend to be less productive, less reliable, and prone to greater absenteeism resulting in the potential for increased cost, delay, and risk in the Academy's business. Autism Academy of Learning is, therefore, committed to maintaining a safe workplace, free from the influence of alcohol and drugs.

Use of Over-the-Counter Medicine and Authorized Use of Prescribed Medicine

Employees using over-the-counter medication or medication prescribed by a physician are expected to discuss potential side effects with a physician. An employee using any substance that may alter his or her physical or mental ability must report this treatment to the Principal or his/her designee, who will determine whether the Academy should temporarily change the employee's job assignment during the period of treatment.

Prohibitions

All employees of the Academy, employees of temporary employment agencies assigned to perform work for or on behalf of the Academy, employees of contractors providing services at the Academy, and all applicants for employment at the Academy are subject to this policy and its testing procedures. The Academy's policy prohibits the following:

1. On school premises or during official school business, in school-supplied vehicles or during work hours:
 - a. Use, possession, manufacture, distribution, dispensation, storage, or sale of illegal drugs or alcohol.
 - b. Unauthorized use or possession or any manufacture, distribution, dispensing, storage, or sale of a controlled substance.

- c. Being under the influence of or testing positive for alcohol or a controlled substance or illegal drugs, including but not limited to marijuana obtained through a state sponsored medical marijuana program.
2. Use of drugs, alcohol, or other substances off school premises that adversely affects the individual's work performance, his own or others' safety at work, or which the Academy regards as adversely affecting its reputation in the community or with its clients.
3. Possession, use, manufacture, distribution, dispensing, or sale of illegal drugs or a controlled substance off school premises or during non-working hours.
4. Switching or adulterating, or attempting to switch or adulterate, any urine, blood, or other sample submitted for testing.
5. Refusing consent to testing or to submit a urine, hair, blood, or other sample for testing when requested by management.
6. Refusing to submit to a search when requested by management under this policy.
7. Failure to adhere to the requirements of any alcohol or drug treatment or counseling program in which the employee is enrolled.
8. Conviction under any criminal drug law.
9. Conviction under any law prohibiting driving under the influence of alcohol or drugs (for employees whose employment requires driving within the course of employment only).
10. Failure to notify the Academy of any arrest or conviction under any criminal drug law or laws prohibiting driving under the influence of alcohol or other drug (for employees whose employment requires driving within the course of employment) within five days of the arrest or conviction.
11. Refusing consent or refusing to submit to pre-employment testing.
12. Refusing to sign a statement acknowledging receipt of this handbook.

Pre-Employment/Post-Offer Testing

All applicants offered positions with the Academy may be tested for use of alcohol or drugs. The Academy will not employ any person who fails the post-offer alcohol and drug screen. Similarly, the Academy will not continue in its employ any individual placed on the job prior to completing the post-offer alcohol and drug screen who subsequently tests positive.

Reasonable Suspicion Testing

All employees may be subject to reasonable suspicion testing. Whenever the Academy has reason to believe that an employee may test positive or that an employee's work performance or on-the-job behavior may be affected in any way by alcohol or drugs, the Academy may require the employee to submit a urine, hair, blood, or other sample for testing. Because alcohol does not remain in the body for extended periods of time, testing will be done as soon as possible.

A decision to test will be based on specific evidence or physical, behavioral, or performance indicators of possible alcohol or drug use. Examples of factors giving rise to reasonable suspicion may include:

- a. Observable phenomena while at work, such as direct observation of drug or alcohol use or of the physical symptoms or manifestations of being under the influence of drugs or alcohol.
- b. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance and/or attendance.
- c. A report of drug use provided by a reliable and credible source that has been independently corroborated.
- d. Evidence that an individual has tampered with a drug test.
- e. Information that an employee has caused or contributed to an accident while at work, including evidence of safety rule violations or otherwise unsafe behavior or practices.
- f. Circumstances of an accident where there is a reasonable basis to suspect that drug or alcohol use could have contributed to an injury, illness, or property damage.

Any employee suspected to be in violation of this policy will be immediately placed on suspension pending testing or other appropriate action. An employee who admits violation of this policy need not be tested in order for corrective action to be taken.

Searches

Whenever the Academy has reason to believe that an employee's work performance or on-the-job behavior may be affected by alcohol or drugs, the Academy may search the employee, the employee's locker, desk, or other school property under the control of the employee, as well as the employee's personal effects or automobile on school property or any facility maintained by the Academy.

Consequences for Violation of This Policy

Violation of this policy may result in severe disciplinary action, including termination, at the Academy's sole discretion. No employee discharged for violation of this policy will be considered for re-hire.

In addition to any disciplinary action, the Academy may, in its sole discretion, refer the employee to a treatment and counseling program for alcohol or drug abuse. Employees referred to such a program by the Academy must immediately cease any alcohol or drug abuse, must subject themselves to periodic unannounced testing for a period of 24 months, and must comply with all other conditions of the treatment and counseling program. The Academy will promptly terminate any employee who violates this policy, including testing while undergoing treatment and counseling for alcohol or drug abuse, regardless of whether such treatment and counseling is voluntary or required by the Academy.

The results of, or an employee's refusal to submit to, any chemical/drug/alcohol test described herein may, in addition to any disciplinary action imposed, disqualify an employee from receiving compensation and benefits under Ohio's workers' compensation laws.

Employee Assistance

This policy is intended to promote a safe working and learning environment. Our goal is to eliminate the problem, not punish the employee who needs and wants help.

Early recognition and treatment of alcohol or substance abuse is important for successful rehabilitation, economic return to the company, and reduced personal family and social disruption. The Academy encourages the earliest possible diagnosis and treatment efforts. Whenever feasible, the Academy will assist employees in overcoming alcohol and drug abuse. However, the decision to seek diagnosis and accept treatment for alcohol or drug abuse is primarily the individual employee's responsibility.

Employees with personal alcohol or substance abuse problems should request assistance from the Principal. The Academy will provide assistance on a confidential basis and will refer the employee to the appropriate treatment and counseling services. Employees who voluntarily request assistance in dealing with an alcohol or substance abuse problem may do so without jeopardizing their continued employment with the Academy provided they strictly adhere to the terms of their treatment and counseling program which will provide, at a minimum, for the immediate cessation of any abuse of alcohol or drugs and for periodic unannounced testing for a 24-month period following enrollment in the program.

Requests for assistance must be made in advance of policy violations and will not prevent disciplinary action for violation of the Academy's policies.

Privacy and Confidentiality

Information regarding an individual's drug or alcohol testing results or rehabilitation will not be released to anyone outside the Academy without the express written authorization of the tested individual, except upon the request of federal or state officials as part of an accident investigation or as otherwise required by law. The Academy will not release an employee's rehabilitation or alcohol test records to a subsequent employer without the employee's written consent. Questions concerning the Academy's drug and alcohol policy should be directed to management.

Weapons Prohibition

To create a safe working environment for employees and students, the Academy will not tolerate any weapon possession or use.

Scope:

Persons subject to the terms of this policy are as follows:

- a. All employees of the Academy.
- b. All substitute teachers working in the Academy.
- c. All employees of contractors providing services on behalf of the Academy.
- d. All applicants for employment with the Academy.
- e. All other persons, including visitors, vendors, subcontractors, students, etc.
- f. This policy applies to all persons, except law enforcement personnel on official business regardless of whether the person is licensed to carry a weapon.

Prohibited weapons include any form of weapon and any form of explosive restricted under local, state or federal regulation. This includes all firearms, illegal knives or other weapons restricted by the law. If you have a question about whether an item is covered by this policy, please contact the Principal. You will be held responsible for making sure beforehand that any potentially covered item you possess is not prohibited by this policy.

The Academy's policy prohibits:

- A. Use or possession of weapons on Academy grounds, on an Academy vehicle, or an Academy sponsored event.
- B. Use or possession of weapons while performing any task on the Academy's behalf.
- C. Refusing to submit to a search when requested by the Academy in accordance with this policy.
- D. Refusing to sign a statement agreeing to abide by the Academy's Weapons in the Workplace Policy.
- E. Failure or refusing to report a known violation of this policy.
- F. Failing or refusing to cooperate with any investigation relating to a possible violation of this policy.

Searches

The Academy reserves the right to conduct searches of any person, vehicle or object on Academy property at any time and for any reason. Pursuant to this provision, the Academy is authorized to search lockers, desks, purses, briefcases, baggage, toolboxes, lunch sacks, clothing, vehicles parked on Academy property, and any other personal effect or item in which a weapon may be hidden. Additionally, the Academy may search a vehicle owned by it and used by an employee, a vehicle owned by an employee that is being used to transport students on behalf of the Academy, and any other vehicle on Academy grounds or recently on Academy grounds, regardless of whether the vehicle is located on Academy grounds at the time of the search or request. The Principal may conduct searches. To the extent the search is requested by the Principal the employee may refuse the search; provided, however that such refusal is a

violation of this policy and may result in disciplinary action including termination of employment for refusal to cooperate. The Academy reserves the right to conduct searches on Academy grounds and to authorize searches by law enforcement on Academy grounds without the employee present.

Consequences for Violation of This Policy

- A. Violation of the Academy's Weapons Policy may result in severe disciplinary action, including discharge, at the Academy's sole discretion.
- B. Using or possessing a weapon on Academy grounds in violation of this policy will be considered an act of criminal trespass and will be grounds for immediate removal from Academy grounds and may result in criminal prosecution.

If you become aware of anyone violating this policy, take no action and immediately report it to the Principal.

Guidelines for Employment Requirements

Background Checks

All employees must have a completed BCI (Bureau of Criminal Investigation) check and FBI check prior to employment.

The cost of the background checks shall be paid for by the school. If the criminal record check is not satisfactory, state law prohibits the school from employing the applicant.

TB Testing

All employees must have tuberculosis testing completed. Results must be submitted to the school and will be maintained in the employee file. Newly hired employees must obtain proof of TB testing within the previous year or schedule an appointment for the test within the first week of employment at their expense.

If the TB testing is not satisfactory, state law prohibits the school from employing the applicant.

Hepatitis Inoculations

A series of hepatitis vaccine inoculations is available and all staff members are encouraged to receive it, although it is not required. The series consists of three shots spaced over six-months. The Academy will reimburse Academy employees up to \$50 for the Hepatitis B vaccine after fulfilling one year of employment at the Academy. Reimbursement is limited to those directly employed by the Academy.

Paraprofessional Licensure

The school will pay for an initial parapro praxis test and licensure as well as any required renewals thereafter throughout employment by the AAL.

Violence in the Workplace

Zero Tolerance

The Academy has a policy of zero tolerance for violence. Any employee, volunteer or board member who engages in any violence at the Academy or at any function of the Academy, shall be subject to immediate termination. It should be understood that this policy is not applicable to behaviors exhibited by students of the Academy.

Violence includes harming another person physically, pushing, shoving, harassing, coercing, intimidating, brandishing weapons, and threatening or talking or writing about engaging in such activities. This policy is intended to ensure that workers, students, families, and members of the community associated with the Academy never feel threatened by actions of others.

Code of Ethics

All staff of the Academy must demonstrate the following:

I. Commitment to Students

- a. Must make utmost effort to protect students from conditions harmful to personal safety or health.
- b. Must not intentionally expose students to embarrassment.
- c. Must treat each student fairly and show not favoritism among students.
- d. Must not demonstrate discrimination against any student for any reason, including race, color, creed, gender, religion, family, or cultural background.
- e. Must not use professional relationships with students or families of students for private advantage or monetary gain.
- f. Must maintain confidentiality of information about students obtained during employment at the school, unless disclosure is required by law or the personal safety of students is at risk.
- g. Must provide a supportive and safe physical environment for students.
- h. Must recognize and develop students' strengths, talents, unique potential, and educational needs to the highest level possible.
- i. Must enhance students' self-esteem and self-confidence.
- j. Must demonstrate justice and consideration in relation to students.
- k. Must consider the best interest of the students over personal interests or benefits.
- l. Must help students foster a respect for fellow classmates and staff.
- m. Must participate in professional development.
- n. Must uphold the dignity and integrity of the students.
- o. Must follow the Academy's rules concerning verbal and physical abuse.

II. To Parents/Guardians and Families of Students

- a. Must engage parents/guardians in decision making through developing partnerships.

- b. Must consider parents' perspectives in making decisions regarding the education of their children.
 - c. Must ensure parents understand rules, regulations, and procedures affecting their child's education.
 - d. Must maintain confidentiality of information unless disclosure is required by law, serves compelling professional purpose, or unless personal safety of students is in jeopardy.
 - e. Must share general knowledge with parents of child's development.
 - f. Must respect cultural diversity of families.
 - g. Must respect the values, opinions, and knowledge of families.
 - h. Must make utmost effort to regularly communicate with parents/guardians about their children's educational expectations.
 - i. Must not show any disrespect or animosity toward parents/guardians or family members in any personal interaction with such persons or in speaking/writing to or about such persons.
- III. To the Profession
- a. Must not misrepresent professional qualifications.
 - b. Must not disclose information about co-workers obtained while in employment at the Academy unless disclosure is required by law or serves a compelling professional purpose.
 - c. Must not make malicious or false statements about co-workers.
 - d. Must not accept any gift, gratuity, or favor that may impair or influence professional decisions or actions.
 - e. Must encourage openness and tolerance among colleagues.
 - f. Must use constructive methods of resolving conflicts.
 - g. Must participate in professional development.
 - h. Must show a willingness to assist and support new employees.
 - i. Must not show any disrespect or animosity toward any employee, volunteer, or trustee of the Academy in any personal interaction with such persons or in speaking/writing to or about such persons.
- IV. To the Community
- a. Must foster links between the Academy and the community.
 - b. Must recognize the community as a partner in educating students.
 - c. Must help students develop values of a democratic society – respect for others, equality, and integrity.
 - d. Must encourage community participation in the Academy.
 - e. Must respect laws and policies protecting and promoting the well-being of students, families, and the community.

General Ethical Behavior

The Academy requires exemplary moral and ethical standards of conduct by its employees. The Academy also requires that all employees maintain high standards in interpersonal relationships with other employees, parents, visitors and with students.

A public school teacher may not (1) authorize or use his/her position as a teacher to secure authorization of a contract of the Academy in which he/she or his/her family members or business associates have an interest; (2) profit from an Academy contract he/she authorizes unless it was awarded to the lowest and best bidder after a competitive bid; or (3) have an interest in the profits or benefits of an Academy contract other than his/her own employment contract.

Nepotism

It is the policy of the Academy that no employee or trustee of the school may be related to any other school employee or trustee. The intention of this policy is to avoid any appearance of impropriety.

For the purposes of enforcing this policy, a relative shall be defined as:

- A) Spouse, (by marriage, civil union or common-law); domestic partner, child; stepchild; parent; stepparent; sibling; stepsibling or half- sibling of the person; or
- B) The spouse of a child, parent or sibling of the person; or
- C) An aunt, uncle, niece, nephew, grandparent, grandchild or first cousin of the person; or
- D) A mother-in-law, father-in-law, sister-in-law or brother-in-law of the person.

These relationships apply whether the relative is related to the individual or the individual's spouse by blood, marriage or adoption.

1. It is prohibited for any person serving as a school trustee to employ in any capacity on behalf of the AAL and subcontracted services, any relative or person living in their household, to serve in a for-profit capacity.
2. It is prohibited for any person serving as a school trustee to be related to any other trustee or employee of the AAL.
3. It is prohibited for any employee or appointing authority of the AAL to hire or
 - a. cause to be hired to the AAL or for subcontracted services, any relative of
 - b. an employee, except with the prior approval of the full Board of Directors.
4. It is prohibited for employees or trustees to supervise any relative of the employee or trustee.

5. Any employee who violates this policy, whether by knowingly permitting or knowingly accepting employment in violation of these regulations, is subject to disciplinary action up to and including dismissal from employment.
6. If a relationship is established after employment which is in violation of this policy, the individuals concerned shall have the option of deciding who is to resign their position. Should the individuals not come to a resolution, the Principal shall have the authority to terminate employment of either or both parties. In a matter of two established employees marrying, becoming related or cohabiting, the Principal shall have the authority to allow both employees to continue in their employment. However, such employees may not be in a position where either affected employee is a supervisor or subordinate of each other, nor may the affected employees be assigned to work in the same classroom.

Boil Advisory Directives

In the event of a boil advisory, the school will limit water usage only to activities of mopping and flushing the toilet. Handwashing activities will be accomplished through the use of hand sanitizer stations located throughout the school. The principal shall purchase at least a five day supply of bottled water for student hydration and to replace activities occurring within the school which require a sanitary water supply. Testing will be utilized to assess the safety of the water supply and to determine when the advisory will be lifted.

Grant Writing

In an effort to encourage staff members of The Autism Academy of Learning to apply for grants, the Board encourages staff members to apply for grants and offers financial incentives for doing so. Only staff members directly employed by the school shall be eligible to receive any type of stipend for writing grants.

The following procedures and incentives shall apply as related to grant writing and grant stipends:

Procedures for Grant Proposals and Grant Writing

The grant author must send a written notice to the Principal that provides the following:

- An overview of the proposed grant idea
- The expected amount of the grant request
- The funding sources for the grant
- Names of all staff or other persons expected to be involved in the writing of the grant
- Deadlines dates
- A copy of the grant proposal guidelines
- Expected date of funding from the grant

What the grant monies will be used for, including the number of students the grant will affect and what benefits will be afforded to the students as a result of the grant.

The letter shall be forwarded by the Principal to the Board of Directors for approval.

The grant writer (s) should not write the proposals until the grant writing request has been approved by the Board of Directors. Failure to receive advance approval from the Board may result in forfeiture of any payment for grant writing activities.

Once the board has approved the request to submit a grant, the author (s) may begin writing the grant. All grant applications must be reviewed by the Principal and approved by the Board prior to submission to the funding source. In the event of an impromptu grant deadline, the Principal shall be authorized to submit the grant proposal.

If funding is received, a copy of the written acceptance by the funding source should be sent to the Principal, who will forward a copy to the Board of Directors.

Procedures for Grant Stipends

Grant writing stipends shall only be paid for grant writing work that results in the award of a grant for The Autism Academy of Learning. Payment for work on all grants will be made as follows:

Amount of Grant Awarded	Grant Writing Stipend
Up to \$2,000	\$ 200
\$ 2,001 - \$5,000	\$ 400
\$ 5,001 - \$10,000	\$ 600
\$ 10,001 - \$25,000	\$ 1,000
\$ 25,001 +	\$ 1,500

The payment of the stipend will take place after all money has been received by the school and all final requirements of the grant have been met.

The staff member receiving incentive money shall be responsible to see that all grant requirements are met for initial granting and implementation of said grant.

If more than one employee writes a grant that is awarded, the stipend(s) will be divided equally among the writers.

Stipends will not be paid on federal grants or Title Money grants that are a regular part of the school's funding.

Mandatory Reporting of Misconduct by Licensed Employees

The Academy recognizes its responsibility to effectively address employee misconduct.

Definitions

“Licensed professional staff member” refers to employees who hold an educator's license or certification with the Ohio Department of Education (“ODE”) (including the Treasurer and Business Manager), educational assistants (aides with a permit and paraprofessionals with a license from ODE), employee holding a one (1) year conditional teaching permit in the area of intervention specialist or seeking an alternative educator license, and those employees who do not hold a valid educator's license but who are employed by the Board under a Pupil Activity Program Permit. For purposes of this policy, licensed professional staff member will be referred to as “employee.”

“Conduct unbecoming the teaching profession” is defined to mean:

- A. crimes or misconduct involving minors;
- B. crimes or misconduct involving school children;
- C. crimes or misconduct involving academic fraud;
- D. crimes or misconduct involving the school community;
- E. making, or causing to be made, any false or misleading statement or concealing a material fact in obtaining the issuance or renewal of any educator licensing documents;
- F. the violation of the terms and conditions of a consent agreement with the State Board of Education;
- G. a plea of guilty to or a finding of guilt or conviction upon any offense enumerated under R.C. 3319.39.

Reporting Professional Misconduct

The Academy’s Principal is responsible for reporting teacher misconduct to ODE. If the Principal is the employee who must be reported, the Board chairperson must make the report. The Academy’s Principal must report misconduct by an employee of an operator who is working in the School.

Reports

Reports must be filed about Academy and/or operators employees working in the Academy under the following circumstances:

- A. When the Principal or Board chairperson knows that an employee has a **guilty plea or conviction**, or has been found to be eligible for intervention in lieu of conviction, or for a pre-trial diversion program concerning a disqualifying or other criminal offense applicable to teachers;
- B. When the Principal or Board chairperson has initiated **termination or nonrenewal** proceedings against, has terminated, or has not renewed the contract of the employee because the Principal or Board chairperson has reasonably determined that the employee has committed an act that is unbecoming to the teaching profession or a disqualifying criminal offense or other criminal offense applicable to teachers.
- C. When the employee has **resigned under threat** of termination or nonrenewal for an act that is unbecoming to the teaching profession or a disqualifying or other criminal offense applicable to teachers.
- D. When the employee has **resigned because of or in the course of an investigation** by the Board regarding whether the employee has committed an act that is unbecoming to the teaching profession or a disqualifying or other criminal offense applicable to teachers.

The report must be made to ODE and must include the name and social security number of the employee in question together with a factual statement. The making of a report does not itself create any legal presumption that the described misconduct or any related crime has in fact occurred.

A report must be kept in the employee's personnel file. The State Board of Education may proceed to conduct an investigation to determine whether further action is warranted. If, after an investigation, ODE determines that the results of that investigation do not warrant initiating action, the Board must move such reports from the employee's personnel file to a separate public file.

