



## POLICY REVIEW COMMITTEE

Mike McDonough, Deputy Superintendent

Hilliard City School District  
Operations Department

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### COMMITTEE MEMBERS

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Jamie Lennox, Special Education Coordinator

# RECOMMENDATION

**First Reading**  
**July 27, 2020**

The Policy Review Committee meets quarterly each school year. All proposed new policies, revisions of current policies or repeal of a current policy are reviewed by the Policy Review Committee before being presented to the Superintendent for submission to the Board of Education. Two readings at two separate meetings shall normally be required before a new or revised policy may be adopted. Action to adopt will take place at a subsequent third meeting. However, the Board does have the option of voting for adoption at the second meeting.

The Policy Review Committee recommends the policies listed below be revised, as noted on the following pages:

1. AFC-1 (Also GCN-1)-Evaluation of Certified Staff-Teachers
2. EBEA – Use of Face Coverings (**New Policy**)
3. EGAC-E-Telephone Services

### Revision Notes:

- Language with a ~~line drawn through it~~ is language to be removed.
- Language in **bold-type** is language to be added.

The policies are being submitted for first reading at the July 27, 2020 Board of Education meeting.

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EVALUATION OF CERTIFICATED STAFF  
(Ohio Teachers 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.

Notwithstanding Ohio Revised Code Section 3319.09, this policy applies to any person employed under a teacher license issued under Ohio Revised Code chapter 3319, or under a professional or permanent teacher's certificate issued under former Section 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.

Credentialed evaluators

Evaluations carried out under this policy are conducted by persons holding evaluator credentials established by the Ohio Department of Education. ~~Evaluators must complete state-sponsored evaluation training and pass the online credentialing assessment. The Board adopts a list of approved credentialed district evaluators chosen from the Ohio Department of Education's list.~~

**Effectiveness Final Holistic Rating and Evaluation Cycle**

Teachers are assigned an ~~effectiveness~~ **final holistic** rating of Accomplished, Skilled, Developing or Ineffective. This rating will be based on ~~50% teacher performance and 50% student growth measures. Student growth will be determined through multiple measures~~ **a combination of informal and formal observations and supporting evidence using the Teacher Evaluation Rubric which is aligned to the Ohio Standards for the Teaching Profession.**

Annually, the Board submits to the Ohio Department of Education, the number of teachers assigned an ~~effectiveness~~ **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 evaluation cycle will include guidelines and procedures set in the ORC and/or put forth by the District's Joint Evaluation Committee.**

Teacher Performance Calculation

~~Teachers are evaluated via two formal observations and periodic classroom walk-throughs. The 50% teacher performance measure is based on the Ohio Standards for the Teaching Profession. The Superintendent/designee facilitates the selection/development of evaluation tools to calculate teacher performance. The Board directs the Superintendent/designee to develop procedures for these evaluation tools in accordance with the negotiated agreement.~~

### Student Growth Calculation

For the purpose of this policy, student growth means the change in student achievement for an individual student between two or more points in time. Student growth is evaluated by a combination of: (1) Value added data or an alternative student academic process measure if adopted under ORC 3302.03(1); (2) ODE approved assessments and/or (3) Board determined measures. When available, value added data or an alternative student academic progress measure if adopted under ORC 3302.03(1) shall be included in the multiple measures used to evaluate student growth in proportion to the part of the teacher's schedule of courses or subjects for which the value added progress dimension is applicable.

If a teacher's schedule is comprised only of courses or subjects for which value added data is applicable, the entire student academic growth factor of the evaluation for such teachers shall be based on the value added progress dimension.

Student exemptions will be in accordance with State law regarding the calculation of student academic growth. Data from Board determined multiple measures will be converted to a score of: (1) Least Effective, (2) Approaching Average, (3) Average, (4) Above Average or (5) Most Effective student growth levels.

### 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

Teachers with a final **summative holistic** rating of Accomplished must develop professional growth plans and choose their credentialed evaluators ~~from the Board approved evaluator list.~~

Teachers with a final **summative holistic** rating of Skilled must develop professional growth plans collaboratively with their credentialed evaluators ~~from the Board approved evaluator list and will have input on their credentialed evaluator.~~

Teachers with a final **summative holistic** rating of Developing must develop professional growth plans with their credentialed evaluators. The Superintendent/designee approves the professional growth plan and assigns the credentialed evaluator.

Teachers with a final **summative holistic** rating of Ineffective must develop an improvement plan with their credentialed evaluators. The Superintendent/designee approves the improvement plan and assigns the credentialed evaluators.

