

**WESTLAKE CITY SCHOOLS**  
**BOARD OF EDUCATION AGENDA**  
**Monday, September 27, 2010 – 5:30 p.m. – Regular Meeting**  
**Board of Education – 27200 Hilliard Blvd.**

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

Call to Order Time: \_\_\_\_\_

Roll Call:

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

Pledge of Allegiance

Acknowledgment of Visitors

Approval of Agenda

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

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

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

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

\*Hearing of Public (15 Minutes) Agenda Items

A. Approval of Minutes

1. Regular Meeting of August 23, 2010

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

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

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

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

B. Special Reports & Recognitions

- |                                                                                              |             |
|----------------------------------------------------------------------------------------------|-------------|
| 1. Resolution to Recognize Westlake City School Student for Westlake Watershed Group Contest | Exhibit B-1 |
| 2. Resolution to Recognize Westlake High School 2010-2011 National Merit Semi-Finalists      | Exhibit B-2 |

C. Superintendent's Report

D. Treasurer's Report/Recommendations

1. Action Items

- |                                                                        |               |
|------------------------------------------------------------------------|---------------|
| a. Resolution to Authorize and Amend Change Fund for Athletics         | Exhibit D-1-a |
| b. Resolution to Authorize Treasurer to Return Advance                 | Exhibit D-1-b |
| c. Resolution to Approve Student Activity Purpose Statement and Budget | Exhibit D-1-c |
| d. Resolution to Adjust the FY11 Appropriations                        | Exhibit D-1-d |
| e. Resolution to Establish Appropriations                              | Exhibit D-1-e |

E. CAC Report – None

F. New Business

1. Action Items

- |                                                                                                                      |                  |
|----------------------------------------------------------------------------------------------------------------------|------------------|
| a. Resolution to Accept Gifts and Contributions                                                                      | Exhibit F-1-a    |
| b. Resolutions to Approve Staff Recommendations                                                                      |                  |
| 1. Resolution to Approve Resignations, FMLA and Employment for Staff Members                                         | Exhibit F-1-b-1  |
| 2. Resolution to Approve Resignation and Employment of Substitutes and Approval of Volunteer Coaches                 | Exhibit F-1-b-2  |
| 3. Resolution to Approve Reclassification of Certified Staff Members                                                 | Exhibit F-1-b-3  |
| 4. Resolution to Approve Resignation and Employment for Supplemental Contracts                                       | Exhibit F-1-b-4  |
| 5. Resolution to Approve Certified Home Instruction                                                                  | Exhibit F-1-b-5  |
| 6. Resolution to Amend WHS Department Chair                                                                          | Exhibit F-1-b-6  |
| 7. Resolution to Approve Employment of Administrative Staff Member                                                   | Exhibit F-1-b-7  |
| 8. Resolution to Approve Resolution to Approve the Employment of Adjust Basic Literacy Education Personnel 2010-2011 | Exhibit F-1-b-8  |
| 9. Resolution to Approve Stipend for ESL Lead Teacher                                                                | Exhibit F-1-b-9  |
| 10. Resolution to Approve Stipend for IEP Interpreter Services                                                       | Exhibit F-1-b-10 |
| 11. Resolution to Approve Stipend for District AIMSWeb Leader                                                        | Exhibit F-1-b-11 |
| 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 Seniors' Seasonal Delights Program                                                          | Exhibit F-1-e    |
| f. Resolution to Approve Master Facility Project Contracts and Purchase Orders                                       | Exhibit F-1-f    |

2. Discussion Items

- a. First Reading of Policy ACAA-R-Sexual Harassment
- b. First Reading of Policy EBAA-Reporting of Hazards
- c. First Reading of Policy EBBA-First Aid
- d. First Reading of Policy EBBC-Bloodborne Pathogens
- e. First Reading of Policy ECA-Buildings and Grounds Security
- f. First Reading of Policy ECAB-Vandalism
- g. First Reading of Policy EEACC and JFCC-Student Conduct on School Vehicles
- h. First Reading of Policy EF/EFB-Food Services Mgmt/Free & Reduced Lunch
- i. First Reading of Policy EFF-Food Sale Standards
- j. First Reading of Policy EFG-Student Wellness Program
- k. First Reading of Policy GBCC-Staff Dress and Grooming
- l. First Reading of Policy GBH and JM-Staff and Student Relations
- m. First Reading of Policy IGAE-Health Education
- n. First Reading of Policy JEB-Entrance Age (Mandatory Kindergarten)

- o. First Reading of Policy JEB-R-Entrance Age (Mandatory Kindergarten)
- p. First Reading of Policy JEBA-Early Entrance to Kindergarten
- q. First Reading of Policy JEE-Student Attendance Counting
- r. First Reading of Policy JFCF-Hazing & Bullying
- s. First Reading of Policy JHCB-~~Inoculations of Students~~ Immunizations
- t. First Reading of Policy JHF-Student Safety
- u. First Reading of Policy JHH-Notification about Sex Offenders

G. Master Facility Plan Phase I Report

H. Director of Business Affairs Report

I. Board Items

- 1. Discuss Treasurer's Bond Accountability and Oversight Commission

\*Hearing of Public (15 Minutes)

J. Adjournment

Time: \_\_\_\_\_

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

RESOLUTION TO RECOGNIZE WESTLAKE CITY SCHOOL STUDENT  
FOR WESTLAKE WATERSHED GROUP CONTEST

RESOLVED that the Westlake Board of Education recognizes and congratulates the following  
Westlake City School student for their participation in the Westlake Watershed Group Contests:

Macey Chatterton  
Holly Lane Elementary  
First Grade Winner - Coloring Contest

Motion by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Roll Call Vote:  
    Ms. Winter \_\_\_\_\_  
    Mr. Sullivan \_\_\_\_\_  
    Mr. Cross \_\_\_\_\_  
    Mr. Mays \_\_\_\_\_  
    Ms. Rocco \_\_\_\_\_

RESOLUTION TO RECOGNIZE WESTLAKE HIGH SCHOOL  
2010-2011 NATIONAL MERIT SEMI-FINALISTS

RESOLVED that the Westlake Board of Education recognizes and congratulates the following 2010-2011 Westlake High School National Merit Semi-Finalists.

