

**WESTLAKE CITY SCHOOLS
BOARD OF EDUCATION AGENDA**

**Monday, July 16, 2007 – 5:30 p.m. – Regular Meeting
Administration Building – Board Room
27200 Hilliard Blvd.**

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

Call to Order Time: _____

Roll Call:

Mrs. D'Ettorre Wargo
Mr. Mays
Mr. Marinucci
Mr. O'Malley
Ms. Rocco

Pledge of Allegiance

Acknowledgment of Visitors

Approval of Agenda

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____
Mr. Mays _____
Mr. Marinucci _____
Mr. O'Malley _____
Ms. Rocco _____

*Hearing of Public (15 Minutes) Agenda Items

A. Approval of Minutes

1. Work Session of May 14, 2007

Motion by

Seconded by

Roll Call Vote:

Mrs. D'Ettorre Wargo _____
Mr. Mays _____
Mr. O'Malley _____
Ms. Rocco _____

2. Special Meeting of June 1, 2007

Motion by

Seconded by

Roll Call Vote:

Mrs. D'Ettorre Wargo _____
Mr. Mays _____
Mr. O'Malley _____
Ms. Rocco _____

3. Work Session of June 11, 2007

Motion by _____
Seconded by _____
Roll Call Vote: _____
Mrs. D'Ettorre Wargo _____
Mr. Mays _____
Mr. O'Malley _____
Ms. Rocco _____

4. Special Meeting of June 25, 2007 (a.m.)

Motion by _____
Seconded by _____
Roll Call Vote: _____
Mrs. D'Ettorre Wargo _____
Mr. Mays _____
Mr. O'Malley _____
Ms. Rocco _____

5. Regular Meeting of June 25, 2007

Motion by _____
Seconded by _____
Roll Call Vote: _____
Mrs. D'Ettorre Wargo _____
Mr. Mays _____
Mr. O'Malley _____
Ms. Rocco _____

6. Special Meeting of June 28, 2007

Motion by _____
Seconded by _____
Roll Call Vote: _____
Mrs. D'Ettorre Wargo _____
Mr. Mays _____
Mr. O'Malley _____
Ms. Rocco _____

B. Special Reports and Recognitions - None

C. Superintendent's Report - None

D. Treasurer's Report/Recommendations

1. Action Items

- a. Resolution to Approve FY08 Temporary Appropriations – Other Funds Exhibit D-1-a
- b. Resolution to Appoint Delegate and Alternate to the 2007 Annual Business Meeting on November 12, 2007 Exhibit D-1-b
- c. Resolution to Approve Student Activity Purpose Statements and Budgets Exhibit D-1-c

E. CAC Reports – 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 Reclassification, Employment, and Employment Change for Staff Members | Exhibit F-1-b-1 |
| 2. Resolution to Approve Supplemental Contracts | Exhibit F-1-b-2 |
| 3. Resolution to Approve Certificated Home Instruction | Exhibit F-1-b-3 |
| 4. Resolution to Approve Renewal of Employment Contract for Staff Member | Exhibit F-1-b-4 |
| 5. Resolution to Approve Employment of Senior Technician | Exhibit F-1-b-5 |
| c. Resolution to Approve Field Trips | Exhibit F-1-c |
| d. Resolution to Approve Sunday Building Use | Exhibit F-1-d |
| e. Resolution to Approve Participation in Ohio Schools Council Programs | Exhibit F-1-e |

2. Discussion Items

- | | |
|---|-----------------|
| a. Second Reading of Policy IGBE – Remedial Instruction | |
| 1. Resolution to Adopt Policy IGBE – Remedial Instruction | Exhibit F-2-a-1 |
| b. Second Reading of Policy JO-R – Student Records | |
| 1. Resolution to Adopt Policy JO-R – Student Records | Exhibit F-2-b-1 |

G. Director of Business Affairs Report

H. Director of Curriculum & Instruction Report

I. Board Items

*Meeting Open to Public (15 Minutes)

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.

RESOLUTION TO APPROVE FY08 TEMPORARY APPROPRIATIONS - OTHER FUNDS

RESOLVED THAT

the Westlake Board of Education approves the FY08 Temporary Appropriations – Other Funds (see attached).

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Mays _____

Mr. Marinucci _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPOINT DELEGATE AND ALTERNATE
TO THE 2007 ANNUAL OSBA BUSINESS MEETING

RESOLVED THAT
the Westlake Board of Education appoints _____ to serve as delegate
and _____ to serve as alternate to the OSBA Annual Business Meeting
on November 12, 2007.

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Mays _____

Mr. Marinucci _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE STUDENT ACTIVITY
PURPOSE STATEMENTS AND BUDGETS

RESOLVED THAT
the Westlake Board of Education approves the following Student Activity Purpose Statements and
Budgets (see attached).

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Mays _____

Mr. Marinucci _____

Mr. O'Malley _____

Ms. Rocco _____

Fund SCC	Description	Estimated Revenue	Estimated Expenses
018 9720	Vending Machine - Red Brick	\$ 400.00	\$ 400.00
018 9722	Vending Machine - Transportation	\$ 1,050.00	\$ 1,050.00
018 9724	Vending Machine - WHS Teachers Lounge	\$ 1,200.00	\$ 1,200.00
018 9748	Library - Holly Lane	\$ 7,630.00	\$ 11,300.00
018 9749	Library - Bassett	\$ 10,700.00	\$ 11,900.00
018 9751	In-Service Bassett	\$ 10,500.00	\$ 11,000.00
018 9753	In-Service Dover	\$ 5,200.00	\$ 6,000.00
018 9755	In-Service Hilliard	\$ 7,825.00	\$ 6,925.00
018 9756	Library - Dover	\$ 12,425.00	\$ 10,325.00
018 9757	In-Service Holly Lane	\$ 3,180.00	\$ 3,180.00
018 9759	Library - Hilliard	\$ 9,150.00	\$ 9,900.00
018 9760	Library - L.B.	\$ 3,100.00	\$ 3,100.00
018 9761	In-Service L.B.	\$ 199,100.00	\$ 199,100.00
018 9762	Library - P.S.	\$ 10,850.00	\$ 17,500.00
018 9763	In-Service P.S.	\$ 113,500.00	\$ 105,300.00
018 9764	In-Service WHS	\$ 10,000.00	\$ 10,000.00
018 9765	Music Fees - WHS	\$ 8,000.00	\$ 8,000.00
018 9766	Guidance - WHS	\$ 47,368.00	\$ 48,300.00
018 9767	Library - WHS	\$ 1,750.00	\$ 3,700.00
018 9770	Music Programs - Bassett	\$ 300.00	\$ 1,000.00
018 9772	Music Programs - Hilliard	\$ 500.00	\$ 500.00
018 9773	Music Programs - Holly Lane	\$ 300.00	\$ 300.00
018 9774	Music Programs - Lee Burneson	\$ 1,000.00	\$ 1,000.00
018 9775	Music Programs - P.S.	\$ 900.00	\$ 1,500.00
018 9776	Band-Music Programs - WHS	\$ 9,000.00	\$ 9,000.00
018 9777	Strings - Music Program - L.B.	\$ 850.00	\$ 850.00
018 9778	Choral-Music Program - WHS	\$ 1,000.00	\$ 3,000.00
	Total 018 Fund	\$ 476,778.00	\$ 485,330.00

Fund SCC	Description	Estimated Revenue	Estimated Expenses
200 9111	Art Gallery - WHS	\$ 1,100.00	\$ 800.00
200 9131	Drama Club - WHS	\$ 12,250.00	\$ 12,250.00
200 9132	Drama Club - L.B.	\$ 1,200.00	\$ 1,200.00
200 9133	Drama Club - P.S.	\$ 735.00	\$ 755.00
200 9140	WHBS-TV50 - WHS	\$ 43,000.00	\$ 43,000.00
200 9150	Newspaper Club - L.B.	\$ 500.00	\$ 500.00
200 9151	Computer Club - WHS	\$ 200.00	\$ 75.00
200 9160	Computer Club - LB	\$ 500.00	\$ 500.00
200 9165	German Club - WHS	\$ 150.00	\$ 220.00
200 9170	Science Club - L.B.	\$ 1,100.00	\$ 1,100.00
200 9195	French Club - WHS	\$ 200.00	\$ 200.00
200 9200	Foreign Language Club - WHS	\$ 6,300.00	\$ 5,400.00
200 9350	American Field Service (AFS) - WHS	\$ 1,450.00	\$ 905.00
200 9370	C.B.E. - WHS	\$ 1,500.00	\$ 1,250.00
200 9390	Work Study - WHS	\$ 800.00	\$ 2,000.00
200 9400	Band Program - P.S.	\$ 800.00	\$ 775.00
200 9401	Chorus - P.S.	\$ 1,900.00	\$ 2,025.00
200 9460	Encore/Orchestra - L.B.	\$ 2,300.00	\$ 2,300.00
200 9470	Music - L.B.	\$ 5,000.00	\$ 5,000.00
200 9490	Band - WHS	\$ 110,000.00	\$ 110,000.00
200 9491	Choir - WHS	\$ 45,000.00	\$ 45,000.00
200 9522	Bowling Club - WHS	\$ 400.00	\$ 375.00
200 9559	Ski Club - WHS	\$ 80,000.00	\$ 80,000.00
200 9560	Cheerleaders - L.B.	\$ 600.00	\$ 600.00
200 9580	Student Supply Store - L.B.	\$ 500.00	\$ 500.00
200 9601	Peer Tutor Club - L.B.	\$ 600.00	\$ 600.00
200 9604	Project Support - WHS	\$ 575.00	\$ 550.00
200 9610	Student Council - P.S.	\$ 1,600.00	\$ 1,575.00
200 9611	Student Council - L.B.	\$ 2,700.00	\$ 2,700.00
200 9612	Student Council - WHS	\$ 31,000.00	\$ 30,500.00