#### Evaluation Timeline

District administrators evaluate teachers annually. Annual evaluations include two formal observations at least 30 minutes each and periodic classroom walkthroughs. 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 an Accomplished final holistic rating** on ~~those the~~ teacher's most recent evaluations carried out under this policy every ~~two~~ **three** years **provided the teacher submits a Professional Growth Plan and the evaluator determines the teacher is making progress on that plan.** ~~Biennial e~~ **E**valuations 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.

**The Board evaluates teacher receiving a Skilled final holistic on those teacher's most recent evaluation every two years provided the teacher submits a Professional Growth Plan and the evaluator determines teacher is making progress on that plan. Evaluations conducted under this policy are completed by May 1 of the evaluation year. Teachers evaluated are provided a written copy of their evaluation results by May 10 of the evaluation year.**

The timelines and procedures for evaluations for OTES-evaluated teachers shall be as set forth in Ohio Revised Code Sections 3319.111 and 3319.112. The timelines and procedures for OSCES-evaluated school counselors shall be as set forth in ORC Section 3319.113. The timelines and procedures for evaluations for non-instructional bargaining unit members shall be set by the District joint evaluation committee.

#### Testing for Least Effective Teachers in Core Subjects

Teachers of core subject areas, as defined by State law, who have received a rating of Least Effective for two of the three most recent school years must register for and take all written examinations of content knowledge selected by the Ohio Department of Education. No teacher shall be responsible for the cost of taking an examination under this section.

#### Retention and Promotion

The Board uses evaluation results for retention and promotion decisions. The Board adopts procedures for use by district administrators 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 in accordance with the negotiated agreement and State law.

#### Professional Development

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

[Adoption date: August 14, 2001]

[Re-adoption date: April 22, 2013]

[Re-adoption date: November 25, 2013]

[Re-adoption date: May 11, 2015]

[Re-adoption date: October 26, 2015]

[Re-adoption date: April 25, 2016]

[Re-adoption date: October 8, 2018]

LEGAL REFS.: ORC 3319.11; 3319.111; 3319.112; 3319.16; 3319.58  
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

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## **NEW POLICY**

File: EBEA

### USE OF FACE COVERINGS

The Board adopts this policy requiring face coverings to comply with state requirements and recommendations to prevent and slow the spread of COVID-19. The current consensus among public health experts is that face coverings are a preventative measure that can reduce the spread of COVID-19, when used along with other preventative measures, including social distancing, frequent handwashing, and cleaning and disinfecting frequently touched surfaces.

#### Staff and Volunteers

All school employees and volunteers (including contractors) shall wear a face covering while working or present in any school building, facility or other area of a school campus, or while operating or present in any school owned vehicle with more than one person in the vehicle (including, but not limited to, buses and vans).

Exceptions include when:

- (1) Face coverings in the school setting are prohibited by law or regulation;
- (2) Face coverings are in violation of documented industry standards;
- (3) Face coverings are not advisable for health reasons;
- (4) Face coverings are in violation of the school's documented safety policies;
- (5) Face coverings are not required when the staff works alone in an assigned work area;
- (6) There is a functional (practical) reason for a staff member or volunteer to not to wear a face covering in the workplace.

Schools must provide written justification to local health officials, upon request, explaining why a staff member is not required to wear a face covering. Requests for accommodations must be directed to a building administrator or the human resources department and exemptions must be in writing.

School nurses or staff who care for individuals with symptoms must use appropriate personal protective equipment (PPE), provided by the school.

#### Students

All students in kindergarten through the 2<sup>nd</sup> grade must wear a face covering in common areas and hallways inside school buildings and when riding in school-provided transportation, unless an exception applies. Students in this grade range will not be expected to wear masks while seated in classrooms.

All students in 3<sup>rd</sup> grade through the 6<sup>th</sup> grade must wear a face covering while attending school or a school function in any school building, facility or other area of a school campus, and when riding in school-provided transportation, unless an exception applies. Students in this grade range will be expected to wear masks while seated in classrooms, but will be afforded mask breaks outside when practical.

All students in 7<sup>th</sup> grade through the 12<sup>th</sup> grade must wear a face covering while attending school or a school function in any school building, facility or other area of a school campus, and when riding in school-provided transportation, unless an exception applies.

This policy applies to students waiting outside school buildings before and after school, and to students waiting at bus stops.

Students shall wear face coverings at all times except for the following:

- (1) Students may be exempted from this policy due to documented medical, developmental, behavioral or individualized needs. Requests for exemptions should be in writing and directed to the school nurse. Face shields may be considered as an alternative.
- (2) Students may remove face coverings when appropriate social distancing measures are in place as determined by a teacher, coach or school administrator.
- (3) Students participating in athletics shall be subject to the current Ohio Department of Health orders regarding use of face coverings.

Students required to wear a face covering who refuse to follow this policy may be required to leave the school campus and are subject to appropriate disciplinary action in accordance with the student code of conduct.

#### School Visitors

School visitors must wear a face covering in any school building or facility, including waiting outside school buildings before and after school. Face coverings are not required for:

- (1) Children younger than 2 years old;
- (2) Anyone with a documented medical condition that prevents them from wearing a face covering;
- (3) Anyone who has trouble breathing;
- (4) Anyone who is unconscious, incapacitated, or otherwise unable to remove the cloth face covering without assistance.



### General Rules for Face Coverings

- (1) Staff and students are required to have a face covering with them at all times. Students should wear their own face covering or one will be provided for them. Staff will be provided with a face shield and cloth face covering. Staff may wear their own face covering.
- (2) Individuals may remove their face covering when eating or drinking.
- (3) Face coverings should be cloth/fabric and cannot be made of mesh or cloth/fabric that is transparent (with the exception of plastic components of a cloth/fabric face covering that allow for viewing a person's mouth and face shields). Face coverings must cover an individual's nose, mouth, and chin.
- (4) Face coverings are not required outside when individuals are able to maintain a social distance of six feet or more from individuals who are not members of their household.
- (5) Individuals should wash their hands before putting on a face covering. The face covering should fit snugly against the side of an individual's face. Face coverings should not create any difficulty breathing while worn and should be secured by a tie or elastic to prevent movement.
- (6) All face coverings must be appropriate for the school setting and comply with applicable dress codes. Face coverings that contain offensive words or images or that may substantially disrupt the educational process are prohibited. Face coverings that are part of costumes or cover the entire face are not appropriate, with the exception of face shields. Face coverings for staff shall be professional and appropriate for the school setting and comply with any applicable dress code. Face coverings for students shall comply with Board Policy JFCA – Student Dress Code.
- (7) Face shields that wrap around the face and extend below the chin may be considered as an alternative where cloth face coverings would hinder the learning process.

### Training

The District will provide training to staff and students on this policy and the use and care of face coverings along with other preventative measures, including social distancing, frequent handwashing, and disinfecting frequently touched surfaces.

### Duration of Policy

This policy is adopted on an interim and temporary basis consistent with current legal requirements and recommendations. In the event legal requirements and/or recommendations change, the Superintendent is authorized to align the requirements in this policy to those changes, pending further Board action.

Legal References: Ohio Department of Health *COVID-19 Health and Prevention Guidance for Ohio K-12 Schools* (July 7, 2020)

Centers for Disease Control *Use of Cloth Face Coverings to Help Slow the Spread of COVID-19* (June 28, 2020)

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## TELEPHONE SERVICES

### Wireless Telephone Allowance

#### \$60.00 monthly allowance:

1. Central Office Administrative Positions
  - a. Deputy Superintendent
  - b. Assistant Superintendent
  - c. Director of Business
  - d. Director of Communications
  - e. Executive Director of Human Resources
  - f. Director of Special Education
  - g. Director of Student Well-Being
  - h. Director of Technology
  
2. Operations Department Coordinator Positions
  - a. Custodial Coordinator
  - b. Maintenance Coordinator
  - c. Operations Coordinator
  - d. Project Coordinator
  - e. Transportation Coordinator
  - f. Warehouse Coordinator
  - g. Assistant Transportation Coordinator
  - h. Assistant Custodial Coordinator

#### \$50.00 monthly allowance:

1. Secondary Principals (Grades 7-12)

#### \$25.00 monthly allowance:

1. Central Office Administrative Positions
  - a. All Central Office Director Level Positions**
  - a.** Assistant Treasurer
  - ~~b. Director of Social Emotional Learning & Measurement~~
  - ~~c. Director of Professional Development~~
  - ~~d. Director of Elementary Curriculum~~
  - ~~e. Director of Middle Level Curriculum~~
  - ~~f. Director of Secondary Curriculum~~
  - c** g. Human Resource Coordinator
  - ~~h. Director of Innovation and Extended Learning~~
  - d** i. Special Education Coordinator

2. PreK/Elementary Principals (Grades PreK-6)
3. High School Athletic Directors
4. Assistant Principals

Board Approved October 8, 2012  
Board Re-approved May 11, 2015  
Board Re-approved February 10, 2020

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