

**WESTLAKE CITY SCHOOLS
BOARD OF EDUCATION AGENDA**

**Monday, September 22, 2008 – 5:00 p.m. – Regular Meeting
Bassett Elementary School – Cafeteria
2155 Bassett Road**

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

Call to Order Time: _____

Roll Call:

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

Pledge of Allegiance

Acknowledgment of Visitors

Approval of Agenda

Motion by _____

Seconded by _____

Roll Call Vote:

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

*Hearing of Public (15 Minutes) Agenda Items

Tour of Bassett Elementary Facilities

A. Approval of Minutes

1. Work Session of August 11, 2008

Motion by _____

Seconded by _____

Roll Call Vote:

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

2. Regular Meeting of August 25, 2008

Motion by _____

Seconded by _____

Roll Call Vote:

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

B. Special Report – Bassett Elementary Technology

C. Superintendent's Report

D. Treasurer's Report/Recommendations

1. Action Items

- | | |
|--|---------------|
| a. Resolution to Accept Funds | Exhibit D-1-a |
| b. Resolution to Authorize Treasurer to Return Advance | Exhibit D-1-b |
| c. Resolution to Issue Then and Now Certificates | Exhibit D-1-c |
| d. Resolution to Approve Kaiser Permanente Contract | Exhibit D-1-d |
| e. Resolution to Approve FY09 Temporary Appropriations-Other Funds | Exhibit D-1-e |
| f. Resolution to Adjust FY09 Temporary Appropriations | Exhibit D-1-f |
| g. Resolution to Adopt the FY09 Permanent Appropriations | Exhibit D-1-g |

E. 1. Adjourn to Executive Session For Purpose of Negotiations

Time _____

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

2. Adjourn Executive Session and Return to Regular Session

Time _____

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 Medical Leave, Resignations and Employment for Staff Members | Exhibit F-1-b-1 |
| 2. Resolution to Approve the Employment of Project Link Personnel | Exhibit F-1-b-2 |
| 3. Resolution to Approve Resignations and Employment of Substitutes for Staff Members | Exhibit F-1-b-3 |
| 4. Resolution to Approve Supplemental Resignations and Contracts | Exhibit F-1-b-4 |
| 5. Resolution to Approve Technology Leader Stipends | Exhibit F-1-b-5 |
| 6. Resolution to Approve Certified Home Instruction | Exhibit F-1-b-6 |
| 7. Resolution to Approve Reclassification of Certified Staff Members | Exhibit F-1-b-7 |
| 8. Resolution to Approve Employment of Adult Basic Literacy Education Personnel 2008-2009 | Exhibit F-1-b-8 |
| 9. Resolution to Approve Hours for Progress Book Data Entry | Exhibit F-1-b-9 |
| 10. Resolution to Approve Saturday School Stipends | Exhibit F-1-b-10 |
| c. Resolution to Approve Agreements for Admission of Tuition Pupils and Purchased Services | Exhibit F-1-c |
| d. Resolution to Approve Field Trips | Exhibit F-1-d |
| e. Resolution to Approve Foreign Exchange Students | Exhibit F-1-e |

2. Policy Action Items

- | | |
|---|-----------------|
| a. Second Reading of Policy AC – Nondiscrimination | |
| 1. Resolution to Approve Policy AC – Nondiscrimination | Exhibit F-2-a-1 |
| b. Second Reading of Policy BBF – Board Member Code of Ethics | |

- | | | |
|----|---|-----------------|
| 1. | Resolution to Approve Policy BBF – Board Member Code of Ethics | Exhibit F-2-b-1 |
| c. | Second Reading of Policy BBFA – Board Member Conflict of Interest | |
| 1. | Resolution to Approve Policy BBFA – Board Member Conflict of Interest | Exhibit F-2-c-1 |
| d. | Second Reading of Policy BCA – Board Organizational Meeting | |
| 1. | Resolution to Approve Policy BCA – Board Organizational Meeting | Exhibit F-2-d-1 |
| e. | Second Reading of Policy BD – School Board Meetings | |
| 1. | Resolution to Approve Policy BD – School Board Meetings | Exhibit F-2-e-1 |
| f. | Second Reading of Policy EBAA – Reporting of Hazards | |
| 1. | Resolution to Approve Policy EBAA – Reporting of Hazards | Exhibit F-2-f-1 |
| g. | Second Reading of Policy EBC – Emergency/Safety Plans | |
| 1. | Resolution to Approve Policy EBC – Emergency/Safety Plans | Exhibit F-2-g-1 |
| h. | Second Reading of Policy EEACE – School Bus Idling | |
| 1. | Resolution to Approve Policy EEACE – School Bus Idling | Exhibit F-2-h-1 |
| i. | Second Reading of Policy EEACF – Bus Driver Disciplinary Procedures | |
| 1. | Resolution to Approve Policy Bus Driver Disciplinary Procedures | Exhibit F-2-i-1 |
| j. | Second Reading of Policy GBA – Equal Opportunity Employment | |
| 1. | Resolution to Approve Policy GBA – Equal Opportunity Employment | Exhibit F-2-j-1 |
| k. | Second Reading of Policy GBK – Smoking on District Property by Staff Members | |
| 1. | Resolution to Approve GBK – Smoking on District Property by Staff Members | Exhibit F-2-k-1 |
| l. | Second Reading of Policy GBQ – Criminal Record Check | |
| 1. | Resolution to Approve Policy GBQ – Criminal Record Check | Exhibit F-2-l-1 |
| m. | Second Reading of Policy GCB-1 – Professional Staff Contracts and Compensation Plans (Teachers) | |
| 1. | Resolution to Approve Policy GCB-1 – Professional Staff Contracts and Compensation Plans (Teachers) | Exhibit F-2-m-1 |
| n. | Second Reading of Policy GCD-R – Professional Staff Hiring | |
| 1. | Resolution to Approve Policy GCD-R – Professional Staff Hiring | Exhibit F-2-n-1 |
| o. | Second Reading of Policy IGAB – Human Relations Education | |
| 1. | Resolution to Approve Policy IGAB – Human Relations Education | Exhibit F-2-o-1 |
| p. | Second Reading of Policy IGD – Cocurricular and Extracurricular Activities | |
| 1. | Resolution to Approve Policy IGD – Cocurricular and Extracurricular Activities | Exhibit F-2-p-1 |
| q. | Second Reading of Policy JB – Equal Educational Opportunities | |
| 1. | Resolution to Approve Policy JB – Equal Educational Opportunities | Exhibit F-2-q-1 |
| r. | Second Reading of Policy JFCF – Hazing and Bullying | |
| 1. | Resolution to Approve Policy JFCF – Hazing and Bullying | Exhibit F-2-r-1 |
| s. | Second Reading of Policy JFCG – Tobacco Use by Students | |
| 1. | Resolution to Approve Policy JFCG – Tobacco Use by Students | Exhibit F-2-s-1 |
| t. | Second Reading of Policy JGE – Student Expulsion | |
| 1. | Resolution to Approve Policy JGE – Student Expulsion | Exhibit F-2-t-1 |
| u. | Second Reading of Policy JHG – Reporting Child Abuse | |
| 1. | Resolution to Approve Policy JHG – Reporting Child Abuse | Exhibit F-2-u-1 |
| v. | Second Reading of Policy KGC – Smoking on District Property | |
| 1. | Resolution to Approve Policy KGC – Smoking on District Property | Exhibit F-2-v-1 |
| w. | Second Reading of Policy KK – Visitors to the Schools | |
| 1. | Resolution to Approve Policy KK – Visitors to the Schools | Exhibit F-2-w-1 |
| 3. | Policy Discussion Items | |
| a. | First Reading of Policy BDDH – Public Participation at Board Meetings | |
| b. | First Reading of Policy DN – School Properties Disposal Procedure | |

- c. First Reading of Policy DN-R – School Properties Disposal Procedure
- d. First Reading of Policy ECG – Integrated Pest Management
- e. First Reading of Policy EEAC – School Bus Safety Program
- f. First Reading of Policy GCB-2 – Professional Staff Contracts and Compensation Plans (Administrators)
- g. First Reading of Policy GCB-2-R – Professional Staff Contracts and Compensation Plans (Administrators)
- h. First Reading of Policy GCBB – Professional Staff Supplemental Contracts
- i. First Reading of Policy IGBA – Programs for Students with Disabilities
- j. First Reading of Policy ICGG – Preschool Program
- k. First Reading of Policy ING – Animals in the Schools
- l. First Reading of Policy ING-R – Animals in the Schools
- m. First Reading of Policy JECBA-R – Admission of Exchange Students
- n. First Reading of Policy KBA – Public’s Right to Know
- o. First Reading of Policy KD – Public Participation at Board Meetings
- p. First Reading of Policy KGB – Public Conduct on District Property

G. Director of Business Affairs Report

H. Board Items – CAC Research Proposals

- 1. Going Green
- 2. School/Business Partnership Opportunities in Westlake
- 3. Service Learning
- 4. Serving the Needs of Autistic Children

*Meeting Open to Public (15 Minutes)

I. 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 ACCEPT FUNDS

RESOLVED THAT

the Westlake Board of Education accepts the following funds:

Local Funds	Amount	Fund	Special Cost Center
Martha Holden Jennings Foundation-Witman FY09	\$3,000.00	007	9706

State Funds	Amount	Fund	Special Cost Center
EMIS FY09	\$11,550.28	432	9449
Ohio K-12 Network FY09	\$21,000.00	451	9653
Gifted Supplement FY09	\$10,967.55	499	9914

Federal Funds	Amount	Fund	Special Cost Center
Child Outcomes Support FY09	\$3,000.00	587	9989

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO AUTHORIZE TREASURER TO RETURN ADVANCE

RESOLVED THAT

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

From	To	Amount
Project Link (011-9111)	General Fund (001)	\$2,000.00

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO ISSUE THEN AND NOW CERTIFICATES

RESOLVED THAT

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

PO No.	Vendor	Description	Amount
73687	Applewood Centers, Inc.	BIDEA 09 Excess Costs	\$24,420.00
73688	Applewood Centers, Inc.	BIDEA 09 Excess Costs	\$11,000.00
73695	Mary J. O'Doherty	BIDEA 09 PT Services	\$65,640.00
73709	AT&T	Annual Maintenance Agreement	\$27,186.72
73882	Gordon Food Service	Food Service	\$3,476.79

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO APPROVE KAISER PERMANENTE CONTRACT

RESOLVED THAT

the Westlake Board of Education approves the Kaiser Permanente contract covering the period October 1, 2008 through September 30, 2009.

2008 Renewal for Westlake Schools
Group #0555

Monthly Rates Effective
October 1, 2008 through September 30, 2009

	CURRENT RATES	RENEWAL RATES
SINGLE:	\$464.35	\$488.17
FAMILY:	\$1,225.94	\$1,288.83

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO APPROVE FY09 TEMPORARY APPROPRIATIONS – OTHER FUNDS

RESOLVED THAT

the Westlake Board of Education approves FY09 Temporary Appropriations – Other Funds (see attached).

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO ADJUST FY09 TEMPORARY APPROPRIATIONS

RESOLVED THAT

the Westlake Board of Education adjusts the following FY09 temporary appropriations:

GENERAL FUND			
Account	From	To	Difference
001-2100-600			
Support Services-Equipment	\$202.00	\$696.57	\$494.57
001-2200-400			
Support Services-Purchased Services	\$75,824.35	\$79,652.81	\$3,828.46
001-2200-600			
Support Services-Equipment	\$5,948.39	\$6,792.33	\$843.94
001-2200-800			
Support Services-Miscellaneous	\$2,089.00	\$5,628.00	\$3,539.00
001-2300-400			
Board of Education-Purchased Services	\$699.00	\$1,490.00	\$791.00
001-2400-400			
Admin-Purchased Services	\$76,891.00	\$84,210.49	\$7,319.49
001-2400-600			
Admin-Equipment	\$1,570.99	\$4,774.23	\$3,203.24
001-2400-800			
Admin-Miscellaneous	\$32,504.00	\$33,098.00	\$594.00
001-2500-400			
Fiscal-Purchased Services	\$29,124.74	\$29,621.52	\$496.78
001-2700-400			
Maintenance-Purchased Services	\$496,767.00	\$523,483.41	\$26,716.41
001-2700-600			
Maintenance-Equipment	\$3,824.00	\$5,105.96	\$1,281.96

EXHIBIT D-1-f
(Continued)

001-2800-700			
Transportation-Replacement Equipment	\$281,790.00	\$387,205.00	\$105,415.00
001-2900-600			
Community Ed-Equipment	\$0.00	\$234.94	\$234.94
001-2900-800			
Community Ed-Miscellaneous	\$0.00	\$65.00	\$65.00
Total	\$1,007,234.47	\$1,162,058.26	\$154,823.79
FOOD SERVICE			
Account	From	To	Difference
006-3100-600-9600			
Food Service-Equipment	\$8,700.00	\$5,920.50	(\$2,779.50)
006-3100-700-9600			
Food Service-Replacement Equipment	\$250.00	\$3,029.50	\$2,779.50
Total	\$8,950.00	\$8,950.00	\$0.00
UNIFORM SCHOOL SUPPLIES			
Account	From	To	Difference
009 1100 500 9009			
Uniform School Supplies-Supplies	\$32,029.23	\$42,323.84	\$10,294.61
Total	\$32,029.23	\$42,323.84	\$10,294.61
SUMMER SCHOOL			
Account	From	To	Difference
011-1100-100-9011			
Summer School-Salaries	\$35,934.16	\$47,639.94	\$11,705.78
011-1100-500-9011			
Summer School-Supplies	\$15,635.84	\$16,511.84	\$876.00
Total	\$51,570.00	\$64,151.78	\$12,581.78

EXHIBIT D-1-f
(Continued)

INSERVICE			
Account	From	To	Difference
018-4600-500-9753			
In Service Dover-Supplies	\$3,000.00	\$1,309.30	(\$1,690.70)
018-4600-600-9753			
In Service Dover-Equipment	\$0.00	\$1,690.70	\$1,690.70
018-4600-500-9763			
In Service PKIS-Supplies	\$50,000.00	\$48,007.52	(\$1,992.48)
018-4600-600-9763			
In Service PKIS-Equipment	\$0.00	\$1,992.48	\$1,992.48
018-4600-500-9776			
WHS Band-Supplies	<u>\$2,000.00</u>	<u>\$4,400.00</u>	<u>\$2,400.00</u>
Total	\$55,000.00	\$57,400.00	\$2,400.00
ATHLETICS			
Account	From	To	Difference
300-4500-100-9500			
Athletics-Salaries	\$20,000.00	\$15,936.24	(\$4,063.76)
300-4500-200-9500			
Athletics-Benefits	\$3,500.00	\$3,368.66	(\$131.34)
300-4500-400-9500			
Athletics-Purchased Services	\$20,000.00	\$13,681.34	(\$6,318.66)
300-4500-500-9500			
Athletics-Supplies	\$45,000.00	\$49,063.76	\$4,063.76
300-4500-600-9500			
Athletics-Equipment	\$0.00	\$6,450.00	\$6,450.00
300-4500-800-9500			
Athletics-Miscellaneous	\$11,500.00	\$11,430.00	(\$70.00)
300-7500-900-9500			
Athletics-Refund of Prior Year Receipt	\$0.00	\$70.00	\$70.00

