



Dayton Public Schools Employee Manual

Revised 01/2012



WELCOME



Dear Colleague:

Welcome to Dayton Public Schools. As a member of the DPS team, you will have countless opportunities to make a difference in the lives of students. Your individual contribution, whether you are in the classroom or in a support role, is critical to our success. Our focus is on teaching and learning, and we are guided daily by our five strategic goals:

High-quality education: Provide high-quality education for college and careers.

- **Safe environment:** Guarantee that our schools are safe secure.
- **Excellent customer service:** Provide excellent customer service, both internally and externally.
- **Fiscal responsibility:** Demonstrate fiscally responsible practices.
- **Community support:** Earn the trust and support of the entire community we serve.

Our vision is to become an innovative district of champions where students are academically and culturally prepared by a team committed to developing critical thinkers and productive citizens ready to serve the world community.

We have high expectations and have committed our talents and energy to becoming the school district of choice for our students and our staff. Together, we can make it happen.

This handbook is an important resource for you. It summarizes the policies and practices we all must follow to accomplish our goals and realize our vision. As you review this handbook, please feel free to contact your immediate supervisor, department head, principal, or the Human Resources Department if you have any questions.

Sincerely yours,

A handwritten signature in black ink that reads "Lori Ward". The signature is written in a cursive style and is positioned above a horizontal line.

Lori Ward
SUPERINTENDENT
DAYTON PUBLIC SCHOOLS

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Dayton Public School District

The Dayton Board Of Education

The Dayton Board of Education's (DBOE) role in public education is an ever-changing one as new laws, regulations, and responsibilities come into play. The board is a policy-making body and, within the framework of state law, exercises control over the educational and financial affairs of the school district. Duties of the DBOE include adopting the district's annual budget; approving all expenditures; hiring and evaluating the district's superintendent and treasurer; approving curriculum, textbooks and courses of study; and making decisions on district future plans and building sites. The board is elected by the citizens of Dayton. It is made up of seven members, each elected to a four-year term. Regular business meetings of the DBOE are held monthly. All meetings are open to the public. A list of meetings locations, dates and times may be obtained from the Board Office or at www.dps.k12.oh.us.

Dayton Public Schools Strategic Plan

During our successful 2008 operating levy campaign, the Dayton Board of Education made a Contract with the Community to demonstrate that we are committed to becoming a more effective, efficient, and transparent educational enterprise. At that time, we sought candid input from parents; community members; business, labor, civic and neighborhood leaders; the faith community; DPS employees; and many others. This information was a rich resource in developing our strategic plan for success.

The plan has been developed to take us from where we are now to where we want to be. Our vision is to be an innovative district of champions where students are academically and culturally prepared by a team committed to developing critical thinkers and productive citizens ready to serve the world community. Its five strategic goals outline our areas of focus moving forward:

High Quality Education: Provide high quality education for college and careers.

Safe Environment: Guarantee that our schools are safe and secure.

Excellent Customer Service: Provide excellent customer service, both internally and externally.

Fiscal Responsibility: Demonstrate fiscally responsible practices.

Community Support: Earn the trust and support of the entire community we serve.

Dayton's future depends on the sustained progress of its public school system. When we have a road map, we not only know how to achieve our goals, but also hold ourselves accountable to the benchmarks by which we measure our progress.

To learn more about the plan, log on to the DPS Web site at www.dps.k12.oh.us or call 542-3054 for a copy.

Community

Strong schools are vital to a strong community. Citizens have provided needed financial support through the passage of the district's November 2002 bond issue to replace Dayton's crumbling schools as well as a 4.9-mill operating levy in 2008. Parents and other district residents provide support as volunteers in the schools and as members of the district's parent-community education council network. Dayton Public Schools benefits from its partnership with leaders of the Greater Dayton Area business community. Such partnerships make resources available to teachers and students beyond the classroom. Partnerships with area colleges and universities ensure the district's movement toward a seamless education process from kindergarten through high school and beyond, giving staff and students a wealth of technological, academic, and human resources to enhance student achievement.

Employees

Dayton Public Schools is proud of the diversity of its employees and their ability to meet the needs of a diversified student body. The average Dayton teacher has 15 years of classroom experience and the majority have earned a master's degree or higher. Transportation, nutrition and medical needs of children, as well as the operational and maintenance needs of the district, are the responsibility of teams of employees who realize the services they provide are critical to the education process.

Bargaining Units

There are 12 bargaining units which represent groups of employees within Dayton Public Schools. Those bargaining units are as follows.

Dayton Education Association

1013 North Main Street Dayton, Ohio

45405 Telephone: 224-7236

Certified Teaching Staff

Dayton Chapter Reserve Teachers

Ohio Association of Public School Employees A.F.S.C.M.E., AFL-CIO

Franklin Field Office 8401 Claude-Thomas Road, Suite 19 Franklin, Ohio

45005 Telephone: 1-800-730-3623

Clerical-Chapter 158

Paraprofessionals - Chapter 643

Bus Drivers - Chapter 627/Mechanics - Chapter 156

Interpreters - Chapter 766/Headstart-Chapter 155

Lead Child Care Teachers/Mental Health Technicians /

Occupational/Physical Therapy Assts. - Chapter 191

School Psychologists - Chapter 766-B

Dayton Public Service Union Local 101 A.F.S.C.M.E. Ohio Council 8

15 Gates Street Dayton, Ohio 45402

Telephone: 461-9983

Nutrition Services

Operations

Logistical Services

Security Resource Officers

Dayton Building and Construction Trades Council, AFL-CIO

1407 East Third Street Dayton, Ohio

45403 Telephone: 223-3255

Maintenance, Crafts

Administrators and Non Negotiated-Non Administrative personnel should refer questions to their supervisor(s) if sections in this handbook do not address all of their concerns.