Semi-Finalists

Katherine Beaton

Rachel Braun

Matthew Canestraro

Joseph Craven

Colin Graber

Elizabeth Greco

Raymond Heimann

Guarav Idnany

Arunaditya Kulshreshtha

Ryan McNeilly

Daniel Meehan

Lynn Orfahli

Abhinay Ramachandran

Andrew Zheng

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

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

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

Ms. Winter \_\_\_\_\_

Mr. Sullivan \_\_\_\_\_

Mr. Cross \_\_\_\_\_

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

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

RESOLUTION TO AUTHORIZE AND AMEND  
CHANGE FUND FOR ATHLETICS

RESOLVED that the Westlake Board of Education authorizes and amends the Athletics change fund from \$1,000.00 to \$2,000.00.

and

RESOLVED that the Westlake Board of Education authorizes the Athletics change fund for Lee Burneson Middle School for \$125.00.

Motion by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Roll Call Vote:  
    Ms. Winter \_\_\_\_\_  
    Mr. Sullivan \_\_\_\_\_  
    Mr. Cross \_\_\_\_\_  
    Mr. Mays \_\_\_\_\_  
    Ms. Rocco \_\_\_\_\_

## RESOLUTION TO AUTHORIZE TREASURER TO RETURN ADVANCE

RESOLVED that the Westlake Board of Education authorize the Treasurer to return the following advance:

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

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

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

Roll Call Vote:

Ms. Winter \_\_\_\_\_

Mr. Sullivan \_\_\_\_\_

Mr. Cross \_\_\_\_\_

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

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

RESOLUTION TO APPROVE STUDENT ACTIVITY  
PURPOSE STATEMENT AND BUDGET

RESOLVED that the Westlake Board of Education approves the following Student Activity Purpose Statement and Budget (see attached).

**2010-11 Policy and Purpose Statements\***

<b>Fund SCC</b>	<b>Description</b>	<b>Estimated Revenue</b>	<b>Estimated Expenses</b>
200 9847	Class of 2014 – WHS	<u>\$1,100.00</u>	<u>\$150.00</u>
	<b>Total 200 Fund</b>	<b>\$1,100.00</b>	<b>\$150.00</b>

\*Original copies of Purpose Statements and Budgets are on file in the CFO/Treasurer's Office.

Motion by: \_\_\_\_\_  
 Seconded by: \_\_\_\_\_  
 Roll Call Vote:  
     Ms. Winter \_\_\_\_\_  
     Mr. Sullivan \_\_\_\_\_  
     Mr. Cross \_\_\_\_\_  
     Mr. Mays \_\_\_\_\_  
     Ms. Rocco \_\_\_\_\_



## RESOLUTION TO ADJUST FY11 APPROPRIATIONS

RESOLVED that the Westlake Board of Education adjusts the following FY11 appropriations:

<b>MARTHA HOLDEN JENNINGS FY10 (MCMASTERS)</b>			
<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
007-1100-500-9810			
Supplies	<u>\$1,557.00</u>	<u>\$1,557.93</u>	<u>\$.93</u>
<b>Total</b>	<b>\$1,557.00</b>	<b>\$1,557.93</b>	<b>\$.93</b>
<b>ARRA OHIO CLEAN DIESEL SCHOOL BUS EPA FUND FY10</b>			
<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
599-2800-400-932N			
Trans - Purchased Services	<u>\$7,072.02</u>	<u>\$7,784.07</u>	<u>\$712.05</u>
<b>Total</b>	<b>\$7,072.02</b>	<b>\$7,784.07</b>	<b>\$712.05</b>

Motion by: \_\_\_\_\_  
 Seconded by: \_\_\_\_\_  
 Roll Call Vote:  
     Ms. Winter \_\_\_\_\_  
     Mr. Sullivan \_\_\_\_\_  
     Mr. Cross \_\_\_\_\_  
     Mr. Mays \_\_\_\_\_  
     Ms. Rocco \_\_\_\_\_

## RESOLUTION TO ESTABLISH APPROPRIATIONS

RESOLVED THAT

the Westlake Board of Education establish the following appropriations:

<b>HUGH LIVINGSTONE SCHOLARSHIP</b>	
<b>Account</b>	<b>Amount</b>
007-4600-490-9073	
Scholarship	\$463.05

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

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

Roll Call Vote:

Ms. Winter \_\_\_\_\_

Mr. Sullivan \_\_\_\_\_

Mr. Cross \_\_\_\_\_

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

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

**RESOLUTION TO ACCEPT GIFTS AND CONTRIBUTIONS  
(ORC 3313.36)**

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

Bob Evans Mr. Jeff Coates, Asst. GM 29750 Detroit Road Westlake, OH 44145	Donated 500 Kids Meal certificates to the Project Link Program at Westlake City Schools to promote positive sportsmanship and reading.
Mr. and Mrs. Michael Brown 2967 Waterfall Way Westlake, OH 44145	Donated \$215.00 to the Blue Team at Lee Burneson Middle School to supplement field trip fees for five students in need.
Dean's Greenhouse Debbie & Dean Espie 3984 Porter Road Westlake, OH 44145	Donated three raised flower beds, materials, labor and seeds to the Dover and Lee Burneson Project Link garden to facilitate on-going Project Link vegetable and flower gardens at Dover Elementary.
Mr. Daniel F. Gourash 692 Bridgeside Drive Avon Lake, OH 44012	Donated \$200.00 to the Environmental Club at Lee Burneson Middle School to complete the Maasai Music Project and other E-Club projects.
Mr. and Mrs. Thomas C. Mays 1811 Sperry's Forge Trail Westlake, OH 44145	Donated \$60.00 to Hilliard Library at Hilliard Elementary School in memory of John D'Ettorre, former Hilliard Elementary School principal (1967-1985).
Stevens Strategic Communications, Inc. 1991 Crocker Road, Suite 500 Westlake, OH 44145	Donated four five-drawer file cabinets, one four-drawer file cabinet and two large cork boards to the Westlake City Schools Pupil Services Department to provide storage for Pupil Services staff members for files and materials used within the Special Education department.
XIM Products Inc. 1169 Bassett Road Westlake, OH 44145	Donated \$1,000.00 to Westside Connections at Westlake High School to provide social and educational opportunities for adults with special needs in the Westlake area.

Motion by: \_\_\_\_\_  
 Seconded by: \_\_\_\_\_  
 Roll Call Vote:  
     Ms. Winter \_\_\_\_\_  
     Mr. Sullivan \_\_\_\_\_  
     Mr. Cross \_\_\_\_\_  
     Mr. Mays \_\_\_\_\_  
     Ms. Rocco \_\_\_\_\_

RESOLUTION TO APPROVE RESIGNATIONS, FMLA,  
AND EMPLOYMENT FOR STAFF MEMBERS

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

Classified Resignations

Karen DiCaprio      Hilliard Cashier      Effective 09/02/2010

Classified FMLA

Karen Herzberger      Effective: 08/23/2010      Carole Metzger      Effective: 08/23/2010

Classified Resignation for Purpose of Retirement

None

Certified Employment

<u>Name</u>	<u>Building/Position</u>	<u>Effective Date</u>	<u>Step</u>	<u>Rate</u>	<u>FTE</u>
-------------	--------------------------	-----------------------	-------------	-------------	------------

None

Classified Employment

<u>Name</u>	<u>Building/Position</u>	<u>Effective Date</u>	<u>Step</u>	<u>Hours</u>
Karen DiCaprio	Driver	08/24/2010	From 7 to 8	From 2.00 to 4.25 (08/31/2010)
Debbie Yehlik	Cook Mgr.-LBMS	08/25/2010	12	From 7.0 to 7.25
Sandi Lewis	Driver	09/01/2010	10	From 6.0 to 8.0
Jennifer Weaver	Driver	09/02/2010	12	From 6.0 to 8.0
Bonnie Sliva	Hilliard Cashier	09/20/2010	5	2.5 Hrs/Day, 5 Days/Wk

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

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

Roll Call Vote:

Ms. Winter \_\_\_\_\_

Mr. Sullivan \_\_\_\_\_

Mr. Cross \_\_\_\_\_

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

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

Motion by: \_\_\_\_\_  
 Seconded by: \_\_\_\_\_  
 Roll Call Vote:  
     Ms. Winter \_\_\_\_\_  
     Mr. Sullivan \_\_\_\_\_  
     Mr. Cross \_\_\_\_\_  
     Mr. Mays \_\_\_\_\_  
     Ms. Rocco \_\_\_\_\_

RESOLUTION TO APPROVE RECLASSIFICATION  
OF CERTIFIED STAFF MEMBERS

RESOLVED that the Westlake Board of Education approves the reclassification of certified staff members, effective 08/01/2010, as follows:

<u>Name</u>	<u>Step</u>	<u>From</u>	<u>To</u>	<u>Name</u>	<u>Step</u>	<u>From</u>	<u>To</u>
Hannah Archer	0	BA	BA+10	Mary Pat Kahler	19	MA+20	MA+30
Tiffany Baskette	3	BA+30	MA	Karen Kane	13	MA	MA+10
James Bingham	16	BA+30	MA	Shaun Koski	9	MA+20	MA+30
Catherine Boettcher	4	BA+10	BA+20	Chelsea McDonald	3	BA	BA+10
William Bongers	14	MA	MA+10	Chris Milano	4	BA+20	BA+30
Jennifer Britton	7	MA	MA+10	Jacy Nichols	7	MA+10	MA+20
Donna Collins	19	MA+20	MA+30	Elizabeth Noren	1	BA+20	MA
Melissa Crist	2	BA	BA+10	Simon O'Doherty	5	BA+30	MA
Donna Dieterich	8	MA	MA+10	Matt Planisek	7	MA+10	MA+20
Shannon Fortuna	6	MA	MA+10	Eneida Ruiz	6	MA+10	MA+20
Rebecca Gorek	11	MA+10	MA+20	Jennifer Seighman	12	MA+20	MA+30
Alison Gregory	5	BA+20	MA	Jeff Short	19	MA	MA+10
Travis Haselswerdt	9	MA+20	MA+30	LaVonne Szafranski	19	MA+10	MA+20
Kelly Hoover	3	MA+20	MA+30	Ann Marie Thomas	9	MA+10	MA+20
John Horwatt	7	BA+30	MA	William Wilson	2	MA+20	MA+30
Daniel Jennings	2	BA	MA	Anne Zaborniak	9	MA+10	MA+20
G. Scott Jones	12	BA+30	MA				

Motion by: \_\_\_\_\_  
 Seconded by: \_\_\_\_\_  
 Roll Call Vote:  
     Ms. Winter \_\_\_\_\_  
     Mr. Sullivan \_\_\_\_\_  
     Mr. Cross \_\_\_\_\_  
     Mr. Mays \_\_\_\_\_  
     Ms. Rocco \_\_\_\_\_

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

RESOLVED that the Westlake Board of Education approves the following resignations and employment of 2010-2011 supplemental contracts (in-district and out-of-district):

**2010-2011 Supplemental Contract Resignations**

Jennifer Britton	WHS Drama-Fall Only	Resign 12 Units Only
G. David Newman	WHS Asst. Football Coach	Effective 08/01/2010
Roger Konrad	WHS Boys' Asst. Soccer Coach	Effective 08/01/2010
Shannon Morrison	LBMS 7 <sup>th</sup> Grade Volleyball Coach	Effective 08/01/2010
Marc Pogachar	WHS Head Volleyball Coach	Effective 08/25/2010
Brittany Jacko	WHS Asst. Volleyball Coach	Effective 08/25/2010
Robert Cole	WHS 9 <sup>th</sup> Grade Volleyball Coach	Effective 08/25/2010
Terry Kennedy	WHS Asst. Wrestling Coach	Effective 08/25/2010

**2010-2011 Supplemental Contracts**

<u>Name</u>	<u>Building/Position</u>	<u>Step</u>	<u>In District</u>
Colleen Steidel	Parkside Academic Contest Advisor	From 4 to 3	Y
Emerson Emser	WHBS Technical Assistant	0	N
Les Szekely	WHBS Advisor	From 0 to 3	Y
Rob Pace	WHS Asst. Football Coach (42%/20 Units)	0	Y
Mike Akers	WHS Asst. Football Coach (58%/28 Units)	15	N
Ruben Lucio	WHS Asst. Football Coach	11	N
John Nesbit	WHS Asst. Football Coach	11	N
Nancy English	WHS Varsity/JV Football Cheer Coach	6	Y
Hannah Archer	WHS 9 <sup>th</sup> Grade Football Cheer Coach	0	Y
Jessica Dye	WHS Girls' Swim Head Coach	1	Y
Jessica Dye	WHS Boys' Swim Head Coach	1	Y
Rebecca Weible	WHS Girls' Swim Asst. Coach	0	Y
Rebecca Weible	WHS Boys' Swim Asst. Coach	0	Y
Doug Foster	WHS Asst. Softball Coach	4	N
Traci Edmunds	WHS Freshman Softball Coach	2	N
Nick Hillman	WHS Asst. Baseball Coach	8	N
Matt Stricker	WHS 9 <sup>th</sup> Grade Baseball Coach	4	N
Jamie Marie Justus	WHS 9 <sup>th</sup> Grade Volleyball Coach (8-26-10)	0	N
Robert Cole	WHS Asst. Volleyball Coach (8-26-10)	0	N
Brittany Jacko	WHS Head Volleyball Coach (8-26-10)	0	N
Matthew Planisek	WHS Boys' Asst. Soccer Coach	0	Y
Michelle Slak	LBMS 7 <sup>th</sup> Grade Volleyball Coach	0	Y
Jake Percival	WHS Asst. Wrestling Coach	1	Y
Matthew Jankowski	WHS 9 <sup>th</sup> Grade Basketball Coach	1	N

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. Winter \_\_\_\_\_  
     Mr. Sullivan \_\_\_\_\_  
     Mr. Cross \_\_\_\_\_  
     Mr. Mays \_\_\_\_\_  
     Ms. Rocco \_\_\_\_\_

RESOLUTION TO APPROVE CERTIFIED HOME INSTRUCTION

RESOLVED that the Westlake Board of Education approves home instruction at the negotiated rate of pay:

Karen Schmidt to provide home instruction for three students, effective 08/25/10 - 01/28/11, not to exceed 300 total hours.

Geoff Friedrich to provide home instruction for a student effective 08/25/10 - 10/15/10, not to exceed 50 total hours.

Julie Priebe to provide home instruction for a student effective 09/16/10 - 10/15/10, not to exceed 16 total hours.

Hannah Archer to provide home instruction for a student effective 09/20/2010 - 06/16/2011, not to exceed 75 hours.

Motion by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Roll Call Vote:  
    Ms. Winter \_\_\_\_\_  
    Mr. Sullivan \_\_\_\_\_  
    Mr. Cross \_\_\_\_\_  
    Mr. Mays \_\_\_\_\_  
    Ms. Rocco \_\_\_\_\_



RESOLUTION TO APPROVE WHS DEPARTMENT CHAIR

RESOLVED that the Westlake Board of Education approves the following Westlake High School Department Chair for the school year 2010-2011:

<u>Name</u>	<u>Department</u>	<u>Salary Level</u>
Brendan Zepp	Special Education	.10

Motion by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Roll Call Vote:  
    Ms. Winter \_\_\_\_\_  
    Mr. Sullivan \_\_\_\_\_  
    Mr. Cross \_\_\_\_\_  
    Mr. Mays \_\_\_\_\_  
    Ms. Rocco \_\_\_\_\_

RESOLUTION TO APPROVE EMPLOYMENT  
OF ADMINISTRATIVE STAFF MEMBER

RESOLVED that the Westlake Board of Education accepts and approves the employment of the following administrative staff member. The Superintendent shall be authorized to finalize employment contract details, terms and conditions of this contract.

Employment

Timothy Rickard	Effective: 10/01/2010	Step 0 - Pupil Services Director Rate
Coordinator of Pupil Services	Not to Exceed 135 Days	Administrative Salary Schedule

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

RESOLUTION TO APPROVE THE EMPLOYMENT AND RESIGNATION  
OF ADULT BASIC LITERACY EDUCATION PERSONNEL 2010 - 2011

RESOLVED that The Westlake Board of Education approves the employment and resignation of personnel for the Adult Basic Literacy Education (A.B.L.E.) Program. Contracts are to be paid out of the following grants: A.B.L.E. Project Number 045062-AB-S1-2010C, A.B.L.E. Project Number 045062-AB-S1-2011 and A.B.L.E. English Literacy and Civics Education Project Number 045062-AB-S2-2011.

RESIGNATIONS

<u>Name</u>	<u>Position</u>	<u>Hours</u>	<u>Hourly Rate</u>	<u>Not to Exceed</u>
Michelle Cseh	EL Civics/ESOL Instr.	99	\$23.19	\$2,295.81
Michelle Cseh	A.B.L.E./ESOL Instr.	99	\$23.19	\$2,295.81

EMPLOYMENT

<u>Name</u>	<u>Position</u>	<u>Hours</u>	<u>Hourly Rate</u>	<u>Not to Exceed</u>
Minerva Matos-Garner	EL Civics/ESOL Instr.	99	\$23.19	\$2,295.81
Minerva Matos-Garner	A.B.L.E./ESOL Instr.	99	\$23.19	\$2,295.81

Motion by: \_\_\_\_\_  
 Seconded by: \_\_\_\_\_  
 Roll Call Vote:  
     Ms. Winter \_\_\_\_\_  
     Mr. Sullivan \_\_\_\_\_  
     Mr. Cross \_\_\_\_\_  
     Mr. Mays \_\_\_\_\_  
     Ms. Rocco \_\_\_\_\_

RESOLUTION TO APPROVE STIPEND FOR ESL LEAD TEACHER

RESOLVED that the Westlake Board of Education approves a \$500.00 stipend for Celina Bigio for the 2010-2011 school year, to be paid from Title III Grant Funds for serving as the ESL Lead Teacher.

