

**WESTLAKE CITY SCHOOLS  
BOARD OF EDUCATION AGENDA**

**Monday, August 14, 2006 – 5:30 p.m. – Work Session  
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. Beal \_\_\_\_\_  
Mr. Mays \_\_\_\_\_  
Mr. O'Malley \_\_\_\_\_  
Ms. Rocco \_\_\_\_\_

Pledge of Allegiance

Acknowledgment of Visitors

Approval of Agenda

Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_

Mrs. D'Ettorre Wargo \_\_\_\_\_  
Mr. Beal \_\_\_\_\_  
Mr. Mays \_\_\_\_\_  
Mr. O'Malley \_\_\_\_\_  
Ms. Rocco \_\_\_\_\_

\* Hearing of Public (agenda items - 15 minutes)

**A. Board Items**

1. Resolution to Appoint Incoming Members and Alternates for the Citizens      Exhibit A-1  
Advisory Committee

**B. Action Items**

1. Resolutions to Approve Staff Recommendations
- a. Resolution to Approve Employment and Change in Employment for Staff      Exhibit B-1-a  
        Members
- b. Resolution to Approve Employment of Administrative Staff Member      Exhibit B-1-b
2. Resolution to Approve 2006-2007 Bus Routes      Exhibit B-2
3. Second Reading of Policy IKEB – Academic Acceleration
- a. Resolution to Approve Policy IKEB – Academic Acceleration      Exhibit B-3-a
4. Second Reading of Policy IKFA/IKFA-R – Early Graduation
- a. Resolution to Approve Policy IKFA/IKFA-R – Early Graduation      Exhibit B-4-a

5. Second Reading of Policy JEBA – Early Entrance to Kindergarten
  - a. Resolution to Approve Policy JEBA – Early Entrance to Kindergarten Exhibit B-5-a
6. Second Reading of Policy ACAA-R – Sexual Harassment
  - a. Resolution to Approve Policy ACAA-R – Sexual Harassment Exhibit B-6-a
7. Second Reading of Policy IGAE – Health Education
  - a. Resolution to Approve Policy IGAE – Health Education Exhibit B-7-a
8. Second Reading of Policy IGEE – Awarding of High School Diplomas to Veterans of War
  - a. Resolution to Approve Policy IGEE – Awarding of High School Diplomas to Veterans of War Exhibit B-8-a
9. Second Reading of Policy JHCB – Inoculations of Students
  - a. Resolution to Approve Policy JHCB – Inoculations of Students Exhibit B-9-a
10. Second Reading of Policy KKA – Recruiters in the Schools
  - a. Resolution to Approve Policy KKA – Recruiters in the Schools Exhibit B-10-a
11. Resolution to Approve Field Trip Exhibit B-11

C. Discussion Items

1. Continuous Improvement Plan
2. Administrative Handbook

D. Work Session

1. Strategic Land Use Plan

\*Hearing of Public (15 Minutes)

E. Executive Session – Personnel & Sale of Property

Time \_\_\_\_\_

Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_

Roll Call Vote:

Mrs. D'Ettorre Wargo: \_\_\_\_\_

Mr. Beal \_\_\_\_\_

Mr. Mays \_\_\_\_\_

Mr. O'Malley \_\_\_\_\_

Ms. Rocco \_\_\_\_\_

F. 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 APPOINT INCOMING MEMBERS AND ALTERNATES  
FOR THE CITIZENS ADVISORY COMMITTEE

## RESOLVED THAT

the Westlake Board of Education appoints the following incoming alternates and members to the Citizens Advisory Committee:

<u>Member Name</u>	<u>Term Expires</u>
Lee Field-Starks, Chair	July 2007
Garn Anderson, Vice Chair	July 2008
John Doucette, Secretary	July 2007
Marcia Columbro	July 2008
Judy Friedman	July 2009
Jane Hoon	July 2009
Troy Miller	July 2009
Jean Seasholtz	July 2007
Kathleen Stock	July 2009
Linda Wade	July 2007
Dan Walsh	July 2008
Christie Wiedt	July 2008
<u>Alternate Name</u>	<u>Term Expires</u>
Christopher Bauer	July 2007
Lisa Swisher	July 2007
Gina Wittenberg	July 2007

Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_

Roll Call Vote:

Mrs. D'Ettorre Wargo \_\_\_\_\_

Mr. Beal \_\_\_\_\_

Mr. Mays \_\_\_\_\_

Mr. O'Malley \_\_\_\_\_

Ms. Rocco \_\_\_\_\_

RESOLUTION TO APPROVE EMPLOYMENT AND  
CHANGE IN EMPLOYMENT FOR STAFF MEMBERS

RESOLVED THAT

the Westlake Board of Education approves employment and change in employment for staff members as follows:

<u>Certified</u>	Jill Fulecki	Effective:	06/29/06
<u>Employment:</u>	Summer School – 2 <sup>nd</sup> Semester	Rate:	Summer School Rate

<u>Classified</u>	Marsha Lesko	Effective:	08/28/06
<u>Employment:</u>	Holly Lane Spec. Ed. Asst.	Rate:	Step 5 + \$0.30

<u>Classified Employ-</u>	Debbie Yehlik	Effective:	08/07/06
<u>ment Change:</u>	LBMS Head Cook	Hours/Day:	From 6.25 to 7.0

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Roll Call Vote: \_\_\_\_\_

Mrs. D'Ettorre Wargo \_\_\_\_\_

Mr. Beal \_\_\_\_\_

Mr. Mays \_\_\_\_\_

Mr. O'Malley \_\_\_\_\_

Ms. Rocco \_\_\_\_\_

RESOLUTION TO APPROVE EMPLOYMENT  
OF ADMINISTRATIVE STAFF MEMBER

RESOLVED THAT

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

Renee Bailey	Technology Coordinator	Effective:	August 15, 2006
		Rate:	Step 0

Motion by\_\_\_\_\_

Seconded by\_\_\_\_\_

Roll Call Vote:

Mrs. D'Ettorre Wargo\_\_\_\_\_

Mr. Beal\_\_\_\_\_

Mr. Mays\_\_\_\_\_

Mr. O'Malley\_\_\_\_\_

Ms. Rocco\_\_\_\_\_

RESOLUTION TO APPROVE BUS ROUTES  
FOR 2006-2007 SCHOOL YEAR

RESOLVED THAT

the Westlake Board of Education approves the bus routes for the 2006-2007 school year.

Motion by\_\_\_\_\_

Seconded by\_\_\_\_\_

Roll Call Vote:

Mrs. D'Ettorre Wargo\_\_\_\_\_

Ms. Rocco\_\_\_\_\_

Mr. Beal\_\_\_\_\_

Mr. Mays\_\_\_\_\_

Mr. O'Malley\_\_\_\_\_

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY  
IKEB – ACADEMIC ACCELERATION

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

Motion by \_\_\_\_\_  
Seconded by \_\_\_\_\_  
Roll Call Vote:  
Mrs. D’Ettorre Wargo \_\_\_\_\_  
Mr. Beal \_\_\_\_\_  
Mr. Mays \_\_\_\_\_  
Mr. O’Malley \_\_\_\_\_  
Ms. Rocco \_\_\_\_\_

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY  
IKFA/IKFA-R – EARLY GRADUATION

RESOLVED THAT

the Westlake Board of Education adopts Board of Education Policy IKFA/IKFA-R – Early Graduation.

Motion by\_\_\_\_\_

Seconded by\_\_\_\_\_

Roll Call Vote:

Mrs. D’Ettorre Wargo\_\_\_\_\_

Mr. Beal\_\_\_\_\_

Ms. Rocco\_\_\_\_\_

Mr. O’Malley\_\_\_\_\_

Ms. Rocco\_\_\_\_\_



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:  
Mrs. D’Ettorre Wargo \_\_\_\_\_  
Mr. Beal \_\_\_\_\_  
Ms. Rocco \_\_\_\_\_  
Mr. O’Malley \_\_\_\_\_  
Ms. Rocco \_\_\_\_\_

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:  
Mrs. D’Ettorre Wargo \_\_\_\_\_  
Mr. Beal \_\_\_\_\_  
Ms. Rocco \_\_\_\_\_  
Mr. O’Malley \_\_\_\_\_  
Ms. Rocco \_\_\_\_\_

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY  
IGAE – HEALTH EDUCATION

RESOLVED THAT

the Westlake Board of Education adopts Board of Education Policy IGAE – Health Education.

Motion by\_\_\_\_\_

Seconded by\_\_\_\_\_

Roll Call Vote:

Mrs. D’Ettorre Wargo\_\_\_\_\_

Mr. Beal\_\_\_\_\_

Ms. Rocco\_\_\_\_\_

Mr. O’Malley\_\_\_\_\_

Ms. Rocco\_\_\_\_\_

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY  
IGEE – AWARDING OF HIGH SCHOOL DIPLOMAS TO VETERANS OF WAR

RESOLVED THAT

the Westlake Board of Education adopts Board of Education Policy IGEE – Awarding of High School Diplomas to Veterans of War.

Motion by\_\_\_\_\_

Seconded by\_\_\_\_\_

Roll Call Vote:

Mrs. D’Ettorre Wargo\_\_\_\_\_

Mr. Beal\_\_\_\_\_

Ms. Rocco\_\_\_\_\_

Mr. O’Malley\_\_\_\_\_

Ms. Rocco\_\_\_\_\_

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY  
JHCB – INOCULATION OF STUDENTS

RESOLVED THAT

the Westlake Board of Education adopts Board of Education Policy JHCB – Inoculation of Students.

Motion by\_\_\_\_\_

Seconded by\_\_\_\_\_

Roll Call Vote:

Mrs. D’Ettorre Wargo\_\_\_\_\_

Mr. Beal\_\_\_\_\_

Ms. Rocco\_\_\_\_\_

Mr. O’Malley\_\_\_\_\_

Ms. Rocco\_\_\_\_\_

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY  
KKA – RECRUITERS IN THE SCHOOLS

RESOLVED THAT

the Westlake Board of Education adopts Board of Education Policy KKA – Recruiters in the Schools.

Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_

Roll Call Vote:

Mrs. D'Ettorre Wargo \_\_\_\_\_

Mr. Beal \_\_\_\_\_

Ms. Rocco \_\_\_\_\_

Mr. O'Malley \_\_\_\_\_

Ms. Rocco \_\_\_\_\_

RESOLUTION TO APPROVE FIELD TRIP

RESOLVED THAT

the Westlake Board of Education approves the following field trips:

WHS Band & Orchestra Groups

Atlanta, Georgia

Wednesday through Sunday – March 28-April 1, 2007

Approximate Cost Per Pupil - \$600

Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_

Roll Call Vote:

Mrs. D'Ettorre Wargo \_\_\_\_\_

Ms. Rocco \_\_\_\_\_

Mr. Beal \_\_\_\_\_

Mr. Mays \_\_\_\_\_

Mr. O'Malley \_\_\_\_\_

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.

File: IKFA  
EARLY GRADUATION

Any high school student who completes the number of credits required by both the state and the School District prior to finishing eight semesters of high school work may request permission to graduate from high school upon completion of the necessary credits, providing he/she has the approval of the principal or his/her designee.

This policy affords students an opportunity to improve their educational and vocational future by graduating from high school with less than four years (eight semesters) of attendance. Approval of such a request will be based upon criteria that serve the best interests of the student. Early graduation for any student is a far-reaching and important decision and permission will not be granted simply because it has been requested. Because of the importance, the following criteria will play a vital part in the evaluation process:

1. mental and physical maturity of each student;
2. student's own attitude toward early graduation and post-high school plans;
3. parental attitudes;
4. how well employment or post-high school program is planned;
5. how well high school program has prepared the student for the world of work or post-high school education (academic and extracurricular) and/or
6. ability of the student to handle planned career or post-high school education.

**Early High School Graduation – Advanced Learners**

**Any student residing in the District may be referred for early high school graduation by a staff member or parent/guardian to the principal of his/her school. Students may refer themselves or a peer through a staff member who has knowledge of the referred child's abilities. Copies of referral forms will be available at each school building.**

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.:     ORC     3313.60-3313.61  
                  OAC     3301-35-02

File: IKFA-R  
EARLY GRADUATION

Eligibility:

1. Students completing Board graduation requirements at the end of the first semester of the 12<sup>th</sup> grade year.
2. Students completing graduation requirements at the conclusion of their junior year.

Procedures:

1. An application form, signed by both parent and student, must be submitted, to the appropriate counselor, by the end of the sixth week of the quarter being considered for graduation.
2. A letter accompanying the application shall indicate when graduation requirements will be met, courses that yet need to be taken, reasons for graduating early and a statement, signed by parents, indicating agreement.
3. A parental/student conference, with the principal and the guidance counselor, will be required.
4. Based upon the past performance, ability, needs of the student and parental opinion, a decision will be made.
5. The principal will inform the parents, in writing, of the disposition of their request.
6. No schedules, or schedule changes, are to be completed until early graduation is approved by the principal.
7. A student approved for early graduation will be granted a diploma in June with the rest of the graduating class. The student is also entitled to participate in the Prom, Baccalaureate and other senior activities.
8. An early graduate will not be released from school until all work is completed, all detentions served, all books returned and all fees paid.

**Early Graduation – Advanced Learners**

**Students referred for early high school graduation shall be evaluated based on past academic performance, measures of achievement based on State academic content standards, and successful completion of State mandated graduation requirements. The acceleration evaluation committee 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 final decision within thirty (30) calendar days of receiving the appeal. The Superintendent or his/her designee's decision shall be final.**

**If the student is recommended for early high school graduation, the acceleration evaluation committee will develop a written acceleration plan designed to allow the student to complete high school graduation requirements on an accelerated basis. The plan may include the provision of educational options in accordance with Ohio Administrative Code 3301-35-06(G), waiving District graduation requirements that exceed those by the State, and early promotion to sophomore (or higher) status to allow the student to take the Ohio Graduation Test.**

Adoption Date: May 23, 2002

Revision Date:

File: JEBA  
(REPLACES POLICIES JEB & JEB-R)  
EARLY ENTRANCE TO KINDERGARTEN

State law establishes minimum age requirements for admission to kindergarten and sets forth requirements for a standardized testing program to evaluate those students deemed ready by parents for early admission.

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 is received, the building principal/designee interviews the parent(s) and child and arranges for testing. Testing criteria are established as follows:

1. 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.
2. The director of pupil services approves the recommendation of the school psychologist.
3. The principal and teacher recommend that the child continue in the kindergarten program after the initial 30 to 60 day period.

Adoption 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: JHCB  
INOCULATIONS OF STUDENTS

Immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella and mumps is required for each student unless the parent(s) file an objection. The Board also requires tuberculosis examinations in compliance with law.

Students eligible for kindergarten and students new to the District must present written evidence of similar immunizations, or written evidence to indicate that they are in the process of receiving such immunizations, to be completed no later than the day of entrance. Students entering the seventh grade must present evidence of an MMR booster. Students failing to complete such immunizations within 14 days after entering are not permitted to return to school.

**Beginning with the 1999-2000 school year**, all kindergarten students are required to receive hepatitis B and varicella (chicken pox) immunizations.

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.: ORC 3313.67; 3313.671; 3313.71; 3313.711; 3701.13

Cross Refs.: JEC, School Admission  
JEG, Exclusions and Exemptions from School Attendance  
JHCA, Physical Examinations of Students

File: KKA  
RECRUITERS IN THE SCHOOLS

All recruiters, military, nonmilitary, commercial **employment** and educational are treated uniformly in the conduct of on-campus student recruitment. Scheduling of recruiting visits to the District is announced to the student body in advance. Recruiters are afforded the opportunity to conduct meetings during the school day with those students who are interested.

All group meetings are to be scheduled through the principal's office. Classroom teachers who schedule recruiters as a career awareness activity should coordinate these activities through the appropriate building administrator **or principal's office**.

In order to maintain the privacy of its students, the Board prohibits the disclosure of any student list to any commercial organization that intends to use the list for commercial purposes. "Student list" is defined as Board-approved directory information. "Commercial organization" is defined as any entity that is a for-profit organization. "Commercial purpose" is defined as any activity that is an attempt to solicit business for profit. The Superintendent shall establish a procedure to be followed by all corporation employees when a request for a student list is made by a commercial organization.

**Names and addresses of students in grades 10 through 12 must be released to a recruiting officer of the armed forces unless a parent or student (age 18 or older) submits a written request not to release the information.**

Adoption                      July 3, 2003                      Revision Date:  
Date:

Legal Refs.:      Family Educational Rights and Privacy Act  
                         20 USC § 1232g  
                         **The Elementary and Secondary Education Act; 20 USC 1221 et seq.**  
                         **20 USC § 7908**  
                         **National Defense Authorization Act: 10 USC 503: (P.L. No. 107)**  
                         ORC    149.41; 149.43  
                                              1347.01 et seq.  
                                              3317.031  
                                              3319.32; 3319.321; 3319.33  
                                              3321.12; 3321.13  
                                              3331.13  
                         OAC    3301-35-02(B)(4)(b); 3301-35-03(E)

Cross Refs.:      JO, Student Records  
                         **JOA, Student Surveys**  
                         KBA, Public's Right to Know



