

Employee Handbook

2026-2027



**Warren County
Educational Service Center**

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<http://www.warrencountyesc.com>

IRN # 050401

NOTE: Employees of the Southwest Ohio Council of Governments (SWO-COG) are required to follow the WCESC policies as listed in this handbook

Individual programs/departments have posted a staff policies and procedures handbook in addition to this document via Public School Works. Please read and verify receipt of all related to your assignment as listed in your online Public School Works course schedule.

TABLE OF CONTENTS

WCESC Governing Board and Administrative Leadership Team	3
Senior Executive Directors, Title IX Compliance Officers, Human Resources, Payroll, Technology and Primary Support Contacts	4
Preface from the Superintendent	5
Introduction, Vision/Mission Statement and ODEW Aligned School Districts	6
General Policies and Procedures (alphabetical index at the end of this handbook)	7-30
Benefits and Employee Brochure	31-33
Fiscal Guidelines and Information (Credit Cards, Fundraising, Collection of Money, Purchasing, Payroll, Petty Cash, Purchase Process, Timesheets, Travel, and Expense Reimbursement, Job Related Expenses)	34-36
Health and/or School Safety Guidelines (Emergency, Fire/Tornado Drills, Other Emergencies, Evacuation Procedures)	37-40
Network Privacy and Acceptable Use Policy (Acceptable/Unacceptable Uses, Security/Integrity, Right of Access, Social Media Use)	40
Miscellaneous Information (Internet Address, Phones, Email, Change of Address, Name, or Beneficiary, Injury on the Job, Business Cards, ODEW Licensing/Permits, LPDC, Compliance Officers, WCESC Facilities)	42
WCESC Calendar for Main Campus Administrative Offices	43
Alphabetical Index of General Procedures and Policies	44-45

All Board approved WCESC by-laws and policies are posted in their entirety on the WCESC website.

To view policies, go to www.warrencountyesc.com

Disclaimer: Policies referenced in this handbook are subject to change throughout the year based on legislation and employees are expected to comply with updated requirements accordingly.



WCESC Governing Board

Mr. Fred Anness, Board President
Mr. Chad Bridgman, Vice President
Mrs. Nona Cress, Board Member
Mr. John Lazares, Board Member
Mrs. Sally Williams, Board Member



Fred Anness



Chad Bridgman



Nona Cress



John Lazares



Sally Williams

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Cary Furniss



Christy Even



Pat Paré



Kara Dirksing



Shawn Lenney



Scott Wilson



Katie Brown

WCESC Senior Executive and Department Directors



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PREFACE

from the Superintendent

It is a privilege to serve the children, parents, and employees who reside in Warren County and all our client school districts.

The intention of this employee handbook is to communicate important information to all employees about WCESC operations.

Employees should know and understand in addition to this employee handbook there are additional important sources of information:

1. Policy Manual of the Warren County ESC Governing Board. Board approved policies are available on the WCESC website under “About” dropdown and then “Info”.
2. Employee guidelines and handbooks that may be available for each program.
3. Student Handbooks in each school or ESC program.

This handbook has been provided to you as a means of communicating general district information, rules, and regulations. It is not intended to either enlarge or diminish any board policy, or administrative regulation or guideline. Material in this handbook may be superseded by such board policy, administrative regulation, or changes in federal or state laws. Any information contained in this staff handbook is subject to unilateral revision or elimination from time to time without notice.

Please speak with your supervisor or me should you have any questions about the material in this employee handbook.



A handwritten signature in cursive script that reads "Tom Isaacs". The ink is dark and the signature is fluid.

Tom Isaacs, Superintendent
Warren County Educational Service Center

Introduction

The elected members of the Governing Board and Administrative Leadership Team of Warren County Educational Service Center believe that education is a cooperative process that involves administrators, teachers, students, parents, and the community in promoting excellent educational programs through a constant cycle of diagnosis of need, implementation, and evaluation. Through cooperation, collaboration, and partnerships we are able to provide high quality programs for students.

We recognize that each school district is unique and diverse, and our programs and services are designed to enhance the sharing of resources and working together cooperatively. Our ultimate goal is for all students to have positive learning opportunities which we strive to achieve through teamwork, effective leadership, and mutual support.

Vision

We are innovative leaders committed to providing customized solutions and high-quality services with collaborative partnerships.

Mission Statement

At the Warren County Educational Service Center, we believe in being a resource to our community partnerships through a holistic life span approach by:

- Collaborating with school districts and communities to develop customized programming for at risk individuals and families
- Delivering high-quality services in a cost-effective manner
- Establishing a supportive environment that promotes growth opportunities, encourages leadership, and embraces diversity and inclusion
- Providing safe learning environments for the community we serve
- Enhancing the quality of life for a diverse population of learners with opportunities for growth and transformation

WCESC provides services to numerous school districts and related student entities as contracted, however, these districts are aligned with Warren County ESC per Ohio Department of Education funding:

Carlisle Local
Franklin City
Kings Local
Lebanon City
Little Miami Local
Springboro Community
Wayne Local

GENERAL PROCEDURES and POLICIES (alphabetical by topic)

◆ **ABSENCES and ATTENDANCE of STAFF (Policy #3250, 3432, 3433, 3436, 4432, 4436, 4438, 4439)**

- Regular attendance is required. Students depend on all staff being present.
- Be on time for every scheduled workday. Punctuality is a core responsibility.
- Report all absences in Frontline's Absence Management before the workday starts so they can be approved by your supervisor, the superintendent (or designee), and payroll.
- Not entering absences in Frontline triggers progressive discipline.
- Absences can be taken in 1/4-day increments.
- If you're assigned to a school district, you must follow that district's calendar for vacations, holidays, and days off.
- Even medically justified absenteeism may affect evaluations and can be grounds for non-renewal or termination.

TYPES OF LEAVE

Sick Leave (Accrued per board policy)

- Sick leave increments — may be taken in whole, half, or quarter-day units.
- Permitted uses — personal illness, family illness, medical appointments (employee or immediate family), and bereavement.
- Immediate family definition — spouse/partner, children, parents, siblings, grandparents, grandchildren, in-laws, and all step-relations.
- Excessive use rules — may require a doctor's note and may result in a letter placed in your personnel file.

Personal Days

- Personal day increments — whole, half, and sometimes quarter-day units.
- Conversion rule — unused personal days convert to sick leave at the end of the contract year.
- How many you receive
 - Hired before Dec 1 → 3 days
 - Hired Dec 1 or later → 2 days
 - Hired Mar 1 or later → 1 day
- Restriction on timing — cannot be used immediately before or after a vacation, holiday, or school day off. Intended for business that cannot be done outside the workday.

Leaves of Absence

- Governed by Policy #3430 (Professional Staff) and Policy #4430 (Classified Staff).

◆ **ADMINISTERING MEDICINES TO STUDENTS (Policy #5330, 5330.02, 5336)**

- Designated employees may administer medication, following Board policy.
- Medical forms must be completed and on file before a student can receive any medication at school.
- Non-prescription medicines require written parent permission.

- Prescription medicines require a written physician’s prescription.
- The school nurse, building principal, or designated office staff are the ones who administer medications.
- No employee may give a student any over-the-counter medication (e.g., aspirin, Tylenol) simply because the student feels unwell.

◆ **ASBESTOS NOTIFICATION (Policy #8405)**

Asbestos management plans are maintained in the Central Office and are available for public inspection during normal business hours. The WCESC contracts with a licensed environmental firm to conduct annual asbestos inspections, ensuring that all documentation remains current. All identified asbestos-containing materials are properly recorded, monitored, and maintained in accordance with safety and regulatory requirements.

◆ **ATTENDANCE OFFICERS**

The Warren County ESC’s Attendance Officers **enforce Ohio’s compulsory education laws** by partnering directly with the **Warren County Juvenile Court** to address truancy and chronic absenteeism. Their work includes verifying student residency, supporting districts with attendance policy enforcement, and coordinating interventions for students and families.

◆ **AUDITOR OF STATE FRAUD REPORTING SYSTEM (Policy #8900)**

1. Training for New Employees

- Every public office must provide information and training on the Ohio fraud-reporting system at the time of hire.
- New employees then have 30 days from their start date to confirm in writing that they received this information.

2. Training for Current Employees

- Due to amendments to the statute, current employees must also complete the fraud-reporting training, even if they were hired before the requirement existed.

3. Recurring Training Requirement

- All employees—new and current—must complete this training every four (4) years.

4. Purpose of the Requirement

- To ensure all public employees know:
 - How to identify potential fraud
 - How to report fraud to the Auditor of State
 - What protections and processes exist for whistleblowers

◆ **AUTOMATED EXTERNAL DEFIBRILLATOR (AED) (Policy #8452)**

All WCESC facilities are equipped with an onsite **Automated External Defibrillator (AED)**. Every employee is expected to know the exact location of the AED in their assigned building and to complete the required **Public School Works AED training course**. This ensures that all staff are prepared to respond quickly and confidently in the event of a cardiac emergency.

◆ **BELL SCHEDULES**

Employees are responsible for knowing the bell schedule of their assigned facility and following it consistently.

◆ **BLOODBORNE PATHOGEN TRAINING (SEE PUBLIC SCHOOL WORKS, P23)**

◆ CALAMITY DAYS (Policy #3437, 4437)

The **Tec 911 system** is the district's official platform for communicating **school closings, delays, and other urgent announcements**. To ensure you receive timely notifications, **all employees are required to register** their contact information in the system.

◆ CALENDARS and WORKDAY SCHEDULES (Policy #8210)

All employees are required to work the schedule and hours assigned to their district or building. Employees assigned to the Main Campus will follow the schedule established by the superintendent. Each employee is provided a work grid by their supervisor, and this work grid must be followed as part of their required duties.

◆ CARE OF WCESC PROPERTY AND EQUIPMENT

All employees are expected to respect organizational property and use equipment appropriately. Any damaged property or equipment must be reported to your supervisor immediately. WCESC employees who supervise students are also required to follow the property and equipment guidelines established by the school district in which they are working.

◆ CHILD ABUSE AND NEGLECT OF STUDENTS REQUIRED REPORTING (Policy #8462)

WCESC Mandatory Reporting Policy

All WCESC employees are **state-mandated reporters** of suspected child abuse or neglect. Any employee who has reasonable cause to suspect that a student is being abused or neglected must immediately report the concern to **Warren County Children's Services** or **local law enforcement**.

In addition, all employees are required to complete the **Child Abuse Recognition and Reporting Training** provided through **Public School Works**. Completion of this training is mandatory and must be kept up to date in accordance with state requirements.

◆ CLASSROOM, OFFICE and FACILITY SECURITY (Policy #7440)

- **Locked Facilities** — All WCESC buildings must remain locked at all times.
- **Controlled Visitor Entry** — Visitors may only enter through the locked front doors, which are managed by an administrative assistant or designated staff member.
- **No Propped Doors** — Employees may not leave exterior doors open, propped, or unlocked under any circumstances.
- **Securing Rooms** — Staff should turn off lights and secure all windows and doors when leaving any classroom or office.
- **Personal Belongings** — Valuable personal items should not be brought to work; if present, they must be stored in a secure location.
- **End-of-Day Procedures** — The last employee to leave is responsible for ensuring the building is fully secured and the alarm system is set.