EXHIBIT D-1-f
(Continued)

300-4500-500-9502			
Vending Machine-Supplies	\$0.00	\$2,003.25	\$2,003.25
300-4500-600-9502			
Vending Machine-Equipment	<u>\$0.00</u>	<u>\$2,300.00</u>	<u>\$2,300.00</u>
Total	\$100,000.00	\$104,303.25	\$4,303.25
ST. PAUL FY09			
Account	From	To	Difference
401-3200-400-9709			
Purchased Services	\$37,171.89	\$38,692.23	\$1,520.34
401-3200-500-9709			
Supplies & Materials	\$20,025.47	\$18,604.25	(\$1,421.22)
401-3200-600-9709			
Equipment	\$1,000.00	\$895.00	(\$105.00)
401-3200-700-9709			
Replacement Equipment	<u>\$0.00</u>	<u>\$105.00</u>	<u>\$105.00</u>
Total	\$58,197.36	\$58,296.48	\$99.12
ST. BERNADETTE FY09			
Account	From	To	Difference
401-3200-400-9809			
Purchased Services	\$118,831.05	\$122,636.47	\$3,805.42
401-3200-500-9809			
Supplies & Materials	<u>\$67,100.00</u>	<u>\$63,424.46</u>	<u>(\$3,675.54)</u>
Total	\$185,931.05	\$186,060.93	\$129.88
GIFTED SUPPLEMENT FY08			
Account	From	To	Difference
499-2100-400-9913			
Purchased Services	\$483.37	\$4,532.45	\$4,049.08
499-2100-500-9913			
Supplies & Materials	<u>\$6,132.89</u>	<u>\$2,083.81</u>	<u>(\$4,049.08)</u>
Total	\$6,616.26	\$6,616.26	\$0.00

EXHIBIT D-1-f
(Continued)

TITLE VI-B, IDEA FY 09			
Account	From	To	Difference
516-1200-400-9609			
Instruction - Purchased Services	\$415,052.91	\$417,383.31	\$2,330.40
516-2200-100-9609			
Prof Dev - Salaries & Wages	\$2,000.00	\$0.00	(\$2,000.00)
516-2200-200-9609			
Prof Dev - Benefits	<u>\$330.40</u>	<u>\$0.00</u>	<u>(\$330.40)</u>
Total	\$417,383.31	\$417,383.31	\$0.00
TITLE I FY09			
Account	From	To	Difference
572-1100-100-9109			
Instruction-Salaries & Wages	\$305,451.38	\$303,951.38	(\$1,500.00)
572-1100-200-9109			
Instruction-Benefits	\$50,460.56	\$50,215.21	(\$245.35)
572-2200-100-9109			
Prof Dev.-Salaries & Wages	\$0.00	\$1,500.00	\$1,500.00
572-2200-200-9109			
Prof Dev. - Benefits	<u>\$0.00</u>	<u>\$245.35</u>	<u>\$245.35</u>
Total	\$355,911.94	\$355,911.94	\$0.00
TITLE V, INNOVATIVE PROGRAMS FY 09			
Account	From	To	Difference
573-1100-500-9209			
Instruction-Supplies & Materials	\$3,783.29	\$2,813.67	(\$969.62)
573-3200-500-9209			
Non-Public Supplies & Materials	<u>\$628.08</u>	<u>\$467.10</u>	<u>(\$160.98)</u>
Total	\$4,411.37	\$3,280.77	(\$1,130.60)

EXHIBIT D-1-f
(Continued)

TITLE IV-A, SAFE & DRUG FREE SCHOOLS FY09			
Account	From	To	Difference
584-1100-100-9859			
Instruction-Salaries & Wages	\$7,000.90	\$0.00	(\$7,000.90)
584-2100-100-9859			
Supp Serv.-Salaries & Wages	\$0.00	\$7,000.90	\$7,000.90
Total	\$7,000.90	\$7,000.90	\$0.00
TITLE II-A, IMPROVING TEACHER QUALITY FY09			
Account	From	To	Difference
590-1100-100-9009			
Instruction-Salaries & Wages	\$43,220.00	\$38,000.00	(\$5,220.00)
590-1100-200-9009			
Instruction-Benefits	\$7,067.51	\$6,261.02	(\$806.49)
590-2200-100-9009			
Prof Dev.-Salaries & Wages	\$15,500.00	\$20,720.00	\$5,220.00
590-2200-200-9009			
Prof Dev. - Benefits	<u>\$2,535.00</u>	<u>\$3,341.49</u>	<u>\$806.49</u>
Total	\$68,322.51	\$68,322.51	\$0.00
TITLE II-D, TECHNOLOGY FY09			
Account	From	To	Difference
599-2200-100-9909			
Prof Dev. - Salaries & Wages	\$0.00	\$2,500.00	\$2,500.00
599-2200-400-9909			
Prof Dev. - Purchased Services	<u>\$3,573.60</u>	<u>\$1,073.60</u>	<u>(\$2,500.00)</u>
Total	\$3,573.60	\$3,573.60	\$0.00

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO ADOPT THE FY09 PERMANENT APPROPRIATIONS

RESOLVED THAT

the Westlake Board of Education adopts the following FY09 permanent appropriations effective October 1, 2008 (see attached).

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO ACCEPT
GIFTS AND CONTRIBUTIONS
(ORC 3313.36)

RESOLVED THAT

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

Mr. and Mrs. Ahmed
2327 Beaver Creek
Westlake, OH 44145

Donated \$1,000.00 to Westside Connections at WHS to fund our adults with disabilities class held on Wednesday nights at the high school.

AmeriGas
Mr. Rick Suhar, Sales Manager
830 Canterbury Road
Westlake, OH 44145

Donated three propane tanks at \$20.00 each to WHBS-TV at Westlake High School to use for the kickoff cookout shows, the *Demon Zone* special shows, and some home football, softball and baseball games.

Mr. and Mrs. Thomas Basista
23503 Winged Foot Drive
Westlake, OH 44145

Donated \$500.00 to WHBS-TV at Westlake High School to upgrade the studio and truck broadcasting systems.

Bill's Golden Shear Barber Shop
Mr. Bill Dalton, Owner
26915 Center Ridge Road
Westlake, OH 44145

Donated 20 gift certificates for haircuts at \$15.00 each to WHBS-TV at Westlake High School to award to the student athlete of the week on the *Demon Zone* show.

Bob Evans Restaurant
Ms. Bobbie Jo Zeggler
29750 Detroit Road
Westlake, OH 44145

Donated 30 gift certificates at \$20.00 each to WHBS-TV at Westlake High School to award to the student athlete of the week on the *Demon Zone* show.

Burdette Beckmann, Inc.
5851 Johnson Street
Hollywood, FL 33021

Donated \$750.00 to the Football program at Westlake High School to help defray the cost of the Football Golf Outing.

Carrabba's Italian Grill
Mr. Michael Mondozi, Gen. Mgr.
25054 Sperry Drive
Westlake, OH 44145

Donated five gift certificates at \$20.00 each to WHBS-TV at Westlake High School to award to the student athlete of the month on the *Demon Zone* show.

Celebrate Westlake
Mr. Bud Hagy, President
P.O. Box 45094
Westlake, OH 44145

Donated \$2,000.00 to WHBS-TV at Westlake High School to purchase two new DVD on-air program players for broadcasting on cable channel 22/18.

EXHIBIT F-1-a
(Continued)

Celebrate Westlake
Mr. Bud Hagy, President
P.O. Box 45094
Westlake, OH 44145

Donated \$2,000.00 to Leadership Challenge at Westlake High School to offset expenses of the annual Fall retreat on October 5-6, 2008, at Camp Asbury in Hiram, Ohio.

Champps Americana
Mr. Tom McCabe, Owner
12 Main Street
Westlake, OH 44145

Donated 30 gift certificates at \$10.00 each to WHBS-TV at Westlake High School to award to the Champps athlete of the week on the *Demon Zone* show.

Darice Lamrite West, Inc.
13000 Darice Parkway
Strongsville, OH 44149

Pat Catan's Craft Centers donated \$100.00 to the Cross Country program at Westlake High School to help defray the cost of the 5K run.

Dave & Buster's
Mr. Tim Blondheim, Gen. Manager
25735 First Street
Westlake, OH 44145

Donated 40 gift certificates (\$240.00 value) to WHBS-TV at Westlake High School to award to student athletes on the *Demon Zone* show.

Energizer Company
Mr. Jimmy Lee
25225 Detroit Road
Westlake, OH 44145

Donated \$400.00 in AA, AAA, 9v and D batteries and assorted flashlights to WHBS-TV at Westlake High School to power all wireless microphones, headsets and lights in WHBS-TV this semester.

Famous Dave's BBQ
Mr. Art Caram, General Manager
26410 Great Northern Shopping Ctr.
North Olmsted, OH 44070

Donated 30 gift certificates at \$5.00 each to WHBS-TV at Westlake High School to award to the student athlete of the week on 20 *Demon Zone* shows.

Geiger's Clothing & Sports
Chaz and Gordon Geiger
14710 Detroit Avenue
Lakewood, OH 44107

Donated 20 gift certificates at \$15.00 each to WHBS-TV at Westlake High School to award to the student athlete of the week on 20 *Demon Zone* shows.

Giant Eagle #1216
Ms. Kathleen Doell, Food Court
30275 Detroit Road
Westlake, OH 44145

Donated 25 gift certificates at \$12.00 each to WHBS-TV at Westlake High School to award to the student athlete of the week on the *Demon Zone* show.

Henkel Consumer Adhesives Inc.
Ms. Cathy Wright
32150 Just Imagine Drive
Avon, OH 44011

Donated 96 rolls of duct tape and \$200.00 to WHBS-TV at Westlake High School. The duct tape will be awarded to the "Tough Athletes of the Week" on the *Demon Zone* show. The monetary contribution will help purchase a broadcast DVD player.

EXHIBIT F-1-a
(Continued)

Tony & JoAnn Hoty 27050 Hilliard Blvd. Westlake, OH 44145	Donated \$195.07 worth of soft drinks, patio and studio maintenance to WHBS-TV at Westlake High School to keep WHBS-TV up to date.
Hungry Howie's Pizza Mr. Greg Hicks and Mr. Joe Rahs 24533 Center Ridge Road Westlake, OH 44145	Donated 60 gift certificates at \$12.00 each to WHBS-TV at Westlake High School to award to the student athletes of the week on the <i>Demon Zone</i> show.
Huntington Playhouse Mr. Thomas Meyrose, Director 28601 Lake Road Bay Village, OH 44140	Donated six tickets at \$17.00 each to WHBS-TV at Westlake High School to award to the Educator of the Month for September, October and November on the <i>Demon Zone</i> show.
Mr. and Mrs. Tom Kopcak 1497 Canterbury Road Westlake, OH 44145	Donated \$100.00 to WHBS-TV at Westlake High School to purchase new DVD blanks to be used as part of the new digital library of plays and <i>Demon Zones</i> .
Lehman's Deli Mr. and Mrs. George Bagsarian 24961 Detroit Road Westlake, OH 44145	Donated 30 gift certificates at \$10.00 each and \$1,200.00 worth of food trays to WHBS-TV at Westlake High School. The gift certificates will be awarded to the coach of the week on the <i>Demon Zone</i> show. The food trays will be used to feed the football crews.
Max and Erma's Ms. Kristen Cooper, Gen. Manager 30105 Detroit Road Westlake, OH 44145	Donated 90 gift certificates at \$5.00 each to WHBS-TV at Westlake High School to award to student athletes each week on the <i>Demon Zone</i> show.
#1 Express Car Wash & Detail Mr. and Mrs. Don Sears 25247 Detroit Road Westlake, OH 44145	Donated 100 custom T-shirts at \$7.00 each and 16 car wash coupons at \$64.00 each to WHBS-TV at Westlake High School. The T-shirts will be tossed to the crowd at home football games. The gift certificates will be awarded to the student athlete of the week on the <i>Demon Zone</i> show.
Ohio School Pictures Chrystn Palmer & Doug Barr 1213 W. Bagley Road Berea, OH 44017	Donated a FujiFilm FinePix J10 camera to the Communications Office at Westlake City Schools to assist the technology integration specialists with documenting student activities and posting photos on the District website.
Regal Cinema 16 Ms. Jeannine Lloyd, Manager 30147 Detroit Road Westlake, OH 44145	Donated 50 movie tickets and \$40.00 in movie promotional items to WHBS-TV at Westlake High School to award to the student athlete of the week on the <i>Demon Zone</i> show.

EXHIBIT F-1-a
(Continued)

Rita's Italian Ice
Mr. and Mrs. Michael Hotz
30024 Detroit Road
Westlake, OH 44145

Donated 10 gift certificates at \$5.00 each to WHBS-TV at Westlake High School to award to student athletes on the Fall *Demon Zone* shows.

T.G.I. Friday's
Mr. Frank Laske, General Manager
30115 Detroit Road
Westlake, OH 44145

Donated 35 gift certificates at \$8.00 each to WHBS-TV at Westlake High School to award to the educator of the week on the Demon Zone show.

Verite Productions
Mr. Terry Peterson
20800 Center Ridge Rd., Ste. LL-15
Rocky River, OH 44116

Donated \$300.00 to WHBS-TV at Westlake High School to help purchase new studio equipment.

Westlake Demons Club
26933 Westwood Road, Suite 100
Westlake, OH 44145

Donated \$1,731.15 to the Athletic Department at Westlake High School to replace the training room flooring at the high school and purchase a new volleyball stand at Lee Burneson Middle School.

Westlake Music Boosters
Ms. Eileen Moran, President
27200 Hilliard Blvd.
Westlake, OH 44145

Donated \$4,000.00 to District music programs representing an additional disbursement of unused funds from the 2007-08 Music Boosters' budget.

Mr. and Mrs. Martin Williams
25990 Williams Drive
Westlake, OH 44145

Donated \$200.00 to WHBS-TV at Westlake High School to help purchase new DVD players for broadcasting on the air.

Motion by _____

Seconded by _____

Roll Call Vote:

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

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

RESOLVED THAT

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

Medical Leave

<u>Name</u>	<u>Effective Date</u>	<u>Type</u>
Deb Schrembeck	08/26/2008	FMLA
Judy Croyle	08/26/2008	Unpaid Medical Leave

Classified Resignation

<u>Name</u>	<u>Building/Position</u>	<u>Effective Date</u>
Larry Matus	Bus Driver	07/27/2008
Karen Fornal	Parkside Elem. Asst.	08/25/2008
Eileen Winter	LBMS Kitchen Helper	08/25/2008
Callie Smith	Dover Spec. Ed. Asst.	09/05/2008
Maureen Droba	Parkside Spec. Ed. Asst.	09/04/2008
Mary Dunn	LBMS Supv. Asst.	09/23/2008
Janice Schmitt	WHS Kitchen Helper	09/22/2008

Certified Employment

<u>Name</u>	<u>Building/Position</u>	<u>Effective Date</u>	<u>Step</u>	<u>Level</u>	<u>Contract %</u>
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Classified Employment

<u>Name</u>	<u>Building/Position</u>	<u>Effective Date</u>	<u>Step</u>	<u>Hours</u>	<u>Days</u>	<u>Months</u>
Madonna Faragher	Holly Lane Supv. Asst.	08/26/2008	0	2.00	5	9
Bonnie Sliva	Bus Driver	09/10/2008	0	4.25	5	9
Lisa Hanna	Bassett Spec. Ed. Asst.	09/15/2008	0	4.75	5	9
Callie Smith	Dover Spec. Ed. Asst.	09/05/2008	8	6.50	5	9
Eileen Winter	Dover Elem. Asst.	08/26/2008	7	2.50	5	9
Karen Fornal	Parkside Elem. Asst.	08/26/2008	9	4.50	5	9
Nettie Morgan	Dover Spec. Ed. Asst.	09/15/2008	1	5.50	5	9
Maureen Droba	LBMS Spec. Ed. Asst.	09/05/2008	0	7.00	5	9
Susan Dvorak	Parkside Elem. Asst.	09/04/2008	0	3.50	5	9
Mary Dunn	WHS Supv. Asst.	09/18/2008	1	4.75	5	9
Janice Schmitt	Parkside Spec. Ed. Asst.	09/22/2008	2	5.00	5	9
Terran Stevenson	Spec. Ed. Asst. (Home Instr.)	08/26/2008	0	17 Hrs/Week		9
Jackie Nackowicz	Parkside Spec. Ed. Asst.	08/26/2008	8	From Step 3 to Step 8		
Roger Meadows	Bus Driver	09/10/2008	8	From 5.5 to 7.75 Hrs/Day		

Motion by: _____

Seconded by: _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO APPROVE THE EMPLOYMENT
OF PROJECT LINK PERSONNEL

RESOLVED THAT

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

EMPLOYMENT

<u>Name</u>	<u>Effective</u>	<u>Position</u>	<u>Step</u>
Kelly Pyros	09/22/2008	Project Link Leader	4

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO APPROVE RESIGNATIONS AND EMPLOYMENT
OF SUBSTITUTES FOR STAFF MEMBERS

RESOLVED THAT

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

Classified Substitute Resignation

Cathy Allan	Elizabeth Coyle	Carol Fox	Gail Jirka
Peggy Leaver	Karen Kietyka	Maureen Tabor	

Certified Substitute Resignation

Adam Dechant	Mark Dougherty	Nicole Gibbs	Eva Haeberle
Stephanie Markley	Mary Ann Pinto		

Classified Substitutes

<u>Name</u>	<u>Positions</u>
Cindy Pietrzak	Clerical, Kitchen
Julie Marquard	Supv. Asst., Bus Aide
Jeannie Farmer	Student Attendant, Supv. Asst., Teacher Asst.
Laura Daniels	Teacher Asst., Library Asst., Supv. Asst., Clerk/Typist, Secretary
Lora Stemmer	Bus Driver
Diane Hill	Bus Driver

Certified Substitutes

Rebecca Sofka	Carol Fisher	Kristin Stuckart	Kathy Siller
Colleen Ganor	Allison Strawn	Shannon Denison	Kelly Pyros
Zsuzsa Daroczy	Ian Shire	Steven Sablyar	Elizabeth Pondelik
Jennifer Rutledge	Sara Burkhardt	Keith Whitman	Julie Martin

Motion by: _____

Seconded by: _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

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

RESOLVED THAT

the Westlake Board of Education approves the following supplemental resignations and contracts for the 2008-2009 school year (in-district and out-of-district):

Resignation

Michelle Dallas	Junior Class Advisor	Effective:	09/12/2008
Amy Davey	Senior Class Advisor	Effective:	9/12/2008

Employment

<u>Name</u>	<u>Position</u>	<u>In District</u>	<u>Step</u>
Michelle Dallas	WHS Senior Class Advisor	Y	1
Geoffrey Friedrich	WHS Sophomore Class Advisor	Y	0
Brandy Terry	WHS Asst. Volleyball Coach	N	1
Coco Sommers	WHS Freshman Volleyball Coach	N	0
Jon Cuomo	WHS Girls' Golf Coach	Y	85% to 75%
Mary Beth Schneider	WHS Girls Golf Coach	N	15% to 25%
Daniel Grigson	LBMS Computer Club Advisor	Y	1
Cheryl Tegel	LBMS Builders Club Advisor	Y	0
Daniel Grigson	LBMS Science Olympiad Co-Advisor	Y	1 (50%)
William Primrose	LBMS Science Olympiad Co-Advisor	Y	0 (50%)
Chris Milano	Head Freshman Football Coach	Y	From 4 to 3

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

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO APPROVE STIPENDS FOR
TECHNOLOGY LEADERS

RESOLVED THAT

the Westlake Board of Education approves \$500 stipends for the following staff members for Technology Leaders, from Title IID funds:

Technology Leaders

Wendy Thrasher	Bassett Elementary
Ashley Witman	Dover Elementary
Kim Geletka	Hilliard Elementary
Amanda Caunter	Holly Lane Elementary
Dawn Dawson	Parkside Intermediate

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO APPROVE CERTIFIED HOME INSTRUCTION

RESOLVED THAT

the Westlake Board of Education approves home instruction for the 2008-2009 school year as follows, at the negotiated rate of pay:

Jean Barrett to provide home instruction to students not to exceed 30 hours.

Eileen Kasza to provide home instruction to a student effective 08/26/2008 for 6 hours/day, 5 days/week.

Dave Suchan to provide home instruction to a student effective 08/26/2008 for 3 hours/day, 3 days/week.

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO APPROVE RECLASSIFICATION
OF CERTIFIED STAFF MEMBERS

RESOLVED THAT

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

<u>Effective</u>	<u>Name</u>	<u>From</u>	<u>To</u>	<u>Step</u>
09/01/08	Michael Allan	BA+20	MA	5
09/01/08	Kate Applegate	BA+20	MA	5
09/01/08	Kathleen Basen	BA	BA+10	3
09/01/08	Amy Butcher	BA+10	MA	10
09/01/08	Amanda Caunter	BA+10	BA+20	2
09/01/08	Robert Curtis	MA	MA+10	16
09/01/08	Kimberly d'Acunzo	BA+30	MA	11
09/01/08	Kathy D'Ettorre	BA+30	MA	15
09/01/08	Jessica Dorin	BA+20	MA	3
09/01/08	Sarah Gorius	BA+20	MA	5
09/01/08	Jody Guzman	BA+20	MA	7
09/01/08	Brianne Kenneally	BA+30	MA	5
09/01/08	Cara Santora	BA+20	MA	3
09/01/08	Julie Szucs	BA+30	MA	5
09/01/08	Krista Wadas	BA	BA+10	2
09/01/08	Susan Weitzel	BA+20	MA	6
09/01/08	Anne-Frances Zaborniak	MA	MA+10	7
09/01/08	Brendan Zepp	MA	MA+10	10

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

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

RESOLVED THAT

The Westlake Board of Education approves the 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.

<u>Name</u>	<u>Position</u>	<u>Hours</u>	<u>Hourly Rate</u>	<u>Not to Exceed</u>
Julie McAulay	GED Instructor	39	\$ 22.00	\$858.00

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO APPROVE HOURS FOR
PROGRESS BOOK DATA ENTRY

RESOLVED THAT

the Westlake Board of Education approves additional hours, not to exceed 18.5 hours, for Progress Book data entry to be paid out of the General Fund.

Cecelia Smalley \$15.00/Hour

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO APPROVE SATURDAY SCHOOL STIPENDS

RESOLVED THAT

the Westlake Board of Education approves stipends for Saturday School supervision at the rate of \$80.00 for the following employees:

Mike Besu

Jim Egan

Ann Marie Keel

Debra Petro

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

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

RESOLVED THAT

the Westlake Board of Education approves the following Agreements for Admission of Tuition Pupils and Purchased Services for the 2008-2009 school year:

2008-2009 School Year

Eleanor Gerson School of Applewood Centers, Inc.
Music Therapy Enrichment Center, Inc.
Euclid City Schools
Ace Home Health Care
STEPS Behavioral Consulting Services
Cleveland Hearing & Speech Center
Lorene Mihalko, Independent Contractor
K-12 School Consultants, LLC

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO APPROVE FIELD TRIPS

RESOLVED THAT

the Westlake Board of Education approves the following field trip:

Lee Burneson Middle School
Cincinnati Zoo, Cincinnati, Ohio
Friday-Saturday, October 24-25, 2008
Approximate Cost Per Pupil - \$80

Westlake High School Band & Orchestra
National Music Festival, Orlando, Florida
Tuesday, March 24, 2009 6:00 PM –
Sunday, March 29, 2009 8:00 PM
Approximate Cost Per Pupil - \$850

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO APPROVE FOREIGN EXCHANGE STUDENTS

RESOLVED THAT

the Westlake Board of Education approves the attendance of Foreign Exchange Students Sandra Saltoft Pederson and Jan Niklas Doerseln at Westlake High School for the 2008-2009 school year.

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY
AC – NONDISCRIMINATION

RESOLVED THAT

the Westlake Board of Education adopts Board of Education Policy AC – Nondiscrimination.

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY
BBF – BOARD MEMBER CODE OF ETHICS

RESOLVED THAT

the Westlake Board of Education adopts Board of Education Policy BBF – Board Member Code of Ethics.

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY
BBFA – BOARD MEMBER CONFLICT OF INTEREST

RESOLVED THAT

the Westlake Board of Education adopts Board of Education Policy BBFA – Board Member Conflict of Interest.

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY
BCA – BOARD ORGANIZATIONAL MEETING

RESOLVED THAT

the Westlake Board of Education adopts Board of Education Policy BCA – Board Organizational Meeting.

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY
BD – SCHOOL BOARD MEETINGS

RESOLVED THAT

the Westlake Board of Education adopts Board of Education Policy BD – School Board Meetings.

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY
EBAA – REPORTING OF HAZARDS

RESOLVED THAT

the Westlake Board of Education adopts Board of Education Policy EBAA – Reporting of Hazards.

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY
EBC – EMERGENCY/SAFETY PLANS

RESOLVED THAT

the Westlake Board of Education adopts Board of Education Policy EBC – Emergency/Safety Plans.

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY
EEACE – SCHOOL BUS IDLING

RESOLVED THAT

the Westlake Board of Education adopts Board of Education Policy EEACE – School Bus Idling.

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY
EEACF – BUS DRIVER DISCIPLINARY PROCEDURES

RESOLVED THAT

the Westlake Board of Education adopts Board of Education Policy EEACF – Bus Driver Disciplinary Procedures.

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

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

RESOLVED THAT

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

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY
GBK – SMOKING ON DISTRICT PROPERTY BY STAFF MEMBERS

RESOLVED THAT

the Westlake Board of Education adopts Board of Education Policy GBK – Smoking On District Property
By Staff Members.

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

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 _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY GCB-1 –
PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLANS (TEACHERS)

RESOLVED THAT

the Westlake Board of Education adopts Board of Education Policy GCB-1 – Professional Staff Contracts
And Compensation Plans (Teachers).

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY GCD-R –
PROFESSIONAL STAFF HIRING

RESOLVED THAT

the Westlake Board of Education adopts Board of Education Policy GCD-R – Professional Staff Hiring.

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY IGAB –
HUMAN RELATIONS EDUCATION

RESOLVED THAT

the Westlake Board of Education adopts Board of Education Policy IGAB – Human Relations Education.

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY IGD –
COCURRICULAR AND EXTRACURRICULAR ACTIVITIES

RESOLVED THAT

the Westlake Board of Education adopts Board of Education Policy IGD – Cocurricular And Extracurricular Activities.

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY JB –
EQUAL EDUCATIONAL OPPORTUNITIES

RESOLVED THAT
the Westlake Board of Education adopts Board of Education Policy JB – Equal Educational
Opportunities.

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

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 _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY JFCG –
TOBACCO USE BY STUDENTS

RESOLVED THAT

the Westlake Board of Education adopts Board of Education Policy JFCG – Tobacco Use By Students.

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY JGE –
STUDENT EXPULSION

RESOLVED THAT

the Westlake Board of Education adopts Board of Education Policy JGE – Student Expulsion.

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY JHG –
REPORTING CHILD ABUSE

RESOLVED THAT

the Westlake Board of Education adopts Board of Education Policy JHG – Reporting Child Abuse.

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY KGC –
SMOKING ON DISTRICT PROPERTY

RESOLVED THAT

the Westlake Board of Education adopts Board of Education Policy KGC – Smoking On District Property.

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY KK –
VISITORS TO THE SCHOOLS

RESOLVED THAT

the Westlake Board of Education adopts Board of Education Policy KK – Visitors to the Schools.

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Rocco _____

Mr. Sullivan _____

Mr. Marinucci _____

Mr. Mays _____

Ms. Winter _____

File: AC
NONDISCRIMINATION

The Board's policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, citizenship status, religion, sex, economic status, age or disability **or military status**.

The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means, including the use of electronic communications devices, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual.

Employees or students who engage in discrimination of another employee or student shall be subject to disciplinary action.

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

No one shall retaliate against an employee or student because he/she files a grievance; assists or participates in an investigation, proceeding or hearing regarding the charge of discrimination of an individual; or because he/she has opposed language or conduct that violates this policy.

Adoption Date: May 23, 2002

Revision Date: August 24, 2005

Revision Date:

Legal Refs.:

Civil Rights Act, Title VI; 42 USC 2000d et seq.
Civil Rights Act, (Amended 1972), Title VII; 42 USC 2000e et seq.
Education Amendments of 1972, Title IX; 20 USC 1681
Executive Order 11246, as amended by Executive Order 11375
Equal Pay Act; 29 USC 206
Rehabilitation Act; 29 USC 794
Individuals with Disabilities Education Act; 20 USC 1400 et seq.
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.
Ohio Const. Art. I, § 2
ORC 3323.01 **5903.01(G)**
Chapter 4112
OAC 3301-35-02; 3301-35-03

Cross Refs.:

ACA, Nondiscrimination on the Basis of Sex	EDE, Computer/Online Services
ACAA, Sexual Harassment	JB, Equal Educational Opportunities
ACB, Nondiscrimination on the Basis of Disability	JFC, Student Conduct (Zero Tolerance)
GBA, Equal Opportunity Employment	JFCF, Hazing
GBO, Verification of Employment Eligibility	Staff Handbook
IGAB, Human Relations Education	Student Handbook

Contract Refs.:

Teachers' Negotiated Agreement	Support Staff Negotiated Agreement
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File: BBF
BOARD MEMBER CODE OF ETHICS

The Board believes public education should be conducted in an ethical manner. In addition to Ohio law, the conduct of Board members should conform to the code of ethics recommended by the Ohio School Boards Association that includes the following.

1. It is unethical for a board member to:
 - A. seek special privileges for personal gain;
 - B. personally assume unauthorized authority;
 - C. criticize employees publicly;
 - D. disclose confidential information;
 - E. place the interest of one group or community above the interest of the entire district;
 - F. withhold facts from the superintendent, particularly about the incompetency of an employee or
 - G. announce future action before the proposition has been discussed by the board.

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.: ORC 102.03; 102.04
2921.01(A); 2921.42; 2921.43; 2921.44
3313.13
3319.21

Cross Refs.: BBFA, Board Member Conflict of Interest

File: BBFA
BOARD MEMBER CONFLICT OF INTEREST

The Board and individual members follow the letter and spirit of the law regarding conflicts of interest.

A Board member will not have any direct or indirect pecuniary interest in a contract with the District; will not furnish for remuneration any labor, equipment or supplies to the District; nor be employed by the Board in any capacity for compensation.

A Board member may have a private interest in a contract with the Board if all of the following apply:

1. the subject of the public contract is necessary supplies or services for the District;
2. the supplies or services are unobtainable elsewhere for the same or lower cost, or are being furnished to the District as part of a continuing course of dealing established prior to the Board member's becoming associated with the District;
3. the treatment accorded the District is either preferential to or the same as that accorded other customers or clients in similar transactions and
4. the entire transaction is conducted at arm's length, with full knowledge by the Board of the interest of the Board member, member of his/her family, or his/her business associate, and the Board member takes no part in the deliberations or decision with respect to the public contract.

The law specifically forbids:

1. the Prosecuting Attorney **or a city attorney** as defined and limited by O.R.C. 3313.13 from serving on a board **when the Law Director is the Board's legal advisor, as per House Bill 455;**
2. a member from serving as the school dentist, physician or nurse;
3. a member from being employed for compensation by a board;
4. a member from having, directly or indirectly, any pecuniary interest in any contract with a board;
5. a member from voting on a contract with a person as a teacher or instructor if he/she is related to that person as father, mother, brother or sister;
6. a member from authorizing, or employing the authority or influence of his/her office to secure authorization of, any public contract in which he/she, a member of his/her family or his/her business associates have an interest;
7. a member from having an interest in the profits or benefits of a public contract entered into by, or for the use of, the District and
8. a member from occupying any position of profit during his/her term of office or within one year thereafter in the prosecution of a public contract authorized by him/her or a board of which he/she was a member at the time of authorization of that contract.

Adoption Date: May 23, 2002

Revision Date: August 24, 2005

Revision Date:

Legal Refs.: ORC 102.03; 2921.02(B); 2921.42; 2921.43
3313.13; 3313.33; 3313.70; 3319.21; 4117.20

Cross Refs.: BBBA, Board Member Qualifications
BBF, Board Member Code of Ethics

File: BCA
BOARD ORGANIZATIONAL MEETING

In compliance with law, the Board meets within the first 15 days of January of each year for the purpose of electing a president and vice president from among its membership and taking action on other matters of annual business. The CFO/Treasurer canvasses the new Board prior to December 31 of each year to establish the date of the organizational meeting. The Board appoints a president pro tempore from its membership.

Meeting Procedures

1. The President Pro Tempore calls the meeting to order.
2. The official swearing in or administration of the oath of office to the new members should follow. If the oath has already been taken, it should be stated for the record where and when this oath was taken.. If the oath has not been previously taken, the CFO/Treasurer, any member of the Board or any person qualified to administer an oath may do so.
3. The President Pro Tempore then presides over the election of the President.
4. The newly elected President assumes the chair.
5. The Board proceeds with items of annual business such as:
 - A. setting the dates and times of regular Board meetings;
 - B. appointing of legal counsel for the ensuing calendar year;
 - C. electing a CFO/Treasurer in those years when the CFO/Treasurer's term has expired and establishment of salary;
 - D. purchasing liability insurance for Board members, superintendent and CFO/Treasurer;
 - E. appointing a legislative liaison;
 - F. adopting a budget for new fiscal year (before January 15);
 - G. securing performance bonds for the superintendent, CFO/Treasurer, Board Members and Director of Business Affairs;
 - H. establishing a Board service fund; and
 - I. adoption of Board framework.
6. Upon conclusion of annual business, the Board enters into such regular or special business as appears on the agenda for the meeting.

Adoption Date: May 23, 2002

Legal Refs.: ORC **3.24**; 3313.10; 3313.14; 3313.15; 3313.203; 3313.22; 3313.25; 3313.87

Cross Refs.: BA, Board Operation Goals BCB, Board Officers **BD, School Board Meetings**
BHD, Board Member Compensation and Expenses

File: BD
SCHOOL BOARD MEETINGS

The Board transacts all business at official meetings of the Board. These may be either regular or special meetings. At the organizational meeting, the Board shall fix the time for holding its regular meetings. Regular meetings shall be held at least once every two months. Special meetings are called between the regularly scheduled meetings to consider specific topics.

All regular and special meetings of the Board and Board-appointed committee meetings are open to the public, school personnel and members of the news media. All Board meetings are publicized and conducted in compliance with the Sunshine Law. No action may be taken in executive session.

Adoption Date: May 23, 2002

Revision Date:

ORC 121.22
3313.15; 3313.16

Cross Refs.: **BCA, Board Organizational Meeting**
BCE, Board Committees
BDC, Executive Sessions
BDDA, Notification of Meetings

File: EBAA
REPORTING OF HAZARDS

The Board is concerned with the safety of students and staff members and, therefore, attempts to comply with all federal and state statutes and regulations to protect them from hazards that may result from industrial accidents or from the presence of asbestos materials **and products or conditions identified by the State Board of Health as injurious to health and safety.**

Toxic Hazards

Toxic hazards exist in chemicals and other substances used in the school setting such as in laboratories, science classrooms, kitchens and in the cleaning of rooms and equipment.

The superintendent appoints an employee to serve as the District's Toxic Hazard Preparedness (THP) officer. The THP officer will:

1. identify potential sources of toxic hazard in cooperation with material suppliers who shall supply the THP officer with material safety data sheets (MSDS);
2. ensure that all incoming materials, including portable containers, are properly labeled with the identity of the chemical, the hazard warning and the name and address of the manufacturer or responsible party;
3. maintain a current file of MSDS for every hazardous material present on District property;
4. design and implement a written communication program which:
 - A. lists hazardous materials present on District property;
 - B. details the methods used to inform staff and students of the hazards; and
 - C. describes the methods used to inform contractors and their employees of any hazardous substances to which they may be exposed and of any corrective measures to be employed;
5. conduct a training program for all District employees to include such topics as detection of hazards, explanation of the health hazards to which they could be exposed in their work environment and the District's plan for communication, labeling, etc.; and
6. establish and maintain accurate records for each employee at risk for occupational exposure, including name, Social Security number, hepatitis B vaccine status, results of exams, medical testing and follow-up procedures for exposure incidents and other information provided by and to health care professionals.

In fulfilling these responsibilities, the THP officer may enlist the aid of county and municipal authorities and others knowledgeable about potential toxic hazards.

Asbestos Hazards

In its efforts to comply with the Asbestos Hazard Emergency Response Act, the Public Employment Risk Reduction Act and the Asbestos Abatement Contractors Licensing Act, the Board recognizes its responsibility to:

1. inspect all District buildings for the existence of asbestos or asbestos-containing materials;
2. take appropriate action based on the inspections;
3. establish a program for dealing with friable asbestos, if found;
4. maintain a program of periodic surveillance and inspection of facilities or equipment containing asbestos; and
5. comply with EPA regulations governing the transportation and disposal of asbestos and asbestos-containing materials.

The superintendent appoints a person to develop and implement the District's Asbestos-Management Program that will ensure proper compliance with federal and state laws and the appropriate instruction of staff and students.

The superintendent also ensures that, when conducting asbestos abatement projects, each contractor employed by the District is licensed pursuant to the Asbestos Abatement Contractors Licensing Act.

Occupational Exposure Training

All employees with occupational exposure are required to participate in a training program at the time of their initial assignment to tasks where occupational exposure may occur.

Follow-up training for employees is provided one year after their initial training. Additional training is provided when changes such as modifications of tasks and procedures or institution of new tasks or procedures affect employees' occupational exposure.

A record of attendance at occupational exposure training is completed and maintained by the THP officer following each training session. Such records are maintained for three years from the date of the training.

Records Availability

All records required to be maintained are made available upon request for examination and copying by the employee and employee representatives and under the provisions of PERRA. Medical records, however, are not made available to employee representatives or other persons without written consent of the employee.

Other Conditions Injurious to the Safety or Health of Building Occupants

In addition to the reporting of toxic hazards, the Board directs the Superintendent/designee to comply with all Board of Health inspections, as required by OAC 3701-54, to ensure that conditions injurious to the safety or health of persons on District property are minimized.

During a Board of Health inspection, each building principal/designee provides:

1. access to the building and grounds at any time during regular school hours;
2. a record of inspections of the school grounds and buildings for dangerous and recalled products that have been identified by the State Board of Health;
3. any records or other information the Board of Health considers necessary to evaluate the health and safety of the school and
4. a representative who accompanies the ~~sanitarium~~ *sanitarian* during the course of the inspection, with advance notice from the board of health and upon request of the sanitarian.

If a report is submitted to the board of health following a school inspection, the Superintendent/designee develops and submits a written plan for abatement of conditions identified by the inspection report. The plan of abatement is submitted within 60 days of receipt of the inspection report.

The Superintendent/designee provides written notification to the board of health when abatement, as outlined in the plan, has been completed.

Each building is surveyed annually, by a representative appointed by the Superintendent/designee, for dangerous products and conditions that have identified in notices from the board of health. All dangerous products or conditions found on school grounds or within school buildings are abated or controlled, immediately or within 30 days of receipt of the notice from the board of health. Any action taken is documented on the board of health transmittal form. Completed transmittal forms are retained in a central location for verification by board of health inspectors.

Liability Disclaimer

Nothing in this policy should be construed in any way as an assumption of liability by the Board for any death, injury or illness that is the consequence of an accident or equipment failure or negligent or deliberate act beyond the control of the Board or its officers and employees.

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.: 29 CFR 1910.1030
Asbestos School Hazard Abatement Act, 20 USC 4011 et seq.
Asbestos Hazard Emergency Response Act, 15 USC 2641 et seq.
Comprehensive Environmental Response, Compensation and Liability Act,
42 USC 9601 et seq.
ORC **117.102; 3313.473**; 3313.643; 3313.71; 3313.711; **3314.15**; 3327.10;
3701.93 through 3701.936; 3707.26; 4113.23; 4123.01 et seq.
Public Employment Risk Reduction Act, ORC 4167.01 et seq.
~~20 USC 8901~~

Cross Refs.: EB, Safety Program
EBBC, Bloodborne Pathogens
GBE, Staff Health and Safety

File: EBC
EMERGENCY/**SAFETY** PLANS
(THIS POLICY **REPLACES** EBD, CRISIS MANAGEMENT)

The safety and well being of the students and staff are a priority. Although emergencies and disasters cannot be predicted, plans are prepared to minimize the effects of a disaster.

Emergency plans have been prepared for District schools by the administration and are used by personnel and students in case of fire, civil emergencies and natural disasters. The regulations are posted in each classroom and other areas accessible to students. Drills provide both students and staff with practice in responding to emergency conditions.

The Board acknowledges that the safety and well-being of students and staff are high priorities. Although emergencies cannot be predicted, effective prevention and management strategies are used to minimize the effects of emergency situations arising in the District.

An emergency is defined as an event which threatens the actual safety and security of students, employees or visitors of the District or whose impact threatens the feeling of safety and security, both of which are detrimental to a positive learning environment. Emergencies include fire, natural disasters, medical emergencies, industrial accidents, suicide, death of a student or employee, acts of violence, trauma and terrorism.

Comprehensive School Safety Plans and Drills

The Board directs the Superintendent/designee to prepare emergency/safety plans for use by staff and students in each school building in case of fire, civil emergencies and natural disasters. The plans are posted in each classroom and other areas accessible to students.

The comprehensive safety plan sets a protocol for addressing and responding to serious threats to the safety of the school property, students, staff and volunteers. Each protocol includes procedures deemed appropriate by the Board or governing authority for responding to threats and emergency events including, but not limited to, notification of appropriate law enforcement personnel, calling upon specified emergency response personnel for assistance and informing parents of affected students.

The administration reviews the plan annually, considering the most current information dealing with the subjects, as well as making relevant information about the plan known to the community. When the comprehensive safety plan is used, assessment of the way the emergency was handled is completed by the Board and the administration. Suggestions for improvement, if necessary, are solicited from all stakeholders.

State law determines the type and number of drills the District must conduct in order to adequately prepare staff and students for emergency and disaster situations. Drills provide both students and staff with practice in responding to emergency conditions should such conditions occur.

A copy of each school building's current comprehensive safety plan and blueprint is filed with the law enforcement agency that has jurisdiction over the school building and, upon request, the fire department that serves the political subdivision in which the school building is located. A copy of each school building's current comprehensive safety plan and floor plan is filed with the Ohio Attorney General. The floor plan is used solely by law enforcement responding to an emergency in the building and is not a public record.

The District's comprehensive safety plan must be updated **no later than** every three years and within 90 days whenever a major modification to an individual school building necessitates changes in that building's plan.

Administrative Rules/Protocols

The Board directs each building principal/designee to develop administrative rules/protocols regarding the topics listed below. The rules/protocols are kept in the building and central office and produced to Board of Health sanitarians, upon request, during board of health inspections.

- 1. A list of dangerous or recalled products, as identified by the State Board of Health.**
- 2. Radon rules or protocols including evidence that the school has been built radon resistant or has been tested for radon within the past five years.**
- 3. An asbestos management plan including evidence of inspection for asbestos within three years, evidence of periodic surveillance within the past six months and a copy of the yearly written notice to the public referencing asbestos inspection and the availability of the asbestos management plan for review.**
- 4. A school-wide safety or crisis management plan, which provides a protocol for responding to any emergency events and a protocol providing for immediate notification to the appropriate fire department and board of health in the event of any spill or release of a hazardous substance on school grounds.**
- 5. Guidance regarding bloodborne pathogen risk reduction.**
- 6. Procedures for administering medications to students.**
- 7. A written comprehensive safety plan addressing:**
 - A. safety management accountabilities and strategies;**
 - B. safe work practices;**
 - C. accident analysis procedures;**
 - D. job safety analysis procedures;**
 - E. safety committees and employee involvement strategies;**
 - F. employee safety and health training;**
 - G. treatment of sick or injured workers;**
 - H. safety and health hazard audits;**

- I. ergonomics;
- J. transportation safety;
- K. identification and control of physical hazards;
- L. substance abuse;
- M. school violence prevention and
- N. personal protective equipment.

8. A written chemical hygiene plan, which sets forth procedures, equipment, personal protective equipment and work practices that are capable of protecting employees and students from the health hazards of chemicals in the school.

9. Material data sheets for every hazardous chemical used in the school building or on the school grounds for cleaning, maintenance or instruction. (These must be kept where the chemicals are stored in addition to the central office of each building).

10. Protocols on staff and student hand washing.

11. No smoking signs.

12. The District's integrated pest management policy.

13. A flushing protocol if lead pipes or lead-lined storage wells are used.

14. Protocols for using automated external defibrillators (AEDs);

15. Protocols for responding to in-school crises, including student crime, suicide, death of student or employee, acts of violence (including bomb threats and school intruders), trauma, accidents and/or terrorism.

16. Protocols for the management of student's with life-threatening allergies.

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.: ORC 149.433; 2305.235; 2923.11; 3301.56; 3313.20; 3313.536; 3313.717
3314.03; 3314.16; 3701.85; 3737.73; 3737.99
 OAC 3301-35-06; 3701-54-09

Cross Refs.:	<u>EBAA, Reporting of Hazards</u>	<u>GBE, Staff Health and Safety</u>
	<u>EBBC, Bloodborne Pathogens</u>	<u>JHF, Student Safety</u>
	ECA, Buildings & Grounds Security	<u>KBCA, News Releases</u>
	<u>ECG, Integrated Pest Management</u>	<u>KK, Visitors to the Schools</u>
	<u>EEAC, School Bus Safety Program</u>	<u>JHCD, Administering Medicines to Students</u>
	<u>EF/EFB, Food Services Management/Free and Reduced Price Food Services</u>	
	Emergency/Safety Plans Handbook	

File: EEACE
SCHOOL BUS IDLING

The Board is committed to transporting students on school buses in a manner that is safe and consistent with the Board's goal of resource conservation. The Board recognizes that accumulated emissions from diesel engines can be harmful to students and bus drivers. Also, unnecessary engine idling wastes fuel and financial resources. Therefore, the Board prohibits all unnecessary idling of district vehicles in excess of five (5) minutes.

Diesel engine idling in excess of five minutes in school loading zones is not permitted unless the operation of a wheelchair lift is required. This policy applies to all buses used to transport students to and from school, cocurricular/extracurricular activities, field trips and other school-related activities.

The Board directs the Superintendent/designee to develop and maintain regulations to implement this policy.

Adoption Date:

**Legal Refs.: ORC 3327.01; 4511.76
 OAC 3301-83-20(O)**

**Cross Refs.: ECF, Energy Conservation
 EEAC, School Bus Safety Program
 Staff Handbooks**

File: ~~EEACE~~ **EEACF**
BUS DRIVER DISCIPLINARY PROCEDURES

Disciplinary Procedures For Transportation Department Employees

1. No employee shall violate any Ohio State Motor Vehicle law or regulation, regulations, regulations promulgated by the Ohio State Board of Education, the rules and regulations promulgated by the Transportation Department of the District, or other regulations promulgated by the Board, or any local laws or regulations of any communities served by the Board Transportation Department.
2. To violate any of the foregoing means that if a law or ordinance is involved, then the employee shall be found guilty by a court whether or not such finding is based on a plea of guilty, no contest or upon the trail of a plea of not guilty. With respect to the other rules and regulations set forth above, or if a law or ordinance is involved, but there are not court proceedings, then a violation shall occur when such is determined to have occurred by the Director of Transportation, or other appropriate official of the Westlake School System.
3. In the event that a Westlake Transportation Department employee receives six or more points within two years against his/her driving license, his/her employment shall be suspended immediately until such time as point total is less than six. This includes not only points accumulated as a result of driving Board vehicles, but all driving points however accumulated.
4. Section 4549.02 of the ORC requires a vehicle driver to stop at the scene of an accident. This statute further provides for reporting any accident to the appropriate authorities. Any Westlake City School District driver who fails to stop at the scene of an accident, or fails to report an accident, when such involves a school vehicle, will be subject to a maximum of 10 days suspension without pay in addition to any other penalties that may be imposed pursuant to this policy. This extra penalty shall be imposed even if there is no conviction of a violation of the statutes relating to stopping at the scene of the accident, or failure to report an accident to the proper motor authorities.
5. All Transportation Department employees must report all traffic convictions to the Director of Transportation. Such report must be made within 10 working days at the time when the employee is convicted of the offense. Failure to report any points for traffic convictions to the Director of Transportation shall result in a maximum 10 days suspension without pay, or termination of employment.
6. State law requires that all persons certified to operate a school bus will be required to request, obtain and present to the superintendent an abstract of their driving record. This abstract is obtained upon written request to the Bureau of Motor Vehicles. Such request must be accompanied by the prescribed fee. Upon receipt of the abstract, the superintendent will make and retain a copy of the abstract and attach the original abstract to the Department of Education's copy of the completed physical exam. All costs connected with obtaining abstracts of driving records are the responsibility of the Board. No one who has accumulated six points on their driving record within the previous two years will be employed.
7. The director of transportation is hereby designated by the Board to administer the transportation program in the Westlake School System. All accidents are to be reported to the director of transportation, as are all reports of any driving convictions, or other matters affecting the employee's driving record. All employees shall have the right to due process and to appeal to the proper channels of supervision at any stage of the implementation of this policy.
8. Any and all fines, costs or other expenses imposed upon a Transportation Department employee will be borne by the employee. The District will not reimburse employees for any fines, costs or other expense incurred as the result of any violation of this policy.

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.: OAC 3301-83-07
49 USC 2717

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, ~~or~~ disability or military status.

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.: ORC ~~4112.02~~ **Chapter 4112, 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 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: GBK
SMOKING ON DISTRICT PROPERTY BY STAFF MEMBERS

The Board is dedicated to providing a healthy, comfortable and productive environment for its staff, students and citizens. Health professionals have determined that smoking poses health hazards not only for the smoker, but for the nonsmoker as well.

Recognizing these health issues, the Board prohibits smoking in all District-owned, leased **or contracted buildings, grounds, and vehicles**. ~~property where routine or regular kindergarten, elementary, secondary or library services are offered to children.~~

The Board directs the Superintendent to educate all staff members concerning the mandate of this policy, as well as implementing, as appropriate, educational programming concerning smoking and, if needed, resources available to those who wish to discontinue their smoking habit.

A notice to this effect is posted at the entrance to all school buildings **and in a visible place in all school vehicles**.

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.: ORC 3313.20; ~~3313.47; 3791.031~~

3794.01; 3794.02; 3794.03(F); 3794.04; 3794.06

OAC 3301-35-02; 3301-35-05

Goals 2000: Educate America Act; 20 USC §6081-6084

The Elementary and Secondary Education Act; 20 USC 1221 et. seq.

Cross Refs.: JFCG, Tobacco Use by Students

KGC, Smoking on District Property

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. Applicants are given a separate written statement informing them that the Board may use 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 ~~written~~ **documented** 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 given a written pre-adverse action disclosure statement which will include 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 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 check to the District in compliance with the Ohio Revised Code. The District may accept this background check in place of its own background 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.

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).

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.

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.: Fair Credit Reporting Act; 15 USC 1681 et seq.

ORC 109.57; 109.572; 109.575;;

2953.32

3301.074

3319.088; 3319.22; 3319.222; 3319.29; 3319.291

3319.302; 3319.303; 3319.304

3319.311; 3319.313; 3319.315; 3319.39

OAC 3301-83-06

Cross Refs.: **EEAC, School Bus Safety Program**

GBL, Personnel Records

GCD, Professional Staff Hiring

GCPD, Suspension and Termination of Professional Staff Members

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: GCB-1
PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLANS
(Teachers)

The Board believes that a fair teacher compensation plan, which includes an adequate base salary, increments and employee benefits, is necessary to attract and hold highly qualified men and women to provide the quality educational program it desires in its schools.

As required by law, notice of annual salary is given to each certificated/licensed employee by July 1.

Teacher Contracts

Written contracts of employment shall be issued to all professional **certified/licensed** teaching personnel. Contracts are by and between the staff member and the Board.

The basic types of contracts are as follows:

1. ~~Limited Contract~~ — A limited contract of one to five years in length is given to a teacher new to the District.
2. ~~Extended Limited Contract~~ — An extended limited contract of one or two years in length is given to a teacher who is eligible for consideration for a continuing contract.

3. Continuing Contract

~~When a teacher employed under a limited contract is issued a teaching certificate of a higher grade (professional or permanent) or a five year license and has taught three of the last five years in the District, he/she is eligible for consideration for a continuing contract at the expiration of his/her limited contract.~~

~~A teacher who has obtained continuing contract status elsewhere in Ohio becomes eligible for a continuing contract upon employment but must be considered for a continuing contract after three years' service in the District.~~

~~A teacher who meets all legal qualifications for a continuing contract, but who is not recommended by the superintendent and approved by the Board for a continuing contract is offered an extended limited contract or is non-renewed. The teacher must be notified of the Board's action to not re-employ, in writing by the CFO/Treasurer, on or before April 30.~~

~~The superintendent may recommend re-employment of such teacher if continuing service status has not been attained in another district, under an extended limited contract not to exceed two years, with the reasons directed at professional improvement of the teacher. This option is available only after the Board first rejects the superintendent's recommendation for tenure. The superintendent may not recommend an extended limited contract as an initial recommendation.~~

~~Written notification of the superintendent's recommendation as well as the Board's action to issue a one or two year extended limited contract must be received by the teacher on or before April 30 of the year in which his/her contract expires. If the teacher accepts the extended limited contract, a subsequent contract, if granted, must be a continuing contract.~~

1. Limited Contract

A limited contract is one to five years in length. It may be entered into by a teacher who has not been an employee of the Board for at least three years and must be entered into, regardless of length of previous employment, by a teacher who holds a provisional or alternative license or who holds a professional license and is not eligible to be considered for a continuing contract.

Any teacher employed under a limited contract and not eligible to be considered for a continuing contract is, at the expiration of the contract, considered reemployed at the same salary plus any increment provided by the salary schedule, unless acted upon by the Board. This does not apply to those limited contracts obtained through substitute teaching.

The Board may, acting on the Superintendent's written recommendation that the teacher not be reemployed, not renew a limited contract so long as evaluation procedures have been completed in compliance with law. The Board must give the teacher written notice of its intent not to reemploy on or before April 30.

2. Extended Limited Contract

An extended limited contract of one or two years in length is given to a teacher who is eligible for consideration for, but not awarded, a continuing contract.

3. Continuing Contract

Teachers who have taught in the District for at least three years within the last five years ~~and teachers who have attained continuing contract status elsewhere and have served two years in the District are eligible for continuing contracts.~~

A continuing contract may be issued to eligible teachers who meet the conditions above and:

A. hold a professional, permanent or life teaching certificate, or

B. hold a professional educator license and have completed one of the following:

- 1) If the teacher did not hold a master's degree at the time of initially receiving the license, 30 semester hours of coursework are required in the area of licensure or in an area related to teaching since the initial issuance of the license.
- 2) If the teacher held a master's degree at the time of initially receiving his/her license, six semester hours of graduate course work are required in the area of licensure or in an area related to teaching since the initial issuance of the license.

Upon the recommendation of the Superintendent that a teacher eligible for continuing contract service status be reemployed, a continuing contract is granted unless the Board rejects the recommendation by a minimum three-fourths vote. A continuing contract remains in effect until the teacher resigns, elects to retire, is retired for reasons consistent with law or until he/she is terminated or suspended.

If the Board rejects the recommendation for reemployment of the teacher, the Superintendent may recommend reemployment of the teacher under an extended limited contract for a term not to exceed two years, if continuing service status has not previously been attained elsewhere. Written notice of the Superintendent's intention to make such a recommendation must be given

to the teacher with reasons directed at the professional improvement of the teacher on or before April 30. Upon subsequent reemployment of the teacher, only a continuing contract may be entered into.

The Board may reject the Superintendent’s recommendation for reemployment of the teacher under an extended limited contract by at least three-fourths vote of its full membership.

The Board declares its intention not to reemploy the teacher by giving the teacher written notice on or before April 30. If evaluation procedures have not been completed in compliance with law or if the Board fails to give the teacher written notice of its intent not to reemploy by the aforementioned date, the teacher is reemployed under an extended limited contract for a term not to exceed one year at the same salary plus any increment provided by the salary schedule.

4. Supplemental Contracts

Supplemental contracts are entered into with each teacher who performs assigned supplemental duties for which compensation is authorized. Such contracts are issued for one year and are separate from teaching contracts. Failure to fill or creation of assignments for extra duties are made at the discretion of the superintendent, subject to approval by the Board.

The superintendent’s recommendation is considered in all contracts pertaining to certificated/ licensed individuals.

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.: ORC 3313.531 3317.13; 3317.14
3319.07; 3319.08; 3319.09; 3319.10; 3319.11; 3319.111; 3319.12; 3319.22;
3319.24; 3319.25; 3319.26

Cross Refs.: **GCBA, Professional Staff Salary Schedules**
GCBB, Professional Staff Supplemental Contracts
GCBC, Professional Staff Fringe Benefits
GCBD, Professional Staff Leaves and Absences
GCBE, Professional Staff Vacations and Holidays

Contract Refs.: Teachers’ Negotiated Agreement

File: GCD-R
PROFESSIONAL STAFF HIRING

When circumstances dictate, and in order to maintain continuity of the District's educational program, the employment of previously retired administrative personnel to fill administrative vacancies may be recommended to the Board so long as all of the following conditions are met.

1. An individual's administrative contract is a one-year agreement only. Such contract contains a resignation clause effective at the end of the one-year period.
2. All individual employment contracts expire at the end of the contract period without action by the Board or notice of expiration to the individual administrative employee.
3. A previously retired administrator must execute a written waiver of any evaluation procedures and potential automatic re-employment pursuant to applicable provisions of law.
4. A previously retired administrator must waive eligibility for continuing contract status as a teacher in the District, no matter his/her length of post-retirement service or the number of administrative contracts issued.
5. No previously retired administrator has any expectation of or right to future employment.
6. No previously retired administrator is eligible to participate in any retirement incentive program offered by the Board including, but not limited to, severance allowance.
7. Previously retired administrators may purchase health and other insurance benefits offered by the Board to its regular employees at the Board's cost, as may be adjusted from time-to-time.
8. A previously retired administrator must hold a valid license issued by the Ohio Department of Education pursuant to state law, ~~and may be employed in the District under a temporary administrative license.~~
9. In the event a reduction in force is necessary, previously retired administrators are released before any limited contract administrators and are not eligible for recall. Previously retired administrators affected by a reduction in force may be subsequently rehired at the Board's discretion.
10. Previously retired administrators are entitled to all benefits available to administrative employees, unless otherwise limited by contract or the specific provisions of this regulation.
11. Previously retired administrators return to employment with no sick leave balance, but may accumulate sick leave once re-employed.

Adoption Date: May 23, 2002

Revision Date:

File: IGAB
HUMAN RELATIONS EDUCATION

This Board fosters good human relations dealing with race, color, national origin, citizenship status, religion, sex, economic status, age, ~~or~~ disability **or military status** through its instructional programs, its student activities and the classroom environment.

The Board encourages and supports the following approaches to human relations education.

1. The curriculum for all students in grades kindergarten through 12 presents in context the accomplishments and contributions of the races and cultures of our world.
2. Methods and techniques of classroom teaching emphasize the similarities and likenesses of people of various backgrounds and cultures.
3. The staff annually refreshes its awareness of the facts that the public schools are among the primary instruments for furthering, upgrading and strengthening human relations through in-service training.
4. The schools work for an integration of ideas, people and material resources to provide the best education to meet the demands of our society.
5. The schools strive to develop a positive self-image in each student's thinking. They:
 - a. recognize the dignity and worth of the individual;
 - b. provide students with the opportunity to acquire as broad an education as each student's capacity permits and
 - c. stimulate the development of respect for the laws of this country.

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.: ORC **Chapter 4112; 5903.01(G)**
OAC ~~3301-35-02(B)(I)(6); 3301-35-03(H);~~ **3301-35-04(B)(1)(6)**

Cross Refs.: AC, Nondiscrimination
ACA, Nondiscrimination on the Basis of Sex
ACB, Nondiscrimination on the Basis of Disability
JB, Equal Educational Opportunity

File: IGD
COCURRICULAR AND EXTRACURRICULAR ACTIVITIES

The purpose of education is to develop the whole person of the student. For this reason, an educational program must embody, as an essential element, activities that involve students beyond the classroom and foster the values that come from interaction and united effort. Such activities form a logical extension of the required and general curriculum and the elective or special curriculum.

All extracurricular activities will be organized and administered in such a way so as to ensure educational benefits to all participating students. Student participation in the programs will be on a voluntary basis. A record of each student's extracurricular activities will be part of his/her permanent record.

Extracurricular activities can be grouped under the categories of interscholastic athletics, intramurals, service organizations, academic organizations, honorary organizations and student government. The purpose and objectives, organization and financial plans of all extracurricular activities will be properly documented and on file with the building principal.

The Board has established the criteria for cocurricular and extracurricular activities consistent with its philosophy of and goals for education. All activity programs must meet these criteria:

1. Student activities must have educational value for students.
2. Student activities must be in balance with other curricular offerings in the schools and be supportive of and never in competition with the academic program.
3. Student activities must be managed in a professional manner.

The Board may require that students pay reasonable fees to participate in cocurricular and extracurricular activities.

The following guidelines will govern the student activity programs:

1. Student activities are those school-sponsored activities that are voluntarily engaged in by students, have the approval of the school administration, and do not carry credit toward promotion or graduation.
2. Each school, under the direction of the principal and professional staff, will have a student activity program designed to stimulate student growth and development by supplementing and enriching the curricular activities. All receipts and expenditures will be accounted for through the activity account.
3. Each activity should be designed to contribute directly to the educational, civic, social and ethical development of the students involved.
4. The student activity program will receive the same attention in terms of philosophy, objectives, social setting, organization and evaluation that is given the regular school curriculum.
5. Each school will develop written guidelines and procedures regulating the creation, organization, administration and dissolution of student activity programs. The superintendent will report annually to the Board the general purpose, plans and financial status of the cocurricular and extracurricular program of the District.
6. The expenses involved in participating in any school activity and in the total program for a school year should be set so that a majority of the students may participate without financial strain. Special consideration may be given where the expense of participating creates exclusion.
7. Activities must be open to all students regardless of race, color, national origin, citizenship status, religion, sex, sexual orientation, economic status, age, ~~or~~ disability **or military status**.

8. Activities must not place undue burdens upon students, teachers, or schools.
9. Activities should be held on non-school time or at an appropriately designed school time. Unless specifically authorized by the Board, school-sponsored activities will not be held on Sunday.
10. Activities at any level should be unique, not duplications of others already in operation.
11. Students absent from school (not in attendance for at least one-half of the school day) are not permitted to participate in extracurricular activities that day.
12. Annually, the Board directs the superintendent/designee to identify supplemental contract positions that supervise, direct or coach a student activity program which involves athletic, routine/regular physical activity or health and safety considerations. Upon the identification of the position, the individual must complete the requirements established by the Ohio Department of Education, Ohio law and the Ohio Administrative Code.
13. Students may be expelled for up to one year for firearm-related or knife-related incidents occurring off school property while at an interscholastic competition, extracurricular event or other school-sponsored activity.
14. Students may be removed from extracurricular activities when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption in such setting. If a student is removed from extracurricular activities, such removal may include all extracurricular activities.

Removal/Suspension from Extracurricular Activities/Interscholastic Athletics

1. Students suspended or expelled from school are prohibited from participating in or attending extracurricular activities or interscholastic sports during the period of their expulsion or suspension.
2. The building principal may suspend or remove students from any particular or all extracurricular activities or interscholastic athletics for violations of the Code of Student Conduct (Policy JG) for a period up to one school year.

Adoption Date: May 23, 2002

Revision Date: August 24, 2005

Revision Date:

Legal Refs.: ORC 3313.537; 3313.58; 3313.59; 3313.664; 3315.062
 Chapter 4112; 5903.01(G)
 OAC 3301-27-01; 3301-35-06

Cross Refs.: **DJ, Purchasing** **IGDF, Student Fundraising Activities**
IGDB, Student Publications **IGDG, Student Activities Funds Management**
IGDC, Student Social Events **IGDJ, Interscholastic Athletics**
JGD, Student Suspension **JGDA, Emergency Removal of Student**
JGE, Student Expulsion **JL, Student Gifts and Solicitations**
JN, Student Fees, Fines & Charges
IGDK, Interscholastic Extracurricular Eligibility
JECBC, Admission of Students from Nonchartered or Home Schooling
Student Handbooks

File: JB
EQUAL EDUCATIONAL OPPORTUNITIES

All students of the District have equal educational opportunities.

Students have the right to be free from discrimination on the basis of race, color, national origin, citizenship status, religion, sex, sexual orientation, economic status, marital status, pregnancy, age, ~~or~~ disability, **or military status** in all decisions affecting admissions; membership in school-sponsored organizations, clubs or activities; access to facilities; distribution of funds; academic evaluations or any other aspect of school-sponsored activities. Any limitations with regard to participation in a school-sponsored activity are based on criteria reasonably related to that specific activity.

Adoption Date: May 23, 2002

Legal Refs.: **The Elementary and Secondary Education Act; 20 USC 1221 et. seq.**
Civil Rights Act, Title VI; 42 USC 2000d et seq.
Civil Rights Act, (Amended 1972), Title VII; 42 USC 2000e et seq.
Executive Order 11246, 1965, amended by Executive Order 11375
Education Amendments of 1972, Title IX, Pub. L. No. 92-318 (1972)
Individuals With Disabilities Education Act; **20 USC 1400 et. seq.**
Americans With Disabilities Act; 42 USC ~~12112~~ **12101** et seq.
Vocational Rehabilitation Act of 1973, § 504
ORC ~~3313.64~~ **9.60 through 9.62; Chapter 4112; 5903.01(G)**
OAC ~~3301-35-02(a)(2);~~ **3301-35-04**

Cross Refs.: AC, Nondiscrimination
ACA, Nondiscrimination on the Basis of Sex
ACB, Nondiscrimination on the Basis of Disability
GBA, Equal Opportunity Employment
IGBA, Programs for Special Needs Students
IGBB, Programs for Gifted and Talented Students
IGBI, English as a Second Language (Limited English Proficiency)
IGBJ, Title I Programs
JECAA, Admission of Homeless Students
JFA, Student Due Process Rights

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 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, ~~may~~ **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 reported incidents of bullying and post the report on the District's website.

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

District employees, students and volunteers ~~are provided with~~ **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 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: August 24, 2005

Revision Date: March 19, 2007
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)
JFCK, Use of Electronic Communications Equipment by Students
JFCEA, Gangs
JHG, Reporting Child Abuse
Student Handbook

File: JFCG
TOBACCO USE BY STUDENTS

Health professionals have determined that the use of tobacco products can be detrimental to one's health and the Board of Education wishes to encourage good health practices among the students of the District, **as well as compliance with Federal and State law.** Therefore, the Board prohibits the smoking, use or possession of tobacco in any form, including, but not limited to, cigarettes, cigars, clove cigarettes, chewing tobacco, snuff and any other tobacco, by any student in any area **or vehicle** under the control of the District or at any activity supervised by any school within the District.

Students and parents are given copies of the standards of conduct and statement of disciplinary sanctions, and notified that compliance with the standards of conduct is mandatory. Disciplinary measures taken against students for violations of this policy comply with the requirements of State law and related District policies.

~~Violations will result in the following:~~

~~First Offense: Five day suspension or two day suspension and mandatory attendance at an educational seminar sponsored by the American Lung Association, American Cancer Society or another like health organization approved by the Board.~~

~~Second Offense: Five day suspension.~~

~~Subsequent Offenses: 10 day suspension and/or recommendation for expulsion.~~

~~Disciplinary measures taken against students for violations of this policy will comply with the requirements of Ohio law and related District policies.~~

Adoption date: May 23, 2002

Revision Date:

Legal Refs.: ORC 3313.47; 3313.66; 3313.661; 3313.751; **3794.01; 3794.02; 3794.03(F); 3794.04; 3794.06**
OAC 3301-35-03 -02; **3301-35-04**
Goals 2000: Educate America Act (~~Pub. L. 103.227~~); **20 USC 6081 through 6084**
The Elementary and Secondary Education Act; 20 USC 1221 et seq.

Cross Refs.: JFA, Student Due Process Rights
JFC, Student Conduct
JGD, Student Suspension
JGE, Student Expulsion
Student Handbooks

File: JGE
STUDENT EXPULSION

The superintendent may expel a student from school for violation of rules and regulations as set forth herein. Generally, expulsions shall be for a period not to exceed the greater of 80 school days or the number of days remaining in the semester or term in which the incident takes place that gives rise to the expulsion. If there are fewer than 80 days remaining in the school year, the superintendent may apply all or any part of the expulsion to the following school year. If the expulsion is for a violation of the Dangerous Weapons in the school policy (JFCJ) or making a bomb threat (JFC), the expulsion may be for a period of one year, subject to the conditions outlined therein.

Exclusion from school attendance by expulsion is the most severe remedy available to the schools for disciplinary infractions. Expulsions will, therefore, be reserved for those situations where the student's actions pose a significant danger to the health or welfare of other students, school employees, visitors or community members, or where the student displays a pattern of undisciplined behavior which is beyond the demonstrated resources of the school to correct and which is disruptive of the orderly operation of the schools. Where a student exhibits a pattern of behavior that, if continued, will cause the superintendent to consider a recommendation for expulsion, the parents, guardian or custodian shall be notified.

All students legally residing within the District and meeting state and Board of Education eligibility requirements are entitled to attend the Westlake City Schools. Students who exhibit incorrigible behavior which is beyond the educational facilities and professional expertise of the staff to deal with successfully within the school setting may be denied the right of school attendance. Students who violate the school disciplinary code as set forth herein are subject to suspension and/or expulsion in accordance with Ohio Revised Code 3313.66, 3313.61 and the procedures specified below. These procedures shall not apply to normal disciplinary procedures in which a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to suspension or expulsion.

Academic Consequences of Expulsion

Since the goal of the Westlake City Schools is to provide each student with a quality education, exclusion from school by expulsion will be reserved for only the most serious or persistent offenses. Students committing offenses warranting expulsion have forfeited their right to participate in the educational program during the period of their expulsion. **Unless mandated by IEP or law, teachers are not required to assign work to students under expulsion.** While students are expected to complete all coursework assigned during the period of expulsion, no credit shall be received for this work unless the principal finds the existence of extenuating circumstances.

In addition, students shall not receive academic credit for any postsecondary courses or any portion of which were taken during the period of expulsion. The superintendent shall send a written notice of the expulsion to any college in which the expelled student is enrolled under the postsecondary enrollment program at the time the expulsion is imposed. The notice shall indicate the date the expulsion is scheduled to expire.

Admission of Students Expelled in Other Districts

The superintendent is authorized to temporarily deny admittance to the Westlake City Schools of any student who would otherwise be entitled to enroll in the District if the student has been expelled from the schools of another district and the period of expulsion has not expired. The student and his/her 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 a competent jurisdiction.

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.: ORC 3313.66, 3313.661

Cross Refs.: JGDA, Emergency Removal of Student JGD, Student Suspension

File: JHG
REPORTING CHILD ABUSE

All employees of the District who know or suspect that a child under 18 years of age or a disabled child under 21 years of age has suffered or is suffering any type of abuse or neglect are required to **immediately** report such information to the Public Children Services Agency or the local law enforcement agency.

To ensure prompt reports, procedures for ~~ensuring prompt reports~~ **reporting** are made known to the school staff. A person who participates in making such reports is immune from any civil or criminal liability provided the report is made in good faith.

The Board hereby directs the Superintendent/**designee** to develop a program of in-service training in child abuse prevention for all elementary school nurses, teachers, counselors, school psychologists and administrators. This program is developed in consultation with public or private agencies or persons involved in child abuse prevention or intervention programs.

Each person employed by the Board to work as an elementary school nurse, teacher, counselor, school psychologist or administrator shall complete at least four hours of in-service training in child abuse prevention, ~~within three years of commencing employment with the District~~ **violence and substance abuse, and the promotion of positive youth development within two years of commencing employment with the district, and every five years thereafter.**

Conversely, public children's services agencies must notify the Superintendent of any allegations of child abuse and neglect reported to them involving the District, as well as the disposition of the investigation.