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 Sexual Harassment Grievance Officer (Superintendent) or District CFO/Treasurer. The Superintendent may designate an individual to serve as Grievance Officer.
2. An investigation will be conducted using the following process:
  - A. ~~The investigator will confer with the charging party in order to obtain a clear understanding of his/her statement of the facts.~~  
**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 investigator will attempt to meet with the charged party in order to obtain his/her response to the complaint.~~  
**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 investigator will attempt to meet with the individuals who will substantiate the position of the charging party or the charged party.~~  
**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. ~~The investigator may hold meetings with the parties as necessary to gather facts.~~  
**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.**
  - E. ~~After completing the investigation, the investigator may:~~
    - 1) ~~attempt to resolve the matter informally through conciliation or~~
    - 2) ~~report the incident and transfer the record to the superintendent or designee, and so notify the parties by certified mail.~~

3. ~~After reviewing the record made by the investigator, the superintendent or designee may attempt to gather any more evidence necessary to decide the case, and thereafter impose any sanctions deemed appropriate, including a recommendation to the Board for termination.~~

**If either party disagrees with the decision of the grievance officer, he/she may appeal to the Superintendent. After reviewing the record made by the grievance officer, the Superintendent may attempt to gather further evidence necessary to decide the case and to determine appropriate action to be taken. The decision of the Superintendent is final.**

**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:

File: IGAE  
HEALTH EDUCATION

The Board is committed to a sound, comprehensive health education program as an integral part of each student's general education. At a minimum, the health education program meets the requirements established by law and includes practical training in procedures to be used in **student wellness**, first aid, safety, fire prevention and cardiopulmonary resuscitation.

The Board believes that the greatest opportunity for effective health education lies with the public schools because of the opportunity to reach almost all students at an age when positive, lifelong health **and wellness** habits may be instilled and the availability of qualified personnel to conduct health education programs.

The health education program emphasizes a contemporary approach to the presentation of health **and wellness** information, skills and knowledge necessary for students to understand the functioning and proper care of the human body.

In an effort to promote a relevant approach to the instruction of health education, the Board continues to stress the need for curricular, personnel and financial commitments to ensure a health education program of high quality in the public schools.

Adoption Date: May 23, 2002

Legal Refs.:     ORC     3313.60  
                  OAC     3301-35-02

Cross Refs.:    EB, Safety Program  
                  EBBA, First Aid  
                  EBBC, Bloodborne Pathogens  
                  **EFG, Student Wellness**  
                  GBEA, HIV/AIDS (Also JHCCA)  
                  JHF, Student Safety

## AWARDING OF HIGH SCHOOL DIPLOMAS TO VETERANS OF WAR

In order to recognize the contributions and sacrifices made by veterans who left high school prior to graduation to serve in the armed forces during World War II, **the Korean Conflict or the Vietnam Conflict**, the Board may award a high school diploma to any veteran of this state, or posthumously to a living relative of a deceased veteran of this state, who meets the requirements established by state law. Veterans' diplomas will be presented in conjunction with appropriate events, programs or other occasions, as determined by the superintendent.

The Board may grant a diploma to a World War II, **Korean Conflict, or Vietnam Conflict** veteran if all of the following apply:

1. The veteran left public or nonpublic school located in any state prior to graduation in order to serve in the armed forces of the United States.
2. The veteran received an honorable discharge from the armed forces of the United States as verified by the original or a copy of their DD 214 or other proof of service.
3. The veteran has not been granted a diploma, honors diploma or a diploma of adult education or a diploma provided for under this bill from another school.
4. The veteran is a current resident of Ohio.
5. ~~The veteran served during the period of September 16, 1940, through December 31, 1946, in any branch of the armed forces of the United States which includes:~~
  - a. ~~United States Army Air Corps~~
  - b. ~~United States Army~~
  - c. ~~United States Coast Guard~~
  - d. ~~United States Marines~~
  - e. ~~United States Navy~~

The veteran is not required to take the GED or any graduation test in order to qualify for a diploma.

If a veteran who would otherwise qualify for a diploma under this section is deceased, the board of any school district or the governing authority of any chartered nonpublic school may award such diploma to the veteran posthumously and may present that diploma to a living relative of the veteran.

The Governor's Office of Veterans' Affairs has developed and adopted an application form for use by all county veterans service offices. Upon verification that all requirements have been met, the application shall be forwarded to the board of any local, exempted village or city school district or governing authority of any chartered nonpublic school or county education service center.

Adoption Date: May 23, 2002

Revised Date:

Legal Refs.: ORC 111.15; 3313.61; 3313.611; 3313.612; 3313.614; 5902.02

Cross Refs.: IGED, Diploma of Adult Education