Fund SCC	Description	Estimated Revenue	Estimated Expenses
200 9614	Academic Challenge - WHS	\$ 150.00	\$ 108.00
200 9615	Student Council - Bassett	\$ 3,200.00	\$ 3,200.00
200 9631	Builders Club - L.B.	\$ 2,500.00	\$ 2,500.00
200 9635	Pep Club - WHS	\$ 75.00	\$ 20.00
200 9636	Students Against Drunk Driving (SADD) WHS	\$ 300.00	\$ 150.00
200 9650	TechMates Club - WHS	\$ 250.00	\$ 250.00
200 9690	Photography/Yearbook - L.B.	\$ 1,000.00	\$ 1,000.00
200 9691	Green & White - WHS	\$ 3,500.00	\$ 3,000.00
200 9710	National Honor Society - WHS	\$ 2,100.00	\$ 2,100.00
200 9720	Leadership Challenge - WHS	\$ 10,900.00	\$ 8,800.00
200 9805	P. E. Action - WHS	\$ 500.00	\$ 1,000.00
200 9842	Class of 2009 - WHS	\$ 4,800.00	\$ 4,100.00
200 9843	Class of 2010 - WHS	\$ 2,700.00	\$ 1,250.00
	Total 200 Fund	\$ 387,635.00	\$ 381,833.00
300 9500	Athletics - WHS	\$ 200,000.00	\$ 253,800.00
300 9502	Vending Machine Athletics - WHS	\$ 10,000.00	\$ 10,000.00
300 9562	Athletic Transportation	\$ 35,000.00	\$ 35,000.00
300 9563	Swim Pool - WHS	\$ 10,000.00	\$ 10,000.00
	Total 300 Fund	\$ 255,000.00	\$ 308,800.00

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:

The Progressive Insurance Foundation
P.O. Box 7109
Princeton, NJ 08543-7109

Donated \$50.00 to WHBS-TV and \$50.00 to the Choral Music Program at Westlake High School representing matching fund contributions made by Progressive Group of Companies employee, Ronald Stephenson.

Ms. Laura Jamieson
2473 Crimson Drive
Westlake, OH 44145

Donated \$20.00 to WHBS-TV at Westlake High School to help purchase new digital studio tapes.

Herff Jones Company
Mr. Rick Call
4468 Berry Hill
Stow, OH 44224

Donated \$643.62 to Student Council at Westlake High School for faculty recognition activities.

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Mays _____

Mr. Marinucci _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE RECLASSIFICATION, EMPLOYMENT,
AND EMPLOYMENT CHANGE FOR STAFF MEMBERS

RESOLVED THAT

the Westlake Board of Education approves reclassification, employment, and employment change for certificated staff members as follows:

Certificated Reclassification

Janice Hughes	From MA+20 to MA+30, Step 10	Effective August 27, 2007
Rachel Lowery	From BA+10 to BA+20, Step 3	Effective August 1, 2007
Michelle Patton	From MA+20 to MA+30, Step 15	Effective March 1, 2007
Eneida Ruiz	From BA+20 to BA+30, Step 3	Effective August 1, 2007
Jenni Sammon	From MA to MA+10, Step 13	Effective August 1, 2007

Certified Employment Change

Natalie DiCostanzo Bassett Intervention Spec. From: Step 6 To: Step 7

Classified Employment

Kayleigh Majercak	Dover Summer Cleaner	Effective: 06/12/07	Rate: Step 1
Carly Millis	Summer Technician	Effective: 06/18/07	Rate: Step 0