◆ COLLABORATIVE BEHAVIOR COACHING TEAM

What the Team Provides

- **Environmental Analysis** — Assessing classrooms and other learning settings to identify barriers and develop targeted supports.
- **Instructional Modeling** — Demonstrating effective teaching and behavior-support techniques directly in the classroom.

- **Collaborative Problem-Solving** — Working with school teams to design or refine **Behavior Support Plans (BSPs)** for individual students.
- **Capacity Building** — Delivering professional development for teachers, paraprofessionals, and related service providers.
- **Technical Assistance** — Offering ongoing consultation to teams and families regarding student-specific needs.

Expertise of the Team

Most members of the Collaborative Behavior Coaching Team are **Board Certified Behavior Analysts (BCBAs)**. These professionals are highly trained in:

- **Functional Behavior Assessments (FBAs)**
- **Behavior Intervention Plan (BIP)** development for students with the most complex behavioral profiles
- Providing supervision and coaching to **Registered Behavior Technicians (RBTs)** placed in Warren County ESC programs and partner school districts

BCBAs ensure that all supports are grounded in **Applied Behavior Analysis (ABA)** principles and aligned with best practices for student success.

◆ **COMMUNICATION AND PUBLIC RELATIONS**

Positive public relations are the responsibility of every WCESC employee. All staff members are expected to engage in **positive interactions** with employees in our client school districts and to represent WCESC with professionalism at all times.

WCESC employees must refrain from any behaviors or comments that could be **perceived as critical** of leaders in client school districts. Maintaining trust and strong partnerships is essential to our mission.

Employees are encouraged to submit **positive news** for inclusion in the WCESC newsletter and to share noteworthy accomplishments with district leaders. Communicating good news to the public is an ongoing responsibility for all staff, and each employee plays a vital role in promoting the success of WCESC and its partner districts.

◆ **COMMUNITY and BUSINESS PARTNERSHIPS**

Warren County ESC strengthens partnerships between K–12 schools and local colleges and universities by coordinating graduate credit and professional development opportunities, supporting the development of joint grants, facilitating communication with local industries to enhance their involvement in K–12 education, and serving as a liaison with OBOR and the DOE.

◆ **COMMUNITY INVOLVEMENT**

Employees are encouraged to participate in and volunteer for community activities as goodwill ambassadors of WCESC.

◆ **COMMUNITY USE OF WCESC FACILITIES**

- **Conference Facilities** — Available for community use only when not in use by WCESC groups. No weekends or evenings are permitted.
- **School Gymnasiums** — *Not* available for rent under any circumstances.
- **Superintendent Approval** — The superintendent is the **sole authority** who can approve facility usage.

- **Request Process** — All requests must be made to the superintendent or designee to obtain a building usage form.
- **Required Information** — Your request must include:
 - Who is making the request
 - Purpose of the event
 - Date
 - Timeframe
 - Expected group size

◆ COMPLAINTS

Student/Parent Complaints

- Concerns about **teacher performance, discipline, grades, homework, or student progress** should start with the **teacher/employee directly**.
- If unresolved, the issue moves **up the chain**:
- Teacher/employee
- Supervisor
- Superintendent
- Governing Board of Education
- WCESC acknowledges that **some complaints may be too severe** or involve **special circumstances**, in which case the normal process may not apply.

Staff Complaints

- Employee concerns about **policy violations, misinterpretations, or improper application of guidelines** should begin with the **immediate supervisor** for informal resolution.
- The same chain-of-command principle applies.
- If a staff member has concerns about **student abuse or neglect**, they must report it to **Children's Services**, not just follow internal steps.

◆ CONFIDENTIALITY OF STUDENT INFORMATION AND RECORDS – FERPA (Policy #8330)

- **Student records** — All forms of student information are confidential.
- **Sensitive categories** — Abuse/neglect reports, test scores, psychological exams, disciplinary reports, family correspondence, educational and medical histories.
- **No personal devices** — Employees cannot access or store student information on personal phones, laptops, or tablets.
- **Strict privacy protection** — The district enforces rigid privacy standards.
- **Consequences** — Violations may result in disciplinary action, including termination.

◆ COMMUNITY-BASED OUTINGS AND EXPERIENCES

1. Administrative Approval

All community-based outings or experiences **must receive administrative approval before any planning occurs**.

- Trip requests must be submitted **at least 4 weeks in advance**.
- Each request must include:
 - Date and time
 - Location

- Transportation method
- Number of professional staff attending
- Purpose of the outing

2. Definition of a Community-Based Outing

A community-based outing is defined as: A **planned journey** involving **one or more students** leaving Center property, that is:

- Part of a course of study
- Under the **direct supervision** of a professional staff member or an advisor designated by the Superintendent

3. Itinerary Requirements

- The supervising professional staff member **may not change the itinerary** once the trip has begun **unless**:
 - Student health, safety, or welfare is at risk, **or**
 - Uncontrollable circumstances prevent the original plan from being carried out
- If any change is made, the staff member **must notify their administrative superior immediately**

4. Permission and Documentation

- Every participating student must have a **signed permission slip** from their legal guardian
- Staff must carry:
 - All signed permission slips
 - Emergency contact forms for each student

◆ CONTROVERSIAL ISSUES (Policy #2240)

- **Controversial issues** — The policy acknowledges that some topics will inevitably offend someone, but also recognizes that exposure to challenging ideas is valuable for older students preparing for citizenship.
- **Prior permission** — Teachers must get approval from their supervisor before teaching or discussing any controversial issue. They are encouraged to notify parents as well.
- **Restricted materials** — Employees should avoid instructional materials containing profanity, vulgarity, or sexual themes.
- **Respect for beliefs** — Staff must show respect for diverse religious and political views and honor parents' rights to decide what their children are exposed to.
- **Alternative materials** — If parents object to a topic, teachers may need to provide alternative assignments.
- **Client district expectations**

◆ COORDINATED CARE PROGRAM

The Coordinated Care Program is dedicated to providing prevention, support and intervention to Warren County youth and their families struggling with emotional and behavioral needs so that they may remain in their home. Coordinated Care serves three types of youth:

- Unruly
- High Risk
- Multi-need

The Coordinated Care Team provides wraparound services, intervention and prevention services to high risk and multi-need children and their families with the goal of helping youth remain in their own home and avoid residential placement. We work with direct service providers to coordinate an individualized plan for the youth with whom we work. The programs that the Coordinated Care Team provides include:

- Diversion
- Parent Success
- Resource Coordinators (placed in the schools)

◆ **COPIES (Policy #2531)**

Infringement on copyrighted material, whether prose, poetry, graphic images, music, audiotape, video or computer-programmed materials, etc. is a serious offense against federal law, a violation of Board policy, and is contrary to ethical standards required of school employees.

◆ **CRIMINAL BACKGROUND CHECK (Policy #3121, 4120)**

Every employee of Warren County Educational Service Center must pass both a state and federal criminal background check prior to employment. Fingerprinting is by appointment only at the WCESC Main Campus.

- Costs:
 - State: \$30
 - Federal: \$36
 - Both: \$61
 - Credit cards are the only accepted type of payment due at the time of appointment.
- Bring your driver's license/photo ID to the appointment.
- More details are available on the WCESC website under Quick Links. For questions, call 513-695-2900.

Background Check Requirements

- For Ohio Department of Education licensure renewal:
 - Background checks must be less than 5 years old.
- For new employment:
 - Background checks must be less than 1 year old.
- Non-certified staff must complete an FBI background check every 5 years.
- In most cases, employees pay for their own background checks.

◆ **CUSTOMER SERVICE and TELEPHONE ETIQUETTE**

A **professional, calm, and solutions-focused** approach is essential in every interaction with a customer or client. Each call is an opportunity to strengthen trust, defuse frustration, and represent the WCESC with excellence. Below is a refined version of your expectations, organized for clarity and practical use.

Core Principles

- Maintain a positive, respectful, and composed tone at all times.
- Treat every caller as a priority, even when they are upset or impatient.
- View difficult calls as opportunities to de-escalate and create a positive impression of the WCESC.

Call-Handling Standards

- Ask appropriate, clarifying questions to better understand the caller's needs. Examples:
 - "What specific issue are you experiencing?"
 - "How can I best assist you today?"
 - "Who have you spoken with so far?"
- Before transferring a call, clearly state:
 - That you are transferring the call
 - To whom the call is being transferred
 - Why that person is the correct contact
- If the person is unavailable:
 - Suggest leaving a voicemail
 - Offer to take a written message
 - Offer to attempt to reach the individual directly
 - Provide alternative solutions when appropriate

Privacy & Professional Boundaries

- Do not give out personal cell phone numbers.
- Do not share personal details about staff availability (e.g., “They’re on vacation,” “They’re sick”).
- Only share such information if explicit permission has been granted.

◆ DISPLAY AND BULLETIN BOARDS

Bulletin boards and display areas are located throughout the offices and classrooms of WCESC. This is a great way to create an attractive and positive learning climate, and to share good news with the public who visit the schools. Required employee notices should also be posted. At no time should any classroom door window be covered. Given the captive audience of students WCESC serves, classroom postings and displays must be informative and related to the curriculum being taught. Such postings and displays should not include religious, political, quasi-political, or controversial issues unless a staff member believes such material relates to his or her curriculum, in which case approval must be obtained from his or her supervisor before such material is posted or displayed. Refer to Policy No. po2240 for more information regarding controversial issues.

◆ DIVERSITY, INCLUSION and BELONGING (Policy #1422, 3122, 4122)

WCESC employees are required to demonstrate respect for differences including race, color, religion, national origin, gender, disability, or age. The listed policies are adopted by the Board but respect for cultural competency goes well beyond nondiscrimination and equal employment opportunities. We expect all employees to demonstrate respect for each other, students, parents, and community members at all times. Any employee who experiences any issues in this regard is encouraged to report the issue to compliance officers per policy. (see **HARRASSMENT AND BULLYING** section of this handbook). Compliance Officers: Pat Paré and Christy Even

◆ DRESS CODE

The ESC serves Ohio’s most vulnerable students. These students receive special education services and focused intervention and support and include students who have severe emotional and physical disabilities, students with troubled home lives, students who cannot learn in a traditional educational setting, and students who have committed violent crimes. These requirements on professional dress and appearance while on duty are intended to do the following:

- Foster respect and earn the confidence of ESC students, parents, the public, customers, vendors and fellow employees
- Promote a positive work and learning environment and limit distractions for students
- Ensure safety and security while working

Teachers and staff who work with students are professionals who have advanced degrees and/or training and are expected to maintain a professional learning environment for students. Employees who work with students in buildings operated by the ESC are expected to abide by the following standards. ESC employees who work in buildings not operated by the ESC shall abide by the dress code standards of the school district/schools in which they are working.

