

## ATTACHMENT 7.2(h)

### REPORTING REQUIREMENTS (not exhaustive)

- Current roster of staff by position
- Criminal background checks (FBI and BCI&I)
- Certificates (copy) for all teachers and aides
- Information on “highly qualified” status of teacher
- Current roster of students – identify regular and special education, §504 plans, and English language learners
- Current roster of Governing Authority members – including names, addresses (home or work), email mail addresses, and home and work telephone numbers
- Current roster of all staff with contact information and salaries or compensation
- Schedule of Governing Authority meetings – dates, times, and places
- Notice of all regular, special, or emergency Governing Authority meetings
- Copies of all approved and signed Governing Authority minutes (after every meeting)
- School calendar
- Lease/rental agreement/deed
- Building inspection certificates – fire and health department inspections/building permits/Certificate of Occupancy
- Current School environment report (Health Dept.). Any asbestos management plans.
- Approved budget by June 30<sup>th</sup>
- Inventory per Fixed Assets Policy
- Articles of Incorporation, Code of Regulations, Employer ID No., IRS Determination Letter (if any), supplemental bylaws or policies
- Safety plan – new/revised
- Approved and updated technology plan
- Annual report
- Complete set of School policies
- Financials (at least bi-monthly)
- Structural chart
- Timely submission of all required or requested information into a document management system, electronic system, by mail or manually, as requested by Sponsor.
- Receipts, expenditures, and financial information of any kind requested by Sponsor.

**ATTACHMENT 8.2**

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- Staff Benefits
- Dismissal and Disciplinary Procedures for Staff
- Disposition of Employees if Contract is Terminated

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### PROFESSIONAL AND SUPPORT STAFF

#### **301. EMPLOYMENT OF TEACHING STAFF**

The Governing Authority hires teachers based on their interest, demonstrated competence and qualifications to fully and faithfully execute Focus Learning Academy of Northern Columbus' academic program and academic content standards, and fulfill the school's mission. Teachers are required to have an Ohio state teacher certification (if teaching more than twelve (12) hours per week), or otherwise as permitted by changes to Ohio law.

#### **302. JOB DESCRIPTIONS/CREATIONS**

Job descriptions for professional and operational positions are created by the Superintendent and summarize employee duties to promote effectiveness, efficiency and economy in the operation of the School. Each employee shall be provided with a copy of their job description at the time of employment. Employees will be evaluated, at least in part, against their job descriptions. Evaluations and other personnel issues are detailed in the Staff Handbook.

#### **303. CRIMINAL HISTORY RECORDS CHECK**

To more adequately safeguard Students and staff members, the Board requires an inquiry into the background of each applicant being seriously considered for employment by the Governing Authority. This requirement includes all substitutes and persons employed on a part-time basis, such as coaches, artists, actors, performers or activity supervisors who may have care, custody or control of Students. All applicants must cooperate with the School and complete all forms or other steps necessary to obtain the criminal records check.

The Superintendent shall obtain a records check that complies with the law and ensures that, at the time of the initial application, the applicant is properly informed of the requirement to obtain: a) a criminal history records check prior to employment; b) a set of the applicant's fingerprints; c) proof that the applicant has been a resident of Ohio for five (5) years previous to the criminal history records check, and if not, that criminal history information from the Federal Bureau of Investigation is obtained. Any information and records obtained from such inquiries are confidential and shall not be released or disseminated except with prior governing authority authorization and/or as permitted or required by law.

Should it be necessary to employ a person prior to receipt of the criminal history records, the Director may employ the person on a conditional basis for only two months or until the report is received. If the results of the criminal records check indicate that the applicant does not qualify for employment, the Director shall immediately release the applicant from employment.

ORC §3319.39.

#### **304. EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of the School to provide an equal opportunity for employment to all qualified individuals regardless of race, color, religion, sex, sexual orientation, age, national origin, ancestry, disability, handicap, citizenship, veteran status, or other legally protected status.





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The Superintendent, or appropriately qualified or trained designee(s), will function as the Compliance Officer, whose responsibility it will be to ensure that Federal and State regulations are complied with and that any complaints are dealt with promptly, and in accordance with the law. S/he shall also ensure that proper notice of nondiscrimination rights under applicable laws is provided to applicants and employees.