Motion by: _____

Seconded by: _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Mays _____

Mr. Marinucci _____

Mr. O'Malley _____

Ms. Rocco _____

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

RESOLVED THAT

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

<u>Name</u>	<u>Position</u>	<u>In District</u>	<u>Step</u>
<u>Resignation</u>			
William Bowles	LBMS Asst. Boys Track Coach		
<u>Employment</u>			
Tim Clark	WHS Head Boys Cross Country Coach	Y	0
Duane Miller	WHS Head Girls Track Coach	Y	20
Paul Hammond	WHS Asst. Girls Track Coach	Y	14
Travis Haselswerdt	WHS Asst. Girls Track Coach	Y	6
Bob Curtis	WHS Asst. Girls Track Coach	Y	7
Tom Shiban	WHS Head Softball Coach	Y	10
Jim Egan	WHS Asst. Softball Coach	Y	9
Doug Foster	WHS Asst. Softball Coach	N	1
Jeff Huber	WHS Freshman Softball Coach	Y	1
Jeff Short	WHS Head Baseball Coach	Y	20
Brendan Zepp	WHS Asst. Baseball Coach	Y	6
Nick Hillman	WHS Asst. Baseball Coach	N	5
Matt Stricker	WHS Freshman Baseball Coach	N	1
Rebecca Waldheger	WHS Asst. Girls Soccer Coach	N	0
Douglas Varner	District Webmaster	Y	N/A

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:

Mrs. D'Ettorre Wargo _____

Mr. Mays _____

Mr. Marinucci _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE CERTIFICATED HOME INSTRUCTION

RESOLVED THAT
the Westlake Board of Education approves home instruction as follows:

Suzanne Ferio to provide home instruction for a student eligible under IDEIA, not to exceed 5 hours per week, effective May 4, 2007.

Christina Meecha to provide home instruction for a student eligible under IDEIA, not to exceed 5 hours per week, effective May 15, 2007.

Julie McAulay to provide home instruction for a student eligible under IDEIA, not to exceed 5 hours per week, effective May 21, 2007.

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Mays _____

Mr. Marinucci _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE RENEWAL OF EMPLOYMENT CONTRACT
FOR STAFF MEMBER

RESOLVED THAT

the Westlake Board of Education approves employment for staff member as follows:

Douglas Warnke
Performing Arts Center Coordinator

Rate: Step 3
Effective: 08/01/07 through 07/31/08
Not to Exceed 1,500 Hours

Motion by_____

Seconded by_____

Roll Call Vote:

Mrs. D'Ettorre Wargo_____

Mr. Mays_____

Mr. Marinucci_____

Mr. O'Malley_____

Ms. Rocco_____

RESOLUTION TO APPROVE EMPLOYMENT
OF WESTLAKE CITY SCHOOLS SENIOR TECHNICIAN

RESOLVED THAT

the Westlake Board of Education approves the employment of Mr. Douglas Varner as Senior Network Technician at Step 5 of the network technician schedule effective July 23, 2007.

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Mays _____

Mr. Marinucci _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE FIELD TRIP

RESOLVED THAT
the Westlake Board of Education approves field trips as follows:

WHS Choral Field Trip
Festival of Music, Chicago, Illinois
Thursday, April 17, 2008-Sunday, April 20, 2008
Approximate Cost: \$675 Per Person

Motion by_____

Seconded by_____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Mays _____

Mr. Marinucci _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE SUNDAY BUILDING USE

RESOLVED THAT

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

Riverside Church

Sunday Church Service

WHS Cafeteria & 2 Classrooms

9:00 AM – 1:30 PM

Sundays from 09/02/2007-08/08/2008

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Mays _____

Mr. Marinucci _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE PARTICIPATION IN
OHIO SCHOOLS COUNCIL COOPERATIVE PROGRAMS

RESOLVED THAT

The Westlake Board of Education approves participation in the Ohio Schools Council
Cooperative Programs for the 2007-2008 school year.

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Mays _____

Mr. Marinucci _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE BOARD OF EDUCATION POLICY
IGBE – REMEDIAL INSTRUCTION

RESOLVED THAT
the Westlake Board of Education approves Westlake Board of Education Policy IGBE –
Remedial Instruction.

Motion by _____
Seconded by _____
Roll Call Vote:
Mrs. D’Ettorre Wargo _____
Mr. Mays _____
Mr. Marinucci _____
Mr. O’Malley _____
Ms. Rocco _____

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

RESOLVED THAT

the Westlake Board of Education approves Westlake Board of Education Policy JO-R – Student Records.

