

**WESTLAKE CITY SCHOOLS
BOARD OF EDUCATION AGENDA**

**Monday, March 31, 2008 – 5:00 p.m. – Regular Meeting
Parkside Intermediate School – Cafeteria
24525 Hilliard Blvd.**

Tentative Agenda – Items may be added or deleted prior to meeting.

Call to Order Time: _____

Roll Call:

Ms. Rocco	_____
Mr. Sullivan	_____
Mr. Marinucci	_____
Mr. Mays	_____
Ms. Winter	_____

Facility Tour of Parkside Intermediate School

Pledge of Allegiance

Acknowledgment of Visitors

Approval of Agenda

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco	_____
Mr. Sullivan	_____
Mr. Marinucci	_____
Mr. Mays	_____
Ms. Winter	_____

*Hearing of Public (15 Minutes) Agenda Items

A. Approval of Minutes

1. Work Session of February 11, 2008

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco	_____
Mr. Sullivan	_____
Mr. Marinucci	_____
Mr. Mays	_____
Ms. Winter	_____

2. Regular Meeting of February 25, 2008

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco	_____
Mr. Sullivan	_____
Mr. Marinucci	_____
Mr. Mays	_____
Ms. Winter	_____

B. Special Reports and Recognitions

1. Resolution to Recognize Lee Burneson Middle School Students for Ohio Math Exhibit B-1 League Competition

C. Superintendent's Report – Solar Cars

D. Treasurer's Report/Recommendations

1. Action Items

- | | |
|---|---------------|
| a. Resolution to Authorize Treasurer to Return Advance | Exhibit D-1-a |
| b. Resolution to Accept Funds | Exhibit D-1-b |
| c. Resolution to Establish Appropriations | Exhibit D-1-c |
| d. Resolution to Adjust FY08 Appropriations | Exhibit D-1-d |
| e. Resolution to Issue Then and Now Certificates | Exhibit D-1-e |
| f. Resolution to Authorize Treasurer to Enter into a Corporate Services Commercial Card Agreement with American Express | Exhibit D-1-f |

E. CAC Reports

F. New Business

1. Action Items

- | | |
|--|-----------------|
| a. Resolution to Accept Gifts and Contributions | Exhibit F-1-a |
| b. Resolutions to Approve Staff Recommendations | |
| 1. Resolution to Approve Resignations, Substitutes, Employment, and Parental Leave for Certified Personnel | Exhibit F-1-b-1 |
| 2. Resolution to Approve Resignations, Substitutes, Employment, FMLA and Unpaid Medical Leave for Classified Personnel | Exhibit F-1-b-2 |
| 3. Resolution to Approve Reclassification of Certified Staff Members | Exhibit F-1-b-3 |
| 4. Resolution to Approve Administrator Contracts | Exhibit F-1-b-4 |
| 5. Resolution to Approve Employment of Administrative Staff Member | Exhibit F-1-b-5 |
| 6. Resolution to Approve Employment of Project Link Personnel | Exhibit F-1-b-6 |
| 7. Resolution to Approve Home Instruction | Exhibit F-1-b-7 |
| 8. Resolution to Approve Supplemental Resignations and Contracts | Exhibit F-1-b-8 |
| c. Resolution to Approve Admission of Tuition Pupils and Service Contracts | Exhibit F-1-c |
| d. Resolution to Approve 2008 Camp Link Parent/Student Handbook | Exhibit F-1-d |
| e. Resolution to Approve 2008 Camp Link Program Sites | Exhibit F-1-e |
| f. Resolution to Approve the LEECA Service Agreement, the High Speed Access Agreement and the Progress Book Contract Amendment | Exhibit F-1-f |
| g. Resolution to Approve Director of Pupil Services Job Description | Exhibit F-1-g |
| h. Resolution to Approve Sunday Building Use | Exhibit F-1-h |
| i. Resolution to Approve 2009-2010 School Calendar | Exhibit F-1-i |
| j. Resolution to Accept Bids for and to Award Lee Burneson Middle School HAVAC Upgrades Bid | Exhibit F-1-j |

2. Discussion Items

- | | |
|--|-----------------|
| a. Second Reading of Westlake City Schools Student Activity Handbook | |
| 1. Resolution to Approve Westlake City Schools Student Activity Handbook | Exhibit F-2-a-1 |
| b. First Reading of Westlake City Schools Policy JFC-R | |

G. Director of Business Affairs Report

H. Director of Curriculum & Instruction Report

I. Board Items

*Meeting Open to Public (15 Minutes)

J. 1. Adjourn to Executive Session For Purpose of Student Discipline - Expulsion Hearing Appeal

Time _____

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

2. Adjourn Executive Session and Return to Regular Session For Purpose of Board Discussion of Expulsion Appeal

Time _____

3. Board Motion For Purpose of Expulsion Appeal Decision

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

K. Adjournment

Time _____

*The public may address the Board during the periods of the meeting designated for public participation. Each person addressing the Board shall give his/her name and address. If several people wish to speak, each person is allotted three minutes until the total time allotted is used. During that period, no person may speak twice until all who desire to speak have had the opportunity to do so. The period of public participation may be extended by a vote of the majority of the Board present and voting.

RESOLUTION TO RECOGNIZE LEE BURNESON MIDDLE SCHOOL STUDENTS
FOR THE OHIO MATH LEAGUE COMPETITION

RESOLVED THAT

the Westlake Board of Education recognizes and congratulates the following Lee Burneson Middle School students for their participation and accomplishments in the Ohio Math League Competition:

The 8th Grade Team's composite score earned them a Second Place finish in the State.

The 7th Grade Team's composite score earned them a Seventh Place finish in the State.

8th Grade Overall Individual Awards

Jennifer Chern	1 st Place, Perfect Score
Ryan Milowicki	2 nd Place
Kyle Lathem	3 rd Place
Thomas Carroll	4 th Place
Alec Cusick	4 th Place

7th Grade Overall Individual Awards

Ishaan Bakhle	5 th Place
Kevin Wang	6 th Place

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO AUTHORIZE TREASURER TO RETURN ADVANCE

RESOLVED THAT

the Westlake Board of Education authorizes the Treasurer to return the following advance:

From	To	Amount
Project Link (011-9111)	General Fund (001)	\$1,000.00

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO ACCEPT FUNDS

RESOLVED THAT

the Westlake Board of Education accepts the following funds:

Local Funds	Amount	Fund	Special Cost Center
Martha Holden Jennings Foundation-Opron FY08	\$2,994.00	007	9705

State Funds	Amount	Fund	Special Cost Center
School Net Plus Grade 8 FY08	\$27,880.00	450	9458

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO ESTABLISH APPROPRIATIONS

RESOLVED THAT

the Westlake Board of Education establishes the following appropriations:

MARTHA HOLDEN JENNINGS FOUNDATION-OPRON FY08	
Account	Amount
007-1100-500-9705	
Supplies & Materials	\$2,994.00
SCHOOL NET PLUS GRADE 8 FY08	
Account	Amount
450-1100-600-9458	
Equipment	\$27,880.00

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO ADJUST FY08 APPROPRIATIONS

RESOLVED THAT

the Westlake Board of Education adjusts the following FY08 appropriations:

GENERAL FUND			
Account	From	To	Difference
001-1100-500			
Instruction-Supplies	\$474,395.94	\$470,254.26	(\$4,141.68)
001-1100-600			
Instruction-Equipment	\$409,320.51	\$471,291.19	\$61,970.68
001-1300-400			
Vocational-Purchased Services	\$34,646.26	\$34,233.26	(\$413.00)
001-2100-400			
Support Services-Purchased Services	\$608,621.27	\$608,863.17	\$241.90
001-2100-500			
Support Services-Supplies	\$54,825.58	\$54,760.76	(\$64.82)
001-2200-400			
Support Services-Purchased Services	\$150,675.80	\$150,898.72	\$222.92
001-2200-500			
Support Services-Supplies	\$93,427.76	\$92,169.37	(\$1,258.39)
001-2200-600			
Support Services-Equipment	\$2,847.76	\$4,298.08	\$1,450.32
001-2400-200			
Admin-Benefits	\$781,262.77	\$784,307.63	\$3,044.86
001-2400-400			
Admin-Purchased Services	\$281,197.98	\$277,713.07	(\$3,484.91)

EXHIBIT D-1-d
(Continued)

001-2400-500			
Admin-Supplies	\$39,698.71	\$40,049.86	\$351.15
001-2400-600			
Admin-Equipment	\$6,943.59	\$7,813.59	\$870.00
001-2600-400			
Business-Purchased Services	\$119,187.20	\$119,346.71	\$159.51
001-2600-800			
Business-Miscellaneous	\$1,700.00	\$1,540.49	(\$159.51)
001-2700-400			
Maintenance-Purchased Services	\$1,509,450.15	\$1,511,750.15	\$2,300.00
001-2800-400			
Transportation-Purchased Services	\$258,823.56	\$258,818.02	(\$5.54)
001-2800-500			
Transportation-Supplies	\$435,119.71	\$435,125.25	\$5.54
001-5300-400			
General Architech/Engineering-Purchased Services	\$50,455.19	\$68,662.77	\$18,207.58
001-7200-900			
Transfers from General Funds	\$422,634.64	\$343,338.03	(\$79,296.61)
Total	\$5,735,234.38	\$5,735,234.38	\$0.00
PROJECT LINK			
Account	From	To	Difference
011-3200-500-9111			
Link-Supplies and Materials	\$41,680.80	\$40,680.80	(\$1,000.00)
011-7400-900-9111			
Link-Return of Advance	\$8,319.20	\$9,319.20	\$1,000.00
Total	\$50,000.00	\$50,000.00	\$0.00

EXHIBIT D-1-d
(Continued)

INSERVICE			
Account	From	To	Difference
018-4600-500-9757			
Holly Lane-Supplies	\$3,379.09	\$3,667.80	\$288.71
018-4600-500-9775			
PKIS Music Program-Supplies	\$750.00	\$236.00	(\$514.00)
018-4600-600-9775			
PKIS Music Program-Equipment	\$750.00	\$1,264.00	\$514.00
Total	\$4,879.09	\$5,167.80	\$288.71
ATHLETICS			
Account	From	To	Difference
300-4500-100-9500			
Athletics-Salaries	\$23,769.50	\$24,154.50	\$385.00
300-4500-500-9502			
Vending Machines-Supplies	\$9,293.40	\$10,899.15	\$1,605.75
300-4500-600-9502			
Vending Machines-Equipment	\$3,306.60	\$1,700.85	(\$1,605.75)
Total	\$36,369.50	\$36,754.50	\$385.00
MONTESSORI CHILDREN'S SCHOOL FY08			
Account	From	To	Difference
401-3200-400-9508			
Purchased Services	\$4,439.26	\$4,539.45	\$100.19
401-3200-500-9508			
Supplies & Materials	\$21,942.28	\$22,346.75	\$404.47
401-3200-600-9508			
Equipment	\$1,000.00	\$3,000.00	\$2,000.00
Total	\$27,381.54	\$29,886.20	\$2,504.66

EXHIBIT D-1-d
(Continued)

WESTLAKE MONTESSORI FY08			
Account	From	To	Difference
401-3200-400-9608			
Purchased Services	\$331.13	\$129.94	(\$201.19)
401-3200-500-9608			
Supplies & Materials	\$7,947.01	\$3,118.56	(\$4,828.45)
401-7500-930-9608			
Return of Funds	<u>\$0.00</u>	<u>\$890.58</u>	<u>\$890.58</u>
Total	\$8,278.14	\$4,139.08	(\$4,139.06)
ST. PAUL FY08			
Account	From	To	Difference
401-3200-400-9708			
Purchased Services	\$32,714.00	\$32,460.09	(\$253.91)
401-3200-500-9708			
Supplies & Materials	<u>\$27,844.14</u>	<u>\$22,571.08</u>	<u>(\$5,273.06)</u>
Total	\$60,558.14	\$55,031.17	(\$5,526.97)
ST. BERNADETTE FY08			
Account	From	To	Difference
401-3200-400-9808			
Purchased Services	\$119,477.64	\$118,684.93	(\$792.71)
401-3200-500-9808			
Supplies & Materials	<u>\$77,068.36</u>	<u>\$60,211.32</u>	<u>(\$16,857.04)</u>
Total	\$196,546.00	\$178,896.25	(\$17,649.75)

EXHIBIT D-1-d
(Continued)

LE CHAPERON ROUGE FY08			
Account	From	To	Difference
401-3200-400-9908			
Purchased Services	\$967.91	\$935.57	(\$32.34)
401-3200-500-9908			
Supplies & Materials	\$18,629.73	\$17,853.63	(\$776.10)
Total	\$19,597.64	\$18,789.20	(\$808.44)
TITLE I FY08			
Account	From	To	Difference
572-1100-100-9108			
Instruction - Salaries & Wages	\$61,668.98	\$43,168.28	(\$18,500.70)
572-1100-400-9108			
Instruction - Purchased Services	\$0.00	\$13,500.70	\$13,500.70
572-2200-400-9108			
Prof Dev - Purchased Services	\$14,112.00	\$15,340.00	\$1,228.00
572-2200-500-9108			
Prof Dev - Supplies & Materials	\$0.00	\$3,772.00	\$3,772.00
Total	\$75,780.98	\$75,780.98	\$0.00
TITLE V INNOVATIVE PROGRAMS FY08			
Account	From	To	Difference
573-1100-500-9208			
Instruction - Supplies & Materials	\$0.00	\$3,000.00	\$3,000.00
573-2200-400-9208			
Prof Dev - Purchased Services	\$5,434.58	\$2,434.58	(\$3,000.00)
Total	\$5,434.58	\$5,434.58	\$0.00

EXHIBIT D-1-d
(Continued)

TITLE II-A, IMPROVING TEACHER QUALITY FY08			
Account	From	To	Difference
590-2200-100-9008			
Prof Dev - Salaries & Wages	\$22,294.34	\$22,094.34	(\$200.00)
590-2200-400-9008			
Prof Dev - Purchased Services	<u>\$5,529.98</u>	<u>\$5,729.98</u>	<u>\$200.00</u>
Total	\$27,824.32	\$27,824.32	\$0.00

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO ISSUE THEN AND NOW CERTIFICATES

RESOLVED THAT

the Westlake Board of Education authorizes Then and Now Certificates for the following purchase orders:

PO No.	Vendor	Description	Amount
12945	PSI	Psychologist	\$32,856.00
12946	PSI	Nurse	\$23,248.80
12949	PSI	Intervention Specialist	\$3,696.00
12950	PSI	Speech Pathologist	\$3,220.00
12964	PSI	Speech Pathologist	\$3,703.00
12965	PSI	Intervention Specialist	\$4,312.00
12966	PSI	Intervention Specialist	\$23,716.00
12979	PSI	Speech Pathologist	\$15,778.00
13112	PSI	Nurse's Aide	\$7,668.00
69829	ESC	Excess Cost Tuition	\$7,832.00
69830	ESC	Excess Cost Tuition	\$7,832.00
69831	ESC	Excess Cost Tuition	\$7,832.00
69833	ESC	Excess Cost Tuition	\$4,422.00
69834	ESC	Excess Cost Tuition	\$4,422.00
69835	ESC	Excess Cost Tuition	\$4,422.00
69836	ESC	Excess Cost Tuition	\$4,422.00
69837	ESC	Excess Cost Tuition	\$5,200.00
69838	CCCHR	Excess Cost Tuition	\$21,276.00
69840	Mary O'Doherty	PT Services	\$10,000.00
69842	PSI	Contracted WM Patrick Day Aide	\$5,000.00
69843	PSI	Contracted WHS Aide Assistant	\$5,000.00
70602	Nova SE University	Autism Consultant Contract	\$18,750.00
70697	ESC	Excess Cost Tuition	\$3,612.00
70698	ESC	Excess Cost Tuition	\$4,984.00
70703	ESC	Excess Cost Tuition	\$5,200.00