See specific procedures for complaints or grievances as set forth in ORC §§ 204, 206 and 209 and 306.

### **305 SEXUAL/UNLAWFUL HARASSMENT**

It is the policy of the School to maintain a work and educational environment that is free from discrimination, including sexual and other unlawful harassment. In keeping with this policy, the School prohibits any form of unlawful harassment based on race, color, religion, sex, age, national origin, ancestry, disability, handicap, citizenship, veteran status, or other legally protected status, by any of its employees, supervisors, managers, visitors, or others in the work and educational environment.

Unlawful harassment is verbal or physical conduct that is unwelcome and is based on race, color, religion, sex, age, national origin, ancestry, disability, handicap, citizenship, veteran, status or other legally protected status. It occurs when:

- Submission to the unwelcome conduct is made either an explicit or implicit condition of an individual's employment;
- Submission to or rejection of the unwelcome conduct is used as a basis for an employment decision that results in a tangible job detriment, such as hiring, firing, reducing hours or responsibilities, failing to promote, or reassignment to a position with significantly different responsibilities; or
- The unwelcome conduct unreasonably interferes with the employee's work performance or is sufficiently severe or pervasive to constitute a hostile, intimidating, or offensive work environment.

Unlawful sexual harassment includes unwelcome sexual advances, requests for sexual favors, derogatory jokes, display of pornographic or sexually suggestive materials, and other verbal or physical conduct of a sexual nature.

A violation of this policy will subject an individual to discipline, which may include termination. The type of discipline (if any) that is warranted will depend on all the circumstances, including the nature of the conduct and the context in which it occurred.

If any individual feels that they have been discriminated against or harassed, they should immediately report their concern to the Compliance Officer or a member of the Governing Authority, or an officer of the Governing Authority. See § 204 for the grievance procedure.

No form of reprisal will be taken or permitted against any person who reports an incident of harassment or provides information during the investigation of a complaint. The Compliance Officer will conduct a prompt and thorough investigation of allegations, document the findings, and make recommendations to the Governing Authority or its designee. If the Governing Authority or its designee determines that



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unlawful discrimination or harassment occurred, it will take prompt corrective action calculated to eliminate the discrimination or harassment.

### **306. EMPLOYEE DRUG AND ALCOHOL POLICY**

It is the policy of the School to maintain a workplace that is free of illegal drugs and alcohol.

The use, sale, purchase, manufacture, distribution, dispensation, possession, or transfer of an illegal drug or alcohol, or being under the influence of an illegal drug or alcohol, during work time or at any time while on property owned, leased, or utilized by the School, is prohibited.

An “illegal drug” means any narcotic, depressant, stimulant, hallucinogen, cannabinoid or other substance subject to the Federal Controlled Substance Act, which is not lawfully prescribed to or lawfully obtained by an employee. “Alcohol” includes, but is not limited to, distilled spirits, liquor, beer, wine, malt liquor or any other intoxicant used as a beverage. The “property of the School” includes, but is not limited to, premises owned, leased, or used by the School and vehicles or equipment owned, leased, or operated by the School.

Any employee who violates this policy will be subject to disciplinary action up to, and including discharge. The disciplinary sanction may include the satisfactory completion of an appropriate rehabilitation program.

Employees needing help in dealing with drug or alcohol use or dependency are encouraged to contact the Superintendent or a member of the Governing Authority.

Employees must, as a condition of employment, abide by the terms of this policy and report to the Superintendent any conviction under a criminal drug statute, for violations occurring on the School’s premises or property or while conducting School business. A report of a conviction must be made within five days after the conviction. This requirement is mandated by the Drug Free Workplace Act of 1988.

The Superintendent or the Board may condition any offer of employment upon the applicant passing a drug or alcohol test. Any applicant subjected to drug or alcohol testing shall complete a consent form upon request. The Board shall reject for hire any applicant who fails or refuses to complete a consent form or submit to testing upon request, or who fails to pass a post-offer drug or alcohol test when such a test is required.

### **307. IMMIGRATION REFORM AND CONTROL ACT OF 1986**

The Board shall hire only United States citizens and others lawfully authorized to work in the United States. Any person hired will be required to provide satisfactory documentation of identification and employment authorization as set forth in Federal law and regulations.

### **308. PRE-EMPLOYMENT MEDICAL TESTING**

The School shall require, after a conditional offer of employment, that candidates submit to and pass a tuberculin test to assure the absence of tuberculosis in a communicable state.

#### **Tuberculin Testing for Employees**





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1. Newly employed teachers and other employees of the School shall:
  - a. Present documented evidence of having a negative tuberculin test (Mantoux Test 5 TU PPD preferred) within thirty (30) days of the first day of work; and
  - b. If a known positive reactor, have a chest X-ray and other appropriate examinations revealing the absence of tuberculosis in a communicable state within 10 days of the positive reaction.
2. Currently employed teachers, administration or staff shall:
  - a. Present documented evidence of having a negative tuberculin test (Mantoux 5 TU PPD preferred) every third year;
  - b. If a known positive reactor, have a chest X-ray annually or if the person has completed a course of preventative therapy or adequate chemotherapy in accordance with guidelines prescribed by the Director of the Ohio Department of Health, have a chest X-ray at three (3) year intervals; and
  - c. Have additional tuberculosis screening at more frequent intervals at the discretion of the Board of Health of Franklin County.
3. The School shall submit annual summary reports of tuberculosis examinations to the Board of Health of Franklin County on forms prescribed by the Director of the Ohio Department of Health.

### **309. AIDS POLICY**

The School will not discriminate with respect to compensation, terms, conditions, benefits, or privileges of employment against applicants and employees because they have Acquired Immune Deficiency Syndrome (AIDS), Human Immunodeficiency Virus (HIV) or related conditions, if the applicant or employee can meet work performance standards and perform essential job functions (with or without reasonable accommodation).

The School will take the steps needed to maintain confidentiality and to address Student and employee safety issues, and will comply with all applicable laws regarding persons with AIDS, HIV, or related conditions.

### **310. UNREQUESTED LEAVES OF ABSENCES**

The Governing Authority may place a professional staff member on unrequested leave of absence for physical or mental inability when the staff member is unable to perform assigned duties. The School will comply with applicable laws requiring accommodation of qualified individuals with disabilities who can perform essential job functions with or without reasonable accommodation(s).

If the Governing Authority believes the staff member is unable to perform assigned duties, the professional staff member will be offered a meeting to discuss these issues.

Prior to placing a professional staff member on unrequested leave, the Governing Authority may require the staff member to submit to an appropriate examination by a health care provider designated and compensated by the School. The results of any such examination shall be treated as a confidential medical record and will be used only in compliance with law.



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If, because of such examination, the professional staff member is found to be unable to perform assigned duties and no reasonable accommodations are appropriate or available, the professional staff member may be placed on an involuntary leave of absence for a period to be determined by the Board and/or have their employment terminated in accordance with applicable law.

### **311. STUDENT SUPERVISION AND WELFARE**

Because of their proximity to Students, professional and support staff members are frequently confronted with situations which, if handled incorrectly, could result in liability to the School and personal liability to the professional staff member. Compliance with the following guidelines will minimize that possibility.

1. Each staff member shall maintain a standard of care for supervision, control and protection of Students commensurate with assigned duties and responsibilities.
2. A staff member should not voluntarily assume responsibility for duties they cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
3. A staff member shall provide proper instruction in the safety matters presented in assigned curriculum guides.
4. Each staff member shall immediately report to the Director any accident or safety hazard they detect using the appropriate forms.
5. A staff member shall not send Students on any personal errands.
6. A staff member shall not associate with Students, particularly those of the opposite sex, at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs.
7. If a Student comes to a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, the staff member may help the Student contact certified or licensed individuals in the community or the facility who specialize in the assessment, diagnosis, and treatment of the Student's problem. Under no circumstances should a staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose or treat the Student's problem or behavior.
8. A staff member shall not transport Students in a private vehicle without the approval of the Superintendent.
9. A Student shall not be required to perform work or services that may be detrimental to his or her health.

Pursuant to the Ohio laws, each staff member shall report immediately to the Director any sign of suspected child abuse or neglect. The Director shall follow required procedures for reporting suspected child abuse or neglect to proper legal authorities.

### **312. ETHICS AND STAFF GIFTS**





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The School's Governing Authority, administrative officers, and employees shall comply fully with the requirements outlined in ORC §102, "Public Officers – Ethics." For instance, public officers, including School employees, shall not accept compensation or gifts which give rise to, or give the appearance of a conflict of interest. Employees in violation of this Chapter are subject to review by the Ohio ethics commission, and may be found guilty of a misdemeanor.

The School shall provide training for its employees on the ethical requirements in §102, and will maintain records of such training, materials used, and dates of training.

The Board shall consider as appropriate the presentation of token gifts to members of the staff who have rendered outstanding service for an extended period, and who have earned the high regard of other staff members and the community.

Students and their parents shall be discouraged from the routine presentation of gifts to School employees on occasions such as religious holidays. Where a Student feels a spontaneous desire to present a gift to a staff member, the gift should not be elaborate or unduly expensive. The Board shall consider as always welcome, and in most circumstances, more appropriate, the writing of letters to staff members expressing gratitude or appreciation.

The provisions herein shall not be interpreted as intending to discourage acts of generosity in unusual situations.

### **313. EVALUATIONS OF ADMINISTRATORS, SUPPORT STAFF AND TEACHERS**

Administrative Team Members, Instructors, and support staff will be assessed by the Director on their job performance. This evaluation shall consider their level of adherence to the mission and the extent to which they devote their energies and resources to assisting the School to attain its goals. Additional methods of professional assessment may be developed by the Governing Authority or its designee. Evaluations will be conducted annually, or more or less frequently as needed. There shall be a compilation of periodic observation(s) of the Lead Instructor's professional services made prior to formal evaluation. The formal performance assessment, evaluation and report shall address all aspects of the Lead Instructor's professional behavior and performance, including, but not limited to, classroom observation reports and Student achievement data. It shall also be consistent with the performance responsibilities listed in the job description for a Lead Instructor and with the school's contract with its Sponsor.

The School, though the LPDC or equivalent professional development entity, and administration will provide Lead Instructors with assistance in continuous professional improvement and growth, and the School will not tolerate inadequate or poor performance.

The contract between the School and its Sponsor shall also contain a dispute resolution policy, with agreed-upon procedures for resolving potential disputes between the two parties.

### **314. ABSENCE FOR JURY DUTY**

An employee summoned to serve as a juror shall give reasonable notice to the Director prior to starting service as a juror, and on each day when the employee's presence at court is required. Any full-time or exempt employee who is absent from duty for jury service shall continue to receive their pay as an employee of the School during such jury service.





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### **315. BENEFITS**

As employees, all leaves, absences, work outside of school hours and benefits not mentioned herein are addressed in the Staff Handbook. The Governing Authority reserves the right to modify or terminate benefits as provided by plan terms or by law.

### **316. UNIFORMED SERVICES LEAVE**

The School will comply with applicable Ohio and Federal law on leave for employees in the Uniformed Services. Uniformed Services Leave is unpaid, and persons returning from Uniformed Services Leave must meet certain criteria to be eligible for re-employment. The School will comply with applicable Ohio and Federal law on employment and re-employment of persons who serve in the Uniformed Services.

### **317. COPYING COPYRIGHTED MATERIALS**

The Board encourages Lead Instructors and staff assigned to the School to make judicious use of appropriate printed materials, sound recordings and electronic programs in the curriculum but recognizes that Federal law, applicable to public school districts, protects authors and composers from the unauthorized use of their copyrighted work.

The copyright law of the United States (Title 17, USC) governs the making of photocopies or other reproductions of copyrighted materials. Per the copyright law, it is illegal to copy or reproduce on disk or paper, by use of school equipment or any other means, materials for which the person reproducing or the School does not own the copyright, unless the written permission of the copyright owner has been obtained, or unless the activity is within some of the limited exceptions to the copyright laws. Copyright infringement carries with it serious civil and criminal penalties under law.