Schools of Choice

With a clear focus on student achievement and academic reform, Dayton Public Schools' caring and qualified staff stands by the district's vision of "an innovative district of champions where students are academically and culturally prepared by a team committed to developing critical thinkers and productive citizens ready to serve the world community."

Preschool, full-day kindergarten and elementary programs address each child's social, emotional, physical, and intellectual needs. The district offers Early Childhood Education and Head Start programs to give eligible children solid steps toward a lifetime of learning.

The diversity of the district's student population is matched only by the varied opportunities for achieving academic success. In addition to neighborhood schools, Dayton offers the following:

Charity Adams Earley Academy - The first all-girls school opened in 2005 with the Charity Adams Earley Academy. The school is located at a site shared with the headquarters of the Buckeye Trails Girl Scout Council; that partnership provides extend-ed-day enrichment activities.

Dayton Boys Prep Academy - The district's first all-boys academy, opened in the fall of 2006. The school serves grades pre-kindergarten through sixth and will eventually be a pre-k to 12 school.

Montessori - Dayton Public Schools offers Montessori education at River's Edge Montessori PreK-8 School@ Franklin from pre-kindergarten through grade eight. Children, who learn in multiple age groupings, enjoy hands-on lessons, small group activities, and learning at their own pace in supportive environments that nurture their social, emotional and intellectual development.

Dayton Early College Academy - In partnership between DPS and the University of Dayton, DECA serves students in grades seven through 12. First-generation college-bound students, once at risk of dropping out of high school, receive personalized instruction and take college courses on the campuses of UD and Sinclair Community College. The program is one of five in the nation named "most innovative" in a study by WestEd for the Bill and Melinda Gates Foundation.

Dayton Technology Design High School - The Dayton Technology Design High School is a conversion charter school that targets ninth- through 12th-graders, age 16 through 22, who have dropped out of high school or who are likely to do so. The school's unique format accommodates students' work schedules and enables them to meet graduation requirements by working at their own pace, on their own time, with one-on-one and small group instruction.

In addition to the core curriculum, the school offers three career pathways from which students may choose. They include the Technology Pathway (computer programming, graphic design, animation, game design, and digital music); the Business Pathway (administrative, marketing, sales, accounting, research and development, and human resources); and the Humanities Pathway (English/ language arts electives, music, fine arts, and foreign language).

David H. Ponitz Career Technology Center - Dayton students will prepare for the demands of the 21st century workforce at the new David H. Ponitz Career Technology Center. The Ponitz Career Technology Center, which opened in the fall of 2009, shares resources and personnel with Sinclair. Students will earn college credits while still in high school, giving them a heads start on their associate's degree. The new career technology center serves grades 9 through 12 and is organized around four career pathways: arts and communication, business/information technology, engineering and industrial systems, and health and human services.

Challenger Center

In 1990, Dayton Public Schools became the second public school system in the nation to construct a Challenger Learning Center. The Challenger Learning Center, located at the Kiser PreK-8 School, is the fourth established in an international network of hands-on space simulators that emphasize the importance of math and science education. Dayton students have opportunities to apply math, science and problem-solving skills during Challenger "missions" throughout the year.

Superintendent's Student Senate

The Superintendent's Student Senate provides the Superintendent an opportunity to learn student concerns, needs and interests and gives student representatives an opportunity to exchange views. The Student Senate consists of two representatives and several alternates from each high school, who are elected by their student body. The president of the Student Senate becomes an ex-officio member of the Dayton Board of Education and sits with the board at public meetings.

Superintendent's Teachers Council

The Superintendent's Teachers Council provides the Superintendent an opportunity to hear teacher concerns, needs and interests, and gives teacher representatives an opportunity to exchange views. Contact the superintendent's office at 542-3002 for further information.

Uniforms

Dayton Public Schools offers students the choice of attending a school that requires uniforms. The district currently has 18 campuses, grades preK-12, that requires uniforms.

Achievement

Teachers and support staff members have distinguished the district through numerous local, regional and national awards, positions on professional boards and committees, and professional offices.

Dayton Public Schools students have competed with the best and brightest in the state and the nation and have received many honors.

Among our prestigious graduates are Olympic gold medalist Edwin Moses, internationally renowned artist Willis "Bing" Davis, and former Ohio lieutenant governor and mayor of the City of Dayton Paul Leonard.

District programs also have gained national attention. Dayton Public Schools' Title I extended-day kindergarten program was named one of the state's exemplary Title I programs by the Ohio Department of Education. The district's Title I programs have also won national and state recognition for excellence.

Employee Information

Hours of Work

The work week for each employee group varies. Please check with your supervisor.

Overtime

No employee shall work overtime unless authorized by his/her immediate supervisor and approved by the Superintendent, Deputy Superintendent or the Chief of Business Operations. Refer to the bargaining unit contract, if applicable, for further information.

Payday

Most district employees are paid every two weeks. The district is required to make the following deductions from paychecks: federal income tax, state income tax, Dayton city income tax, and the Ohio School Employees Retirement System or State Teachers Retirement System contribution. The percentage of salary withheld for the employee's retirement plan and the percentage contributed to it by the school district is determined by the School Employees Retirement System or State Teachers Retirement System. Employees do not pay social security tax, however they do pay into Medicare.