EXHIBIT D-1-e
(Continued)

PO No.	Vendor	Description	Amount
70705	Mary O'Doherty	PT Services	\$7,830.00
70706	PSI	Contracted WM Patrick Day Aide	\$3,255.00
70707	PSI	Contracted WHS Aide Assistant	\$3,255.00
70788	ESC	Excess Cost Tuition	\$7,476.00
70789	ESC	Excess Cost Tuition	\$7,476.00
70790	ESC	Excess Cost Tuition	\$4,221.00
70791	ESC	Excess Cost Tuition	\$4,221.00
70792	ESC	Excess Cost Tuition	\$4,221.00
70793	ESC	Excess Cost Tuition	\$4,221.00
70794	ESC	Excess Cost Tuition	\$5,200.00
70796	Mary O'Doherty	PT Services	\$11,484.00
70797	PSI	Contracted WM Patrick Day Aide	\$4,991.00
70797	PSI	Contracted WM Patrick Day Aide	\$4,991.00
70798	PSI	Contracted WHS Aide Assistant	\$4,991.00
71227	Mary O'Doherty	PT Services	\$10,500.00
71228	PSI	Contracted WM Patrick Day Aide	\$4,340.00
71229	PSI	Contracted WHS Aide Assistant	\$4,340.00

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO AUTHORIZE THE TREASURER TO ENTER
INTO A CORPORATE SERVICES COMMERCIAL CARD ACCOUNT AGREEMENT
WITH AMERICAN EXPRESS

RESOLVED THAT

the Westlake Board of Education authorizes the Treasurer to enter into a corporate services commercial card account agreement with American Express.

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO ACCEPT GIFTS AND CONTRIBUTIONS
(ORC 3313.36)

RESOLVED THAT

the Westlake Board of Education accepts with gratitude the following donations and in so doing hereby acknowledges the positive and supportive activities of those listed:

AmTrust Bank Ms. Laurie LeMay, Sales Manager 30210 Detroit Road Westlake, OH 44145	Donated \$2,000.00 to Westlake City School District to help purchase a plasma or LCD screen to serve as a message board/computer connection in the High School cafeteria.
Energizer Battery Company Mr. Jimmy Lee 25225 Detroit Road Westlake, OH 44145	Donated \$295.00 in AA, AAA, C, D and 9V batteries to WHBS-TV at Westlake High School to power all wireless microphones, headsets and flashlights in WHBS-TV.
Jenkins Funeral Chapel, Inc. Mr. Keith Jenkins 2914 Dover Center Road Westlake, OH 44145	Donated \$500.00 to WHBS-TV at Westlake High School to award scholarships to our WHBS-TV graduating seniors.
Keith and Mary Beth Jenkins 2896 Dover Center Road Westlake, OH 44145	Donated \$1,000.00 to WHBS-TV at Westlake High School to award scholarships to our WHBS-TV graduating seniors.
Joseph and Margaret Robison 26358 Primrose Lane Westlake, OH 44145	Donated \$200.00 to the Early Childhood Program at Hilliard Elementary School to purchase toys, books, materials and equipment for the Preschool Program.
Randy and Patty Stineman 1982 Reeds Court Trail Westlake, OH 44145	Donated \$300.00 to WHBS-TV at Westlake High School to help purchase a new editing mixer for our Panasonic system.
Westlake Kiwanis Club Mr. Ray Budoi, Treasurer 23247 Maybelle Drive Westlake, OH 44145	Donated \$500.00 to WHBS-TV at Westlake High School to purchase new Sony digital broadcast tapes for Studio A.
Westlake Town Criers Thomas Hirz, Treasurer P.O. Box 45224 Westlake, OH 44145	Donated \$150.00 to the Boys Basketball program at Westlake High School to cover the cost of awards for the Freshmen Boys Basketball Invitational.

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO APPROVE RESIGNATIONS, SUBSTITUTES,
EMPLOYMENT AND PARENTAL LEAVE FOR CERTIFIED STAFF MEMBERS

RESOLVED THAT

the Westlake Board of Education approves resignations, substitutes, employment, and parental leave for certified staff members as follows:

Resignation

Kelly Kamm Holly Lane Teacher Effective: 04/05/08
Eric Richardson WHS Choral Teacher Effective: 07/01/08

Substitute Resignation

William Montgomery

Substitutes

Robert Baird Jennifer Lukco Philip Scott

Employment

Jannell Sargent Holly Lane Long-Term Sub. Effective: 03/31/08 Daily Rate

Parental Leave

Jody Guzman 03/28/08-06/06/08

Motion by: _____
Seconded by: _____
Roll Call Vote:
Ms. Rocco _____
Mr. Sullivan _____
Mr. Marinucci _____
Mr. Mays _____
Ms. Winter _____

**RESOLUTION TO APPROVE RESIGNATIONS, SUBSTITUTES, EMPLOYMENT, FMLA
AND UNPAID MEDICAL LEAVE FOR CLASSIFIED STAFF MEMBERS**

RESOLVED THAT

the Westlake Board of Education approves resignations, substitutes, employment, FMLA and unpaid medical leave for classified staff members as follows:

Substitute Resignation

Michael Bernoski Cleaner

Resignation for Purpose of Retirement

Maureen Hagerty Receptionist Effective: 06/01/08

Classified Substitutes

Julia Marquard	Spec. Ed. Assistant	Dorothy Cantrall	Spec. Ed. Assistant
Maureen Tabor	Spec. Ed. Assistant	Judith Duffy	Cleaner
Jason Buhrman	Volunteer Coach	Hanora Kadek	Kitchen Helper
Douglas Martin	Volunteer Coach	Diane Linstead	Spec. Ed. Assistant

Employment

Maureen Droba	Parkside Student Attendant	Effective: 02/29/08	Step 0, 22 Hrs/Week
Doug Kuns	Hilliard Student Attendant	Effective: 03/06/08	Step 0, 6.5 Hrs/Day, 4 Days/Week
Gail Heiman	LBMS Cleaner	Effective: 03/24/08	Step 2, 8 Hrs/Day, 10 Mos/Yr
John Pappas	WHS Cleaner, 1 st Shift	Effective: 04/01/08	Step 0, 8 Hrs/Day, 12 Mos/Yr
David Berkheimer	WHS Cleaner, 2 nd Shift	Effective: 04/01/08	Step 0, 8 Hrs/Day, 12 Mos/Yr

FMLA

Judith Croyle	09/17/07-03/06/08	Cynthia Manning	03/13/08-03/30/08
---------------	-------------------	-----------------	-------------------

Unpaid Medical Leave

Susan Ricci	11/26/07-08/25/08	Judith Croyle	03/07/08-08/26/08
Vanessa Lem	03/01/08-05/14/08		

Motion by: _____

Seconded by: _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO APPROVE RECLASSIFICATION
OF CERTIFIED STAFF MEMBERS

RESOLVED THAT

the Westlake Board of Education approves the reclassification of certified staff members as follows:

<u>Effective</u>	<u>Name</u>	<u>From</u>	<u>To</u>	<u>Step</u>
03/01/08	Todd Eichenauer	MA	MA+10	9
03/01/08	Todd Milkie	MA	MA+10	16
01/01/08	Hun Piazza	BA+10	BA+20	5

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO APPROVE ADMINISTRATOR CONTRACTS

RESOLVED THAT

the Westlake Board of Education approves the renewal of the following administrator contracts as specified in their Administrative Contracts:

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Through</u>
Renee Bailey	Technology Coordinator	August 1, 2008	July 31, 2011
Kim Bonvissuto	Communications Coordinator	August 1, 2008	July 31, 2011
Raymond Conti	Director of Curriculum & Instruction	August 1, 2008	July 31, 2009
Pamela Griebel	Director of Academic Services	August 1, 2008	July 31, 2011
G. David Newman	Middle School Principal	August 1, 2008	July 31, 2011
James Sanfilippo	Middle School Assistant Principal	August 1, 2008	July 31, 2011

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO APPROVE EMPLOYMENT
OF ADMINISTRATIVE STAFF MEMBER

RESOLVED THAT

the Westlake Board of Education accepts and approves the employment of the following
administrative staff member:

Stephanie Morgan
Director of Pupil Services

Effective: Two-Year Contract, 08/01/08 – 07/31/10
Rate: Step 0, 231 Days
Administrative Salary Schedule

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO APPROVE THE EMPLOYMENT OF PROJECT LINK PERSONNEL

Resolved That

The Westlake Board of Education approves the employment of the following Project Link personnel:

Christi-Ann McCulloch
Project Link Leader

Step: 3
Effective: 03/06/08

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO APPROVE CERTIFIED HOME INSTRUCTION

RESOLVED THAT

the Westlake Board of Education approves home instruction as follows, at the negotiated rate of pay:

Laura Winchester to provide home instruction to students on an as-needed basis for the 2007-2008 school year.

Jody Haserodt to provide home instruction to students on an as-needed basis for the 2007-2008 school year.

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO APPROVE SUPPLEMENTAL RESIGNATIONS AND CONTRACTS
(In-District and Out-of-District)

RESOLVED THAT

the Westlake Board of Education approves the following supplemental resignations and contracts for the 2007-2008 school year (in-district and out-of-district):

Resignation

Employment

<u>Name</u>	<u>Position</u>	<u>In District</u>	<u>Step</u>
William Bowles	LBMS Girls' Track Asst. Coach	Y	15
Laurie Bowles	LBMS Girls' Track Asst. Coach	Y	0
Amy Schillinger	WHS Vocal Director for Spring Musical	Y	0

NOTE: Supplemental contract positions are advertised as required by State Standard OAC-3301-27-01 et. seq. The individuals recommended above were determined to be the most qualified applicants.

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO APPROVE AGREEMENTS FOR
ADMISSION OF TUITION PUPILS AND SERVICE CONTRACTS

RESOLVED THAT
the Westlake Board of Education approves the following Agreements for Admission of Tuition
Pupils and Contracts:

Admission of Tuition Pupil Contract

Cuyahoga County ESC – Rose-Mary Center School 2007-2008

Rose-Mary Center OT/PT/Speech Services 2007-2008

Service Contract

Cuyahoga County ESC – City/County Service Agreement 2008-2009

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO APPROVE 2008 CAMP LINK PARENT STUDENT HANDBOOK

RESOLVED THAT

the Westlake Board of Education approves the 2008 Camp Link Parent/Student Handbook.

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO APPROVE 2008 CAMP LINK PROGRAM SITES

RESOLVED THAT

the Westlake Board of Education approves the following 2008 Camp Link rates, hours of operation, locations and dates.

Elementary Camp Link

Bassett Elementary School	June 9, 2008 – August 15, 2008
	7:00 a.m. – 6:00 p.m.
	Registration Fee - \$30.00/student
	Rate - \$3.75/hour

Intermediate Camp Link

Lee Burneson Middle School	June 9, 2008 – August 15, 2008
	7:00 a.m. – 6:00 p.m.
	Registration Fee - \$30.00/student
	Rate - \$3.75/hour

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO APPROVE LAKE ERIE EDUCATIONAL COMPUTER ASSOCIATION
SERVICE AGREEMENT, HIGH-SPEED ACCESS AGREEMENT, AND
PROGRESS BOOK CONTRACT AMENDMENT

RESOLVED THAT

the Westlake Board of Education approves the LEECA Service Agreement, the High Speed Access Agreement, and the Progress Book Contract Amendment (Progress Book for Westlake High School, Lee Burneson Middle School, and Parkside Intermediate School) for the 2008-2009 school year.

Motion by_____

Seconded by_____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO APPROVE JOB DESCRIPTION OF
WESTLAKE CITY SCHOOLS DIRECTOR OF PUPIL SERVICES

RESOLVED THAT

the Westlake Board of Education approves the job description of Westlake City Schools District
Director of Pupil Services.

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

Job Description
DIRECTOR OF PUPIL SERVICES

RESPONSIBLE TO:

Superintendent

QUALIFICATIONS:

- Master's Degree in Education
- Possess a Valid License in Pupil Personnel
- Three (3) or more years experience as a public school administrator preferred
- Advanced education in Special Education preferred
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

DESCRIPTION OF ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The essential responsibilities of the Director of Pupil Services are as follows:

A. Communication

Using written and oral communication skills, the Director of Pupil Services shall:

1. Articulate district beliefs persuasively, effectively explain decisions and innovations, and behave in ways that are congruent with those beliefs and decisions.
2. Communicate effectively with the various stakeholders within the school community.
3. Apply principles of group dynamics, facilitation skills and consensus-building, both as a leader and as a member of a group.
4. Use effective conflict resolution skills.
5. Effectively lead and collaborate with supervisors, building-level and district-level administrators.
6. Utilize effective communication to foster an understanding with all stakeholders that the district mission, vision, and beliefs represent the entire Westlake City Schools Community and are in place to best serve our students.

B. Program Services

In order to meet individual student needs, the Director of Pupil Services shall:

1. Be responsible for supervising the district special education, gifted education, English Language Learners, and other specialized populations assigned to assure academic progress and achievement.
2. Encourage teacher, student, parent/guardian and community input and involvement in the continual review and monitoring of student services to ensure that student and district needs are addressed.

3. Demonstrate knowledge of service delivery techniques and their relationship to the goals and objectives of the curriculum and instructional program, and lead others to incorporate those techniques effectively.
4. Seek appropriate resources of time, money, personnel and materials to support the identified services.
5. Assure that a developmentally appropriate program is provided for each child.
6. Apply the principles of child growth and development, particularly as they relate to the children's individual linguistic, physical, social, emotional and cognitive needs.
7. Regularly assess the methods and strategies being used by the faculty and ensure that they are appropriate, varied and effective.
8. Direct the individualized education program (IEP) team evaluation process in a manner consistent with state and federal requirements.
9. Work with parents/guardians, teachers and other administrators to coordinate the IEP for each special education student to meet their unique needs.
10. Evaluate the effectiveness of services using a variety of techniques and strategies, including evaluation of student performance, individual staff, and personal performance, and progress toward achievement of department and district goals.
11. Work cooperatively with the partner agencies (West Shore Career Center, Cuyahoga County ESC, and others contracted to provide services) to assure that the needs of students with disabilities are being met.
12. Use a variety of techniques and strategies to assess effectiveness and student performance, and serve as a leader for continued improvement.
13. Be responsible for testing matters involving student populations served under this department.

C. Staff

In improving the performance of all staff within the school, the Director of Pupil Services shall:

1. Work to develop a clear understanding of and instill a sense of ownership for the district mission and vision in all staff.
2. Plan and organize in-depth staff development and training.
3. Focus staff development on student learning that is consistent with the district and school's mission, goals and objectives.
4. Use a variety of techniques and strategies to assess individual staff and personal performance.
5. Inspire administrators, teachers and assistants at all levels of skill and experience to acquire new competencies and experiences.
6. Utilize both formative and summative evaluation procedures through a variety of supervisory models, in conjunction with district and building administration.
7. Recognize and celebrate staff accomplishments.
8. Protect staff from unreasonable demands from parents/guardians and/or community members through education and finding solutions for students' achievement.

9. Assure staff utilizes data effectively to guide instruction for improved student achievement.

D. Organization Management

In organizing day-to-day functions, the Director of Pupil Services shall:

1. Provide a safe, inviting and caring climate for learning.
2. Use collaborative strategic planning to help identify and accomplish the schools' mission, goals and objectives.
3. Develop flexible organizational structures with regard to grouping, scheduling and staffing to provide the greatest potential for the accomplishment of the district's and schools' mission, goals and objectives.
4. Monitor and modify organizational structures as needed.
5. Confront problems and resolve them in a timely manner.
6. Develop and implement administrative procedures consistent with district policies, state and federal rules and regulations and contractual agreements.
7. Recruit, select, assign and organize staff in such a way as to assure the greatest potential for the accomplishment of the district's and schools' mission, goals and objectives.
8. Develop policies and practices that assure appropriate and confidential collection and use of school and student data.

E. Fiscal Management

In fiscal management, the Director of Pupil Services shall:

1. Prepare federal, state and local budgets and reports.
2. Manage fiscal resources of the school responsibly, efficiently and effectively.
3. Align school missions, goals and objectives with financial, human and material resources.
4. Apply understanding of the school district budget and its specific implications for the district.
5. Plan, prepare, justify and manage the district budget in accordance with district budgeting procedures.
6. Be responsible for coordinating the submission of applications for grants and other available funding opportunities, particularly those portions of the CCIP directly relating to Pupil Services.

F. Home/School/Community Relations

In home/school/community relations, the Director of Pupil Services shall:

1. Serve as the liaison between school and community. Interpret policies and activities so as to encourage community participation in school activities and programs.
2. Explain and interpret the instructional programs to students, teachers, parents/guardians, Board Members and community.
3. Develop, coordinate and implement a communication program for Pupil Services so as to keep all stakeholders (students, administrators and other staff, Superintendent, Board Members, parents/guardians and community) fully informed.

4. Facilitate the development of appropriate partnerships with businesses, social service agencies and other organizations whose purposes are consistent with the schools' mission, and participate in related activities when appropriate.
5. Address the needs and concerns of parents/guardians, students and school personnel in an expeditious manner.
6. Oversee district enrollment practice so families are invited and informed, and proper safeguards are in places to assure effective enrollment practices are implemented.

G. Supervision

1. Supervises guidance counselors; social workers; school psychologists; special education teachers; school nurses; alcohol/drug coordinator; educational aides; preschool program supervisors, teachers, and assistants; coordinator/counselors; pupil service clerks; and others as assigned by the Superintendent.

H. Other

The Director of Pupil Services shall:

1. Perform other related duties as directed by the Superintendent.

RESOLUTION TO APPROVE SUNDAY BUILDING USE

RESOLVED THAT

the Westlake Board of Education approves Sunday building use as follows:

Westlake Kiwanis Club

Westlake High School

Sunday, April 6, 2008 & Sunday, October 26, 2008

6:00 AM – 2:00 PM

Cafeteria & Kitchen

Motion by_____

Seconded by_____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO APPROVE 2009-2010 SCHOOL CALENDAR

RESOLVED THAT

the Westlake Board of Education approves the Westlake City School District School Calendar for 2009-2010 school year (attached).

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

WESTLAKE CITY SCHOOL DISTRICT

2009-2010 SCHOOL CALENDAR

AUG '09 4 days				
M	T	W	Th	F
24	(25)	26	27	28
31				

SEPT '09 21 days				
M	T	W	Th	F
	1	2	3	4
(X)	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

OCT '09 21 days				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	(16)
19	20	21	22	23
26	27	28	29	30

NOV '09 18 days				
M	T	W	Th	F
2	(3)	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	(25)	(26)	(27)
30				

DEC '09 14 days				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
(21)	(22)	(23)	(24)	(25)
(28)	(29)	(30)	(31)	

JAN '10 18 days				
M	T	W	Th	F
				(X)
4	5	6	7	8
11	12	13	14	15
(18)	(19)	20	21	22
25	26	27	28	29

FEB '10 19 days				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
(15)	16	17	18	19
22	23	24	25	26

MAR '10 23 days				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

APR '10 16 days				
M	T	W	Th	F
			1	(2)
(5)	(6)	(7)	(8)	(9)
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MAY '10 20 days				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
(31)				

JUNE '10 6 days				
M	T	W	Th	F
	1	2	3	4
7	8	(9)	10	11
14	15	16	17	18

Opening Staff Meeting	Tues	08/25
All Students Start	Wed	08/26
Kindergarten Starts	Thurs	08/27
Labor Day	Mon	09/07
NEOE Day	Fri	10/16
End of 1st Grading Period	Fri	10/30
Staff Inservice Day	Tues	11/03
Compensatory Day	Wed	11/25
Thanksgiving Vacation	Thurs-Fri	11/26-11/27
Winter Vacation	Mon-Sun	12/21-01/03
End of 2nd Grading Period	Fri	01/15
Martin Luther King Day	Mon	01/18
Teacher Records Day	Tues	01/19
Presidents' Day	Mon	02/15
End of 3rd Grading Period	Fri	03/26
Spring Break	Fri-Sun	04/02-04/11
Memorial Day	Mon	05/31
Last Student Day	Tues	06/08
Teacher Records Day	Wed	06/09

- = Teacher Work Day (No Students)
- = Compensatory Day (No School)
- ⊗ = No School
- # = End of Grading Period

Qtr 1:	08/26 - 10/30/09	46
Qtr 2:	11/02 - 01/15/10	42
Qtr 3:	01/20 - 03/26/10	47
Qtr 4:	03/29 - 06/08/10	45

TOTAL DAYS: 180

First Semester - August 26, 2009 through January 15, 2010 = 88 days
 Second Semester - January 20, 2010 through June 8, 2010 = 92 days

**RESOLUTION TO ACCEPT BIDS FOR AND TO AWARD
LEE BURNESON MIDDLE SCHOOL HVAC UPGRADES BID**

WHEREAS, bids were solicited by advertisement by the Westlake City School District for the upgrade of the HVAC system at Lee Burneson Middle School as required by law, received, and publicly opened March 14, 2008, and

WHEREAS, the following base bids were received and selected:

CONTRACTOR NAME	BASE BID	ALTERNATE BID No. 1	ALTERNATE BID No. 2
Northbay Construction	\$358,500	\$3,100	\$63,850
Miles Mechanical	\$388,000	\$2,000	\$72,000
Marlin Mechanical	\$420,621	\$12,000	\$77,800
Envirocon	\$439,000	\$1,700	\$52,800
Northeaster Refrigeration	\$439,000	\$3,900	\$63,700

WHEREAS, reference checks and a review of submitted bid documents demonstrate that Northbay Construction is the lowest, responsive and responsible bidder for the Base Bid,

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Westlake City School District awards the Lee Burneson Middle School HVAC upgrades project bid to Northbay Construction of 25800 1st Street - Westlake, Ohio for \$358,500, and that the Board President and Treasurer are authorized to sign the contract.

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO APPROVE THE WESTLAKE CITY SCHOOLS
STUDENT ACTIVITY HANDBOOK

RESOLVED THAT
the Westlake Board of Education approves the Westlake City Schools Student Activity
Handbook.

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

File: JFC-R
STUDENT CONDUCT (Zero Tolerance)

SECTION 1

These examples of misconduct will generally result in the following penalties that are cumulative for any offense in this section. The principal may modify this sequence based on circumstances.

<u>OFFENSE</u>	<u>CONSEQUENCE</u>
1 st	Up to 3-day Suspension and/or Saturday Alternative School or Extended school day
2 nd	5-day suspension
3 rd	10-day suspension and recommendation for expulsion
4 th	10-day suspension and recommendation for expulsion

Rule 1 - ~~Disruption of School~~/Misconduct

A student shall not, by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance or any other conduct, cause, attempt, or threaten to cause the disruption or obstruction of any lawful mission process, activity, or function of the school including all curricular and extracurricular activities. Neither shall any student urge other students to engage in such conduct for the purpose of causing, attempting, or threatening to cause the disruption or obstruction of any lawful mission, process, activity, or function of the school including all curricular and extracurricular activities.

Misconduct prohibited by this rule includes, but is not limited to **the above listed examples**.

- ~~A. setting fire, or attempting to set fire to, damaging or attempting to damage any school building or property;~~
- ~~B. continuously and intentionally making noise or acting in a manner which attempts to or does interfere with a teacher's ability to conduct a class or extracurricular activity;~~
- ~~C. making, by telephone, letter or other means a threat to damage or destroy any school property or to disrupt any school sponsored or related activity, function or event on or off school grounds; or,~~
- ~~D. engaging in any activity or conduct that endangers students, employees or guests at the school.~~

Rule 2 - Inappropriate Language

No student shall use profane, vulgar, racially or religiously derogatory, abusive, or otherwise disrespectful language in any school building areas during school hours or at any school-sponsored or related activities or events. Neither shall any students use profane, vulgar, or other improper gestures, publications, pictures or signs, nor engage in any socially or sexually improper behavior.

Rule 3 - Truancy and Tardiness

Students are required by law to regularly attend school. A student shall not be absent from an assigned location for all or part of any school day without school authorization and parental consent, and shall be considered truant when he/she is absent from school for any portion of the school day. Excessive tardies shall be considered truancy. Leaving the school building and/or grounds without permission is truancy.

When the building principal advises the superintendent that a student of compulsory school age has been absent without legitimate excuse for more than 10 consecutive days, or a total of at least 15 days in any term or semester, the following procedure will apply:

- A. The superintendent will notify, in writing, the student and his/her parent, guardian or custodian that information regarding the student's absences has been provided to the superintendent, and that, as a result the student's driving privileges will be denied. This notification will also state that the student and his/her parent, guardian or custodian may appear before the superintendent or designee to challenge the information provided to the superintendent.
- B. The notice from the superintendent to the student must set forth the information received and must include the date, time and place of the hearing. The hearing must be scheduled between three and five days after the notification is given unless an extension is requested by the student, parent, guardian or custodian and is granted by the superintendent. If granted, the superintendent must notify the student, and the parent, guardian or custodian of the date, time and place of the new hearing.
- C. At the hearing before the superintendent or designee, the student will have an opportunity to present evidence that he/she has not been habitually absent without legitimate excuse. Under Ohio law, "legitimate excuse" includes, but is not limited to:
 - 1. enrollment in another school or school district in Ohio or another state;
 - 2. possession of an age and schooling certificate;
 - 3. a bodily or mental condition that prohibits attendance under ORC 3321.04 or
 - 4. participation in a home instruction program in accordance with ORC 3321.04.
- D. If a habitually absent student does not appear at a hearing before the superintendent or designee, or if the student does not convince the superintendent or designee that the absences are legitimate, the superintendent must notify the registrar of the Bureau of Motor Vehicles (BMV) and the County Juvenile Judge. Such notification must be given to the registrar of the BMV and the Juvenile Judge within two weeks of the receipt of the information regarding habitual absences, or if a hearing for the student is held, within two weeks after the hearing.

Notification to the registrar of the BMV and the Juvenile Judge must comply with ORC 3319.321 and the Family Educational Rights and Privacy Act of 1974 (FERPA) and accompanying regulations.

The registrar of the BMV is required to suspend the temporary instruction permit or driver's license of any student who is the subject of such a notice. If a temporary permit or license has not yet been issued for that student, the registrar is prohibited from issuing a temporary permit or a license.

The denial of a student's driving privileges will remain in effect until the student reaches age 18 or until the denial is permitted for another reason allowed by Ohio law. In accordance with Ohio law, a student whose driving privileges have been denied can file a petition with the juvenile court in the jurisdiction where he/she resides.

Rule 4 - Unauthorized Sale or Distribution

Distribution or selling unauthorized materials on school property, or attempting to distribute or sell such items, is not permitted.

Rule 5 - Forgery/False Reports

No student shall cheat, lie, prefabricate, deceive, use crib notes, receive or disseminate answers to a test, or falsify records. Neither shall any student forge, falsify, distort or misrepresent (in verbal or written form) dates, times, addresses, grades, signatures or other data contained in any communication to or from the school. Any student who assists or participates in any of the above actions on a secondary basis shall also be subject to discipline.

Rule 6 - Academic Dishonesty

No student shall fraudulently, dishonestly or deceptively obtain and use the work of another, or otherwise violate a teacher's reasonable requirements with respect to proper test taking or the completion of work assignments. Neither shall any student assist another student in the pursuit of academic dishonesty by providing information or by any other means. For purposes of this Policy, work is broadly construed and includes without limitation, ideas, writings, works in progress, completed work product, examination questions and examination answers. Any student who misappropriates or plagiarizes someone's work, assists another in such misappropriation or otherwise engages in academic dishonesty shall not obtain credit for the work in question and shall be subject to other disciplinary action.

Rule 7 - Trespass/Loitering

- A. No student shall enter upon school grounds or enter any school building to which the student is not assigned, either during or after school hours, except with express permission of the building principal or for purposes of attending or participating in a school-sponsored event in which his/her regularly assigned school is involved or where students from his/her regularly assigned school have been invited to attend or participate.
- B. A student who is already the subject of an emergency removal, a suspension or an expulsion shall not enter upon any District property without the express permission of the principal.
- C. Loitering is defined as a student's presence in a restricted area at an authorized time. This includes the student parking lot; no student is to be in the parking lot during school without an administrator's permission.

Rule 8 - Repeated Violations of School Rules

No student shall repeatedly fail to comply with school rules and regulations or with directions of teachers, student teachers, teacher aides, principals or other authorized school personnel.

Rule 9 - Failure to Comply with Directives/Insubordination: Violation of Rules

- A. Students shall comply with the directives and orders of teachers, student teachers, educational aides, substitute teachers, principals or other authorized school personnel during any period of time when they are properly subject to the authority of the school. Verbal and written abuse, including insults and intimidation, will not be tolerated. It shall be considered "insubordination" for anyone to disobey or fail to comply with directives relating to this code by authorized school personnel.
- B. Students shall comply with all school rules and regulations which are a part of this Code and which shall be posted on school bulletin boards. It is the responsibility of each student to familiarize himself/herself with all school rules and regulations.

Rule 10 - Use of Flame Producing Devices

The unauthorized use or possession of matches, lighters or other flame producing devices on school property is not permitted.

Rule 11 – Hazing/Bullying

No student shall harass, persecute or participate in any act(s) or attempt to threaten, act or participate in any act(s) that injures, degrades, disgraces or tends to injure, degrade or disgrace any student. Hazing and/or bullying are banned in any form.

Hazing is defined as acting or coercing another, including the victim, to participate in any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Bullying is defined as a form of habitual aggressive behavior that is hurtful or deliberate. Permission, consent or assumption of risk by any individual subjected to hazing and/ or bullying will not lessen the prohibition contained in this Policy, and will not exempt any student from discipline under this Policy.

Rule 12 - Harassment and Sexual Harassment

No student shall harass any other student, school employee, community member or school visitor on the basis of color, race, national origin, religion, age, disability, status as Vietnam-era veteran or special disabled veteran. For the purpose of this Code of Conduct, the term “harass” includes, but is not limited to, conduct which intimidates, insults, persistently annoys or otherwise physically or verbally (orally or in writing) abuses another. No student shall retaliate against any other student, school employee, community member or school visitor for assisting with the investigation of a complaint of harassment.

Students are specifically prohibited from sexually harassing any other student, school employee, community member or school visitor. Sexual harassment is any activity of a sexual nature which is unwanted or unwelcome, including but not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions and unwanted body contact.

Any student who believes that he/she has experienced any form of harassment including sexual harassment should report this conduct immediately to his/her building principal, guidance counselor or a teacher.

A member of the administration will meet with the student to discuss the complaint and to develop a clear understanding of the student’s statement of facts. An administrator will then attempt to meet with the charged party to obtain his/her response to the complaint. The administrator also will attempt to meet with individuals identified by the charging party or the charged party to substantiate the position of the charged party or charging party. Based on this evidence, the administrator will make a decision regarding the need for discipline.

All complaints of harassment will be treated as “confidential” and information will only be released on a “need to know” basis.

No student shall be retaliated against for reporting harassment or assisting in the investigation of a harassment claim. Students should report charges of retaliation to the administrator investigating the complaint.

Rule 13 - Gambling

No student shall engage in or promote games of chance, place a bet or risk anything of value on school grounds, at school-sponsored or related school functions off school grounds, or any other time the student is subject to school authority.

Rule 14 - Transportation

No student while under the authority of a school bus driver may interfere with the safe operation of the bus through destructive actions or words either to other students, the bus driver or passing motorists.

Rule 15 - Driving/Parking

Any student driving to school must keep his/her vehicle under control at all times, follow established safety procedures, and comply with school parking regulations. Failure to follow these guidelines may result in the student's driving privileges being withdrawn. While parked on school property, student vehicles are subject to routine patrols and exterior inspections that may be conducted without the student's consent, and without a search warrant. The inside of student vehicles may also be searched when school officials have reasonable suspicion to believe that illegal or unauthorized materials are contained therein.

Rule 16 - Accomplice

No student shall place himself/herself in a position to aid, abet, facilitate, encourage, allow or in any manner to actively or passively assist another student to violate any school rule. The prohibition of this section includes but is not limited to serving as a "look out" for a student engaged in misconduct. In addition to the foregoing, students shall also have an affirmative duty to report another student who a student knows has violated, is violating, or is planning to violate a school rule involving any dangerous weapon (as defined in Board Policy) or any illegal, prescription or counterfeit drug. In administering discipline under this Section, school officials and administrators shall have discretion to consider the circumstances and nature of the offense, including any mitigating circumstances.

Rule 17 - Electronic Devices

No student shall use radios, televisions, cellular phones, devices that can produce a photographic image, I-pods, pagers, laser pointers or any other electronic equipment on school grounds during school hours that interfere with the educational program or the operation of the school. Because of their potential disruptive and distracting nature to the operation of the school, electronic devices as specified above may not be carried with students during the school day and must remain in the student's locker or checked with the office. Electronic devices used or carried in violation of this rule may be confiscated and returned only when their appropriate use is assured.

Rule 18 - Failure to Accept Discipline or Punishment

No student shall refuse to accept discipline or punishment from teachers, school officials, teacher aides or other authorized school personnel, nor shall any student violate the conditions of student suspension as specified in the student suspension notice to parents.

Rule 19 - Misconduct During Extracurricular Activities

A student who has been accepted or qualified to participate in a school-sponsored or related extracurricular activity shall not behave in any manner which, in the sole discretion of school authorities, disrupts or tends to interfere with the conduct of that activity and shall not violate the rules, regulations or policies which govern participation in an extracurricular activity which rules, regulations or policies are provided to participants and made part of this code. Students attending any school-sponsored or related activity shall not behave in any manner that, in the sole discretion of school authorities, disrupts or tends to interfere with the conduct of that activity.

Rule 20 - Extortion

No student shall use an expressed or implied threat, violence, harassment, coercion or intimidation to obtain money or anything of value from another on school grounds, at school-sponsored or related school functions, off school grounds or any other time the student is subject to school authority.

Rule 21 - Gang Activity

Subject to any applicable legal and constitutional limitations, no student's dress, apparel, activities, acts of behavior or manner of grooming will be condoned if they:

- A. cause school officials to have reasonable suspicion that such behavior, apparel, activity, acts or other attributes are gang-related and would disrupt or interfere with the school environment or activity and/or educational objectives;
- B. present a physical safety hazard to the student in question, other students, staff members or other employees;
- C. create an atmosphere in which a student's, staff member's or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence; or
- D. imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem whether on school or personal property or on one's person.

Rule 22 - Any Other Conduct Which Disrupts or Interferes with the Educational Process

Students may be disciplined for any other misconduct that, although not detailed herein, is determined by school authorities to disrupt or to interfere with the educational process.

SECTION II

These examples of misconduct that are cumulative will generally result in up to a 10-day suspension along with a possible recommendation for expulsion and/or police and court referral due to the more serious nature of these offenses.

Rule 23 - Damage, Destruction, or Theft of School or Private Property, Vandalism

A student shall not cause or attempt to cause damage to school property or to personal property of students, teachers, school personnel or other persons. Neither shall a student steal or attempt to steal property of students, teachers, school personnel or other persons or participate or attempt to participate in the unauthorized removal of property either on school grounds or during a school-sponsored or related activity, function or event off the school grounds. The prohibition of this Section includes, but is not limited to, intentional damage or destruction of computer hard drives or materials stored on a hard drive or, any form of computer piracy, any improper usage of the Internet or other on-line agencies.

Pursuant to ORC 3109.99 and ORC 3109.091, a student and/or their parent or legal guardian shall be held financially accountable to the Westlake City Schools for any damage, destruction or theft caused by their child.

OFFENSE

CONSEQUENCE

- | | |
|-----------------|--|
| 1 st | Up to a 10-Day Suspension and/or Court Referral with Possible Recommendation for Expulsion |
| 2 nd | 10-Day Suspension and Recommendation for Expulsion |

Rule 24 - Weapons, Dangerous Instruments, Fireworks and Explosives

No student shall use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument while on school grounds, at school-sponsored or related activities, functions or events off school grounds, on school-owned, operated or leased vehicles, or at any other time that the student is subject to the authority of the school. Weapons and dangerous instruments include any object that is used or may be used to inflict physical harm or property damage. (Note: Bringing firearms to school shall result in a one-year expulsion from school, see Board Policy JGE. Bringing a knife onto school property may also result in a one-year expulsion, see Board Policy JGE).

No student shall possess, handle, transmit, sell, conceal or bring upon school grounds any fireworks, explosives or munitions, nor shall any student ignite or explode fireworks, explosives or munitions at school-sponsored or related functions or activities on or off school grounds or at any other time the student is subject to the authority of the school.

This prohibition applies to firearms, explosive (including fireworks, lighters, matches), knives and other dangerous objects of no reasonable use to the student at school. It also applies to any look-alike weapon or dangerous object (including normal school supplies like pencils or compasses) that a reasonable person might consider, under the circumstances, capable of harming a person or property.

OFFENSE

CONSEQUENCE

- | | |
|-----------------|---|
| 1 st | Up to a 10-Day Suspension with Possible Recommendation for One-Year Expulsion from School |
| 2 nd | 10 Day Suspension and Recommendation for One-Year Expulsion from School |

Rule 25 - Assaulting/Hitting/Threatening

A student shall not cause physical injury or behave in any way that could threaten to cause physical injury to other students, professional staff, employees or guests who are visiting the school or attending any Board-sponsored and supervised activity. This includes, but is not limited to, hitting and other inappropriate touching.

A student who assaults a school employee or other student whether on or off school property, or at a nonschool-sponsored or related activity, function or event may be subjected to discipline. In accordance with Ohio Revised Code Section 3313.66, a student may be subject to suspension or expulsion from school if the superintendent has reasonable suspicion the student's continued presence in the school will significantly disrupt or interfere with the educational process or significantly endanger the health or safety of the students or others.

OFFENSE

CONSEQUENCE

- | | | |
|--------------|-------------------------|--|
| Threatening: | 1 st Offense | Up to a 10-Day Suspension with Possible Recommendation for Expulsion |
| | 2 nd Offense | 10-Day Suspension and Recommendation for Expulsion |
| Assaulting: | 1 st Offense | Up to a 10-Day Suspension and/or Referral to Court and/or Recommendation for Expulsion |

Rule 26 - False Alarms

The act of initiating a fire alarm or initiating a report warning of a fire or catastrophe such as a tornado without cause.

OFFENSE

CONSEQUENCE

- | | |
|-----------------|---|
| 1 st | Up to a 10-Day Suspension and/or Police Contact and/or Court Referral and Recommendation for Possible Expulsion |
| 2 nd | 10-Day Suspension, Police Contact, Court Referral and Recommendation for Possible Expulsion |

Rule 27 - Bomb Threats

The act of initiating a report warning of a bomb on school property, on Board of Education owned vehicles, or at Board of Education sponsored or supervised activities.

OFFENSE

CONSEQUENCE

- | | |
|-----------------|--|
| 1 st | 10-Day Suspension, Police Contact, Court Referral and Recommendation for Expulsion of up to one year |
|-----------------|--|

Rule 28 - Arson

The willful and malicious burning of or attempt to burn any property of the Board of Education.

OFFENSE

CONSEQUENCE

- | | |
|-----------------|---|
| 1 st | 10-Day Suspension, Police Contact, Court Referral, Recommendation for Expulsion |
|-----------------|---|

Rule 29 - Alcohol/Controlled Substances/Drugs/Narcotics/Inhalants

During school, summer school, travel on any school-provided transportation or at any school-sponsored activity held on or off school property, students shall not knowingly possess, buy, sell, use, supply, transfer, apply or be under the influence of any mood-altering chemical of any kind, including alcohol. "Possession" includes, with limitation, retention of a student's person or in a student's purse, wallet, locker, desk or automobile parked on school property. "Under the influence" is defined as manifesting signs of chemical misuse including, but not limited to, staggering, red eyes, odor, nervousness, restlessness, memory loss, abusive language, falling asleep in class or any other behavior which is not considered normal for the particular student. The term "mood-altering chemical" includes, without limitation, narcotics, depressants, stimulants, hallucinogens, counterfeit drugs, marijuana, alcohol and inhalants. These prohibitions also extend to prescription drugs, unless prescribed by a licensed physician for the student in question, and kept in the original container with the student's name and with directions for proper use. Prescription medications shall be kept in the school office. All other procedures outlined in school policy should also be followed.

- A. Legal authorities will be informed.
- B. The substance will be turned over to legal authorities.
- C. The student will be suspended and/or expelled from school.
- D. The student will be referred to an Insight Group.
- E. The student may be referred to an outside agency for an assessment. If this assessment is in conjunction with the 5/10 suspension option, then the student must follow through with the assessment recommendation.

- F. A first incident of selling, supplying or transmitting mood-altering chemicals shall be treated as a second offense as defined below.

OFFENSE

CONSEQUENCE

- | | |
|-----------------|--|
| 1 st | 5/10 option and/or referral to an assessment with the recommendation being followed. Five days of out-of-school suspension are in effect with the remaining 10 held. If not the 5/10 option, then a 10-day out-of-school suspension and/or a police contact and/or a court referral and/or a recommendation for expulsion. |
| 2 nd | 10 days out-of-school suspension and a police contact, court referral and a recommendation for expulsion. |

Rule 30 - Look-Alike Drugs

A student shall not use, conceal, sell, purchase, accept or transmit any substances that are reasonably thought by the administrator to be drugs of abuse, sold as drugs of abuse or inferred by the seller or buyer to be drugs of abuse. (Medications prescribed by a physician must follow the Board-adopted policy regarding student medication.)

A. A counterfeit controlled substance is defined as:

1. any drug that bears, or whose container or label bears, a trademark, trade name or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark;
2. any unmarked or unlabeled substance that is represented to be a controlled substance;
3. any substance that is represented to be a controlled substance or is a different controlled substance and
4. any substance other than a controlled substance which a reasonable person would believe to be a controlled substance because of its similarity in shape, size and color or its markings, labeling, packaging, distribution or the price for which it is sold or offered for sale.

B. No students shall knowingly possess any counterfeit-controlled substance. Violations of this provision shall be treated in the same manner as Rule 29 (Alcohol/Controlled Substances/Drugs/ Narcotics/Inhalants).

C. No student shall directly or indirectly represent a counterfeit-controlled substance as a controlled substance by describing, through words or conduct that physical or mental effects are the same or similar to the effects associated with the use of a controlled substance.

D. No student shall knowingly make, offer to sell, give, package or deliver a counterfeit-controlled substance. Violations of this provision will be treated in the same manner as Rule 29 (Alcohol/ Controlled Substances/Drugs/Narcotics/Inhalants).

Rule 31 - Drug Paraphernalia

A student shall not possess, use, transmit or conceal any item that is designed for use with any illegal substance while on school property or in attendance at any Board of Education sponsored or supervised activity.

OFFENSE

CONSEQUENCE

- | | |
|-----------------|--|
| 1 st | Up to 10-Day Suspension and/or Recommendation for Expulsion |
|-----------------|--|

Rule 32 - Fighting

Students involved in fighting on school property, Board-owned vehicles or in attendance at any Board-sponsored activity will be suspended. In most cases, all parties involved in the fight will be suspended.

OFFENSE

CONSEQUENCE

1 st	Up to 10-Day Suspension
2 nd	Up to 10-Day Suspension with a Possible Recommendation for Expulsion
3 rd	10-Day Suspension and Recommendation for Expulsion

Rule 33 - Use of Tobacco

The use of any tobacco products by students is prohibited. This applies to all extracurricular activities both on school property and away from school. Use includes possession; smoking is defined as holding a tobacco product, whether lit or unlit or having held it and tossed it aside.

OFFENSE

CONSEQUENCE

1 st	3-Day suspension or 3-Day in-school assignment and mandatory attendance at an educational seminar sponsored by the American Lung Association, American Cancer Society or another like health organization approved by the Board of Education, and issued a ticket under O.R.C. 2151.87.
2 nd	Up to a 5-Day Suspension, and issued a ticket under O.R.C. 2151.87
3 rd	10-Day Suspension and/or Recommendation for Expulsion, and issued a ticket under O.R.C. 2151.87

Rule 34 – Disruption of School

Students shall not engage in any activity/conduct that creates a disruption to the learning environment or endangers students, employees or visitors to the school in any way. This includes but is not limited to any act by a student or groups of students that induces panic or riotous behavior.

The superintendent shall publish to all students a policy outlining these and any other District rules regarding student conduct and the sanctions, which may be imposed for their breach. Said policy shall also be posted in a central location in each school and shall be made available to students upon request.

Adoption Date: May 23, 2002
Revision Date: May 15, 2003
Revision Date: May 20, 2004
Revision Date: April 27, 2005

Revision Date: May 22, 2006
Revision Date: April 23, 2007
Revision Date: