



OFFICIAL MEMO

To: Northwest Board of Education

From: Susan Bunte, Director of Human Resources

Re: 2025-2026 Certified Handbook

Date:

The following is a summary of changes to the Certified Handbook for the 2025-2026 school year:

1. Sub-Title updated from 2024-2025 School Year to 2025-2026 School Year.
2. Vision and Mission Statement added after table of contents.
3. Table of Contents updated (pg. 3-4)
4. Video Tape/DVDs Note: For more specific information, see your building principal.
5. Updated Benefit Repayment information under FMLA guidelines. (pg. 11-12)
6. Grade book Guidelines – Infinite Campus
7. Inclement Weather language added to include specification for Snow Day vs Cold Day procedures (pg. 15-16).
8. Northwest Central Support Offices' address updated from 3240 Banning Road, Cincinnati, OH 45239 to 3377 Compton Road, Suite 110, Cincinnati, OH 45251 throughout document.
9. Added the SBOE Pillars of Professional Conduct (pg. 22-23).
10. Tik Tok specifically added to list of Social Media terms under Video and Photo Sharing Websites (pg. 29).
11. Teacher Evaluation Timeline updated from 2024-2025 to 2025-2026
12. Updated Worker's Compensation Representative Information (image replaced) (pg.36)
13. Appendix C: District address updated (pg. 40)
14. Appendix D: Personal Leave Roll Over Request form updated to include form must be completed annually (pg. 41).
15. Minor space, spelling, and grammar corrections throughout document.