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

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

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

Ms. Winter \_\_\_\_\_

Mr. Sullivan \_\_\_\_\_

Mr. Cross \_\_\_\_\_

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

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

RESOLUTION TO APPROVE STIPEND FOR  
IEP INTERPRETER SERVICES

RESOLVED that the Westlake Board of Education approves a stipend for a Westlake City Schools certified staff member for IEP Interpreter Services, paid at the negotiated rate as follows:

Interpreter Services

Not to exceed 5 hours

Claudia Vakos

Motion by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Roll Call Vote:  
    Ms. Winter \_\_\_\_\_  
    Mr. Sullivan \_\_\_\_\_  
    Mr. Cross \_\_\_\_\_  
    Mr. Mays \_\_\_\_\_  
    Ms. Rocco \_\_\_\_\_

RESOLUTION TO APPROVE STIPEND FOR  
DISTRICT AIMSWEB LEADER

RESOLVED that the Westlake Board of Education approves a \$1,000.00 stipend for Westlake City Schools certified staff member for AIMSWeb program administration and staff development, to be paid from the Title IIA Grand Funds.

AIMSWeb Leader 2010-2011

Valerie O'Connor

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

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:

2010-2011 School Year

Cuyahoga County Board of Developmental Disabilities

ProCare Therapy, Inc.

The Eleanor Gerson West School

Lorene Mihalko, Independent Contractor - Gifted Testing

ESC Interdistrict Agreement

Motion by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Roll Call Vote:  
    Ms. Winter \_\_\_\_\_  
    Mr. Sullivan \_\_\_\_\_  
    Mr. Cross \_\_\_\_\_  
    Mr. Mays \_\_\_\_\_  
    Ms. Rocco \_\_\_\_\_

RESOLUTION TO APPROVE FIELD TRIPS

RESOLVED that the Westlake Board of Education approves the following field trips:

Lee Burneson Middle School  
Environmental Club - Cincinnati Zoo  
Cincinnati, Ohio  
Friday, 11/19/10 9:00 AM - Saturday, 11/20/10 8:00 PM  
Approximate Cost Per Pupil: \$100.00

Lee Burneson Middle School  
Washington, DC/Gettysburg, PA  
American History Tour  
Wednesday, 06/01/11 5:30 AM - Friday, 06/03/11 11:30 PM  
Approximate Cost Per Pupil: \$450.00

Motion by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Roll Call Vote:  
Ms. Winter \_\_\_\_\_  
Mr. Sullivan \_\_\_\_\_  
Mr. Cross \_\_\_\_\_  
Mr. Mays \_\_\_\_\_  
Ms. Rocco \_\_\_\_\_



RESOLUTION TO APPROVE SENIORS' SEASONAL DELIGHTS PROGRAM

RESOLVED that the Westlake Board of Education approves the Seniors' Seasonal Delights program on Monday, December 13, 2010 at 5:00 p.m. at Westlake High School at the cost of \$10.00 per person.

Motion by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Roll Call Vote:  
    Ms. Winter \_\_\_\_\_  
    Mr. Sullivan \_\_\_\_\_  
    Mr. Cross \_\_\_\_\_  
    Mr. Mays \_\_\_\_\_  
    Ms. Rocco \_\_\_\_\_

RESOLUTION TO APPROVE MASTER FACILITY PROJECT  
CONTRACTS AND PURCHASE ORDERS

RESOLVED that the Westlake Board of Education approves the following Master Facility Project Contracts and Purchase Orders:

<u>Company</u>	<u>Scope of Work</u>	<u>Amount</u>
EMH&T	Surface Water Assessment/Wetlands Delineation	\$5,000.00
Emerald Environmental	Phase I, Phase II and Asbestos Consulting and Assessment	\$3,900.00
Geo-Sci, Inc.	Geotechnical Consulting	\$25,000.00
R. E. Warner	Site Surveying Services	\$25,000.00
e-Blueprint	Plan House and Printing Services	\$25,000.00

Motion by: \_\_\_\_\_  
 Seconded by: \_\_\_\_\_  
 Roll Call Vote:  
     Ms. Winter \_\_\_\_\_  
     Mr. Sullivan \_\_\_\_\_  
     Mr. Cross \_\_\_\_\_  
     Mr. Mays \_\_\_\_\_  
     Ms. Rocco \_\_\_\_\_

File: ACAA-R  
SEXUAL HARASSMENT

Procedure:

**All sexual harassment complaints are investigated in accordance with the following procedure:**

1. Any ~~employee~~ **member of the school community** who believes that he/she has been subjected to sexual harassment ~~will~~ **shall** report the incident(s) to the appropriate Grievance Officer.
2. The Grievance Officer attempts to resolve the problem through the following process:
  - A. The Grievance Officer promptly confers with the charging party in order to obtain a clear understanding of that party's statement of **the** alleged facts. The statement is put in writing by the Grievance Officer and signed by the charging party as a testament to the statement's accuracy.
  - B. The Grievance Officer meets with the charged party in order to obtain his/her response to the complaint. The response is put in writing by the Grievance Officer and signed by the charged party as a testament to the statement's accuracy.
  - C. The Grievance Officer holds as many meetings with the parties and witnesses (if any) as are necessary to gather facts. The dates of meetings and the facts gathered are all put in writing.
  - D. On the basis of the Grievance Officer's perception of the problem, he/she will:
    1. bring both parties together and attempt to resolve the matter informally through conciliation or
    2. formally notify the parties by certified mail of his/her official action relative to the complaint.
3. If either party disagrees with the decision of the Grievance Officer, he/she may appeal to the Superintendent/designee. After reviewing the record made by the Grievance Officer, the Superintendent/designee may attempt to gather further evidence necessary to decide the case and to determine appropriate action to be taken. The decision of the Superintendent/designee is final.

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

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

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

Revision Date: April 27, 2009  
Revision Date:

File: EBAA  
REPORTING OF HAZARDS

The Board is concerned with the safety of students and staff members and, therefore, complies with all federal and state laws and regulations to protect ~~them~~ **students and staff** from known hazards that pose an immediate risk 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 :

1. identifies potential sources of toxic hazard in cooperation with material suppliers who ~~shall~~ supply the THP officer with material safety data sheets (MSDS);
2. ensures 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. maintains a current file of MSDS for every hazardous material present on District property;
4. designs and implements 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. conducts 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. establishes and maintains 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~~ ensures 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~~ **and** 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~~ **These** 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, 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 during regular school hours;
2. a record of inspections of the school grounds and buildings for dangerous and recalled products;
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 sanitarian during the course of the inspection, with advance notice from the board of health ~~and upon request of the sanitarian.~~

#### 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: May 24, 2010

Revision Date: September 22, 2008

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; ~~3313.719 3314.15~~;  
3707.26; 4113.23; 4123.01 et seq.

Public Employment Risk Reduction Act, ORC 4167.01 et seq.

Cross Refs.: EB, Safety Program  
EBBC, Bloodborne Pathogens  
EBC, Emergency/Safety Plans

ECG, Integrated Pest Management  
GBE, Staff Health and Safety

File: EBBA  
FIRST AID

The school nurse develops guidelines for the emergency care of any student or staff member who is injured or becomes ill at school or while engaged in a school-sponsored activity. The guidelines are reviewed by the Board prior to implementation.

The guidelines provide for at least one person in each building to have special training in first aid. In the case of an emergency involving a student, the emergency medical authorization form is followed and efforts are made to contact the parent/guardian.

Adoption Date: May 23, 2002      Revision Date:

LEGAL REFS.: ORC 2305.23; 3301.56; 3313.712

OAC 3301-27-01; ~~3301-27-02~~; 3301-35-06

CROSS REFS.: EB, Safety Program  
EBBC, Bloodborne Pathogens  
EBC, Emergency/Safety Plans  
Staff Handbook

IGD, Cocurricular and Extracurricular Activities  
JHCD, Administering Medicines to Students  
Emergency Medical Authorization Form

File: EBBC  
BLOODBORNE PATHOGENS

Staff and students incur some risk of infection and illness each time they are exposed to bodily fluids or other potentially infectious materials. While the risk to staff and students of exposure to body fluids due to casual contact with individuals in the school environment is very low, the Board regards any such risk as serious.

~~The Board is committed to reduce risk of infection and illness from exposure to blood or other potentially infectious material.~~ Consequently, the Board directs adherence to universally recognized precautions. Universally recognized precautions require that **employees staff and students** approach infection control as if all direct contact with **human** blood and body fluids is known to be infectious for HIV, HBV and/or other bloodborne pathogens\*.

~~In order~~ To reduce the risk to **employees staff and students** by minimizing or eliminating staff exposure incidents to bloodborne pathogens\*, the Board directs the superintendent to develop and implement an exposure control plan.

~~The plan shall include training followed by an offer of immunization with Hepatitis B vaccine for all staff that are required to provide first aid to students or staff and/or all staff who have occupational exposure as determined by the District.~~

The plan includes annual in-service training for staff and students; first-aid kits in each school building and each student transportation vehicle; correct procedures for cleaning up body fluid spills and for personal cleanup.

~~District employees are required to use universal precautions and other approved safeguards in handling blood and other body fluids and to follow the guidelines outlined in the safety manual.~~

\*Bloodborne pathogens are pathogenic microorganisms that are present in human blood and can cause disease in humans. These include, but are not limited to, Hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Adoption Date: May 23, 2002  
Revision Date: June 9, 2008

Revision Date:

Legal Refs.: ORC **4167; 4167.01 et.seq.; 3707.26; 29 CFR 1910.1030**  
**Public Employment Risk Reduction Act**

Cross Refs.: ~~ECG—Integrated Pest Management~~  
**EBBA, First Aid**  
**EBC, Emergency/Safety Plans**  
**GBEA, HIV/AIDS (Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome) (Also JHCCA)**

File: ECA  
BUILDINGS AND GROUNDS SECURITY

Buildings and grounds of the District constitute one of the greatest investments of the Board. It is in the best interest of the District to protect **such investments. ~~the investment adequately.~~**

Security **includes means not only** maintenance of a secure building **and but** protection from fire hazards, faulty equipment and **safe unsafe** practices in the use of electrical, plumbing and heating equipment. The Board **~~requires and encourages close cooperation~~ shall cooperate** with local **police law enforcement agencies** and fire departments, and with insurance company inspectors.

Access to ~~school~~ District buildings and grounds outside of regular school hours will be limited to personnel whose work requires such access. **~~An adequate key control~~ A security control system will be is** established which **~~will limit~~ limits** access to buildings to authorized personnel and **~~will safeguard safeguards~~** against ~~the~~ entrance to buildings by **unauthorized persons. persons unauthorized to have keys.**

Video Surveillance On School Property And Vehicles

~~The Board, as part of the District's ongoing program to improve student discipline and ensure the health, welfare, and safety of all those using school buildings and riding school vehicles, may utilize video cameras in school buildings, on school property and school vehicles transporting students.~~

~~The video cameras will be used to monitor student behavior and may be used as evidence in student disciplinary proceedings. The videotapes are student records subject to school District confidentiality, Board policy, and administrative regulations. The District may also use such recordings for other purposes it deems as appropriate.~~

~~The superintendent is directed to develop administrative regulations governing the use of video cameras in accordance with the provisions of law and policy.~~

Surveillance Equipment

The Board recognizes the District's responsibility to maintain order and discipline on school property and in school vehicles. Recognizing the value of electronic surveillance systems in monitoring activity, the Board directs the administration to develop regulations to implement the surveillance program. The regulations must be in compliance with law to protect the privacy rights of students and staff.

1. Cameras

Surveillance cameras may be used both inside and outside of buildings to assist in the security of students, staff and property.

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.: ORC 3313.20

**The Elementary and Secondary Education Act; 20 USC 1221 et seq.  
Family Educational Rights and Privacy Act; 20 USC Section 1232g  
U.S. Const. Amend. IV**

Cross Refs.: EBC, Emergency Plans

**JFG, Interrogations and Searches**

**JFC, Student Conduct (Zero Tolerance) JO, Student Records**

**JFCJ, Weapons in the Schools**

**KK, Visitors to the Schools**

**EEACCA, Video Cameras on Transportation Vehicles**



File: ECAB  
VANDALISM

Parents and students ~~are~~ **will be** made aware of the legal consequences of vandalism. Students, employees and citizens of the District are urged to report any incidents of vandalism to property belonging to the District together with the name(s) of the person(s) believed to be responsible. The Board may offer a reward for information leading to the arrest and conviction of any person who steals or damages ~~District~~ **Board** property.

The Superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property. The Superintendent is further authorized to delegate authority, as he/she sees fit, to sign such complaints and to press charges.

Any student found guilty of any form of vandalism or defacement of school property may be subject to suspension or expulsion. ~~Students 18 and older will be responsible for replacement costs as a result of their acts.~~

Parents are liable up to the amount provided by law for the willful destruction of property by a minor in their custody or control. If parents are found liable for monetary damages and are unable to make restitution, the Board may allow the parents **and/or students** to perform community service for the District instead of repayment of the damages.

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.: ORC 2909.05; 3109.09; 3313.173; **3737.73**; 3737.99

Cross Refs.: JG, Student Discipline  
JGA, Corporal Punishment  
JGD, Student Suspension

JGDA, Emergency Removal of Student  
JGE, Student Expulsion

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

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

Students on a school vehicle are under the authority of, and directly responsible to, the vehicle driver. The driver has the authority to enforce the established regulations for vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper procedures are followed.

The Board authorizes the Superintendent or other administrators to suspend a student from school ~~bus~~ **vehicle** riding privileges for a period not to exceed one school year. The only due process required is the student must receive notice of an intended bus riding suspension and an opportunity to appear before the Superintendent or other administrator before the suspension is imposed.

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

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

Adoption Date: May 23, 2002  
Revision Date: April 27, 2009

Revision Date: January 25, 2010  
Revision Date:

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

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

## FOOD SERVICES MANAGEMENT/FREE AND REDUCED-PRICE FOOD SERVICES

The Board operates a food services program in its schools. Food preparation is centralized for elementary, intermediate and secondary schools when appropriate. Food services include breakfasts and lunches in all schools through participation in the National Child Nutrition Programs.

The food services staff cooperates with the principals of the schools in matters essential to the proper functioning of the food services program. The responsibility for control of students using the cafeteria rests with the building principal.

All prices set for school breakfasts, lunches and milk are subject to Board approval, except for a la carte food prices. The Food Services Supervisor sets these prices without Board approval.

As required for participation in the National Child Nutrition Programs, the Board agrees that:

1. breakfast and a "Type A" lunch are made available to students, provided at least one-fifth of the students are eligible under Federal law for free meals;
2. breakfast is made available in every school in which the parents of at least one-half of the children enrolled have requested that the breakfast program be established;
3. students who qualify receive free or reduced-price meals;
4. all meals must meet USDA nutritional standards;
5. the management of food services complies with all federal, state and local regulations; and
6. a summer meal program is provided to students attending a state-mandated summer remedial program.

All students are expected to eat lunch at school and may not leave school grounds during the lunch hour, except when permission has been granted by the principal. Students are permitted to bring their lunches from home and to purchase milk and incidental items.

School lunch funds and other food service funds are kept in a special account.

The District provides for at least one employee, who has received instruction in methods to prevent choking and has demonstrated an ability to perform the Heimlich maneuver, to be present while students are being served.

### Students with Special Dietary Needs

At the beginning of each school year, or at the time of enrollment, parents are responsible for communicating any special dietary needs of their child, including food allergies, to the District. Students with dietary needs that qualify as disabilities under law will be provided reasonable accommodation.

Substitutions to regular school meals provided by the District are made for students who are unable to eat regular school meals due to a qualifying dietary need when that need is certified in writing by the student's physician. Substitute meals are provided in the most integrated setting appropriate to the special needs of the student.

The nature of the student's qualifying dietary need, the reason this need prevents the student from eating regular school meals (including foods to be omitted from the student's diet), and the specific diet prescription along with the needed substitution must be specifically stated in the physician's statement. The District, in compliance with the USDA Child Nutrition Division guidelines, provides substitute meals to food-allergic students based upon the physician's signed statement.

The District develops and implements administrative regulations for the management of food-allergic students. Such regulations include, but are not limited to, school-wide training programs regarding food allergy education, staff development regarding food allergy identification and management, allergy emergency drills, strategies for the identification of students with life-threatening food allergies and management skills including avoidance measures, designation of typical symptoms and dosing instructions for medications.

Adoption Date: May 23, 2002

Revision Date: October 24, 2002  
Revision Date: May 24, 2010

Legal Refs.: ORC 3313.719; 3313.81; 3313.812; 3313.813; **3313.815**; ~~3314.03~~; ~~3326.11~~;  
**3314.18**  
OAC **3301-91-01 through 3301-91-09**  
**Child Nutrition & WIC Reauthorization Act; Pub. L. No. 108-265 (Title I, Section 204), 118 Stat.729**  
National School Lunch Act, 42 USC 1751 et seq.  
Child Nutrition Act of 1966, 42 USC 1771 et seq.  
Americans with Disabilities Act Amendments Act of 2008, 42 USC 12101 et seq.  
Rehabilitation Act of 1973, 29 USC 794

Cross Refs.: ACB, Nondiscrimination on the Basis of Disability  
EFF, Food Sale Standards  
EFG, Student Wellness Program  
**EFH, Food Allergies**  
JHCD, Administering Medicines to Students

File: EFF  
FOOD SALE STANDARDS

Through its food service program, the Board has a responsibility to encourage students to form healthful eating habits. Many students may tend to eat non-nutritious or “junk” foods, which contribute to tooth decay, ~~obesity, diabetes and heart disease~~ **poor health and child obesity**. The Board enforces standards governing the types of food sold in the schools and the time and place at which each type of food is sold. These standards are based on the following guidelines.

1. The types of food sold in the schools are determined ~~as to~~ **by** their potential to contribute significantly to the:
  - A. daily nutritional needs of students **consistent with the guidelines established by the US Department of Agriculture and** ~~and to enhance the District’s nutrition philosophy.~~
  - B. **provisions of the District’s student wellness program.**
2. The time of day and place for the sale of food to students must be consistent with the nutrient intake needs and eating patterns of students and compatible with class schedules for schools within the District. ~~Separate standards may be established for the types of food to be sold to staff members and for special or extracurricular events.~~ The following restrictions should be enforced:
  - A. Vending machines offering foods or beverages which do not meet the nutritional standards established by the District may not be operated during the school lunch period. **The Board reserves the right to totally restrict the sale of non-nutritional foods and beverages in vending machines.**
  - B. **Bake sale and other** school fund-raising activities **involving food items** ~~, such as bake sales,~~ may not be held during the school **breakfast and** lunch period.
3. **Annually**, the food service **supervisor** ~~coordinator annually~~ reviews and recommends to the Board the types of foods to be sold as part of the school **breakfast and** lunch programs.

