

education by an individual or family members, and the genetic information of a fetus or embryo of an individual or family members.

Treatment of Medical Information

To fulfill its obligations under federal and state laws, the Board of Directors shall treat medical information as follows:

1. Records containing medical information are not public records subject to disclosure under the Ohio Public Records Act.
2. School records containing medical information of a staff member or applicant shall be maintained as confidential medical records, separate and apart from employee or applicant personnel files, and protected from unauthorized disclosure through use of a locked file cabinet or similar protections.
3. All requests from the School for medical information of a staff member or staff member's family member shall include the following notice to the person from whom such information is requested:

“The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. ‘Genetic information’ as defined by GINA includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.”

This notice must accompany any request for medical information made pursuant to a request for sick leave, unpaid leave of absence, Family and Medical Leave Act (FMLA) leave, accommodation under the Americans with Disabilities Act (ADA), return to work certification, or for any other purpose other than a request for leave to care for a sick family member.

4. The School shall not discriminate against an individual on the basis of the individual’s genetic information.
5. The School shall not request, require, or purchase genetic information of individuals or family members.
6. School officials, administrators and supervisors shall not solicit, seek, or probe for genetic information from employees.

7. The School shall not disclose any genetic information, unless acquired through sources that are commercially and publicly available, except in compliance with federal law.
8. As part of a voluntary wellness program, the School may request genetic information from an individual only if:
 - (A) the individual completes a written authorization that describes the type of information obtained, the general purpose for which it will be used, and restrictions on disclosure;
 - (B) individually identifiable information is provided only to the individual and the health care professionals who are providing services;
 - (C) individually identifiable information is not accessible to anyone else in the workplace;
 - (D) individually identifiable information is used only for purposes of the wellness program;
 - (E) individually identifiable information is not disclosed to the School except in aggregate terms that do not disclose the identity of specific individuals; and
 - (F) any financial inducement offered for individuals to provide a health risk assessment includes language that makes clear that the provision of genetic information is not required and the inducement is available whether or not the questions requesting genetic information are answered. This language shall clearly indicate which questions are requesting genetic information and therefore do not have to be answered.

4. Conduct

A. Staff Conduct (Policy 3.05)

School personnel are expected to conduct themselves in a professional manner at all times, especially when engaged in the activities of educating or supporting the education of the School's students. They are to follow all of the state and federal laws and regulations required of them and the policies and procedures of the Board of Directors and directives and recommendations from their supervisors. School personnel are to strive to keep current with not only the latest educational aspects of their positions, but with all aspects of their particular duties.

Student Supervision

Staff members shall not leave students unsupervised and shall strive to provide a safe learning environment for students and staff. Only staff members or other qualified adults shall be permitted to supervise students.

Staff Dress

The Board of Directors believes that an appropriately dressed staff member is a more suitable role model. Personal appearance also has direct bearing on teaching and support staff authority, confidence, and the self-esteem of students, administrators, and other staff. Therefore, the dress, grooming, and personal hygiene of each staff member must be appropriate at all times and:

1. Present a professional, identifiable appearance for students, parents and the community;
2. Promote a positive work environment;
3. Foster respect and confidence;
4. Ensure safety.

Ethics Commission Disclosure

The Superintendent and Fiscal Officer shall not use or authorize the authority or influence of office or employment to secure, promise, offer, solicit, accept, or give of anything of value that is of such a character as to manifest a substantial and improper influence upon such administrator.

Fraternization with Students

Consistent with the educational mission of the School, staff members shall maintain a professional relationship with students at all times. Staff members shall not fraternize with students, regardless of whether such fraternization occurs on or off of School property, or during or after the school day. This prohibition includes, but is not limited to fraternization occurring in person, through phone calls, text messages, social media, or other digital correspondence. Staff members shall further avoid the appearance of an improper relationship with students.

Professional Interactions

All staff members shall address one another, and the members of the public with whom they interact in the performance of their duties, with courtesy and respect.

Licensure Code of Conduct for Ohio Educators

It shall be a violation of this Board Policy for a teacher to engage in conduct unbecoming of the teaching profession, as set forth in the Licensure Code of Professional Conduct for Ohio Educators adopted by the State Board of Education.

B. Staff Computer, E-Mail, Network, And Internet Use (Policy 3.13)

Purpose

The purpose of this policy is to define the proper use of computers, computer networks, messaging systems, electronic mail (e-mail) systems, Internet, or online services or wireless communication devices by staff members in the School. This policy applies not only to the use of School computers and other electronic equipment, including wireless devices, when on school grounds, but also when used by staff off of school grounds. This policy also applies to the use of staff-owned computers and wireless communication devices when using School networks. Likewise, this policy applies to the use of personally-owned computers, computer networks, messaging systems, electronic mail (e-mail) systems, or other forms of Internet access or online services or the use of any personal wireless communication device by staff members in the School during school hours while on School property or at a school sponsored event or activity.

Definition of “Wireless Communication Device”

A wireless communication device (“WCD”) is an electronic device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (“PDA”), Blackberries/smartphones, Wi-Fi-enabled or broadband access devices, two-way radios, video broadcasting devices, and other devices that allow a person to record and/or transmit, on either a real-time or delayed basis, sound, video or still images, text, or any other information. This definition does not include still or video cameras which have no communication capabilities. The School reserves the right, in its sole discretion, to determine which types of devices it will allow students to use pursuant to this policy. Such determinations are subject to change.

Policy

It is the responsibility of each staff member to ensure that this technology is used for proper educational purposes and in a manner that does not compromise the confidentiality of proprietary or other sensitive information.

Coverage

This policy applies to all users of the School’s computers, computer networks, messaging systems, electronic mail (e-mail) systems, Internet, or online services or School provided wireless communication devices. This policy also applies to all personally-owned computers, computer networks, messaging systems, electronic mail (e-mail) systems, or other forms of Internet access or online services or the use of any personal wireless communication device by staff members in the School during school hours while on School property or at a school sponsored event or activity.