



SCHOOL VOLUNTEER APPLICATION

Date _____

Name _____ Soc. Sec. No. _____

Address _____
City _____ Zip _____

Previous address _____
City _____ Zip _____

Current Home Phone: _____ Current CELL Phone: _____

How long have you lived at your current address? _____

Indicate highest level of schooling completed _____ Year Graduated _____

Activities that you would be willing to help with: (Check those that apply):

- Individual Student Tutoring
- Helping in cafeteria/recess
- Assist with student activities (Name): _____
- Assist Athletic Department and Sports-related Activities (Name): _____
- Other (List your own) : _____

Present employment _____
Name of Company / Business

Employment Address _____
City _____ Zip _____

Telephone No. _____ Type of work _____

Number of years on job _____ Name of Supervisor _____

A criminal record check through BCI and FBI will be at the volunteer's expense. If a criminal records check indicates that the volunteer has been convicted or pleaded guilty to offenses listed in Board Policy 3120.09/4120.09 the volunteer will be informed that the Board will no longer be interested in maintaining his/her services as a volunteer.

At which School would you prefer to work?: (Check one)

- High School
- Middle School
- Maple Leaf Intermediate School
- William Foster Elementary School
- Elmwood Elementary School

List any special talents, hobbies, or interests:

Previous volunteer experience: (Circle) Yes No

If yes, where: _____

Name of Supervisor from volunteer experience _____

Length of volunteer time: _____ (dates)

Person to be contacted in case of an emergency while volunteering:

Name _____ Relationship _____

Address _____ Phone (H) _____

Phone (C) _____

Phone (W) _____

I understand I must have a background check each year I volunteer. I have read and understand the attached Garfield Heights City Schools Board Policy 3120.09/4120.09 Volunteers.

I release the Garfield Heights City Schools of any obligation should there be an illness or injury as a result of my volunteer services.

Signature of Volunteer _____ Date _____

I approve the candidacy of the above-named volunteer and enthusiastically recommend he/she serve as a volunteer in my building. The volunteer will be supervised by _____

(Name)

Signature of Administrator _____ Date _____

Updated: 06/20/16

Central Office Use Only

____ Copy of Driver's License
____ BCI Report
____ FBI Report



REQUEST FOR A CRIMINAL HISTORY RECORD CHECK

Pursuant to R.C. 3319.39, I _____

Check One:

___ I have not been convicted of, or pled guilty or nolo contendere (no contest) to any crimes

___ I have been convicted of or pled guilty or nolo contendere (no contest) to the following crimes (use separate sheet to explain nature of conviction, date and court):

- 1. _____
- 2. _____
- 3. _____

Check One:

___ I have been a resident of the State of Ohio for the previous five (5) years.

___ I have not been a resident of the State of Ohio for the previous five (5) years.

I understand and agree that, pursuant to the law,

- A. The Board of Education must request a criminal history check on me from the Bureau of Criminal Intelligence and Investigation (BCI & I) and possibly from the Federal Bureau of Investigation (FBI);
- B. Until that report is received and reviewed by the District, I am regarded as a conditional employee; and
- C. If the report received from the Bureau is not the same as my representation(s) above respecting either the absence of any conviction(s) or any crimes of which I have been convicted, my employment contract is voidable at the option of the District.

I hereby authorize such a records check and agree to pay the fee charged by the Bureau of Criminal Intelligence and Investigation (BCI & I) and any additional fees associated with an FBI check.

Signature

Date



EMERGENCY CONTACT INFORMATION

_____ School Year

Last Name: _____ First Name: _____

Address: _____ City/State/Zip _____

Phone _____ Building _____ Assignment _____

Please provide the following information for serious illness or accident

My designated emergency contact is:

Name: _____ Relation: _____

Address: _____

City/State/Zip: _____

Home Phone: () _____ Cell() _____ Work () _____

Medical Information:

Family Doctor: _____

Address: _____

Phone: () _____ Emergency Phone () _____

What hospital do you prefer to be sent?