A receipt form (W-2) showing the amount earned and the amount withheld for federal, state, and city income taxes during the previous year is provided to each employee of the district by January 31 of each year by the Payroll Department. Employees must notify the Payroll Department of any changes in status such as changes in address, telephone number or number of tax exemptions.

Holidays

The district observes the following holidays:

- New Year's Eve
- New Year's Day
- Martin Luther King Day
- Presidents' Day (floating holiday in some bargaining unit agreements)
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and following day
- Christmas Eve
- Christmas Day

Specific dates for paid holidays are listed each year in the district calendar.

Absence Notification

A good attendance record is valuable to you as an employee and to the district. Your good attendance is essential to ensure the efficient operation of district business. If you are unable to come to work because of illness or an emergency, you should report this to your supervisor immediately or follow the rules established in your bargaining unit agreement, work rules, board policy or school building policies. Notification of your absence should occur as soon as possible that day and/or within the procedures or policies established for reporting such absence. You must complete a sick leave form the day you return from absence. In case of prolonged absence, you must keep the district (supervisor) informed about your health status and your projected return to work date. It is suggested you refer to your bargaining unit agreement for any variations in the above.

Appearance and Conduct

Personal and professional appearance and conduct are important both to oneself and to the district. Neat, conservative dress, and good personal hygiene habits make a good impression on students, visitors, and colleagues.

All persons employed by the Dayton Board of Education are representatives of the Dayton Public Schools. As such, they are expected to conduct themselves in a manner that will reflect credit upon themselves and the school system.

The following actions may lead to disciplinary action, including suspension with or without pay, or discharge. The list does not include all types of prohibited conduct, but is intended to suggest the types of conduct that will not be condoned:

1. theft of school property, the property of another employee, or theft occurring during work hours;
2. falsification of any school record or employment application;
3. deliberate damage to or destruction of school property;
4. negligent conduct while on duty, resulting in personal injury or property damage;
5. possessing, using, selling or buying any alcoholic beverage, narcotic, hallucinogenic drug, marijuana, barbiturate, amphetamine, or other intoxicant during working hours or on school premises, or reporting for work under the influence of a controlled substance;
6. smoking in restricted areas;
7. unauthorized use of school equipment;
8. use of abusive or profane language or racial slurs toward students or other employees;

9. disorderly conduct on school property or while on duty: fighting, threatening or attempting to inflict bodily harm on another person;
10. engaging in immoral conduct in relation to a student;
11. unauthorized absence or misuse of leave;
12. insubordination: refusal to follow a supervisor's instruction;
13. unauthorized use or possession of any dangerous weapon on school property. (The definition of a dangerous weapon shall include but is not limited to, firearms, knives, metal knuckles, straight razors, explosives, noxious irritants or poisonous gases, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents or members of the school community. This includes violation of the personal use document related to personal computer usage of DPS-provided computers.

Personal Information Notification

Full-time employees need to contact Human Resources to complete a Personal Information Update form on any changes based on one or more of the following situations: name change, address change, and telephone number change.

Customer Relations

The impression that students and visitors have of the district very often depends upon the employees with whom they come in contact. Your role in creating a good impression of the district is critical. Little courtesies; a friendly smile, a warm greeting, and a sincere interest in students, visitors, and colleagues will project a positive image to the mutual satisfaction of all concerned.

Probationary Employment

The probationary period is an important time in the relationship between the employee and the supervisor. The probationary time provides the employer the opportunity to evaluate the employee's performance. Likewise, the employee is given an opportunity for job adjustment. If you are a member of a bargaining unit, please refer to your bargaining unit contract for specific information.

In most cases, there is at least a 30 day probationary employment period for new employees. Please refer to your administrator, supervisor and/or bargaining unit if you have additional questions.

Professional Membership and Activities

Dues for individual professional memberships are the responsibility of staff members. On a selective basis, the district will pay the expenses of attending some meetings of professional organizations, if the attendance has been previously approved and budgeted.

Personal Leave

The granting of leave shall be contingent upon arrangements being made with the appropriate supervisor to cover or reschedule any scheduled work assignments during the leave period. The reason for the personal leave does not have to be shown on the leave request; however, the employee's signature verifies that the time off is for a legitimate personal reason that is not appropriately covered by vacation or sick leave. If you are a member of a bargaining unit, please refer to your bargaining unit contract for specific information. Certain personnel do not receive personal leave. Please check with your supervisor for eligibility.

Sick Leave

Sick leave is not a form of compensation but is a benefit provided by the district to protect eligible employees against loss of income when they find it necessary to be absent from work for reasons of personal illness, injury or disability.

An eligible employee may receive full pay for up to the amount of currently accrued sick leave. Sick leave is accumulated at the rate of 1.25 days per month for full time employees.

Bereavement Leave

Bereavement leave, up to three (3) days per occurrence, with pay, will be allowed for death in the immediate family of a full-time employee. Immediate family means mother, father, husband, wife, son, daughter, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandfather, grandmother, grandchild, or any individual living in the same household as the employee. However, there may be variations among bargaining units. Refer to your supervisor or bargaining unit contract for specific information.

Jury Duty Summons or Subpoena

An employee who is summoned for jury duty during normal working hours or who is not a party to a court case or administrative hearing and is subpoenaed to appear in court will be granted a leave of absence. The employee must notify the appropriate supervisor and submit a justifiable leave of absence form, attaching the original summons or subpoena.

Any compensation, except that specifically paid for expenses incurred by reason of the summons, must be turned over to the Treasurer of Dayton Public Schools. Checks and warrants should be signed on the back and include the wording, "Payable to the Dayton City School District," then mailed to the accounts receivable section of the Treasurer's office, Administration Building.

Leave Of Absence without Pay

An employee may request a leave of absence without pay for a period of up to one fiscal year. Such a request should be made to the employee's supervisor, with approval from the Board of Education. The request should be in writing and state the reason for the request and the length of time requested. The request should be addressed to Human Resources and routed through the employee's supervisor. All benefits provided by the district, such as life insurance and major medical insurance may be continued by the employee during a leave of absence without pay, provided that the cost of such benefits is paid by the employee. The employee must contact the Human Resources Department for cost information and payment arrangements.

Family And Medical Leave Act (FMLA)

Eligible employees are entitled to paid/unpaid sick leave for up to 12 weeks under the Family and Medical Leave Act of 1993, for birth of a child, adoption, formal placement of child, illness of parent, spouse, children, or employee's own illness. The Family Medical Leave form must be completed and submitted to the Human Resources Department prior to commencement of leave. To return to work, a doctor's release may be required.

Employment Verification

Requests for verification of employment or reference checks must be submitted to the Human Resources Department in writing. Information provided is limited to dates of employment and position title; salary information is provided with a signed release from the employee.

Human Resources Files

Human Resources files for all employees are maintained in the Human Resources department and are available for employee review. If you wish to review your file, it will be necessary to schedule an appointment. There may be a cost for large volume copy requests. It is important that Human Resources files contain accurate and up-to-date information; therefore, any change of status should be reported in writing to Human Resources as soon as possible. Most personnel records are public documents under Ohio law.

Retirement

The School Employees Retirement System (SERS) and State Teachers Retirement System (STRS) are the retirement systems in which district employees participate. This participation is mandatory. Specific information is available from Human Resources.

Sick Leave/Severance Pay

Employees who retire directly from employment after five or more years of continuous service applicable by SERS or STRS, may be compensated for accumulated sick leave upon retirement immediately following the last day paid. The rate of pay is one day for four days until reaching the maximum. Refer to your supervisor or bargaining unit contract for specific information.

Separation of Employment

Resignation

To resign from Dayton Public Schools, a letter must be sent to Human Resources indicating the date and reason. Earnings owed prior to that date will be paid, and any vacation accrued and not used will be paid within the next 30-45 days.

Retirement

To retire from Dayton Public Schools, a letter must be sent to Human Resources indicating that the individual wishes to retire and giving an anticipated retirement date. The individual should also contact the State Teachers Retirement System or the School Employees Retirement System. Earnings owed prior to that date will be paid, and any vacation accrued and not used will be paid within the next 30-45 days.

Conflict of Interest

It is the policy of the district that its relationship in transactions with individuals and organizations outside the district be conducted at all times on a highly ethical basis. To this end, the primary consideration must be the best interests of the district. Consequently, decisions made in conducting such relationships and transactions must not be influenced by self-interest on the part of a board member or employee that may potentially or actually be in conflict with the interests of the district.

A conflict of interest exists when a person uses his or her influence, knowledge of district events, and/or power or position to bring about a direct or indirect personal benefit from any business transaction with the district other than from his or her regular compensation.

In order to avoid conflicts of interest, circumstances actually or potentially involving such conflicts should be promptly and fully disclosed to the employee's supervisor. This requirement of disclosure exists at all times, independent of the periodic distribution of questionnaires concerning conflict of interest.

Nepotism

To prevent a conflict of interest in the supervision and evaluation of employees, at no time may any administrator be directly responsible for the supervision and/or evaluation of an employee directly related to him/her.

Grievance Procedures

Dayton Public Schools recognizes that, in any employee group, difficulties, misunderstandings or grievances may arise. It is the earnest wish of the district that all such problems be resolved quickly and fairly. In order to accomplish this, a procedure has been developed to provide a method of resolving disputes in an equitable and timely manner and at the lowest supervisory level possible. As such, the grievance procedure is recognized as a nonjudicial administrative process. The following principles will be adhered to at all levels and through all steps of the grievance procedure:

The right of all parties:

- to fairness, equity, confidentiality, and non-prejudicial use of records;
- to constituency representation;
- to the expeditious resolution of grievances, at the lowest level possible;
- to appeal to the next step in the process;
- to have no retaliation or adverse action taken against an employee who files a grievance, regardless of the outcome of the grievance;
- to have the right of representation of his/her choice at any level of the specific process outlined in each bargaining unit contract.

Nondiscriminatory Practices

Dayton Public Schools is strongly committed to a policy of equal opportunity in its employment practices, educational programs and activities, and the many services it offers to the community. The district does not discriminate against applicants, employees or students on the basis of race, color, creed, religion, age, sex, marital status, veteran status, national origin, ancestry, citizenship, or non-disqualifying mental or physical handicap.

This policy is administered by an appointed Equal Opportunity/ Section 504 Compliance Officer. The Equal Employment Opportunity Committee serves as an advisory group for reviewing, monitoring and making appropriate recommendations regarding the district's policy and contract compliance efforts.

For more information, please contact 542-3007.

Sexual Harassment

It is the policy of Dayton Public Schools to maintain an environment free from discrimination. Sexual harassment is a form of discrimination and may be a violation of Title VII of the Civil Rights Act of 1964. Accordingly, sexual harassment is prohibited.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to such conduct is made a term or condition of an individual's employment or academic pursuits, or submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting such individual, or such conduct has the purpose or effect of unreasonably interfering with an individual's employment or academic performance. In the event you witness sexual harassment or feel that you have been sexually harassed, notify the Human Resources or Legal department immediately. You will then be provided with information regarding the filing and processing of your sexual harassment complaint.

Smoking Restrictions

Health professionals have determined that the use of tobacco products can be detrimental to one's health. Specifically, smoking poses not only a health safety issue for the smoker, but also can produce health hazards for non-smokers through second-hand smoke. The Board prohibits the use of all tobacco products twenty-four (24) hours a day on all district-owned, -leased, or -contracted property.

Substance Abuse

It is the policy of Dayton Public Schools to provide employees with a drug-free workplace. All employees are hereby notified that the following conduct is prohibited:

- Unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance (drugs) on Dayton Public Schools premises, during work hours, or while attending any district-sponsored activity or function.
- Reporting to work (including returning from breaks) under the influence of alcoholic beverages or controlled substances (drugs).
- Driving any Dayton Public Schools vehicle, or driving any vehicle on business for Dayton Public Schools, while under the influence of alcoholic beverages or controlled substances (drugs).
- Consumption, use, possession, sale or purchase of alcoholic beverages on Dayton Public Schools premises, during work hours, or while attending any activity or event sponsored by Dayton Public Schools.

Violations of this policy will result in disciplinary action, up to and including termination. Employees must report all use of medications to their supervisor. Employees convicted of violating any federal, state or local criminal drug statute, where the violation occurred on Dayton Public Schools premises, must report the conviction to the district within five (5) working days of the conviction. Such convictions will result in either the employee's immediate termination or a requirement that the employee satisfactorily participate in (and complete) an approved substance abuse/rehabilitation program. Your problem is strictly between you and the counselor working with you.

Health and Dental Insurance Programs

Enrollment Basics

Insurance programs are available for all eligible Dayton Public Schools employees who complete the required applications on a timely basis. No insurance coverage is automatic. Contact the Human Resources department for details.

Medical, dental and life insurance benefits are available in accordance with the provisions of the bargaining unit contracts or board policy. Unless properly completed applications are filed with Human Resources within 30 days of the date of eligible employment, coverage will not be available until the next open enrollment period.

Open Enrollment

Open enrollment will be held each year for a two-week period in November. Each year, employees receive information showing the benefit plan options and the cost for each option.

Through Section 125, you pay for your health and dental benefits on a before-tax basis, known as pre-tax dollars.

Under current tax law, the pre-tax dollars you use to pay for your benefits are not counted as part of your income for federal income tax purposes. You pay less federal income tax as a result of this.

Enrollment Changes

During the Year

Once you have made your selection for a plan year (January 1 to December 31), you are unable to make changes in your selections unless there is a change in family status such as adoption, marriage, birth, divorce, death or loss of coverage. Applications must be submitted to the Human Resources department within 30 calendar days of the event.

Benefits Options

Benefit options include Medical Insurance, Dental Insurance, Life Insurance, Flexible Spending Account, Medical Reimbursement Account, Dependent Care Reimbursement Account and Tax-Sheltered Annuity.

Flexible Spending Account

Employees who are regularly scheduled to work at least 20 hours per week and who have health insurance coverage elsewhere are eligible to select the flexible spending account as an alternative to health insurance coverage. Refer to your supervisor or bargaining unit for specific information. The total amount is disbursed in quarterly payments in December, March, June and September. Payment is prorated from your effective date of coverage.

Medical and Dental Reimbursement Accounts

Reimbursement account plans are an important way for you to save tax dollars when you pay for health and dependent care expenses. The tax advantages of the reimbursement account plans are excellent. Consult a tax advisor if uncertain about the tax advantage to you.

How It Works

Medical and dependent care accounts are two separate plans. You may select either or both types of plans. You are not required to participate in DPS health/ dental insurance plans to participate.

Federal law regarding reimbursement accounts:

1. Once enrolled, you may not make changes unless you have an eligible family event.
2. The amount deposited can only be used for services incurred during the plan year (January 1 – December 31).
3. Any funds remaining in your account after the reimbursement period ends are forfeited. Money cannot be rolled over into the next year or returned to you according to federal law.

Claims

Claim forms are available through the Human Resources Department.

Terminations/Resignations

Financial contributions to medical and dental care reimbursement accounts end as of your last paycheck. You may submit claims after your last day worked, provided claim expenses were incurred before your last day worked.

COBRA

COBRA stands for the Consolidated Omnibus Reconciliation Act of 1985. You are eligible for continuation of health and dental coverage in the event you leave our employment. This coverage is available to you and/or any qualified dependent. You must apply within 45 days of your resignation date at the human resources department. Your costs for COBRA plans are equal to 102% of the full amount of premium.

Tax-Sheltered Annuities

Individual contract annuities, containing the "tax-sheltered" feature defined in Section 403(B) of the Internal Revenue Code, may be purchased for employees from insurance companies approved by the Dayton Board of Education. This is a form of savings and investment plan to be used at the time of retirement in addition to any other pensions you may have. It is necessary to execute a salary reduction agreement which reduces your annual salary and authorizes the amount of the reduction to be used to purchase an annuity.

Workers' Compensation

Dayton Public Schools has selected CareWorks as the Managed Care Organization (MCO) to medically manage on-the-job injuries. The following steps should be followed in the event that you are injured at work:

1. Immediately notify your supervisor.
2. Seek medical treatment in the event of an emergency. Go to the nearest emergency or urgent care facility.
3. Complete the Bureau of Workers Compensation first report of injury form and complete an accident report form. These forms are available in every building or location within DPS. Contact your supervisor if you are unable to locate these forms. Give completed forms to your supervisor.
4. Within 24 hours of the injury, the injured party needs to call CareWorks at 1-888-627-7586 to report the injury.
5. Within 24 hours of the injury, the injured party needs to call Dayton Public Schools Risk Management at 542-3133.

U. S. Savings Bonds

Employees may purchase U. S. Savings Bonds through payroll deductions. There is no minimum amount for deductions. When enough deductions have accrued for the purchase of a bond, the purchase is made. Bonds cost one-half the face value (A \$100 bond costs \$50). Bonds must be held for a minimum of one (1) year. The minimum denomination that can be purchased by the payroll deduction method is \$100. U. S. Savings Bonds no longer have a stated maturity date. The date the bond reaches its face value will depend on adjustable interest rates which are determined every six months. Current rate information is available by calling 1-800-487-2663. Additional information about U.S. Savings Bonds is available from banks, or you can write to:

Department of the Treasury Office of Public
Affairs
U. S. Savings Bonds Division Washington, D. C.
20226

Employees wishing to have payroll deductions made to purchase U. S. Savings Bonds must complete appropriate forms and should contact the Payroll Department at 542-3036.

LEGISLATED EMPLOYEE BENEFITS

Employee Retirement Benefits

A. State Teachers Retirement System - STRS

All certificated teachers and administrators are required to participate in the State Teachers Retirement Fund by contributing 10% of their gross wages on a pre-tax basis. Your contribution is not subject to federal or state income taxes. The Dayton Board of Education, as the employer, contributes an additional 14% to this fund.

STRS offers employees a variety of services as listed below:

Annual Statement of Account - A personalized summary on total contributions and service credit. A full-time teacher is entitled to one year of service credit for each year of employment which constitutes 120 days. For part-time teachers, service credit is calculated for 180 days of employment to equal one year.

Member Benefits Services - General or individual informational meetings are scheduled to discuss benefit changes, personal benefit projections, and retirement planning with members.

STRS Survivor Income Protection Plan - This plan provides a means for survivor benefits if member dies before service retirement.

Disability Retirement - If a teacher's career is temporarily or permanently interrupted due to health reasons, STRS will provide disability protection. To qualify, a teacher must have at least five years of total service credit and be under the age of sixty years.

Service Retirement - provides lifetime income through monthly installments for retired teachers based on years of service and age. Additional service can be purchased through the Purchasable Service Plan.

STRS Health Care Plan - This plan provides protection against financial loss due to a major or continuing illness. This includes health care, hospitalization or surgical care coverage for STRS retirees, their spouses, and dependents, and surviving beneficiaries.

More information on the following services can be obtained by calling (800) 365-3469 or (614) 227-4090 or writing to the following address:

275 East Broad Street Columbus, OH
43215-3771

All requests for Refund Applications, Retirement, Service Credit and all related forms should be initiated from the STRS office.

B. School Employees Retirement System - SERS

The School Employees Retirement System provides benefits for non-teaching school employees.

Applicable employees participate in the school employee's retirement fund by contributing 10% of their gross wages on a pre-tax basis. Your contribution is not subject to federal or state income taxes. DPS, as your employer, contributes an additional 14% of your gross wages to this fund.

SERS offers employees a variety of services as listed below:

Annual Statement of Account - A personalized summary on total contributions and service credit. A member will be granted one year of service credit upon completion of at least 120 days of school employment within a fiscal year. For service of less than 120 paid days, a fraction of a year's credit will be granted.

Member Benefits Services - General and individual informational meetings are scheduled to discuss benefit changes, personal benefit projections, and retirement planning with members.

SERS Survivor Income Protection Plan - This plan provides a means for survivor benefits if member dies before service retirement.

Disability Retirement - If a member's career is temporarily or permanently interrupted for health reasons, SERS will provide disability protection. To qualify, one must have at least five years of total service credit and be under the age of sixty years.

Service Retirement - provides lifetime income through monthly installments for retired members based on years of service and age.

SERS Health Care Plan - This includes health care coverage for SERS retirees, their spouses and dependents, and surviving beneficiaries. More information on the following services can be obtained by calling (800) 878-5853 or (614) 222-5853 or writing to the following address:

45 North Fourth Street Columbus, OH
43215-3634

Applications for Retirement Refunds can be obtained from the Payroll Department in the Administration Building. All other requests for Retirement, Service Credit and all related forms should be initiated from the SERS office.

Additional Employee Benefits

The following deductions are offered through the Payroll Department. Requests for any other type of deductions MUST be approved by the Treasurer.

Health Premiums - Pre-tax deductions are designated

Dental Premiums - Pre-tax deductions are designated.

Bargaining Unit Dues - Membership dues or fair share fees are deducted for a designated period of time for collective bargaining units and organizations.

Additional Life Insurance - Payroll deductions are available for additional life insurance above that provided by the board of education. Contact Human Resources for additional information.

United Way - Deductions for this social service agency are offered to district employees.

Purchased Service - Additional Service Retirement Credit can be purchased through payroll deductions for the State Teachers Retirement System (STRS).