Title 17, Section 107, regarding the Fair Use of copyrighted work, reads in pertinent part:

. . . [T]he fair use of a copyrighted work, including such use by reproduction in copies or photo records or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any case is a fair use the factors to be considered shall include:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work ; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

### **318. WORKPLACE VIOLENCE**

Workplace violence is unlawful and against School policies. Violent behavior will not be tolerated. Any staff member who instigates or participates in workplace violence will be subject to disciplinary action up to, and including termination. In addition, abusive or offensive comments, threats or stalking will not be tolerated and will result in disciplinary action, up to and including termination.



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### **319. AT-WILL EMPLOYMENT**

Employees of Focus Learning Academy of Northern Columbus are employed at-will of the Governing Authority, which means that any employee may be disciplined or terminated for any reason and at any time, with or without cause. Nothing in this policy manual is intended or should be interpreted by any employee to promise, offer, or provide employment or benefits for a definite time or for a lifetime. No one from the School or representing the School has the right or authority to make any arrangement or agreement contrary to these terms.

#### **Due Process for Employment Termination**

Employees occupying full-time or part-time regular positions -- excluding those on initial probationary status -- are entitled, upon timely request, to a hearing to review the termination of their employment.

Procedure:

1. Following discharge from employment in a full-time or part-time regular position, the employee concerned may request a hearing to review the decision made by the school. The request must be made to the Management Company CEO in writing within ten (10) business days.
2. Except for announcements as may be required, public statements and publicity about the case either by the discharged employee or by the school shall not be permitted until the proceedings have been completed. Failure to comply with this policy constitutes grounds for immediate termination.
3. The discharged employee may at any time request in writing that the proceedings be discontinued and shall waive all further hearing rights.
4. After receiving the dismissed employee's request for a hearing, the CEO shall, within three (3) business days, set the time for a hearing and designate a hearing committee of the Management Company to hear the appeal and make recommendations to the Management Company. The Hearing Committee shall not include employee's immediate supervisor or the Superintendent.
5. During the proceedings, either party may have an advisor who may be an attorney. The proceedings shall be closed to all except the discharged employee, their advisor, school representative(s), the school's attorney and the Committee conducting the hearing.
6. The fact-finding portion of the hearing shall be tape-recorded. Committee deliberations after the fact-finding portion shall not be recorded, to protect the rights of employees serving on the Committee.
7. The CEO shall review the Committee's findings and recommendation.
8. Within five business days of receipt of the Committee's recommendation, the CEO shall render a decision to the dismissed employee and to the appropriate administrative personnel; that decision shall be the final decision of Focus Learning Academy.

### **320. TECHNOLOGY PRIVACY**





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The Board recognizes a staff member's right to privacy in their personal life.

The School has established this policy to inform staff members of the School's position with respect to staff-member privacy in the workplace and to protect the School's interests. All computers, telephone systems, electronic mail systems, and voice mail systems are the School's property and are to be used primarily for business purposes. The School retains the right to access and review all electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the School's computer system, telephone system, electronic mail system, and voice mail system. Staff members should have no expectation that any information contained on such systems is confidential or private. The School may review such information at any time, with or without the staff member's knowledge. The use of passwords does not guarantee confidentiality, and the School retains the right to access information despite a password. All passwords or security codes must be registered with the School. A staff member's refusal to permit such access may be grounds for discipline, up to and including discharge.

Computers, electronic mail, and voice mail are to be used for business purposes. Personal messages via School-owned technology should be limited in accordance with the School's guidelines. Staff members are encouraged to keep their personal records and personal business at home.

Because the School's computer and voice mail systems are to be used primarily for business purposes, staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages. This policy is necessary to ensure that School resources are used properly. Review of computer files, electronic mail, and voice mail will only be done in the ordinary course of business and will be motivated by a legitimate business reason. If a staff member's personal information is discovered, the contents of such discovery will not be reviewed by the School, except to the extent necessary to determine if the School's interests have been compromised. Any information discovered will be limited to those who have a specific need to know that information. The administrators and supervisory staff members authorized by the Superintendent have the authority to search and access information electronically.

The School will operate all personal information systems in compliance with ORC §

### **321 LEAVE OF ABSENCE WITHOUT COMPENSATION**

The School shall comply with the regulations as set forth in the Family and Medical Leave Act of 1993 (FMLA), including the special provisions which apply to school employees. Request for such leave shall be submitted in writing. Failure to comply with the terms for which leave is requested shall be grounds for termination of the leave and employment.