In the event of unconsciousness, list any medical concerns or allergies for EMS Personnel:

If there is any change in this information during the school year, please send it to Human Resources so we may keep our records up to date.

**Original – Building
Scan Alphabetically – Human Resources**



WAIVER OF VACCINATION FOR HEPATITIS B

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection.

However, I decline the need for the hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series with my physician at my expense.

Signature of Employee

Date

ACKNOWLEDGMENT AND RELEASE

EMPLOYEE AGREEMENT

I have read and agree to comply with the rules and conditions set forth in the District's "Acceptable Use and Internet Safety Policy." I understand that any violations of the above provisions may result in disciplinary action up to and including termination, including the revocation of my user account privileges, and civil and/or criminal legal action.

I understand the "Waver of Privacy and Monitoring" provision above and understand that my use of the District's resources and services (such as e-mail and internet access) is not private or confidential and may be accessed, intercepted, monitored or reviewed by the District at any time.

I hereby release the District and its providers, operators, administrators, employees and agents from any and all claims of any nature arising from my use or inability to use the District's computers, networks, Internet connections, communication systems and other online and electronic resources.

PRINT Employee Name: _____

Employee Signature: _____ Date: _____

COMPUTER/ONLINE SERVICES
(Acceptable Use and Internet Safety)

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. Computer networks allow people to interact with many computers; the Internet allows people to interact with hundreds of thousands of networks.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
2. using profanity, obscenity or other language which may be offensive to another user or intended to harass, intimidate or bully other users;
3. accessing personal social networking websites for noneducational purposes;
4. reposting (forwarding) personal communication without the author's prior consent;
5. copying commercial software and/or other material in violation of copyright law;
6. using the network for financial gain, for commercial activity or for any illegal activity;
7. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
8. accessing and/or viewing inappropriate material and
9. downloading of freeware or shareware programs.

The Superintendent/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/online services use. The District has implemented technology-blocking measures that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors. The District has also purchased monitoring devices which maintain a running log of Internet activity, recording which sites a particular user has visited.

"Harmful to minors" is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of genitals and
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

A student who wishes to have computer network and Internet access during the school year must have a properly signed acceptable use and Internet safety policy agreement form on file in the District. When the District revises the acceptable use and Internet safety policy, students and staff are asked to sign a new agreement after reviewing the policies and regulations of the District.

[Adoption date: August 19, 2013]

COMPUTER/ONLINE SERVICES
(Acceptable Use and Internet Safety)

The following guidelines and procedures shall be complied with by staff, students or community members who are specifically authorized to use the District's computers or online services.

1. Use appropriate language. Do not use profanity, obscenity or other language which may be offensive to other users. Illegal activities are strictly forbidden.
2. Do not reveal your personal home address or phone number or those of other students or colleagues.
3. Note that electronic mail (email) is not guaranteed to be private. Technology coordinators have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
4. Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
5. The network should not be used in such a way that it disrupts the use of the network by others.
6. All communications and information accessible via the network should be assumed to be property of the District.
7. Rules and regulations of online etiquette are subject to change by the administration.
8. The user in whose name an online service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers and passwords private. They shall use this system only under the account numbers issued by the District.
9. The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and online communications for improper use.
10. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.

11. Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment, intimidation, bullying or disparagement of others based on their race, color, national origin, ancestry, citizenship status, sex, sexual orientation, age, disability, religion, economic status, military status, political beliefs or any other personal or physical characteristics.
12. Copyrighted material may not be placed on the system without the author's permission.
13. Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
14. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
15. Users are expected to keep messages brief and use appropriate language.
16. Users shall report any security problem or misuse of the network to the teacher, his/her immediate supervisor or building administrator.

(Approval date: August 19, 2013)



I have received and read the following Garfield Heights Board of Education guidelines:

_____ Guidelines for Moodle, Youtube and Skype

_____ Electronic Communications Guidelines

Signature _____

Print Name _____

Building _____

Position _____

Date _____

Garfield Heights City Schools Electronic Communication Guidelines & Rules

Garfield Heights City School District recognizes and encourages the use of all forms of electronic communication necessary to achieve academic success. The District also appreciates the role of electronic communication in maintaining a strong and interconnected school community.

Electronic communication takes many forms, including email, websites, blogs, Skype, text messaging, and the use of social media websites such as Facebook, MySpace, and Twitter. By using electronic communication, our staff, students, and parents are able to achieve a more dynamic method of discussing and addressing the educational needs of our students.

Electronic communication is a privilege and not a right. It must be used with purpose and in a manner that reflects the best professional and ethical practices of this District. Employees who violate professional and ethical standards or Board policy, guidelines or rules in using electronic communication to interact with students, parents, and staff run the risk of losing their jobs and licensure.

These guidelines and rules are intended to assist District employees in identifying how to appropriately use electronic communication so that they may develop proper methods of electronic communication and avoid organizational and personal liability. If you have any questions, please contact the District's Director of Technology, Shari Bailey. Remember, before using electronic communication, if in doubt, first check it out!

General Guidelines

1. Identify Your Role and the Nature of Your Interaction with Students. Students attend our school district to receive an education. The position you hold determines your role and the nature of your interaction with our students. For example, while a custodian is present in the building with students, he/she has little to no one-on-one interaction with students as compared with a teacher who has significant contact with students.

Rule of Thumb: Using electronic communication should not materially change your role or the nature of your interaction with students.

Practice Pointer A: Electronic communication should not take the place of the way you interact with students.

Practice Pointer B: Do not use electronic communication to tell students something you would not be permitted to say to them in your current position.

2. Identify the Reasons You Interact with Students. Your position will also define the reasons why you interact with students. For example, a custodian interacts with students to address operational or safety issues within the school building or on its grounds. A

teacher interacts with students to teach curriculum. A secretary interacts with students regarding tardiness or attendance issues and school administration matters.

Rule of Thumb: Using electronic communication should not materially change the reasons you interact with students.

Practice Pointer A: Do not use electronic communication to create new reasons for students to interact with you, unless you are specifically directed to do so by the Superintendent or his/her designee.

3. Identify When You Interact with Students. Employees interact with students during the school day, at school functions, and/or at school sporting events and extra-curricular activities.

Rule of Thumb: Using electronic communication should not materially change when you interact with students.

Practice Pointer A: Do not use electronic communication to contact students to interact with you outside of the regular school day, unless you are specifically directed or authorized by the Superintendent or his/her designee.

Practice Pointer B: If students contact you by electronic communication outside of the regular school day, do not respond in your capacity as a District employee unless you are specifically directed or authorized by the Superintendent or his/her designee. This practice pointer does not apply to use of Moodle for legitimate educational purposes.

Practice Pointer C: Consider limiting how you use electronic communication outside of work in your personal capacity to minimize opportunities for students or parents to claim that your communication was inappropriate, improper, unprofessional, or in violation of Board policy and District guidelines and rules.

4. Identify the Setting within which You Interact with Students. Your position will also define the setting within which you interact with students. For example, a teacher will interact with students in a classroom, in a hallway, on school grounds and in a setting where other students and adults are present. Any one-on-one interaction in a school building outside the presence of other students and adults is limited and may only take place as specifically authorized by the District.

Rule of Thumb: Using electronic communication should not materially change the setting within which you interact with students.

Practice Pointer A: An employee who only interacts with large groups of students should not use electronic communication to talk with just one

student or a small group of students, unless specifically directed to do so by the Superintendent or his/her designee.

5. Identify the Frequency with which You Interact with Students. Your position dictates how often you interact with students.

Rule of Thumb: Using electronic communication should not materially change the frequency with which you interact with students.

Practice Pointer A: If there is a student in one of your classes that meets one period a day, three days a week, you should not use electronic communication to increase the frequency of your interaction in a manner that changes your role, the nature or reasons for your interaction, or the setting within which it normally occurs.

6. Identify the Topics You Discuss with Students. Your position determines the topics you are authorized to discuss with students. When you talk with students, you discuss either their education or the school environment. For example, teachers discuss curriculum and related topics, while custodians discuss operational or safety issues in the building.

Rule of Thumb: Using electronic communication should not materially change the topics you discuss with students.

Practice Pointer A: Under no circumstances is an employee authorized to discuss his/her personal issues with a student, and it is improper to discuss this topic using electronic communication.

7. Recognize Contact Outside of School can Impact the Educational Environment. Relationships are impacted by what we do. To the extent an employee does something outside of work that impacts the educational environment, he/she is subject to potential disciplinary action. For example, a teacher is not allowed to harass a student. If a teacher uses electronic communication outside of school to continuously contact a student between the hours of 1 a.m. and 4 a.m. by Twitter or text messaging, that teacher has engaged in harassing conduct. The teacher has opened himself/herself up to claims that the conduct constitutes a boundary invasion and violates professional and ethical standards as well as Board policy, guidelines and rules.

Rule of Thumb 1: Electronic communication has the potential of materially changing your role and the nature of your interaction with students, including the reasons you interact, when you interact, the settings within which you interact, the frequency of your interactions and the topics you discuss with students.

Practice Pointer A: Consider whether your personal use of social media (e.g. Facebook and Twitter) opens you up to potential claims by students and parents that you have committed a boundary invasion, violated

professional and ethical standards, or should be disciplined for disregarding Board policy, guidelines and rules.

Practice Pointer B: Consider what settings you choose in using personal social media accounts. Have you limited student and parent access to your personal information by using available privacy settings?

Practice Pointer C: The District does not authorize employees to use personal social media accounts to communicate with students and parents about school matters. *See Specific Rule #8.* Consider limiting access to your personal social media accounts by not “friending” students who are currently enrolled in the District and not accepting “friend requests” from them. Consider also restricting access by parents of students to your personal social media accounts. It should be noted the Ohio Department of Education has suspended and revoked licensure based on how teachers have used electronic communication outside of school in contacting students.

Practice Pointer D: Consider whether your commentary using personal social media accounts is defamatory, obscene, or libelous or in violation of copyright or other laws. Do your comments comply with applicable professional and ethical standards as well as Board policy, guidelines and rules?

Practice Pointer E: Consider whether you have provided links to questionable materials or websites using personal media accounts. Do your links comply with applicable professional and ethical standards as well as Board policy, guidelines and rules?

8. Confidential Information and Privacy Concerns. As an employee, you must honor the privacy rights enjoyed by our students and staff, whether you are inside or outside of school. Confidential information regarding our students and staff must not be disclosed in violation of federal or state law or Board policy.

Specific Rules

1. Never use electronic communication to disclose confidential information regarding staff or students, unless you are directed to do so by the Superintendent or his/her designee.
2. Do not disclose confidential information regarding staff or students on your personal email or personal social media accounts.
3. Never use electronic communication to contact only one student, unless you are specifically directed to do so by the Superintendent or his/her designee.
4. Do not use electronic communication, personal email, or personal social media accounts in a manner that violates your professional standards.

5. Do not use electronic communication, personal email, or personal social media accounts in a manner that violates your ethical standards.
6. Do not use electronic communication, personal email, or personal social media accounts in a manner that violates Board policy or District guidelines and rules.
7. Do not use your personal email to communicate with students or parents about school matters.
8. Do not use text messaging to communicate with students or parents about school matters. This rule does not apply to the District's AlertNow system.
9. Do not use personal social media accounts to communicate with students or parents about school matters.
10. Do not use defamatory, obscene, or libelous language, images, or materials when using electronic communication and social media accounts.
11. Exercise caution in using copyrighted materials when using electronic communication and social media accounts.

Garfield Heights City Schools

Guidelines & Rules for Using Moodle, YouTube and Skype

Garfield Heights City School District recognizes and encourages the use of Moodle, YouTube, and Skype to enhance educational programming and opportunities. Only teachers and administrators are permitted to use, and are allowed to authorize their students to access, Moodle on District owned computers or through internet access.

Teachers and administrators must reflect best professional and ethical practices of this District and comply with Board policy, guidelines, and rules when using Moodle, YouTube, or Skype.

These guidelines and rules are intended to assist teachers and administrators in identifying how to appropriately use Moodle, YouTube, and Skype so they may develop proper methods of use and avoid organizational and personal liability. If you have any questions, please contact District's Director of Technology, Shari Bailey. Remember, before using Moodle, YouTube, or Skype, if in doubt, first check it out!

General Guidelines

1. Identify What Will be Displayed to the Audience. YouTube and Skype reach different potential audiences. Make sure you identify what type of information you intend to display using these methods. Next, identify what types of consent must be secured before displaying the information. For example, before uploading a YouTube video, make sure you have appropriate parental consent forms completed for all students whose personal image will be displayed on the video.

Rule of Thumb: On YouTube or Skype, you can only display information you are normally able to display to the public through print media. The same consent form limitations apply to YouTube and Skype.

Practice Pointer A: If you intend to upload to YouTube or use Skype with regularity, consider securing all necessary parent permission forms at the beginning of the semester. Make sure to have these forms on file with the principal at all times.

2. Identify What Will be Displayed to Your Class. Before displaying any content from Moodle, YouTube, or Skype to your class, make sure you review the material to ensure it is appropriate, is tied to the curriculum and does not violate federal or state law, professional or ethical standards, or Board policy, guidelines or rules.

Rule of Thumb: You are responsible for all material provided to students or displayed to them in class.

Practice Pointer A: For YouTube, review any video before showing it to your class.

Practice Pointer B: Prior to using Skype, identify how you will deal with addressing inappropriate material, images, or information that may be displayed to you and your class by a third party.

Practice Pointer C: You should regularly review Moodle to ensure students are using it for its intended purpose. Any inappropriate content should be removed and all violations of the student code of conduct must be reported and addressed.

3. Examine How You Will Communicate. Moodle, YouTube, and Skype provide opportunities for instruction which are available to be viewed by audiences outside of the classroom. The manner in which you choose to communicate (e.g. video, audio) and the words or images displayed should be examined to ensure they comply with federal and state law as well as professional and ethical standards and Board policy, guidelines and rules.

Rule of Thumb: You are responsible for the manner in which you and your students communicate on Moodle, YouTube, and Skype for all in-class and homework assignments.

Practice Pointer A: You should regularly review Moodle to ensure students are using it for its intended purpose. Any inappropriate content should be removed and all violations of the student code of conduct must be reported and addressed.

Practice Pointer B: You should review all material posted by you in your class prior to it being uploaded to YouTube using a District owned computer. Do not assign students to upload class assignments or projects to YouTube that have not been reviewed by you for content.

Practice Pointer C: You should review rules and regulations with students before using Skype during class so the students are given expectations for their participation and conduct. Before using Skype, identify how you will deal with behavior issues when Skype is in use.

4. Examine Potential Access Issues. Students may not have access to Moodle, YouTube, or Skype outside of school. You must consider this when deciding how you will use these methods to enhance educational programming and opportunities.

Rule of Thumb: The methods used to deliver educational programming and opportunities should be accessible.

Practice Pointer A: At the beginning of the year, identify if the manner in which you intend to use Moodle, YouTube, or Skype will be accessible to all of your students. If access is limited, consider modifying your use or providing alternative means of access.

Specific Rules

If you enhance educational programming or opportunities using Moodle, YouTube, or Skype in your classroom:

1. All communications using Moodle, YouTube, or Skype must be consistent with legitimate pedagogical concerns.
2. You must immediately report any use of Moodle, YouTube, or Skype by a student that violates the Student Code of Conduct.
3. You must take all reasonable steps necessary to prevent inappropriate materials from being displayed or viewed by students on Moodle.
4. You must take all reasonable steps necessary to prevent inappropriate materials from being displayed or viewed by students on YouTube.
5. You must take all reasonable steps necessary to prevent inappropriate materials from being displayed or viewed by students on Skype.
6. Do not disclose confidential information regarding staff or students using Moodle, YouTube, or Skype.
7. Never use Moodle, YouTube, or Skype to contact only one student, unless you are specifically directed to do so by the Superintendent or his/her designee.
8. Do not use Moodle, YouTube, or Skype in a manner that violates your professional standards.
9. Do not use Moodle, YouTube, or Skype in a manner that violates your ethical standards.
10. Do not use Moodle, YouTube, or Skype in a manner that violates Board policy or District guidelines and rules.
11. Do not allow students to use Moodle, YouTube, or Skype in a manner that violates the Student Code of Conduct.
12. Do not use defamatory, obscene, or libelous language, images, or materials when using Moodle, YouTube, or Skype.
13. Exercise caution in using copyrighted materials when using Moodle, YouTube, or Skype.
14. Comply with the Garfield Heights City Schools Electronic Communication Guidelines & Rules at all times when using Moodle, YouTube, or Skype.

ACKNOWLEDGMENT OF INFORMATION CONCERNING TOXIC HAZARDS

This is to confirm that the School District has provided me with sufficient information concerning any toxic materials I may encounter on District property while performing my duties. I believe I have been adequately informed about what these materials are, how they are identified, and the possible effects they may have on my health.

Date

Signature

REPORTING OF HAZARDS

The Board is concerned with the safety of students and staff and, therefore, complies with all Federal and State laws and regulations to protect students and staff from known hazards that pose an immediate risk to health and safety.

Toxic Hazards

Toxic hazards exist in chemicals and other substances used in the school setting such as in laboratories, science classrooms, kitchens and in the cleaning of rooms and equipment.

The Superintendent appoints an employee to serve as the District's Toxic Hazard Preparedness (THP) officer. The THP officer:

1. identifies potential sources of toxic hazards in cooperation with material suppliers who supply the THP officer with material safety data sheets (MSDS);
2. ensures that all incoming materials, including portable containers, are properly labeled with the identity of the chemical, the hazard warning and the name and address of the manufacturer or responsible party;
3. maintains a current file of MSDS for every hazardous material present on District property;
4. designs and implements a written communication program which:
 - A. lists hazardous materials present on District property;
 - B. details the methods used to inform staff and students of the hazards and
 - C. describes the methods used to inform contractors and their employees of any hazardous substances to which they may be exposed and of any corrective measures to be employed;
5. conducts a training program for all District employees to include such topics as detection of hazards, explanation of the health hazards to which they could be exposed in their work environment and the District's plan for communication, labeling, etc. and
6. establishes and maintains accurate records for each employee at risk for occupational exposure including name, Social Security number, hepatitis B vaccine status, results of exams, medical testing and follow-up procedures for exposure incidents and other information provided by and to health care professionals.

Records Availability

All records required to be maintained are made available upon request for examination and copying by the employee, employee representatives and under the provisions of FERRA. Medical records, however, are not made available to employee representatives or other persons without written consent of the employee.

Other Conditions Injurious to the Safety or Health of Building Occupants

In addition to the reporting of toxic hazards, the Board directs the Superintendent/designee to comply with all board of health inspections to ensure that conditions injurious to the safety or health of persons on District property are minimized.

During a board of health inspection, each building principal/designee provides:

1. access to the building and grounds during regular school hours;
2. a record of inspections of the school grounds and buildings for dangerous and recalled products;
3. any records or other information the board of health considers necessary to evaluate the health and safety of the school and
4. a representative who accompanies the sanitarian during the course of the inspection, with advance notice from the board of health.

Liability Disclaimer

Nothing in this policy should be construed in any way as an assumption of liability by the Board for any death, injury or illness that is the consequence of an accident or equipment failure or negligent or deliberate act beyond the control of the Board or its officers and employees.

[Adoption date: August 19, 2013]

Acknowledgement of receipt of Auditor of State fraud reporting-system information

Pursuant to Ohio Revised Code 117.103(B)(1), a public office shall provide information about the Ohio fraud-reporting system and the means of reporting fraud to each new employee upon employment with the public office.

Each new employee has thirty days after beginning employment to confirm receipt of this information.

By signing below you are acknowledging Garfield Heights City Schools provided you information about the fraud-reporting system as described by Section 117.103(A) of the Revised Code, and that you read and understand the information provided. You are also acknowledging you have received and read the information regarding Section 124.341 of the Revised Code and the protections you are provided as a classified or unclassified employee if you use the before-mentioned fraud reporting system.

I _____, have read the information provided by my employer regarding the fraud-reporting system operated by the Ohio Auditor of State's office. I further state that the undersigned signature acknowledges receipt of this information.

PRINT NAME, TITLE, AND DEPARTMENT

PLEASE SIGN NAME

DATE



Dave Yost • Auditor of State

Bulletin 2012-003

Auditor of State Bulletin

Date Re-Issued: April 4, 2012

TO: All Public Offices
Community Schools

FROM: Dave Yost, Ohio Auditor of State

SUBJECT: House Bill 66 – Fraud Hotline

In 2003, then Auditor of State Betty Montgomery created the Auditor of State's fraud hotline. The hotline was established as a way for all Ohioans to report potential fraud throughout government. Since its inception, not a week passes without the Auditor of State's office receiving tips or complaints.

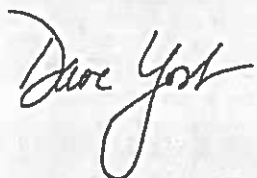
Recently passed legislation House Bill 66 (HB 66) makes several changes to the Auditor of State's fraud hotline. The bill requires the Auditor of State to maintain a system for the reporting of fraud, including misuse of public money by any public official or office. The system allows all Ohio citizens the opportunity to make anonymous complaints through a toll-free telephone number, the Auditor of State's website, or through the United States' mail.

The Auditor of State is required to keep a log of all complaints filed. The log is a public record under Section 149.43 of the Revised Code and must contain the following: the date the complaint was received, a general description of the nature of the complaint, the name of the public office or agency with regard to which the complaint is directed, and a general description of the status of the review by the Auditor's office. Information in the log may be redacted if Section 149.43 of the Revised Code or another statute provides an applicable exemption. During the course of Auditor of State investigations, information will be redacted pursuant to Section 149.43(A)(2) in order to conduct thorough investigations.

The new legislation also has a direct impact on all public employers. On the bill's effective date, May 4, 2012, public offices, including community schools, must make their employees aware of the fraud-reporting system. Public offices also must provide information about the fraud reporting system to all new hires. All new employees must confirm that they received this information within thirty days after beginning employment.

Section 117.103 requires the Auditor of State to confirm that public offices have so notified new employees. The statute provides two ways to verify compliance. First, public offices may require new employees to sign forms acknowledging the employees were notified of the fraud-reporting system. The Auditor of State has created a model form, which is appended to this Bulletin and may be found on the Auditor of State website. Alternatively, public offices may consider providing the fraud reporting system information in the employee manual for the public office. The employee should sign and verify the employee's receipt of such a manual. This option satisfies the bill's requirements on public employers.

Finally, the legislation also extends the current whistle-blower protections contained in Section 124.341 of the Revised Code to employees who file a complaint with the new fraud-reporting system. If a classified or unclassified employee becomes aware of a situation and reports it to the Auditor of State's fraud-reporting system, the employee is protected against certain retaliatory or disciplinary actions. If retaliatory or disciplinary action is taken against the employee, the employee has the right to appeal with the State Personnel Board of Review.



Dave Yost
Ohio Auditor of State

Example language regarding the Auditor of State's fraud reporting-system

The Ohio Auditor of State's office maintains a system for the reporting of fraud, including misuse of public money by any official or office. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll free number, the Auditor of State's website, or through the United States mail.

Auditor of State's fraud contact information:

Telephone: 1-866-FRAUD OH (1-866-372-8364)

US Mail: Ohio Auditor of State's office
Special Investigations Unit
88 East Broad Street
P.O. Box 1140
Columbus, OH 43215

Web: www.ohioauditor.gov