First Day Financial - Deductions are offered through the credit union for loans; checking and savings accounts. Call the nearest credit union office for specific details.

Direct Deposit - Direct deposit of an employee's entire check to any banking institution is offered through the Payroll Department. Forms are available from the Payroll Department and must be completed to indicate where the monies should be sent. However, transfer of funds is not guaranteed until the Monday after the Friday pay date.

Earned Income Credit (W-5) - An eligible employee, who has a qualifying child, is entitled to receive earned income credit (EIC) with his or her pay during a calendar year. Forms are available in the Payroll Department in the Administration Building.

Other possible deductions that may be taken out of your paycheck:

The Dayton YMCA

United Negro College Fund

Dayton/Montgomery County Scholarship Program

District Services

Office of Employee Education and Development

The mission of the Office of Employee Education and Development (EED) is to provide assistance and support to all district employees for the development of exemplary professional practices and excellence in student achievement.

The goal of the Office of Employee Education and Development is to maintain a balance between centralized staff development and support decentralized growth activities that will ultimately enhance personal and professional growth. Among the office's responsibilities are to assist with school improvement plans, work with principals to deliver in-service programs, plan administrative in-service training, assist in evaluating in-service training and coordinate staff development activities. EED works diligently to ensure all employees have the necessary skills to perform their jobs at a high level of performance.

Office of Information and Educational Technology

The Information and Educational Technology department is comprised of three departments.

Information Technology manages the district's voice, video, data networks, and the district's Web site which includes the help desk, desktop support technicians, programming, training, and network management.

Educational Technology supports teachers integrating technology in the curriculum and provides computer training for teachers.

Media Services supports the personnel located in the district's Library/ Technology Research Centers, maintains the teacher production lab, supports the Dayton Digital Classroom (Interactive Video Distance Learning), and maintains audio-visual equipment.

Nutrition Services

School breakfasts and school lunches are provided by the Department of Nutrition Services. In addition, the department offers catered meals both on-site and off-site, special diets for students and adults, nutrition education for students and tours of the central production facility.

Public Information Office

The Public Information Office retains responsibility for and direct authority over the public information program of the entire district as authorized and instructed by the Superintendent of Schools.

Areas of responsibility include publishing the DPS employee newsletter, district reports, and promotional materials; developing marketing strategies and managing media relations.

Media Policy

The principal or his/her designee is the media contact for the individual school building. All media inquiries to the Public Information Office pertaining to a specific school will be coordinated through the appropriate principal. Conversely, the principal is expected to coordinate requests for media coverage through the Public Information Office.

DPS-TV and WDPS-FM

The Dayton Public Schools radio and television stations are currently located in the David H. Ponitz Career Technology Center, 741 Washington St., and feature educational, informational and entertainment programming.

WDPS-89.5 FM is a 6,000-watt noncommercial radio station featuring student-and adult-produced programming. WDPS broadcasts Monday-Friday from 9:15 a.m. until 4:30 p.m. with a variety of jazz-oriented programs. Throughout the day, WDPS features Dayton Public Schools announcements and other community and public affairs information.

Dayton Public Schools Television (DPS-TV), which cablecasts on Time Warner cable channel 21, offers programming continuously 24 hours a day. The station offers a variety of local programming including school and community updates. Programs also are available on demand at the following address: <http://dpstv.pegcentral.com>.

Weekly programming schedules are posted on the Dayton Public Schools Web site (www.dps.k12.oh.us).

Dayton Public Schools Addresses/Locations

School, Address	Phone / Fax
<u>Belle Haven PreK-8 School</u> 4401 Free Pike Dayton, Ohio 45416	(937) 542-4220 (937) 542-4221 (fax)
<u>Charity Adams Earley Girls Academy</u> 450 Shoup Mill Road Dayton, OH 45415	(937) 542-5840 (937) 542-5841 (fax)
<u>Cleveland PreK-8 School</u> 1102 Pursell Avenue Dayton, Ohio 45420	(937) 542-4340 (937) 542-4341 (fax)
<u>Dayton Boys Preparatory Academy</u> 2400 Hoover Avenue Dayton, Ohio 45402	(937) 542-5340 (937) 542-5341 (fax)
<u>E. J. Brown PreK-8 School</u> 31 Willowood Drive Dayton, Ohio 45405	(937) 542-5740 (937) 542-5741 (fax)
<u>Eastmont PreK-8 School</u> 1480 Edendale Road Dayton, Ohio 45432	(937) 542-4490 (937) 542-4491 (fax)
<u>Edison PreK-8 School at Fairview</u> 2408 Philadelphia Drive Dayton, Ohio 45406	(937) 542-4540 (937) 542-4541 (fax)
<u>Fairview PreK-7 School</u> 1305 West Fairview Avenue Dayton, Ohio 45406	(937) 542-4590 (937) 542-4591 (fax)
<u>River's Edge Montessori PreK-8 School at Franklin</u> 108 Linwood Dayton, Ohio 45405	(937) 542-4640 (937) 542-4641 (fax)
<u>Gorman School</u> 329 Abbey Ave Dayton, OH 45417	(937) 542-4790 (937) 542-4791 (fax)
<u>Horace Mann PreK-8 School</u> 715 Krebs Avenue Dayton, OH 45419	(937) 542-4890 (937) 542-4891 (fax)
<u>Kemp PreK-8 School</u> 1923 Gondert Avenue Dayton, OH 45403	(937) 542-5090 (937) 542-5091 (fax)
<u>Kiser PreK-8 School</u> 1401 Leo Street Dayton, Ohio 45404	(937) 542-6130 (937) 542-6131 (fax)
<u>Louise Troy PreK-8 School</u> 1630 Miami Chapel Drive Dayton, Ohio 45408	(937) 542-4290 (937) 542-4291 (fax)
<u>Meadowdale PreK-8 School</u> 4448 Thompson Drive Dayton, Ohio 45416	(937) 542-5390 (937) 542-5391 (fax)
<u>Orville Wright PreK-8 School at Grant</u> 4309 Arcadia Boulevard Dayton, Ohio 45420	(937) 542-5940 (937) 542-5941 (fax)