General Safety Rules

The Academy has written and posted fire, tornado, and emergency safety procedures. These procedures are reviewed with students and staff members. Students shall not be left unattended. If a teacher leaves the classroom another staff person must be left in charge.

In class projects, experiments and similar activities, which could have some measure of potential danger, must be first approved by the Principal. If approved, the Staff member must provide intensive close supervision of the project.

Reporting Accidents

All accidents on Academy property, on Academy transportation, and at Academy sponsored events must be reported to the Principal immediately. An accident report must be completed as soon as possible following the accident and turned into to the Principal.

Transportation of Students in Personal Vehicles

Academy employees are not permitted to transport students in personal vehicles on school time, under any circumstances.

Suspected Child Abuse / Neglect Reporting

Because of their sustained contact with school-age children, teachers and other employees are in a position to identify abused or neglected children. The Academy requires that every elementary, middle and high school teacher, counselor, psychiatrist, nurse or administrator complete at least four hours of in-service training in child abuse prevention, school safety, violence prevention, substance abuse and the promotion of positive youth development within two years of commencing employment in the Academy, and every five years thereafter. The Academy shall also incorporate training on its Anti-Harassment, Intimidation, and Bullying policy into the in-service training program requirement. Training on dating violence and prevention is required for all employees who work in a middle or a high school as a teacher, administrator, counselor, nurse, or school psychologist. The Academy may develop its own curriculum or adopt the curriculum developed by the Ohio Department of Education for the in-service training. The Academy shall maintain records of staff participation in in-service child abuse detection.

Every Academy official, Academy employee, or employee assigned to the Academy who knows or has reasonable cause to suspect based on facts that would cause a person in a similar position to suspect, that a student under eighteen years of age (or a mentally retarded, developmentally disabled, or physically impaired student under twenty-one (21) 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 student, shall immediately report that knowledge or suspicion, by telephone or in person to the public Children's Services Agency or local law enforcement agency. S/He shall also notify the Principal.

All suspected cases are to be reported even if documentation is not available. The law provides protection for the reporting person who acts in good faith.

If the agency or officer receiving the report requests a written report, the Principal shall provide a written report containing the following information:

The names and addresses of the student and the student's parents or the person or persons having custody of the student, if known;

The student's age and current condition;

The nature and extent of the student's known or suspected injuries, abuse or neglect, or of the known or suspected threat of injury, abuse, or neglect, including any evidence of previous injuries, abuse, or neglect; and

Any other information that might helpful in establishing the cause of the known or suspected injury, abuse, or neglect, or of the suspected threat of injury, abuse, or neglect.

In addition, the Principal may take color photographs of areas of trauma visible on the student and include them in the written report.

"Sexting" is a term applied to creating, receiving, exchanging, sending or possessing a photograph or other material showing a minor in a state of nudity, and sexting is prohibited regardless of whether any child pornography laws are violated. Students, parents and/or the police may be contacted and sexting may be reported as suspected child abuse or neglect.

The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. Information concerning alleged child abuse of a student is confidential information and is not to be shared with any unauthorized person. A staff member who violates this policy may be subject to disciplinary action and/or civil and/or criminal penalties.

The Principal should be mindful of the possibility of physical or mental abuse being inflicted on a student by an employee. Any such instances, whether real or alleged, should be reported to the Principal who will investigate and take appropriate action in accordance with Board directives.

A report made under this policy is confidential under Ohio law. No person may disclose the contents of any report made under this policy except as provided above.

Failure to make a report required by this section, or unauthorized disclosure of the contents of a report made under this section, may result in disciplinary action against the employee.

Discipline

The Academy's policy is to treat all employees equitably, and to administer all policies, procedures, rules and regulations consistently. However, corrective action may be taken when an employee's performance is unsatisfactory, or when an employee violates the rules and/or regulations of the Academy.

Whenever an employee's performance or conduct warrants corrective action, such action may involve counseling, written reprimands, suspension, or termination. These steps do not need to occur in sequential order and the Academy retains sole discretion to determine which step(s) to

employ in any given situation. Anyone discharged for cause will not be eligible for future employment.

Key Control Security

The Board must implement and maintain a key control security system. In order for better security control, keys to entrance doors of the Academy shall be given only to the following persons: Principal, Director of Education, Office Manager, Transportation Coordinator, Classroom Teachers and Board President. The Principal may supply cleaning staff and maintenance workers with keys as necessary. In addition, keys to Academy transportation vehicles will be given to drivers. A record shall be kept of all persons having possession of a key, and a key control security policy will be signed and kept on file in employee records. Employees must agree that they will not duplicate the keys and will return them upon their exit interview. Employees and board members who have swipe cards to gain entry to the school must agree that they will not allow others to use their cards and that they will return their cards upon termination or resignation from employment or board service.

Field Trips

A field trip is a planned journey for students away from AAL to incorporate educational and social learning opportunities.

Planning responsibilities – Teachers shall be responsible for submitting field trip plans to a school administrator for approval

When planning field trips, consideration shall be given to the individual needs of each student so that no student will be excluded from participating. In an effort to avoid economic hardship to families, field trip costs shall not exceed \$10 per student per month.

Teachers shall submit a sign off sheet to a school administrator for each field trip indicating which staff member is responsible for which students.

Volunteer and Work Study Students

The Autism Academy of Learning recognizes the contributions made to schools through volunteers and work study students. It also recognizes that volunteers and work study students must be under the direction and supervision of staff in order to ensure the safety and education of its students, staff and volunteers.

Definitions:

A volunteer is defined as:

1. A parent or guardian who has a child enrolled at the AAL or who continues to volunteer after their child has left the school.

2. A member of the community, who does not have a child enrolled at the school, is not employed at or by the school and undertakes designated tasks supporting the school or classroom, without receiving any compensation or economic benefits.
3. A work study student affiliated with a university working without compensation from the AAL.

Administrative Responsibilities

Recruitment:

The Principal and the Director of Education are authorized to recruit and approve volunteers to work at the school. It is the responsibility of the Principal and Director of Education to be reasonably sure that the volunteers or work study students they recruit/accept are of good character and will make a positive contribution to the school.

Volunteers may be subject to a Bureau of Criminal Investigation (BCI) check. Volunteers not providing the school with a current satisfactory BCI will not be allowed to have direct, unsupervised interaction with students but may still participate in volunteer activities.

Placement:

Placement of volunteers and work study students shall be made by the Director of Education for situations pertaining to educational programming, and by the Principal for all other situations.

Supervision:

Volunteers and work study students working directly with students shall be under the constant supervision of an AAL employee and will not have unsupervised contact with students.

Policies and Procedures:

All volunteers of the AAL must sign and date the signature pages of the Verbal Abuse and Physical Abuse and Neglect Policy.

Problem Resolution

The Academy encourages an open and frank work environment in which any problem, complaint, suggestions, or question receives a timely response from the Academy management.

If an employee disagrees with or has suggestions regarding the Academy's policies, procedures, or practices the Academy encourages employees to bring those concerns to its attention. Employees will not be penalized for making a complaint so long as it is done in a

reasonable, professional manner. Present any problems or suggestions to the Principal. If it is not possible to discuss the issue with the Principal, or if the employee feels that the Principal fails to address the issue, employees may raise the issue with the Board.

While not every problem can be resolved to everyone's total satisfaction, the Academy believes that honest communication will build confidence and help make The Academy a better place to work.

Ohio Resident Educator Program Policy

The Academy shall institute the Ohio Resident Educator Program which is a four-year, entry-level program for classroom teachers.

The Academy shall comply with the requirements of the Program, which shall include the following components:

- (1) Mentoring by teachers who hold a lead professional educator license issued under Ohio Law;
- (2) Counseling to ensure that program participants receive needed professional development; and
- (3) Measures of appropriate progression through the Program.

Every Employee who holds a Resident Educator License or an Alternative Resident Educator License issued under Ohio law must participate in the Teacher Resident Educator Program. Successful completion of the Program is required to qualify for a Professional Educator License issued under Ohio law.

Local Professional Development Committee

In compliance with Ohio Revised Code (R.C.) 3314.03, the Academy will follow the requirements for establishing a Local equipment Committee (LPDC) as required by R.C. §3319.22. In establishing the LPDC, the following shall apply:

- (1) The LPDC shall be a building level committee (referred to herein as "consortium")
- (2) The certified/licensed general education teachers in the Academy shall elect, by majority vote, three (3) certified/licensed teachers to be a member of the LPDC.
- (3) Representation of a principal on the LPDC shall be determined by majority vote of the Board.
- (4) An additional member of the LPDC may be elected by the principal, and if none, by the Board.
- (5) The activities of the LPDC shall apply as though the consortium were a district.

- (6) The terms of the members of the LPDC shall be one (1) year and the members may be re-elected in accordance with 2, 3, and 4 above. Members may serve additional terms.
- (7) Mid-term vacancies on the LPDC shall be filled by: for teachers, by a majority vote of those teachers elected to the LPDC, and, for principals, by the Board.
- (8) The LPDC shall meet at least two (2) times per school year, but may meet more. This policy empowers the LPDC to determine the frequency, time, and place of the meetings and such decisions shall have a binding effect.
- (9) An educator wishing to appeal the decision of the LPDC may appeal to the President of the Board for review by the Board.
- (10) Any tie vote or any vote without a majority shall be decided by the President of the Academy Board.
- (11) The LPDC shall (1) set the requirements for teachers requiring renewal of Ohio Department of Education certificates or licenses, (2) make decisions regarding participation in external training or professional development, (3) address the performance improvement processes internally, and (4) all other matters required by law

AAL Codes & Code Black

AAL Codes

Code Silver:	Crisis team reports to Silver Room
Code Red:	Crisis team reports to Red Room
Code Orange:	Crisis team reports to Orange Room
Code Brown:	Crisis team reports to Brown Room
Code Gold:	Crisis team reports to Gold Room
Code Blue:	Crisis team reports to Blue Room
Code Yellow:	Crisis team reports to Yellow Room
Code Purple:	Crisis team reports to Purple Room
Code Green:	Crisis team reports to Green Room
Code Red:	Crisis team reports to Red Room Code Red:

Directions to Call a Code

1. Classroom staff calls office
2. Office sends out all-school alert to crisis team
3. Crisis team responds to location of code

Crisis Team

Principal
Director of Education
Speech and/or OT
That classroom teacher

Code Black

In the event that a child is missing, a CODE BLACK will be called.

****Code Black directions****

1. Classroom staff calls office CODE BLACK saying child's name and description.
2. Office sends out all-school alert to CODE BLACK crisis team.
3. Crisis Team dispatches to pre-determined sections to search building.

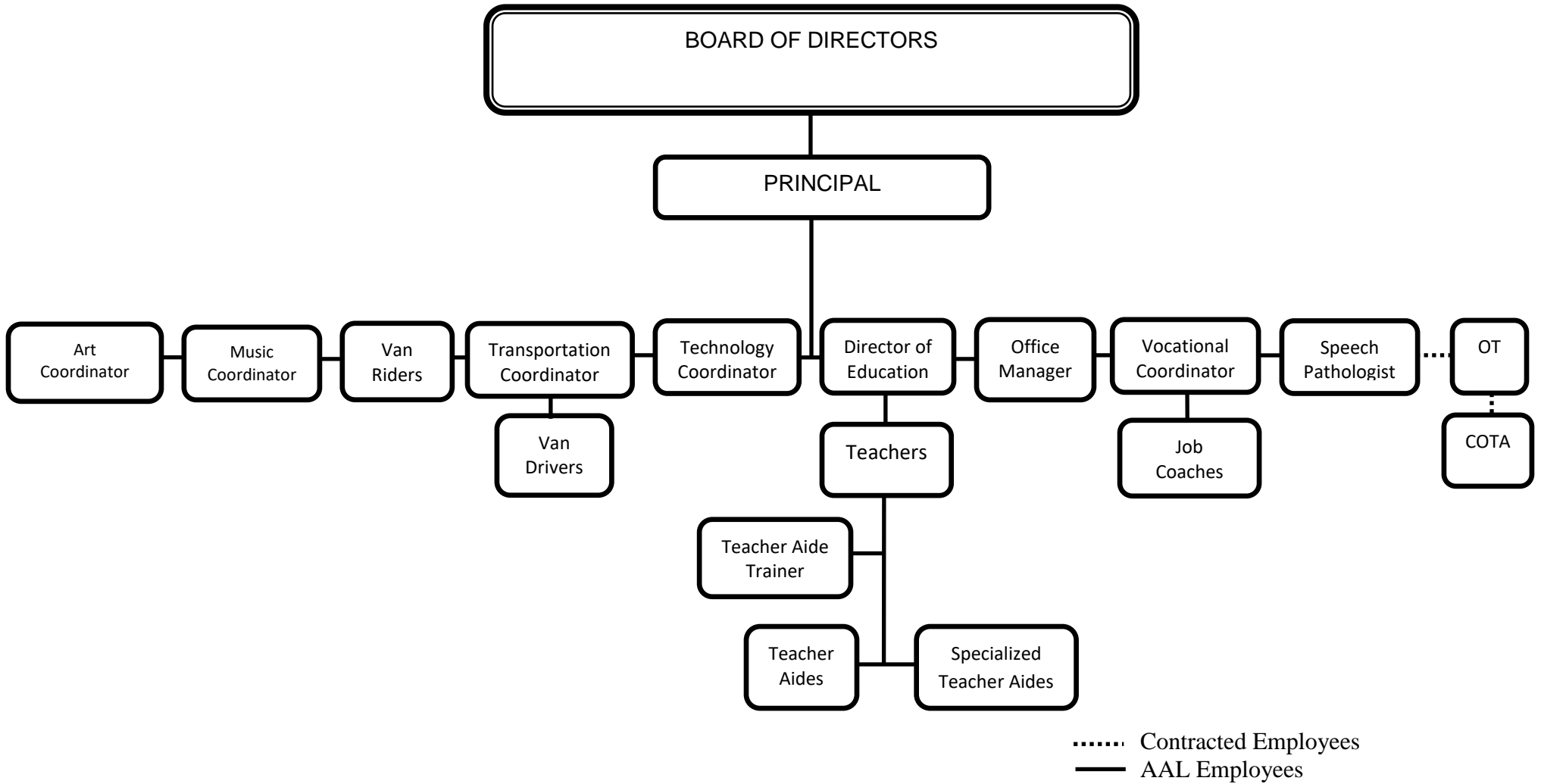
CODE BLACK CRISIS TEAM:

Principal
Director of Education
Speech Pathologist
OT
Vocational Coordinator
One staff member from the child's classroom

The team will sweep the building and its perimeter. If the child is not found, the police are to be called immediately.

Once the police have been called the child's emergency contact is to be called immediately.

Organizational Chart



SALARY RANGES

PRINCIPAL	45,000 – 73,400	ANNUALLY
DIRECTOR OF EDUCATION	40,000 – 56,400	ANNUALLY
CERTIFIED TEACHER	28,000 – 48,400	ANNUALLY
SPEECH PATHOLOGIST	35,100 – 63,400	ANNUALLY
TEACHER AIDE	8.40 – 15.00	HOURLY
CONTINGENT TEACHER AIDE	8.40 – 12.00	HOURLY
TEACHER AIDE TRAINER	12.40 – 23.40	HOURLY
SPECIALIZED TEACHER AIDE	9.40 – 16.00	HOURLY
SUBSTITUTE TEACHER	22,000 – 32,000	ANNUALLY
BUILDING MAINTENANCE PROFESSIONAL	12.00 – 16.00	HOURLY
STUDENT & FINANCIAL SERVICES CONSULTANT	35.00 – 45.00	HOURLY
TECHNOLOGY COORDINATOR	12.00 – 16.00	HOURLY
MUSIC COORDINATOR	14.00 – 19.00	HOURLY
ART COORDINATOR	14.00 – 19.00	HOURLY
RESIDENT EDUCATOR MENTOR	20.00 – 26.00	HOURLY
JANITORIAL	8.40 – 12.00	HOURLY
VOCATIONAL COORDINATOR	30,000 – 43,400	ANNUALLY
TRANSPORTATION COORDINATOR	20,000 – 37,400	ANNUALLY
VOCATIONAL JOB COACH	14,000 – 32,400	ANNUALLY
TEACHER AIDE/VAN DRIVER	9.00 – 12.00	HOURLY
OFFICE MANAGER	24,000 – 36,000	ANNUALLY
VAN RIDER	10.00 – 12.50	HOURLY
VAN DRIVER	11.00 – 13.50	HOURLY

Job Descriptions

Art Coordinator

JOB TITLE: Art Coordinator

REPORTS TO: Principal

QUALIFICATIONS: Bachelors or Masters Degree in Art, Art Education or a Special Education Degree with a specialization in an art related field. Able to speak clear English. Experience with children having special needs preferred. No felony convictions. Must be fingerprinted and have negative TB test.

OVERVIEW: Under the direct supervision of the Principal the Art Coordinator will design, implement and provide art instruction to the students of the AAL.

DUTIES AND

RESPONSIBILITIES: The Art Coordinator will:

1. Adhere to and support the Administration, Board of Directors, rules, regulations and building procedures.
2. Design specific art activities based on the needs of each individual student.
3. Construct and implement daily lessons for each art class
4. Works with IEP Team (Certified Teacher, Director of Education and parents) in the development of art based student goals.
5. Collect and maintain student performance data.
6. Motivate all students in programming while maintaining safety.
7. Report discipline problems to the Principal.
8. Demonstrate regular and predictable attendance.
9. Provide instruction and direction to teachers' aides with respect to art activities.
10. Display professionalism through demeanor, appearance, character and judgment.
11. Be an effective team member.
12. Maintain confidentiality of students records, information and families.
13. Interact appropriately with students at all times.
14. Know student IEP goals and implement teacher directed interventions effectively.
15. Must be able to meet the AAL standard "Physical Ability/Engagement Policy."
16. Possess basic computer knowledge and skills.
17. Demonstrate appropriate organizational skills.
18. Comply with all federal, state and local health and safety standards.
19. Respond appropriately and professionally to constructive feedback.
20. Accept and perform other duties as assigned.

Performance reviews are conducted at 90 days and 6 months of the first year of employment. Annual performance reviews are conducted by the end of the fiscal year.

Certified Teacher

JOB DESCRIPTION: Certified Teacher

REPORTS TO: Principal

QUALIFICATIONS: A minimum of a current Regular Education Certificate/Licensure; however a degree in Special Education and experience working with individuals with Autism Spectrum Disorder preferred. No felony convictions. Must be fingerprinted and have negative TB test.

OVERVIEW: Under general direction and using the Director of Education as a resource, the Certified Teacher is responsible for the delivery of education to the children placed in his or her charge, the supervision of additional staff members within the classroom and the safety of the children throughout the school day.

DUTIES AND The Certified Teacher will:

RESPONSIBILITIES:

1. Report attendance of students to the office daily. Develop and submit to the Director of Education lesson plans and follow lesson plans based on individual student IEPs.
2. Observe, monitor and document student academic performance and behavior to maintain a safe learning environment.
3. Maintain classroom organization to ensure safety and facilitate effective instruction.
4. Appropriately use instructional materials (PECS, TEACCH, Edmark, HWOT, Touch Math).
5. Provide consistent classroom rules, discipline, activities and pacing to the classroom.
6. Promote opportunities for functional play.
7. Implement each student's Behavior Plan as approved by the IEP team.
8. Provide direct and delegated supervision to all students and classroom staff.
9. Supervise classroom staff by initiating and delegating tasks.
10. Interact positively with the students throughout the day.
11. Model an enthusiasm for knowledge and learning.
12. Demonstrate an enthusiasm for non-traditional educational methods and a desire to work with children of diverse backgrounds.
13. Administer state mandated tests.
14. Conduct weekly team meeting with Teacher Aides.
15. Prepare and complete the student IEPs and progress reports for all students assigned to his or her classroom in a timely manner.
16. Enter data and display professionalism in the completion of IEPs.
17. Assist and direct staff in helping all students in toileting and self help skills.
18. Prioritize goals and objectives to provide activities that are

- functional, appropriate and can be generalized into natural environments.
19. Provide communication effectively both verbally and nonverbally.
 20. Maintain the confidentiality of student records, information and family.
 21. Administer the distribution of student medications.
 22. Attend staff meetings and scheduled teacher meetings.
 23. Adhere to and support administration, the Board of Directors and its policies
 24. Demonstrate a positive interaction with all students, staff and parents.
 25. Participate in the Adaptive Swimming Program as needed.
 26. Display professionalism through demeanor, appearance, character and judgment.
 27. Must be able to meet the AAL standard "Physical Ability/Engagement Policy."
 28. Possess basic computer knowledge and skills.
 29. Comply with all federal, state and local health and safety standards.
 30. Demonstrate appropriate organizational skills.
 31. Respond appropriately and professionally to constructive feedback.
 32. Accept and perform other duties as assigned.

Medical and fringe benefits based on Board policy. Performance reviews are conducted at 90 days and 6 months of the first year of employment. Annual wage reviews are conducted after the first year of employment.

Contingent Teacher Aide

JOB TITLE: Contingent Teacher Aide

REPORTS TO: Principal

QUALIFICATIONS: Must have a minimum of 48 college credit hours or pass the Para Pro assessment and a high school diploma or equivalent. Able to speak clear English. A self-starter, dependable and able to carry out directions. No felony convictions. Must be fingerprinted and have negative TB test.

OVERVIEW: Under the guidance of the Certified Teacher, the Contingent Teacher Aide will provide appropriate interaction with the students assigned to his or her classroom and charge. Contingent Teacher Aides will act as a direct link to the educational and recreational piece of the student's day.

DUTIES AND

RESPONSIBILITIES: The Contingent Teacher Aide will:

1. Be available to work as needed when contacted by administrative staff.
2. Assist in delivering educational components to each student based on the IEP developed by the IEP Team (Certified Teacher, Director of Education and parents).
3. Collect and maintain data as directed by the Certified Teacher.
4. Assist with state mandated tests.
5. Assist with implementing behavior plans.
6. Assist all students in toileting and self help skills.
7. Maintain the confidentiality of all students' information and families.
8. Assist with the entering of data and display professionalism in the completion of Individual Education Plans (IEPs).
9. Motivate all students in programming while maintaining safety.
10. Be an effective team member.
11. Know student IEP goals and implement teacher directed interventions effectively.
12. Maintain confidentiality of student records, information and families.
13. Interact appropriately with students at all times.
14. Participate in an Adaptive Swimming Program as needed.
15. Display professionalism through demeanor, appearance, character and judgment.
16. Must be able to meet the AAL standard "Physical Ability/Engagement Policy."
17. Possess basic computer knowledge and skills.
18. Comply with all federal, state and local health and safety standards.

19. Demonstrate appropriate organizational skills.
20. Respond appropriately and professionally to constructive feedback.
21. Additional duties may include, but are not limited to: van duty (assisting students to ensure safe arrival and departure) and assisting students with personal hygiene.
22. Accept and perform other duties as assigned.

Contingent Teacher Aides will be scheduled on an “as needed” basis with weekly hours not to exceed 29 hours total. Contingent Teacher Aides are not eligible for fringe benefits.

Director of Education

JOB DESCRIPTION: Director of Education

REPORTS TO: Principal

QUALIFICATIONS: Masters of Special Education preferred with a valid Special Education licensure and/or certificate. A minimum of two years experience working with individuals with autism. Supervisory experience is preferred. No felony convictions. Must be fingerprinted and have negative TB test.

OVERVIEW: Under general supervision, the Director of Education is to be a resource to the teaching staff and to develop and implement direct educational services for the students who attend the Autism Academy of Learning. This position is also responsible for the training and design of vocational and educational services to students, including academics, behavior, independence and life skills.

DUTIES AND The Director of Education will:

RESPONSIBILITIES:

1. Research innovative educational program strategies for future use.
2. Develop and maintain effective curriculum and teaching methods.
3. Develop, implement and expand vocational programs as needed within the vision of the Board.
4. Review student evaluations, formulate classroom rosters and determine student placements.
5. Determine, implement and conduct student developmental assessments.
6. Develop and implement a plan for transitioning to traditional school and/or graduation.
7. Conduct functional behavioral assessment and develop written intervention plans.
8. Observe and critique student, teacher and classroom staff performance.
9. Oversee the development and maintenance of written student Individual Education Plans (IEPs)
10. Facilitate and chair student Multi-Factored Evaluations (MFEs) completion when appropriate.
11. Facilitate with the IEP team student behavioral plans.
12. Approve field trips and ensure each are in line with educational component.
13. Organize and participate as needed in parent-teacher conferences.
14. Conduct home consultation during the intake process of new students, upon request.
15. Attend cluster treatment team meetings for students (or other meetings when applicable).
16. Training for families as needed (i.e., PECS presentations to the PTO).
17. Be responsible for complying with the policies and procedures of the AAL.
18. Organize and maintain confidential student file record keeping system in accordance with the LCESC and Ohio Department of Education Guidelines.
19. Collect and review student academic and behavior data.

20. Facilitate the administration of the state mandated tests.
21. Complete a daily walk-around to classrooms to observe the educational effectiveness of the programs as they apply to student and staff performance.
22. Maintain confidentiality of student information and records as required in Family Rights and Privacy Act consistent with Board adopted student records procedures.
23. Collect, review and respond to classroom incident reports.
24. Review and sign incident reports in the absence of the principal.
25. Provide educational direction to the teaching staff.
26. Facilitate classroom meetings as needed.
27. Provide feedback to Principal in teacher evaluations as it applies to the educational programs.
28. Address educational issues at monthly staff meetings and monthly specialist meetings.
29. Provide intervention and problem solve all student related transportation issues.
30. Serve as a leader of the crisis team during any potentially volatile situation.
31. Provide input to Principal of prospective teachers.
32. Generate and direct a teacher-mentoring program.
33. Provide ongoing workshops and in-service training to staff skill enhancement.
34. Communicate effectively when answering questions from staff, parents or media.
35. Must be able to meet the AAL standard "Physical Ability / Engagement Policy".
36. Display professionalism through demeanor, appearance, character and judgment.
37. Possess basic computer knowledge and skills.
38. Comply with all federal, state and local health and safety standards.
39. Demonstrate appropriate organizational skills.
40. Respond appropriately and professionally to constructive feedback.
41. Accept and perform other duties as assigned.

Medical and fringe benefits based on Board policy. Performance reviews are conducted at 90 days and 6 months of the first year of employment. Annual wage reviews are conducted after the first year of employment.

Music Coordinator

JOB TITLE: Music Coordinator

REPORTS TO: Principal

QUALIFICATIONS: Bachelors or Masters Degree in Music, Music Education, Music Therapy, Special Education with a specialization in Music, or a minimum of seven years of personal training in music theory, instrument and/or vocal training. Able to speak clear English. Experience with children having special needs preferred. No felony convictions. Must be fingerprinted and have negative TB test.

OVERVIEW: Under the direct supervision of the Principal the Music Coordinator will design, implement and provide musical instruction to the students of the AAL.

DUTIES AND

RESPONSIBILITIES: The Music Coordinator will:

1. Adhere to and support the Administration, Board of Directors, rules, regulations and building procedures.
2. Design specific music activities based on the needs of each individual student.
3. Construct and implement daily lessons for each music class.
4. Works with IEP Team (Certified Teacher, Director of Education and parents) in the development of music based student goals.
5. Collect and maintain student performance data.
6. Motivate all students in programming while maintaining safety.
7. Report discipline problems to the Principal.
8. Demonstrate regular and predictable attendance.
9. Provide instruction and direction to teachers' aides with respect to music activities.
10. Display professionalism through demeanor, appearance, character and judgment.
11. Be an effective team member.
12. Maintain confidentiality of students records, information and families.
13. Interact appropriately with students at all times.
14. Know student IEP goals and implement teacher directed interventions effectively.
15. Must be able to meet the AAL standard "Physical Ability/Engagement Policy."
16. Possess basic computer knowledge and skills.
17. Demonstrate appropriate organizational skills.
18. Comply with all federal, state and local health and safety standards.
19. Respond appropriately and professionally to constructive feedback.
20. Accept and perform other duties as assigned.

Performance reviews are conducted at 90 days and 6 months of the first year of employment. Annual performance reviews are conducted by the end of the fiscal year.

Office Manager

Title Job: Office Manager

Reports To: Principal

Qualifications: Associate Degree in Secretarial Science and office work experience preferred. Proficient with Microsoft Word, Excel and Office. No felony convictions. Must be fingerprinted, have clean BCI and FBI and negative TB test.

Overview: Under general supervision of the Principal, the Office Manger will provide services in the office to maintain staff and student records, process payroll, assist in providing data for administrative reports and general office tasks.

Duties and The Office Manager will:

Responsibilities:

1. Adhere to and support the Administration, Board of Directors, rules, regulations and building procedures.
2. Record accounts receivable of all school funds, cash and checks.
3. Process and maintain accounts payable and purchase orders.
4. Maintain inventory of materials, returns, equipment and service.
5. Maintain records of all daily student and staff attendance.
6. Monitor proper certification of all AAL staff.
7. Inform the Principal of staff policy violations.
8. Oversee the attendance of staff and monitor accuracy of personal and sick leave forms and timesheets of all employees.
9. Secure appropriate coverage for teachers, teacher aides and drivers.
10. Perform preliminary interviews and potential employee screenings.
11. Coordinate classroom supply orders
12. Support in the preparation, documentation and maintenance of student and staff records.
13. Monitor visitor entry.
14. Manage phone communication and referrals to school.
15. Maintain listing and location of fixed assets.
16. Receive, sort and circulate mail.
17. Process payroll and records in accordance with the LCESC.
18. Produce quarterly newsletter with content from staff and PTO.
19. Record staff meeting minutes as needed.
20. Send thank you letters and tax receipts for donations.
21. Display professionalism through demeanor, appearance, character and judgment.

22. Possess basic computer knowledge and skills.
23. Comply with all federal, state and local health and safety standards.
24. Maintain confidentiality of student records, information and families.
25. Demonstrate appropriate organizational skills.
26. Respond appropriately and professionally to constructive feedback.
27. Accept and perform other duties as assigned.

Medical and fringe benefits based on Board policy. Performance reviews are conducted at 90 days and 6 months of the first year of employment. Annual wage reviews are conducted thereafter.

Principal

Title Job: Principal

Reports To: Board of Directors

Qualifications: Master's Degree from an accredited university preferred. Valid Director/Administrator's Certificate for Special Education or related experience. Valid State of Ohio Principal's Certificate preferred or related experience. No felony convictions. Must be fingerprinted and negative TB test.

Overview: Under general supervision, the principal will be responsible for conducting enrollment of students into the school, where the Director of Education will conduct the placement into the appropriate classroom. The principal will ensure the courses or study are implemented and that the curriculum is adapted to the student's needs. The principal is responsible for scheduling staff development and in-service training sessions, staff observation/evaluations, grant writing, and acquisition of supplies and equipment. The principal will serve as the fiscal agent of the school, will facilitate parent/community/business partnerships, and will monitor the maintenance of the building and grounds.

Duties and The Principal will:

Responsibilities:

1. Demonstrate regular and predictable attendance by maintaining the established working hours during the school day, with a weekly schedule posted.
2. Be responsible to the Board of Directors for adhering to administrative procedures of the Autism Academy of Learning.
3. Be aware of and abide by all written policies and procedures of the Autism Academy of Learning.
4. Attend, report to and communicate with the Board of Directors via regular and monthly Board meetings regarding operational and educational information of the school.
5. Oversee the monthly and annual reports to sponsor, public and Board.
6. Oversee and responsible for Financial Manager.
7. Monitor the finances of the school a by receiving weekly reports from the Financial Manager.
8. Approve all purchase orders before the Financial Manager signs off.
9. Oversee the school's lottery program and ensure maximum enrollment.
10. Create and submit an annual budget to the board.
11. Participate in the development of projects and grants.
12. Create a 5-year plan as designed by the sponsor.
13. Oversee the acquisition and utilization of technologies appropriate to the program.
14. Participate in state evaluations, reviews, and/or audits.
15. Facilitate implementation of due process, in accordance with state rules and regulations, and adhere to guidelines at the district, county, and regional levels..
16. Supervise personnel assigned to the school.
17. Oversee the Director of Education's implementation of an effective curriculum and keep courses of study updated according to the State of Ohio guidelines.
18. Work with the Director of Education and other appropriate staff involved in the enrollment and placement of students in the Autism Academy of Learning.

19. Provide technical assistance to Director of Education and teachers by identifying resources and services that will aid the teachers in instructional and behavioral programming.
20. Observe school environment by walking around daily and complete teacher observations in a timely fashion.
21. Develop action plans for staff members whose evaluations indicate a need for improved performance and facilitate the implementation of these plans.
22. Ensure the staff completes the student state mandated tests within his or her classroom.
23. Oversee the attendance of staff and monitor accuracy of personal and sick leave and timesheets of all employees.
24. Oversee substitute teachers and other staff from the temporary agency as needed.
25. Oversee proper certification of all AAL staff.
26. Oversee the transportation of students.
27. Monitor the upkeep of the school grounds.
28. Handle emergency/crisis situations effectively.
29. In the absence of the Director of Education, serve as a member of the crisis team during any potentially volatile situation.
30. Maintain confidentiality of student information and records as required in Family Rights and Privacy Act consistent with Board adopted student records procedures.
31. Oversee student attendance records.
32. File truancy reports when necessary.
33. Oversee that IEPS and MFES are conducted in a timely manner.
34. Oversee distribution of medications when the school nurse is absent.
35. Monitor quarterly progress reports, student documentation, and parent conferences.
36. Monitor, review, and sign incident reports.
37. Prepare a monthly report to the board compiling incident reports to include the room and nature of the incident.
38. Convene quarterly PTO meetings to improve communication between parents and staff.
39. Maintain communication with parents on a regular basis.
40. Maintain professional growth through readings, coursework, professional meetings, in-services and serving on committees.
41. Have knowledge of state and federal special education regulations.
42. Oversee a quarterly AAL newsletter.
43. Oversee the review and updating of AAL handbooks/forms/billing as needed.
44. Oversee all fieldtrips as described in Board policy.
45. Communicate with AAL staff, radio and television stations when inclement weather causes cancellations/delays.
46. Communicate effectively when answering questions from staff, parents or media.
47. Possess basic computer knowledge and skills.
48. Comply with all federal, state and local health and safety standards.
49. Demonstrate appropriate organizational skills.
50. Must be able to meet the AAL standard "Physical Ability/Engagement Policy".
51. Display professionalism through demeanor, appearance, character and judgment.
52. Respond appropriately and professionally to constructive feedback.
53. Accept and perform other duties as assigned.

ADDITIONAL KNOWLEDGE, ABILITIES AND SKILLS: Knowledge of: the broad range of handicapping conditions, with a specific focus on the areas of developmentally handicapped and

severely behavioral handicapped students, due process and Ohio Federal special education law; board policies and procedures; curriculum and courses of study for handicapping areas of local school districts, behavioral management and computers.

*Ability to: interpret and follow local, stat and federal regulations, communicates effectively, maintain records, develop rapport with students, parents, directors, co-workers, and the community; plan special activities for the students and staff progress, provide understanding of individual learning styles and behavior management techniques, writing grants, employ public speaking skills, provide program leadership, conduct staff meetings, remain self-motivated, creative and flexible.

*Skill in: Identifying and monitoring instructions of students with handicaps, working with others, utilizing problem-solving skills, using computers, organizing, effective public speaking, following through on completing tasks.

Medical and fringe benefits based on Board policy. Performance reviews are conducted at 90 days and 6 months of the first year of employment. Annual wage reviews are conducted after the first year of employment.

Speech Pathologist

JOB TITLE: Speech Pathologist

REPORTS TO: Principal

QUALIFICATIONS: Graduate of an accredited speech language pathology curriculum. Able to speak clear English. Licensed (or eligible for licensure) as required in the state. Certifications appropriate to the position and clinical setting. Experience with children with special needs preferred but not required. No felony convictions. Must be fingerprinted and have negative TB test.

OVERVIEW: To facilitate reduction, remediation, or elimination of speech and language impairments which interfere with the individual student's ability to benefit from the district's educational program.

DUTIES AND

RESPONSIBILITIES: The Speech Pathologist will:

1. Adhere to and support the Administration, Board of Directors, rules, regulations and building procedures.
2. Consult with and train classroom staff.
3. Modify the curriculum.
4. Attend IEP and ETR meetings.
5. Conduct and write-up evaluations for MFEs.
6. Document work for MSP.
7. Direct Therapy Services.
8. Write PLOP and IEP goals for students.
9. Complete progress reports/grade cards.
10. Maintain communication with building faculty regarding the role of the SLP.
11. Maintain a physical environment conducive to learning.
12. Develop work schedules, which will fit the needs of students, school, and faculty.
13. Complete progress notes for student work sessions.
14. Be an effective team member.
15. Maintain confidentiality of students records, information and families.
16. Interact appropriately with students at all times.
17. Must be able to meet the AAL standard "Physical Ability/Engagement Policy."
18. Demonstrate appropriate organizational skills.
19. Comply with all federal, state and local health and safety standards.
20. Respond appropriately and professionally to constructive feedback.
21. Accept and perform other duties as assigned.

Performance reviews are conducted at 90 days and 6 months of the first year of employment. Annual performance reviews are conducted by the end of the fiscal year.

Specialized Teacher Aide

JOB TITLE: Specialized Teacher Aide

REPORTS TO: Principal

QUALIFICATIONS: Must have a minimum of 48 college credit hours or pass the Para Pro assessment and a high school diploma or equivalent. Able to speak clear English. A self-starter, dependable and able to carry out directions. No felony convictions. Must be fingerprinted and have negative TB test.

OVERVIEW: Under the guidance of the particular student's Certified Teacher, the Specialized Teacher Aide will provide enhanced supervision of individuals who engage in specific behaviors which have been deemed significantly aggressive, destructive or potentially dangerous to the overall welfare of their peers and staff. A Specialized Teacher Aide will engage in appropriate interaction with the particular student they are assigned to. Specialized Teacher Aides will act as a direct link to the educational and recreational piece of the student's day.

DUTIES AND

RESPONSIBILITIES: The Specialized Teacher Aide will:

1. Assist in delivering educational components to each student based on the IEP developed by the IEP Team (Certified Teacher, Director of Education and parents).
2. Collect and maintain data as directed by the Certified Teacher.
3. Assist with state mandated tests.
4. Assist with implementing behavior plans.
5. Assist all students in toileting and self help skills.
6. Maintain the confidentiality of all students' information and families.
7. Assist with the entering of data and display professionalism in the completion of Individual Education Plans (IEPs).
8. Motivate all students in programming while maintaining safety.
9. Be an effective team member.
10. Know student IEP goals and implement teacher directed interventions effectively.
11. Maintain confidentiality of student records, information and families.
12. Interact appropriately with students at all times.
13. Participate in an Adaptive Swimming Program as needed.
14. Display professionalism through demeanor, appearance, character and judgment.
15. Must be able to meet the AAL standard "Physical Ability/Engagement Policy."
16. Possess basic computer knowledge and skills.
17. Comply with all federal, state and local health and safety standards.

18. Demonstrate appropriate organizational skills.
19. Respond appropriately and professionally to constructive feedback.
20. Additional duties may include, but are not limited to: van duty (assisting students to ensure safe arrival and departure) and assisting students with personal hygiene.
21. Engage in de-escalation and behavior management techniques when faced with crisis situations
22. Ensure the immediate safety of the student, peers and staff in the immediate vicinity
23. Accept and perform other duties as assigned.

Medical and fringe benefits based on Board policy. Performance reviews are conducted at 90 days and 6 months of the first year of employment. Annual wage reviews are conducted after the first year of employment.

Teacher Aide

JOB TITLE: Teacher Aide

REPORTS TO: Principal

QUALIFICATIONS: Must have a minimum of 48 college credit hours or pass the Para Pro assessment and a high school diploma or equivalent. Able to speak clear English. A self-starter, dependable and able to carry out directions. No felony convictions. Must be fingerprinted and have negative TB test.

OVERVIEW: Under the guidance of the Certified Teacher, the Teacher Aide will provide appropriate interaction with the students assigned to his or her classroom and charge. Teacher Aides will act as a direct link to the educational and recreational piece of the student's day.

DUTIES AND

RESPONSIBILITIES: The Teacher Aide will:

1. Assist in delivering educational components to each student based on the IEP developed by the IEP Team (Certified Teacher, Director of Education and parents).
2. Collect and maintain data as directed by the Certified Teacher.
3. Assist with state mandated tests.
4. Assist with implementing behavior plans.
5. Assist all students in toileting and self help skills.
6. Maintain the confidentiality of all students' information and families.
7. Assist with the entering of data and display professionalism in the completion of Individual Education Plans (IEPs).
8. Motivate all students in programming while maintaining safety.
9. Be an effective team member.
10. Know student IEP goals and implement teacher directed interventions effectively.
11. Maintain confidentiality of student records, information and families.
12. Interact appropriately with students at all times.
13. Participate in an Adaptive Swimming Program as needed.
14. Display professionalism through demeanor, appearance, character and judgment.
15. Must be able to meet the AAL standard "Physical Ability/Engagement Policy."
16. Possess basic computer knowledge and skills.

17. Comply with all federal, state and local health and safety standards.
18. Demonstrate appropriate organizational skills.
19. Respond appropriately and professionally to constructive feedback.
20. Additional duties may include, but are not limited to: van duty (assisting students to ensure safe arrival and departure) and assisting students with personal hygiene.
21. Accept and perform other duties as assigned.

Medical and fringe benefits based on Board policy. Performance reviews are conducted at 90 days and 6 months of the first year of employment. Annual wage reviews are conducted after the first year of employment.

Teacher Aide Trainer

JOB TITLE: Teacher Aide Trainer

REPORTS TO: Principal

QUALIFICATIONS: Must have a minimum of 48 college credit hours or pass the Para Pro assessment and a high school diploma or equivalent. Able to speak clear English. A self-starter, dependable and able to carry out directions. No felony convictions. Must be fingerprinted and have negative TB test. Must have at least six months experience as a teacher aide.

OVERVIEW: Under the guidance of the Director of Education and Principal, the Teacher Aide Trainer will serve as a mentor and will model appropriate interaction with the students for newly hired teacher aides within a classroom setting.

DUTIES AND

RESPONSIBILITIES: The Teacher Aide Trainer will:

1. Provide daily activity training and modeling techniques (job shadowing) for newly hired teacher aides for an employee-specific amount of workdays.
2. Meet with administration at conclusion of first week of training to discuss overall trainee progress and areas of need.
3. Provide assistance and guidance to trainee as needed (even after conclusion of initial job shadowing period).
4. Assist in delivering educational components to each student based on the IEP developed by the IEP Team (Certified Teacher, Director of Education and parents).
5. Collect and maintain data as directed by the Certified Teacher.
6. Assist with state mandated tests.
7. Assist with implementing behavior plans.
8. Assist all students in toileting and self-help skills.
9. Maintain the confidentiality of all students' information and families.
10. Assist with the entering of data and display professionalism in the completion of Individual Education Plans (IEPs).
11. Motivate all students in programming while maintaining safety.
12. Be an effective team member.
13. Know student IEP goals and implement teacher directed interventions effectively.
14. Maintain confidentiality of student records, information and families.
15. Interact appropriately with students at all times.
16. Participate in an Adaptive Swimming Program as needed.

17. Display professionalism through demeanor, appearance, character and judgment.
18. Must be able to meet the AAL standard "Physical Ability/Engagement Policy."
19. Possess basic computer knowledge and skills.
20. Comply with all federal, state and local health and safety standards.
21. Demonstrate appropriate organizational skills.
22. Respond appropriately and professionally to constructive feedback.
23. Additional duties may include, but are not limited to: van duty (assisting students to ensure safe arrival and departure) and assisting students with personal hygiene.
24. Accept and perform other duties as assigned.

Medical and fringe benefits based on Board policy. Performance reviews are conducted at 90 days and 6 months of the first year of employment. Annual wage reviews are conducted after the first year of employment.

Transportation Coordinator

JOB TITLE: Transportation Coordinator

REPORTS TO: Principal

QUALIFICATIONS:

- Must be at least 21 years old
- High school diploma or equivalency.
- Satisfactory work history, verified through professional references, with work or education experience in education, business administration, management, or transportation.
- Valid Ohio driver's license and at least five years of driving experience.
- Proof of driver's liability insurance.
- Satisfactory driving record, as described in O.A.C. 3301-83-06(F)(2) and verified through driving record checks (repeated semi-annually through the Ohio Department of Education)
- Satisfactory criminal background check, as described in R.C. 3327.10(J) and (K) (repeated at least every six years).
- Physically qualified according to the requirements in O.A.C. 3301-83-07 (repeated annually).
- Negative pre-employment drug screen.
- Satisfactory completion of pre-service training program; Standard First Aid/CPR training, education on Autism Spectrum Disorders, including behavior management.
- Ability to work with a broad range of individuals and organizations; manage personnel and resources to achieve a desired objective; read and write to maintain required records; remain professional in stressful situations; deal with members of the public in a courteous and respectful manner; control temper and maintain poise in stressful situations.
- Competent in computer use, including use of the Internet

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for long periods of time. The position requires intense concentration, particularly in poor driving conditions. The employee must work in all weather conditions including extreme cold and extreme heat. The noise level on the van may escalate at times. The position may involve exposure to individuals with medical and behavioral risks or to bodily fluids.

This position requires following a schedule with strict time constraints. This position may involve stress resulting from those time sensitive obligations, the responsibility to ensure that laws and regulations are followed, and the responsibility to ensure the safety of students with challenging behaviors.

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Principal, the Transportation Coordinator is responsible to act as a van driver, for the coordination and oversight of all van drivers, and for recordkeeping related to van maintenance, training, oversight, and evaluation of all van drivers.

The Transportation Coordinator will:

1. Complete at least four hours of in-service training on school transportation each year, and complete the classroom portion of the Ohio pre-service driver training program at least once every six years (within first year of employment).
2. Support the Administration and Board of Directors, and adhere to all relevant laws, rules, regulations, and School policy and procedures.
3. Comply with all van driver duties.
4. Provide direction, oversight, and direct supervision of van drivers with respect to all transportation duties and requirements, and inform Principal of staff policy violations related to transportation.
5. Report any damage or repair needs discovered during daily safety inspections to the Principal.
6. Notify the Principal in case of mechanical failure or delay (more than five minutes after usual time of arrival).
7. Report all accidents and complete any associated required reports.
8. Report any behavior problems and student damage to the van, any pedestrian or vehicular concerns, or any complaints to the Principal.
9. Complete all required paperwork in a timely fashion.
10. Conduct pre-service training programs with all new drivers and with existing drivers whenever necessary.
11. Perform evaluations of all van drivers.
12. Prepare van routes for transportation of students to and from their homes or other pick-up/drop-off locations, vocational trips, field trips, and any other school-sponsored locations.
13. Review all expenses, invoices, and receipts related to student transportation, including gas and cell phone charges.
14. Maintain a transportation budget and submit monthly budgets to the Principal for board meetings.
15. Review all van driver logs.
16. Ensure that all required vehicle safety/maintenance checks are conducted for all school transportation vehicles in a timely manner.
17. Ensure that all vans have the proper emergency equipment, signage, and materials boxes.
18. Ensure that all drivers maintain the required certifications, physicals, driving records, and background checks, and maintain driver files.
19. Secure substitute van drivers as needed, in the absence of the Principal and/or Office Manager.
20. Perform other duties as may be required by determination of the Principal.
21. Remain free of any alcohol, drugs, or controlled substances in the workplace.

Performance reviews are conducted after 90 days and 6 months in the first year of employment. Annual performance reviews are conducted by the end of the fiscal year.

Van Driver

JOB TITLE: Van Driver

REPORTS TO: Transportation Coordinator

QUALIFICATIONS:

- Must be at least 21 years old
- Valid Ohio Driver's License and at least three years of driving experience.
- High school diploma or equivalency.
- Satisfactory driving record, as described in O.A.C. 3301-83-06(F)(2) and verified through driving record checks (repeated semi-annually through the Ohio Department of Education)
- Proof of driver's liability insurance.
- Satisfactory criminal background check, as described in R.C. 3327.10(J) and (K) (repeated at least every six years).
- Physically qualified according to the requirements in O.A.C. 3301-83-07 (repeated annually).
- Satisfactory completion of pre-service training program, and certificate of acknowledgement of van driver training, issued by the Ohio Department of Education, or current Ohio school bus driver certificate.
- Experience with children with special needs preferred.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for long periods of time. The position requires intense concentration, particularly in poor driving conditions. The employee must work in all weather conditions including extreme cold and extreme heat. The noise level on the van may escalate at times. The position may involve exposure to individuals with medical and behavioral risks or to bodily fluids.

This position requires following a schedule with strict time constraints. This position may involve stress resulting from those time sensitive obligations, the responsibility to ensure that laws and regulations are followed, and the responsibility to ensure the safety of students with challenging behaviors.

DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the Transportation Coordinator, the Van Driver will transport students in a safe and orderly fashion to the School, on approved field trips, and to their homes or approved drop-off locations. Van Drivers will not engage in student behavior plans, potentially volatile situations, or discipline.

Van drivers responsible for safely operating the school van according to an assigned schedule. The driver must ensure the school van is in good operating condition at all times, pick up and drop off students according to the schedule, maintain security on the van, and obey all laws, rules, and regulations. The van driver is also responsible for dealing with members of the public in a courteous and respectful manner, as well as maintaining the confidentiality of the students, families, and staff of the School. Accidents caused by the van driver may result in discipline, if determined appropriate or necessary by the Principal. Any accidents that result in bodily harm to any occupants of the van will be grounds for suspension with or without pay during an investigation into the cause and may result in termination.

The Van Driver will:

1. Support the Administration and Board of Directors, and adhere to all relevant laws, rules, regulations, and School policy and procedures.
2. Follow directives and complete and maintain vehicle documentation and records as outlined by the Transportation Coordinator.
3. Complete at least two hours of in-service training on school transportation each year.
4. Operate school vans in a safe manner on public roadways and private property in conformance with all applicable laws, rules, and regulations.
5. Inspect van daily before pick-up for proper safety equipment and operation.
6. Regularly fill van with necessary fluids including gas and oil, check tires for proper inflation, and check radiator and power steering fluids.
7. Report maintenance and repair needs to Transportation Coordinator promptly, and request maintenance after every 3,000 miles of use.
8. Clean interior of the van and check seats and general condition of vehicle at the end of each trip.
9. Clean van as necessary and keep glass clean.
10. Ensure the safety of children and adult riders traveling on the van, including the safe ingress and egress of all students using the vehicle.
11. Maintain punctual route schedule.
12. Maintain a current seating chart, photo ID, and route maps for each child.
13. Maintain order on board the van and require students to remain seated.
14. Contact the Principal when a parent/guardian is not available to receive a child.
15. Report discipline problems to the Principal.
16. Report all accidents to the Transportation Coordinator, Principal, and appropriate law enforcement agencies.
17. Demonstrate regular and predictable attendance.
18. Display professionalism through demeanor, appearance, character, and judgment.
19. Be an effective team member.
20. Maintain confidentiality of students' records, information, and families.
21. Respond appropriately and professionally to constructive feedback.
22. Accept and perform other duties as assigned.

Performance reviews are conducted after 90 days and 6 months in the first year of employment.

Annual wage reviews are conducted after the first year of employment.

Van Rider

JOB TITLE: Van Rider

REPORTS TO: Principal

QUALIFICATIONS:

1. High school diploma or equivalency.
2. Physical capability of safely and appropriately lifting and managing special needs children when necessary
3. Ability to cope with stressful situations related to special needs children, control temper and remain professional, and deal with members of the public in a courteous and respectful manner.
4. Education on Autism Spectrum Disorders, including behavior management and transportation of children with special needs
5. Satisfactory criminal background check, as described in R.C. 3327.10(J) and (K) (repeated at least every six years).
6. Negative pre-employment drug screen.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for long periods of time. The noise level on the van may escalate at times. The position may involve exposure to individuals with medical and behavioral risks or to bodily fluids. This position may involve stress resulting from the responsibility to ensure the safety of students with challenging behaviors.

DUTIES AND RESPONSIBILITIES:

Under the guidance of the Principal, the van rider is responsible to help students maintain behavioral control and ensure that the driver and students on the van remain safe. The van rider is also responsible for dealing with members of the public in a courteous and respectful manner, as well as maintaining the confidentiality of the students, families, and staff of the School.

The Van Rider will:

1. Support the Administration and Board of Directors, and adhere to all relevant laws, rules, regulations, and School policy and procedures.
2. Ensure the safety of students and the van driver while riding on the van.
3. Report any infractions of traffic laws, school policies or inappropriate behavior by the van driver.
4. Report behavior problems and student damage to the van to the Principal.
5. Report any injuries sustained to any student or staff member while on the van to the Principal.
6. Complete incident reports required for any injuries or any situations requiring such reporting.
7. Assist the van driver in making necessary cell phone calls to the school or to parents when the van driver is operating the vehicle and cannot make such calls.
8. Informing the Principal of any safety concerns regarding students or staff on the van.
9. Carry out behavioral interventions as instructed by certified staff as needed.
10. Perform other duties as may be required by determination of the Principal.

*Performance reviews are conducted at 90 days and 6 months of the first year of employment.
Annual wage reviews are conducted after the first year of employment.*

Vocational Coordinator

Job Title: Vocational Coordinator

Reports To: Principal

Qualifications: Must have high school diploma or equivalency and a minimum of two years experience working with individuals with autism in vocational settings. Supervisory experience is preferred. No felony convictions. Must be fingerprinted and have negative TB test.

Overview: Under the direct supervision of the Principal of the school, the Vocational Service Coordinator will provide both on and off-site coordination of vocational services; provide direct supervision and oversight of vocational job coaches and teacher aide's performance in vocational programs, and scheduling and vocational activity planning.

Duties and The Vocational Coordinator will:

Responsibilities:

1. Adhere to support the Administration, Board of Directors, rules, regulations and building procedures.
2. Develop vocational programs, in conjunction with the Director of Education, for students to include outside work programs and internal vocational duties.
3. Provide vocational direction and direct supervision of vocational job coaches and paraprofessionals working within the vocational settings.
4. Coordinate daily vocational activities and work-sites
5. Oversee job coaches for student vocational programming.
6. Inform Principal of staff policy violations with regard to staff performance in vocational programs.
7. Demonstrate appropriate organizational skills.
8. Display professionalism through demeanor, appearance, character and judgment.
9. Observe, monitor and document student vocational performance and behavior to maintain a safe learning work environment.
10. Maintain the confidentiality of student records, information and family.
11. Demonstrate a positive interaction with all students, staff and parents.
12. Respond appropriately and professionally to constructive feedback.
13. Perform driving duties as necessitated by the Principal
14. Accept and perform other duties as assigned.

Medical and fringe benefits based on Board policy. Performance reviews are conducted at 90 days and 6 months of the first year of employment. Annual wage reviews are conducted after the first year of employment.

Vocational Job Coach

JOB TITLE: Vocational Job Coach

REPORTS TO: Vocational Coordinator

QUALIFICATIONS: Must have a minimum of 48 college credit hours or pass the Para Pro assessment and a high school diploma or equivalent. Able to speak clear English. A self-starter, dependable and able to carry out directions. No felony convictions. Must be fingerprinted and have negative TB test.

OVERVIEW: Under the direct supervision of the Vocational Coordinator, the Vocational Job Coach will provide appropriate interaction with the students assigned to him or her at both on and off-site vocational settings. Vocational Job Coaches will act as a direct link to the vocational and work environment piece of the student's day.

DUTIES AND

RESPONSIBILITIES: The Vocational Job Coach will:

1. Collect and maintain data as directed by the Vocational Coordinator.
2. Assist with implementing behavior plans.
3. Accept daily vocational assignments, under the discretion of the Vocational Coordinator and Principal, consisting of both on-site (work settings within the school) and off-site (work settings in the community).
4. Assist students in toileting and self-help skills in vocational settings.
5. Maintain the confidentiality of all students' information and families.
6. Assist with the entering of data and display professionalism in the completion of Individual Education Plans (IEPs) with regard to work settings.
7. Motivate all students in work environments while maintaining safety.
8. Be an effective team member.
9. Know student IEP goals and implement teacher directed interventions effectively.
10. Observe, monitor and document student vocational performance and behavior to maintain a safe learning work environment.
11. Maintain confidentiality of student records, information and families.
12. Interact appropriately with students at all times.
13. Display professionalism through demeanor, appearance, character and judgment.
14. Must be able to meet the AAL standard "Physical Ability/Engagement Policy."
15. Possess basic computer knowledge and skills.

16. Comply with all federal, state and local health and safety standards.
17. Demonstrate appropriate organizational skills.
18. Respond appropriately and professionally to constructive feedback.
19. Additional duties may include, but are not limited to: van duty (assisting students to ensure safe arrival and departure to and from school).
20. Accept and perform other duties as assigned.

Medical and fringe benefits based on Board policy. Performance reviews are conducted at 90 days and 6 months of the first year of employment. Annual wage reviews are conducted after the first year of employment.

Resident Educator Mentor

Job Title: Resident Educator Mentor

Reports To: Principal

Qualifications: Master's Degree in Special Education. Must have completed all required state mentor training. Must be fingerprinted, have clean BCI and FBI and negative TB test.

Overview: Under general direction and using the Director of Education as a resource, the Resident Educator Mentor is responsible for providing the necessary 1:1 training, as outlined by the Ohio Department of Education, to the school's resident educators.

Duties and Responsibilities: The Resident Educator Mentor will:

- Adhere to and support the Administration, Board of Directors, rules, regulations and building procedures.
- 28. Maintain qualifying credentials as required by the Ohio Department of Education for being a resident educator mentor
- 29. Lead and facilitate professional development with resident educators.
- 30. Use state-designed formative assessment tools, protocols and processes.
- 31. Document resident educators' on-going progress.
- 32. Keep the Director of Education informed of resident educators' on-going progress.

No fringe benefits are offered for this supplemental position.

Janitorial

Job Title: Janitor

Reports To: Principal

Qualifications: Must be fingerprinted, have clean BCI and FBI and negative TB test.

Overview: Under general direction of the school principal the janitor will be responsible for the general cleanliness of the school.

Duties and The Janitor will:

Responsibilities:

- Adhere to and support the Administration, Board of Directors, rules, regulations and building procedures.
- 33. Cleaning bathrooms consisting of mopping floors, cleaning toilets and sinks.
- 34. Dust and vacuum hallways
- 35. Empty trash cans around school
- 36. Clean common areas consisting of vacuuming, sweeping, and mopping
- 37. Clean windows
- 38. Notify principal when supplies need purchased

No fringe benefits are offered for this supplemental position.

WAIVER AND RELEASE OF LIABILITY

I, _____, have been offered the use of exercise equipment ("Equipment") provided by The Autism Academy of Learning in its exercise room (the "Facility") located at 219 Page Street, Toledo, Ohio 43620 (the "Premises"). In consideration of my use of the Equipment and Facility provided by The Autism Academy of Learning, I expressly agree and contract, on behalf of myself, my heirs, executors, administrators, successors and assigns, that The Autism Academy of Learning and its insurers, employees, officers, directors, and attorneys or agents (collectively, "AAL"), shall not be liable for any damages arising from personal injuries (including death) on, or about the Premises, or as a result of the use of the Equipment or Facility, regardless of whether such injuries result, in whole or in part, from the negligence of AAL. By the execution of this agreement, I accept and assume full responsibility for any and all injuries, damages (both economic and non-economic), and losses of any type which may occur, and I hereby fully and forever release and discharge AAL from any and all claims, demands, damages, rights of action, or causes of action, present or future, whether the same be known or unknown, anticipated, or unanticipated, resulting from or arising out of the use of said Equipment and Facility.

I expressly agree to indemnify and hold AAL harmless against any and all claims, demands, damages, costs or attorneys' fees, rights of action, or causes of action, of any person or entity, that may arise from injuries or damages sustained.

I understand and acknowledge that the use of exercise Equipment involves risk of serious injury, including permanent disability and death. By signing below, I acknowledge and agree that, to the best of my knowledge, I am in good health and proper physical condition to use the Equipment and that, if I have any concerns regarding my physical ability to properly use the Equipment, I should discuss them with my physician or other medical provider prior to use.

I understand and agree that AAL does not assume any responsibility or obligation to provide financial assistance or other assistance, including but not limited to, medical, health, or disability insurance, in the event of injury, illness, death, or property damage and therefore I should maintain appropriate medical, health, and all other applicable insurance for my own benefit. I agree to be solely responsible for my own safety and well-being. I understand that AAL does not provide specific instruction or assistance for the use of the Facility or Equipment.

I agree to comply with all rules imposed by AAL regarding the use of the Facility and Equipment. I agree to conduct myself in a controlled and reasonable manner at all times, and to refrain from using any Equipment in a manner inconsistent with its intended design and purpose.

I understand and agree that AAL is not responsible for property that is lost, stolen, or damaged while in, on, or about the Facility or the Premises.

If applicable, I understand and agree that my use of the Facility and Equipment is only to be undertaken on my own personal time, and that my use of the Facility and Equipment is not within the course or scope of my employment.

I HAVE READ THE FOREGOING WAIVER AND RELEASE OF LIABILITY AND VOLUNTARILY EXECUTE THIS DOCUMENT WITH FULL KNOWLEDGE OF ITS CONTENT.

Signature: _____

Print Name: _____

Date: _____



Waiver of Workers' Compensation Benefits for Recreational or Fitness Activities

Instructions

- Complete this form to waive workers' compensation coverage for voluntary participation in employer-sponsored recreational activities or fitness programs.
- In the space provided, list all employer-sponsored recreational activities and fitness programs for which the employee wishes to waive workers' compensation coverage. Make a line through any blank spaces.
- The employee **must** sign and date this form to acknowledge agreement.
- The employer shall retain the original for his or her files and provide a copy to the employee.
- The employer should submit a copy to BWC **only when an employee files a claim** for an injury or occupational disease sustained in the em-employer- sponsored recreational activity or fitness program. For further information call 1-800-OHIOBWC (1-800-644-6292).

Employee name (please print or type)	Date
Employer name	Risk number

Pursuant to Section 4123.01(C)(3) of the Ohio Revised Code (ORC), the employer and employee shall list those employer-sponsored recreational activities and fitness programs for which the employee wishes to waive all rights to compensation and benefits under Chapter 4123 of the ORC. The waiver must be signed and dated prior to the date of injury or, in an occupational disease claim, the date of disability. Should an employee sustain an injury or occupational disease in an employer-sponsored recreational activity or fitness program **which is not listed**, the employee may be eligible for workers' compensation benefits.

Recreational activities/Fitness programs

The undersigned declares that he or she is a voluntary participant in the employer-sponsored recreational activities or fitness programs listed above. He or she hereby waives and relinquishes all rights to workers' compensation benefits under Chapter 4123 of the ORC for any injury or disability incurred while participating in the above activities or programs. This waiver is valid for two calendar years. The waiver may not bar any workers' compensation claim filed for death benefits by the employee's dependents.

Employee signature

Date signed

EMPLOYEE HANDBOOK ACKNOWLEDGMENT FORM

I understand that this handbook does not imply or constitute a contract or employment agreement between Autism Academy of Learning (Academy) and myself. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

I understand that I work at the Academy “at will,” meaning that I am free to leave the Academy at any time, with or without reason, and that the Academy has the same right to end its employment relationship with me. No one at the Academy has the authority to make a contrary agreement with me except the Principal and any such contrary agreement must be in a formal written document and signed. This handbook and all other policies and procedures of the Academy are intended to be consistent with the Academy’s employment-at-will philosophy.

I understand that this handbook contains general statements about current Academy policy, and that the Academy retains the right to revise or modify the terms, information, policies, and benefits at its sole discretion and at any time.

I understand that the Academy may, at its sole discretion, depart from policy from time to time.

I understand that if I have knowledge, either direct or indirect, of harassment or discrimination in any form, I am obliged to report the circumstances immediately to the Principal.

In consideration of my employment or continued employment, I agree that any claim or lawsuit arising out of my employment with the Academy must be filed no more than six (6) months after the date of the employment action that is subject of the claim or lawsuit. While I understand that the statute of limitations for claims arising out of an employment action may be longer than six (6) months, I agree to be bound by the six (6) month period of limitations set forth herein and I waive any statute of limitations to the contrary. Should a court determine in some future lawsuit that this provision allows an unreasonably short period of time to commence a claim or lawsuit, the court shall enforce this provision as far as possible and shall declare the lawsuit barred unless it was brought within the minimum reasonable time within which the claim or suit should have been commenced.

I understand that I should consult the Principal regarding any questions I may have about Academy policies and practices.

Employee Name (Printed)

Employee Signature Date