Employees to whom this policy applies shall:

- Present a neat, clean, and professional appearance in their performance of duties at all times
- Dress in a manner that will not hinder their ability to effectively complete their work assignments
- Practice personal hygiene that does not interfere with students, the public and co-workers in their work environment

- Photo identification badges and uniforms (where required) should be worn in the performance of ESC business and in ESC facilities in order to identify employees as legitimate ESC representatives

Appropriate Clothing:

Business and business casual is the baseline standard of attire for employees while they are on duty. Anything less than business casual attire is acceptable only if an employee works in a manual labor capacity and has been informed that business or business casual dress is not appropriate for those duties.

- Examples of business and business casual attire include but are not limited to:
- Business suit or dress
- Dress slacks, khakis or skirts
- Buttoned down dress shirts
- All shirts with collars, business casual crewneck or v-neck shirts, blouses, golf and polo shirts
- Blazers, sport coats, sweaters or cardigans
- Casual slacks and trousers without holes, tears, frays
- Casual slip-on or tie shoes, dress shoes, support shoes.
- Warren County ESC issued clothing with a Warren County ESC logo

Not Appropriate Clothing

Business and business casual attire does not include:

- Denim or jeans regardless of color
- Jeggings, leggings or yoga pants
- Tight or short pants or skirts
- Shorts
- Skorts
- T-shirts or tank tops
- Sweat suits
- Spaghetti straps, strapless, backless or halter dresses or tops
- Low-cut blouses or tops showing midriffs
- Flip-flops, sandals, open toe, no-back, construction or hunting boots
- Hats, caps or other head coverings
- Clothes or adornments with large logos, letters, words, graphics, or images (Warren County ESC issued clothing with a Warren County ESC logo is permitted)
- Clothing or adornments supporting or opposing any candidate, candidates, slate of candidates, or political organizations/committees

Exceptions to this dress code may be made for employees with disabilities and those with sincerely held religious beliefs or practices. They are considered on a case-by-case basis. Please contact the Director of Human Resources to request an exception.

Supervisors may notify employees that this dress code is relaxed on certain days. For example, a supervisor may allow jeans to be worn on casual Fridays.

◆ DRUG FREE WORKPLACE (Policy #3170, 4170)

WCESC shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol and marijuana with a medical card, by any school district employee, while on district property or at any district event.

◆ **EMPLOYMENT BY WCESC (Policy #3120, 4120)**

1. Employment Approval

- All personnel are officially employed only after approval by the Governing Board, based on the Superintendent's recommendation.

2. Misrepresentation

- Any intentional false statement related to employment qualifications or salary determination is considered grounds for dismissal.

3. Salary Schedule Placement (Licensed/Certified Staff)

- Placement on the salary schedule requires official college transcripts showing:
 - Degree earned
 - Date degree was conferred
- WCESC recognizes these degree levels:
 - Bachelor's
 - Bachelor's+ (150 total semester hours)
 - Master's

4. Moving on the Salary Schedule

- To move to a higher salary lane due to new coursework or a degree:
 - Employee must submit official transcripts to HR by September 15.
 - HR verifies and notifies the Treasurer in writing.
 - Approved increases take effect on the first October pay.
 - Increase is retroactive to workdays beginning September 16.
- September 15 is the only annual deadline for movement on the schedule.
 - After this date, changes wait until the next school year.

5. Paraprofessionals

- Paraprofessionals who earn a related Associate degree or higher receive a salary increase per the Board-approved schedule.
- They must submit official transcripts to HR by:
 - September 15, or
 - January 15 of the current school year.

6. Re-employment of Retirees

- Governed by Board policies:
 - #3120 – Professional Staff
 - #4120 – Classified Staff

◆ **END OF EMPLOYMENT PROCEDURES (HR and Technology)**

When an employee resigns from the WCESC, the following steps are required before the last day of employment:

1. Submit a Resignation Letter

A formal resignation letter must be submitted to the Human Resources Department.

2. Return All WCESC-Issued Property

Employees must return every item issued to them, including:

- **WCESC technology** — computer, laptop, printer, iPad, accessories, etc.
- **Mifi device**
- **Keys**
- **Key fob**
- **Work phone and charger**

- **Employee badge**
- **Any other items designated by HR**

Important: Final pay may be withheld until all WCESC property is returned.

3. Loss of Access to WCESC Systems

Once an employee resigns:

- Access to **WCESC electronic resources** will be terminated.
- Former employees **may not retain or access any student records**.

◆ ENGLISH LANGUAGE LEARNERS

Students whose primary language is a language other than English are provided appropriate assistance through the district's Limited English Proficient program. Federal law requires these students to be counted in the school district's accountability measure of Adequate Yearly Progress after they have been enrolled for one year.

Students will be aided through their district of residence.

◆ ETHICS (Policy #3210, 4210)

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Governing Board expects all staff members to maintain high standards in their working relationships, and in the performance of their duties to:

- **Respect for human dignity** — Treat every student, colleague, parent, and community member with fairness, courtesy, and professionalism.
- **Accurate representation of qualifications** — Never misstate degrees, certifications, or skills.
- **Protection of mental and physical safety** — Take reasonable steps to prevent harm, bullying, unsafe environments, or emotional abuse.
- **Commitment to professional growth** — Stay current with best practices and apply appropriate skills to assigned duties.
- **Confidentiality** — Safeguard student records, personnel information, and any data protected by law.
- **Avoiding conflicts of interest** — Do not use your position to gain financial benefit for yourself or others.
- **Rejecting improper gifts or influence** — Decline anything offered with the intent to sway professional decisions.
- **Proper use of position and public property** — Do not use school resources or authority for political or religious promotion.
- **Adherence to Ohio's educator conduct code** — Follow the statewide ethical and legal standards governing educator behavior.

◆ EVALUATIONS (Policy #1530, 3220, 4220)

All employees will be evaluated by their supervisor in accordance with the Ohio Revised Code and Board Policy.

Employees who are eligible for a continuing contract must notify their supervisor in writing prior to September 1 in order to be evaluated for continuing contract status during that school year.

◆ FACULTY/EMPLOYEE MEETINGS

Meetings will be held throughout the year to maintain good communications. All employees must attend these meetings unless emergencies prevent their attendance.

◆ **FINES**

Employees are responsible for all equipment issued to them by the Board. If any item is lost, damaged, or destroyed, the Human Resources Director may determine that financial compensation is required. When compensation is necessary, the Treasurer's Office may recover the cost through invoicing or payroll deduction.

◆ **FOOD SERVICE (Policy #8500)**

WCESC does not operate a food service department. Vending machines may be available in the offices and employees in school districts are welcome to use the cafeterias in client schools.

◆ **GIFTS TO EMPLOYEES (Policy #3214, 4214)**

Ohio ethics rules prohibit public employees from accepting gifts from any school district vendor that exceeds \$75.00 without filing a written report with the Ohio Ethics Commission. Any employee who may potentially have a conflict of interest with a potential school vendor is required to report that potential conflict to the superintendent before the expenditure of any school district funds.

◆ **HARRASSMENT AND BULLYING (Policy #1662, 5517, 3362, 4362)**

It is the policy of the Board to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all Educational Service Center operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

All employees have a right to work in an environment untainted by sexual or other forms of harassment or discrimination. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment or a basis of an employment decision. Other prohibited behavior includes conduct that has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive environment on the basis of gender, religion, race, color, national origin or ancestry, age, disability, marital status, or any other legally protected characteristic.

Any complaints should be reported to a compliance officer. WCESC Compliance Officers are:

Pat Paré, Assistant Superintendent at 513-695-2900, ext. 2314

Christy Even, Assistant Superintendent at 513-695-2900, ext. 2917

◆ **HAZARDOUS MATERIALS IN THE WORKPLACE**

In order to assure the safety of staff and students, information and/or training as necessary is provided to assist staff to recognize and respond appropriately to the presence of hazardous materials in the workplace, including proper handling, labeling, storage, and disposal of such materials.

Material Safety Data Sheets (MSDS), which accompany any hazardous substance used in the school setting, are maintained and available to any employee. MSDS sheets are available through Public School Works.

All WCESC employees are expected to conduct their work in compliance with safe first aid and infection control procedures, and safety is to be observed at all times. It is the employee's responsibility to make full use of safeguards and safety procedures at all times.

◆ **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) (Policy #1619.01; 3419.01; 4419.01)**

WCESC will safeguard the protected health information of employees from use or disclosure that may violate standards and implementation specifications to the extent required by law.

“Protected Health Information” means individually identifiable health information that is 1) transmitted by electronic media; 2) maintained in electronic media; or 3) transmitted or maintained in another form.

The electronic exchange of financial and administrative transactions related to an individual’s protected health information will meet the requirements of HIPAA.

Health Precautions (Policy #8453, 8453.01)

Because of the threat of infectious diseases, the following precautions must be followed for everyone’s health and safety.

- Gloves should be worn when contact with any blood or a bodily fluid is anticipated and should therefore be carried during playground duty, school activities, sports and field trips. They should also be worn for touching mucous membranes or broken skin (abrasions, etc.). Gloves should be changed after contact with each student. Hands should be washed immediately after removal of gloves.
- Disposable paper supplies and bandages should be used in the treatment and clean-up of any blood or bodily fluid.
- Cover any open lesions, wounds, dermatitis, etc., before working with students.
- Clean-up of blood and bodily fluids are dealt with primarily by the custodial staff. However, again, precautions must be taken by all employees.
- Gloves must be worn for clean-up and disposal.
- Contain blood or bodily fluids with paper towels and use them to wipe up.
- Vomit must be covered with vomit absorbent first. (This is available from the custodians). Follow the directions, then place the material in an individual plastic bag for disposal.
- Anything non-disposable (dust pans, brooms, etc.) must be sanitized. Cover them with a plastic bag until this can be done correctly.
- All plastic bags containing disposed material must be tied and disposed.
- Soiled clothing should be removed immediately and placed in a plastic bag.
- Both the injured party and the first-aid responder must wash their hands or any exposed areas of the body immediately at the finish of clean-up and disposal. Should first aid to a fellow employee or visiting adult be required, the same precautions should be applied.

◆ **HELP ME GROW PROGRAM AND EARLY INTERVENTION**

Help Me Grow of Warren County is a program that provides health and developmental services for Ohio’s expectant parents, newborns, infants, and toddlers. Services are designed with your family’s concerns and goals in mind so that your child(ren) starts school healthy and ready to learn. Early intervention leads to successful transition to the public school setting.

◆ **HIGHLY QUALIFIED**

This applies to teachers and to any paraprofessionals (teacher aides) who may be funded with Title I funds.

◆ **HOLIDAYS – BOARD APPROVED PER POLICY (Policy #1439, 4439)**

♦ IMMUNIZATION FOR EMPLOYEES (Policy #8453, 8453.01)

PRE-EXPOSURE VACCINATION

School district employees whose job classifications are outlined in **Group 1** will be offered the Hepatitis B vaccine. The vaccine will be offered within ten (10) working days of the initial job assignment, unless the employee has previously had the vaccine or wished to submit results of antibody testing verifying sufficient immunity.