School, Address	Phone / Fax
<u>Rosa Parks PreK-8 School</u> 3705 Lori Sue Avenue Dayton, Ohio 45406	(937) 542-4390 (937) 542-4391 (fax)
<u>Ruskin PreK-8 School</u> 407 Ambrose Court Dayton, Ohio 45410	(937) 542-5680 (937) 542-5681 (fax)
<u>Valerie PreK-8 School</u> 4020 Bradwood Drive Dayton, Ohio 45405	(937) 542-5690 (937) 542-5691 (fax)
<u>Westwood PreK-8 School</u> 2805 Oakridge Drive Dayton, Ohio 45417	(937) 542-4990 (937) 542-4991 (fax)
<u>World of Wonder K-8 School</u> 4411 Oakridge Dr Dayton, Ohio 45417	(937) 542-3600 (937) 542-3601 (fax)

Safety and Security

The Dayton Board of Education shall expect all employees to ensure in every possible way, the safety of children in the schools. Employees are to inform the principal/supervisor immediately in case of assaults and will submit a written report which will give all facts of the incident, including names of participants, witnesses, date, time of day, location and nature of incident. All "SCAN" (suspected child abuse and neglect) cases must be reported in accordance with Children Services Board policy.

The principal/supervisor, in accordance with board policy, will report the incident to the executive director of safety and security, who will work with the law enforcement agency, if formal charges are warranted, and the action involves a police investigation.

Any suspicious person(s) or activitie(s) in or on board property must be reported immediately to the principal/supervisor. Individuals remaining in buildings beyond the normal work day are to notify the principal or supervisor.

A special security firm monitors all buildings 24 hours a day. During irregular hours, persons desiring to enter buildings must have clearance by the principal or building administrator. All employees are expected to wear a Dayton Public Schools photo identification badge while on duty.

Dayton Public Schools Buildings

Administration Building
115 S. Ludlow St.
(45402)
Phone: 542-3000

Welcome Stadium
1601 Edwin C. Moses Blvd.
(45408)
Phone: 542-4070

Service Building
4280 N. James H. McGee Blvd.
(45427)
Phone: 542-3799

Transportation Center
4290 N. James H. McGee Blvd.
(45427)
Phone: 542-4010

School, Address	Phone / Fax
<u>Belmont High School</u> 2323 Mapleview Avenue Dayton, Ohio 45420	(937) 542-6460 (937) 542-6461 (fax)
<u>Dunbar High School</u> 1400 Albritton Dr. Dayton, OH 45408	(937) 542-6760 (937) 542-6761 (fax)
<u>Meadowdale High School</u> 4417 Williamson Drive Dayton, Ohio 45416	(937) 542-7030 (937) 542-7031 (fax)
<u>David H. Ponitz Career Technology Center</u> 741 Washington Street Dayton, Ohio 45402	(937) 542-7180 (937) 542-6710 (fax)
<u>Stivers School for the Arts</u> (Grades 7-12) 1313 East Fifth Street Dayton, Ohio 45402	(937) 542-7380 (937) 542-7381 (fax)
<u>Thurgood Marshall High School</u> 4447 Hoover Ave. Dayton, Ohio 45417	(937) 542-6610 (937) 542-6611 (fax)
<u>Challenger Learning Center of Greater Dayton</u> 1401 Leo Street Dayton, Ohio 45404	(937) 542-6143 (937) 542-6195 (fax)
<u>Longfellow Alternative School</u> 245 Salem Avenue Dayton, Ohio 45406	(937) 542-6910 (937) 542-6911 (fax)
<u>The Gardendale Academy</u> 1733 N. Gettysburg Avenue Dayton, Ohio 45427	(937) 542-4450 (937) 542-4451 (fax)
<u>Dayton Early College Academy (DECA)</u> 300 College Park Dayton, OH 45469-2930	(937) 229-5780 (937) 229-5786 (fax)
<u>Dayton Technology Design High School</u> 348 W. First Street Dayton, OH 45402	(937) 225-3989 (937) 225-3998 (fax)

Vision An innovative district of champions where students are academically and culturally prepared by a team committed to developing critical thinkers and productive citizens ready to serve the world community.



115 South Ludlow Street
Dayton, Ohio 45402

Lori Ward
Superintendent

Dayton Board of Education

Ronald Lee
Joe Lacey
Nancy Nerny,
Yvonne V. Isaacs
Sheila Taylor
Stacy M Thompson
Robert Walker

The Dayton Board of Education provides equal opportunity to all students, employees, and parents by complying with all federal and state laws and regulations, prohibiting discrimination on the basis of race, color, national origin, religion, age, sex, and/or disability. This includes, but is not limited to: Title VI and Title IX of the Civil Rights Act and Section 504 of the Rehabilitation Act.