

## **DRUG FREE WORK PLACE POLICY & AWARENESS PROGRAM**

It is the policy of the Board of Education to establish a Drug-Free Workplace. Drug or alcohol abuse in the workplace is dangerous and can lead to harm to not only the person abusing drugs or alcohol but also to fellow employees and students. It is especially important that employees not use drugs or alcohol in the workplace in view of the fact that, as employees within the schools, the conduct of all board of education employees can potentially influence children within the schools.

For these reasons the Board of Education is committed to maintaining a Drug-Free Workplace, and will enforce a policy requiring all employees to refrain from the use, sale, purchase, possession, being under the influence of drugs or alcohol while on the job, on school premises, on or while using school equipment. Employees who fail to comply with this policy will be subject to discipline, up to and including termination from employment.

Any employee convicted of an offense under a criminal drug statute must report his/her conviction to the administration no later than five (5) working days after the conviction. Failure to do so will result in discipline up to and including termination from employment.

The Board of Education does not maintain a drug/alcohol rehabilitation program, but the following are programs within the community available to employees who need help with a drug or alcohol problem.

Highland or Clinton County Alcoholism Center & Talbot Hall, St. Anthony's Hospital

## **SEXUAL HARASSMENT POLICY**

The Board of Education actively endorses the principle and spirit of Equal Opportunity in Employment. It is a policy of the Board to maintain all conditions of employment in accordance with applicable federal, state, and local law without regard to sex, color, race, national origin, religion, age or disability. Moreover, it is a policy of the Board to not tolerate verbal or physical conduct by any person who harasses, disrupts or interferes with another's work or educational environment; or words or conduct which create an intimidating, offensive or hostile work or educational environment.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development;
2. Submission to or rejection of such conduct is used as the basis for employment or education decisions affecting such individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance, or creating an intimidating, hostile, or offensive working or educational environment.

Specifically, sexual harassment may include, but is not limited to:

1. Sexual flirtations, touching, advances or propositions;
2. Verbal or physical abuse of sexual nature;
3. Graphic or suggestive comments about an individual's dress or body;
4. Sexually degrading words to describe an individual;
5. Displaying sexually aggressive objects or photographs; and/or
6. Sexually explicit or obscene jokes.

All reports of harassment shall be thoroughly investigated, and violation of this policy will be treated as serious disciplinary infractions. To the extent possible, all reports of harassment will be kept confidential.

If an individual feels that he/she is being or has been harassed or if he/she otherwise becomes aware of any harassment situation based on sex, race, color, age, religion, national origin, handicap, or citizenship status, he/she should immediately report such matters to his/her supervisor, teacher, counselor, or any member of the administration. That person will notify the appropriate member of the administrative team, who will see that any such complaint or report is discretely, but thoroughly investigated and where appropriate, disciplinary action taken. If the supervisor, teacher, counselor, or administrator is involved in the situation or if for any reason the individual does not feel that the matter can be discussed with that person, the situation should be reported directly to any supervisor or administration member with whom the reporting person feels comfortable.

No retaliation or adverse treatment will be visited upon any person who reports unlawful harassment or who cooperates in any investigation.

## CHILD ABUSE REPORTING POLICY

### **PLAN OF COOPERATION: Ohio Revised Code Section 2151.41 & 2151.421**

School personnel shall:

1. When suspecting child abuse or neglect, immediately report all such situations to Children Services or law enforcement agency having jurisdiction.
2. Provide names, addresses and phone numbers of referred families for school initiated child abuse/neglect referrals.
3. Provide professional consultation in regard to the educational needs of children in their districts who are involved in abuse/neglect situations.
4. Allow Children Services caseworker and/or law enforcement representatives to interview, at school, children for whom abuse/neglect referrals have been made, with the local school retaining the option to have a school representative present at the interview.
5. Participate in team conferences made up of appropriate disciplines for specific abuse/neglect cases as needed.

### **REQUIRED REPORTING**

Section 2151.421 of the Ohio Revised Code requires under Article II: school teachers, school administrators, and school authorities to report suspected or actual incidents for child abuse or neglect.

Article IV provides immunity from prosecution: “Anyone or any agency participating in the filing of such a report, or anyone participating in a resulting judicial proceeding shall be immune from any civil or criminal liability that might otherwise be incurred or imposed as a result of such actions. The physician-patient privilege shall not be grounds for excluding evidence regarding a child’s injuries, abuse or neglect, or the cause thereof in any judicial proceeding resulting from a report submitted pursuant to Section 2151.421 of the Ohio Revised Code.”

### **REPORTING CHILD ABUSE**

One individual will be designated by the Superintendent in each school building to facilitate the reporting of suspected or actual abuse. That person will be familiar with the *Plan of Cooperation* and will know appropriate reporting procedures. That person will act as liaison with Children Services Board.

The “designated” person will be informed of suspected or actual abuse but it will be the responsibility of the individual originally suspecting or knowing of the actual abuse to immediately report the incident to the Children Service Board or to a Municipal or County Peace Officer.

## INTERVIEW OF ALLEGED VICTIMS ON SCHOOL PROPERTY

The building principal or their designee may be present during the interview of an alleged child victim on school property. The designee should be a person with whom the student will feel comfortable during the interview. This could be someone non-threatening who is identified within the school as a student advocate, such as the guidance counselor, school nurse, assistant principal, or an individual who has established a positive relationship with the child, such as a teacher. If the interview is the result of the student having confided to a school representative, that individual should be the person present.

The following point's serves as the foundation for all interviews of alleged child victims conducted on school property:

The uncertainty and fear which the child is experiencing is kept in mind at all times. Every person present during the interview, either as representative of the public children service agency, school, or other social service or law enforcement agency, shall facilitate the comfort of the child in any way possible.

The school official present during the interview is an individual the child knows and trusts.

The confidentiality of the information shared during the interview is acknowledged by each person present. The highest professional integrity should be demonstrated in regard to any information concerning the alleged abuse, neglect, or family environment. Each person present should be advised of the negative impact upon the child and its family, and the criminal penalties under Section 2151.421 of the ORC which could result from the dissemination of information regarding the alleged abuse or neglect or investigation.

## REPORT FOLLOW UP

As specified in the *Plan of Cooperation*, the professional who made the referral will be informed of the initiation of an investigation and the name of the investigating caseworker.

## STAFF DEVELOPMENT

In-service staff development activities will be supported by the Board of Education in cooperation with school administrators, teachers, and other school personnel.

## DEFINITIONS OF CHILD ABUSE AND CHILD NEGLECT

### CHILD ABUSE

Any physical injury or injuries sustained by a child under the age of eighteen (18) as a result of cruel or inhumane treatment or as a result of a malicious act by any parent or other person who has the permanent or temporary care or custody or responsibility for supervision of the child.

Whether physical injuries are sustained or not, any sexual abuse of a child under the age of eighteen (18) by any parent or other person who has the permanent or temporary care or custody or responsibility for supervision of the child.

### ADDITIONAL INSTRUCTIONS FOR REPORTING CHILD ABUSE

A report must be submitted on any case in which child abuse is suspected, it is not necessary to observe outward signs of injury to the child. Neither is it necessary for the reporter to establish proof that abuse has occurred. Protection of the child is paramount. If abuse is suspected, a report must be submitted.

Every health practitioner, educator or social worker, or law enforcement officer, who contacts, examines, attends or treats a child and who believes that the child has been abused is required to make a report to either Children Services or the Sheriff's office.

Any person including a health practitioner, educator, social worker or law enforcement officer, participating in the making of a good faith report, or participating in an investigation or in a judicial proceeding resulting there from shall in so doing be immune from any civil liability or criminal penalty that might otherwise be incurred or imposed as a result.

### CHILD NEGLECT

There is no requirement in law to report suspected neglect, but such report is highly encouraged. There is no immunity from civil suits for untrue statements made by one citizen against another. A neglected child may be one of the following:

Malnourished; ill-clad; dirty; without proper shelter or sleeping arrangements; lacking appropriate health care

Unattended; without adequate supervision

Ill and lacking essential medical care

Denied normal experiences that produce feelings of being loved, wanted, secure; (emotional neglect)

Unlawfully kept from attending school

Exploited, overworked

Emotionally disturbed due to continuous friction in the home, marital discord, mentally ill parents

Exposed to unwholesome and demoralizing circumstances

I have received copies of the:

Drug-Free Workplace Policy & Awareness Program

Sexual Harassment Policy

Child Abuse Reporting Policy

And have read their contents. I understand that I may be disciplined, up to and including termination from employment for failure to implement and comply with these policies.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_