

## Policy 2413

### CAREER ADVISING

This policy has been developed as prescribed in R.C. 3313.6020 and the State Board of Education's Model Policy. This policy shall be updated at least once every two (2) years. The policy is made available to students, parents/guardians/custodians, and local postsecondary institutions, residents of the District on the District website.

Career advising is an integrated process that helps students understand how their personal interests, strengths and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals. Students need to have access to comprehensive resources and supports to prepare for their future success. Green Local School District offers relevant classroom instruction, career-related learning experiences, and a program of counseling and advising. Through Career Advising, students can discover their interests and explore academic and career pathway options.

The District's Career Advising Plan includes:

- A. Grade-level examples that link students' schoolwork to one or more career fields

A list of grade level specific, Career Connections Learning Strategies utilized in academic classrooms, grades 6-12 is available and reviewed on an annual basis.

This component aligns with the following evaluation systems;

Ohio Teacher Evaluation System, Teacher Performance Evaluation Rubric

Ohio School Counselor Association's Ohio School Counselor Evaluation System

- B. Career exploration activities and advising for students in grades K-12, which includes age-appropriate activities.

Implementation of Career Exploration: A District wide calendar of K-12 career exploration activities is available and will be evaluated on an annual basis. This will include age appropriate activities, connecting local businesses to the classroom and exposing students to a variety of career path options.

Implementation of Career Advising: Academic pathways for a variety of career fields are available to students to assist in creating their course schedule. Advisors/Counselors will meet with students at least once each year to review career exploration activities which have taken place, utilizing that information to explore, evaluate, and plan academic and career pathways for the individual student. These meetings

will take place in group settings for grades 6, 7, 9, 11 and 12. They will take place as individual meetings for grades 8 and 10.

- C. Additional interventions and career advising for students who are identified as at risk of dropping out of school.

These include:

1. Identifying students who are at risk of dropping out of school using data from the **Student Success Dashboard** - Early Warning System offered by the Ohio Department of Education (~~when made available~~), with input from teachers, school counselors and other appropriate school staff. These students will meet with a counselor/advisor at least once annually to discuss career pathway plans.

~~Data will be gathered from DASL to identify students. Metrics considered when identifying students as "at risk":~~

- ~~• Attendance: Less than 90%~~
- ~~• Disciplinary: 1 or more incidents/reports through DASL~~
- ~~• Grades: D- or lower in 3 or more classes~~
- ~~• Credit Deficient in 2 or more subject areas~~
- ~~• At the recommendation of school counselors and/or administration~~

~~A student will be considered "at risk" when the student falls at or below the guidelines in 2 of the 5 metrics listed above. [JRI]~~

**2 or More of the Following Criteria:**

- 1) **< 80% Attendance (Days or Hours)**
- 2) **Failing Grades (D+, D, D-, F) (> 70%) in 2 or more courses**
- 3) **2 or More Disciplinary Absences (Hours > (2 \* 6.5 Hours per day))**
- 4) **Disadvantagement (Economic / Academic / Both)**
- 5) **Student with a Disability or 504 / IEP**
- 6) **Homeless Status**

2. Developing a Student Success Plan for each at-risk student that addresses the student's academic and career pathway to a successful graduation and the role of career-technical education, competency-based education and experiential learning when appropriate.
3. Before developing a Student Success Plan, District staff will invite the student's parent/guardian/custodian to assist. If that adult does not participate in the plan development, the District will provide the adult a copy of the plan, a statement of the importance of a high school diploma and a listing of the

pathways to graduation available to the student.

- D. Training will be provided to select District employees on how to advise students on career pathways, advising students using the tools available in OhioMeansJobs K-12, as well as other tools offered through Tri-County Educational Service Center.
- E. All students and households will be made aware of multiple academic and career pathways through high school that students may choose to earn a high school diploma, including opportunities to earn industry-recognized credentials and postsecondary course credit. A College Credit Plus informational meeting takes place once annually for families of students in grades 7-12.
- F. All students and households will be made aware of courses that can award students both traditional academic and career-technical credit. This notification will include District special events, visits to and/or from the Wayne County Schools Career Center (WCSCC) and print documents made available to inform students of career-technical options. All students are given the opportunity to visit WCSCC during 8<sup>th</sup> grade and 10<sup>th</sup> grade visitation events.
- G. Documentation on career advising provided for review by the student, student's parent, guardian or custodian, and schools the student may attend in the future.

Activities completed and saved to a student's OhioMeansJobs K-12 Backpack will serve as documentation of Career Exploration Activities. Additional documentation will be kept for students requiring a student success plan.

A complete list of available career advising documentation is available in any District building.

- H. The District will provide the supports necessary for students to have successful transitions from high school to their postsecondary destinations.

Transition supports are available for those continuing their education: Students are made aware of the opportunity to attend College Fairs or participate in College Visits. All students participate in one half hour of "Connections Activities" daily which includes work on Ohio Means Jobs and ACT preparation. Additional transition supports are available through Tri-County Educational Service Center Career Connections Programming.

Transition supports available for those entering the workforce are available through job shadowing opportunities and career-technical education through the Wayne County Schools Career Center.

R.C. 3313.6020, Ohio Model Policy on Career Advising (ODE) (December 2014)

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*\*Adapted by the Tri-County Educational Service Center for the Green Local School District 8/2017*



Book Policy Manual  
 Section Vol. 38, No. 2 - January 2020  
 Title Vol. 38, No. 2 - January 2020 Replacement EMPLOYMENT CONTRACT  
 Code po4124  
 Status From Neola  
 Adopted July 20, 1998

4124 - EMPLOYMENT CONTRACT

[ ] (City)

For classified employees newly hired into a position covered by the civil service laws,

( ) but not a part of a bargaining unit represented by a recognized labor representative,

a probationary period of \_\_\_ days will be served. Following successful completion of the said probationary period, such classified employees will become permanent employees and subject to removal in accordance with civil service law.

[ ] For classified staff who are employed in positions within a recognized bargaining unit, employment contracts and sequence will be determined in accordance with the terms and conditions set forth in the collective bargaining agreement.

Unclassified civil servants are "at will" employees.

[Drafting Note: If not already clearly established, to determine the number of days between sixty (60) and one (1) year for your District's probationary period, you will need to contact your municipal civil service commission. If you have opted out of civil service and/or there is no active civil service in your jurisdiction, the Board may choose to set that number within those parameters. Nothing precludes a board from setting the number of days for these employees in concert with the terms set forth in a collective bargaining agreement with a union; however, the parameters remain between sixty (60) days and one (1) year.]

[END OF CITY OPTION]

~~[ ]~~ (Local)

*new*

The Board requires for the mutual protection of the District and the classified staff member that every newly employed person in a classified position including regular hourly rate and per diem classified staff sign an initial employment contract for a period of not more than one (1) year.

The employment contract shall include the term for which employment is contracted, the salary, and such other matters as may be necessary to a full and complete understanding of the contract. In order to ensure employment, the applicant must sign the contract and abide by the policies of the Governing Board which pertain to him/her.

*New* If classified staff are rehired, their three (3) subsequent contracts shall be for a period of two (2) years each. At the end of the third of these two (2) year contracts, if the classified staff member is renewed, it will be under a continuing contract.

*New* Notice of the Board's intention not to re-employ a classified staff member shall be given on or before the first day of June.

Annual salary notices for the succeeding contract year shall be provided to classified staff no later than the first day of July.

Salaries provided to classified staff by contract may not be reduced unless such reduction is part of a uniform plan affecting the nonteaching employees of the entire District.

[Drafting Note: Most collective bargaining agreements with non-teaching unions are silent on the issue of contract sequence and renewal/nonrenewal. If so, this policy provides local districts with concise language that parallels the law. However, if your agreement spells out a different sequence (for example, a probationary period followed by continuing contract status) then an additional sentence should be added:]

[ ] For classified staff who are employed in positions within a recognized bargaining unit, employment contracts and sequence will be determined in accordance with the terms and conditions set forth in the collective bargaining agreement.

[END OF LOCAL OPTION]

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Legal R.C. 3319.081, 3319.082, 3319.083



Book Policy Manual  
 Section Vol. 38, No. 2 - January 2020  
 Title Vol. 38, No. 2 - January 2020 Revised DRUG AND ALCOHOL TESTING OF CDL LICENSE HOLDERS AND OTHER EMPLOYEES WHO PERFORM SAFETY-SENSITIVE FUNCTIONS  
 Code po4162  
 Status From Neola  
 Adopted January 23, 1996  
 Last Revised March 18, 2019

**4162 - DRUG AND ALCOHOL TESTING OF CDL LICENSE HOLDERS AND OTHER EMPLOYEES WHO PERFORM SAFETY-SENSITIVE FUNCTIONS**

The Board of Education believes that the safety of students while being transported to and from school or school activities is of utmost importance and is the primary responsibility of the driver of the school vehicle. To fulfill such a responsibility, each driver, as well as others who perform safety-sensitive functions with Board-owned and/or operated ("Board-owned") vehicles must be mentally and physically alert at all times while on duty. To that end, the Board has established this policy and others related to employees' health and well-being.

For purposes of this policy and the guidelines associated with the policy, the following definitions shall apply:

- A. The term illegal drug means drugs and controlled substances, the possession or use of which is unlawful, pursuant to Federal, State, and local laws and regulations.
- B. The term controlled substance includes any illegal drug and any drug that is being used illegally, such as a prescription drug that was not legally obtained or not used for its intended purposes or in its prescribed quantity. The term does not include any legally-obtained prescription drug used for its intended purpose in its prescribed quantity unless such use would impair the individual's ability to safely perform safety-sensitive functions.
- C. The term controlled substance abuse includes excessive use of alcohol as well as prescribed drugs not being used for prescribed purposes, in a prescribed manner, or in the prescribed quantity.
- D. The term safety-sensitive functions includes all tasks associated with the operation and maintenance of Board-owned vehicles. This term further includes any period in which an individual is actually performing, ready to perform, or immediately available to perform any safety-sensitive function.
- E. The term CDL license holder means all regular and substitute bus drivers, other staff members who may drive students in Board-owned vehicles or inspect, repair, and maintain Board-owned vehicles.
- F. The term while on duty means all time from the time the CDL license holder begins to work or is required to be in readiness for work until the time s/he is relieved from work and all responsibility for performing work.

The Board expects all CDL license holders to comply with Board Policy 4122.01 on Drug-Free Schools which prohibits the possession, use, sale, or distribution of alcohol and any controlled substance on school property at all times. Further, the Board concurs with the Federal requirement that all CDL license holders should be free of any influence of alcohol or controlled substance while on duty.

The Board directs the Superintendent to establish a drug and alcohol testing program whereby each regular and substitute bus driver, as well as any other staff member who holds a CDL license, is tested for the presence of alcohol in his/her system as well as for the presence of the following controlled substances:

- A. Marijuana
- B. Cocaine
- C. Opioids
- D. Amphetamines
- E. Phencyclidine (PCP)

**OPTION #1**

The drug tests are to be conducted in accordance with Federal and State regulations a.) prior to employment, (Controlled Substances Only), b.) for reasonable suspicion~~cause~~, c.) upon return to duty after any alcohol or drug rehabilitation, d.) ~~after any post-accident~~, e.) on a random basis, and f.) on a follow-up basis.

**OPTION #2**

The drug tests are to be conducted in accordance with Federal and State regulations a.) prior to employment, b.) for reasonable suspicion~~cause~~, c.) upon return to duty after any alcohol or drug rehabilitation, d.) ~~after any post-accident~~, e.) on a random basis, and f.) on a follow-up basis.

Candidates shall also be tested for the presence of alcohol in their system prior to employment.

**[END OF OPTIONS]**

Any staff member who tests positive shall <sup>new</sup> immediately be prohibited from performing or continuing to perform his/her safety-sensitive functions (e.g., driving any Board-owned vehicle) and be referred to the District's Employee Assistance Program.

Furthermore, if during any test the lab determines that an adulterant has been added to the specimen, then:

- the test will be considered positive and the employee shall be prohibited from driving any school vehicle and be referred to the District's Employee Assistance Program.

~~the~~ the employee will be re-tested with an observed collection to prevent the addition of an adulterant to the specimen.

Any staff member who refuses to submit to a test shall <sup>NEW</sup> immediately be prohibited from performing or continuing to perform his/her safety-sensitive functions (e.g., driving any Board-owned vehicle).

Staff members who voluntarily disclose that they have an addiction to alcohol or controlled substances may participate in the Employee Assistance Program, and will qualify for the receipt of medical insurance benefits for treatment of alcohol or substance abuse, including follow-up care, to the extent that such benefits are provided for or offered in the Board's health insurance package. Voluntary disclosure of an alcohol or drug addiction by a staff member will not subject the staff member to disciplinary action unless such disclosure is made after the staff member is selected to be tested or immediately prior to the selection of staff members to be tested. Nothing herein shall prevent the Board from disciplining a staff member for misconduct associated with his/her alcohol and/or drug use regardless of whether the employee has disclosed that s/he has an alcohol or drug addiction.

<sup>NEW</sup> If a staff member admits to failing a previous drug or alcohol test, or has refused to test, the staff member will not be permitted to perform safety-sensitive functions until completing the return-to-duty process.

A staff member will be subject to disciplinary action, up to and including termination, for any of the following reasons:

- A. reports for duty or performs work while having an alcohol concentration of 0.04 or greater <sup>NEW</sup> or performs safety-sensitive functions within four (4) hours after using alcohol
- B. reports for duty or performs work while testing positive for using a controlled substance <sup>NEW</sup> prohibited drug, or while being under the influence of a controlled substance <sup>NEW</sup> prohibited drug
- C. refuses to <sup>NEW</sup> disclose any therapeutic drug use or submit to drug and/or alcohol testing
- D. alters or attempts to alter <sup>NEW</sup> or unduly influence alcohol and/or drug testing results
- E. fails to remain readily available for post-accident testing (including <sup>NEW</sup> refraining from the use of alcohol for eight (8) hours following the accident or until undergoing a post-accident alcohol test, whichever occurs first, and notifying his/her supervisor of his/her location, if the staff member leaves the scene of the accident prior to the submission of a post-accident test, unless the staff member's departure is to obtain necessary emergency medical care)

Prior to the beginning of the testing program, the Board shall provide a drug-free awareness program which will inform each CDL license holder about:

- A. the dangers of illegal drug use and controlled substance and alcohol abuse;
- B. Board Policy 4122.01 - Drug-Free Workplace, Policy 4161 -Unrequested Leaves of Absence/Fitness for Duty, Policy 4170 - Substance Abuse, and Policy 4170.01 - Employee Assistance Program;
- C. the topics identified in AG 4162A;
- D. the sanctions that may be imposed for violations of Policy 4122.01.

All time spent undergoing an alcohol or controlled substance test, including travel time, will be paid at the staff member's regular rate of pay, or at his/her overtime rate, if applicable. Any staff member who is not allowed to return to work while awaiting test results will be compensated during the waiting period for all work time lost, including overtime, if applicable. The Board shall pay all costs associated with the administration of alcohol and controlled substance tests. This includes testing of the "split specimen" at a Federally certified laboratory if so requested by a staff member. <sup>NEW</sup> Requests for a "split specimen" must be made within seventy-two (72) hours of receipt of the notification of a positive drug test. The Board will not pay for the employee's time while not on duty, if the split specimen test results are positive.

Alcohol and drug test results shall be protected as confidential medical records as appropriate under <sup>NEW</sup> Federal law ~~the Americans With Disabilities Act~~ (i.e. test results shall be provided on a right to know basis - the employee, the employer, and the substance abuse professional - and the results shall not be presented until analyzed by a Medical Review Officer).

A tested individual, upon written request, will be <sup>NEW</sup> promptly provided copies of ~~have access to~~ any records relating to his/her use of drugs and alcohol, including any records pertaining to his/her drug and alcohol tests. A tested individual must provide <sup>NEW</sup> written authorization specific written consent before his/her test result can be provided to any other person except as required by law, ~~a government agency specified in the applicable Federal regulations.~~

All tests shall be conducted in accordance with Federal testing guidelines and be performed by a laboratory that is Federally certified, ~~(i.e. testing procedures and devices used will be as set forth in 49 C.F.R. Part 40).~~

The alcohol and drug testing program shall be under the direction of the Superintendent.

The Superintendent shall arrange for the required amount of training for appropriate staff members in drug recognition, in the procedures for testing, and in the proper assistance of staff members who are subject to the effects of substance abuse.

The Superintendent shall submit, for Board approval, a contract with a certified laboratory to provide the following services:

- A. testing of all first and second test urine samples
- B. clear and consistent communication with the District's Medical Review Officer (MRO)
- C. methodology and procedures for conducting random tests for controlled substances and alcohol
- D. preparation and submission of all required reports to the District, the MRO, and to Federal and State governments

The Superintendent shall also select the agency or persons who will conduct the alcohol breathalyzer tests, the District's MRO, and the drug collection site(s) in accordance with the requirements of the law.

#### **Notification**

<sup>NEW</sup> A tested candidate shall be notified of the results of a pre-employment controlled substances test conducted under this part, if the driver requests such results within sixty (60) calendar days of being notified of the disposition of the employment application.

A tested individual shall be notified of the results of random, reasonable suspicion and post-accident tests for controlled substances conducted under this policy if the test results are verified positive. The tested individual shall also be informed which controlled substance or substances were verified as positive.

The Superintendent shall make reasonable efforts to contact and request each driver who submitted a specimen under the employer's program, regardless of the driver's employment status, to contact and discuss the results of the controlled substances test with a medical review officer who has been unable to contact the driver.

The Superintendent shall immediately notify the medical review officer that the driver has been notified to contact the medical review officer within seventy-two (72) hours.

Individuals holding a CDL license must notify all current employers of any DOT violations (such as testing positive for the presence of alcohol or a controlled substance in violation of this policy). The notification must be made 1) by the end of the business day following the day the individual first receives notice of the violation or 2) prior to performing any safety-sensitive function, whichever comes first. Individuals are not required to notify the employer that administered the test or that documented the circumstances giving rise to the violation.

In the event that an individual is selected for testing, the Superintendent will inform the individual that the test is required by applicable law.

### **Reporting Test Results**

The Superintendent shall prepare and maintain a summary of the results of its alcohol and controlled substances testing programs performed under this policy during the previous calendar year, when requested by the Secretary of Transportation, any DOT agency, or any State or local officials with regulatory authority over the employer or any of its drivers. Such summaries shall be submitted in a manner and timeline as required by law.

### **Educational Materials Related to Certain Federal Regulations, Board Policies, and Procedures**

CDL License Holders and other employees who perform safety-sensitive functions will be provided educational materials that discuss the employer's policies and procedures with respect to post-accident information and positive test results, among other things, at the time of hire or at any time when required to operate a school vehicle. The educational materials shall explain the requirements of applicable Federal regulations and the Board's policies and District's procedures with respect to meeting these Federal regulations. The Board designates the <sup>new</sup> Supt. as the individual responsible for providing educational materials to CDL License Holders and other employees who perform safety-sensitive functions. The educational materials will include, at a minimum, the following:

- A. the contact information for the <sup>new</sup> Supt., who is the individual designated by the Board to answer questions about the educational materials
- B. a statement that all CDL License Holders and other employees who perform safety-sensitive functions are subject to <sup>new</sup> Federal law addressing ~~49 C.F.R. 382, which is a Federal regulation that addresses~~ the misuse of alcohol and other controlled substances
- C. information sufficient to make clear to employees the period of the work day during which they are required to comply with the regulations
- D. information concerning prohibited conduct
- E. the circumstances under which employees are subject to testing for alcohol and/or controlled substances
- F. the procedures for testing for the presence of alcohol and controlled substances in order to protect the employee and the integrity of the testing process, to safeguard the validity of the test results, and to confirm the results are attributed to the correct employee, including post-accident information, procedures, and instructions required under Federal regulations
- G. the requirement that staff members must submit to alcohol and controlled substance testing as required by the regulations
- H. an explanation of what constitutes a refusal to be tested for alcohol or controlled substances and the attendant consequences
- I. the consequences of testing positive, including the requirements of immediate removal from safety-sensitive functions, and the procedures regarding referral, evaluation, and treatment
- J. the consequences for employees found to have an alcohol concentration of 0.02 or greater but less than 0.04
- K. information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol problem (the employee's or a co-worker's); and available methods of intervening when a drug or alcohol and/or controlled substances problem is suspected (including confrontation and how to refer someone to an Employee Assistance Program or to management), and
- L. information regarding the requirement that certain personal information collected and maintained under <sup>new</sup> Federal law ~~49 C.F.R. Part 382~~ be reported to the Commercial Driver's License Drug and Alcohol Clearinghouse
- M. <sup>new</sup> indicating that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including alcohol, is prohibited on all school board property and at school-sponsored activities. Individuals are strictly prohibited from reporting to work or being on duty while under the influence of alcohol or a controlled substance.

These materials are to be distributed to each staff member upon being hired or transferred into a covered position thereafter. ~~A staff member who refuses to sign the requisite statement shall be prohibited from performing any safety-sensitive functions. Each staff member must sign a statement certifying receipt of these materials. Each staff member will receive a copy of the educational materials and must sign a statement certifying receipt of such materials. A staff member who refuses to sign the requisite statement shall be prohibited from performing any safety-sensitive functions.~~ Each employee (and a labor organization representing Board employees) shall receive written notice of the availability of this information, and the identity of the Board's designated representative in charge of answering ~~employee~~ questions about the materials.

### **Return-to-Duty (Safety-Sensitive Positions)**

Employees who are removed from performing safety-sensitive functions as a result of this policy must take and pass a return-to-duty test before returning to performing safety-sensitive functions. The return-to-duty test will not occur until after a Substance Abuse Professional (SAP) has determined that the employee has successfully complied with prescribed education and/or treatment. The employee must have a negative drug test result and/or an alcohol test with an alcohol concentration of less than 0.02 before resuming performance of safety-sensitive duties. <sup>new</sup> The employee will not be permitted to perform safety-sensitive functions until the start of the employee's next regularly scheduled duty period, but not less than twenty-four (24) hours following administration of the return-to-duty test.

Subject to any collective bargaining agreement or other legal requirements, employees who are eligible to return to performing safety-sensitive functions may not do so without the approval of the Superintendent.

49 C.F.R. Part 382  
34 C.F.R. Part 40  
~~34 C.F.R. Part 84~~

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Legal                      49 C.F.R. Part 382  
                                  34 C.F.R. Part 40  
                                  34 C.F.R. Part 84