Adoption date: May 23, 2002

Revision Date: September 16, 2004
Revision Date:

Legal Refs.: ORC **2151.011; 2151.421; 3313.662; 3319.073**

File: KGC
SMOKING ON DISTRICT PROPERTY

The District accepts the premise that the use of tobacco and the exposure to second-hand smoke is hazardous to one's health. This hazard has been substantiated and documented by the findings of the Surgeon General and the Environmental Protection Agency. Believing that all individuals have the right to participate in a smoke-free environment, the Board prohibits smoking and the use of tobacco products on all school property, in all school workplaces, and in all school system-owned vehicles.

The District will work with appropriate agencies to provide a smoking cessation program for students and employees.

A notice to this effect is posted at the entrance to all school buildings and in a visible place in all school vehicles.

Adoption Date: May 23, 2002 Revision Date:

Legal Refs.: **ORC 3313.20; 3313.751; 3794.01; 3794.03(F); 3794.04; 3794.06**
 The Elementary and Secondary Education Act; 20 USC 1221 et seq.

Cross Refs.: **GBK, Smoking on District Property by Staff Members**
 JFCG, Tobacco Use by Students
 KGB, Public Conduct on District Property

File: KK
VISITORS TO THE SCHOOLS

The Board encourages parents and other citizens of the District to visit classrooms to observe the work of the schools and to learn what the schools are doing. **Visits should be scheduled with the teacher or building administrator, in advance, to avoid any unnecessary disruption to classroom instruction or activities.**

To **maintain the safety of students and staff and to** ensure that no unauthorized persons enter buildings, all visitors entering a school must first report to the school office when entering, to receive authorization to visit elsewhere in the building. (This policy does not apply when parents have been invited to a classroom or assembly program, **graduation or athletic event.**)

All participants and spectators of school programs, assemblies, graduations and athletic events are expected to abide by all applicable law, local ordinances, Board policies and District and building regulations pertaining to public conduct on District property.

Unauthorized persons are not permitted in school buildings or on school grounds. School principals **and their designees** are authorized to take appropriate action to prevent **and remove, if necessary, unauthorized** such persons from entering **District** buildings and loitering on grounds.

Adoption Date: May 23, 2002

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.: BG, Board-Staff Communications (Also GBD)
KGB, Public Conduct on District Property
KI, Public Solicitations in the Schools

File: BDDH (Also KD)
PUBLIC PARTICIPATION AT BOARD MEETINGS

All meetings of the Board will be open to the public. Agendas will be available to all who attend Board meetings. The section on the agenda for public participation shall be indicated. Noted at the bottom of each agenda shall be a short paragraph outlining the Board's policy on public participation at Board meetings. In order for the Board to fulfill its obligation to complete the planned agenda in an effective and efficient fashion, a maximum of 30 minutes of public participation may be permitted at ~~regular meetings~~ **each meeting**. The first 15 minutes will be limited to comments pertaining to the agenda. ~~In order for the Board to fulfill its obligation to complete the planned agenda in an effective and efficient fashion, a maximum of 30 minutes of public participation may be permitted at each meeting.~~ The period of public participation may be extended by a vote of the majority of the Board present and voting.

Any person may address the Board during that part of the regular meeting given to "Public Comment." The person addressing the Board will stand and state his/her name and address. Unless waived by the President, the time for each oral communication shall not exceed five minutes per speaker. During that period, no person may speak twice until all who desire to speak have had the opportunity to do so.

All other public participation, including questions or comments, shall be at the pleasure of the Chair. The President of the Board may permit, limit or restrict such participation as deemed necessary for the orderly conduct of Board business. Persons wishing more time for comments on presentations should contact the superintendent in order to be placed on the agenda.

Adoption Date: May 23, 2002

Legal Refs.: ORC 121.22
3313.20

Cross Refs.: **BCE, Board Committees**
BD, School Board Meetings
BDDC, Agenda Preparation and Dissemination

File: DN
SCHOOL PROPERTIES DISPOSAL PROCEDURE

In lieu of selling any item valued at more than \$10,000 as specified in this paragraph, the Board may sell any item directly to any governmental entity specified in ORC 3313.41, upon such terms as the Board may establish.

The Board believes that the efficient administration of the District requires the disposition of property and goods no longer necessary for the maintenance of the education program or the operation of the District.

Real estate property shall be disposed of by sale or otherwise, in accordance with law (ORC 3313.40, 3313.41). Other school property and equipment, the value of which does not exceed ~~\$2,000~~ **\$10,000**, shall be disposed of by the director of business affairs in such a manner as will be in the public interest and benefit the District.

In lieu of selling any item valued at more than ~~\$2,000~~ **\$10,000**, the Board may sell any item directly to any governmental entity specified in ORC 3313.41, upon such terms as the Board may establish.

Items have no resale value—these may be offered without cost to charitable and civic organizations, or disposed of by the most efficient method, without Board approval.

Personal property, the value of which exceeds ~~\$2,000~~ **\$10,000** shall be sold at public sale to the highest bidder in accordance with law.

Any property designated unsold after public offer or not of suitable condition for sale shall be junked.

Adoption Date: May 23, 2002

Revision Date:

File: DN-R
SCHOOL PROPERTIES DISPOSAL PROCEDURE

1. Excess Property

“Excess Property” is used to describe equipment or material that is no longer useful to a school or administrative office and has not been traded-in on a replacement purchase.

The Director of Business Affairs will maintain a current list of all excess property and its location, and periodically circulate lists of available items to all schools and offices. If a school ~~of~~ or office needs any of these items, a Request for Excess Property will be completed and the item will be transferred.

2. Surplus Property

Equipment or materials that have been declared excess by one of the schools or administrative offices, and have been on the “excess property list” of the director of business affairs, will be declared surplus after 30 days or sooner if it is determined that there is no requirement for the item within the District.

3. Disposition of Property

A. Prior to disposing of any property valued less than ~~\$2,000~~ **\$10,000**, the Director of Business Affairs shall post a notice of sale for 10 working days in visible locations at schools and the Board Offices. The notice shall list the item(s), approximate age, minimum bid, and the final day a bid will be accepted by the director of business affairs. Bids must be enclosed in a sealed opaque envelope. The item(s) will be sold to the highest bidder.

If no bids are received, the director of business affairs shall repeat the above procedure.

If no one bids upon an item after two bidding procedures, the director of business affairs is authorized to dispose of the item(s) as appropriate.

B. Property valued over ~~\$2,000~~ **\$10,000**.

Real or personal property shall be sold at public auction according to ORC ~~331.340~~ **3313.40**, 3313.41.

C. All proceeds received from the sale of surplus property shall be deposited in the General Fund.

Adoption Date: May 23, 2002

Revision Date:

File: ECG
INTEGRATED PEST MANAGEMENT

The Board is committed to providing students and staff with a safe learning and teaching environment free of pests and pesticides. The Board directs the administration to develop guidelines to identify pests and conditions that attract pests, for the proper use and control of pesticides and chemicals, and to utilize prevention techniques such as monitoring, sanitation, vacuuming, structural repair and sealing. In order to keep the facilities and grounds safe, the administration may investigate a variety of chemical and nonchemical methods that are designed to control pests effectively while minimizing potential exposure to students and staff.

Whenever possible, pesticides are administered during non-instructional periods and/or during school breaks. If it becomes necessary to administer pesticides during times school is in session, the administration will provide advance notice to affected persons in the general area where the pesticide is to be applied, including the name of the pesticide to be used, the date and time of the pesticide application, and the telephone number to contact for more information.

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

Adoption Date: June 9, 2008

Revision Date:

Legal Refs.: 29 CFR 1910.1030
Comprehensive Environmental Response, Compensation & Liability Act, 42 USC 9601 et seq
Public Employment Risk Reduction Act
ORC 4167.01 et seq.
OAC 3701-54-09

Cross Refs.:	EB, Safety Program	<u>EBAA, Reporting of Hazards</u>
	EBBC, Bloodborne Pathogens	<u>EBC, Emergency/Safety Plans</u>
	GBE, Staff Health and Safety	<u>ING, Animals in the Schools</u>

File: EEAC
SCHOOL BUS SAFETY PROGRAM

The primary consideration in all matters pertaining to transportation is the safety and welfare of student riders. Safety precautions shall include the following.

1. The transportation program meets all state requirements regarding the **testing and** approval of bus drivers, standards for buses and safe speeds.
2. Drivers of Board owned, leased, contracted or operated vehicles other than school buses have met state training qualifications and the vehicles have been equipped for safety and signage according to State law.
3. Special limits are set for students if terrain, age of student, traffic, lack of sidewalk or student's health has a bearing on the student's safety.
4. Bus stops are limited, where feasible, so that students from several homes can meet safely at a central point for group pickup.
5. Emergency evacuation drills are conducted regularly throughout the school year to thoroughly acquaint student riders with procedures in emergency conditions.
6. All vehicles used to transport students are maintained in such condition as to provide safe and efficient transportation service with a minimum of delay and disruption of service due to mechanical or equipment failure.
7. Students in the primary grades are given instruction on school bus safety and behavior within the first two weeks of the school year.

Adoption Date: May 23, 2002

Revision Date: August 24, 2005

Revision Date:

Legal Refs.: ORC 3327.09; 3327.10
 4511.75; 4511.76; 4511.761; 4511.762 through 4511.78
 OAC **3301-51-10**; 3301-83
 ~~3301-87-01~~

Cross Refs.: EB, Safety Program
 EEA, Student Transportation Services
 GBQ, Criminal Record Check

File: GCB-2
PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLANS
(Administrators)

Fair compensation plans are necessary in order to attract and hold highly qualified administrators to provide and manage a quality educational program.

The Board may establish a salary schedule for its administrators, with the exception that the salary of the superintendent is usually determined by the employee contract. Notice of annual salary is given to each administrator by July 1.

All administrators shall be issued written limited contracts. The contract specifies the administrative position and duties, the salary and other compensation to be paid for performance of such duties, the number of days to be worked, the number of days of vacation leave and any paid holidays in the contractual year.

The term of the administrator's contract will not exceed three years, except that an individual who has been employed as an administrator for three years or more shall be entitled to receive a contract of not fewer than two nor more than five years. The superintendent may recommend employment of an individual who has served as an administrator in the District for three years or more under a one-year administrative contract once during such individual's administrative career in the District.

An administrator who has earned teacher tenure in the District retains such status while serving as administrator. Any administrator who previously obtained teacher tenure in another district achieves teacher tenure in the District after re-employment with two or more years' experience as an administrator in the District.

The superintendent's recommendation is considered in all contract renewals. All administrators are evaluated annually. In the year an administrator's contract does not expire, the evaluation is completed by July 31 and a copy is given to the administrator. In the year an administrator's contract does expire, two evaluations are completed, one preliminary and one final. The preliminary evaluation is conducted at least 60 days prior to March 31 and prior to any Board action on the employee's contract.

The final evaluation includes the superintendent's intended recommendation for the contract of the employee. A written copy of the final evaluation must be provided to the employee at least five days prior to the Board's action to renew or nonrenew the employee's contract. If the Board fails to take action on the expiring contract then the administrator is renewed. If the administrator has been in the District for two years or less, he/she will receive a one-year contract. If the administrator has been in the District three years or more, he/she will receive a two-year contract.

Before March 31, any administrator whose contract expires at the end of the school year is notified by the Board of the date on which the contract expires and of the individual's right to request a meeting with the Board in executive session to discuss the reasons for considering renewal or nonrenewal of his/her contract. Also prior to March 31 of the year in which the contract of employment expires, any administrator whom the Board intends to nonrenew receives written notification of the Board's intent not to re-employ.

The Board may request ~~a one-year temporary educator~~ **an alternative administrator** license valid for employing a superintendent or any other administrator, ~~conforming~~ **consistent** with state law.

Adoption Date: May 23, 2002

Legal Refs.: ORC 3319.01; 3319.02; 3319.11; 3319.12; 3319.225; **3319.27**; 4117.01
OAC 3301-35-03(A)(8); **3301-24-11; 3301-24-12**

Cross Refs.: GCBA, Professional Staff Salary Schedules
GCBB, Professional Staff Supplemental Contracts
GCBC, Professional Staff Fringe Benefits
GCBD, Professional Staff Leaves and Absences
GCBE, Professional Staff Vacations and Holidays

File: GCB-2-R
PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLANS
(Administrators)

~~The Board may request the State Board of Education to issue a one-year temporary educator license valid for employing a superintendent or any other administrator as specified by the Board.~~

~~The State Board of Education may issue the temporary educator license if the Board has determined that the individual:~~

- ~~1. is of good moral character and~~
- ~~2. holds at least a baccalaureate degree from an accredited institution of higher education in a field related to finance or administration or has five years of recent work experience in education, management or administration.~~

~~A one-year temporary educator license is valid only in this District. The State Board of Education may renew the license annually upon request of the Board.~~

The Board may request that the State Department of Education issue an alternative administrative license valid for employing a principal, superintendent or other administrative specialist as specified by the Board.

The State Department of Education may issue a one-year alternative principal license, valid for serving as principal or assistant principal, or a two-year alternative superintendent or administrative specialist license at the request of the District. The individual must:

- 1. be of good moral character;**
- 2. submit to a BCII and FBI background check;**
- 3. have a bachelor's degree (for principals and administrative specialists) or a master's degree (for superintendents) and a grade point average of at least 3.0 and**
- 4. have two or more years of teaching experience or five years of documented successful work experience in education, management or administration (for principals) or five or more years of documented successful experience in teaching, education, management or administration (for administrative specialists and superintendents).**

The District provides a mentoring program for alternatively licensed administrators compliant with State law.

For non-educators issued an alternative principal license, the District develops and implements a planned program for obtaining classroom-teaching experience. For non-educators issued an alternative administrative specialist or superintendent license, the District develops and implements a plan that outlines observation or classroom instruction across grade levels and subject areas.

Adoption Date: May 23, 2002

Revision Date:

File: GCBB
PROFESSIONAL STAFF SUPPLEMENTAL CONTRACTS

Certain positions assigned to ~~individuals~~ **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, ~~personnel assigned to~~ **qualified staff selected for** such positions are provided supplemental contracts and ~~supplemental~~ **additional** compensation.

~~A teacher who is offered and undertakes a supplemental assignment, including but not limited to a coaching duty, enters into a one-year limited contract with the Board, which automatically terminates upon the expiration date.~~

~~All assignments accorded extra compensation are designated by the Board, as is the compensation for such assignments. Contracts for such assignments are awarded by the Board upon the recommendation of the superintendent.~~

~~Pay for supplemental assignments is based upon work performed beyond regular duties and beyond the regular workday.~~

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 a student activity programs which involves athletic, routine/regular physical activity or health and safety considerations. ~~Upon the identification of the position, the individual must~~ **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:

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.: 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: IGBA
PROGRAMS FOR STUDENTS WITH DISABILITIES

The Board is committed to providing education for all youth of compulsory age who are legal residents of the District. All students with disabilities (SWD) within the District are identified, evaluated and placed in appropriate educational programs. **Additionally, all parentally-placed private school children with disabilities who reside in a state other than Ohio and attend a private school within the District are located, indentified and evaluated.** Due process requirements, procedural safeguards and confidential treatment of information are adhered to as provided for in Ohio Department of Education Standards.

The superintendent is expected to supervise all special education programs and to assign a member of the staff to coordinate efforts. The person designated is responsible for the identification, diagnosis, and the design of Individualized Education Programs (IEP) and plans for these students for placement and evaluation procedures. All procedures are in accordance with federal and state requirements.

The IEP determined for each identified student is developed in accordance with the student's individual needs. The plan provides for monitoring and tracking student progress and reporting the progress to parents or guardians at least as often as those not under such a plan.

The District requires all students with disabilities participate, to the extent possible as determined by the IEP team, in district and Ohio Department of Education's testing initiatives. This includes but is not limited to diagnostic assessments, achievement tests, tests of proficiency and alternate assessments (if deemed appropriate by the IEP team).

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: September 16, 2004

Revision Date:

Legal Refs.: **The Elementary and Secondary Education Act; 20 USC 1221 et. seq.**
Individuals with Disabilities Education Improvement Act; 20 USC 1400 et.seq.
~~Education for All Handicapped Children Act; 20 USC 1401 et seq.~~
Rehabilitation Act; 29 USC 706(8), 794, 794a,
504 Regulations 34 C.F.R. Part 104; **504 Regulations 34 C.F.R.300.131**
Americans With Disabilities Act; **42 USC 12101** et seq.
State Department of Education, Special Education Policies and Procedures, Free
Appropriate Public Education-101
ORC 3313.50; 3323.01 et seq.; 3325.01 et seq.
OAC 3301-51; 3301-55-01

Cross Refs.: ACB, Nondiscrimination on the Basis of Disability
IGBJ, Title I Programs
IL, Testing Programs
JB, Equal Educational Opportunities
KBA, Public's Right to Know

File: IGCG
PRESCHOOL PROGRAM

The Preschool Program is guided by curriculum, written policies and regulations of the District that are consistent with applicable statutory requirements contained in the **Ohio Revised Code** and rules ~~adopted by the State Board of Education~~ **contained in the Ohio Administrative Code**. Resources appropriate for children enrolled in the program include, but are not limited to:

1. staff;
2. cumulative records;
3. health and safety;
4. admission;
5. attendance and discipline;
6. selection and use of developmentally appropriate materials, equipment and resources that meet the intellectual, physical, social and emotional needs of the preschool child;
7. management of communicable diseases and
8. transportation and field trips.

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.: **ORC 3301.53; 3313.646; 3323.02**
OAC Chapter 3301-37; 3301-69-09
~~3301-37-01; 3301-37-02; 3301-37-11; 3313.646;~~

Cross Refs.:	EB, Safety Program	IICA, Field Trips
	EBC, Emergency/Safety Plans	JE, Student Attendance
	EEA, Student Transportation Services	JEC, Student Admission
	IIA, Instructional Materials	JG, Student Discipline
	JHF, Student Safety	JO, Student Records
	JHC, Student Health Services and Requirements	
	JHCC, Communicable Diseases	
	JHCCA, HIV/AIDS (Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome) (Also GBEA)	

File: ING
ANIMALS IN THE SCHOOLS

Recognizing there are many tools that can be used to provide a variety of productive learning experiences for students, the Board supports the concept of using animals as an educational tool.

There are a variety of ways animals can be used in schools including:

1. scientific instruction
2. classroom pets
3. school mascots
4. search dogs

Prior to any use of animals in the schools, the administration should contact appropriate organizations or authorities ~~such as the State Veterinary Association or the State Wildlife Society~~ regarding resource materials and suggested learning activities that may be available to help students increase their understanding of the animal world.

All animal use in school buildings is consistent with health and safety policies established by the District. The administration is responsible for developing regulations for the care and control of the animals.

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.: **OAC 3701-54-07**

Cross Refs.: JFG, Interrogations and Searches
EBAA, Reporting of Hazards
EBC, Emergency/Safety Plan
ECG, Integrated Pest Management

File: ING-R
ANIMALS IN THE SCHOOLS

~~Prior to bringing any animals into the schools, the building administrators must approve the use of the animals for teaching or training of students in accordance with the following regulations.~~

- ~~1. Students are to be instructed not to bring personal pets to school without written permission of the teacher.~~
- ~~2. It is permissible for the class to have one or more animals as classroom pets under the following conditions:
A. the animal is not venomous or vicious;
B. no one is allergic to the animal;
C. proper examinations and immunizations have been given by a veterinarian;
D. arrangements have been made for housing the animal safely, comfortably, cleanly and in a manner that does not disrupt the classroom environment;
E. arrangements have been made for the proper care of the animal when school is not in session and
F. rules have been established for the handling and treatment of the animal.~~
- ~~3. Whenever live animals are to be used as part of a study, prior approval of the principal is required and the following rules apply.
A. A science teacher or other qualified adult supervisor must assume primary responsibility for the purposes and conditions of the study.
B. Studies involving animals should have clearly defined objectives.
C. All animals used in the studies must be acquired in accordance with law.
D. The comfort of the animal used in the study should be of paramount importance.
E. When animals are kept on school premises over vacation periods, adequate housing must be provided and a qualified individual must be assigned care and feeding responsibilities.~~
- ~~4. If animals are to be used as part of an experiment, such as dissection in a science course, the administration should notify parents so that individuals who find such activity unpleasant or objectionable may be given a different assignment.~~

Prior to bringing any animal(s) into the schools, the building principal approves the use of the animal(s) for teaching or training of students in accordance with the following regulations.

- 1. Nonhuman primates, rabies vector species (including raccoons, bats, skunks, coyotes or foxes), wolves or wolf-dog hybrids, aggressive or unpredictable animals, stray animals with unknown health and vaccination history, venomous or toxin-producing spiders, insects, reptiles and amphibians, dogs, cats and ferrets that are under sixteen week of age and dogs, cats or ferrets that are not current on rabies vaccinations are not permitted in the school building under any circumstances.**
- 2. Ferrets, reptiles, amphibians, chicks, ducklings and hatching eggs are not permitted in classrooms with children under five years of age.**
- 3. Students are to be instructed not to bring personal pets to school without written permission of the teacher or principal.**
- 4. In addition to all other requirements in this policy, it is permissible for the class to have one or more animals as classroom pets under the following conditions:**

- A. no one is allergic to the animal;**
 - B. proper examinations and immunizations have been given by a veterinarian;**
 - C. arrangements have been made for housing the animal safely, comfortably, cleanly and in a manner that does not disrupt the classroom environment;**
 - D. arrangements have been made for the proper care of the animal when school is not in session and**
 - E. rules have been established for the handling and treatment of the animal.**
- 5. When live animals are used as part of a study, prior approval of the building principal is required and the following rules apply:**
 - A. a science teacher or other qualified adult supervisor assumes primary responsibility for the purposes and conditions of the study;**
 - B. studies involving animals have clearly defined objectives;**
 - C. all animals used in the studies must be acquired in accordance with law;**
 - D. the comfort of the animal used in the study is highly regarded and**
 - E. when animals are kept on school premises over weekends or vacation periods, adequate housing is provided and a qualified individual is assigned care and feeding responsibilities.**
- 6. When animals are used as part of an experiment, such as dissection in a science course, the building principal/designee notifies parents so that individuals who find such activity unpleasant or objectionable may be given a different assignment.**
- 7. Animal cages and containers are equipped with properly fitting lids and are free from excessive accumulation of animal waste.**
- 8. Hand washing facilities are available and immediately used when animals are handled.**
- 9. Animals are not permitted to roam in the school building, except for therapy animals or animals used for other human assistance.**
- 10. Animals are not permitted on surfaces where food or drink is prepared or consumed.**
- 11. All animal feed is tightly sealed and labeled in containers separate from human food.**

Adoption Date: May 23, 2002

Revision Date:

File: JECBA-R
ADMISSION OF EXCHANGE STUDENTS

Procedures for Admittance

1. Exchange students must be associated with an organized foreign exchange program that is approved by the Ohio Association of Secondary School Administrators and/or National Association of Secondary School Principals. Such organizations must maintain either an office or a representative in Ohio.
2. The sponsoring organization shall ensure that the student has a proper student visa.
3. The request for student acceptance, and the transcript of the applicant's records, must be received prior to August 1 preceding the school year for which admission is being sought. Attendance for the full academic year is expected except in emergency situations.
4. The District will determine by an evaluation of the student's qualifications whether he/she has sufficient scholastic preparation to undertake a full course of study.
5. The student, while attending Westlake Schools, must reside with a host family whose residence is within the District.

Decision on Admission

The school reserves the right to deny enrollment to foreign exchange students if approval by the high school guidance office has not been given by July 1 preceding the year of desired enrollment.

In order to provide a quality education and to minimize potential disruption, the high school will not accept foreign exchange students after the school year has begun. However, students who were accepted before the July 1 deadline will not be denied enrollment due to late arrival.

Exchange students will not be accepted on a part-time basis. Part-time is defined as less than a full school day or school year.

Arrangements

1. Upon admission, the foreign exchange student shall comply with all policies and procedures established by the Board (i.e. attendance, grades, etc.).
2. The foreign exchange students shall comply with the requirements for immunizations as set down by the State of Ohio and the Board.
3. If the student meets all the qualifications stated herein, the Board will waive the cost of tuition. However, the cost of other materials not provided free to all students, any fees and any costs related to participation in extracurricular activities must be borne by the student or the sponsor.
4. Foreign exchange students successfully completing the year of studies may participate in graduation ceremonies with expenses borne by the student or sponsoring parents. Students may be eligible to receive a certificate of participation.

5. Exchange students are subject to the same policies, rules, fees, fines and regulations of the Board that apply to all high school students.

Adoption date: May 23, 2002

Revision Date:

File: KBA
PUBLIC'S RIGHT TO KNOW

The Board supports the right of the people to know about the programs and services of their schools and makes efforts to disseminate appropriate information. Each principal is authorized and expected to keep the school's community informed about the school's programs and activities. The release of information of district-wide interest is to be coordinated by the Superintendent.

Business of the Board is discussed and decisions are made at public meetings of the Board, except such matters as are properly discussed in private executive sessions.

The official minutes of the Board, its written policies, its financial records and all other public records are open for inspection in the Treasurer's office during the hours when the administration offices are open. A copy of the records retention schedule shall also be made available to the public.

Each Board member attends public records training every term for which he/she is elected to public office. However, the Board may, by resolution, designate one or more persons to attend public records training on its behalf. If so decided, the Board appoints a designee whenever the composition of the Board changes.

Records pertaining to individual students and other confidential materials are not released for inspection by the public or any unauthorized persons, either by the CFO/Treasurer, Superintendent or other persons responsible for the custody of confidential files. Only that information deemed "directory information" may be released from an individual student's file, and only after complying with the regulations prepared by the administration for the release of such information; however, no information will be released for commercial purposes. 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.

Any individual who wants to obtain a copy of a public record may request to have the record duplicated on paper, on the same medium on which the record is kept or on any other medium the Superintendent/designee determines that the record can reasonably be duplicated as an integral part of normal operations.

The District may ask that the request be put in writing. However, the District must notify the requester that it is not mandatory to do so.

The District provides an opportunity for a records requester making an ambiguous or overly broad request to revise the request by informing the requester of the manner in which records are maintained.

If a public records request is denied, the District provides an explanation with legal authority as to the reason for the denial of the request. If any information is redacted because it is exempt from public inspection, the person requesting to inspect the record will be notified of the redaction.

If the person seeking the copy makes a choice under this provision, the District must provide the record in accordance with that choice if available to the District. A fee may be charged for copies. The District may require the fee charged for copies be paid in advance.

The person making a mail request pays the cost of postage and other supplies in advance. The number of mail requests sent to any one person is limited to 10 a month unless the person certifies in writing that the records, or the information in them, will not be used for commercial purposes.

The Board's public records policy is posted in a conspicuous location in the central office and in all other District buildings and employee handbooks provided by the District.

Adoption Date: May 23, 2002

Revision Date: March 19, 2007

Revision Date:

Legal Refs.: Family Educational Rights and Privacy Act; 20 USC, Section 1232g

ORC 121.22

149.43

3319.321

OAC 3301-35-03; 3301-35-04

Cross Refs.: BDC, Executive Sessions

BDDG, Minutes

GBL, Personnel Records

GBS, HIPAA Privacy

IGBA, Programs for Special Needs Students

JO, Student Records

KA, School-Community Relations Goals

KKA, Recruiters in the Schools

File: KD (Also BDDH)
PUBLIC PARTICIPATION AT BOARD MEETINGS

All meetings of the Board will be open to the public. Agendas will be available to all who attend Board meetings. The section on the agenda for public participation shall be indicated. Noted at the bottom of each agenda shall be a short paragraph outlining the Board's policy on public participation at Board meetings. In order for the Board to fulfill its obligation to complete the planned agenda in an effective and efficient fashion, a maximum of 30 minutes of public participation may be permitted at ~~regular meetings~~ **each meeting**. The first 15 minutes will be limited to comments pertaining to the agenda. ~~In order for the Board to fulfill its obligation to complete the planned agenda in an effective and efficient fashion, a maximum of 30 minutes of public participation may be permitted at each meeting.~~ The period of public participation may be extended by a vote of the majority of the Board present and voting.

Any person may address the Board during that part of the regular meeting given to "Public Comment." The person addressing the Board will stand and state his/her name and address. Unless waived by the President, the time for each oral communication shall not exceed five minutes per speaker. During that period, no person may speak twice until all who desire to speak have had the opportunity to do so.

All other public participation, including questions or comments, shall be at the pleasure of the Chair. The President of the Board may permit, limit or restrict such participation as deemed necessary for the orderly conduct of Board business. Persons wishing more time for comments on presentations should contact the superintendent in order to be placed on the agenda.

Adoption Date: May 23, 2002

Legal Refs.: ORC 121.22
3313.20

Cross Refs.: **BCE, Board Committees**
BD, School Board Meetings
BDDC, Agenda Preparation and Dissemination

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 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.**

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, ~~the police~~ **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:

Legal Refs.:

Gun-Free Schools Act; 20 USC 8921

ORC ~~2907.03; 2909.05-2909.07; 3313.20~~

2903.13; 2903.22; 2911.21; 2917.11; 2923.1212; 2923.122

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