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D’Ettorre Wargo _____

Mr. Mays _____

Mr. Marinucci _____

Mr. O’Malley _____

Ms. Rocco _____

File: IGBE
REMEDIAL INSTRUCTION

The educational program is designed and operated to be developmentally appropriate and avoid the necessity for remedial education. In those cases in which students have clearly not performed commensurate with their capabilities, efforts are made to remedy the condition and attain the learning results sought.

The Board directs the classroom teachers of students in the first, second and third grades to annually assess and identify, at the end of the school year, the reading skills of each student who is reading below grade level. The parent or guardian is notified of each student whose reading skills are below grade level and intervention services are provided to the student.

Students who are reading below grade level at the end of the third grade are offered intense remediation services during the summer following third grade, **and provides an additional opportunity to take the Reading Achievement Test.**

Intervention services are offered to students who fail to attain a proficient score on a third, fourth, fifth, sixth, seventh or eighth grade Achievement Test.

Intervention services are also offered to students who:

- 1. score below the proficient level on a fourth, fifth, sixth, seventh or eighth grade achievement test and**
- 2. are not demonstrating academic performance at their grade level based on the results of a diagnostic assessment.**

The District involves the student's parent(s) and classroom teacher in developing the intervention strategy and offers to the parent(s) the opportunity to be involved in the intervention.

Intervention services will be offered to students who fail to attain proficient score on the following tests:

1. any fourth, sixth or ninth grade proficiency test or
2. on a third, fourth, fifth, sixth, seventh, eighth or tenth grade achievement test.

Any fourth or sixth grade student who fails to pass three or more of the five proficiency tests is offered summer remediation.

Any student who scores at the limited proficient level on an Ohio Graduation Test must receive intervention services.

Students in the fourth and sixth grades failing to pass three or more of the five proficiency test requirements may be retained in their current grade levels for the next school year, regardless of whether the student attends summer school remediation.

Fourth grade students who receive a below basic score on the fourth grade reading proficiency test are provided one of three options:

1. promotion to fifth grade if the principal and reading teacher agree that other evaluations of the student's work indicate the student is academically prepared for fifth grade;
2. promotion to fifth grade with "intensive intervention" in that grade or
3. retention in fourth grade.

Effective July 1, 2003

The fourth grade reading guarantee is replaced with the third grade reading guarantee.

Third grade students who receive a below basic/limited proficient score on the third grade reading achievement test and fourth grade students who receive a limited proficient score on the fourth grade reading proficiency test are provided one of three options:

1. promotion to the next grade if the principal and reading teacher agree that other evaluations of the student's work indicate the student is academically prepared for the next **fourth** grade;
2. promotion to the next **fourth** grade with "intensive intervention" **services** in that grade or
3. retention in the current **third** grade.

Certain specified students who are offered intervention services either after-hours or in summer classes are truant if they don't attend the intervention programs.

Intervention services will be offered to students who are not making satisfactory progress toward the attainment of the statewide academic standards for their grade level.

The superintendent is directed to maintain remedial instructional programs or intervention that assist all students in meeting and maintaining minimum levels of student proficiency in communication and computation skills. These programs include procedures to evaluate student achievement related to the remedial program objectives and standards. Ongoing communication between teaching staff members and parents of students participating in remedial educational programs is coordinated by the superintendent and the administrative staff. The superintendent is directed to evaluate the remedial education programs and report to the Board each school year as to their effectiveness in maintaining minimum levels of student proficiency.

Adoption Date: May 23, 2002

Revision Date: September 16, 2004

Revision Date:

Legal Refs.: ORC 3301.07; 3301.0711(D)
3313.608; 3313.6012
OAC 3301-35-02

Cross Refs.: IKE, Promotion and Retention of Students

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 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 that 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 only as a personal memory 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 that 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.

Personal identifier -- any data or information which makes the subject of a record known, including the student's name, the student's address, the student's Social Security number, 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 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:

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
<u>Cumulative School Records</u>	Principals	Principals
<u>Cumulative School Records</u> (Former Students)	Central Office/High School	Chief Archivist
<u>Health Records</u>	Principals	Principals
<u>Speech Therapy & Psychological Records</u>	Principals & Pupil Services	Principals
<u>School Transportation Records</u>	School Bus Garage	Pupil Transportation Director
<u>Special Test Records</u>	Principals	Principals
<u>Occasional Records</u> (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	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 that identifies as precisely as possible the record or records that 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. 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 that 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 that 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:

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.

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:

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.

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 (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 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 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.

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 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 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.

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 that 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 that 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 that 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 that 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 that 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: