# SECTION A: FOUNDATIONS AND BASIC COMMITMENTS

AA*	School District Legal Status
AB ABA* ABB* ABC*	The People and Their School District Community Involvement in Decision Making (Also KC) Staff Involvement in Decision Making (Also GBB) ABC* Student Involvement in Decision Making (Also JFB)
AC* ACA* ACB*	Nondiscrimination Nondiscrimination on the Basis of Sex and Sexual Harassment (Also ACAA) Nondiscrimination on the Basis of Disability
AD* ADA*	Development of Philosophy of Education (AlsoAE) Educational Philosophy
AE*	School District Goals and Objectives
AF AFA	Commitment to Accomplishment Evaluation of School Board Operational Procedures (Also BK)
AFB* AFBA* AFC* AFCA* AFD* AFE* AFF AFF AFG AFH AFI*	Evaluation of the Superintendent (Also CBG) Evaluation of the Treasurer (Also BCCB) Evaluation of Certificated Staff (Also GCN) Evaluation of the Treasurer (Also GCNA) Evaluation of Classified and Confidential Employees (Also GDN) Evaluation of Instructional Programs (Also IM) Evaluation of Support Services (Also EJ) Use of Independent Evaluators Evaluation of Evaluators Evaluation of Educational Resources

<sup>\*</sup>denotes areas covered by Board policy

### SCHOOL DISTRICT LEGAL STATUS

The United States Constitution grants the individual states responsibility for public education. The Ohio General Assembly is under mandate by the Ohio Constitution to provide for the organization, administration and control of the public school system supported by public funds. The Ohio Constitution also mandates a State Board of Education (SBOE) and a Superintendent of Public Instruction, the respective powers and duties of which are prescribed by Statelaw.

The Ohio General Assembly has also established a State Department of Education (through which policies and directives of the SBOE and Superintendent of Public Instruction are administered) and has established specific types of school districts.

The Vanguard-Sentinel Career and Center is classified as a joint vocational school district governed by a Board of Education comprised of members appointed by participating districts.

[Adoption date: August 20, 1992] [Re-adoption date: May 16, 2002]

[Re-adoption date: September 16, 2010] [Re-adoption date: September 17, 2015]

LEGAL REFS.: U.S. Const. Amend. X

Ohio Const. Art. VI, 2; 3; 4

ORC 3311.01; 3311.02; 3311.03; 3311.04; 3311.05, 3311.16 through 3311.19

CROSS REF.: BBB, School Board Appointments

File: ABA (Also KC)

COMMUNITY INVOLVEMENT IN DECISION MAKING

Community participation in the schools is essential to promote and maintain the quality of

education for all students.

In addition to electing fellow citizens to represent them on the Board, all citizens may express ideas, concerns and judgments about the schools to the administration, to the staff, to any

appointed advisory bodies and ultimately to the Board. Ideas should be addressed to the responsible individual in an appropriate fashion.

Residents may be invited by the Board to act as advisers, individually and in groups, in such areas

as:

clarifying general ideas and attitudes held by residents in regard to the schools; 1.

2. assisting in developing Board policies under which the District is to be managed;

3. assisting in establishing administrative arrangements and regulations designed to help

implement these policies;

determining the purposes of curriculum and special services to be provided for students;

evaluating the extent to which these purposes are being achieved by present policies 5.

and/or

studying a specific problem or set of closely related problems about which a decision

must be made.

The Board gives consideration to the advice it receives from individuals and community groups.

Final authority for all decisions rests with the Board.

[Adoption date: September 16, 2010]

[Re-adoption date: September 17, 2015]

LEGAL REFS.: ORC 121.22

OAC 3301-35-04

CROSS REFS.: AD, Development of Philosophy of Education

**BCE.** Board Committees

Vanguard - Sentinel Career & Technology Centers, Fremont, Ohio

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## STAFF INVOLVEMENT IN DECISION MAKING

The District maintains an environment that supports personal and organizational performance excellence by allowing all employees the opportunity to develop and use their full potential to achieve District goals and objectives.

There should be an exchange of ideas and pertinent information among all elements of a school district. Morale is enhanced when employees are assured that their voices are heard by those in positions of administrative authority.

All employees have the opportunity to bring their ideas and/or concerns to the Board through the recognized administrative channels. Final authority for all decisions rests with the Board.

[Adoption date: June 16, 2005]

[Re-adoption date: September 16, 2010] [Re-adoption date: September 17, 2015]

LEGAL REF.: OAC 3301-35-05

CROSS REFS.: AD, Development of Philosophy of Education

BCE, Board Committees CD, Management Team

CE, Administrative Councils, Cabinets and Committees

DBD, Budget Planning (Five-Year Forecast)

GCD, Certificated Staff Hiring

GDD, Classified and Confidential Employee Hiring

CONTRACT REF.: Teachers' Negotiated Agreement

## STUDENT INVOLVEMENT IN DECISION MAKING

Students share responsibility for developing a climate in the school that is conducive to learning. Through participation in the decision-making process, students can be an important resource for the improvement of the school, the educational system and the community. Periodically, students may be asked to review Board policies and school rules and regulations. Final authority for all decisions rests with the Board.

[Adoption date: September 16, 2010] [Re-adoption date: September 17, 2015]

LEGAL REF.: OAC 3301-35-04

CROSS REFS.: AD, Development of Philosophy of Education

BCE, Board Committees

JF, Student Rights and Responsibilities

File: AC

#### **NONDISCRIMINATION**

The Board's policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability or military status.

The Board does not discriminate on the basis of legally acquired genetic information.

The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means including the use of electronic communications devices, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual.

Employees or students who engage in discrimination of another employee or student shall be subject to disciplinary action.

Permission, consent or assumption of risk by an individual subjected to discrimination does not lessen the prohibition contained in this policy.

No one shall retaliate against an employee or student because he/she files a grievance; assists or participates in an investigation, proceeding or hearing regarding the charge of discrimination of an individual; or because he/she has opposed language or conduct that violates this policy.

The Board designates the following individual to serve as the District's compliance officer/civil rights coordinator:

Title:	Rosemary Krieger, Director of Adult Education
Address:	1306 Cedar Street, Fremont, Ohio 43420
Phone number: (419) 332-2626	
Email:	rkrieger@vsctc.org

The name, title, and contact information of this individual is annually published in District handbooks and on the District website.

The compliance officer is responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address any inquiries or complaints regarding discrimination/retaliation or denial of equal access in a prompt and equitable manner.

File: AC

# Reports and Complaints of Unlawful Discrimination/Harassment

All persons associated with the District, including, but not limited to, the Board, administration, staff, students and third parties are encouraged to promptly report incidents of unlawful discrimination/harassment.

The Board has developed complaint procedures, which are made available to every member of the school community. The Board also has identified disciplinary penalties, which may be imposed on the offender(s).

Matters, including the identity of both the reporting party and the responding party, are kept confidential to the extent possible.

[Adoption date: August 20, 1992]

[Re-adoption date: November 19, 1998]

[Re-adoption date: May 16, 2002]

[Re-adoption date: September 16, 2010] [Re-adoption date: September 17, 2015] [Re-adoption date: August 20, 2020]

LEGAL REFS.: Civil Rights Act, Title VI; 42 USC 2000d et seq.

Civil Rights Act, (Amended 1972), Title VII; 42 USC 2000e et seq. Education Amendments of 1972, Title IX; 20 USC 1681 et seq. Executive Order 11246, as amended by Executive Order 11375

Equal Pay Act; 29 USC 206

Genetic Information Nondiscrimination Act of 2008; 42 USC 2000ff et seq.

Rehabilitation Act: 29 USC 794

Individuals with Disabilities Education Act; 20 USC 1400 et seq.

Age Discrimination in Employment Act; 29 USC 623

Immigration Reform and Control Act; 8 USC 1324a et seq.

Americans with Disabilities Act Amendments Act of 2008; 42 USC 12101 et seg.

Ohio Const. Art. I, Section 2

ORC Chapter 3323

Chapter 4112

OAC 3301-35-02

File: AC

CROSS REFS.: ACA, Nondiscrimination on the Basis of Sex

ACAA, Sexual Harassment

ACB, Nondiscrimination on the Basis of Disability

EDE, Computer/Online Services (Acceptable Use and Internet Safety)

GBA, Equal Opportunity Employment

GBO, Verification of Employment Eligibility

IGAB, Human Relations Education

IGBA, Programs for Students with Disabilities

JB, Equal Educational Opportunities JFC, Student Conduct (Zero Tolerance)

JFCEA, Gangs

JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)

Staff Handbooks
Student Handbooks

File: ACA

### NONDISCRIMINATION ON THE BASIS OF SEX

The U.S. Department of Education has published regulations for implementing Title IX of the Education Amendments of 1972, which prohibits sex discrimination in federally assisted education programs.

Title IX states, in part: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal financial assistance."

The Board ensures compliance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 and the regulations promulgated through the U.S. Department of Education.

[Adoption date: November 19, 1998] [Re-adoption date: May 16, 2002]

[Re-adoption date: September 16, 2010] [Re-adoption date: September 17, 2015 [Re-adoption date: February 15, 2018] [Re-adoption date: August 20, 2020]

LEGAL REFS.: Civil Rights Act, Title VI; 42 USC 2000d et seq.

Civil Rights Act, Title VII; 42 USC 2000e et seq.

Education Amendments of 1972, Title IX; 20 USC 1681 et seq. Executive Order 11246, as amended by Executive Order 11375

Equal Pay Act; 29 USC 206 Ohio Const. Art. I, Section 2

ORC Chapter 4112

CROSS REFS.: AC, Nondiscrimination

ACAA, Sexual Harassment

ACB, Nondiscrimination of the Basis of Disability

GBA, Equal Opportunity Employment

IGDJ, Interscholastic Athletics

IIAA, Textbook Selection and Adoption JB, Equal Educational Opportunities JFC, Student Conduct (Zero Tolerance)

JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)

Staff Handbooks Student Handbooks

File: ACAA

#### SEXUAL HARASSMENT

The District does not discriminate on the basis of sex in any education program or activity that it operates, including admission and employment. The District is required by Title IX of the Education Amendments of 1972 and the regulations promulgated through the U.S. Department of Education not to discriminate in such a manner. Inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The Board designates the following individual to serve as the District's Title IX Coordinator:

<u>Title:</u> Rosemary Krieger, Adult Education Director Office address: 1306 Cedar Street, Fremont, Ohio 43420

Email: rkrieger@vsctc.org
Phone number: (419) 332- 2626

Any person may report sex discrimination, including sexual harassment, at any time, including during non-business hours. Such a report may be made in person, by mail, by telephone or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

For purposes of this policy and the grievance process, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

- 1. A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
- 2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District's education program or activity or
- 3. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8) or "stalking" as defined in 34 USC 12291(a)(30).

When the harassment or discrimination on the basis of sex does not meet the definition of sexual harassment, the Title IX Coordinator directs the individual to the applicable sex discrimination process for investigation.

File: ACAA

#### Retaliation Prohibited

The District prohibits intimidation, threats, coercion or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation proceeding or hearing, if applicable. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this part, constitutes retaliation.

# **Confidentiality**

The District must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any individual who has been alleged to be the victim or perpetrator of conduct that could constitute sexual harassment, and any witness, except as may be permitted by Family Educational Rights and Privacy Act (FERPA) or as required by law, or to carry out the purposes of the Title IX regulations, including the conduct of any investigation, hearing or judicial proceeding arising thereunder.

# Notice Requirements

The District provides notice to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, employees and the union(s) with the name or title, office address, email address and telephone number of the Title IX Coordinator and notice of the District grievance procedures and process, including how to report or file a complaint of sex discrimination, how to file a formal complaint of sexual harassment and how the District will respond. The District also posts the Title IX Coordinator's contact information and Title IX policies and procedures in a prominent location on the District website and in all handbooks made available by the District.

### **Training Requirements**

The District ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receives training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process including hearings, appeals and informal resolution processes, when applicable, and how to serve impartially including by avoiding prejudgment of the facts at issue, conflicts of interest and bias. The District also ensures that decision-makers and investigators receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual

behavior are not relevant as set forth in the formal procedures that follow, and training on any technology to be used at a live hearing, if applicable. Investigators also receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. All materials used to train individuals who receive training under this section must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment and are made publicly available on the District's website.

# Conflict of Interest and Bias

The District ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process do not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

# **Determination of Responsibility**

The individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment is presumed not responsible for alleged conduct. A determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation in accordance with the process outlined in the accompanying regulation. No disciplinary sanctions will be imposed unless and until a final determination of responsibility is reached.

[Adoption date: November 19, 1998] [Re-adoption date: May 16, 2002] [Re-adoption date: September 16, 2010] [Re-adoption date: September 17, 2015 [Re-adoption date: February 15, 2018] [Re-adoption date: August 20, 2020]

LEGAL REFS.: Civil Rights Act, Title VI; 42 USC 2000d et seq.

Civil Rights Act, Title VII; 42 USC 2000e et seq.

Education Amendments of 1972, Title IX; 20 USC 1681 et seq. Executive Order 11246, as amended by Executive Order 11375

Equal Pay Act; 29 USC 206 Ohio Const. Art. I, Section 2

ORC Chapter 4112 34 CFR part 106

File: ACAA

CROSS REFS.: AC, Nondiscrimination

GBA, Equal Opportunity Employment

GBD, Board-Staff Communications (Also BG)

GBH, Staff-Student Relations (Also JM)

GCPD, Suspension and Termination of Professional Staff Members

GDPD, Suspension, Demotion and Termination of Support Staff Members

IGDJ, Interscholastic Athletics

JB, Equal Educational Opportunities

JEGA, Permanent Exclusion

JFC, Student Conduct (Zero Tolerance)

JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)

JG, Student Discipline

JGD, Student Suspension

JGE, Student Expulsion

JHG, Reporting Child Abuse

KLD, Public Complaints About District Personnel

Staff Handbooks Student Handbooks

# NONDISCRIMATION ON THE BASIS OF SEX/SEXUAL HARASSMENT GRIEVANCE PROCEDURES

The Board has created informal and formal discrimination and harassment grievance procedures, providing for a prompt and equitable investigation and resolution of complaints of sex discrimination, including sexual misconduct. All students and District employees are encouraged to fully cooperate when asked to participate in an investigation.

Members of the school community and third parties are encouraged to promptly report incidents of sex discrimination or sexual harassment. Complaints may be filed with any District employee, or directly with the Title IX Coordinator. District employees are required to report these incidents to the Title IX Coordinator upon becoming aware of an incident, and failure to do so may result in disciplinary action.

Complaints of sex discrimination or sexual harassment must be filed as soon as possible after the alleged incident, as delays in filing complaints can make it difficult to investigate. Both the informal and formal grievance procedures are completed in a timely manner unless extenuating circumstances exist. Periodic updates are provided to the parties as appropriate during the investigation.

The Title IX Coordinator determines whether or not, by "a preponderance of the evidence," the alleged victim's allegations are true. "A preponderance of the evidence" means that evidence must show the alleged discrimination/sexual harassment was more likely than not to have occurred.

Pending the final outcome of an informal or formal investigation, the District institutes interim measures to protect the reporting and/or responding parties and informs him/her of available support services. Interim measures may include, but are not limited to: a District-enforced no contact order, modification of work or class schedules, academic modifications, and/or counseling. These measures should ensure that both parties continue to have equal access to all district programs and activities and the safety of all parties is protected.

If the Title IX Coordinator or designee is the responding party or the reporting party, the Board designates an alternate investigator and retains final decision-making authority.

All matters involving sexual harassment complaints remain confidential to the extent possible.

# <u>Informal Procedure for Addressing Complaints</u>

An informal grievance procedure can be used when the Title IX Coordinator deems it appropriate and/or when the parties involved (reporting party and responding party) agree that an informal process is appropriate and sufficient. The informal process is not used when the alleged discrimination or harassment may constitute sexual violence or any other criminal act.

The Title IX Coordinator gathers enough information during the informal process to understand and resolve the complaint. The Title IX Coordinator proposes an informal solution based on this fact-gathering process, which may include, but not be limited to: requiring the responding party to undergo training on harassment/discrimination, requiring all students and staff to undergo such training, and instituting protective mechanisms for the reporting party.

# Formal Procedure for Addressing Complaints

While the formal grievance procedure may serve as the first step toward the resolution of a charge of sex discrimination or sexual harassment, it also is available when the informal procedure fails to resolve the complaint.

Through the formal grievance procedure, the Title IX Coordinator attempts to resolve the complaint in the following way:

- 1. The Title IX Coordinator promptly communicates with the reporting party in order to obtain a clear understanding of that party's statement of the alleged facts. The statement is put in writing by the Title IX Coordinator and signed by the reporting party, where possible, as a testament to the statement's accuracy.
- 2. The Title IX Coordinator communicates with the responding party in order to obtain his/her response to the complaint. The response is put in writing by the Title IX Coordinator and signed by the responding party, where possible, as a testament to the statement's accuracy.
- 3. The Title IX Coordinator communicates with the parties and witnesses (if any) as necessary to gather all of the relevant facts. The dates of any meetings and the facts gathered are all put in writing. The investigation is prompt and equitable, and allows both parties an equal opportunity to present witnesses and other evidence.

4. At the conclusion of the investigation, the Title IX Coordinator prepares a written report summarizing: the evidence gathered during the investigation and whether the allegations were substantiated; whether any Board policies or student or employee codes of conduct were violated; any recommendations for corrective action. The investigation report indicates if any measures must be instituted to protect the reporting party. Such measures may include, but are not limited to extending any interim measures taken during the investigation. The report also informs the reporting party of available support services, which at a minimum includes offering school counseling services if the reporting party is a student.

# Notice of Outcome

Both the reporting party and the responding party are provided written notice of the outcome of the complaint.

If either party disagrees with the decision of the Title IX Coordinator, he/she may appeal to the Superintendent. After reviewing the record made by the Title IX Coordinator, the Superintendent may attempt to gather further evidence necessary to decide the case and to determine appropriate action to be taken. The decision of the Superintendent is final.

# **Disciplinary Action**

Any disciplinary action is carried out in accordance with Board policies, student and employee codes of conduct, State and Federal law, and, when applicable, the negotiated agreement. When recommending discipline, the Title IX Coordinator considers the totality of the circumstances involved, including the ages and maturity levels of those involved. The Title IX Coordinator and the Superintendent determine if a recommendation for expulsion for responding student or discharge for responding employee should be made. If this recommendation is made and a hearing is required, the hearing shall be held in accordance with Board policy, State law and/or the negotiated agreement. Both parties shall have an equal right to attend the hearing, have a representative and parent (if student) present, present evidence, and question witnesses.

[Adoption date: November 19, 1998] [Re-adoption date: May 16, 2002] [Re-adoption date: September 16, 2010] [Re-adoption date: September 17, 2015] [Re-adoption date: February 15, 2018]

#### NONDISCRIMINATION ON THE BASIS OF DISABILITY

The Board maintains that discrimination against a qualified person with a disability solely on the basis of disability is unfair. To the extent possible, a qualified person with a disability should be in the mainstream of life in a school community. In addition, the District is the recipient of Federal funds and therefore must be in compliance with all laws and regulations that deal with individuals with disabilities.

Accordingly, employees of the District comply with the law and Board policy to ensure nondiscrimination on the basis of disability. The following is expected.

- 1. No one discriminates against qualified persons with disabilities in any aspect of school employment solely on thebasis of disability.
- 2. Facilities, programs and activities are made available to qualified persons with disabilities.
- 3. Free appropriate public education, including nonacademic and extracurricular services and activities, are provided to qualified persons with disabilities.
- 4. No one excludes any qualified person with a disability, solely on the basis of disability, from participation in any preschool education, day care, adult education or career-technical education program.
- 5. Each qualified person with a disability is provided with the same health, welfare and other social services that are provided toothers.

[Adoption date: August 20, 1992] [Re-adoption date: May 16, 2002]

[Re-adoption date: September 16, 2010] [Re-adoption date: September 17, 2015]

LEGAL REFS.: Individuals with Disabilities Education Act; 20 USC 1400 et seq.
Rehabilitation Act of 1973; 29 USC 794

Americans with Disabilities Act Amendments Act of 2008: 42 USC 1

Americans with Disabilities Act Amendments Act of 2008; 42 USC 12101 et seq.

ORC Chapter 3323

Chapter 4112

CROSS REFS.: AC, Nondiscrimination

GBA, Equal Opportunity Employment

IGBA, Programs for Students with Disabilities

JB, Equal Educational Opportunities JFC, Student Conduct (Zero Tolerance)

JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)

Staff Handbooks Student Handbooks

### DEVELOPMENT OF PHILOSOPHY OF EDUCATION

The Board philosophy of education gives direction to the educational program of the District. The philosophy allows for that flexibility necessary in an ever-changing society. The philosophy provides general criteria by which to assess the District's program and operations. Because of its importance, the philosophy of education is evaluated periodically. The Board works with the administration in developing a Districtwide philosophy of education. When necessary an ad hoc committee may be formed for this purpose. The Superintendent disseminates the Board's philosophy of education to all staff members and directs that it be published in all handbooks.

[Adoption date: August 20, 1992] [Re-adoption date: May 16, 2002]

[Re-adoption date: September 16, 2010] [Re-adoption date: September 17, 2015]

LEGAL REFS.: OAC 3301-35-02; 3301-35-03; 3301-35-04; 3301-35-05

CROSS REFS.: ABA, Community Involvement in Decision Making (Also KC)

ABB, Staff Involvement in Decision Making (Also GBB) ABC, Student Involvement in Decision Making (Also JFB) ADA,

**Educational Philosophy** 

## EDUCATIONAL PHILOSOPHY/SCHOOL DISTRICT GOALS AND OBJECTIVES

As an award-winning school district with a long tradition of excellence in career-technical education, the VSCTC School District values a system of continuous improvement that permeates every aspect of its work in order to become a center of educational excellence. We are committed to providing a challenging curriculum, skilled instruction, and a learning environment that responds to individual student success. Our work is guided by the belief that every student is capable of attaining high levels of educational achievement in preparation for meeting the rigorous demands of the 21st century.

### Opportunities Strengths School of Choice. Students can Staff. The majority of our staff choose to come to our District, it is not a mandate. If we build a school with a positive image, culture and proven successful results, students members are passionate about the school and our students. They can be positive spokespeople for our school out in the community. will choose to come. Technology. The VSCTC school district is a leader in technology and Growth Opportunities. Careerour labs are modern and updated. technical education can react differently and can be the leaders in how education will be different in the Updated Technology/Equipment. Our labs have the updated equipment meeting or exceeding the needs of the 21st century. 21st century education. The District Thinking out of the box. Students continues to support the purchases of updating equipment. gaining credit outside the classroom. Cutting edge curriculum and use of technology. Challenging curriculum. Students are completing inquiry-based and real-Increased enrollment. The more positive image created and the more visibility projected out in the community, the more students will be attracted to attend and take advantage of career technical education. world learning projects that will prepare them for life and work in the 21st century. Student Organizations. Increased student involvement in student organizations and competitions as well as community service. These all Partnerships. The opportunities exist to build more partnerships to promote a promote actively engaged and inquirypositive school image to our students and community. Vanguard- Sentinel has use of advisory committees, associate schools, industry, technology based projects and promote critical and independent thinking skills. (i.e., YouTube). Partnerships with business and industry Public Relations. As stated with the partnerships. We service a huge area and have access to many different and postsecondary institutions continue to grow. This allows us to provide students the opportunity to earn early job placement and college credit simultaneously in their labs. avenues to increase our public relations. Student Success! Student Success!

# District Goals 2018-2023

# Goal 1 — Commitment to a High Standard of Excellence

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Objective 1.1—Student Success
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Objective 1.2—Professional Development

Objective 1.3—Facilities & Equipment

Objective 1.4—Financial

Objective 1.5—Unity

# Goal 2— Commitment to Provide a Personalized, Flexible, and Positive Learning Environment

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Objective 2.1—Bronze-Platinum Programming
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Objective 2.2—CTSO

Objective 2.3—Online/Distance Programming

Objective 2.4—Youth/Service Connections

Objective 2.5—Early Placement

# Goal 3— Commitment to Provide, Facilitate, Support, and Advocate for Community Partnerships

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Objective 3.1—Business Advisories
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Objective 3.2—Economic Development

Objective 3.3—Secondary & Post-Secondary Partners

Objective 3.4—Community Connections

Objective 3.5—Local/State Organizations

# Goal 4— Commitment to Creating a Culture of Innovation

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Objective 4.1—New Programming
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Objective 4.2—Promote Success

Objective 4.3—Grants

Objective 4.4—Open

Objective 4.5—Open

[Adoption date: August 20, 1992] [Re-adoption date: May 16, 2002]

[Re-adoption date: September 16, 2010] [Re-adoption date: September 17, 2015] [Re-adoption date: February 18, 2021]

LEGAL REFS.: OAC 3301-35-02; 3301-35-03

CROSS REFS.: AD, Development of Philosophy of Education

AE, School District Goals and Objectives

IA, Instructional Goals

Continuous Improvement Plan

File: AFB (Also CBG)

# **EVALUATION OF THE SUPERINTENDENT**

The Board evaluates the performance of the Superintendent in order to assist both the Board and the Superintendent in the proper discharge of their responsibilities and to enable the Board to provide the District with the best possible leadership.

Through evaluation of the Superintendent, the Board strives to:

- 1. clarify the role of the Superintendent as seen by the Board;
- 2. develop harmonious working relationships between the Board and the Superintendent;
- 3. provide administrative leadership for the Districtand
- 4. identify strengths and weaknesses of the Superintendent's performance. Criteria forthe evaluation of the Superintendent are based upon the Superintendent's job description and relate directly to each of the tasks described. The job description and any revisions thereto are developed in consultation with the Superintendent and adopted by the Board.

The Board evaluates the abilities and services of the Superintendent at least once a year.

The evaluation of the Superintendent's abilities and performance is written and made available to and discussed with the Superintendent.

The Board considers the evaluation of the Superintendent in acting to renew or nonrenew his/her contract.

This evaluation procedure does not create an expectancy of continued employment. Nothing contained herein prevents the Board from making any final determination regarding the renewal or nonrenewal of the Superintendent's contract.

[Adoption date: August 20, 1992] [Re-adoption date: April 17, 1997] [Re-adoption date: May 16, 2002]

[Re-adoption date: September 16, 2010] [Re-adoption date: September 17, 2015]

LEGAL REFS.: ORC 3319.01; 3319.16

CROSS REFS.: BDC, Executive Sessions

CBA, Qualifications and Duties of the Superintendent CBC, Superintendent's Contract

CBI, Board-Superintendent Relationship (Also BCD)

File: AFBA (Also BCCB)

## **EVALUATION OF THE TREASURER**

The Board evaluates the performance of the Treasurer in order to assist both the Board and the Treasurer in the proper discharge of their responsibilities and to enable the Board to provide the District with the best possible leadership.

The objectives of the Board's evaluation of the Treasurer are to:

- 1. promote professional excellence to improve the skills of the Treasurer;
- 2. improve the quality of District business practices and
- 3. provide a basis for the review of the Treasurer'sperformance.

Criteria for the evaluation of the Treasurer are based upon the Treasurer's job description and relate directly to each of the tasks described. The job description and any revisions thereto are developed in consultation with the Treasurer and adopted by the Board.

The Board evaluates the abilities and services of the Treasurer at least once a year.

The evaluation of the Treasurer's abilities and performance is written and made available to and discussed with the Treasurer. The Board considers the evaluation of the Treasurer in acting to renew or nonrenew his/her contract.

Evaluation criteria are reviewed as necessary or as requested by the Treasurer, but not less frequently than annually. Any proposed revision of the evaluation criteria is provided to the Treasurer for his/her comments before its adoption.

This evaluation procedure does not create an expectancy of continued employment. Nothing contained herein prevents the Board from making any final determination regarding the renewal or nonrenewal of the Treasurer's contract.

[Adoption date: August 20, 1992] [Re-adoption date: April 17, 1997] [Re-adoption date: May 16, 2002] [Re-adoption date: September 16, 2010] [Re-adoption date: September 17, 2015]

LEGAL REFS.: ORC 3313.22

3319.16

CROSS REFS.: AF, Commitment to Accomplishment

BCC, Qualifications and Duties of the Treasurer

BCCA, Incapacity of the Treasurer

BCCC, Treasurer's Contract

BCCD, Board-Treasurer Relationship

BDC, Executive Sessions

# EVALUATION OF PROFESSIONAL STAFF (Ohio Teacher Evaluation System)

A determination of the efficiency and effectiveness of the teaching staff is a critical factor in the overall operation of the District. The Board evaluates teachers in accordance with State law and the standards-based statewide teacher evaluation framework adopted by the State Board of Education (SBOE).

Notwithstanding Ohio Revised Code Section (RC) 3319.09, this policy applies to any person employed under a teacher license issued under RC 3319, or under a professional or permanent teacher's certificate issued under former RC 3319.222, and who spends at least 50% of the time employed providing content-related student instruction. This teacher evaluation policy does not apply to substitute teachers or instructors of adult education.

The Board directs the Superintendent/designee to implement this policy in accordance with State law. This policy has been developed in consultation with teachers employed by the Board. This policy becomes effective at the expiration of any collective bargaining agreement covering teachers employed by the Board that was in effect on November 2, 2018 and must be included in any renewal or extension.

The District will follow policies and procedures in place during the 2019-2020 school year for the 2020-2021 school year and will implement this policy beginning with the 2021-2022 school year.

## **Credentialed Evaluators**

Evaluations carried out under this policy are conducted by persons holding evaluator credentials established by the Ohio Department of Education (ODE).

## Final Holistic Rating and Evaluation Cycle

Teachers are assigned a final holistic rating of Accomplished, Skilled, Developing or Ineffective. This rating will be based on a combination of informal and formal observations and supporting evidence using the Teacher Evaluation Rubric.

Annually, the Board submits to the ODE the number of teachers assigned a final holistic rating, aggregated by the teacher preparation programs from which, and the years in which, the teachers graduated. The name of, or any personally identifiable information about, any teacher reported in compliance with this provision cannot be required.

The full evaluation cycle includes:

- Professional Growth/Improvement Plan;
- One formal holistic observation, followed by a conference;
- At least two classroom walkthroughs with an emphasis on identified focus area(s) when applicable;
- One formal focused observation with an emphasis on identified focus area(s) and
- One final summative conference.

The teacher performance measure of the evaluation cycle is aligned with the following Ohio Standards for the Teaching Profession:

- Understand student learning and development, respect student diversity and hold high expectations for all students to achieve and progress at high levels;
- Understand the content areas for which they have instructional responsibility;
- Understand and use varied assessments to inform instruction and evaluate and ensure student learning;
- Plan and deliver effective instruction that advances the learning of each student;
- Create learning environments that promote high levels of learning and achievement for all students;
- Collaborate and communicate with students, parents, other teachers, administrators and the community to support student learning and
- Assume responsibility for professional growth and performance as an individual and as a member of a learning community.

The Superintendent/designee selects/develops evaluation tools to calculate teacher performance. The Board directs the Superintendent/designee to develop procedures for these evaluation tools.

Teachers, who are on limited or extended limited contracts pursuant to State law and under consideration for nonrenewal, receive at least three formal observations during the evaluation cycle.

All teacher evaluations are completed by May 1. Teachers evaluated under this policy are provided with a written copy of their evaluation results by May 10.

The Board evaluates teachers receiving effectiveness ratings of Accomplished on those teachers' most recent evaluations every three years, provided the teacher submits a self-directed Professional Growth Plan and the evaluator determines the teacher is making progress on that plan. Such evaluations are completed by May 1 of the evaluation year. Teachers evaluated on this basis are provided a written copy of their evaluation results by May 10 of the evaluation year. In years when an evaluation will not take place, one observation is carried out and at least one conference with the teacher is held.

The Board evaluates teachers receiving effectiveness ratings of Skilled on those teachers' most recent evaluations every two years, provided the teacher and evaluator jointly develop a Professional Growth Plan and the evaluator determines the teacher is making progress on that plan. Biennial evaluations conducted under this policy are completed by May 1 of the evaluation year. Teachers evaluated on a biennial basis are provided a written copy of their evaluation results by May 10 of the evaluation year. In years when an evaluation will not take place, one observation is carried out and at least one conference with the teacher is held.

# **High-Quality Student Data**

High-quality student data (HQSD) is used to guide instructional decisions and meet student learning needs. HQSD used must be rigorously reviewed by locally determined experts in the field of education to meet all of the following criteria:

- Align to learning standards;
- Measure what is intended to be measured;
- Be attributable to a specific teacher for course(s) and grade level(s) taught;
- Demonstrate evidence of student learning (achievement and/or growth);
- Follow protocols for administration and scoring;
- Provide trustworthy results and
- Not offend or be driven by bias.

AND the teachers must use the data generated from the HQSD data instrument by:

- Critically reflecting upon and analyzing available data, using the information as part of an ongoing cycle of support for student learning;
- Considering student learning needs and styles, identifying the strengths and weaknesses of an entire class, as well as individual students;
- Informing instruction and adapting instruction to meet student need based upon the information gained from the data analysis and
- Measuring student learning (achievement and/or growth) and progress towards achieving state and local standards.

Evaluations use at least two measures of HQSD to provide evidence of student learning attributable to the teacher being evaluated when required.

When applicable to the grade level or subject area taught by a teacher, HQSD includes the value-added progress dimension established under RC 3302.021, except when otherwise prohibited by law.

HQSD may be used as evidence in any component of the evaluation where applicable.

Data from ODE vendor approved assessments may be considered HQSD.

The use of shared attribution measures or student learning objectives is prohibited.

## Professional Growth and Improvement Plans

Each teacher must develop a Professional Growth or Improvement Plan based on the results of their most recent evaluation. These plans are to be developed annually and must be based on the results of the evaluation and aligned to any existing district or building improvement plan.

Teachers with a final holistic rating of Accomplished must develop a self-directed Professional Growth Plan.

Teachers with a final holistic rating of Skilled must develop a Professional Growth Plan working jointly with the credentialed evaluator.

Teachers with a final holistic rating of Developing must develop a Professional Growth Plan that is guided by their assigned credentialed evaluators.

Teachers with a final summative rating of Ineffective will be placed on an Improvement Plan developed by the assigned credentialed evaluators.

### Retention and Promotion

The Board uses evaluation results for retention and promotion decisions. The Board adopts procedures for use in making retention and promotion decisions based on evaluation results.

Seniority shall not be the basis for making retention decisions, except when choosing between teachers who have comparable evaluations.

### **Poorly Performing Teachers**

The Board uses evaluation results for removing poorly performing teachers. The Board adopts procedures for removing poorly performing teachers based on evaluation results.

# **Professional Development**

The Board allocates financial resources to support professional development in compliance with State law and the SBOE's evaluation framework.

[Adoption date: August 20, 1992] [Re-adoption date: May 16, 2002]

[Re-adoption date: September 16, 2010] [Re-adoption date: June 27, 2013]

[Re-adoption date: September 17, 2015] [Re-adoption date: September 17, 2020]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.

ORC 3319.11; 3319.111; 3319.112; 3319.16; 3319.61

Chapter 4117 OAC 3301-35-05

CROSS REFS.: AF, Commitment to Accomplishment

GBL, Personnel Records

GCB, Professional Staff Contracts and Compensation Plans

GCL, Professional Staff Development Opportunities

CONTRACT REF.: Teachers' Negotiated Agreement

# EVALUATION OF CERTIFICATED STAFF (Administrators)

The Superintendent institutes and maintains a comprehensive program for the evaluation of administrative personnel. Administrative personnel are all persons issued contracts in accordance with the Ohio Revised Code. Evaluations should assist administrators in developing their professional abilities in order to increase the effectiveness of District management.

The purpose of administrator evaluations is to assess the performance of administrators, to provide information upon which to base employment and personnel decisions and to comply with State law. All administrators are evaluated annually. In the year an administrator's contract does not expire, the evaluation is completed by the end of the contract year, and a copy is given to the administrator. In the year an administrator's contract does expire, two evaluations are completed, one preliminary and one final. The preliminary evaluation is conducted at least 60 days prior to June 1 and prior to any Board action on the employee's contract. A written copy of the preliminary evaluation is given to the administrator at this time. Evaluations are considered by the Board in determining whether to re-employalministrators.

The final evaluation includes the Superintendent's intended recommendation for the contract of the employee. A written copy of the final evaluation must be provided to the employee at least five days prior to the Board's action to renew or nonrenew the employee's contract. The employee may request a meeting with the Board prior to any Board action on his/her contract. The employee may have a representative of his/her choice at the meeting.

The evaluation measures the administrator's effectiveness in performing the duties included in his/her written job description and the specific objectives and plans developed in consultation with the Superintendent.

Evaluation criteria for each position are in written form and are made available to the administrator. The results of the evaluations are kept in personnel records maintained in the central office. The evaluated administrator has the right to attach a memorandum to the written evaluation. Evaluation documents, as well as information relating thereto, are accessible to each evaluate and/or his/her representative.

This evaluation procedure does not create an expectancy of continued employment. Nothing contained herein prevents the Board from making any final determination Regarding the renewal or nonrenewal of an administrator's contract.

# Ohio Principal Evaluation System (OPES)

Procedures for evaluating principals and assistant principals are based on principles comparable to the Ohio Teacher Evaluation System, but are tailored to the duties and responsibilities of principals and assistant principals and the environment in which they work. Principals and assistant principals are evaluated under the above system, with the inclusion of the following components.

Principals and assistant principals are assigned an effectiveness rating of Accomplished, Skilled, Developing or Ineffective. This rating will be determined based on 50% measures of principal or assistant principal performance and 50% student growth measures. Student academic growth is determined through multiple measures.

Principals and assistant principals are evaluated via two formal observations and periodic building walk-throughs. The 50% principal and assistant principal performance measure is based on the Ohio Standards for Principals. Proficiency on the standards includes consideration of professional goal setting, communication and professionalism, and skills and knowledge.

Student academic growth is evaluated by a combination of: (1) value-added data; (2) Ohio Department of Education (ODE)-approved assessments and/or (3) Board-determined measures. When available, value-added data shall be included in the multiple measures used to evaluate student growth.

The principal's performance rating is combined with the results of student growth measures to produce a summative evaluation rating according to ODE requirements.

The Superintendent/designee evaluates all principals and assistant principals annually. Annual evaluations include two formal observations at least 30 minutes each and periodic building walk-throughs.

The Board allocates financial resources to support professional development in compliance with State law and the State Board of Education's evaluation framework.

[Adoption date: August 20, 1992] [Re-adoption date: August 17, 2000] [Re-adoption date: May 16, 2002] [Re-adoption date: September 16, 2010]

[Re-adoption date: September 17, 2015]

LEGAL REFS.: ORC 3319.02; 3319.03; 3319.04; 3319.111; 3319.16; 3319.17; 3319.171; 3319.22
OAC 3301-35-05

CROSS REF.: GBL, Personnel Records

# EVALUATION OF CERTIFICATED STAFF (Administrators Both Certificated and Classified)

To assist administrators in the development of their professional abilities, to provide information for employment decisions and to comply with mandates of State law, the following procedures are employed by the Superintendent/designee in evaluating administrative personnel.

- 1. An initial meeting is held by the Superintendent prior to the school year with the assistant superintendents and administrators to discuss specific measurable objectives and plans for their achievement. A statement of these objectives and plans is submitted by each administrator to the Superintendent/designee at a time specified. These objectives and plans are written and maintained in each administrator's personnel file.
- 2. The evaluator employs the evaluation criteria, which are designed to measure the administrator's effectiveness in performing the duties set forth in his/her written job description. All administrators will be evaluated prior to the end of their contract year. The evaluator will also assess the administrator's progress in meeting plans and objectives set for that school year. Areas of outstanding, satisfactory and poor performance will be noted. The Superintendent/designee will meet with each administrator to discuss the written evaluation. The evaluatee is given a copy of the evaluation and has an opportunity odiscuss it with the evaluator at this second meeting.
- 3. An ongoing dialogue concerning the administrator's objectives will continue and the evaluator and evaluatee will meet as needed or requested.
- 4. For those employees whose contracts are expiring at the end of the current school year, two evaluations must be completed. A written copy of the preliminary evaluation must be received by the employee at least 60 days prior to any Board action on the employee's contract. A final evaluation must include the Superintendent's intended recommendation for the contract of the employee. A written copy of the final evaluation must be provided to the employee at least five days prior to the Board's action to renew or nonrenew the employee's contract.
- 5. The employee may request a meeting with the Board prior to any Board action on his/her contract. The employee may have a representative of his/her choice at the meeting.
- 6. Assistant superintendents, directors, assistant directors and other administrators are automatically re-employed for a period of one year, or for two years if such personhas been employed by the District for three or more years, if they are not evaluated according to State law or provided a meeting, if requested, to discuss their renewal or nonrenewal.

7. All evaluation criteria, procedures and written job descriptions are reviewed annually by the Superintendent/designee and revised as necessary.

[Approval date: August 17, 2000] [Re-approval date: May 16, 2002]

[Re-approval date: September 16, 2010] [Re-approval date: September 17, 2015]

#### **EVALUATION OF SCHOOL COUNSELORS**

Professional school counselors offer students access to high-quality services that support students' academic, career and social/emotional development. The Board evaluates school counselors in accordance with State law and the standards-based statewide counselor evaluation framework adopted by the State Board of Education (SBOE). The framework is aligned with the Ohio Standards for School Counselors.

The Board directs the Superintendent/designee to implement this policy in accordance with State law. The policy becomes operative at the expiration of any collective bargaining agreement covering school counselors that is in effect on September 29, 2015. The requirements of this policy prevail over any conflicting provisions of collective bargaining agreements entered into on or after September 29, 2015.

Annually, the Board submits to the Ohio Department of Education (ODE) a report regarding implementation of this policy. The name of, or any personally identifiable information about, any counselor reported in compliance with this provision cannot be required.

# **Effectiveness Rating**

School counselors are assigned an effectiveness rating of Accomplished, Skilled, Developing or Ineffective. Each school counselor is evaluated based on multiple factors including performance on all areas identified by the standards for school counselors and the ability to produce positive student outcomes using metrics in order to determine the holistic final summative rating of effectiveness according to ODE requirements. The choice of metrics for student outcomes will be determined locally and will include information from the school or school district's report card when appropriate.

### **Evaluation Time Line**

District administrators evaluate school counselors annually except as otherwise appropriate for high performing school counselors. Annual evaluations include two formal observations of at least 30 minutes each and informal observations. Counselors will be provided with a written report of the evaluation.

(Permissive – add if want to evaluate Accomplished counselors every three years.)

The Board evaluates school counselors receiving effectiveness ratings of Accomplished on the counselors' most recent evaluations carried out under this policy, and whose metric of student outcomes for the most recent school year for which data is available is skilled or higher on the evaluation rubric every three years. In years when an evaluation will not take place, one observation is carried out and at least one conference with the counselor is held.

(*Permissive* – add if want to evaluate Skilled counselors biennially.)

The Board evaluates school counselors receiving effectiveness ratings of Skilled on the counselors' most recent evaluations carried out under this policy, and whose metric of student outcomes for the most recent school year for which data is available is skilled or higher on the evaluation rubric every two years. In years when an evaluation will not take place, one observation is carried out and at least one conference with the counselor is held.

# Professional Growth and Improvement Plans

School counselors with a final summative rating of Accomplished must develop a professional growth plan.

School counselors with a final summative rating of Skilled must develop a professional growth plan collaboratively with their evaluator.

School counselors with a final summative rating of Developing must develop a professional growth plans with their evaluator. The Superintendent/designee approves the professional growth plan.

School counselors with a final summative rating of Ineffective must develop an improvement plan with their evaluator. The Superintendent/designee approves the improvement plan.

The District has discretion to place a school counselor on an improvement plan at any time based on deficiencies in any individual component of the evaluation system.

### **Retention and Promotion**

The Board uses evaluation results for retention and promotion decisions for school counselors beginning with the 2017-2018 school year. The Board adopts procedures for use by District administrators in making retention and promotion decisions based on evaluation results.

# **Poorly Performing Counselors**

The Board uses evaluation results for removing poorly performing counselors beginning with the 2017-2018 school year. The Board adopts procedures for removing poorly performing school counselors based on evaluation results.

### Professional Development

The Board allocates financial resources to support professional development in compliance with State law and the SBOE's evaluation framework.

[Adoption date: July 1, 2017]

LEGAL REFS.: ORC 3319.113; 3319.61

3302.03 Chapter 4117 OAC 3301-35-05

CROSS REFS.: AF, Commitment to Accomplishment

GBL, Personnel Records

GCB, Professional Staff Contracts and Compensation Plans

CONTRACT REF.: Teachers' Negotiated Agreement

### **EVALUATION OF CLASSIFIED AND CONFIDENTIAL EMPLOYEES**

Regular evaluation of all classified and confidential employees is intended to bring about improved services and to provide a continuing record of the service of each employee and evidence on which to base decisions relative to assignment and re-employment.

The Superintendent establishes a continuing program of performance evaluation for the classified and confidential employees. The program includes written evaluations and a means of making the results of such evaluations known to the employees.

New employees are evaluated. Procedures used in the evaluation process are subject to Board approval or in accordance with State law.

[Adoption date: August 20, 1992] [Re-adoption date: May 16, 2002]

[Re-adoption date: September 16, 2010] [Re-adoption date: September 17, 2015]

LEGAL REFS.: ORC Chapter 124 Chapter 4117 3319.081 OAC 3301-35-05

CROSS REF.: GBL, Personnel Records

### **EVALUATION OF CLASSIFIED AND CONFIDENTIAL EMPLOYEES**

- 1. All regular classified and confidential employees are evaluated annually by their immediate supervisors.
- 2. The supervisor assesses the employee on the basis of work performance and abilities. An additional narrative report will be written if necessary. The supervisor also submits his/her recommendation regarding continued employment of the employee.
- 3. After completing the evaluation form, the supervisor conducts a conference with the employee to discuss the:
  - A. reasons for the performance evaluation and
  - B. areas in which work performance should be improved.
- 4. The supervisor and the employee sign the evaluation form at the close of the conference.
- 5. One copy of the complete evaluation form is included in the employee's personnel file; one copy will be given to the employee. The employee has access to the evaluation reports in his/her personnel file.

[Approval date: August 20, 1992] [(Re-approval date: May 16, 2002] [Re-approval date: September 16, 2010] [Re-approval date: September 17, 2015]

File: AFE (Also IM)

### **EVALUATION OF INSTRUCTIONAL PROGRAMS**

The Board believes that accountability for student performance and progress is a shared responsibility of teachers, administrators, parents and the Board. Individual student progress and the instructional efforts of the District are evaluated systematically. It is the responsibility of the Superintendent and the instructional staff to report periodically to the Board on the progress the District is making towards the attainment of its instructional goals.

The Board directs the Superintendent to develop and implement a systematic plan for the continuous evaluation of the instructional program against the goals established by the Board. The Superintendent/designee employs such tests and methods as may be deemed appropriate in the Superintendent's/designee's sound professional judgment. The assessment program follows the evaluation procedures set forth in the courses of study and curriculum guides.

The purposes of the evaluation process are to:

- 1. monitor the progress of individual students;
- 2. identifystrengths and weaknesses of existing instructional programs;
- 3. provide data for decision-making regarding additions to, modification of or deletions from the existing instructional programs;
- 4. report to the public the relationship between the stated instructional goals of the District and student achievement and
- 5. all other relevant data that the Superintendent deems necessary.

The Superintendent is instructed to remain informed relative to current research and successful practices and to employ the best and most reliable methods and measures in the evaluative process. The results of the testing programs are used as a part of the evaluation.

[Adoption date: September 16, 2010] [Re-adoption date: September 17, 2015]

LEGAL REFS.: OAC 3301-35-03; 3301-35-04; 3301-35-06; 3301-35-07

CROSS REFS.: AF, Commitment to Accomplishment

IA, Instructional Goals IAA, Instructional Objectives

IL, Testing Programs

## **EVALUATION OF EDUCATIONAL RESOURCES**

The Superintendent evaluates the effectiveness of the educational resources used by the District to achieve the District's educational goals and objectives.

The individual resource areas are assessed yearly while the overall program is assessed every three years according to professionally recognized criteria and procedures.

Following are the educational resources listed in the State Board of Education standards.

- 1. Certificated, classified and confidential staff are recruited, employed, assigned, evaluated and provided in-service education without unlawful discrimination.
- 2. Instructional materials and equipment support attainment of objectives specified in courses of study.
  - Facilities accommodate the enrollment and the philosophy of education and educational goals of the school.
- 4. Student health and safety are safeguarded by an organized program of schoolhealth services designed to identify student health problems and to coordinate school and community health resources for students.
- 5. Student cumulative records are maintained.
- 6. Student admission, placement and withdrawal are processed according to established procedures.
- 7. Student attendance and conduct are administered according to established objectives and procedures.
- 8. School guidance services are provided for students in accordance with a written plan adopted by the Board.
- Student activity programs are operated in accordance with the Board's philosophy of
  education and educational goals and safeguard the interest of the school, participants
  and spectators.
- 10. A planned community relations program is implemented to encourage citizen participation in, and support for, the educational program.

[Adoption date: August 20, 1992] [Re-adoption date: May 16, 2002]

[Re-adoption date: September 16, 2010] [Re-adoption date: September 17, 2015]

LEGALREFS.: OAC 3301-35-03; 3301-35-04

CROSS REFS.: AC, Nondiscrimination

FA, Facilities Development Goals

IA, Instructional Goals
IGD, Cocurricular and
Extracurricular Activities
IJ, Guidance Program
IK, Academic Achievement

IKE, Promotion and Retention of Students

JEDA, Truancy JHF, Student Safety JO, Student Records

KA, School-Community Relations Goals