WESTLAKE CITY SCHOOLS
BOARD OF EDUCATION AGENDA
Monday, April 27, 2009 – 3:00 p.m. – Regular Meeting
Board of Education – 27200 Hilliard Blvd.

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

Call to Order Time: _____

Roll Call:
- Ms. Rocco _____
- Ms. Winter _____
- Mr. Marinucci _____
- Mr. Mays _____
- Mr. Sullivan _____

Pledge of Allegiance

Acknowledgment of Visitors

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

Board Discussion of Master Facility Planning (approximately 2 hours)

*Hearing of Public (15 Minutes) Agenda Items

A. Approval of Minutes
   1. Regular Meeting of March 30, 2009
      Motion by _____
      Seconded by _____
      Roll Call Vote:
      - Ms. Rocco _____
      - Ms. Winter _____
      - Mr. Marinucci _____
      - Mr. Mays _____
      - Mr. Sullivan _____

B. Special Reports & Recognitions
   1. Resolution to Recognize Westlake High School Seniors on Girls' Golf, Girls' Swim, Boys' Swim Teams – Southwest Conference Four-Year Championships — Exhibit B-1

C. Superintendent's Report

D. Treasurer's Report/Recommendations
   1. Action Items
      a. Resolution to Approve Quarterly Report and Financial Forecast — Exhibit D-1-a
      b. Resolution to Authorize Treasurer to Return Advance — Exhibit D-1-b
      c. Resolution to Accept Funds — Exhibit D-1-c
      d. Resolution to Establish Appropriations — Exhibit D-1-d
      e. Resolution to Issue Then and Now Certificate — Exhibit D-1-e
      f. Resolution to Establish Summer School Change Fund — Exhibit D-1-f
      g. Resolution to Adjust FY09 Appropriations — Exhibit D-1-g
      h. Resolution to Approve Julian & Grube, Inc. to Assist in the Preparation of the Comprehensive Annual Financial Report — Exhibit D-1-h
      i. Resolution to Enroll District with U.S. Communities Government Purchasing Alliance — Exhibit D-1-i

E. CAC Report – None

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 FMLA, Parental Leave, Medical Leave, and Resignation for Staff Members — Exhibit F-1-b-1
         2. Resolution to Approve Employment of Substitutes for Staff Members — Exhibit F-1-b-2
         3. Resolution to Approve Reclassification of Certified Staff Members — Exhibit F-1-b-3
         4. Resolution to Approve Supplemental Resignations and Contracts — Exhibit F-1-b-4
         5. Resolution to Approve Job Sharing for Certified Staff Members — Exhibit F-1-b-5
         6. Resolution to Approve Additional Hours for Summer School Training — Exhibit F-1-b-6
         7. Resolution to Approve Employment of Adult Basic Literacy Education Personnel 2008-2009 — Exhibit F-1-b-7
         8. Resolution to Approve Staff Resignations for the Purpose of Retirement — Exhibit F-1-b-8
         9. Resolution to Approve Continuing and Limited Contracts for Certified Staff Members — Exhibit F-1-b-9
         10. Resolution to Approve Stipends for Certified Staff Members for SUCCESS Data Training — Exhibit F-1-b-10
         11. Resolution to Approve Stipends for Title I Teachers for May Parent Meeting — Exhibit F-1-b-11
         12. Resolution to Approve Resignation for Purpose of Retirement of Administrative Staff Member — Exhibit F-1-b-12
         13. Resolution to Approve Employment of Westside Connections Program Adult Education Personnel 2008-2009 — Exhibit F-1-b-13
      c. Resolution to Approve Agreement for Admission of Tuition Pupils and Purchased Services — Exhibit F-1-c
      d. Resolution to Approve Sunday Building Use — Exhibit F-1-d
      e. Resolution to Approve Contract for Services Supervised by Locale Education Agency for Non-Public School — Exhibit F-1-e

f. Resolution to Discourage Use of Alcohol and Driving of Vehicles Under the Influence — Exhibit F-1-f
g. Resolution Endorsing Staff Appreciation Week (May 4-8, 2009) — Exhibit F-1-g

2. Discussion Items
   a. Second Reading of Policy ACAA – Sexual Harassment
      1. Resolution to Approve Policy ACAA – Sexual Harassment — Exhibit F-2-a-1
   b. Second Reading of Policy ACAA-R – Sexual Harassment
      1. Resolution to Approve Policy ACAA-R – Sexual Harassment — Exhibit F-2-b-1
   c. Second Reading of Policy ACB – Nondiscrimination on the Basis of Disability
      1. Resolution to Approve Policy ACB – Nondiscrimination on the Basis of Disability — Exhibit F-2-c-1
   d. Second Reading of Policy AF – Commitment to Accomplishment
      1. Resolution to Approve Policy AF – Commitment to Accomplishment — Exhibit F-2-d-1
   e. Second Reading of Policy BBA – School Board Powers and Duties
      1. Resolution to Approve Policy BBA – School Board Powers and Duties — Exhibit F-2-e-1
   f. Second Reading of Policy CCA – Organizational Chart
      1. Resolution to Approve Policy CCA – Organizational Chart — Exhibit F-2-f-1
   g. Second Reading of Policy DJC – Bidding Requirements
      1. Resolution to Approve Policy DJC – Bidding Requirements — Exhibit F-2-g-1
   h. Second Reading of Policy EEACC – Student Conduct on School Vehicles
      1. Resolution to Approve Policy EEACC – Student Conduct on School Vehicles — Exhibit F-2-h-1
   i. Second Reading of Policy GBA – Equal Employment Opportunity
      1. Resolution to Approve Policy GBA – Equal Employment Opportunity — Exhibit F-2-i-1
   j. Second Reading of Policy GBCA – Staff Conflict of Interest
      1. Resolution to Approve Policy GBCA – Staff Conflict of Interest — Exhibit F-2-j-1
   k. Second Reading of Policy GBCB – Staff Conduct
      1. Resolution to Approve Policy GBCB – Staff Conduct — Exhibit F-2-k-1
   l. Second Reading of Policy GBL – Personnel Records
      1. Resolution to Approve Policy GBL – Personnel Records — Exhibit F-2-l-1
   m. Second Reading of Policy GBQ – Criminal Record Check
      1. Resolution to Approve Policy GBQ – Criminal Record Check — Exhibit F-2-m-1
   n. Second Reading of Policy GBR – Family and Medical Leave
      1. Resolution to Approve Policy GBR – Family and Medical Leave — Exhibit F-2-n-1
   o. Second Reading of Policy GBR-R – Family and Medical Leave
      1. Resolution to Approve Policy GBR-R – Family and Medical Leave — Exhibit F-2-o-1
   p. Second Reading of Policy GCBB – Professional Staff Supplemental Contracts
      1. Resolution to Approve Policy GCBB – Professional Staff Supplemental Contracts — Exhibit F-2-p-1
   q. Second Reading of Policy GCPA – Reduction in Professional Staff Workforce
      1. Resolution to Approve Policy GCPA – Reduction in Professional Staff Workforce — Exhibit F-2-q-1

r. Second Reading of Policy GDBB – Support Staff Pupil Activity Contracts
    1. Resolution to Approve Policy GDBB – Support Staff Pupil Activity Contracts — Exhibit F-2-r-1
s. Second Reading of Policy IGBB – Programs for Gifted and Talented Students
    1. Resolution to Approve Policy IGBB – Programs for Gifted and Talented Students — Exhibit F-2-s-1
t. Second Reading of Policy IGBJ – Title I Programs
    1. Resolution to Approve Policy IGBJ – Title I Programs — Exhibit F-2-t-1
u. Second Reading of Policy IGBL – Parental Involvement in Education
    1. Resolution to Approve Policy IGBL – Parental Involvement in Education — Exhibit F-2-u-1
v. Second Reading of Policy IICC – School Volunteers
    1. Resolution to Approve Policy IICC – School Volunteers — Exhibit F-2-v-1
w. Second Reading of Policy IKEB – Acceleration
    1. Resolution to Approve Policy IKEB – Acceleration — Exhibit F-2-w-1
x. Second Reading of Policy JEBA – Early Entrance to Kindergarten
    1. Resolution to Approve Policy JEBA – Early Entrance to Kindergarten — Exhibit F-2-x-1
y. Second Reading of Policy JEC – School Admission
    1. Resolution to Approve Policy JEC – School Admission — Exhibit F-2-y-1
z. Second Reading of Policy JFCC – Student Conduct on School Buses
    1. Resolution to Approve Policy JFCC – Student Conduct on School Buses — Exhibit F-2-z-1
aa. Second Reading of Policy JFCF – Hazing and Bullying
    1. Resolution to Approve Policy JFCF – Hazing and Bullying — Exhibit F-2-aa-1
bb. Second Reading of Policy JO – Student Records
    1. Resolution to Approve Policy JO – Student Records — Exhibit F-2-bb-1
cc. Second Reading of Policy JO-R – Student Records
    1. Resolution to Approve Policy JO-R – Student Records — Exhibit F-2-cc-1
dd. Second Reading of Policy KGB – Public Conduct on District Property
    1. Resolution to Approve Policy KGB – Public Conduct on District Property — Exhibit F-2-dd-1
ee. Second Reading of Policy KL – Public Complaints
    1. Resolution to Approve Policy KL – Public Complaints — Exhibit F-2-ee-1
ff. Second Reading of Policy KLB – Public Complaints About the Curriculum or Instructional Materials
    1. Resolution to Approve Policy KLB – Public Complaints About the Curriculum or Instructional Materials — Exhibit F-2-ff-1
gg. Second Reading of Policy KLD – Public Complaints About District Personnel
    1. Resolution to Approve Policy KLD – Public Complaints About District Personnel — Exhibit F-2-gg-1
hh. First Reading of 2009-2010 Elementary School Parent/Student Handbook
ii. First Reading of 2009-2010 Parkside Intermediate School Parent/Student Handbook
jj. First Reading of 2009-2010 Lee Burneson Middle School Parent/Student Handbook
kk. First Reading of 2009-2010 Westlake High School Parent/Student Handbook

G. Director of Business Affairs Report

H. Board Items

*Hearing of Public (15 Minutes)

I. 1. Adjourn to Executive Session For Purpose of Treasurer Evaluation
Time _____
Motion by _____
Seconded by _____
Roll Call Vote:
Ms. Rocco _____
Ms. Winter _____
Mr. Marinucci _____
Mr. Mays _____
Mr. Sullivan _____

2. Adjourn Executive Session and Return to Regular Session
Time _____

J. 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.

EXHIBIT B-1

RESOLUTION TO RECOGNIZE WESTLAKE HIGH SCHOOL SENIORS ON THE GIRLS' GOLF TEAM, GIRLS' SWIM TEAM, AND BOYS' SWIM TEAM FOR SOUTHWEST CONFERENCE FOUR-YEAR CHAMPIONSHIPS

RESOLVED THAT
the Westlake Board of Education recognizes and congratulates the following Westlake High School senior students for their participation and accomplishments as part of the Southwest Conference Championship Team for the four years of their high school career (2005-2006 through 2008-2009):

Westlake High School Girls' Golf Team - Seniors

Aimee Polgar

Westlake High School Girls' Swim Team - Seniors

Lisa Choban
Casey Hamilton
Kerry Hoke
Jessica Kellem
Julie Kendall
Emily King
Rebecca Kopack
Nicole Lamendola
Alyssa Michaud
Alaine Perconti
Allison Stephenson
Sarah Stephenson

Westlake High School Boys' Swim Team - Seniors

Andrew Knowlton
Matt Kulik
Michael Milano
Oleg Obolenskyy
Conor Riley
Nick Solomon

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

EXHIBIT D-1-a

RESOLUTION TO APPROVE QUARTERLY REPORT AND FINANCIAL FORECAST

RESOLVED THAT
the Westlake Board of Education approves the 3rd quarter financial update and five-year forecast.

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

EXHIBIT D-1-b

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**
Uniform School Supplies (009-9009)	General Fund (001)	$21,546.85
Project Link (011-9111)	General Fund (001)	$2,000.00
ABLE FY09 (501-9309)	General Fund (001)	$5,200.00
ABLE FY08 (501-9308)	General Fund (001)	$5,720.79

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

EXHIBIT D-1-c

RESOLUTION TO ACCEPT FUNDS

RESOLVED THAT
the Westlake Board of Education accepts the following funds:

State Funds	Amount	Fund	Special Cost Center
Early Childhood Professional Development Program FY09	$600.00	587	9979

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

EXHIBIT D-1-d

RESOLUTION TO ESTABLISH APPROPRIATIONS

RESOLVED THAT
the Westlake Board of Education establishes the following appropriation:

EARLY CHILDHOOD PROFESSIONAL DEVELOPMENT PROGRAM FY09	
Account	**Amount**
587-1110-510-9979	
Supplies	$600.00

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

EXHIBIT D-1-e

RESOLUTION TO ISSUE THEN AND NOW CERTIFICATE

RESOLVED THAT
the Westlake Board of Education authorizes a Then and Now Certificate for the following purchase order:

PO No.	Vendor	Description	Amount
76322	Gordon Food Service	March 2009 overage	$6,057.74

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

EXHIBIT D-1-f

RESOLUTION TO ESTABLISH SUMMER SCHOOL CHANGE FUND

RESOLVED THAT
the Westlake Board of Education establish a Summer School change fund for Westlake High School in the aggregate amount of $150.00 in accordance with Board policy and procedures.

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

EXHIBIT D-1-g

RESOLUTION TO ADJUST FY09 APPROPRIATIONS

RESOLVED THAT
the Westlake Board of Education adjusts the following FY09 appropriations:

GENERAL FUND			
Account	**From**	**To**	**Difference**
001-1100-500			
Instructional-Supplies	$613,359.35	$622,149.51	$8,790.16
001-1100-600			
Instructional-Equipment	$76,430.93	$27,028.12	($49,402.81)
001-1200-400			
Special Education-Purchased Services	$953.33	$2,555.51	$1,602.18
001-1200-500			
Special Education-Supplies	$12,069.60	$12,533.12	$463.52
001-1300-400			
Vocational-Purchased Services	$32,588.38	$33,790.00	$1,201.62
001-1300-500			
Vocational-Supplies	$6,509.30	$6,627.11	$117.81
001-1900-400			
Other Instruction-Purchased Services	$1,150,772.61	$1,126,606.96	($24,165.65)
001-2100-400			
Support Services-Purchased Services	$590,995.94	$617,500.23	$26,504.29
001-2100-500			
Support Services-Supplies	$24,815.21	$24,777.69	($37.52)
001-2200-400			
Support Services-Purchased Services	$198,629.15	$198,060.43	($568.72)
001 2200 500			
Support Services-Supplies	$88,993.46	$89,091.30	$97.84

EXHIBIT D-1-g
(Continued)

001-2200-600			
Support Services-Equipment	$9,442.72	$9,556.72	$114.00
001-2400-400			
Admin-Purchased Services	$318,918.28	$350,542.90	$31,624.62
001-2400-800			
Admin-Miscellaneous	$57,760.96	$57,740.96	($20.00)
001-2500-400			
Fiscal-Purchased Services	$43,067.41	$44,082.25	$1,014.84
001-2500-500			
Fiscal-Services	$7,940.00	$7,905.00	($35.00)
001-2600-400			
Business-Purchased Services	$113,650.52	$113,482.60	($167.92)
001-2600-500			
Business-Supplies	$2,287.34	$2,787.34	$500.00
001-2700-400			
Maintenance-Purchased Services	$1,602,676.32	$1,609,706.23	$7,029.91
001-2700-500			
Maintenance-Supplies	$230,006.97	$230,715.63	$708.66
001-2700-600			
Maintenance-Equipment	$10,810.54	$11,523.04	$712.50
001-2800-400			
Transportation-Purchased Services	$210,143.17	$207,222.75	($2,920.42)
001-2800-500			
Transportation-Supplies	$596,860.77	$603,320.77	$6,460.00
001-2800-600			
Transportation-Equipment	$7,684.23	$6,984.23	($700.00)
001-2900-400			
Community Information-Purch. Srvcs.	$87,161.46	$87,562.00	$400.54

EXHIBIT D-1-g
(Continued)

001-2900-500			
Community Information-Supplies	$4,113.06	$3,713.06	($400.00)
001-4500-800			
General Sports- Miscellaneous	$385.00	$405.00	$20.00
001-7200-900			
Transfers	$503,404.90	$494,460.45	($8,944.45)
Total	**$6,602,430.91**	**$6,602,430.91**	**$0.00**
UNIFORM SUPPLY			
Account	**From**	**To**	**Difference**
009-7400-900			
Workbooks-Return of Advance	$0.00	$21,546.85	$21,546.85
Total	**$0.00**	**$21,546.85**	**$21,546.85**
PROJECT LINK			
Account	**From**	**To**	**Difference**
011-3200-400-9111			
Project Link-Purchased Services	$7,200.00	$7,125.01	($74.99)
011-3200-600-9111			
Project Link-Equipment	$300.00	$374.99	$74.99
Total	**$7,500.00**	**$7,500.00**	**$0.00**
IN-SERVICE			
Account	**From**	**To**	**Difference**
018-4600-500-9748			
Holly Lane Library-Supplies	$6,000.00	$6,178.01	$178.01
018-4600-600-9748			
Holly Lane Library-Equipment	$6,000.00	$5,821.99	($178.01)
018-4600-500-9753			
Dover In-Service-Supplies	$2,557.65	$4,714.20	$2,156.55

EXHIBIT D-1-g
(Continued)

018-4600-500-9762			
Parkside Library-Supplies	$8,801.77	$8,930.02	$128.25
018-4600-600-9762			
Parkside Library-Equipment	$2,098.23	$1,969.98	($128.25)
018-4600-500-9763			
Parkside In-Service-Supplies	$101,638.52	$101,324.62	($313.90)
018-4600-600-9763			
Parkside In-Service-Equipment	$3,661.48	$3,975.38	$313.90
018-4600-500-9766			
WHS Guidance-Supplies	$49,000.00	$52,714.35	$3,714.35
018-4600-600-9766			
WHS Guidance-Equipment	$10,000.00	$6,285.65	($3,714.35)
Total	**$177,757.65**	**$179,914.20**	**$2,156.55**
HOME TEAM MARKETING			
Account	**From**	**To**	**Difference**
019-4500-400-9927			
Home Team Marketing-Purch. Srvcs.	$600.00	$414.00	($186.00)
019-5200-600-9927			
Home Team Marketing-Equipment	$3,100.00	$3,286.00	$186.00
Total	**$3,700.00**	**$3,700.00**	**$0.00**
ATHLETICS			
Account	**From**	**To**	**Difference**
300-4500-400-9500			
Athletics-Purchased Services	$69,600.00	$67,471.33	($2,128.67)
300-4500-500-9500			
Athletics-Supplies	$156,800.00	$163,679.05	$6,879.05

EXHIBIT D-1-g
(Continued)

300-4500-700-9500			
Athletics-Replacement Equipment	$10,000.00	$3,120.95	($6,879.05)
300-4500-800-9500			
Athletics-Miscellaneous	$16,630.00	$18,758.67	$2,128.67
Total	**$253,030.00**	**$253,030.00**	**($0.00)**
MONTESSORI CHILDRENS FY09			
Account	**From**	**To**	**Difference**
401-3200-400-9509			
Purchased Services	$4,857.26	$4,878.36	$21.10
401-3200-500-9509			
Supplies & Materials	$21,624.14	$22,130.66	$506.52
Total	**$26,481.40**	**$27,009.02**	**$527.62**
WESTLAKE MONTESSORI FY09			
Account	**From**	**To**	**Difference**
401-3200-400-9609			
Purchased Services	$398.41	$417.51	$19.10
401-3200-500-9609			
Supplies & Materials	$9,561.91	$10,020.41	$458.50
Total	**$9,960.32**	**$10,437.92**	**$477.60**
ST. PAUL FY09			
Account	**From**	**To**	**Difference**
401-3200-200-9709			
Benefits	$32,369.37	$32,448.71	$79.34
401-3200-400-9709			
Purchased Services	$33,358.96	$33,669.25	$310.29
401-3200-500-9709			
Supplies & Materials	$25,295.07	$32,655.30	$7,360.23
Total	**$91,023.40**	**$98,773.26**	**$7,749.86**

EXHIBIT D-1-g
(Continued)

ST. BERNADETTE FY09			
Account	**From**	**To**	**Difference**
401-3200-400-9809			
Purchased Services	$134,949.93	$135,361.86	$411.93
401-3200-500-9809			
Supplies & Materials	$26,463.39	$29,776.10	$3,312.71
401-3200-600-9809			
Equipment	$12,496.17	$19,182.49	$6,686.32
Total	**$173,909.49**	**$184,320.45**	**$10,410.96**
LE CHAPERON ROUGE FY09			
Account	**From**	**To**	**Difference**
401-3200-400-9909			
Purchased Services	$1,070.73	$1,122.08	$51.35
401-3200-500-9909			
Supplies & Materials	$21,697.63	$17,778.36	($3,919.27)
401-3200-600-9909			
Equipment	$4,000.00	$9,151.47	$5,151.47
Total	**$26,768.36**	**$28,051.91**	**$1,283.55**
ABLE FY08			
Account	**From**	**To**	**Difference**
501-7400-900-9308			
Return of Advance	$0.00	$5,720.79	$5,720.79
Total	**$0.00**	**$5,720.79**	**$5,720.79**
ABLE FY09			
Account	**From**	**To**	**Difference**
501-7400-900-9309			
Return of Advance	$0.00	$5,200.00	$5,200.00
Total	**$0.00**	**$5,200.00**	**$5,200.00**

EXHIBIT D-1-g
(Continued)

TITLE I FY09			
Account	**From**	**To**	**Difference**
572-1100-500-9109			
Instruction - Supplies	$109,892.35	$108,979.79	($912.56)
572-3200-100-9109			
Non Public - Salaries	$0.00	$2,099.70	$2,099.70
572-3200-200-9109			
Non Public - Benefits	$0.00	$343.51	$343.51
572-3200-400-9109			
Non Public - Purchase Services	$11,244.94	$5,235.87	($6,009.07)
572-3200-500-9109			
Non Public - Supplies	$0.00	$500.00	$500.00
572-3200-600-9109			
Non Public - Equipment	$0.00	$3,000.00	$3,000.00
Total	**$121,137.29**	**$120,158.87**	**($978.42)**
TITLE II-A, IMPROVING TEACHER QUALITY FY09			
Account	**From**	**To**	**Difference**
590-2200-500-9009			
Professional Development - Supplies	$2,741.86	$2,686.91	($54.95)
590-3200-400-9009			
Non Public - Purchase Services	$10,562.97	$9,918.25	($644.72)
590-3200-500-9009			
Non Public - Supplies	$0.00	$640.00	$640.00
Total	**$13,304.83**	**$13,245.16**	**($59.67)**

EXHIBIT D-1-g
(Continued)

TITLE II-D, TECHNOLOGY FY09			
Account	**From**	**To**	**Difference**
599-3200-400-9909			
Non Public - Purchase Services	$327.66	$318.35	($9.31)
Total	**$327.66**	**$318.35**	**($9.31)**

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

EXHIBIT D-1-h

RESOLUTION TO APPROVE JULIAN & GRUBE, INC. TO ASSIST IN
THE PREPARATION OF THE COMPREHENSIVE ANNUAL FINANCIAL REPORT

RESOLVED THAT
the Westlake Board of Education approves the contract with Julian & Grube, Inc. to assist the District in the preparation of the Comprehensive Annual Financial Report (CAFR) for Fiscal Years 2009, 2010 and 2011.

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

EXHIBIT D-1-i

RESOLUTION TO ENROLL DISTRICT WTH
U.S. COMMUNITIES GOVERNMENT PURCHASING ALLIANCE

RESOLVED THAT
the Westlake Board of Education authorizes the Treasurer to take any action necessary to enroll the District with the U.S. Communities Government Purchasing Alliance.

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

EXHIBIT F-1-a

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:

APTC, LLC - Mr. Gary A. DiLillo 1611 N. I-35 E., Suite 230 Carrollton, TX 75006	Donated $100.00 to the Wrestling team at Westlake High School to purchase team apparel.
Cleveland Touchdown Club Charities P.O. Box 81103 Cleveland, OH 44181	Donated $250.00 to the Cheerleading team at Westlake High School to purchase cheerleading supplies (paper, paints and brushes).
Diamond Indoor Sports T. J. Donovan, Director of Operations 23409 Detroit Road Westlake, OH 44145	Donated $350.00 (20 t-shirts at $10.00 each, 20 gift certificates at $5.00 each, and $50 cash) to WHBS-TV at Westlake High School to award coupons and shirts to *Demon Zone* Athletes of the Week. The cash donation will be used to purchase new digital tapes.
Mr. Gary A. DiLillo 27315 Hemlock Drive Westlake, OH 44145	Donated $800.00 to the Wrestling team at Westlake High School to purchase team apparel.
Industrial Video Corp.-Jim and Nellie Blair 14885 Sprague Road Cleveland, OH 44136-1769	Donated $1,000.00 to WHBS-TV at Westlake High School to award college scholarships to WHBS-TV officers this May.
Westlake Early Childhood PTA c/o Joseph and Margaret Robison 26358 Primrose Lane Westlake, OH 44145	Donated $305.00 to the teachers of the Hilliard Preschool program to purchase supplies needed for the preschool students and classrooms.
The Patrick Shade Family 24237 Hedgewood Avenue Westlake, OH 44145	Donated $25.00 to WHBS-TV at Westlake High School to help purchase new digital tapes.
Verite Communications Ltd. Mr. Terry Peterson 20800 Center Ridge Road, Ste. LL16 Rocky River, OH 44116	Donated $150.00 to WHBS-TV at Westlake High School to help purchase a new DVD recorder for the broadcast truck.

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

EXHIBIT F-1-b-1

RESOLUTION TO APPROVE FMLA, PARENTAL LEAVE, MEDICAL LEAVE, RESIGNATIONS AND EMPLOYMENT FOR STAFF MEMBERS

RESOLVED THAT
the Westlake Board of Education approves FMLA, resignations and employment for staff members as follows:

FMLA

Name	Effective Date	Name	Effective Date
Ruth Weekley	04/13/09-04/26/09	Cheryl Piktel	04/20/09

Parental Leave

Name	Effective Date
Jennifer White	2009-2010 School Year

Unpaid Medical Leave

Name	Effective Date
Brenda Wirth	02/03/09

Classified Resignation

Name	Building/Position	Effective Date
Jennifer Graham	WHS Secretary	04/01/2009

Certified Resignation

Name	Building/Position	Effective Date
Margaret Bush	Dover Int. Spec.	09/30/2009

Classified Employment

Name	Building/Position	Effective Date	Step	Hours	Days	Months

NONE

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

EXHIBIT F-1-b-2

RESOLUTION TO APPROVE EMPLOYMENT OF SUBSTITUTES FOR STAFF MEMBERS

RESOLVED THAT
the Westlake Board of Education approves the employment of substitutes for staff members as follows:

Classified Substitutes

Name	Positions
Michelle O'Meara	Special Ed Assistant, Student Attendant, Library Assistant, Supervision Assistant, Teacher Assistant, Secretary/Clerical, Receptionist
Barb Massien	Cleaner
Chuong Thai	Cleaner

Certified Substitutes

None

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

EXHIBIT F-1-b-3

RESOLUTION TO APPROVE RECLASSIFICATION OF CERTIFIED STAFF MEMBERS

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

Effective	Name	From	To	Step
04/01/2009	Michael Bee	MA+10	MA+20	10

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

EXHIBIT F-1-b-4

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 2008-2009 school year (in-district and out-of-district):

Resignations

None

Employment

Name	Position	In District	Step
Brad Behrendt	LBMS Assistant Boys' Track Coach	Y	16

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

EXHIBIT F-1-b-5

RESOLUTION TO APPROVE JOB SHARING
FOR CERTIFIED STAFF MEMBERS

RESOLVED THAT
the Westlake Board of Education approves job sharing pursuant to Article 14 of the negotiated agreement with the Westlake Teachers' Association for the following certified staff members for the 2009-2010 school year. The contract of these staff members shall be .50 FTE.

Kathleen Basen & Joanna Harmon	Holly Lane Elementary	Grade 1

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

EXHIBIT F-1-b-6

RESOLUTION TO APPROVE ADDITIONAL HOURS
FOR SUMMER SCHOOL TRAINING

RESOLVED THAT
the Westlake Board of Education approves additional after-school hours for Jackie Massa, not to exceed 20 hours, to train Summer School Secretary, to be paid from the WHS Summer School Fund.

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

EXHIBIT F-1-b-7

RESOLUTION TO APPROVE EMPLOYMENT OF ADULT BASIC LITERACY EDUCATION PERSONNEL 2008-2009

RESOLVED THAT

The Westlake Board of Education approves the resignation and employment of personnel for the Adult Basic Literacy Education (A.B.L.E.) Program. Contracts are to be paid out of A.B.L.E. Project Number 045062-AB-S1-2007C, A.B.L.E. Project Number 045062-AB-S1-2008C, A.B.L.E. Project Number 045062-AB-S1-2009 and A.B.L.E. English Literacy and Civics Education Project Number 045062-AB-S2-2009.

EMPLOYMENT

Name	Position	Hours	Hourly Rate
Jan Sheffler	Substitute Instructor	As Needed	$ 22.00

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

EXHIBIT F-1-b-8

RESOLUTION TO APPROVE STAFF RESIGNATIONS FOR THE PURPOSE OF RETIREMENT

RESOLVED THAT
the Westlake Board of Education approves the following staff resignations for the purpose of retirement, pending appropriate STRS verification:

Name	Position	Effective
Diane Bialkowski	Parkside Media Spec.	07/01/2009
Christine Broomfield	WHS Social Studies	07/01/2009
Cynthia Crockett	Parkside Spec. Ed.	07/01/2010
Steven Davies	WHS Art	07/01/2011
Janice DeLuca	Parkside Grade 5	07/01/2010
John Holland	Parkside Phys. Ed.	07/01/2010
Nancy Jackson	Bassett Media Spec.	07/01/2009
Gary Kincannon	WHS Social Studies	07/01/2010
Susan Koeth	Bassett Elem-Grade 4	07/01/2009
Claudia Konchar	Bassett Elem-KG	07/01/2010
Nancy Laing Driver	LBMS Language Arts	07/01/2009
Rusty Mackenzie	Dover Elem-Grade 2	07/01/2011
Linda McLean	Dover Phys. Ed.	07/01/2010
Duane Miller	WHS Math	07/01/2011
Valerie Roberts	Parkside Social Studies	07/01/2009
Linda Roush	Hilliard Gifted Ed.	07/01/2011
Eileen Schultz	Hilliard Elem-Grade 3	07/01/2009
Laurie Thompson	Dover Elem-Grade 3	07/01/2011
Janet Vinciguerra	LBMS Spanish	07/01/2009
Cheryl Watterson	Bassett Elem-Grade 1	07/01/2009

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

EXHIBIT F-1-b-9

RESOLUTION TO APPROVE CONTINUING AND LIMITED CONTRACTS FOR CERTIFIED STAFF MEMBERS

RESOLVED THAT
the Westlake Board of Education approves the following Continuing Contracts for certified staff members for the 2009-2010 school year.

Continuing Contracts

Michael Allan	Jessica Dorin	Brianne Kenneally	Keith Ohnhaus	Sandy Sopko
Kate Applegate	Shannon Fortuna	Lindsay Kiktavy	D. Lynn Pettyjohn	Sandra Stanley
Larissa Betka	Sarah Gorius	Katherine McGlynn	Hun Piazza	Julie Szucs
Erin Blahnik	Jodi Guzman	Nicholas Miller	Eneida Ruiz	Susan Weitzel
Amy Butcher	Jeff Huber	Sarah Neville	Cara Santora	Ashley Witman

Limited Contracts

Stacey Abfall	Jon Cuomo	Karen Kane	Trudy Pauken
Kelly Atkinson	Thomas DeLuca	Ann Marie Keel	Susan Peplin
Kelly Bailey	Judy Dubil	Dolores Kuclo	Cassandra Persia
Kathleen Basen	Cathy DuBois	Michael Kula	Matthew Planisek
Kathryn Beachler	Geoff Freidrich	Christine Latham .5 FTE	Tiffany Powell
Dorothy Beyer	Nichole Goshen	Mark Lenczewski	William Primrose
Celina Bigio	Daniel Grigson	Kathy McGinty	Adam Purdy
Jeanne Bishop .2 FTE	Mark Hollars	Chris Milano	Paula Reimueller .16 FTE
Catherine Boettcher	John Horwatt	Laura Miller	Donna Richards
Jennifer Britton	Elizabeth Huffman	Jacy Nichols	Jennifer Riley .7 FTE
Kelly Bryan	Janice Hughes	Simon O'Doherty	Natalie Rini
Jennifer Butler	Ellen Hurley	Kate O'Leary	Jacob Schober
Amanda Caunter	Kristine Ingham	James Patrizi	Krista Wadas
Kimberly Cerrito	Daniel Jennings	Lisa Patton	Michael Wooley
Sarah Clark	G. Scott Jones	Robert Patton	

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

EXHIBIT F-1-b-10

RESOLUTION TO APPROVE STIPENDS FOR CERTIFIED STAFF MEMBERS FOR SUCCESS DATA TRAINING

RESOLVED THAT
The Westlake Board of Education approves stipends for the following Westlake City Schools certified staff members at he negotiated rate of pay for Success data training activities held after school, and paid from Title II-A funds:

Success Training

Carole Applegate	3.5 hours
Katie Beachler	3.0 hours
Chuck Dubil	1.5 hours
Karen Huber	3.5 hours
Mary Mann	3.0 hours
Christina Meecha	3.5 hours
Paula Reimueller	4.0 hours
Wendy Thrasher	3.5 hours

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

EXHIBIT F-1-b-11

RESOLUTION TO APPROVE STIPENDS FOR TITLE I TEACHERS – MAY PARENT MEETING

RESOLVED THAT
the Westlake Board of Education approves stipends at the negotiated rate of pay, not to exceed 1.5 hours each, for Title I Teachers to attend the May 2009 Parent Meeting as follows:

Paid from Title I Funds

Cindy Archer

Meghan Coram

Trudy Pauken

Rebecca Searcy

Leslie Telloni

Paid from Title II-A Funds

Marilyn Krock

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

EXHIBIT F-1-b-12

RESOLUTION TO APPROVE RESIGNATION FOR PURPOSE OF RETIREMENT
OF ADMINISTRATIVE STAFF MEMBER

RESOLVED THAT
the Westlake Board of Education accepts and approves the resignation for the purpose of retirement of the following administrative staff member:

Resignation

Mary Flanagan
Hilliard Elementary School Principal
Effective July 31, 2009

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

EXHIBIT F-1-b-13

RESOLUTION TO APPROVE EMPLOYMENT OF WESTSIDE CONNECTIONS PROGRAM – ADULT EDUCATION PERSONNEL 2008-2009

RESOLVED THAT

The Westlake Board of Education approves the employment of adult education personnel for the Westside Connections Program for the 2008-2009 school year. Contracts are to be paid out of Fund 019, Special Cost 9929.

EMPLOYMENT

Name	Position	Effective	Months	Hours	Days	Rate
James Bingham	Adult Ed. Teacher	09/01/2008	8	2	1	$24.00
Lucille Faup	Adult Ed. Teacher	09/01/2008	8	2	1	$24.00

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

EXHIBIT F-1-c

RESOLUTION TO APPROVE AGREEMENTS FOR ADMISSION OF TUITION PUPILS AND PURCHASED SERVICES

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

2009-2010 School Year

ESC City/County Agreement
Music Therapy Enrichment Center, Inc.
North Coast Therapy Associates, Inc.

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

EXHIBIT F-1-d

RESOLUTION TO APPROVE SUNDAY BUILDING USE

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

Westlake Soccer Association Westlake Invitational Soccer Tournament	Lee Burneson Middle School Stadium, Green Space, Parking Areas Holly Lane Elementary School Green Space, Parking Areas Sunday, May 24, 2009 7:00 AM – 9:00 PM

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

EXHIBIT F-1-e

RESOLUTION TO APPROVE CONTRACT FOR SERVICES SUPERVISED BY LOCAL EDUCATION AGENCY FOR NON-PUBLIC SCHOOL

RESOVLED THAT
the Westlake Board of Education approves the Contract for Services Supervised by Local Educational Agency with the Educational Service Center of Summit County for St. Paul Lutheran Non-Public School for the 2009-2010 school year.

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

EXHIBIT F-1-f

RESOLUTION TO DISCOURAGE USE OF ALCOHOL AND DRIVING OF VEHICLES UNDER THE INFLUENCE

WHEREAS, the Board of Education is concerned about the welfare of students in this and all school districts, and

WHEREAS, the Board is aware of the custom of receptions for graduating senior high school students, and

WHEREAS, we deplore and discourage the use of alcohol by underage persons, and the driving of motor vehicles by anyone who has been drinking, and

WHEREAS, we wish to aid an effort to reduce and halt alcohol-related injuries and death,

THEREFORE, BE IT RESOLVED, that the Board of Education requests that parents and other adults refrain from providing alcohol to students and other minors, and that all citizens refrain from drinking and driving.

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

EXHIBIT F-1-g

RESOLUTION ENDORSING STAFF APPRECIATION WEEK
(May 4-8, 2009)

WHEREAS, May 4-8, 2009, has been declared Staff Appreciation Week, and

WHEREAS, the Westlake City School District has the benefit of a caring, capable staff, and

WHEREAS, the school staff serve in partnership with the parents of our community's children, and

WHEREAS, the staff is at the heart of a quality educational program, and

WHEREAS, the effectiveness of the school program requires the cooperation and participation of the entire school family, and

WHEREAS, the Westlake school staff has demonstrated a strong commitment to establishing and maintaining quality educational programs, and

WHEREAS, the Westlake community appreciates the dedicated efforts of the staff,

NOW, THEREFORE, BE IT RESOLVED, the Westlake Board of Education declares May 4-8, 2009, as Westlake Staff Appreciation Week. The Westlake Board of Education extends to all members of the staff their sincerest appreciation for the continuing efforts to provide quality education to each Westlake students.

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

EXHIBIT F-2-a-1

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY ACAA – SEXUAL HARASSMENT

RESOLVED THAT
the Westlake Board of Education adopts Board of Education Policy ACAA – Sexual Harassment.

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

EXHIBIT F-2-b-1

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY
ACAA-R – SEXUAL HARASSMENT

RESOLVED THAT
the Westlake Board of Education adopts Board of Education Policy ACAA-R – Sexual Harassment.

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

EXHIBIT F-2-c-1

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY ACB – NONDISCRIMINATION ON THE BASIS OF DISABILITY

RESOLVED THAT
the Westlake Board of Education adopts Board of Education Policy ACB – Nondiscrimination On The Basis of Disability.

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

EXHIBIT F-2-d-1

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY
AF – COMMITMENT TO ACCOMPLISHMENT

RESOLVED THAT
the Westlake Board of Education adopts Board of Education Policy AF – Commitment to Accomplishment.

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

EXHIBIT F-2-e-1

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY
BBA – SCHOOL BOARD POWERS AND DUTIES

RESOLVED THAT
the Westlake Board of Education adopts Board of Education Policy BBA – School Board Powers and Duties.

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

EXHIBIT F-2-f-1

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY
CCA – ORGANIZATIONAL CHART

RESOLVED THAT
the Westlake Board of Education adopts Board of Education Policy CCA – Organizational Chart.

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

EXHIBIT F-2-g-1

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY
DJC – BIDDING REQUIREMENTS

RESOLVED THAT
the Westlake Board of Education adopts Board of Education Policy DJC – Bidding Requirements.

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

EXHIBIT F-2-h-1

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY
EEACC – STUDENT CONDUCT ON SCHOOL BUSES

RESOLVED THAT
the Westlake Board of Education adopts Board of Education Policy EEACC – Student Conduct on School Buses.

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

EXHIBIT F-2-i-1

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY
GBA – EQUAL EMPLOYMENT OPPORTUNITY

RESOLVED THAT
the Westlake Board of Education adopts Board of Education Policy GBA – Equal Employment Opportunity.

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

EXHIBIT F-2-j-1

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY
GBCA – STAFF CONFLICT OF INTEREST

RESOLVED THAT
the Westlake Board of Education adopts Board of Education Policy GBCA – Staff Conflict of Interest.

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

EXHIBIT F-2-k-1

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY
GBCB – STAFF CONDUCT

RESOLVED THAT
the Westlake Board of Education adopts Board of Education Policy GBCB – Staff Conduct.

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

EXHIBIT F-2-l-1

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY
GBL – PERSONNEL RECORDS

RESOLVED THAT
the Westlake Board of Education adopts Board of Education Policy GBL – Personnel Records.

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

EXHIBIT F-2-m-1

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY
GBQ – CRIMINAL RECORD CHECK

RESOLVED THAT
the Westlake Board of Education adopts Board of Education Policy GBQ – Criminal Record Check.

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

EXHIBIT F-2-n-1

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY
GBR – FAMILY AND MEDICAL LEAVE

RESOLVED THAT
the Westlake Board of Education adopts Board of Education Policy GBR – Family and Medical Leave.

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

EXHIBIT F-2-o-1

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY
GBR-R – FAMILY AND MEDICAL LEAVE

RESOLVED THAT
the Westlake Board of Education adopts Board of Education Policy GBR-R – Family and Medical Leave.

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

EXHIBIT F-2-p-1

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY
GCBB – PROFESSIONAL STAFF SUPPLEMENTAL CONTRACTS

RESOLVED THAT
the Westlake Board of Education adopts Board of Education Policy GCBB – Professional Staff Supplemental Contracts.

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

EXHIBIT F-2-q-1

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY GCPA – REDUCTION IN PROFESSIONAL STAFF WORKFORCE

RESOLVED THAT
the Westlake Board of Education adopts Board of Education Policy GCPA – Reduction in Professional Staff Workforce.

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

EXHIBIT F-2-r-1

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY
GDBB – SUPPORT STAFF PUPIL ACTIVITY CONTRACTS

RESOLVED THAT
the Westlake Board of Education adopts Board of Education Policy GDBB – Support Staff Pupil Activity Contracts.

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

EXHIBIT F-2-s-1

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY
IGBB – PROGRAMS FOR GIFTED AND TALENTED STUDENTS

RESOLVED THAT
the Westlake Board of Education adopts Board of Education Policy IGBB – Programs for Gifted and Talented Students.

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

EXHIBIT F-2-t-1

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY
IGBJ – TITLE I PROGRAMS

RESOLVED THAT
the Westlake Board of Education adopts Board of Education Policy IGBJ – Title I Programs.

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

EXHIBIT F-2-u-1

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY
IGBL – PARENTAL INVOLVEMENT IN EDUCATION

RESOLVED THAT
the Westlake Board of Education adopts Board of Education Policy IGBL – Parental Involvement in Education.

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

EXHIBIT F-2-v-1

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY
IICC – SCHOOL VOLUNTEERS

RESOLVED THAT
the Westlake Board of Education adopts Board of Education Policy IICC – School Volunteers.

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

EXHIBIT F-2-w-1

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY
IKEB – ACCELERATION

RESOLVED THAT
the Westlake Board of Education adopts Board of Education Policy IKEB – Acceleration.

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

EXHIBIT F-2-x-1

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY
JEBA – EARLY ENTRANCE TO KINDERGARTEN

RESOLVED THAT
the Westlake Board of Education adopts Board of Education Policy JEBA – Early Entrance to Kindergarten.

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

EXHIBIT F-2-y-1

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY
JEC – SCHOOL ADMISSION

RESOLVED THAT
the Westlake Board of Education adopts Board of Education Policy JEC – School Admission.

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

EXHIBIT F-2-z-1

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY
JFCC – STUDENT CONDUCT ON SCHOOL BUSES

RESOLVED THAT
the Westlake Board of Education adopts Board of Education Policy JFCC – Student Conduct on School Buses.

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

EXHIBIT F-2-aa-1

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY
JFCF – HAZING AND BULLYING

RESOLVED THAT
the Westlake Board of Education adopts Board of Education Policy JFCF – Hazing and Bullying.

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

EXHIBIT F-2-bb-1

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY
JO – STUDENT RECORDS

RESOLVED THAT
the Westlake Board of Education adopts Board of Education Policy JO – Student Records.

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

EXHIBIT F-2-cc-1

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY
JO-R – STUDENT RECORDS

RESOLVED THAT
the Westlake Board of Education adopts Board of Education Policy JO-R – Student Records.

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

EXHIBIT F-2-dd-1

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY
KGB – PUBLIC CONDUCT ON DISTRICT PROPERTY

RESOLVED THAT
the Westlake Board of Education adopts Board of Education Policy KGB – Public Conduct on District Property.

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

EXHIBIT F-2-ee-1

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY
KL – PUBLIC COMPLAINTS

RESOLVED THAT
the Westlake Board of Education adopts Board of Education Policy KL – Public Complaints.

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

EXHIBIT F-2-ff-1

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY
KLB – PUBLIC COMPLAINTS ABOUT THE CURRICULUM
OR INSTRUCTIONAL MATERIALS

RESOLVED THAT
the Westlake Board of Education adopts Board of Education Policy KLB – Public Complaints About the Curriculum or Instructional Materials.

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

EXHIBIT F-2-gg-1

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY
KLD – PUBLIC COMPLAINTS ABOUT DISTRICT PERSONNEL

RESOLVED THAT
the Westlake Board of Education adopts Board of Education Policy KLD – Public Complaints About District Personnel.

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

File: ACAA
SEXUAL HARASSMENT

~~No employee of the Board shall engage in sexual harassment of any student or any other employee of the Board. No employee of the Board shall retaliate against any other individual for making a complaint or assisting with the investigation of a complaint of sexual harassment.~~

All persons associated with the District, including, but not limited to, the Board, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment, whether verbal or nonverbal, occurring inside or outside of District buildings, on other District-owned property or at school-sponsored social functions/activities, is illegal and unacceptable and will not be tolerated. Any person who engages in sexual harassment while acting as a member of the school community is in violation of this policy.

~~Sexual harassment includes, but is not limited to:~~

~~1. verbal harassment such as epithets, lewd talk, suggestive comments, jokes or slurs;~~

~~2. physical harassment such as assault, impeding or blocking movement or any physical interference with normal work or movement directed at an individual;~~

~~3. visual forms of harassment such as derogatory posters, cartoons or drawings or~~

~~4. unwelcome sexual advances or threats of reprisal after a negative response to sexual advances, requests for sexual favors, offers of employment benefits in exchange for sexual favors:~~

~~A. if submission to such conduct is made a term or condition of working at the District;~~

~~B. if submission to or rejection of such conduct is the basis for employment decisions;~~

~~C. if such conduct unreasonably interferes with the individual's work performance or has the purpose or effect of creating an intimidating, hostile or offensive work environment or~~

~~D. if such conduct is made a term or condition of doing business with the District.~~

~~Employees engaging in sexual harassment shall be subject to disciplinary action.~~

<u>Definition of Sexual Harassment</u>: Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

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 by an individual 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 environment.**

Examples of sexual harassment-type conduct may include, but are not limited to, unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes, flirtations, advances or propositions; verbal abuse of a sexual

nature; graphic verbal commentary relating to an individual's body, sexual prowess or sexual deficiencies; coerced sexual activities; any unwanted physical contact; sexually suggestive or obscene comments or gestures; or displays in the workplace of sexually suggestive or obscene objects or pictures. Whether any act or comment constitutes sexual harassment-type conduct is often dependent on the individual recipient.

~~Sexual Harassment Grievance Officer~~

~~The superintendent or his/her designee (Title IX Officer) will serve as the Sexual Harassment Grievance Officer, with the responsibility and authority to investigate all sexual harassment complaints.~~

The Grievance Officer: The Board directs the Superintendent to appoint one or more sexual harassment grievance officers who are vested with the authority and responsibility for investigating all sexual harassment complaints in accordance with the procedures set forth in the accompanying regulation and staff and student handbooks.

Sexual harassment matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

The Board has developed complaint procedures which are made available to every member of the school community. The Board has also identified disciplinary penalties which could be imposed on the offenders.

Responsibility of Employees

Any employee who feels that he/she has been subjected to sexual harassment is required to promptly report the incident(s) to the Sexual Harassment Grievance Officer. Alternatively, any employee who does not wish to report suspected sexual harassment to the Sexual Harassment Grievance Office may make his/her report to their immediate supervisor or to the District CFO/Treasurer. All reports must be made in writing by completing the form utilized by the District. Employees can obtain a form from the Sexual Harassment Grievance Officer, the CFO/Treasurer. All information regarding the complaint will be treated as confidential and will be shared only to the extent necessary to conduct an investigation. All employees have the right to report allegations to the Equal Employment Opportunity Commission.

Responsibilities of the Sexual Harassment Grievance Officer

The grievance officer shall provide assistance to any employee who wishes to file a claim of sexual harassment. All claims of sexual harassment shall be investigated. Upon completion of the investigation, the superintendent or grievance officer shall notify the alleged victim and the alleged harasser of the results of the investigation. The superintendent or grievance officer shall also take such action as deemed appropriate, including but not limited to the following:

1. counseling the parties involved;
2. requiring attendance at appropriate seminars/workshops;
3. reprimand;

4. transfer or re-assignment or
5. recommendation to the Board that the individual against whom the claim is made be disciplined, which may include termination.

Rights of Individual Who is the Subject of a Sexual Harassment Claim

An individual who is the subject of a sexual harassment claim is encouraged, but not obligated, to be interviewed by the grievance officer to present his/her position with regard to the claim. Any individual who is the subject of a sexual harassment claim is entitled to be accompanied during his/her interview with the grievance office by a representative of his/her choice. All information regarding the complaint will be treated as confidential and will be shared only to the extent necessary to conduct an investigation.

Retaliation

Retaliation against an individual who files a complaint alleging sexual harassment or against an individual who assists in the investigation of a complaint of sexual harassment is prohibited by law. The District strictly enforces the non-retaliation law. Any individual who believes he/she has been retaliated against due to his/her involvement in a sexual harassment investigation is directed to file a written report with the grievance officer or the CFO/Treasurer. The individual also has the right to report the allegation of retaliation to the Equal Employment Opportunity Commission.

Files and Record of Investigation

Sexual harassment claims and investigation results shall not be made a part of the personnel file of any individual, unless disciplinary action is taken against an individual.

Adoption Date: May 23, 2002 Revision Date:

Legal Refs.: Civil Rights Act ~~of 1964,~~ Title VI; 42 USC 2000d et. seq.
Civil Rights Act ~~of 1964,~~ Title VII; 42 USC 2000e et. seq.
Education Amendments of 1972, Title IX; ~~20 USC 1681~~ **42 USC 2000e et. seq.**
Executive Order 11246, as amended by Executive Order, 11375
Equal Pay Act; 29 USC 206
Immigration Reform and Control Act ~~of 1986~~; ~~42~~ **8** USC 1324a et. seq.
Ohio Const. Art. I, § 2 ~~ORC – Chapter 4112~~ ~~OAC – 3301-35-02~~

Cross Refs.:

AC, Nondiscrimination	ACA, Nondiscrimination on the Basis of Sex
IGDJ, Interscholastic Athletics	JFC, Student Conduct (Zero Tolerance)
JFCF, Hazing and Bullying	JHG, Reporting Child Abuse
JB, Equal Educational Opportunities	GBA, Equal Opportunity Employment
Staff Handbooks	Student Handbooks

Contract Refs.: Teachers' Negotiated Agreement Support Staff Negotiated Agreement

File: ACAA-R
SEXUAL HARASSMENT

Procedure:

1. Any employee who believes that he/she has been subjected to sexual harassment will report the incident(s) to the **appropriate grievance officer.** ~~Sexual Harassment Grievance Officer (Superintendent) or District CFO/ Treasurer. The Superintendent may designate an individual to serve as Grievance Officer~~.

2. **The grievance officer attempts to resolve the problem through** ~~An investigation will be conducted using~~ the following process:

   A. The grievance officer promptly confers with the charging party in order to obtain a clear understanding of that party's statement of alleged facts. The statement is put in writing by the grievance officer and signed by the charging party as a testament to the statement's accuracy.

   B. The grievance officer meets with the charged party in order to obtain his/her response to the complaint. The response is put in writing by the grievance officer and signed by the charged party as a testament to the statement's accuracy.

   C. The grievance officer holds as many meetings with the parties and witnesses (if any) as are necessary to gather facts. The dates of meetings and the facts gathered are all put in writing.

   D. On the basis of the grievance officer's perception of the problem, he/she will:

      1. bring both parties together and attempt to resolve the matter informally through conciliation or
      2. formally notify the parties by certified mail of his/her official action relative to the complaint.

3. If either party disagrees with the decision of the grievance officer, he/she may appeal to the Superintendent**/designee**. After reviewing the record made by the grievance officer, the Superintendent**/designee** may attempt to gather further evidence necessary to decide the case and to determine appropriate action to be taken. The decision of the Superintendent**/designee** is final. ~~If any of the named officials are the charged or charging party, the Board will designate an alternate investigator and retain final decision-making authority.~~

If any of the named officials are the charged or charging party, the Board designates an alternate investigator and retains final decision-making authority.

All matters involving sexual harassment complaints remain confidential to the extent possible.

Adoption Date: May 23, 2002 Revision Date: August 14, 2006
Revision Date:

File: ACB

NONDISCRIMINATION ON THE BASIS OF DISABILITY

The Board maintains that discrimination against a qualified ~~disabled~~ person **with a disability** solely on the basis of disability is unfair. To the extent possible, **a** qualified ~~disabled~~ person~~s~~ **with a disability** should be in the mainstream of life in a school community. In addition, the District is the recipient of federal funds and therefore must be in compliance with all laws and regulations that deal with disabled individuals.

Accordingly, employees of the District comply with the law and Board policy to ensure nondiscrimination on the basis of disability. The following are expected.

1. No one discriminates against qualified ~~disabled~~ persons **with a disability** in any aspect of school employment solely on the basis of disability.
2. Facilities, programs and activities are made available to qualified ~~disabled~~ persons **with a disability**.
3. Free appropriate public education at elementary and secondary levels, including nonacademic and extracurricular services and activities, are provided to qualified **persons with a disability** ~~disabled persons~~.
4. No one excludes any qualified **person with a disability** ~~disabled person~~ solely on the basis of disability from participation in any preschool **education**, day care, adult **education** or ~~vocational~~ **career**-technical education program~~s~~.
5. Each qualified **person with a disability** ~~disabled person~~ is provided with the same health, welfare and other social services that are provided to others.

Adoption Date: May 23, 2002 Revision Date:

Legal Refs.: Individuals with Disabilities Education Act; 20 USC 1400 et seq.
Rehabilitation Act of 1973; 29 USC 794
Americans with Disabilities Act; 42 USC 12112 et seq.
Americans with Disabilities Act Amendments Act of 2008; 42 USC 12101 et seq.
ORC ~~3323.01 et seq~~. **Chapter 3323**
Chapter 4112

Cross Refs.: AC, Nondiscrimination
ACA, Nondiscrimination on the Basis of Sex
AE, School District Goals and Objectives
GBA, Equal Opportunity Employment
IGBA, Programs for Special Needs Students
IGDJ, Interscholastic Athletics
JB, Equal Educational Opportunities
JFC, Student Conduct (Zero Tolerance)
JFCF, Hazing
Staff Handbook
Student Handbook

File: AF
COMMITMENT TO ACCOMPLISHMENT

Evaluation of District operations is a chief responsibility of the Board and is the only means of determining whether the educational goals adopted are being achieved.

The evaluation program may include, but is not limited to, the following areas.

1. curriculum and instruction
2. students, dropouts and graduates
3. school personnel
4. buildings and equipment
5. business operations
6. operations of the Board
7. continuous improvement plan

Appraising the success of the instructional program is particularly important. Only through an awareness of the strengths and shortcomings of the program can the Board and superintendent have a sound basis for making improvements. The improvements are made by the superintendent through the implementation of policies adopted by the Board.

The Board:

1. assesses the District's operations and achievement of goals by information gathered from the superintendent and CFO/Treasurer;
2. evaluates the superintendent and CFO/Treasurer according to job descriptions and Board expectations and
3. evaluates itself according to its established goals and purposes.

Adoption Date: May 23, 2002 Revision Date:

Legal Refs.: ORC 3313.22; 3313.60
3319.01; 3319.02; 3319.08; 3319.081
OAC ~~3301-35-02~~; 3301-35-03; 3301-35-04; 3301-35-05

Cross Refs.: AE, School District Goals and Objectives
~~AF, all subcodes~~
AFA, Evaluation of School Board Operational Procedures (Also BK)
AFB, Evaluation of the Superintendent (Also CBG)
AFBA, Evaluation of the Treasurer (Also BCCB)
AFC, Evaluation of Professional Staff (Also GCN)
AFD Evaluation of Support Staff (Also GDN)
AFE, Evaluation of Instructional Programs (Also IM)
AFI, Evaluation of Educational Resources
BCC, Qualifications and Duties of the CFO/Treasurer
CBA, Qualifications and Duties of the Superintendent

File: BBA
SCHOOL BOARD POWERS AND DUTIES

Under the laws of the State of Ohio, the Board acts as the governing body of the public schools. Within the extent of its legal powers, the Board has responsibilities for operating the District in accordance with the desires of local citizens who elect its members.

The Board's major responsibilities are to:

1. select and employ a superintendent;

2. select and employ a CFO/Treasurer;

3. determine and approve the annual budget and appropriations;

4. provide needed facilities;

5. provide for the funds necessary to finance the operation of the District;

6. consider and approve or reject the recommendations of the superintendent in all matters of policy, appointment or dismissal of employees, salary schedules, courses of study, selection of textbooks and other matters pertaining to the operation of the District;

7. require reports of the superintendent concerning the conditions, efficiency and needs of the District;

8. evaluate the effectiveness with which the District is achieving the educational purposes of the Board;

9. inform the public about the progress and needs of the District and to solicit and weigh public opinion as it affects the District and

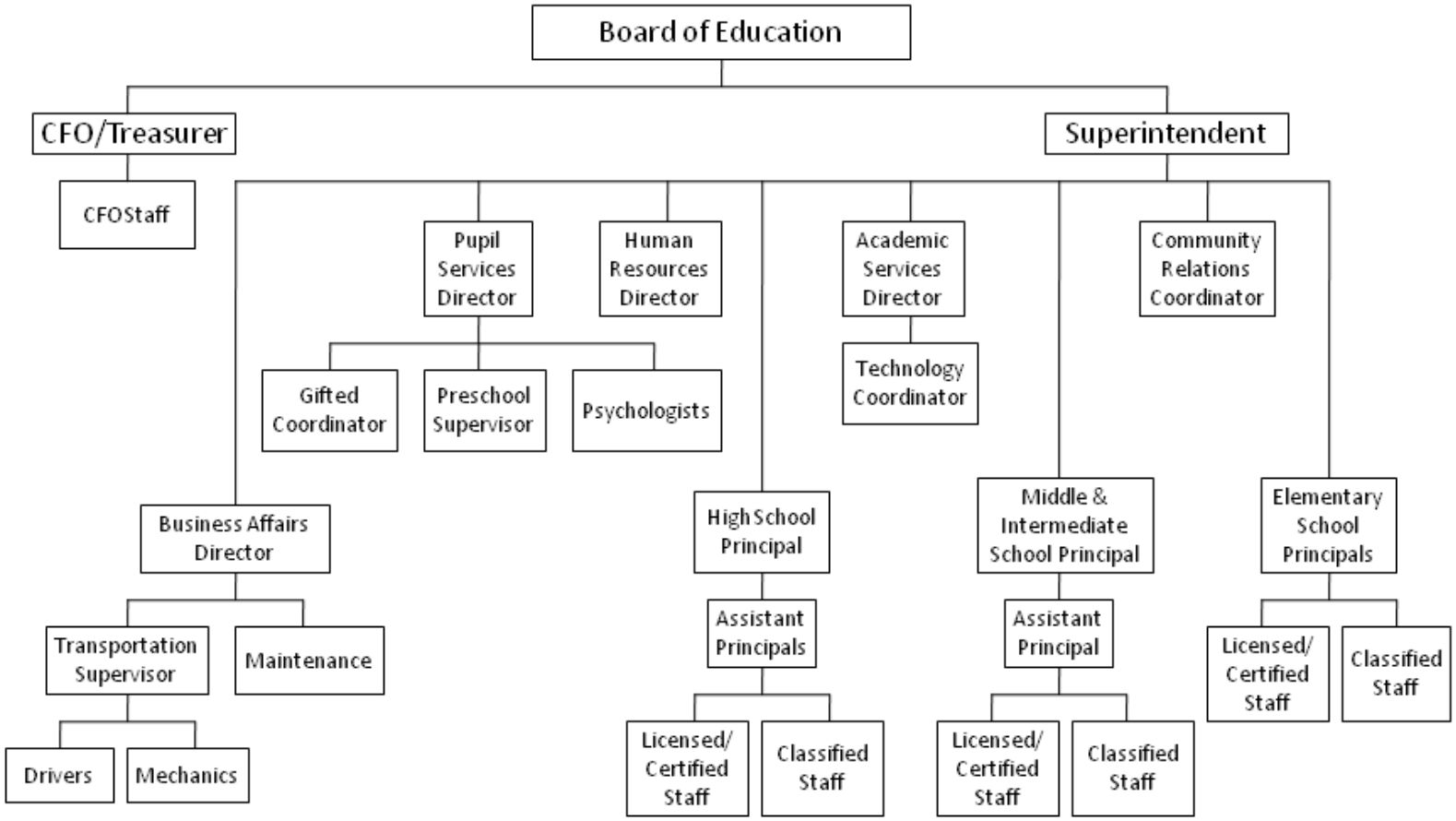
10. adopt policies for its governance and the governance of its employees and the students of the District.

Adoption Date: May 23, 2002 Revision Date:

Legal Refs.: ORC 3313.17; 3313.18; 3313.20; 3313.22; 3313.37; 3313.375; 3313.39; 3313.47; ~~3313.94~~
3315.07
3319.01
5705.01(A); 5705.03; 5705.28

File: CCA

Organizational Chart



Adoption Date: May 23, 2002
Revision Date:
Cross Refs.: CCB, Line and Staff Relations

File: DJC
BIDDING REQUIREMENTS

1. Competitive Bidding Requirements for Contracts to Build, Repair, Enlarge, Improve or Demolish School Buildings. Contracts to build, repair enlarge, improve or demolish any school building, the cost of which will exceed $25,000, will be competitively bid in accordance with law, except as provided below.
2. Exceptions to the competitive bidding requirements are as follows:

   A. when, due to the particular facts and circumstances involved, the Board determines by resolution that it is necessary to waive the formal competitive bidding requirements because the situation presented is a case of urgent necessity, or because it is necessary to waive competitive bidding for the security and protection of school property, pursuant to ORC 3313.46(A);

   B. when the Board determines and declares by resolution adopted by two-thirds of all its members (i.e., by at least four votes) that any item is available and can be acquired only from a single source, pursuant to ORC 3313.46(B);

   C. when the Board determines by resolution adopted by two-thirds of all its members (i.e., by at least four votes) that the competitive bidding requirements will not apply to any installation, modification or remodeling involved in any energy conservation measure undertaken through any installment payment contract under ORC 3313.372, or pursuant to ORC 133.06(G);

   D. when the purchase is for the acquisition of educational materials used in teaching, pursuant to ORC 3313.46(B);

   E. when the purchase is for the acquisition of computer software or hardware, for instructional purposes, pursuant to ORC 3313.37(B) and

   F. when purchases are made by the District under the Ohio Cooperative Purchasing Program, pursuant to ORC 124.04.

3. Related Procurement Procedures

   If practical, all purchasing over $15,000 will be based on price quotations submitted by at least three vendors. These quotations will be treated confidentially until the deadline for filing is past. However, it shall be unnecessary to obtain price quotations for purchases made pursuant to the competitive bidding procedures.

   The Director of Business Affairs will assemble the proper specifications and make the necessary arrangements for public bidding and price quotations. The CFO/Treasurer will receive bids and price quotations and record them. The ~~assistant~~ Superintendent **or designee** will make recommendations to the Board. Upon approval of the Board, the ~~assistant~~ Superintendent **or designee** will process purchase orders to those bidders awarded contracts and notify bidders of the results.

4. Contracts for the Purchase of School Buses and Other Equipment Used in Transporting Children.

   School buses and other equipment used in transporting children to and from school and to other functions as authorized by this Board of Education shall be purchased according to the following procedures:

   A. by purchasing the school bus or other student transportation vehicle directly from a vendor which is on the list furnished by the Department of Administrative Services under the Ohio Cooperative Purchasing Program or

B. by competitively bidding the purchase in accordance with ORC 3327.08 and ORC 3313.46. As part of such competitive bidding, all bidders shall be required to certify that, prior to delivery, the buses or other student transportation vehicles will comply with the safety regulations of the Department of Education adopted by and with the advice and consent of the Director of Public Safety pursuant to ORC 4511.76 and all other pertinent provisions of law. After the bid opening, the director of business affairs shall compare the price of the lowest responsible bid with the price offered through the Ohio Cooperative Purchasing Program. If the purchase can be made through the Ohio Cooperative Purchasing Program upon the same terms, conditions and specifications at a price lower than the lowest responsible bid, the Board shall reject all bids and purchase the bus or other student transportation vehicle under the Ohio Cooperative Purchasing Program, pursuant to ORC 125.04.

Adoption Date: May 23, 2002 Revision Date:

Legal Refs.: ORC ~~153.50; 153.54~~; 3313.46; 3319.04; ~~3327.08~~
9.314; 153.01; 153.12-153.14; 153.50-153.56; 3313.372

Cross Refs.: **DJ, Purchasing**
DJF, Purchasing Procedures
ECF, Energy Conservation
FA, Facilities Development Goals
FC, Facilities Capitalization Program
FEF, Construction Contracts Bidding and Awards

File: EEACC (Also JFCC)
STUDENT CONDUCT ON SCHOOL ~~BUSES~~ VEHICLES

~~Although the District furnishes transportation in accordance with state law, it~~ **The Board furnishes transportation in compliance with State law. This fact** does not relieve parents **of students** from the responsibility of supervision until such time as the student **boards the** vehicle ~~in the morning~~ and after the student leaves the vehicle at the end of the school day.

~~Once a student enters the vehicle he/she becomes the responsibility of the District. Such responsibility will end when the student is delivered to the regular stop at the close of the school day.~~

Students ~~riding a~~ **on a** school vehicle are under the authority of, and directly responsible **to**, ~~for~~ the vehicle driver. The driver has the authority to enforce the established regulations for vehicle conduct. **Disorderly** conduct ~~Violation of the Student Code of Conduct~~ or refusal to submit to the authority of the driver ~~may be~~ **is** sufficient reason for refusing transportation service**s or suspending transportation services** to any student **once proper procedures are followed**.

~~Regulations regarding conduct on school vehicles, as well as general information about the school transportation program, will be approved by the Board and made available to all parents and students.~~

The Board's policy regarding school vehicle riding privileges must be posted in a central location in each school building and made available to students upon request.

After Board approval, regulations regarding conduct on school vehicles, as well as general information about the school transportation program, are available to all parents and students.

Adoption Date: May 23, 2002 Revision Date:

Legal Refs.: ORC 3327.01; 3327.014
OAC 3301-83-08

Cross Refs.: **JFC, Student Conduct (Zero Tolerance)**
JGA, Corporal Punishment
Student Handbooks

File: GBA
EQUAL OPPORTUNITY EMPLOYMENT

The District provides equal opportunities for employment, retention and advancement of all personnel.

This Board encourages all personnel to assist in the accomplishment of this goal through their personal commitment to the concept of equal opportunity for all personnel regardless of race, color, national origin, citizenship status, religion, sex, economic status, age, disability or military status.

Adoption Date: May 23, 2002 Revision Date: September 22, 2008
Revision Date:

Legal Refs.: ORC Chapter 4112**.02**, 5903.01(G)
Civil Rights Act, Title VI; 42 USC 2000d
Executive Order 11246, as amended by Executive Order 11375
Equal Employment Opportunity Act, Title VII; 42 USC 2000e et seq.
Education Amendments of 1972, Title IX; 20 USC 1681
Rehabilitation Act; 29 USC 794
Age Discrimination in Employment Act; 29 USC 623
Immigration Reform and Control Act; 8 USC 1324a et seq.
Americans with Disabilities Act; 42 USC 12112 et seq.
Americans with Disabilities Act Amendments Act of 2008; 42 USC 12101 et seq.

Cross Refs.: AC, Nondiscrimination
ACA, Nondiscrimination on the Basis of Sex
ACAA, Sexual Harassment
ACB, Nondiscrimination on the Basis of Disability

File: GBCA
STAFF CONFLICT OF INTEREST

Employees shall not engage in, nor have a financial interest in, any activity which conflicts with their duties and responsibilities in the District.

Employees shall not engage in work of any type in which information concerning customer, client or employer originates from any information available to them through District sources.

Employees shall not sell textbooks, instructional supplies, equipment, reference books or any other products to the District. They shall not furnish the names of students or parents to anyone selling these materials.

In order that there is no conflict of interest in the supervision and evaluation of employees, at no time shall any administrator responsible for the supervision and/or evaluation of an employee be directly related to that employee.

Employees must not use their influence or authority to secure authorization of a public contract, including an employment contract, for a family member.

Adoption Date: May 23, 2002 Revision Date:

Legal Refs.: ORC 2921.42; 3313.811; 3319.21; 3329.10; 4117.20

Cross Refs.: GBL, Personnel Records
JO, Student Records
KBA, Public's Right to Know

File: GBCB
STAFF CONDUCT

All staff members have a responsibility to make themselves familiar with, and to abide by, the laws of the State of Ohio and the negotiated agreement, the policies of the Board and the administrative regulations designed to implement them.

The Board expects staff members to conduct themselves in a manner that not only reflects credit to the District, but also presents a model worthy of emulation by students. **Unless permitted by law,** staff members are not permitted to bring a deadly weapon or dangerous ordnance into a school safety zone.

All staff members are expected to carry out their assigned responsibilities. Essential to the success of ongoing operations and the instructional program are the following specific responsibilities that are required of all personnel:

1. faithfulness and promptness in attendance at work;
2. support and enforcement of policies of the Board and regulations of the administration;
3. diligence in submitting required reports promptly at the times specified;
4. care and protection of District property;
5. concern and attention toward their own and the District's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times and
6. respect for students, parents and community members.

Adoption Date: May 23, 2002 Revision Date: September 16, 2004
Revision Date:

Legal Refs.: **Gun-Free Schools Act; 20 USC 8921**
ORC 124.34
3319.081; 3319.16; 3319.31; 3319.36

Cross Refs.: **JFC, Student Conduct (Zero Tolerance)**
KGB, Public Conduct on District Property

File: GBL
PERSONNEL RECORDS

The superintendent develops and implements a comprehensive and efficient system of personnel records. The superintendent is hereby designated as the employee directly responsible for the personnel records system. The following guidelines govern such records.

1. Personnel files contain records and information relative to compensation, payroll deductions, evaluations and such information as may be required by the state or federal ~~government~~ **law** or considered pertinent by the superintendent. Anonymous material or materials from an unidentified source are not placed in a staff member's file.
2. A personnel file for each employee is accurately maintained in the District office in accordance with administrative regulations incorporating the requirements set forth under the Ohio Privacy Act for the protection of employees. Employees will be notified whenever personal information concerning them is placed in their file.
3. State law requires that all public records be promptly prepared and made available for inspection to any member of the general public at all reasonable times during regular business hours. Upon request, the person directly responsible for the personnel records is required to make copies available at cost within a reasonable period of time.
4. The public has access to all records in the personnel file with the following exceptions:
   A. medical records;
   B. records pertaining to adoption, probation or parole proceedings;
   C. trial preparation records;
   D. confidential law enforcement investigatory records;
   E. Social Security number and
   F. records of which the release is prohibited by state or federal law.

   Additional exceptions are listed in Ohio Revised Code Section 149.43.
5. **The District is required to keep reports of investigations of employee misconduct in the employee's personnel file, unless the State Superintendent of Public Instruction or his/her designee determines that the report does not warrant taking action against the employee.**

   If the State Superintendent of Public Instruction or his/her designee determines no action is warranted, the investigation report must be moved from the employee's personnel file to a separate public file.
6. Each employee has the right, upon written request, to review the contents of his/her own personnel file. If a document is not disclosed to the employee because it is determined by a physician, psychiatrist or psychologist to be likely to have an adverse effect upon the employee, the document will be released to the designated medical authority. Requests are made to the superintendent and scheduled for a time convenient for the parties involved.
7. Employees may make written objections to any information contained in the file. Any written objection must be signed by the staff member and becomes part of the employee's personnel file after the appeal procedure outlined in the Ohio Revised Code. The appeal procedure permits any employee who disputes the accuracy, relevance, timeliness or completeness of information maintained in his/her file to compel the District to investigate the current status of the information.
8. Personnel records should be reviewed only within the confines of the superintendent's office or the Board's office.

Adoption Date: May 23, 2002 Revision Date:

Legal Refs.: ORC 9.01; 9.35; 149.41; 149.43; 1347.01 et seq.; 3317.061;**3319.311; 3319.314**; 4113.23
OAC 3301-35-03(A)(10)

Cross Refs.: KBA, Public's Right to Know

Contract Refs.: Teachers' Negotiated Agreement Support Staff Negotiated Agreement

File: GBQ
CRIMINAL RECORD CHECK

The Board shall request from the Superintendent of the Bureau of Criminal Identification and Investigation (BCII) criminal record checks of all candidates under final consideration for employment or appointment in the District ~~if the candidates are responsible for the care, custody or control of students~~. The BCII criminal record checks include information from the Federal Bureau of Investigation (FBI).

The Board may employ persons ~~responsible for the care, custody or control of students~~ on the condition that the candidates submit to and pass a BCII criminal record check in accordance with the ~~Ohio Revised Code~~ **State law**. **Any person conditionally hired who fails to pass a BCII criminal background records check is released from employment.** Applicants are given a separate written statement informing them that the Board ~~may use~~ **uses** a criminal record check as part of the initial hiring process and at various times during the employment career. This notice must be on a separate document which contains only this notice. The applicant's ~~documented~~ **written** authorization to obtain the criminal record check will be obtained prior to obtaining the criminal record check.

Prior to taking an adverse action against an applicant or employee (such as declining to employ, reassigning an employee, denying a promotion, suspension, nonrenewal or termination) based in whole or in part on a criminal record check, the applicant or employee ~~will be~~ **is** given a written pre-adverse action disclosure statement which ~~will include~~ **includes** a copy of the criminal record check and the Federal Trade Commission's notice entitled "A Summary of Your Rights Under the Fair Credit Reporting Act."

After taking an adverse action, the applicant or employee ~~will be~~ **is** given a written adverse action notice which includes the name, address and telephone number of BCII, a statement that BCII did not make the decision to take the adverse action and cannot give specific reasons for it, the individual's right to dispute the accuracy or completeness of any information furnished by BCII and the individual's right to an additional free criminal record check from BCII upon request within 60 days. ~~Any person conditionally hired who fails to pass a BCII criminal background check shall be released from employment~~.

An applicant for employment may provide a certified copy of a BCII criminal ~~background~~ **records** check to the District in compliance with ~~the Ohio Revised Code~~ **state law**. The District may accept this background check in place of its own ~~background~~ **records** check if the date of acceptance by the District is within one year after the date of issuance by the BCII.

~~For bus driving applicants, a BCII, county or local law enforcement agency record check is required.~~ State law requires subsequent criminal record checks every five years for all school employees except bus drivers. For currently employed bus drivers, a new report is required every six years.

Any and all information obtained by the Board or persons under this policy is confidential and shall not be released or disseminated. Criminal records checks are not public records for purposes of the Public Records Law. Any applicant not hired because of information received from the record check shall be assured that all records pertaining to such information are destroyed.

Volunteers

~~Current and prospective volunteers who have or will have unsupervised access to children on a regular basis may, at any time, be subject to a criminal record check (BCII).~~

The District notifies current and prospective volunteers who have or will have unsupervised access to students on a regular basis that a criminal records check may be conducted at any time.

Contractors

Criminal records checks are required for contractors who meet the following four criteria:

1. **The contractor is an employee of a private company under contract with the District to provide "essential school services";**
2. **The contractor works in a position involving routine interaction with a child or regular responsibility for the care, custody or control of a child;**
3. **The contractor is not licensed by ODE; and**
4. **The contractor is not a bus driver.**

Adoption Date: May 23, 2002 Revision Date: September 22, 2008
Revision Date:

Legal Refs.: Fair Credit Reporting Act; 15 USC 1681 et seq.
ORC 109.57; 109.572; 109.575; **109.576;** 2953.32; 3301.074; **3314.19; 3314.41;** 3319.088; **3319.089;** 3319.22; 3319.222 3319.29; 3319.291; 3319.302; 3319.303; 3319.304; 3319.311; 3319.313 3319.315; 3319.39; **3319.391; 3319.392; 3327.10**

OAC **3301-27-01;** 3301-83-06

Cross Refs.: EEAC, School Bus Safety Program
GBL, Personnel Records
GCBB, Professional Staff Supplemental Contracts
GCD, Professional Staff Hiring
GCPD, Suspension and Termination of Professional Staff Members
GDBB, Support Staff Pupil Activity Contracts
GDD, Support Staff Hiring
GDPD, Suspension, Demotion and Termination of Support Staff Members
IIC, Community Instructional Resources (Also KF)
IICC, School Volunteers
KBA, Public's Right to Know
LEA, Student Teaching and Internships

File: GBR
FAMILY AND MEDICAL LEAVE

The Board provides leave to eligible employees consistent with the Family and Medical Leave Act **of 1993** (FMLA). Eligible employees are entitled to up to 12 work weeks **(and in one instance, 26 work weeks)** of unpaid family and medical leave in any 12-month period. The Board continues to pay the District's share of the employee's health benefits during the leave. In addition, the District restores the employee to the same or a similar position after the termination of the leave in accordance with Board policy.

In complying with the FMLA, the District adheres to the requirements of applicable Federal and State laws.

Additional information is contained in the regulations which follow this policy.

Adoption Date: May 23, 2002 Revision Date:

Legal Refs.: Family & Medical Leave Act **of 1993**; 29 USC ~~2611~~ **2601** et seq.; **29 CFR Part 825**
ORC 124.38; 3313.20;
3319.08; ~~3319.09~~; 3319.13; 3319.131; **3319.14** 3319.141

Cross Refs.: GCBD, Professional Staff Leaves and Absences
GDBD, Support Staff Leaves and Absences

Contract Refs.: Teachers' Negotiated Agreement
Support Staff Negotiated Agreement

File: GBR-R
FAMILY AND MEDICAL LEAVE

An employee who has worked for the District for at least 12 months is eligible for 12 work-weeks of FMLA leave during a 12-month period provided the employee worked at least 1,250 hours in the 12 months preceding the beginning of the leave. **An employee may be eligible for 26 work weeks of FMLA leave during a 12-month period to care for a covered service member with a serious injury or illness.**

Types of Leave – An eligible employee may take FMLA leave for **the following purposes**:

1. ~~the birth and first-year care of a child;~~ **birth and to care for a newborn child;**
2. ~~the adoption or foster placement of a child;~~ **to care for, or spend additional time with, an adopted child or foster child;**
3. ~~the serious illness of an employee's spouse, parent or child or~~ **to care for a spouse, child, parent or, in limited circumstances, next of kin with a serious health condition (if person cared for is a "covered service member," then leave allowed is 26 weeks);**
4. ~~the employee's own serious health condition that keeps the employee from performing the essential functions of his/her job~~ **to recover from a serious health condition or**
5. **to respond to a "qualifying exigency" that arises because a spouse, child or parent is on active duty or has been called to active duty as a member of the National Guard or Reserves in support of a contingency operation.**

An employee may elect, or the Board may require, an employee to use accrued paid vacation, personal or sick leave for purposes of a family leave. An employer cannot compel an employee to use accrued medical/sick leave in any situation for which the leave could not normally be used.

Spouses Employed by the District

If a husband and wife eligible for leave are employed by the District, their combined amount of leave for birth, adoption, foster care placement and parental illness may be limited to 12 weeks. An employee may not take FMLA leave to care for a parent-in-law.

If a husband and wife eligible for leave are employed by the District, their combined amount of leave to care for a covered service member is limited to 26 weeks.

Intermittent and Reduced Leave

Intermittent leave is leave taken in separate blocks of time due to a single illness or injury.

Reduced leave is a leave schedule that reduces employee's usual number of hours per workweek or hours per workday.

Intermittent or reduced leave is available only for the employee's own serious health condition or to care for a seriously ill spouse, child or parent. Such leave may not be used for the birth or adoption/ placement of a child.

The employee who wishes to use intermittent or reduced leave must have the prior approval of the Board/designee. Although the Board/designee and employee may agree to an intermittent or reduced leave plan, the employee who uses family leave is not automatically entitled to use such leave on an intermittent or reduced leave schedule.

The Board may provide such leave for medical purposes, but the superintendent may transfer the employee to a position which is equivalent, but more suitable for intermittent periods of leave. The employee must furnish the Board with the expected dates of the planned medical treatment and the duration of the treatment. The superintendent must authorize such leave in writing.

Benefits

The Board maintains the employee's health coverage under the group health insurance plan during the period of FMLA leave. The employee should make arrangements with the CFO/Treasurer to pay the employee's share of health insurance (e.g., family coverage) prior to the beginning of the FMLA leave.

The employee will not lose any other employment benefit accrued prior to the date on which leave began but is not entitled to accrue seniority or employment benefits during the leave period. Employment benefits could include group life insurance, sick leave, annual leave, educational benefits and pensions.

Notice

When the FMLA leave is foreseeable, the employee must notify the superintendent of his/her request for leave at least 30 days prior to the date when the leave is to begin. If the leave is not foreseeable, the employee must give notice as early as is practical. When the employee requests medical leave, the employee must make reasonable attempts to schedule treatment so as not to disrupt the District's operations. The Board may deny the leave if the employee does not meet the notice requirements.

Certification

The Board may require the employee to provide certification from a health care provider containing specific information required under the law if he/she requests a medical leave. If there is a question concerning the validity of such certification, a second and, if necessary, a third opinion can be required, both at the expense of the District. Upon the employee's return to work, the Board requires that the employee present a fitness statement from the employee's health care provider certifying that the employee is able to return to work.

Restoration

When the employee returns from the leave, the Board restores the employee to the same or an equivalent position with equivalent benefits, pay, terms and conditions of employment in accordance with Board policy.

Under certain circumstances, the Board may deny restoration to a key employee. The Board complies with the notice requirements of the FMLA in denying restoration. A key employee is one who is among the highest paid 10% of the employees and whose absence would cause the District to experience a substantial and grievous economic injury.

Instructional Employees

Special leave rules apply to instructional employees. Instructional employees are those whose principal function is to teach and instruct students in a small group or individual setting. This term includes teachers, athletic coaches, driving instructors and special education assistants such as signers for the hearing impaired. It does not include teacher assistants or aides who do not have as their principal job actual teaching or instructing, nor does it include auxiliary personnel such as counselors, psychologists or curriculum specialists. It also does not include cafeteria workers, maintenance workers or bus drivers.

Limitations apply to instructional employees who take intermittent or reduced leave. If the leave requested is:

1. to care for a family member or for the employee's own serious health condition;
2. foreseeable based on planned medical treatment and
3. the employee would be on leave for more than 20% of the total number of working days over the period the leave would extend.

The Board then may require the employee to choose either to:

1. take leave for a period or periods of a particular duration not greater than the planned treatment or
2. transfer temporarily to an available alternative position for which the employee is qualified, which has equivalent pay and benefits, and which better accommodates recurring periods of leave than does the employee's regular position.

Limitations also apply to instructional employees who take leave near the end of a semester. When an instructional employee begins leave more than five weeks before the end of a semester the Board may require the employee to continue taking leave until the end of the semester if:

1. the leave will last at least three weeks and
2. the employee would return to work during the three-week period before the end of the semester.

When an instructional employee begins leave for a purpose other than the employee's own serious health condition during the five-week period before the end of the semester, the Board may require the employee to continue taking leave until the end of the semester if:

1. the leave will last more than two weeks and
2. the employee would return to work during the two-week period before the end of the semester.

When an instructional employee begins leave for a purpose other than the employee's own serious health condition during the three-week period before the end of a semester and the leave lasts more than five working days, the Board may require the employee to continue taking leave until the end of the semester.

Failure to Return

The Board is entitled to recover health care premiums paid during the leave if the employee fails to return from leave. Recovery cannot occur if the employee fails to return because of the continuation, recurrence or onset of a serious health condition or due to circumstances beyond the control of the employee .

File: GCBB
PROFESSIONAL STAFF SUPPLEMENTAL CONTRACTS

Certain positions assigned to professional staff members may require extra responsibility or extra time beyond that required of all professional staff members. When the Board and administration determine the need, qualified staff selected for such positions are provided supplemental contracts and additional compensation.

The Board approves the positions and the compensation for these assignments. Supplemental contracts for such assignments are awarded by the Board upon the recommendation of the Superintendent.

Supplemental contracts are limited contracts given for terms not to exceed five years. Supplemental contracts expire automatically at the end of their terms, with or without Board action.

The Board directs the superintendent/designee to identify those supplemental contract positions that supervise, direct or coach student activity programs which involves athletic, routine/regular physical activity or health and safety considerations. Individuals accepting these contract positions must complete the requirements established by the Ohio Department of Education, state law and the Ohio Administrative Code.

Adoption Date: May 23, 2002 Revision Date: October 13, 2008
Revision Date:

Legal Refs.: ORC 3313.53; 3319.08; 3319.11; 3319.111; 3319.39
OAC 3301-20-01; 3301-27-01; 3301-27-02

Cross Refs.: **GBQ, Criminal Records Check**
GCB, Professional Staff Contracts and Compensation Plans
GCKA, Professional Staff Extra Duty
GDBB, Support Staff Supplemental Contracts
IGD, Cocurricular and Extracurricular Activities
IGDJ, Interscholastic Athletics

Contract Refs.: Teachers' Negotiated Agreement

File: GCPA
REDUCTION IN PROFESSIONAL STAFF WORKFORCE

The Board may reduce the number of teachers upon the return to duty of regular teachers after leaves of absence, suspension of schools, territorial changes affecting the District, ~~or~~ decreased enrollment of students in the District, **or for financial reasons**.

The Board may reduce the number of administrators upon the return to duty of administrators after leaves of absence, suspension of schools, territorial changes affecting the District, decreased enrollment of students in the District, ~~or~~ for financial reasons, **or for other reasons unrelated to the performance of the individual administrator.**

Adoption Date: May 23, 2002 Revision Date:

Legal Refs.: ORC **3319.02; 3319.081; 3319.09(A);** 3319.17; **3319.171; 3319.172**

Contract Refs.: Teacher's Negotiated Agreement

File: GDBB

SUPPORT STAFF ~~SUPPLEMENTAL~~ **PUPIL ACTIVITY** CONTRACTS

~~The Board recognizes that it may occasionally be necessary for support staff employees to work more than 40 hours during a given work week. The superintendent or his/her designee will establish regulations governing overtime provisions.~~

The Board believes that a varied cocurricular program adds depth and richness to the academic program, teaching skills and life lessons not easily learned in the classroom. The Board also recognizes the importance of positive adult leadership in pupil activity programs.

Nonlicensed/noncertificated staff members may be awarded pupil activity contracts. Compensation for the position is at the same Board-approved rate as that paid to licensed individuals.

Any nonlicensed/noncertificated staff member desiring to accept a pupil activity contract must hold a valid pupil activity permit issued under rules adopted by the State Board of Education. The Board may terminate or suspend the pupil activity contract if this permit is suspended, revoked or limited by the State Board of Education.

Pupil activity contracts are limited nonteaching contracts in effect for a term not to exceed one year. The Board provides written notice of nonrenewal on or before June 1 of each year.

The Board approves the positions and the compensation for these assignments. Contracts are awarded by the Board upon the recommendation of the Superintendent. The Board meets all requirements of the Fair Labor Standards Act.

The Board directs the Superintendent/designee to identify those pupil activity contract positions that direct, supervise or coach programs that involve athletic, routine or regular physical activity or involve health and safety considerations. Individuals accepting these contract positions must meet the requirements established by the Ohio Department of Education, State law and the Ohio Administrative Code.

Adoption Date: May 23, 2002 Revision Date:

Legal Refs.: Fair Labor Standards Act
ORC ~~124.18; 3319.086~~
3313.18; 3313.53;3319.081; 3319.083; 3319.303; 3319.39
OAC 3301-20-01; 3301-27-01; ~~3301-27-02~~

Cross Refs.: **GBQ, Criminal Records Check**
GCBB, Professional Staff Supplemental Contracts
GDB, Support Staff Contracts and Compensation Plans
GDKA, Support Staff Extra Duty
IGD, Cocurricular and Extracurricular Activities
IGDJ, Interscholastic Athletics
IICC, School Volunteers
~~KG, Community Use of School Facilities (Equal Access)~~

Contract Refs.: Support Staff Negotiated Agreement

File: IGBB
PROGRAMS FOR GIFTED AND TALENTED STUDENTS

Identification

~~It is the policy of the Board to use the approved lists of assessments developed by the Ohio Department of Education to screen and identify students grades kindergarten through 12 in the District who meet the State Board of Education guidelines as having:~~

In accordance with the belief that all children are entitled to education commensurate with their particular needs, children in the District who are gifted are provided opportunities to progress as their abilities permit. The Board believes that these children require services beyond those offered in regular school programs in order to realize their potential contribution to themselves and society.

Children who are gifted are identified ~~annually~~ by qualified professionals using a variety of assessment procedures. The Board encourages efforts to provide services for the children who are gifted as an integral part of the total kindergarten through grade 12 program.

Identification

The District follows the identification eligibility criteria as specified in the Ohio Revised Code and the Ohio Administrative Code.

1. **The District identifies children of the District, in grades kindergarten through 12 as gifted children who perform at remarkably high levels of accomplishment when compared to other children of the same age, experience and environment, as identified under the Ohio Revised Code and Ohio Administrative Code. Accordingly, a child can be identified as exhibiting:**
   ~~1.~~A. superior cognitive ability;
   ~~2.~~B. specific academic ability ~~(math, science, reading, writing or a combination of these skills and social studies)~~ **in one or more of the following content areas:**
      1) mathematics;
      2) science;
      3) reading, writing, or a combination of these skills and/or
      4) social studies;
   ~~3.~~C. creative thinking ability **and/or**
   ~~4.~~D. visual or performing arts ability **such as drawing, painting, sculpting, music, dance or drama.**
2. The District uses only those instruments approved by the Ohio Department of Education for screening, assessment and identification of children who are gifted. ~~as provided in the *Assessment Instruments for the Identification of Children Who Are Gifted*~~.

District Plan for Identifying Gifted Students

The District adopts and submits to the Ohio Department of Education a plan for the screening, assessment and identification of children who are gifted. Any revisions to the District plan are submitted to the Ohio Department of Education for approval. The identification plan includes the following:

1. **the criteria and methods the District uses to screen and select children for further assessment who perform or show potential for performing at remarkably high levels of accomplishment in one of the gifted areas;**
2. **the sources of assessment data the District uses to select children for further testing and an explanation to parents/guardians of the multiple assessment instruments required to identify children who are gifted;**
3. **an explanation for parents/guardians of the methods the District uses to ensure equal access to screening and further assessment by all District children, culturally and linguistically diverse children, children from low socio-economic backgrounds, children with disabilities and children for whom English is a second language;**
4. **the process of notifying parents/guardians regarding all policies and procedures concerning the screening, assessment and identification of children who are gifted;**
5. **an opportunity for parents/guardians to appeal any decision about the results of any screening procedure or assessment, the scheduling of children for assessment or the placement of a student in any program or for receipt of services;**
6. **procedures for the assessment of children who transfer into the District;**
7. **at least two opportunities a year for assessment in the case of children requesting assessment or recommended for assessment by teachers, parents or other children and**
8. **an explanation that the District accepts scores on assessment instruments approved for use by the Ohio Department of Education that are provided by other school districts and trained personnel outside the District.**

~~The District accepts scores on assessment instruments approved for use by the Ohio Department of Education provided by other school districts and trained personnel outside the school district.~~

The District's plan may provide for the District to contract with any qualified public or private service provider to provide screening or assessment services under the plan. **Gifted education coordinators provide the District with assistance in placing students, designing services, consulting on strategic planning, evaluating services on an ongoing basis and eliciting input from parents and staff.**

District Plan for Services

The District adopts and submits to the Ohio Department of Education a plan for a continuum of services that may be offered to students who are gifted.

1. **The District ensures equal opportunity for all children identified as gifted to receive any or all** services offered by the District.
2. **The District implements a procedure for withdrawal of children from District gifted programs or services and for reassessment of children.**
3. **The District implements a procedure for resolving disputes with regard to identification and placement decisions.**
4. **Any District gifted education services are delivered in accordance with the Ohio Revised Code and the Ohio Administrative Code.**

5. The District informs parents of the contents of this policy as required by the Ohio Revised Code and the Ohio Administrative Code.

Written Education Plan

The District provides gifted services based on the student's areas(s) of identification and individual needs and is guided by a written education plan (WEP). The WEP, which is provided to parents of gifted students and educators responsible for providing gifted education services, includes a description of the services provided, including goals for the student in each service specified, methods for evaluating progress toward achieving the goals specified and methods and schedule for reporting progress to students. The WEP also specifies staff members responsible for ensuring that specified services are delivered, policies regarding the waiver of assignments and the scheduling of tests missed while a student is participating in any gifted services provided outside the general education classroom and a date by which the WEP will be reviewed for possible revision.

Gifted Education Personnel

Gifted education instruction is provided by gifted education intervention specialists by grade level in accordance with the Ohio Administrative Code. Gifted education instruction is offered during the regular school day and may be provided in large or small groups and/or individually in a variety of settings. The depth, breadth and pace of instruction based on the appropriate content areas may be differentiated. Where differentiated instruction is provided in a regular classroom, the teacher is either licensed in gifted education or has received professional development and ongoing assistance from a gifted education intervention specialist or gifted education coordinator.

Annual Report **and Accountability**

~~1.~~ The District submits, as required, ~~an~~ **a gifted education** annual report to the Ohio Department of Education.

The District submits, as required, a gifted education data audit to the Ohio Department of Education.

The superintendent/designee implements all policies and procedures in accordance with laws, rules and regulations and follows the ~~*Model Policies and Plan for the Identification of Children Who Are Gifted*~~ **Ohio Administrative Code rules and regarding gifted education**.

Adoption Date: May 23, 2002 Revision Date:

Legal Refs.: ORC 3324.01 **et.seq.**; ~~3324.07~~
OAC 3301-51-15

Cross Refs.: JB, Equal Educational Opportunities

File: IGBJ
TITLE I PROGRAMS

The Title I program is based on an annual assessment of educational needs. This assessment includes identification of educationally deprived children in the public and private schools in this District. Title I services are provided to all eligible, educationally deprived students.

The Board believes parent involvement is a vital part of the Title I program. **The Superintendent/ designee jointly develops with, and distributes to, parents of children participating in Title I programs within the District a written parental involvement policy and guidelines. The written parental involvement policy includes a School-Parent Compact jointly developed by the school and the parents. The requirements of the policy, compact and guidelines are consistent with Federal and State law.**

Parent involvement **includes** ~~shall include~~, but **is** not ~~be~~ limited to, contribution to the design and implementation of programs under this Title, participation by parents in school activities and programs, and training and materials which build parents' capacity to improve their children's learning in both the home and the school. To build a partnership between home and school, the District:

1. informs the parents **of the program,** the reasons for their children's participation ~~in the program~~ and the specific instructional objectives;
2. trains parents to work with their children to attain instructional objectives;
3. trains teachers and other staff involved in programs under this Title to work effectively with the parents of participating students;
4. develops partnerships by consulting with parents regularly;
5. provides opportunities for parents to be involved in the design, operation and evaluation of the program and
6. provides opportunities for the full participation of parents who lack literacy skills or whose native language is not English.

Title I funds are used only to augment, not to replace, state and local funds. The Board uses ~~such~~ **these** funds to provide **equivalent or comparable** educational services in **all** schools receiving Title I assistance. ~~and funds are used to provide comparable services in all school receiving Title I assistance~~.

The District **is required to bring students up to a proficient level in reading and mathematics. Any school that receives Title I funds, and fails to made adequate yearly progress as defined by the State Board of Education two years in a row, is required to offer school choice for students to transfer from the low performing building to a building that is making the required progress. Among students exercising choice, priority is given to the lowest-achieving students from low income families.**

If a school does not meet the adequate yearly progress three years in a row, it is required to offer supplemental (tutorial) services. The administration is directed to develop a plan to comply with school choice and supplemental services.

~~The District requires all students with disabilities and limited English proficiency to be tested. Alternative assessments are required to be developed for these groups. These two groups must make yearly gains as defined by the adequate yearly progress indicator adopted by the State Board of Education and be at a proficient level in 12 years. The Board directs the administration to develop a plan to comply with school choice and supplemental service sanctions.~~

Adoption Date: May 23, 2002 Revision Date: October 24, 2002
Revision Date:

Legal Refs.: ~~42USC 2000d~~
The Elementary and Secondary Education Act; 20 U.S.C. 1221 et seq.
OAC 3301-35-04; 3301-35-05; 3301-35-06; 3301-35-07

Cross Refs.: **AC, Nondiscrimination**
IE, Organization of Facilities for Instruction
IGBA, Programs for Students with Disabilities
IGBI, Limited English Proficiency
IGBL, Parental Involvement in Education
JB, Equal Educational Opportunities

File: IGBL
PARENTAL INVOLVEMENT IN EDUCATION

The Board believes that parent/**guardian** involvement is an important part of the educational program. Current research indicates that a home-school partnership and greater involvement on the part of parents/**guardians** in the education of their children generally result in higher achievement scores, improved student behavior and reduced absenteeism. All parents/**guardians** are encouraged to take an active role in the education of their children **and/or foster children and/or any children for whom they have custodial rights and responsibilities for educational purposes**.

The Board directs the administration to develop **along with parents/guardians and foster caregivers** the necessary regulations to ensure that this policy is followed and that parent/**guardian** involvement is encouraged. The regulations:

1. encourage strong home-school partnerships;
2. provide for consistent and effective communication between ~~the~~ parents/**guardians or foster caregivers** and school officials;
3. offer parents/**guardians or foster caregivers** ways to assist and encourage their children **or foster children** to do their best; and
4. offer ways parents/**guardians or foster caregivers** can support classroom learning activities. ~~and~~

~~5. provide opportunities for parents in the parental involvement program.~~

In addition, building administrators/designees of schools receiving Title I funds will jointly develop with and distribute to parents/guardians of children participating in Title I programs a written parental/guardian involvement policy and guidelines. The requirements of the policy and guidelines are consistent with Federal and State law.

Adoption Date: May 23, 2002 Revision Date:

Legal Refs.: **The Elementary and Secondary Education Act; 20 USC 1221 et.seq.**
ORC 3313.472; **3313.48**
OAC 3301-35-02; 3301-35-04; 3301-35-06

Cross Refs.: **IGBI, Limited English Proficiency**
IGBJ, Title I Programs
Student Handbooks

File: IICC
SCHOOL VOLUNTEERS

The Board believes one of the greatest resources available may be found in the citizens of the community who have special knowledge and talents to contribute to the District. The use of citizens as volunteers within the school program enhances the educational process not only for students, but for the community as well. Volunteers may provide additional support in the classroom, promote community-school cooperation in facilitating the learning process and provide resource persons who have expertise in various areas.

Recruitment and selection of volunteers is done at the local building level. Interested individuals should contact the building principal or his/her designee. The interests and abilities of the volunteers are considered when making assignments.

All volunteers shall be registered with the District office and at the appropriate building. Standard procedures for record keeping include hours contributed by various volunteers, types of services or donations made and an application kept on file at the local school for any volunteer who works directly with students, especially in tutorial relationships.

~~Current and prospective volunteers who have or will have unsupervised access to children on a regular basis may, at any time, be subject to a criminal record check (BCII).~~

The District notifies current and prospective volunteers who have or will have unsupervised access to students on a regular basis that a criminal records check may be conducted at any time.

Adoption Date: May 23, 2002 Revision Date:

Legal Refs.: ORC 2305.23; 2305.231; ~~2744.01; 3319.311~~; 3319.39; **Chapter 2744**

OAC 3301-9-01; ~~3301-32-22(E)(4)~~

Cross Refs.: GBQ, Criminal Record Check
GDBB, Support Staff Pupil Activity Contracts
IIC, Community Instructional Resources (Also KF)

FILE: IKEB
ACADEMIC ACCELERATION

In accordance with the belief that all children are entitled to an education commensurate with their particular needs, students who can exceed the grade-level indicators and benchmarks set forth in the standards must be afforded the opportunity and be encouraged to do so. The Westlake Board of Education believes that such students often require access to advanced curriculum in order to realize their potential contribution to themselves and society.

All children learn and experience success given time and opportunity, but the degree to which academic content standards are met and the time it takes to reach the standards will vary from student to student. The Westlake Board of Education believes that all students, including advanced learners, should be challenged and supported to reach their full potential. For advanced learners, this can best be achieved by affording them access to curriculum, learning environments, and instructional interventions.

This policy, in compliance with O.R.C. 3324.10, describes the process that shall be used for evaluating students for possible accelerated placement and identifying students who should be granted early admission to kindergarten, accelerated in one or more individual subject areas, promoted to a higher grade level than their same-age peers, and granted early graduation from high school.

The District uses acceleration strategies in four academic areas:

1. Whole-grade acceleration: The practice of assigning a student on a full-time basis to a higher grade level than is typical given the student's age, for the purpose of providing access to appropriately challenging learning opportunities.
2. Individual subject acceleration: The practice of assigning a student to a higher grade level than is typical given the student's age, for the purpose of providing access to appropriately challenging learning opportunities in one or more subject areas.
3. Early admission to kindergarten: The practice of admitting a student to kindergarten who has not yet reached the typical age at which students are admitted to kindergarten, for the purpose of providing access to appropriately challenging learning opportunities (see Policy JEBA incorporated by reference herein).
4. Early high school graduation: The practice of facilitating completion of the high school program in fewer than four years, for the purpose of providing earlier than typical access to post-secondary educational opportunities (see Policy IKFA and IKFA-R incorporated by reference herein).

Academic Acceleration

Any student residing in the District may be referred by a staff member or a parent/guardian to the principal of his/her school for evaluation for possible accelerated placement. Students may refer themselves or a peer through a staff member who has knowledge of the referred child's abilities. Copies of referral forms for evaluation for whole-grade or individual subject acceleration will be available at each school building.

Children referred for accelerated placement will be evaluated in a prompt manner. The building principal will schedule the evaluations. Normally, changes in a student's schedule will occur only at the start of a grading period/semester.

Before a student is evaluated for accelerated placement, the principal (or his/her designee) shall obtain written permission from the student's parent/guardian.

Evaluations related to referrals that occur during the school year will ordinarily be completed within sixty (60) calendar days. Evaluation related to referrals that occur at the end of the school year or during the summer will occur either before the end of the school year, if possible, or within thirty (30) calendar days of the start of the next school year.

Upon referral, the Director of Pupil Services (or his/her designee) shall convene an acceleration evaluation committee to determine the appropriate learning environment for the referred student. This committee shall normally include the following:

A. a parent/guardian, or a representative designated by that parent/guardian
B. a gifted education coordinator or gifted intervention specialist or other staff member knowledgeable in area of gifted education
C. a principal or assistant principal from the child's current school
D. a school psychologist and/or guidance counselor
E. a current teacher of the referred student
F. a teacher at the grade level or course to which the referred student may be accelerated
G. the student, if age appropriate

The acceleration evaluation committee shall be responsible for conducting a fair and thorough evaluation of the student.

Students considered for whole-grade acceleration will be evaluated using an acceleration assessment process approved by the Ohio Department of Education. The acceleration evaluation committee will consider the student's own thoughts on possible accelerated placement in its deliberations.

Students considered for individual subject acceleration will be evaluated using a variety of data sources, including measures of achievement based on State academic content standards (in subjects for which the State Board of Education has approved content standards) and consideration of the student's maturity and desire for accelerated placement. The acceleration evaluation team will consider the student's own thoughts on possible accelerated placement in its deliberations.

The acceleration evaluation committee shall issue a written decision on the outcome of the evaluation process to the principal and the student's parent/ guardian. This notification shall include instructions for appealing the decision.

Appeals must be made in writing to the Superintendent within fourteen (14) calendar days of the parent/guardian receiving the committee's decision. The Superintendent or his/her designee shall review the appeal and notify the parent/guardian of his/her decision within fourteen (14) calendar days of receiving the appeal. The Superintendent or his/her designee's decision shall be final.

If the student is recommended for whole-grade or individual subject acceleration, the acceleration evaluation committee will develop a written acceleration plan. The parent/guardian shall be provided with a copy of the plan. The plan shall specify:

A. placement of the student in an accelerated setting;
B. strategies to support a successful transition to the accelerated setting;
C. requirements and procedures for earning high school credit prior to entering high school (if applicable)

The acceleration evaluation committee will specify an appropriate transition period for accelerated students.

At any time during the transition period, a parent/guardian of the student may request in writing that the student be withdrawn from accelerated placement. In such cases the principal shall remove the student from the accelerated placement without repercussions.

At any time during the transition period, a parent/guardian may request in writing an alternative accelerated placement. In such cases, the principal shall direct the evaluation committee to consider other accelerative options and to issue a decision within sixty (60) calendar days of receiving the request. If the student will be placed in a different accelerated setting from that initially recommended, the student's acceleration plan shall be revised accordingly, and a new transition period shall be specified.

At the end of the transition period, the accelerated placement shall become permanent. The student's record shall be modified accordingly, and the acceleration implementation plan shall become part of the student's permanent record to facilitate continuous advancement through the curriculum.

The Board directs the administration to develop and submit to the Ohio Department of Education for review and approval similar guidelines as the ODE model acceleration policy guidelines for referring and evaluating students who may qualify for acceleration services.

Adoption Date: August 14, 2006 Revision Date:

Legal Refs.: ORC 3321.01; 3324.01 et.seq.
OAC 3301-51-15

Cross Refs.: IGBB, Programs for Gifted and Talented Students
IKFA, Early Graduation
JB, Equal Educational Opportunities
JEB, Entrance Age (Mandatory Kindergarten)
JEBA, Early Entrance to Kindergarten
Ohio Department of Education Model Acceleration Policy for Advanced Learners
Student Handbooks

File: JEBA
EARLY ENTRANCE TO KINDERGARTEN

State law establishes minimum age requirements for admission to kindergarten **and first grade** and sets forth requirements for a standardized testing program to evaluate those students deemed ready by parents for early admission. **The district shall admit a child who fails to meet minimum age requirement for admission to kindergarten or first grade, if the child meets necessary standards deemed appropriate as outlined in the standardized testing program.**

Children who will be the proper age for entrance to kindergarten or first grade by the first day of January of the school year for which admission is requested are evaluated upon the request of the child's parent or legal guardian.

Children who will not yet be the proper age for entrance to kindergarten or first grade by the first day of January of the school year for which admission is requested are also evaluated for possible early admittance if referred by an educator within the District or a preschool educator, a pediatrician or a psychologist who knows the child. The building principal may also request evaluation at his/her discretion.

When a request for early entrance to kindergarten **or first grade** is received for a student, the building principal/designee interviews the parent(s) and child and arranges for testing. ~~Testing criteria are established as follows:~~

Children referred for early entrance evaluation shall be evaluated based upon the following:

1) **Superior performance on individually administered intellectual measures,**
2) **Social maturity appropriate for participation in classroom activities at the grade level.**
3) **Appropriately developed readiness and personality skills as determined by the evaluation committee upon review of evaluation results and information provided by parents, preschool teachers, and others in the course of the evaluation.**

An evaluation committee consisting of at least the building principal, examiner, parent/legal guardian, and a teacher of the grade to which the student is to be admitted will meet following the evaluation to determine if a probationary enrollment period will be granted. Early entrance will continue upon the principal and teacher recommendation that the child continue in the kindergarten or first grade program after the initial 30 to 60 day period from the first date of attendance.

The District will not admit any child who has not successfully completed a kindergarten program to the first grade. Upon parent request, the evaluation committee may exempt a student from this requirement if the committee determines that the student will be six years of age by the thirtieth day of September of the year of admittance and finds that the student demonstrates the necessary intellectual, social, and emotional skills necessary for first grade (in accordance with the early entrance evaluation criteria described above).

~~The school psychologist recommends early admission based on the school psychologist's evaluation which finds the child to be of superior mental ability and mature enough to participate in classroom activities.~~

~~The director of pupil services approves the recommendation of the school psychologist.~~

~~The principal and teacher recommend that the child continue in the kindergarten program after the initial 30 to 60 day period.~~

Adoption Date:	August 14, 2006	Revision Date:	
Legal Refs.:	ORC 3321.01; 3324.01 et. seq.	OAC	3301-51-15
Cross Refs.:	IGBB, Programs for Gifted and Talented Students IKEB, Acceleration		

File: JEC
SCHOOL ADMISSION

The District provides free education to District ~~non-handicapped~~ residents between the ages of five through 21 and for ~~handicapped~~ students **with disabilities** from the ages of three through 21 who do not possess a diploma. **In accordance with federal and state regulations, the District's obligation to provide educational services shall cease when the student graduates with a signed diploma, or turns twenty two (22) years of age, whichever occurs first. In the event that a student turns twenty two during the school year, services will cease upon the student's twenty second (22nd) birthday.** Students who do not legally qualify as residents will be required to pay tuition as established by law and Board policy.

A student is considered a resident of the District if he/she resides with a parent or parents or a person or government agency with legal custody whose place of residence is within the boundaries of the school District.

The superintendent shall develop, implement and enforce regulations to insure that children entering the schools of the District meet the requirements of law regarding admission to the public schools. This shall include, but shall not be limited to, residency affidavit attesting to the fact that they are the parents/legal guardian of the child and that they are residents of the District, custody affidavit and records as appropriate, birth certificate or the proof of birth and proof of having receiving or being in the process of receiving required immunizations**,** and copies of those records pertaining to him/her which are maintained by the school most recently attended.

In addition, students released from the Department of Youth Services (DYS) just prior to requesting admission to the District may not be admitted until the superintendent has received all required documents provided by DYS. Forwarded documents are:

an updated copy of the student's transcript;
a report of the student's behavior in school while in DYS custody;
the student's current individualized education program (IEP), if developed; and
a summary of the institutional record of the student's behavior.

DYS has 14 days to send the documents to the superintendent.

The Board will permit a child to attend to Westlake City Schools without the payment of tuition provided evidence is submitted that the parent will, in fact, become a resident within 90 days. Such evidence shall include:

For a home under construction:

1. a sworn statement explaining the situation, revealing the location of the house being built, and stating the parent's intention to reside there upon its completion.
2. a statement from the builder confirming that a new house is being built for the parent and that the house is at the location indicated in the parent's statement.

For an existing home:

1. a sworn statement explaining the situation, revealing the location of the house being purchased, and stating the parent's intent to reside there;
2. a statement from a real estate broker or bank officer confirming that the parent has contract to purchase the house, that the parent is waiting upon the date of closing of the mortgage loan, and that the house is at the location indicated in the parent's statement.

<u>Admission of Students Expelled in Other Districts</u>

The superintendent is authorized to temporarily deny admittance to the Westlake City Schools any student who is otherwise entitled to be admitted to the District, if the student has been expelled from schools of another district and if the period of expulsion has not expired. The student and parent will have an opportunity for a hearing before the superintendent or his/her designee to determine the admittance or non-admittance of the student. Any appeal of the superintendent's decision shall be to a court of appropriate jurisdiction.

Adoption Date: May 23, 2002 Revision Date: September 16, 2004
Revision Date:

File: JFCC (Also EEACC)
STUDENT CONDUCT ON SCHOOL ~~BUSES~~ VEHICLES

~~Although the District furnishes transportation in accordance with state law, it~~ **The Board furnishes transportation in compliance with State law. This fact** does not relieve parents **of students** from the responsibility of supervision until such time as the student **boards the** vehicle ~~in the morning~~ and after the student leaves the vehicle at the end of the school day.

~~Once a student enters the vehicle he/she becomes the responsibility of the District. Such responsibility will end when the student is delivered to the regular stop at the close of the school day.~~

Students ~~riding a~~ **on a** school vehicle are under the authority of, and directly responsible **to**, ~~for~~ the vehicle driver. The driver has the authority to enforce the established regulations for vehicle conduct. **Disorderly** conduct ~~Violation of the Student Code of Conduct~~ or refusal to submit to the authority of the driver ~~may be~~ **is** sufficient reason for refusing transportation service**s or suspending transportation services** to any student **once proper procedures are followed**.

~~Regulations regarding conduct on school vehicles, as well as general information about the school transportation program, will be approved by the Board and made available to all parents and students.~~

The Board's policy regarding school vehicle riding privileges must be posted in a central location in each school building and made available to students upon request.

After Board approval, regulations regarding conduct on school vehicles, as well as general information about the school transportation program, are available to all parents and students.

Adoption Date: May 23, 2002 Revision Date:

Legal Refs.: ORC 3327.01; 3327.014
OAC 3301-83-08

Cross Refs.: **JFC, Student Conduct (Zero Tolerance)**
JGA, Corporal Punishment
Student Handbook

File: JFCF
HAZING AND BULLYING

Hazing means doing any act or coercing another, including the victim, to do any act of intimidation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Bullying is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once**. The** ~~and the~~ behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Permission, consent or assumption of risk by an individual subjected to hazing and/or bullying does not lessen the prohibition contained in this policy.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, are inconsistent with the educational process and are prohibited at all times. No administrator, teacher, or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers, and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing and/or bullying. If hazing and/or bullying or planned hazing and/or bullying is discovered, involved students are informed by the discovering district employee of the prohibition contained in this policy and are required to end all hazing and/or bullying activities immediately. All hazing and/or bullying incidents are reported immediately to the Principal and ~~the~~ appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written report of all **verified** ~~reported~~ incidents of **hazing and/or** bullying and post the report on the District's website.

The administration ~~shall provide~~ **provides** training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training ~~shall be~~ **is** provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one ~~shall~~ **is permitted to** retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

The Board directs the Superintendent/designee to develop procedures to comply with this policy.

Adoption Date:	May 23, 2002	Revision Date:	March 19, 2007
Revision Date:	August 24, 2005	Revision Date:	September 22, 2008
		Revision Date:	

Legal Refs.: ORC 117.53; 2307.44; 2903.31; 3301.22; 3313.666; 3313.667; 3314.03; 3319.073

Cross Refs.: AC, Nondiscrimination
EDE, Computer/Online Services
IIBH, District Website Publishing
JFC, Student Conduct (Zero Tolerance)
JFCEA, Gangs
JHG, Reporting Child Abuse
Student Handbook
JFCK, Use of Electronic Communications Equipment by Students

File: JO
STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or legal guardian(s) or the student in accordance with law, yet be guarded as confidential information.

The superintendent is responsible for the proper administration of student records in keeping with ~~Ohio~~ **State** Law and Federal requirements and the procedures for the collection of necessary information about individual students throughout the District.

Upon request, all records and files that are included in the student's cumulative folder will be available to parent**(s)**, guardians or the student **(**if he/she is over 18 years of age**)**. This request must be in writing and ~~will be~~ **is** granted within seven calendar days. No records are to be removed from the school and a principal or designee, teacher or other qualified school personnel must be present to explain any of the tests or other material.

All rights and protections given to parents under law and this policy transfer to the student when he/she reaches age 18 or enrolls in a postsecondary school. The student then becomes an "eligible student."

The District uses reasonable methods to identify and authenticate the identity of parents, students, school officials and any other parties to whom the agency or institution discloses personally identifiable information from education records.

The District will provide notice to parent(s)/guardian(s) and eligible students annually, in accordance with the procedures set forth under administrative regulations, of the ~~following~~ rights held by parents and eligible students under law and this policy. **It is the intent of the District to limit the disclosure of information contained in the student's education records except:**

1. by prior written consent;
2. as directory information and
3. under other limited circumstances, as enumerated under administrative regulations.

The following rights exist:

1. The right to inspect and review the student's education records;
2. The right, in accordance with administrative regulations, to seek to correct parts of the student's education record, including the right to a hearing if the ~~District~~ **school authority** decides not to alter the record according to the parent**(s)'** or eligible student's request;
3. The right of any person to file a complaint with the U.S. Department of Education if the District violates relevant Federal law, specifically the Federal Educational Rights and Privacy Act (FERPA) and
4. the right to acquire information concerning the procedure which the parent(s) or eligible student should follow to obtain copies of this policy, the locations from which these copies may be obtained, as well as any fees to be charged for such copies. *(See administrative regulations.)

The District proposes to designate the following personally identifiable information contained in a student's education record as "directory information." ~~and it will disclose that information without prior written consent, except where the request is for a profit-making plan or activity~~.

1. student's name
2. student's address
3. telephone number(s)
4. student's date and place of birth
5. participation in officially recognized activities and sports
6. student's achievement awards or honors
7. student's weight and height, if a member of an athletic team
8. major field of study
9. dates of attendance ("from and to" dates of enrollment)
10. date of graduation

The above information is disclosed without prior written consent, except when the request is for a profit-making plan or activity. Student records that consist of "personally identifiable information" generally are exempt from disclosure. Student directory information, however, is released unless the parents have affirmatively withdrawn their consent to release in writing.

Administrative regulations will set forth a procedure for annual notification to parent(s~~)/guardian(s)~~ and eligible students of the District's definition of directory information. Parent(s~~)/guardian(s)~~ or eligible students ~~will~~ then have two weeks to advise the District, in accordance with such regulations, of any or all items which they refuse to permit ~~the District to designate~~ as directory information about that student.

To carry out their responsibilities, school officials will have access to student education records for legitimate education purposes. The District ~~will~~ use**s** the criteria set forth under administrative regulations to determine who are "school officials" and what constitute "legitimate educational interests."

Other than requests as described above, the District will release information from or permit access to, a students' education records only with **the prior written consent of** a parent or eligible student~~'s prior written consent~~, except that the school Superintendent or a person designated in writing by the Superintendent may permit disclosure in certain limited circumstances outlined under administrative regulations (e.g., transfers to another school district or to comply with judicial order or subpoena, **or** where warranted, in a health or safety emergency, etc.).

The District ~~will~~ maintain**s**, in accordance with administrative regulations, an accurate record of all requests to disclose information from, or to permit access to, a student's education records and of information disclosed and access permitted.

Adoption Date: May 23, 2002 Revision Date:

Legal Refs.: The Elementary and Secondary Education Act; 20USC 1221 et. seq.
Family Educational Rights and Privacy Act ~~of 1974, Pub. L. No. 93-380; §438,88 Stat. 57-79 (1974)~~; 20 USC Section 1232g
Health Insurance Portability and Accountability Act; 29 USC 1181 et. seq.
ORC 149.41; **149.43;** 1347.01 et seq.; ~~3313.50~~; 3317.031; 3319.32; 3319.321; 3319.33; 3321.12; 3321.13; 3331.13; ~~3301-35-02(B)(4)(b); 3301-35-03(E)~~

Cross Refs.: AFI, Evaluation of Educational Resources
IL, Testing Programs
KBA, Public's Right to Know
KKA, Recruiters in the Schools

File: JO-R
STUDENT RECORDS

1. Each student's official school records include the following.
   A. Records to be retained permanently
      1) name and address of parent(s)
      2) verification of date and place of birth
      3) dates and record of attendance
      4) course enrollment and grades
      5) test data
      6) date of graduation or withdrawal
   B. Records of verifiable information to be retained during the student's school career
      1) medical/health data
      2) individual psychological evaluation (gathered with written consent of parent(s))
      3) individual intelligence tests, tests for learning disabilities, etc. (counselor-administered)
      4) other verifiable information to be used in educational decision making

2. Maintaining student records
   A. Transcripts of the scholastic record contain only factual information. The District confines its record keeping to tasks with clearly defined educational ends.
   B. Items listed under 1-A are retained for 100 years. Those listed under 1-B are retained during the student's enrollment and destroyed after graduation unless the school code imposes other restrictions.
   C. Teacher and staff comments on student records are confined to matters related to student performance. Value judgments are excluded from the record.
   D. Student records are considered as current educational and/or therapeutic tools and are available for use as such.

The following definitions of terms pertain to this statement of policy.

Student--any person who attends or has attended a program of instruction sponsored by the Board.

Eligible student--a student or former student who has reached age 18 or is attending a postsecondary school.

Parent--either ~~legal~~ **natural** parent of a student, unless his/her rights under the FERPA have been removed by a court order, a guardian or an individual acting as a parent or guardian in the absence of the student's parent(s).

Dates of attendance--means the period of time during which a student attends or attended an educational agency or institution. Examples of dates of attendance include an academic year, a spring semester or a first quarter. The term does not include specific daily records of a student's attendance at an educational agency or institution.

Education records--any records (in handwriting, print, tapes, film or other medium) maintained by the District, an employee of the District or an agent of the District which are related to a student, except:

1. a personal record kept by a school staff member that meets the following tests:
   A. ~~aid~~ it is in the sole possession of the individual who made it;
   B. ~~use~~ **it is used** only as a personal memory **aid** and
   C. information contained in it has never been revealed or made available to any other person, except the maker's temporary substitute;
2. an employment record which is used only in relation to a student's employment by the District (employment for this purpose does not include activities for which a student receives a grade or credit in a course); ~~and~~

3. alumni records which relate to the student after he/she no longer attends classes provided by the District and the records do not relate to the person as a student**; and**

4. **peer-graded papers before they are collected and recorded by a teacher.**

~~Personal identifier~~ **Personally Identifiable Information** -- any data or information which makes the subject of a record known, including the student's name, the student's **or student's family's** address, **the name of the student's parent or other family members, a personal identifier such as a** ~~the~~ student's Social Security number **or a biometric record**, **other indirect identifiers, such as the student's date of birth, place of birth or mother's maiden name, other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty, or information requested by a person who the district reasonably believes knows the identity of the student to whom the education record relates.** ~~a student number, a list of personal characteristics or any other information which would make the student~~'s ~~identity known~~.

ANNUAL NOTIFICATION

Within the first three weeks of each school year, the District publishes in a notice to parents and eligible students their rights under ~~Ohio~~ **State** and Federal laws and under this policy. The District also sends home with each student a bulletin listing these rights; the bulletin is included with a packet of material provided parents or eligible students when the students enroll during the school year.

The notice includes **the**:

1. ~~the~~ right of a parent(s) or eligible student to inspect and review the student's education records;
2. ~~the~~ intent of the District to limit the disclosure of information contained in a student's education records, except: (1) by the prior written consent of the student's parent(s) or the eligible student, (2) as directory information or (3) under certain limited circumstances, as permitted by law;
3. ~~the~~ right of a student's parent(s) or an eligible student to seek to correct parts of the student's education records which he/she believes to be inaccurate, misleading or in violation of student rights; this right includes a hearing to present evidence that the records should be changed if the District decides not to alter them according to the parent(s)' or eligible student's request;
4. ~~the~~ right of any person to file a complaint with the Department of Education if the District violates the FERPA and
5. ~~the~~ procedure that a student's parent(s) or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

An administrator arranges to provide translations of this notice to non-English-speaking parents in their native language.

LOCATIONS OF EDUCATION RECORDS

TYPES	OFFICE LOCATION	CUSTODIAN
Cumulative School Records	Principals**' Offices**	Principals
Cumulative School Records (Former Students)	Central Office/~~High School~~	Chief Archivist
Health Records	Principals**' Offices**	Principals
Speech Therapy & Psychological Records	Principals**' Offices**	Principals
School Transportation Records	School Bus Garage	Pupil Transportation Director
Special Test Records	Principals**' Offices**	Principals
Occasional Records (Student education records not identified above; such as those in Superintendent's office, in the school attorney's office, or in the personal possession of teachers)	Principals**' Offices**	Principals

PROCEDURE TO INSPECT EDUCATION RECORDS

Parents or eligible students may inspect and review education records to which they are entitled to have access upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. (See the schedule of fees for copies.)

Since a student's records may be maintained in several locations, the school principal may offer to collect copies of records or the records themselves from locations other than a student's school, so that they may be inspected at one site. If parents and eligible students wish to inspect records where they are maintained, school principals accommodate their wishes.

Parents or eligible students should submit to the student's school principal a written request which identifies as precisely as possible the record or records which he/she wishes to inspect.

The principal (or other custodian) contacts the parent(s) of the student or the eligible student to discuss how access is best arranged (copies, at the exact location or records brought to a single site).

The principal (or other custodian) makes the needed arrangements as promptly as possible and notifies the parent(s) or eligible student of the time and place where the records may be inspected. This procedure must be completed within 45 days or earlier after the receipt of the request for access.

If for any valid reason such as working hours, distance between record location sites or health, a parent(s) or eligible student cannot personally inspect and review a student's education records, the District arranges for the parent(s) or eligible student to obtain copies of the records. (See below information regarding fees for copies of records.)

When records contain information about students other than a parent(s)' child or the eligible student, the parent(s) or eligible student may not inspect and review the records of the other students.

FEES FOR COPIES OF RECORDS

The District does not deny parents or eligible students any rights to copies of records because of the following published fees. When the fee represents an unusual hardship, it may be waived, in part or entirely, by the records custodian. The District reserves the right to make a charge for copies, such as transcripts, which it forwards to potential employers or to colleges and universities for employment or admissions purposes. The District may deny copies of records (except for those required by law) if the student has an unpaid financial obligation to the District.

Federal law requires the District to provide copies of records for the following reasons:

1. when the refusal to provide copies effectively denies access to a parent(s) or eligible student;
2. at the request of the parent(s) or eligible student when the District has provided the records to third parties by the prior consent of the parent(s) or eligible student or
3. at the request of the parent(s) or eligible student when the District has forwarded the records to another district in which the student seeks or intends to enroll.

The fee for copies provided under Federal law may not include the costs for search and retrieval. A fee shall be established annually by the CFO/Treasurer and shall be actual cost less hardship factor.

The fee for all other copies such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience **is** ~~A fee shall be~~ established annually by the CFO/Treasurer and shall be actual cost less hardship factor. (actual search, retrieval copying cost and postage, if any).

DIRECTORY INFORMATION

The District proposes to designate the following personally identifiable information contained in a student's education record as "directory information"; it discloses that information without prior written consent, except that directory information is not released for a profit-making plan or activity. Such information includes:

1. student's name
2. student's address
3. telephone number(s)
4. student's date and place of birth
5. participation in officially recognized activities and sports
6. student's achievement awards or honors
7. student's weight and height, if a member of an athletic team
8. major field of study
9. dates of attendance ("from and to" dates of enrollment)
10. date of graduation

Within the first three weeks of each school year, the District publishes the above list, or a revised list, of the items of directory information which it proposes to designate as directory information. For students enrolling after the notice is published, the list is given to the student's parent(s) or to the eligible student at the time and place of enrollment.

After the parents or eligible students have been notified, they have two weeks in which to advise the District in writing (a letter to the school Superintendent's office) of any or all of the items which they refuse to permit the District to designate as directory information about that student.

At the end of the two-week period, each student's records are appropriately marked by the record custodians to indicate the items which the District designates as directory information about that student. This designation remains in effect until it is modified by the written direction of the student's parent(s) or the eligible student.

USE OF STUDENT EDUCATION RECORDS

To carry out their responsibilities, school officials have access to student education records for legitimate educational purposes. The District uses the following criteria to determine who are school officials. An official is **a person**:

1. ~~a person~~ duly elected to the Board;
2. ~~a person~~ certificated by the state and appointed by the Board to an administrative or supervisory position;
3. ~~a person~~ certificated by the state and under contract to the Board as an instructor;
4. ~~a person~~ employed by the Board as a temporary substitute for administrative, supervisory or teaching personnel for the period of his/her performance as a substitute or

5. ~~a person~~ employed by, or under contract to, the Board to perform a special task such as a secretary, a CFO/Treasurer, Board attorney or auditor for the period of his/her performance as an employee or contractor**; or**
6. **a contractor, consultant, volunteer or other party to whom an agency or institution has outsourced institutional services or functions may be considered a school official provided that the outside party:**
   A. performs an institutional service or function for which the district would otherwise use employees;
   B. is under the direct control of the District with respect to the use and maintenance of education records, and
   C. abides by the legal requirements governing the use and re-disclosure of personally identifiable information from education records.

School officials who meet the criteria listed above have access to a student's records if they have a legitimate educational interest in those records. A "legitimate educational interest" is the person's need to know in order to **perform**:

1. ~~perform~~ an administrative task required in the school employee's position description approved by the Board;
2. ~~perform~~ a supervisory or instructional task directly related to the student's education or
3. ~~perform~~ a service or benefit for the student or the student's family such as health care, counseling, student job placement or student financial aid.

NOTE: The District must use reasonable methods to ensure that school officials obtain access to only those educational records in which they have legitimate educational interests. A District that does not use physical or technological access controls to records must ensure that its administrative policy for controlling access to education records is effective, and that it remains in compliance with the legitimate educational interest requirement.

The District releases information from or permits access to a student's education records only with a parent's or an eligible student's prior written consent, except that the school Superintendent or a person designated in writing by the Superintendent may permit disclosure under the following conditions:

1. when students seek or intend to enroll in another school district or a postsecondary school. **The District makes reasonable attempts to notify the parent or eligible student or unless the District's annual notification includes notice that the District forwards education records to other education entities that request records in connection with a student's transfer or enrollment. Upon request, the District provides copies of the records and an opportunity for a hearing** (upon the condition that the student's parents be notified of the transfer, receive a copy of the record and have an opportunity for a hearing to challenge the content of the record);
2. when certain Federal and State officials need information in order to audit or enforce legal conditions related to federally supported education programs in the District;
3. when parties who provide, or may provide, financial aid ~~to students~~ **for which a student has applied or** received need the information to:
   A. establish the student's eligibility for the aid;
   B. determine the amount of financial aid;
   C. establish the conditions for the receipt of the financial aid or
   D. enforce the agreement between the provider and the receiver of financial aid;

4. if ~~an Ohio~~ **a State** law adopted before November 19, 1974, required certain specific items of information to be disclosed in personally identifiable form from student records to state or local officials;
5. when the District has entered into a written agreement or contract for an organization to conduct studies on the District's behalf to develop tests, administer student aid or improve instruction;
6. when accrediting organizations need those records to carry out their accrediting functions;
7. when parents of eligible students claim the student as a dependent;
8. when it is necessary to comply with a judicial order or lawfully issued subpoena; the District makes a reasonable effort to notify the student's parent(s) or the eligible student before making a disclosure under this provision**;** ~~and~~
9. if the disclosure is an item of directory information and the student's parent(s) or the eligible student has not refused to allow the District to designate that item as directory information for that student;
10. **the disclosure is in connection with a health and safety emergency; and**
11. **the disclosure concerns sex offenders and other individuals required to register under section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 USC 14071, and the information was provided to the educational agency or institution under 42 USC 14071 and applicable Federal guidelines.**

~~The District permits any of its officials to make the needed disclosure from student education records in a health or safety emergency if:~~

~~1. the official deems it is warranted by the seriousness of the threat to the health or safety of the student or other persons;~~

~~2. the information is necessary and needed because of the emergency;~~

~~3. the persons to whom the information is to be disclosed are qualified and in positions to deal with the emergency or~~

~~4. time is an important and limiting factor in dealing with the emergency.~~

The District discloses personally identifiable information from an education record to appropriate parties, including parents, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

When deciding whether to release personally identifiable information in a health or safety emergency, the District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the District determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

The District records the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:

1. **the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure and**
2. **the parties to whom the District disclosed the information.**

The district is required to permit the Ohio Department of Education to have access to personally identifiable information about a student if the Ohio Department of Education needs the information to:

1. notify the district or school attended in the district of threats or descriptions of harm included in the student's response to an achievement test question;
2. verify the accuracy of the student's achievement test score, or
3. determine whether the student satisfies the alternative conditions for a high school diploma.

District officials may release information from a student's education records if the student's parent(s) or the eligible student gives his/her prior written consent for the disclosure. The written consent must include at least:

1. a specification of the records to be released;
2. the reasons for the disclosure;
3. the person or the organization or the class of persons or organizations to whom the disclosure is to be made;
4. the parent(s) or student's signature and
5. the date of the consent and, if appropriate, a date when the consent is to be terminated.

The District uses reasonable methods to identify and authenticate the identity of parents, students, school officials and any other parties to whom the agency or institution discloses personally identifiable information from education records. The student's parent(s) or the eligible student may obtain a copy of any records disclosed under this provision.

The District does not release information contained in a student's education records, except directory information, to any third parties, except its own officials, unless those parties agree that the information is not re-disclosed, without the parent(s)' or eligible student's prior written consent.

RECORDS OF REQUESTS FOR ACCESS AND DISCLOSURES MADE FROM EDUCATION RECORDS

The District maintains an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of information it discloses and access it permits, with some exceptions listed below. This record is kept with, but is not a part of, each student's cumulative school records. It is available only to the record custodian, the eligible student, the parent(s) of the student or to federal, state or local officials for the purpose of auditing or enforcing federally supported educational programs.

The record includes:

1. the name of the person who or agency which made the request;
2. the interest which the person or agency has in the information;
3. the date on which the person or agency made the request and
4. whether the request was granted and, if it was, the date access was permitted or the disclosure was made.
5. **in the event of a health and safety emergency, the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and the parties to whom the agency or institution disclosed the information.**

The District maintains this record as long as it maintains the student's education record.

The records do not include requests for access or information relative to access which has been granted to parent(s) of the student or to an eligible student, requests for access or access granted to officials of the District who have a legitimate educational interest in the student; requests for, or disclosures of, information contained in the student's education records if the request is accompanied by the prior written consent of a parent(s) or eligible student or if the disclosure is authorized by such prior consent or for requests for, or disclosures of, directory information designated for that student.

PROCEDURES TO SEEK TO CORRECT EDUCATION RECORDS

Parents of students or eligible students have a right to seek to change any part of the student's records which they believe is inaccurate, misleading or in violation of student rights.

For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" is used to describe a record that is inaccurate, misleading or in violation of student rights. The term "correct" is used to describe a record that is accurate, not misleading and not in violation of student rights. Also, in this section, the term "requester" is used to describe the parent(s) of a student or the eligible student who is asking the District to correct a record.

To establish an orderly process to review and correct the education records for a requester, the District may make a decision to comply with the request for change at several levels in the procedure.

First-level decision. When a parent of a student or an eligible student finds an item in the student's education records which he/she believes is inaccurate, misleading or in violation of student rights, he/she should immediately ask the record custodian to correct it. If the records are incorrect because of an obvious error and it is a simple matter to make the record change at this level, the records custodian makes the correction. If the records are changed at this level, the method and result must satisfy the requester.

If the custodian cannot change the records to the requester's satisfaction, or the records do not appear to be obviously incorrect, he/she:

1. provides the requester a copy of the questioned records at no cost;
2. asks the requester to initiate a written request for the change and
3. follows the procedure for a second-level decision.

Second-level decision. The written requests to correct a student's education records through the procedure at this level should specify the correction which the requester wishes the District to make. It should at least identify the item the requester believes is incorrect and state whether he/she believes the item:

1. is inaccurate and why;
2. is misleading and why and/or
3. violates student rights and why.

The request is dated and signed by the requester.

Within two weeks after the records custodian receives a written request, he/she:

1. studies the request;
2. discusses it with other school officials (the person who made the record or those who may have a professional concern about the District's response to the request);
3. makes a decision to comply or decline to comply with the request and
4. completes the appropriate steps to notify the requester or moves the request to the next level for a decision.

If, as a result of this review and discussion, the records custodian decides the records should be corrected, he/she effects the change and notifies the requester in writing that he/she has made the change. Each such notice includes an invitation for the requester to inspect and review the student's education records to make certain that the records are in order and the correction is satisfactory.

If the custodian decides the records are correct, he/she makes a written summary of any discussions with other officials and of his/her findings in the matter. He/She transmits this summary and a copy of the written request to the Superintendent.

Third-level decision. The Superintendent reviews the material provided by the records custodian and, if necessary, discusses the matter with other officials such as the school attorney or the Board (in executive session). He/She then makes a decision concerning the request and completes the steps at this decision level. Ordinarily, this level of the procedure should be completed within two weeks. If it takes longer, the Superintendent notifies the requester in writing of the reasons for the delay and indicates a date on which the decision will be made.

If the Superintendent decides the records are incorrect and should be changed, he/she advises the record custodian to make the changes. The record custodian advises the requester of the change as he/she would if the change had been made at the second level.

If the Superintendent decides the records are correct, he/she prepares a letter to the requester which includes:

1. the District's decision that the records are correct and the basis for the decision;
2. a notice to the requester that he/she has a right to ask for a hearing to present evidence that the records are incorrect and that the District grants such a hearing;
3. advice that the requester may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense and
4. instructions for the requester to contact the Superintendent or his/her designee to discuss acceptable hearing officers, convenient times and a satisfactory site for the hearing. (The District is not bound by the requester's positions on these items but may, as far as feasible, arrange the hearing as the requester wishes.)

Fourth-level decision. After the requester has submitted (orally or in writing) his/her wishes concerning the hearing officer, the time and place for the hearing, the Superintendent, within a week, notifies the requester when and where the District will hold the hearing and who it has designated as the hearing officer.

At the hearing, the hearing officer provides the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education records are incorrect as shown in the requester's written request for a change in the records (second level).

Within one week after the hearing, the hearing officer submits to the Superintendent a written summary of the evidence submitted at the hearing. Together with the summary, the hearing officer submits his/her recommendation, based solely on the evidence presented at the hearing, that the records should be changed or remain unchanged.

The Superintendent prepares the District's decision within two weeks of the hearing. That decision is based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. The District's decision is based solely on the evidence presented at the hearing. The Superintendent may overrule the hearing officer if he/she believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the District's decision, the Superintendent takes one of the following actions.

1. If the decision is that the District changes the records, the Superintendent instructs the records custodian to correct the records. The records custodian corrects the records and notifies the requester as in the context of the second-level decision.
2. If the decision is that the District does not change the records, the Superintendent prepares a written notice to the requester which includes:
   A. the District's decision that the records are correct and will not be changed;
   B. a copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the District's decision and
   C. advice to the requester that he/she may place in the student's education records an explanatory statement which states the reasons why he/she disagrees with the District's decision and/or the reasons he/she believes the records are incorrect.

Final administrative step in the procedure. When the District receives an explanatory statement from a requester after a hearing, it maintains that statement as part of the student's education records as long as it maintains the questioned part of the records. The statement is attached to the questioned part of the records and whenever the questioned part of the records is disclosed, the explanatory statement is also disclosed.

Adoption Date: May 23, 2002 Revision Date: July 16, 2007
Revision Date:

File: KGB
PUBLIC CONDUCT ON DISTRICT PROPERTY

All persons on District grounds are expected to abide by applicable laws, local ordinances, Board policies and building regulations.

No person on District property may assault, strike, threaten, menace or use improper, indecent or obscene language toward a teacher, instructor, ~~and~~ other **District** employees ~~of the schools~~ or students. This prohibition is extended to all athletic officials, coaches, spectators, and athletes in the District and all visiting teams.

Unless otherwise permitted by law, no ~~No~~ person is permitted to bring deadly weapons or dangerous ordnances into a school safety zone.

No person may disrupt, disturb or interfere with the teaching of any class of students or any other activity conducted in a school building or upon the campus or grounds.

Whoever violates the above policy and building regulations will be asked to leave the property by whoever is in charge. Should that person refuse, law enforcement officials will be called. If the offender should be a student, the person in charge should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State ~~of Ohio~~ and local ordinances.

Adoption Date:	May 23, 2002	Revision Date:	September 16, 2004
		Revision Date:	October 13, 2008
		Revision Date:	

Legal Refs.: Gun-Free Schools Act; 20 USC 8921
ORC 2903.13; 2903.22; 2911.21; 2917.11; 2923.1212; 2923.122; 3313.20

Cross Refs.: GBCB, Staff Conduct
JFC, Student Conduct (Zero Tolerance)
KG, Community Use of School Facilities
KGC, Smoking on District Property
KK, Visitors to the Schools

File: KL
PUBLIC COMPLAINTS

Constructive criticism of the District is welcomed by the Board. Although no member of the community is denied the right to bring his/her complaints to the Board, he/she is referred to the proper administrative channels for solution before investigation or action by the Board. Exceptions may be made when the complaints concern Board actions or Board operations.

The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible. The staff should be given the opportunity to consider the issues and attempt to resolve the problems prior to involvement by the Board. The proper channeling of complaints involving instruction, discipline or learning materials is ~~as follows~~ employee, principal, **appropriate administrator**, Superintendent, **and then the** Board of Education.

If a complaint, that was presented to the Board and referred through the proper channels, is resolved before it comes back to the Board, a report of the disposition of the matter is made to the Board and then placed in the official files.

The Board expects the staff to receive complaints courteously and to make a proper reply to the complainant.

Matters referred to the Superintendent and/or Board must be in writing and are expected to be specific in terms of the action desired.

Adoption Date: May 23, 2002 Revision Date:

Legal Refs.: ORC 121.22; 149.43

Cross Refs.: KLB, Public Complaints About the Curriculum or Instructional Materials
KLD, Public Complaints About District Personnel

File: KLB

PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS

The Board recognizes the need and right of students to free access to many different types of books and materials. It also recognizes the right of the professional staff to select books and other materials supportive of the Board's educational philosophy and goals.

Criticism of a book or other materials used in the District may be expected from time to time. In such instances, the following guidelines shall apply.

1. If a parent requests that his/her own child not read a given book, the teacher and/or school administrator should resolve the issue, perhaps by arranging for use of alternative material meeting essentially the same instructional purpose.

2. The Board does not permit any individual or group to exercise censorship over instructional materials and library collections, but it recognizes that, at times, a re-evaluation of certain material may be desirable. Should an individual or group ask to have any book or other material withdrawn from school use, the following steps are taken.

   A. The person who objects to the book or other material is asked to sign a complaint on a standard form documenting his/her criticism.

   B. Following receipt of the formal complaint, the superintendent provides for a re-evaluation of the material in question. He/She arranges for the appointment of a review committee from among the faculty and community to consider the complaint.

   C. The superintendent reviews the complaint and the committee's re-evaluation and renders a decision in the matter. Should the decision be unsatisfactory to the complainant, it may be appealed to the Board.

The Board assumes final responsibility for all books and instructional materials that it makes available to students, and it holds its professional staff accountable for their proper selections. The Board also recognizes rights of individual parents with respect to controversial materials used by their own children and provides for the re-evaluation of materials in library collections upon formal request.

Adoption Date: May 23, 2002 Revision Date:

Legal Refs.: ORC **121.22;** 3329.07; 3329.08; 3329.09

Cross Refs.: IIA, Instructional Materials
IIAA, Textbook Selection and Adoption
IIAC, Library Materials Selection and Adoption
INB, Teaching About Controversial Issues
KL, Public Complaints
KLD, Public Complaints About District Personnel

File: KLD
PUBLIC COMPLAINTS ABOUT DISTRICT PERSONNEL

Complaints about personnel are investigated fully and fairly. Before any such complaint is investigated, it must be submitted in writing and signed. Anonymous complaints are disregarded.

Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it is referred to the school administration for study and possible solution.

The superintendent develops, for approval by the Board, procedures that ensure prompt and fair attention to complaints against school personnel. The procedure requires that an employee who is the object of a complaint be informed promptly and be afforded the opportunity to present the facts as he/she sees them.

If it appears necessary, the administration, the person who made the complaint or the employee involved may request an **audience with** ~~executive session of~~ the Board **in executive session.** ~~for a formal hearing~~. Statutory restrictions on executive sessions are observed. Any Board action on the matter is taken in public session.

Adoption Date: May 23, 2002 Revision Date:

Legal Refs.: ORC 121.22; **149.43**

Cross Refs.: BDC, Executive Sessions
BDDH, Public Participation at Board Meetings (Also KD)
GBL, Personnel Records
KL, Public Complaints
KLB, Public Complaints About the Curriculum or Instructional Materials

Contract Refs.: Teachers' Negotiated Agreement
Support Staff Negotiated Agreement