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## SCHOOL DISTRICT LEGAL STATUS

The United States Constitution leaves to the individual states responsibility for public education.

In Ohio, the General Assembly is under mandate by the Constitution of Ohio to provide by law for the organization, administration and control of a public school system supported by public funds. The Ohio State Constitution also calls for a State Board of Education and a Superintendent of Public Instruction.

The General Assembly has outlined the duties of the State Board of Education and the Chief State School Officer. It has also established a State Department of Education (through which policies and directives of the State Board and Superintendent of Public Instruction are administered), and has established specific types of school districts.

The Buckeye Joint Vocational School District is classified as a joint vocational school district. The District is governed by an 11-member Board of Education which is composed of Board members from participating districts.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REFS.: U.S. Const. Amend. X  
Ohio Const. Art. VI, 2; 3; 4  
ORC 3301.011  
Chapter 3311.01

## COMMUNITY INVOLVEMENT IN DECISION MAKING

Community participation in the affairs of the schools is important if the District and the community are to maintain mutual confidence and respect and work together to improve the quality of education for students. The Buckeye Joint Vocational Board of Education will make efforts to identify the wishes of the community and to be responsive to those wishes.

All citizens are encouraged to express ideas, concerns and judgments about the schools to the school administration, the staff, to any appointed advisory bodies and to the Board.

Residents who are qualified because of interest, training, experience or personal characteristics will be encouraged to assume an active role in school affairs. From time to time they may be invited by the Board to act as advisors, individually and in groups, in such areas as:

1. clarifying general ideas and attitudes held by residents in regard to the schools;
2. developing Board policies under which the school system is to be managed;
3. establishing administrative arrangements and regulations designed to help implement these policies;
4. determining the purposes of courses of study and special services to be provided for students;
5. evaluating the extent to which these purposes are being achieved by present policies or
6. solving a specific problem or set of closely related problems about which a decision must be made.

The Board and the staff will give consideration to the advice they receive from individuals and community groups interested in the school. Final authority for all decisions shall rest with the Board.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REFS.: ORC 121.22  
OAC 3301-35-03(J)

CROSS REF.: BCE, Board Committees

## STAFF INVOLVEMENT IN DECISION MAKING

The Buckeye Joint Vocational School District involves the efforts of many people and functions best when all personnel are informed of the District's major activities and concerns.

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 willingly heard by those in positions of authority.

All employees in this District will have the opportunity to bring their ideas or concerns to the Board of Education. It is expected that they will proceed through the recognized administrative channels; however, final authority for all decisions will rest with the Board.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REF.: OAC 3301-35-03

CROSS REFS.: BCE, Board Committees  
CCB, Staff Relations and Lines of Authority  
CE, Administrative Councils, Cabinets and Committees  
DBD, Budget Planning  
GCD, Professional Staff Hiring  
GDD, Classified Staff Hiring  
IF, Curriculum Development

JFB)

## STUDENT INVOLVEMENT IN DECISION MAKING

Students share a responsibility for developing a climate in the school that is conducive to wholesome learning and living. 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 school policies, rules and regulations.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REF.: OAC 3301-35-03

CROSS REFS.: BCE, Board Committees  
JFC, Student Conduct  
Student Handbook

## NONDISCRIMINATION

It is the intent of the Buckeye Joint Vocational Board of Education to comply with the nondiscrimination provisions of federal laws and regulations with regard to race, color, creed, national origin, sex, religion, citizenship status, economic status, marital status, pregnancy, age, handicap or disability. Neither the Board nor its employees shall discriminate against any student or individual entitled to participate in the educational programs or activities offered by the District, or in the employment or treatment of District personnel.

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, 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.

The Board appoints the Superintendent, who may delegate such authority as appropriate, as its compliance officer to coordinate efforts to comply with this policy and to investigate any complaints which may arise. A grievance procedure for students and school employees will be established to adjudicate alleged violations of 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.

[Adoption date: September 18, 1990]

[Re-adoption date: July 19, 1994]

[Re-adoption date: December 17, 2002]

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  
Executive Order 11246, as amended by Executive Order 11375  
Equal Pay Act; 29 USC 206  
Rehabilitation Act; 29 USC 794  
Individuals with Disabilities Education Act; 20 USC 1401 et seq.  
Age Discrimination in Employment Act; 29 USC 623  
Immigration Reform and Control Act; 42 USC 1324a et seq.  
Americans with Disabilities Act; 42 USC 12112 et seq.  
Ohio Const. Art. I, Section 2  
ORC 3323.01  
Chapter 4112  
OAC 3301-35-02(A)(1); 3301-35-03(A)



CROSS REFS.: ACA, Nondiscrimination on the Basis of Sex  
ACAA, Sexual Harassment  
ACB, Nondiscrimination on the Basis of Disability  
GBA, Equal Opportunity Employment  
JB, Equal Educational Opportunities  
JFC, Student Conduct (Zero Tolerance)  
JFCF, Hazing  
Staff Handbook  
Student Handbook

CONTRACT REF.: Negotiated Agreement



## 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: September 18, 1990]

[Re-adoption date: December 17, 2002]

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  
Executive Order 11246, as amended by Executive Order 11375  
Equal Pay Act; 29 USC 206  
Ohio Const. Art. I, § 2  
ORC Chapter 4112  
OAC 3301-35-03(A)

CROSS REFS.: AC, Nondiscrimination  
ACAA, Sexual Harassment  
ACB, Nondiscrimination on the Basis of Disability  
GBA, Equal Opportunity Employment  
IIAA, Textbook Selection and Adoption  
JB, Equal Educational Opportunities  
JFCF, Hazing  
Staff Handbook  
Student Handbook



## SEXUAL HARASSMENT

The Buckeye Board of Education supports the principle of equal opportunity employment and equal educational opportunities. All persons associated with the Buckeye Joint Vocational School, including, but not limited to the Board, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy.

It is the policy of the Buckeye Joint Vocational School District to maintain a learning and working environment that is free from discrimination, which encompasses freedom from sexual harassment.

It shall be a violation of this policy for any member of the staff to harass another staff member or student through conduct or communications of a sexual nature as defined in the following paragraph.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student, when made by any member of the school staff to another staff member or when made by any student to another student when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational development, or when
2. submission to, or rejection of, such conduct by an individual is used as the basis for academic or employment decisions affecting such individual, or when
3. such conduct has the purpose or effect of substantially interfering with an individual's academic or employment performance or creating an intimidating, hostile or offensive employment or education environment.

Sexual harassment, as set forth above, may include but is not limited to the following:

1. verbal harassment or abuse;
2. pressure for sexual activity;
3. repeated remarks to a person, with sexual or demeaning implications;
4. unwelcome touching and/or
5. suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

Any person who alleges sexual harassment by any staff member or student in the District may complain directly to his/her immediate supervisor, director or District affirmative action officer.

Filing of a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades or work assignments.

The person hearing the complaint will attempt to resolve the problem in an informal manner through the following process:

1. The administrator or affirmative action officer will confer with the charging party in order to obtain a clear understanding of that party's statement of the alleged facts.

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2. The administrator or affirmative action officer will then attempt to meet with the charged party in order to obtain his/her response to the complaint.
3. The administrator or affirmative action officer will hold as many meetings with the parties as is necessary to gather facts.
4. On the basis of the administrator or affirmative action officer's perception of the problem, he/she may:
  - A. attempt to resolve the matter informally through conciliation or
  - B. report the incident and transfer the record to the Superintendent or his/her designee who will notify the parties by certified mail of his/her official action relative to the complaint.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

A substantial charge against a staff member or student in the District shall subject such staff member or student to disciplinary action, including suspension or expulsion, consistent with the student discipline code.

Notice of this policy will be circulated to all staff members within the Buckeye Joint Vocational School District on an annual basis and incorporated in the teacher and student/parent handbooks.

[Adoption date: December 17, 2002]

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; 42 USC 2000e et seq.  
Executive Order 11246, as amended by Executive Order 11375  
Equal Pay Act; 29 USC 206  
Immigration Reform and Control Act; 42 USC 1324a et seq.  
Ohio Const. Art. I, § 2

CROSS REFS.: AC, Nondiscrimination  
ACA, Nondiscrimination on the Basis of Sex  
GBA, Equal Opportunity Employment  
JB, Equal Educational Opportunities  
JFC, Student Conduct (Zero Tolerance)  
JFCF, Hazing  
JHG, Reporting Child Abuse



## NONDISCRIMINATION ON THE BASIS OF DISABILITY

The Americans with Disabilities Act, the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973 and its accompanying regulations apply to all school systems. The Buckeye Joint Vocational School District Board maintains that discrimination against a qualified handicapped person or person with a disability solely on the basis of handicap or disability is unfair. To the extent possible, qualified disabled persons should be in the mainstream of life in a school community.

Accordingly, employees of this District will comply with, to the extent possible, requirements of the law and policy statements of this Board to ensure nondiscrimination on the basis of handicap or disability. The following will be expected:

1. No one will discriminate against qualified persons with disabilities in any aspect of school employment solely on the basis of disability.
2. Facilities, programs and activities will be made available to qualified disabled persons.
3. Free, appropriate education at elementary and secondary levels, including nonacademic and extracurricular services and activities, will be provided to qualified disabled persons.
4. No one will exclude any qualified disabled person solely on the basis of disability from participation in any preschool education or daycare program or activity or any adult educational or vocational program.
5. Each qualified disabled person will be provided with the same health, welfare and other social services that are provided to others.

[Adoption date: September 18, 1990]

[Re-adoption date: July 19, 1994]

[Re-adoption date: December 17, 2002]

LEGAL REFS.: Individuals with Disabilities Education Act; 20 USC 1401 et seq.  
Rehabilitation Act of 1973; 29 USC 794  
Americans with Disabilities Act; 42 USC 12112 et seq.  
ORC 3323.01 et seq.  
Chapter 4112

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

AE, School District Goals and Objectives  
GBA, Equal Opportunity Employment  
IGBA, Programs for Disabled Students  
JB, Equal Educational Opportunities  
JFCF, Hazing  
Staff Handbook  
Student Handbook

## DEVELOPMENT OF PHILOSOPHY OF EDUCATION

The Buckeye Joint Vocational Board of Education philosophy of education will give direction to the educational program and daily operations of the District. The philosophy will allow for that flexibility necessary in an ever-changing society; furthermore, the philosophy will provide general criteria by which to assess the District's program and operations.

Periodically, the policy committee of the Board of Education and the Superintendent will evaluate the District's philosophy of education.

The committee will revise or confirm the existing philosophy or write a new philosophy. The committee will then present its recommendation regarding a District philosophy of education to the Board for adoption or re-adoption.

All building and course of study philosophies will reflect and extend the Board's philosophy. The Superintendent will disseminate the Board's philosophy of education to all staff members and have it published in all handbooks.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

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

CROSS REF.: ADA, Educational Philosophy

## EDUCATIONAL PHILOSOPHY

The Buckeye Joint Vocational School District's Board of Education believes in fair representation on the Board from all of their feeder schools, and believes that vocational schools are virtually "centers" for applied science, technology and occupational development. It is the desire of the Board that Buckeye operate as an extension of the home school to supplement its curriculum and cooperate with the home school in order to provide a stimulating educational environment for attracting students of all ability levels. The objective of this education is to prepare each person for a useful and productive career.

In the application of this philosophy, the Board of Education believes the instructional program should be designed to provide the student every available opportunity to develop the skills, interest, abilities and attitudes necessary to succeed in their chosen vocation. It is the opinion of the Board that constant attention be given to appropriately evaluate vocational and academic programs and change these programs, when necessary, to correspond to the needs of the labor market. It is further the opinion of the Board that it is important to update equipment and educational aides, and ensure teacher knowledge regarding vocational and academic trends. The Board believes that this can best be accomplished by listening and adhering to the suggestions of business and community leaders who serve on program advisory committees.

Instructional techniques will be employed that prepare a student to be gainfully employed in a business field or to gain entrance in an advanced technical school or higher educational institution. The student will be taught to have a respect for the discipline of work and to practice proper safety measures.

The effectiveness of academic and vocational instruction for high school and adult students is measured by the preparedness of the individual to meet life's personal and occupational challenge in a satisfactory manner. The Board of Education believes that with this outlined philosophy the student will learn to take pride in personal achievement and proper conduct and be instilled with the idea that education is an ongoing process that continues throughout his/her lifetime.

The Board of Education adheres to the principle that what is considered valuable and appropriate learning for high school and adult students be accomplished in a fiscally responsible manner by the administration. Also, that it be accomplished within the parameters of state laws and the prerogative of the citizens of the communities served by Buckeye in conjunction with members of the Board.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REF.: OAC 3301-35-02(A)

CROSS REFS.: AE, School District Goals and Objectives  
IA, Instructional Goals  
Continuous Improvement Plan

## SCHOOL DISTRICT GOALS AND OBJECTIVES

Annually the Superintendent will develop, with the Buckeye Joint Vocational Board of Education input, District objectives which can be measured.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REF.: OAC 3301-35-02(A)

CROSS REFS.: ABA, Community Involvement in Decision Making (Also KC)  
ADA, Educational Philosophy  
DBD, Budget Planning  
IA, Instructional Goals  
IAA, Instructional Objectives  
KA, School-Community Relations Goals  
Continuous Improvement Plan

## COMMITMENT TO ACCOMPLISHMENT

Evaluation of District operations is a chief responsibility of the Board and is the only means of determining whether the educational goals adopted are being achieved.

The evaluation program may include, but is not limited to, the following areas.

1. curriculum and instruction
2. students, dropouts and graduates
3. school personnel
4. buildings and equipment
5. business operations
6. operations of the Board

Appraising the success of the instructional program is particularly important. Only through an awareness of the strengths and shortcomings of the program can the Board and Superintendent have a sound basis for making improvements. The improvements are made by the Superintendent through the implementation of policies adopted by the Board.

The Board:

1. assesses the District's operations and achievement of goals by information gathered from the Superintendent and Treasurer;
2. evaluates the Superintendent and Treasurer according to job descriptions and Board expectations and
3. evaluates itself according to its established goals and purposes.

[Adoption date: December 17, 2002]

LEGAL REFS.: ORC 3313.22; 3313.60  
3319.01; 3319.02; 3319.08; 3319.081  
OAC 3301-35-02; 3301-35-03

CROSS REFS.: AE, School District Goals and Objectives

Buckeye J.V.S.D., New Philadelphia, Ohio

AF, all subcodes  
BCC, Qualifications and Duties of the Treasurer  
CBA, Qualifications and Duties of the Superintendent

## 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 Buckeye Joint Vocational Board of Education strives to accomplish the following:

1. clarify the role of the Superintendent as seen by the Board;
2. develop harmonious working relationships between the Board and Superintendent;
3. provide administrative leadership for the school system and
4. identify strengths and weaknesses of the Superintendent's performance.

Criteria for the 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 of Education evaluates the abilities and services of the Superintendent at least once a year.

Board consensus on the Superintendent's abilities and performance will be put in writing and made available and discussed with the Superintendent in conference. The Board must consider the evaluation of the Superintendent in acting to renew or nonrenew his/her contract.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REFS.: ORC 121.22  
3319.01

CROSS REFS.: BDC, Executive Sessions  
CBA, Qualifications and Duties of the Superintendent  
CBC, Superintendent's Contract

## EVALUATION OF THE TREASURER

The Buckeye Joint Vocational Board of Education will evaluate 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 will be to:

1. promote professional excellence and 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's performance.

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

Maintenance of the evaluation criteria will be the responsibility of the Superintendent. Evaluation criteria will be reviewed as necessary or as requested by the Treasurer. Any proposed revision of the evaluation criteria shall be provided to the Treasurer for his/her comments before its adoption.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REFS.: ORC 121.22  
3301.074; 3313.22  
OAC 3301-5

CROSS REFS.: BCC, Qualifications and Duties of the Treasurer  
BCCA, Incapacity of the Treasurer

EVALUATION OF PROFESSIONAL STAFF  
(Teachers)

The Buckeye Joint Vocational Board of Education believes that a determination of the efficiency and effectiveness of its teaching staff is a critical factor in the overall operation of the District.

An ongoing evaluation program is implemented to provide a record of service, to provide objective evidence for employment and personnel decisions and to promote the improvement of instruction as a part of the goals of the District.

Procedures used in the evaluation process will be in accordance with the negotiated agreement and state law. Complete and appropriate evaluation records are maintained.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REFS.: ORC Chapter 4117  
3319.01; 3319.11; 3319.111; 3319.16; 3319.161  
OAC 3301-35-03(A)(8)

CONTRACT REF.: Negotiated Agreement

EVALUATION OF PROFESSIONAL STAFF  
(Administrators Both Professional And Classified)

The Superintendent institutes and maintains a comprehensive program for the evaluation of administrative personnel.

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 the requirements of 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 March 31 and prior to any Board action on the employee's contract. Evaluations are considered by the Board in determining whether to re-employ administrators.

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. The evaluations are conducted annually by the Superintendent/designee.

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 evaluatee and/or his/her representative.

[Adoption date: September 18, 1990]

[Re-adoption date: August 15, 2000]

[Re-adoption date: December 17, 2002]

LEGAL REFS.: ORC 3319.02; 3319.16; 3319.17; 3319.171; 3319.22  
OAC 3301-35-03(A)(8)

CROSS REF.: GBL, Personnel Records



EVALUATION OF PROFESSIONAL STAFF  
(Administrators Both Professional and Classified)

To assist administrators in the development of their professional abilities, to provide information for employment decisions and to comply with mandates of Ohio 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 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 July. 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 to discuss the evaluation 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 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. Administrators are automatically re-employed 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: September 18, 1990)  
(Re-approval date: August 15, 2000)  
(Re-approval date: December 17, 2002)

## EVALUATION OF CLASSIFIED STAFF

The Superintendent will provide for competent supervision of each employee. Such supervision shall be designed to instruct the employee in his/her duties and responsibilities for his/her job, to improve the employee's competence in his/her position, to cooperatively appraise the performance of each employee and to otherwise promote the welfare of the employee and the Buckeye Joint Vocational School.

It is the responsibility of the Board to employ a supervisory staff to adequately assist the central administration in carrying out this program of supervision.

Appraisals shall be made at least once annually for classified staff personnel.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REFS.: ORC Chapter 124  
Chapter 4117  
3319.081  
OAC 3301-35-03(A)(8)

CONTRACT REF.: Negotiated Agreement

## EVALUATION OF INSTRUCTIONAL PROGRAMS

The Superintendent, on a regular basis, evaluates the effectiveness of the instructional program in achieving the District's educational goals and objectives.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REFS.: ORC 3301.13  
3313.60  
3323.02  
OAC 3301-35-02(B); 3301-35-03(K); 3301-35-07

CROSS REFS.: IA, Instructional Goals  
IAA, Instructional Objectives  
IL, Testing Programs

## EVALUATION OF EDUCATIONAL RESOURCES

The Superintendent will implement an assessment procedure to evaluate the effectiveness of the educational resources used by the District to achieve the District's educational goals and objectives.

Following are the educational resources listed in OAC 3301-35-03:

1. Professional and classified staff will be recruited, employed, assigned, evaluated and provided in-service education without discrimination on the basis of age, color, national origin, race or sex.
2. Instructional materials, textbooks and equipment will be available for teacher and student use at each grade level.
3. Facilities will accommodate the enrollment and the philosophy of education and educational goals of the school.
4. Student health and safety will be safeguarded by an organized program of school health services designed to identify student health problems and to coordinate school and community health resources for students.
5. Student cumulative records will be maintained.
6. Student admission, placement and withdrawal will be processed according to established procedures.
7. Student attendance and conduct will be administered according to established objectives and procedures.
8. School guidance services will be provided for students.
9. Student activity programs will be operated in accordance with the philosophy of education and educational goals and will safeguard the interest of the school, participants and spectators.
10. A planned community relations program will be implemented to encourage citizen participation in and support for the educational program.

The Superintendent is instructed to keep abreast of current research and successful practices and to employ the best and most reliable methods and measures in the evaluative process.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REF.: OAC 3301-35-03

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CROSS REFS.: AC, Nondiscrimination  
FA, Facilities Development Goals  
IA, Instructional Goals  
IJ, Guidance Program  
IKE, Promotion and Retention of Students  
JEC, School Admission  
JHF, Student Safety  
JO, Student Records  
KA, School-Community Relations Goals