Employees who agree to receive the Hepatitis B vaccine will sign a Hepatitis B Vaccine consent form. Employees who decline the vaccine will be requested to sign a waiver. Such employees may change their mind at any future time and request immunization which will be given at no cost to the employee. Any employee in **Group 2** may appeal for immunization due to unique circumstances of their individual job duties by completing the Hepatitis B vaccination appeal form. The school district will assure that, if appropriate, the vaccine is offered. **If at any time, an employee has questions about the Hepatitis B vaccination process, they should contact the HR Department at WCESC.**

GROUP 1	GROUP 2
Principals and Assistant Principals – if involved in school discipline	This group includes all other school district job classifications not listed in Group 1. These employees may have occupational exposure; however, these job types are determined not to be at high risk.
Nurses, medical professionals/paraprofessionals, health assistants, physical/occupational therapist and assistants, health aide	
Special education and exceptional education teachers, teacher aides, and attendants if dealing with students who cannot control body fluids or cannot control their behaviors	
Physical education teachers, athletic coaches/trainers, locker room attendants if required to handle blood, body fluids or other potentially infectious materials (e.g., providing general first aid)	
Art teachers	
Shop teacher	
Secretaries and office aides with student contact	
School security personnel	
Plumbing maintenance personnel	
Daytime custodians	
Bus drivers	

♦ INJURY/EMPLOYEE ACCIDENT AND EXPOSURE REPORTING PROCEDURES (Policy #8442)

The following procedures are applicable to all accidents, injuries and blood exposure incidents. Adherence to these instructions will facilitate your care and return to work. If you have any questions, call Pat Paré at (513) 695-2900, ext. 2314.

Step 1: Your health is the first priority! Don't hesitate to seek professional care for a medical emergency.

A medical emergency is defined as: a) medical services required for the immediate diagnosis or treatment of a medical condition that if not immediately diagnosed or treated could lead to a serious physical or mental disability or death, or b) medical services that are immediately necessary to alleviate severe pain.

Step 2: IMMEDIATELY submit an Employee Accident/Exposure Incident Report.

To submit an employee incident report, go to the ESC website (www.warrencountyesc.com), under Personnel Services click Employee Links, then scroll down and click the Accident Report link on the right side of the page, and finally click on Submit Accident Report. Enter all information requested and follow the steps to submit your report.

For assistance, contact your immediate supervisor or the school nurse. For further assistance, call Human Resources Department. The Employee Accident/Exposure Incident Report should be completed by the injured/affected employee, however, if necessary, another employee can complete the report with the assistance of the affected employee.

OPTIONS FOR MEDICAL CARE

When obtaining medical care, the employees MUST TELL THE PHYSICIAN it is a work-related injury.

ALL VISITS

If an employee obtains medical care for a work-related injury from a medical provider other than those noted below, workers' compensation insurance may not cover the costs, and the employee may have to pay for the services. Employees are encouraged to go to Atrium Hospital or Bethesda Arrow Springs which are convenient to our employees and specialize in work-related injuries treatment and follow-up, including proper reporting, transitional work, physical therapy, and other occupational services.

Atrium Medical Center 4220 Grand Avenue Middletown OH 45005 (513) 420-4700 Between 8:00am – 4:30pm After 4:30pm, go to Atrium Medical Center ER	Bethesda Arrow Springs 100 Arrow Springs Boulevard Lebanon OH 45036 (513) 282-7000
You may also go to: • Urgent Care facility in your area • BWC Certified Physician (to get the name of a BWC Certificate Physician, call 1-800-OHIOBWC. If you are unsure who is a BWC Certified Physician, it is recommended you go to an Emergency Room or Urgent Care facility.)	

ADDITIONAL REQUIREMENTS FOR BLOOD EXPOSURES

If you are exposed to the bodily fluids of another person, the following documents must be given to the medical provider. Items 1 and 2 are available to the employee from the district website. Item 3 is available to the employee after submitting an online Employee Accident/Exposure Incident Report. Items 4 & 5 are provided by others.

1. A copy of the district Bloodborne Pathogens Exposure Control Plan.
2. A copy of the OSHA Bloodborne Pathogens regulations (29 CFR 1910.1030).
3. A copy of the completed Employee Accident/Exposure Report.
4. Results of the source individual's blood testing (if available).
5. All medical records applicable to treatment of the employee, including vaccination status.

For additional information regarding the procedures associated with exposure to the body fluids of another person, the employee should read the district Bloodborne Pathogens Exposure Control Plan available on the district website.

◆ INTERPRETER SERVICES

WCESC provides highly skilled sign language interpreters that can accommodate any of communication, audiology services and assistive technology, speech and language services, C-print and interpreter availability for extra-curricular events.

◆ JOB DESCRIPTIONS (Policy #1400, 3120.01, 4120.01)

Each employee is required to maintain a current, signed job description. Job descriptions may be updated at any time to reflect evolving workplace needs, organizational priorities, or changes in job responsibilities.

◆ JOB RELATED EXPENSES – SEE FISCAL GUIDELINES

◆ JOHN LAZARES CAREER EXPLORATION CENTER

The John Lazares Career Exploration Center exists to inspire and prepare students in grades 7–12 from the Warren County ESC Learning Center Program through immersive, hands-on experiences that foster career exploration, entrepreneurial thinking, and a growth mindset. As an innovative hub for experiential learning, the Center emphasizes project-based instruction aligned with industry-relevant skills to equip every student with the tools, confidence, and direction needed to develop an individualized career plan and pursue meaningful pathways beyond graduation. Community business partners will serve as key stakeholders in guiding the programming and curriculum to ensure students are learning the skills and competencies necessary to meet the evolving standards and expectations of today's workforce and industries.

◆ JURY DUTY (Policy #3235, 4235)

WCESC values participation in the democratic process and encourages employees to serve when called upon. When an employee serves as a juror, the Board will pay the employee the individual's regular compensation and the amount paid by the court if they provide proof of service for each jury duty day. It is the responsibility of the employee to provide their Supervisor with documentation of court attendance.

◆ KEYS

Employees will be issued a key for building and/or classroom access as required to perform their job responsibilities. Any lost key must be reported immediately to the employee's program supervisor or the Human Resources Department. All office and classroom doors are to be locked at the end of the school day. Employees are not permitted to duplicate keys without written authorization from the program supervisor or the building administrator.

◆ LEARNING CENTER (SED Program)

This program serves students with severe emotional disabilities (SED). Attending students have been diagnosed with either ADD, ADHD, OCS, Post-Traumatic Stress Syndrome, Asperger's Syndrome, Anxiety Disorders, Bipolar Disorder, Trichotillomania, or Oppositional Defiance Disorder, as well as cognitive learning disabilities. The students range from kindergarten to twelfth grade.

◆ LICENSURE and LPDC (Local Professional Development Committee) (Policy #3242)

Each employee of WCESC is required to acquire and maintain licensure from the Ohio Department of Education as required and appropriate for their position. All employees are required to provide the Human Resources Department their currently valid licensure for the coming school year by July 15th.

State law requires LPDCs in each school district to assist teachers with licensure as appropriate. The WCESC LPDC will review employees' documentation to verify professional development required for licensure renewal.

IMPORTANT NOTE: It is imperative you submit your Individual Professional Development Plan in a timely manner as professional development accumulation will be counted towards your next renewal based on the date of submission of the plan.

Members of the LPDC will communicate with employees periodically about their licensure and/or professional development. **(WCESC LPDC IRN# 013725)**

Licensed employees will be notified by the LPDC after the start of each school year and assigned their contact person on the committee. For current LPDC committee members forms, and other information refer to Staff tab on WCESC website (www.warrencountyesc.com).

LPDC Chairperson: kathie.macneil@warrencountyesc.com or 513-695-2900, ext. 2918

LPDC Support Contact: pamela.tone@warrencountyesc.com or 513-695-2900, ext. 1312.

Pupil personnel license holders are not required to report to a LPDC and include school social workers, speech-language pathologists, school nurses, school audiologists, occupational therapists, physical therapists, occupational therapy assistants and physical therapy assistants. Also not required to report to the LPDC are student monitors and educational aides (paraprofessionals) for new or renewals of permits.

LICENSURE and/or REGISTRATION FOR THOSE WHO HOLD A RESPECTIVE PROFESSIONAL BOARD LICENSE: The Ohio Department of Education issues licenses and registrations under Ohio law to professionals providing pupil services in a school environment. Effective April 2021, pupil services providers who hold the respective professional Ohio board license may opt for the Ohio Department of Education registration rather than the pupil services license to work in Ohio schools.

Note: Please refer to the Ohio Department of Education and Workforce for any updates on licensure.

◆ **MULTIPLE DISABILITIES CLASSROOMS (SCHOOL AGE)**

Warren County ESC provides school age programming for students with multiple disabilities. Educational programming includes services from an intervention specialist, classroom assistants, speech language services, physical therapy services, occupational therapy services, and nursing services.

◆ **NEWSLETTERS**

The WCESC publishes a quarterly electronic newsletter featuring student programming highlights and department updates from each supervisor. All employees are welcome—and encouraged—to submit articles if they have news to share.

In addition, all WCESC programs are encouraged to use newsletters as a communication tool to keep students, families, and partner school districts informed and engaged.

◆ **NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY (POLICY #1422, 2260, 3122, 4122)**

The Warren County ESC does not discriminate on the basis of race, color, religion, national origin, gender, disability, or age in its programs and activities, including employment opportunities. The compliance officers for WCESC are Pat Paré and Christy Even.

◆ **NURSING SERVICES**

The Nursing Services Department provides various levels of nursing and health related assistance to students in schools throughout Warren County and in the various ESC programs. The goal is to assist schools and students to remove health related barriers to learning. Nursing Services provides cost effective programs to schools such as the provision of nursing staff as well as the direction and supervision of Licensed Practical Nurses delivering specialized one-on-one nursing care to students with complex medical conditions in schools in Warren County.

◆ **OCCUPATIONAL AND PHYSICAL THERAPY DEPARTMENT**

Occupational Therapy (OT) and Physical Therapy (PT) services are provided to students who are in special education and who are being served on an Individualized Education Plan (IEP). Students will have been assessed through the multi-factored evaluation process as having a need for Occupational Therapy (fine motor skills) and/or Physical Therapy (gross motor skills) in the school-based setting. Students are served by Occupational Therapists and Physical Therapists and/or Therapist Assistants. The therapy received is based on the school model versus the medical model.

◆ **OHIO TEACHER EVALUATION SYSTEM 2.0 (Policy #3220)**

WCESC evaluation processes for licensed employees are aligned with the Ohio Teacher Evaluation System. All teachers, school psychologists, school nurses, occupational therapists and aides, physical therapists and aides and speech therapists are evaluated on an annual basis and receive a rating of Accomplished, Skilled, Developing, or Ineffective. All supervisors of these employee groups are credentialed by Ohio Department of Education and Workforce.

◆ **OUTSIDE ACTIVITIES OF STAFF (Policy #1231, 3231, 4231)**

No employee shall be obligated or involved with any outside activity that interferes with the normal contractual obligations of a WCESC employee. Employees shall not give work time to outside activities for which they are paid or there is not a satisfactory reason to be excused from assigned school duties; use of WCESC property or time to solicit or accept customers for private enterprises; campaign on WCESC property on

behalf of any political candidate.

◆ **PARAPROFESSIONALS, TEACHER AIDES, OR ASSISTANTS**

Paraprofessionals are employed through the Southwest Ohio Council of Governments (COG) and should consult the program handbook specific to their assigned placement. Paraprofessionals whose responsibilities involve supporting students with disabilities or students experiencing challenges such as chronic absenteeism, academic difficulties, behaviors that may lead to restraint or seclusion, or social-emotional needs that interfere with school success must demonstrate strong interpersonal skills and model positive behavior. Because they work closely with students and often influence them in ways similar to licensed teachers—particularly in the area of social-emotional development—paraprofessionals play a critical role in fostering supportive, productive, and safe learning environments.

◆ **PAYROLL SYSTEM – SEE FISCAL GUIDELINES**

◆ **PERSONNEL RECORDS (Policy #8320)**

A public personnel file is maintained for every WCESC employee electronically. The content and public availability of personnel files are governed by Board policy and state laws.

◆ **PETTY CASH – SEE FISCAL GUIDELINES**

◆ **PRE-SERVICE SCHOOL BUS DRIVER TRAINING**

WCESC provides training and classes for bus drivers and van drivers resulting in proper certification in accordance with the Ohio Pre-Service Program.

◆ **PROFESSIONAL DEVELOPMENT**

WCESC places a strong emphasis on continuous improvement through staff development. However, the cost of professional development must be passed on to our client school districts, which limits the amount we are able to invest in these opportunities. Employees who wish to attend a workshop or conference must obtain pre-approval before registering. Out-of-state travel is generally not approved.

◆ **PUBLIC RECORDS (Policy #8310)**

Employees of the WCESC who handle records must maintain them accurately and appropriately. A *public record* includes any document, device, or item created, received, or kept by the Governing Board or its employees that documents the ESC's organization, functions, decisions, policies, procedures, operations, or activities.

Key Points

- Official business must not be conducted through personal email, because such communications would still be subject to public records laws.
- Anyone may inspect public records during reasonable business hours by arranging access with the Treasurer.
- Individuals may request copies of public records but must pay the associated costs.
- All public records requests—whether for inspection or copies—must be directed to the Treasurer.

- The Treasurer is the authorized official who determines whether access is granted or denied in accordance with the law.

◆ **PUBLIC SCHOOL WORKS**

WCESC employees are required to complete all assigned public health and safety training in Public School Works within the designated time frame. Employees who fail to complete their required training within a reasonable period will be subject to progressive discipline.

◆ **RESIDENT EDUCATOR PROGRAM**

WCESC provides a state-mandated, four-year Resident Educator Program for teachers who are newly employed by WCESC and new to the profession. The purpose of this program is to ensure that every new educator receives the support, guidance, and professional development needed to thrive and contribute to the success of all students.

◆ **RESTRAINT AND SECLUSION (Policy #5630.01)**

WCESC is committed to the use of Positive Behavior Intervention and Supports (PBIS) with students and the establishment of a school environment focused on the care, safety, and welfare of all students and staff members. Sometimes students demonstrate challenging behaviors and therefore, we use a variety of proactive strategies to help our students cope with the demands of a typical school day. All restraint and seclusion shall be done in accordance with this Policy, which is based on the standards adopted by the State Board of Education.

Proactively:

1. Organize the environment
2. Use visual support
3. Monitor task demands
4. Ignore some non-threatening behaviors
5. Be consistent with follow through of demands
6. Recognize and intervene early when a student is becoming anxious
7. Meet sensory needs
8. Use direct teaching strategies

At times students become a threat to their own safety or the safety of others. The staff will make every attempt to de-escalate the behavior. Altering the environment in ways which are non-threatening to the student and least disruptive to the routine of other individuals is preferable when possible.

A crisis situation exists when there is one or more of the following:

- Danger to others: when there is physical violence toward others sufficient to cause bodily harm.
- Danger to self: when there is sufficient acting out or self-abuse to cause bodily harm.
- Destruction of property: when misuse of property leads to or could leave bodily harm.

In the event of a crisis there may be the need for implementation of physical restraint or seclusion. WCESC staff that are in WCESC educational programs are trained and certified in Safety Care. These techniques provide for the care, welfare, safety, and security of the students and staff. Staff may use physical prompts, escort students from one place to another, and/or provide a safe place for calming. To ensure the safety of each student, the minimal amount of control required will be applied.

◆ **RIGHTS OF DISABLED STAFF (Policy #2260.01)**

No employee or candidate for employment shall be discriminated against in recruitment, employment, promotion, training, or transfer solely because of a disabling condition. Employees with disabling conditions are encouraged to discuss reasonable accommodations that may be necessary with their immediate supervisor. The school district will provide barrier-free facilities to the extent that disabled employees shall have the same opportunities as non-disabled employees. The superintendent is the school district's compliance officer.

◆ **SCHOOL PSYCHOLOGY DEPARTMENT**

School psychologist services are provided to the school districts purchasing these services. Some of the most common services include evaluation of academic and social-emotional needs of students for intervention planning; collaboration in the development of both prevention and intervention programs that meet the specialized needs of students; teaching effective coping and problem-solving skills through individual and small group counseling.

◆ **SOCIAL COMMUNICATION CLASSROOMS**

The Social Communication Program provides educational programming to students with autism spectrum disorder and other low incidence disorders. The Social Communication Program provides intervention specialist services, aide services, speech language services, occupational therapy services, physical therapy services, behavior services, curriculum coaching services, and mental health services. The Social Communication Program implements evidence-based methodologies that have documented effectiveness and reflect empirically validated practices. Methodologies promote engagement in appropriate activities and targeted skill areas. Methods are adapted to meet the range of age abilities and learning styles of the students. The mission of the Social Communication Program is to educate students to promote independence, community involvement, and improve quality of life across each person's lifespan.

◆ **SOCIAL MEDIA (Policy #7540, 7540.04)**

Staff, students, and parents may not use personal social media accounts during work hours. Staff members must not communicate with students through social media at any time, nor may they share personal account information with students. Employees are not permitted to communicate with families via social media. When using personal social media accounts to share personal opinions, staff members should not identify themselves as employees of the WCESC.

◆ **SOLICITATION (Policy #9700)**

No individual or organization may **solicit funds** in any **WCESC program** without prior approval from the **superintendent**. WCESC facilities may **not** be used for **private sales** or **unauthorized fundraising activities**. All **approved vendors** must either

- provide a **donation** back to WCESC, or
- offer a **meaningful benefit** or **value** to WCESC employees.

◆ **SPEECH-LANGUAGE PATHOLOGY**

WCESC employs numerous speech language pathologists on behalf of school districts. These SLPs work with children whose IEPs require this service. In addition, the SLP supervisor provides consultation and supervision contracted services to those school districts that wish to purchase these services.

◆ **SUBSTANCE ABUSE (Policy #3170, 4170)**

WCESC recognizes alcoholism and drug abuse as treatable illnesses. Employees with such illnesses will receive the same offer of assistance extended to employees with other illnesses. Substance abuse will not, however, be appropriate excuses for unacceptable job performance or attendance. An employee who sustains a workplace injury while under the influence of alcohol or a controlled substance may be in for Workers Compensation.

◆ **TECHNOLOGY PRIVACY (Policy #7540, 7540.01)**

The Governing Board recognizes its staff members' right to privacy in their personal lives. This policy serves to inform staff members of the Board's position with respect to staff-member privacy in the educational and workplace setting and to protect the Board's interest.

All computers, telephone systems, electronic mail systems, and voice mail systems are the Board's property and are to be used primarily for business purposes. The Board 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 Board'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.

Review of such information may be done by the Administration with or without the staff member's knowledge. The use of passwords does not guarantee confidentiality, and the Board retains the right to access information in spite of a password. All passwords or security codes must be registered with the technology department. This includes Apple ID's and passwords used on WCESC owned Apple devices. 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 and educational purposes. Personal messages via Board-owned technology should be limited in accordance with the Superintendent's guidelines. Staff members are encouraged to keep their personal records and personal business at home.

Because the Board's computer and voice mail systems are to be used primarily for business and educational purposes, staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic or voice mail messages.

The Board is interested in its resources being properly used. 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 Board, except to the extent necessary to determine if the Board'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 including video monitoring at any WCESC location/facility.

All computers and any information or software contained therein are property of the Board. Staff members shall not copy, delete, or remove any information or data contained on the Board's computers/servers without the express permission of the Superintendent or designee or communicate any such information to unauthorized individuals. In addition, staff members may not copy software on any Board computer and may

not bring software from outside sources for use on Board equipment without the prior approval of the Technology Coordinator. Such pre-approval will include a review of any copyright infringements or virus problems associated with such outside software.

◆ **TELEPHONES and USE OF PERSONAL DEVICES (Policy #7530.02, 7540.04)**

1. Personal Cell Phone Use Staff members should not use personal cell phones for personal reasons during the workday unless there is an emergency. Teachers must keep personal cell phones silenced (ringers and alerts off) during instructional periods and should not use them for personal purposes except in emergencies.
2. Communication With Parents Staff are encouraged to use school district telephones when communicating with parents.
3. Personal Long-Distance Calls Staff members should not use district telephones to make personal long-distance calls, if this should happen, they are required to reimburse the district for those charges.

◆ **TIMESHEETS – SEE FISCAL GUIDELINES**

◆ **TOBACCO (Policy #1615, 3215, 4215, 5512, 7434)**

The use of tobacco by staff members is prohibited in school buildings and the WCESC facilities at all times. Smoking may be permitted in designated areas. The use of tobacco shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff or any other matter or substances that contain tobacco. This includes the use of vapor or e-cigarettes.

◆ **TRANSPORTATION (Policy #8650, 8660)**

WCESC board owned vehicles may only be operated by approved WCESC employees. Transportation of students by school van is subject to Policy 8650.

◆ **VIDEO SURVEILLANCE AND ELECTRONIC MONITORING (Policy #7440.01)**

The WCESC protects student and staff privacy and does not provide copies of video surveillance to any person or community entity without a search warrant unless the video constitutes a public record that is subject to disclosure under Ohio law. In the absence of a legitimate reason or legal requirement to maintain video, all recordings are maintained for only ten days so that storage may be freed up for new video recordings. All video surveillance and electronic monitoring is subject to criteria in Policy 7440.01.

◆ **VISITORS (Policy #7440, 9150)**

All visitors, including salespersons, must report to the office and follow the building's visitor policy (sign in, wear a visitor's badge, etc.). No visitors will be admitted to any class without first obtaining approval and/or a pass from the office

◆ **VOLUNTEERS (Policy #3120.07, 4120.07)**

All WCESC volunteers must have a satisfactory background check via fingerprinting at their own expense. At no time is a volunteer to be alone with students or in a supervisory role with students until the background check is completed.

◆ **WEAPONS (Policy #1617, 3217, 4217, 5772, 7217)**

All weapons are expressly forbidden on school district property and at all school sponsored activities, with the exception of law enforcement personnel.

◆ **WEBSITE (Policy #7543)**

The website address is www.warrencountyesc.com. Supervisors are encouraged to maintain current and accurate information on the website and to offer suggestions for ways to improve it. Contact the technology coordinator to post any articles on the website.

◆ **WELLNESS CENTER (DEERFIELD AND PHOENIX CAMPUSES)**

The WCESC Wellness Center is a school-based day treatment program that provides an intensive mental health focus through a trauma informed lens. Students will engage in mental health services that are provided in conjunction with and are integrated with the student's social, emotional and educational programming. The Wellness Center brings together in one location, and in a coordinated manner, a broad range of services designed to strengthen student functioning and prevent students from requiring more restrictive services such as home instruction or residential placement. Wellness Center students K-3 are served at the Phoenix Campus and 4-12th graders are served at the Deerfield Campus, both located in Mason.

WCESC is expanding its capacity to better support students with intensive mental health and behavioral needs by establishing a dedicated location for younger students in grades kindergarten through 3rd grade.

◆ **YEAR END PROCEDURES**

All teachers are required to work on the day after students' last day to take care of grades, storing materials and finalizing any other requirements to end the school year and prior to the summer. Each supervisor will establish the schedule for the staff's last day and checkout procedures, which may vary from program to program.

BENEFITS

NOTE: If an employee fails to elect or waive coverage in Benelogic during the 30-day enrollment window the coverage will indicate waived. Supporting documents will be uploaded to the employee file reflecting coverage was offered and no election was made. The employee will not be able to make any elections until the next open enrollment cycle unless they have a qualifying event.

These following two pages contain the Employee Brochure which can also be found on the Warren County ESC website under the Staff (Human Resources) tab. <http://www.warrencountyesc.com>

If you have questions regarding this brochure, please contact the Human Resources Office.

NOTE: New health insurance rates will take effect January 1, 2027.

FY 2026–2027 Employee Information Guide

Warren County Educational Service Center * Southwest Ohio Council of Governments * Greater Ohio Virtual School

Insurance Benefits 2026

◆ Medical – Anthem HDHP (2026)

Deductibles

- \$2,000 Single
- \$4,000 Employee + Children
- \$4,000 Family (Spousal Clause)

◆ Employer HSA Contributions**

- \$1,000 Single
- \$1,500 Employee + Children
- \$2,000 Family

**As of 1.1.2026, new hires will receive board contributions into their HSA in monthly pro-rated amounts based on the amounts above.

- Single - \$83.34
- Employee + Children - \$125.00
- Family - \$167.67

◆ Employee Monthly HDHP Premiums

- \$169.02 Single
- \$312.44 Employee + Children
- \$439.14 Family

Prescription Coverage: CVS Caremark

◆ Maximum HSA Contributions 2026

- \$4,400 Single
- \$8,750 Family / Employee + Children
- Age 55+ Catch-Up: \$1,000

◆ Additional Benefits

Vision – VSP

- \$10.02 Single | \$23.44 Family

Dental – Delta Dental

- Employer **100%** employer paid premium

Life Insurance – Securian

- \$25,000 employer paid premium
- Optional additional coverage available

All benefit elections will be made at

<https://epc-online.benelogic.com>. You will receive an email from your HR Specialist with login information upon hire.

Cash Option (Waive Health)

- \$1,300/year (June payout)
- Must be employed before October 1st

Plan Summaries can be found at:

<https://epcschools.org/health-benefits/districts/warren-county-esc>

◆ Personal Leave (Full-Time)

- Hired before December 1st – **3 days**
- Hired on/after December 1st – **2 days**
- Hired on/after March 1st – **1 day**

Personal leave is for business that must be conducted during the workday. Leave is **not cumulative** and may not extend holidays or vacations. Unused days convert to sick leave.

◆ Sick Leave

- 1.25 days per month (15 per year)
- Maximum accrual: **200 days**
- Leave may be taken in **¼-day increments** – **all leave is entered in Absence Management in Frontline**

Part-time employees will be entitled to sick/personal leave on a pro-rated basis

Vacation (261-Day Contract only)

- Years 1–10: 10 days
- Years 11–15: 15 days
- 16+ years: 20 days

◆ Retirement Systems

STRS – State Teachers Retirement System

Employee: 14% | Employer: 14%

www.strsoh.org | 888-227-7877

SERS – School Employees Retirement System

Employee: 10% | Employer: 14%

www.sohsers.org | 800-878-5853

→ Employees must complete **5 years of service** with the WCESC/COG/GOVS and meet system requirements to qualify for retirement benefits.

FY 2026–2027 Employee Information Guide

Warren County Educational Service Center * Southwest Ohio Council of Governments * Greater Ohio Virtual School

- Staff Training – Public School Works
- Frontline (Timesheets & Absences)
- Text / Calamity Day Notifications

◆ Payroll

- Biweekly payroll (September 2026 – August 2027)

PAY PERIOD	PAYDATE	<u>TIMESHEETS DUE</u> <u>(SUBMITTED BY EE)</u>
08.10.26 - 08.24.26	09.10.26	08.24.26
08.25.26 - 09.09.26	09.25.26	09.09.26
09.10.26 - 09.24.26	10.09.26	09.24.26
09.25.26 - 10.09.26	10.23.26	10.09.26
10.10.26 - 10.24.26	11.10.26	10.24.26
10.25.26 - 11.09.26	11.25.26	11.09.26
11.10.26 - 11.24.26	12.10.26	11.24.26
11.25.26 - 12.09.26	12.23.26	12.09.26
12.10.26 - 12.24.26	01.08.27	12.24.26
12.25.26 - 01.09.27	01.25.27	01.09.27
01.10.27 - 01.24.27	02.10.27	01.24.27
01.25.27 - 02.09.27	02.25.27	02.09.27
02.10.27 - 02.24.27	03.10.27	02.24.27
02.25.27 - 03.09.27	03.25.27	03.09.27
03.10.27 - 03.24.27	04.09.27	03.24.27
03.25.27 - 04.09.27	04.23.27	04.09.27
04.10.27 - 04.24.27	05.10.27	04.24.27
04.25.27 - 05.09.27	05.25.27	05.09.27
05.10.27 - 05.24.27	06.10.27	05.24.27
05.25.27 - 06.09.27	06.25.27	06.09.27
06.10.27 - 06.24.27	07.09.27	06.24.27
06.25.27 - 07.09.27	07.23.27	07.09.27
07.10.27 - 07.24.27	08.10.27	07.24.27
07.25.27 - 08.09.27	08.25.27	08.09.27

◆ Reimbursements

- Mileage reimbursement: **\$0.725 per mile**
- Paid monthly | Calculated from worksite and submitted in SCView

◆ Family & Medical Leave (FMLA)

- 1 year of employment required and
- Minimum 1,250 hours worked
- Contact HR Department

◆ Employee Access & Systems

Staff → Employee Links

- Outlook Webmail:
FirstName.LastName@WarrenCountyESC.com

◆ Additional Retirement Savings (403b / 457) (optional)

- Equitable (AXA) – equitable.com
- American Fidelity – afplanserv.com
- Great American Financial –
greatamericaninsurancegroup.com
- Ohio Deferred Comp – ohio457.org

◆ Worker's Compensation

- Notify immediate supervisor
- Contact HR: Dawn.Schroeder@WarrenCountyESC.com
- Complete First Injury Report via Public School Works from the Staff Tab/Employee Links on the warrencountyesc.com website. Make sure you are using the correct employment entity.

Approved Medical Locations

- Atrium Hospital – Middletown | 513-420-4700
- Bethesda – Arrow Springs (Lebanon) 513-282-7000

◆ Key Contacts

Human Resources

- WCESC – Dawn.Schroeder@WarrenCountyESC.com
- COG Full-Time Employees –
Dee.Wilms@WarrenCountyESC.com

Insurance Benefits & Questions

- Dee.Wilms@WarrenCountyESC.com

Payroll

- WCESC – Natalie.Gardner@WarrenCountyESC.com
- COG Full Time Employees & GOVS –
Courtney.Couvillon@WarrenCountyESC.com
- COG Substitutes – Julie.Prack@WarrenCountyESC.com

FISCAL GUIDELINES

◆ CREDIT CARDS

1. Follow purchase process as outlined in this handbook.
2. Credit cards are kept in the fiscal office at 1879 Deerfield Road, Lebanon, unless given permission by Treasurer or Assistant Treasurer.
3. Credit cards must be signed in and out.
4. Credit cards may only be signed out for 24 hours unless authorized by treasurer.

◆ FUNDRAISING and COLLECTION of MONEY PROCESS:

There are specific requirements for all purchases, collecting money, fundraisers and anything dealing with money.

1. All fundraisers must have prior written approval of the supervisor, superintendent, and treasurer. At the conclusion of every fundraiser a written report must be filed with the treasurer that summarizes the activity.
2. At no time may ANY school district money be deposited to a private account.
3. Numbered receipts must be issued for all funds collected.
4. All funds collected must be submitted to the treasurer within 24 hours.

◆ PAYROLL SYSTEM

Employees are paid twice each month for a total of 24 annual paydays each calendar year. All employees are required to participate in direct deposit. Employees will receive an electronic paystub via email and can establish an employee access account to retrieve the same. Some payroll deductions are required by law, such as federal and state income taxes, Medicare, school district income tax, and retirement (STRS or SERS). See the benefits section of this handbook for other voluntary payroll deductions.

◆ PETTY CASH

The Treasurer may designate employees to be custodians of petty cash. Each custodian of petty cash shall ensure the funds shall be dispersed only for minor expenditures not readily deferred. Disbursement from petty cash will require documentation (a valid receipt) of their use. Petty cash must be secured and safe.

◆ PURCHASE PROCESS:

1. Prior to any purchase, a request for purchase must be emailed to the supervisor. It will include the name, address, and vendor number (available in the building office) of the vendor from whom purchase will be made.
2. The supervisor/administrator will submit the requisition form, it will be sent to the Fiscal Office for approval by the treasurer and the superintendent. A copy of the purchase order will be automatically emailed to supervisor/administrator.
3. Purchase can be made after the approved purchase order is received.

4. Taxes cannot be paid. If taxes are paid, the purchaser must contact the vendor to correct the invoice. Contact the Fiscal Office if needed to obtain copy of the Tax Exemption Certificate.
5. Upon receipt of merchandise/service, the purchase order and invoice are returned to the Treasurer's Office with signed approval to pay. This should be done as soon as possible to avoid late charges. If there is a problem with the merchandise/service, notify the Treasurer's Office explaining why payment is being withheld.

NOTE: The original invoice must be submitted electronically for payment and it must be an itemized invoice.

◆ **TIMESHEETS**

All hourly employees are required to complete timesheets through Frontline Time and Attendance for hours worked. Timesheets must be submitted each day.

◆ **TRAVEL AND EXPENSE REIMBURSEMENT (Current rate can be found in the Employee Brochure within this handbook.)**

WARREN COUNTY EDUCATIONAL SERVICE CENTER MILEAGE/EXPENSE REIMBURSEMENT PROCEDURES

1. **A purchase order must be in place before any reimbursable travel or any reimbursable purchases occur.** If a purchase order is not in place before the expenditure occurs the employee will **NOT** be reimbursed. Check with your department supervisor or the fiscal office to ensure that a purchase order has been created for you.
2. Travel that is submitted for payment to the fiscal office by the 5th of the following month will be paid by the 15th of the month. Any travel received afterwards will be processed at a later date. Processing time may vary due to school holidays or vacations.
3. Travel checks are directly deposited into employee's bank account.
4. Here are the directions on how to use the Excel Mileage and Expense Report:
 - a. Step 1 Open the "Blank Mileage Template".
 - b. Step 2 The first time you use this template be sure to 'Save As'. To save, go to the toolbar and select "File" then select "save as" to your computer.
 - c. Step 3 Type your First and Last Name in the right-hand box at the top labeled "Enter Your Name Here".
 - d. Step 4 Type your Purchase Order Number for your travel reimbursement in the right-hand box at the top labeled "Enter you PO#".
 - e. Step 5 Hover over each cell in the header to see comments/directions.
 - f. Step 6 Enter your travel for each date.
 - g. Step 7 Print your report at the end of each month. To print, go to the toolbar and select "File" then select "Print".
 - h. Step 8 Attach your detailed receipts to the travel form.
 - i. Step 9 Sign and submit your report to your supervisor. (Keep a copy for your records)
 - j. Step 10 Once your supervisor has signed your report it must be submitted electronically to the fiscal office.

5. Reimbursement for pre-approved purchases other than travel should be requested by using the “other expenses” column on the Mileage and Expense Report. Input the receipt date in the date column. Input the store/vendor name in the purpose column.
6. Only itemized vendor receipts will be accepted for meal reimbursements (credit card authorization slips and receipts without detail will not be accepted).
7. Employees may pay for (pre-approved) professional development costs (hotels, registration, travel, food, etc.) and request for reimbursement through the Mileage and Expense Report after the date of the event.
8. Employees must use the Excel Mileage and Expense Report for reimbursement. Handwritten Mileage and Expense Reports will not be accepted.
9. The travel form must be printed and signed by the employee and supervisor prior to submitting it to the fiscal office for payment.

◆ **JOB RELATED EXPENSES (Policy #3440, 4440)**

Personnel and Board Members will be reimbursed for expenses incurred in carrying out their authorized duties upon submission of a properly completed, signed and approved voucher with such supporting receipts as required by policy. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense. SEE POLICIES FOR COMPLETE DETAILS.

HEALTH and SAFETY POLICIES

All WCESC employees are required to complete their assigned training through Public School Works. Completion of these modules ensures compliance with state and organizational standards and helps maintain a safe, informed, and fully trained workforce.

SCHOOL SAFETY GUIDELINES

◆ EMERGENCY PROCEDURES

The complete Emergency Procedures Guideline is available for staff to read in the administrative offices. The procedures outlined below apply to WCESC programs operating in WCESC-owned or leased facilities. Employees working in programs housed within partner school districts should follow the host district's emergency procedures and safety protocols.

◆ FIRE DRILL REGULATIONS

- Follow the evacuation route posted in your classroom.
- Take the classroom Red/Green emergency clipboard.
- Ensure all students and staff exit the room promptly and calmly.
- The last staff member leaving the classroom should close the classroom door.
- Once outside, take attendance immediately.

◆ TORNADO DRILL

- Grab Red/Green paper
- Take all classroom students and staff to the tornado refuge area indicated for their classroom on the Fire Evacuation and Tornado Plan
- The last staff member out of the classroom should check the windows and close the door
- Prompt students to get into the necessary position for safety. Students unable to get into this position or in a wheelchair should be protected by staff by covering the

◆ OTHER SCHOOL EMERGENCIES

WCESC programs utilize the **Standard Response Protocol (SRP)** language for emergency responses. Staff are expected to respond according to the direction announced by administration, fellow staff or emergency personnel over the walkie talkies. Examples below are illustrative and are not intended to represent every emergency situation.

Hold – “In Your Room or Area. Clear the Halls.”

A **Hold** is used when movement in hallways or common areas must be restricted while instruction and activities continue.

Examples may include:

- A student behavioral crisis occurring in a hallway or common area
- Medical response occurring outside a classroom
- Student support needs requiring privacy or restricted hallway movement
- Administrative situations requiring hallways to remain clear

Staff Responsibilities

- Remain in classrooms or designated instructional spaces.
- Clear hallways and common areas.
- Continue instruction and normal activities unless otherwise directed.
- Maintain supervision and accountability of students.
- Remain alert for additional instructions or an all-clear announcement.

Secure – “Get Inside. Lock Outside Doors.”

A **Secure** response is used when there is a concern outside the building or when students and staff must remain inside while instruction continues.

Examples may include:

- Police activity in the surrounding community
- Unidentified individuals outside the building
- Community safety concerns near school grounds
- Environmental concerns requiring students and staff to remain indoors

Staff Responsibilities

- Ensure students and staff return inside immediately if outdoors.
- Secure exterior access as directed.
- Continue instruction and classroom routines when appropriate.
- Take attendance and account for students and staff.
- Report missing individuals using approved communication methods.
- Remain in assigned locations until an all-clear is given.

Lockdown – “Locks. Lights. Out of Sight.”

A **Lockdown** is used when there is an immediate threat or imminent danger inside of the building requiring protective action.

Examples may include:

- Active threat situations
- Presence or suspected presence of a weapon
- Violent intruder incidents
- Immediate safety threats within or near the building

Staff Responsibilities

- Immediately secure classroom doors.
- If outside the classroom, move to the nearest safe and securable location.
- Move students away from doors, windows, and sight lines.
- Reduce visibility and create protective areas within the room as appropriate.
- Maintain calm, provide clear directions, and minimize noise.
- Take attendance when safe to do so.
- Do not open classroom doors once a lockdown is initiated unless directed by administration, law enforcement, or emergency responders.
- Remain in place until an official all-clear is provided.

Evacuate – “To a Location.”

An **Evacuate** response is used when students and staff must relocate for safety.

Examples may include:

- Fire alarms or smoke conditions
- Gas leaks or utility concerns
- Structural damage to the building
- Hazardous conditions requiring relocation
- Emergency situations requiring movement to another location

Staff Responsibilities

- Follow directions provided by administration or emergency personnel.
- Move students to the designated evacuation location.
- Bring emergency materials and communication devices when feasible.
- Maintain student accountability throughout the evacuation.
- Report missing students or staff immediately.
- Students may only be released through established reunification procedures and office direction.
- Emergency evacuation routes and locations will be posted in instructional areas.

Shelter – “State the Hazard and Safety Strategy.”

A **Shelter** response is used when environmental or external hazards require protective action.

Examples may include:

- Severe weather or tornado warnings
- Hazardous material incidents
- Environmental emergencies
- Air quality concerns
- Other community hazards requiring protective sheltering measures

Staff Responsibilities

- Follow the announced shelter strategy.
- Move students to designated shelter areas as directed.
- Maintain supervision and student accountability.
- Remain in place until further instructions or an all-clear announcement.

Code Blue – Medical Emergency Response

Code Blue indicates a medical emergency requiring immediate response.

Examples may include:

- Cardiac emergency
- Respiratory distress
- Seizure activity requiring emergency intervention
- Severe injury or medical crisis

Staff Responsibilities

- Notify administration immediately.
- Activate emergency medical response procedures.
- Staff trained in CPR, AED use, first aid, or emergency response should respond according to training.
- Maintain supervision of students and preserve access for emergency responders.
- Continue operations in surrounding areas unless otherwise directed.

◆ EMERGENCY EVACUATION PROCEDURES

These will be provided by the supervisor and posted in every classroom. During an emergency, remember that every student's location must be known at all times, and students may be dismissed only through the office.

The superintendent only is authorized to communicate with the media during any type of emergency. The office of each school has a Multi-Agency Radio Communication System (MARCS) radio. The county-wide system will result in the deployment of SWAT and emergency personnel and may be used in place of 911 for extreme emergencies. In the event of a school crisis, the button may be pushed by any employee at any time.

NETWORK PRIVACY AND ACCEPTABLE USE POLICY

It is the intention of the Warren County Educational Service Center Governing Board to protect the privacy of staff members and/or students who use the office computers, computer network and electronic messaging systems to the maximum extent possible given the operational security needs of the Warren County ESC. The purpose of this policy is to identify the limitations on privacy and the general restrictions applying to the use of computers and electronic messaging systems of the Warren County ESC.

◆ ACCEPTABLE AND UNACCEPTABLE USES

The computers, computer network and messaging systems of the Warren County ESC are intended for educational uses and work-related communications. Incidental use of the e-mail and voice mail systems by staff members and/or students for personal communications is permitted as long as such communications are limited in number, are initiated during non-work periods, and do not interfere with the primary intended uses of the system.

The following are uses which are unacceptable under any circumstances:

- A. The transmission of any language or images which are of a graphic sexual nature.
- B. The transmission of jokes, pictures, or other materials which are obscene, lewd, vulgar, or disparaging of persons based on their race, color, sex, age, religion, national origin, or sexual orientation.
- C. The transmission of messages or any other content which would be perceived by a reasonable person to be harassing or threatening.
- D. Uses that constitute defamation (libel or slander).
- E. Uses that violate copyright laws.
- F. Uses that attempt to gain unauthorized access to another computer system or to impair the operation of another computer system (e.g., the transmission of a computer virus or an excessively large e-mail attachment).
- G. Any commercial or profit-making activities.
- H. Any fundraising-type activities, unless specifically authorized by an administrator

◆ SECURITY AND INTEGRITY

Staff members and/or students shall not take any action which would compromise the security of any computer, network or messaging system. This would include the unauthorized release or sharing of passwords and the intentional disabling of any security features of the system.

Staff members and/or students shall not take any action which may adversely affect the integrity, functionality, or reliability of any computer (e.g., the installation of hardware or software not authorized by the System Administrator).

Staff members and/or students shall report to the System Administrator or a Warren County ESC administrator any actions by students which would violate the security or integrity of any computer, network or messaging system whenever such actions become known to them in the normal course of their work duties. This shall not be construed as creating any liability for staff members for the computer-related misconduct of students.

◆ RIGHT OF ACCESS

Although the Governing Board respects the natural desire of all persons for privacy in their personal communications, and will attempt to preserve this privacy whenever possible, the operational and security needs of the Warren County ESC's computer network and messaging systems require that full access be available at all times. The Warren County ESC therefore reserves the right to access and inspect any computer, device, or electronic media within its systems and any data, information, or message which may be contained therein.

All such data, information, and messages are the property of Warren County ESC and staff members should have no expectation that any messages sent or received on the Warren County ESC's systems will always remain private.

◆ SOCIAL MEDIA USE

An employee's personal or private use of social media, such as Facebook, Twitter, Snap Chat, Instagram, Tik Tok, blogs, etc., may have unintended consequences. While the Governing Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the WCESC's mission, undermine staff relationships, or cause a substantial disruption to the work environment. This warning includes staff members' online conduct that occurs off WCESC property including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy #8330. Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential student or employee information may be disciplined.

MISCELLANEOUS QUICK REFERENCE

WCESC INTERNET ADDRESS – <https://www.warrencountyesc.com> Employee links, forms and other resources are available on WCESC website.

EMAIL - Email account or questions/concerns regarding your office computer or assigned technology, contact the WCESC Technology Coordinators at tyler.mccall@warrencountyesc.com or dylan.mcGrath@warrencountyesc.com

CHANGE OF ADDRESS - Changes should be provided to all appropriate departments as instructed on the change of address form found on WCESC website under “Human Resources” or “Employee Links”.

CHANGE OF BENEFICIARY - Any changes should be provided to human resources by sending to dawn.schroeder@warrencountyesc.com and/or dee.wilms@warrencountyesc.com

INJURY ON THE JOB – Notify the Human Resources office and you will be directed to the nearest Bureau of Worker’s Compensation approved treatment facility. If incident is not an emergency go to Atrium Medical Center and/or Bethesda Arrow Springs. If incident is an emergency, call 911 and go to nearest medical facility. The proper reporting must be done through Public School Works.

Atrium Medical Center
One Medical Center Drive
Middletown, OH 45005
(513) 424-2111

Bethesda Arrow Springs
100 Arrow Springs Boulevard
Lebanon, OH 45036
(513) 282-7000

BUSINESS CARDS - Supervisory or outreach staff in need of business cards should contact pamela.tone@warrencountyesc.com Include the following information: your name, title, phone number (office and/or cell as desired), email address and mailing address (if different from WCESC Main Campus). WCESC Main Campus address and phone will be used unless otherwise indicated.

OHIO DEPARTMENT OF EDUCATION AND WORKFORCE LICENSURE/AIDE PERMITS – If licensure or registration is required for your position, it is your responsibility to maintain such licensure and apply online as appropriate. Individuals required to meet the requirements of the Local Professional Development Committee should use the LPDC IRN #013725 at the time of online application. All licensure applications can be accessed at: <https://sboe.ohio.gov/home>

Paraprofessionals applying for permits or student monitor should use the WCESC IRN #050401 and select WCESC for e-signature approval. Please provide a copy of any new or renewed licensure to Human Resources.

WCESC COMPLIANCE OFFICERS:

Pat Paré, Assistant Superintendent	513-695-2900, x2314	pat.pare@warrencountyesc.com
Christy Even, Assistant Superintendent	513-695-2900, x2917	christina.even@warrencountyesc.com

WCESC Owned Facilities:

CAMPUS/BUILDING	PHYSICAL ADDRESS	PRIMARY PHONE
Main Campus (Administrative Offices)	1879 Deerfield Road, Lebanon OH 45036	513-695-2900
John Lazares Career Exploration Center	3527 N. St. Rt. 48, Lebanon OH 45036	513-695-2994
Laura Farrell Campus/Warren County Learning Center	513 Park Avenue, Franklin OH 45005	937-746-1969
Wellness/Deerfield Campus	4936 Old Irwin Simpson, Mason OH 45040	513-695-2726
Wellness/Phoenix Campus	196 Northcrest Drive, Mason OH 45040	513-695-2905
Western Row Campus (SCC, MD, TLC, WCLC)	755 Western Row Rd., Mason OH 45040	513-695-2736
St. Mary Campus/GOVS Student Center	24 W. First Street, Franklin OH 45040	513-695-4687

**WARREN COUNTY EDUCATIONAL SERVICE CENTER
CALENDAR FOR MAIN OFFICE (Deerfield Road)
2026-2027 SCHOOL YEAR
(Board Approved 1-27-2026)**

Educational Service Center personnel will be responsible for duty as indicated in their contract or as assigned by the Superintendent. Employees will work on the calendar of the district(s) of assignment or according to their program related work grid/calendar as provided by the program supervisor. The calendar below is board approved for the Main Campus Administrative Offices of Warren County ESC, 1879 Deerfield Road, Lebanon.



**WARREN COUNTY EDUCATIONAL SERVICE CENTER
MAIN CAMPUS CALENDAR FOR THE 2026-2027 SCHOOL YEAR**

Month	Date	Description	ESC Application
July 2026	*Fri., July 3	Independence Day	WCESC Closed
August 2026	Thurs., Aug. 6	Supervisors' Opening Meeting	WCESC Open
	Mon., Aug. 10	Mandatory Staff Meeting (Christ's Church - 8:30 a.m.)	WCESC Open
September 2026	*Mon., Sept. 7	Labor Day	WCESC Closed
November 2026	Wed., Nov. 25	Thanksgiving Break	WCESC Closed
	*Thurs., Nov. 26	Thanksgiving Break (Thanksgiving Day)	WCESC Closed
	*Fri., Nov. 27	Thanksgiving Break	WCESC Closed
December 2026	Wed., Dec. 23	Winter Break	WCESC Closed
	*Thurs., Dec. 24	Winter Break (Christmas Eve)	WCESC Closed
	*Fri., Dec. 25	Winter Break (Christmas Day)	WCESC Closed
	Mon., Dec. 28	Winter Break	WCESC Closed
	Tues., Dec. 29	Winter Break	WCESC Closed
	Wed., Dec. 30	Winter Break	WCESC Closed
	*Thurs., Dec. 31	Winter Break (New Year's Eve)	
January 2027	*Fri., Jan. 1	Winter Break (New Year's Day)	WCESC Closed
	*Mon., Jan. 18	Martin Luther King Day	WCESC Closed
February 2027	*Mon., Feb. 15	Presidents' Day	WCESC Closed
March 2027	*Fri., Mar., 26	Spring Break/Good Friday	WCESC Closed
May 2027	*Mon., May 31	Memorial Day	WCESC Closed
June 2027	*Fri., June 18	Juneteenth Observance	WCESC Closed

*Denotes approved holidays per board policy

Nine-month employees will work on the calendar of the district or districts of assignment. All other Educational Service Center personnel will be responsible for duty as indicated in their contract or as assigned by the Superintendent.

INDEX of GENERAL PROCEDURES and POLICIES

KEY to POLICY NUMBERS: 0000 Bylaws; 1000 Administration; 2000 Program; 3000 Professional Staff; 4000 Classified Staff; 5000 Students; 6000 Finances; 7000 Property; 8000 Operations; 9000 Relations

Disclaimer: Policies referenced in this handbook are subject to change throughout the year based on legislation and employees are expected to comply with updated requirements accordingly.

TITLE	POLICY # if applicable	PAGE
Absences and Attendance of Staff (including types of leave)	3432, 3433, 3436, 4432, 4436, 4438, 4439	7
Administering Medicines to Students	5330, 5330.02, 5336	7
Asbestos Notification	8405	8
Attendance Officers		8
Auditor of State Fraud Reporting System	8900	8
Automated External Defibrillator (AED)	8452	8
Bell Schedules		8
Bloodborne Pathogen Training (see Public School Works)		8
Calamity Days	3437, 4437	9
Calendars and Workday Schedules	8210	9
Care of WCESC Property and Equipment		9
Child Abuse and Neglect of Students Required Reporting	8462	9
Classroom, Office and Facility Security	7440	9
Collaborative Behavior Coaching Team		9
Communication and Public Relations		10
Community and Business Partnerships		10
Community Involvement		10
Community Use of Facilities		10
Complaints		11
Confidentiality of Student Information and Records (FERPA)	8330	11
Community-Based Outings and Experiences		11
Controversial Issues	2240	12
Coordinated Care Program		12
Copies	2531	13
Criminal Background Check	3121, 4120	13
Customer Service and Telephone Etiquette		13
Display and Bulletin Boards		14
Diversity, Inclusion, and Belonging (DIB)	1422, 3122, 4122	14
Dress Code		14
Drug Free Workplace	3170, 4170	15
Employment by WCESC	3120, 4120	16
End of Employment Procedures (HR and Technology)		16
English Language Learners		17
Ethics	3210, 4210	17
Evaluations	1530, 3220, 4220	17
Faculty/Employee Meetings		17
Fines		18
Food Service	8500	18
Gifts to Employees	3214, 4214	18
Harassment and Bullying	1662, 5517, 3362, 4362	18
Hazardous Materials in the Workplace		18
Health Insurance Portability and Accountability Act (HIPPA)	1619.01, 3419.01	19

TITLE	POLICY # if applicable	PAGE
Help Me Grow and Early Intervention		19
Highly Qualified		19
Holidays – Board Approved per Policy	1439, 4439	19
Immunization for Employees	8453, 8453.01	20
Injury/Employee Accident and Exposure Reporting Procedures	8442	21
Interpreter Services		21
Job Descriptions	1400, 3120.01, 4120.01	21
Job Related Expenses (see Fiscal Guidelines)		22
John Lazares Career Exploration Center		22
Jury Duty		22
Keys		23
Learning Center (SED Program)		23
Licensure and LPDC (Local Professional Development Committee)	3242	23
Multiple Disabilities Classrooms (School Age)		24
Newsletters		24
Nondiscrimination and Equal Employment Opportunity	1422, 2260, 3122, 4122	24
Nursing Services		24
Occupational and Physical Therapy Department		24
Ohio Teacher Evaluation System 2.0	3220	24
Outside Activities of Staff	1231, 3231, 4231	24
Paraprofessional, Teacher Aides, or Assistants		25
Payroll System (see Fiscal Guidelines)		25
Personnel Records	8320	25
Petty Cash (see Fiscal Guidelines)		25
Pre-Service School Bus Driver Training		25
Professional Development		25
Public Records	8310	25
Public School Works		26
Purchasing Process (see Fiscal Guidelines)		26
Resident Educator Program		26
Restraint and Seclusion	5630.01	26
Rights of Disabled Staff	2260.01	27
School Psychology Department		27
Social Communications Classrooms		27
Social Media	7540, 7540.04	27
Solicitation	9700	27
Speech-Language Pathology Department		27
Substance Abuse	3170, 4170	28
Technology Privacy	7540, 7540.01	28
Telephones and Use of Personal Devices	7530.02, 7540.04	29
Timesheets (see Fiscal Guidelines)		29
Tobacco	1615, 3215, 4215, 5512, 7434	29
Transportation	8650, 8660	29
Video Surveillance and Electronic Monitoring	7440.01	29
Visitors	7440, 9150	29
Volunteers	3120.07, 4120.07	29
Weapons	1617, 3217, 4217, 5772, 7217	29
Website	7543	30
Wellness Center (Deerfield and Phoenix Campuses)		30
Year End Procedures		30