#### **General**

When an eligible employee makes a request, or if the School determines that an absence is FMLA-qualifying, the School will grant an unpaid leave for up to 12 work weeks during a rolling 12-month period, if the procedures in this policy are followed and leave is for any of the following reasons:

1. The birth or adoption of a child, or the foster care placement of a child;
2. To care for a family member of the employee if that individual has a serious health condition;  
or



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3. A serious health condition of the employee that renders the employee unable to perform their job functions.

In accordance with the FMLA, employees returning from FMLA qualifying leave shall be given the opportunity to return to work at the same pay, but are not guaranteed the same position or job assignment. The Superintendent will make job assignments based on the needs at the time the employee returns to work.

Employees are limited to a maximum of twelve (12) work weeks of unpaid leave for any of these purposes. If the leave is for birth, adoption or foster care placement, the leave must be completed within twelve (12) months of the date of birth, adoption, or placement.

Available leave will be calculated by determining the amount of leave used by an employee for the twelve (12) months prior to each day for which leave is requested and subtracting that number from the total of days equal to twelve (12) work weeks. This is referred to as the rolling method of calculation. Leave time may be calculated differently under special rules, which apply to instructional employees who request or take leave near the end of the school term or who take intermittent or reduced leave. The School may require an instructional employee to continue a leave until the end of the school term in certain situations permitted under the FMLA regulations.

Employees may choose to substitute paid vacation for leave, but the School will not require that they do so. When it is necessary to make per diem deductions to an employee's salary due to days not worked and taken off without compensation, the following formula will be used:

Annual Salary / Days in Official Calendar = Per Diem Salary

"Official Calendar" means the annual period employees are required to work and may mean different periods for administrative, instructional and staff employees. The same or an equivalent position will be guaranteed upon timely return from leave, with certain exceptions as permitted by law.

### **Advance Notice**

Employees must give the School thirty (30) days' notice for foreseeable leaves. If thirty (30) days' notice is not possible, employees must give as much prior notice as is practicable. If the School has reason to believe that an employee's absence is for an FMLA qualifying reason, it may designate the absence as FMLA leave with prompt written notification to the employee.

### **Medical Certification**

Employees requesting leave, either for their own serious illness or to care for a seriously ill family member, must submit written medical certification from a health care provider. The Board may require re-certification at reasonable intervals during the leave.

### **Health Benefits during Leave**

Employees' health care coverage will be maintained at their own cost during leave.

### **Additional Medical or Family Leave**





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A written request for additional unpaid leave of absence may be granted at the discretion of the Governing Authority.

### **322. STAFF USE OF CELLULAR TELEPHONES**

The Governing Authority recognizes that cellular telephones are a powerful communications tool and that their use greatly facilitates timely and effective communications. Employees who by the nature of their job have a routine and continuing business need for the use of cell phones for official School business may be reimbursed for the use of their personal Cellular telephones as a tool to conduct Board business and to enhance business efficiencies. The Superintendent will designate positions for which cellular telephone contact is expected. The Chief Financial Officer is authorized to reimburse employees a reasonable amount as determined by the Superintendent per month for the use of personal cellular telephones.

Using a cellular telephone while operating a vehicle is strongly discouraged. Employees shall plan calls to allow placement of calls either prior to traveling or while on rest breaks or use hands-free equipment if the call must be made while operating a vehicle.

Cellular telephone calls are not secure. Therefore, employees should use discretion in relaying confidential information, particularly as it relates to Students.

### **323. EYE PROTECTION POLICY**

The School will ensure that all staff and Students wear appropriate eye and face protection which complies with all Federal and state standards when working in areas that expose them to hazards such as flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation. Staff may obtain appropriate eye protection (safety glasses, goggles, etc.) from the Business Manager, who will also provide information on the proper use and care of the eye and face protection device.

The teacher will provide this protective equipment to the Students.

Staff regularly working in potential eye-hazard areas who also require prescription eyewear may submit a request through the Business Manager for prescription safety glasses. The School will assume the cost of the glasses.

ORC §3313.643.