**Separate standards may be established for the types of food to be sold to staff members and for special or extracurricular events.**

Adoption Date: May 23, 2002  
Legal Refs.: ORC 3313.814  
OAC 3301-91-09

Revision Date:

Cross Refs.: **EF, Food Services Management**  
IGDF, Student Fund-Raising Activities

**EFG, Student Wellness Program**

File: EFG  
STUDENT WELLNESS PROGRAM

In response to the reauthorization of the Child Nutrition and Women, Infants and Children Act, the Board directs the Superintendent/designee to develop and maintain a student wellness program.

The student wellness program:

- includes goals for nutrition education, physical activity and other school-based activities designed to promote student wellness;
- includes nutrition guidelines for all foods available in the District during the school day in order to promote student health and reduce childhood obesity;
- provides assurance that District guidelines for reimbursable school meals are, at a minimum, equal to the guidelines issued by the U. S. Department of Agriculture; and
- establishes a plan of implementation and evaluation, including designating one or more persons within the District with the responsibility for ensuring that the District is compliant with Federal law.

Development of the student wellness program must be a collaborative effort between parents, students, food service workers, administrators, the Board and the public.

Adoption Date: August 24, 2005

Revision Date:

Legal Refs.: Child Nutrition and WIC Reauthorization Act; Pub. L. No. 108-265 (Title I, Section 204), 118 Stat. 729  
National School Lunch Act; 42 USC 1751 et seq.  
Child Nutrition Act; 42 USC 1771 et seq.  
7 CFR, Subtitle B, Chapter 11, Part 210  
7 CFR 220; 7 CFR 225; 7 CFR 245  
ORC 3313.814  
OAC 3301-91-09

Cross Refs.:	EF, Food Services Management	<b>IGAE, Health Education</b>
	EFB, Free and Reduced-Price Food Services	<b>IGAF, Physical Education</b>
	EFF, Food Sale Standards	

**NEW POLICY**  
File: GBCC  
**STAFF DRESS AND GROOMING**

Staff dress and grooming should enhance a positive image of the District and not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety and decency.

The Board retains the authority to specify the following dress and grooming guidelines for staff. All staff members will, when assigned to District duty, including extracurricular activities:

1. Be physically clean, neat and well-groomed;
2. Dress in a manner reflecting their professional assignment, and
3. Dress in a fashion that is commonly accepted in this community.

Adoption Date:

ORC 3313.20

Cross Refs.: Staff Handbook

**NEW POLICY**  
File: GBH (Also JM)  
**STAFF-STUDENT RELATIONS**

The relationship between the District's staff and students must be one of cooperation, understanding and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity.

Staff members should strive to secure individual and group discipline, and should be treated with respect by students at all times. By the same token, staff members should extend to students the same respect and courtesy that they, as staff members, have a right to demand.

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Excessive informal and/or social involvement with individual students is prohibited. Such conduct is not compatible with professional ethics and, as such, will not be tolerated.

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines.

1. Staff members shall not make derogatory comments to students regarding the school, its staff and/or other students.
2. The exchange of purchased gifts between staff members and students is discouraged.
3. Staff-sponsored parties at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.
4. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
5. Staff members shall not associate with students at any time in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
6. Dating between staff members and students is prohibited.
7. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
8. Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
9. Staff members shall not send students on personal errands.



10. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
11. Staff members shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance.
12. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.

#### Social Networking Web Sites

1. District staff who personally participate in social networking web sites are prohibited from posting data, documents, photographs or inappropriate information on any web site that might result in a disruption of classroom activity. The Superintendent/designee has full discretion in determining when a disruption of classroom activity has occurred.
2. District staff is prohibited from providing social networking web site passwords to students.
3. Fraternization between District staff and students via the Internet, personal e-mail accounts, social networking web sites and other modes of virtual technology is also prohibited.
4. Access of social networking web sites during school hours is prohibited.

Violation of the prohibitions listed above will result in staff and/or student discipline in accordance with State law, Board policies and regulations, the Student Code of Conduct and/or staff negotiated agreements. Nothing in this policy prohibits District staff and students from the use of education web sites.

Adoption Date:

ORC 3313.20

Cross Refs.:	GBC, Staff Ethics GBCA, Staff Conflict of Interest GBCB, Staff Conduct GBI, Staff Gifts and Solicitations JFC, Student Conduct (Zero Tolerance) JG, Student Discipline	JHG, Reporting Child Abuse JL, Student Gifts and Solicitations JO, Student Records KBA, Public's Right to Know Student Handbooks
--------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------

File: IGAE  
HEALTH EDUCATION

The Board is committed to a sound, comprehensive health education program as an integral part of each student's general education. At a minimum, the health education program meets the requirements established by State law and includes instruction in nutrition; drugs, alcohol and tobacco; venereal disease; personal safety and assault prevention (grades K-6) and dating violence prevention (grades 7-12).

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

The health education program emphasizes a contemporary approach to the presentation of health, wellness and safety information, skills and knowledge necessary for students to understand the functioning and proper care of the human body and tools for recognizing the characteristics of healthy relationships and the warning signs of dating violence.

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

Adoption Date: May 23, 2002

Revision Date: August 14, 2006

Revision Date: May 24, 2010

Legal Refs.: ORC 3313.60; **3313.666; 3319.073** OAC ~~3301-35-02~~ **3301-35-04; 3301-35-06**

Cross Refs.:	EB, Safety Program EBC, Emergency/Safety Plans EFG, Student Wellness IGAF, Physical Education IGAG, Drugs, Alcohol & Tobacco Ed. JFCF, Hazing & Bullying (Harassment, Intimidation & Dating Violence	IGAH, Family Life Education IGAI, Sex Education JHG, Reporting Child Abuse JHF, Student Safety JFC, Student Conduct (Zero Tolerance)
--------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------

File: JEB  
ENTRANCE AGE  
(Mandatory Kindergarten)

Each child who is five years of age on or before ~~September 30~~ **August 1** shall be eligible to enroll in kindergarten. Each child who is six years of age on or before ~~September 30~~ **August 1** and who has successfully completed kindergarten shall be eligible to enroll in the first grade.

When a request for early entrance to kindergarten is received, the building principal interviews the parent(s) and child and arranges for the testing. The child's fifth birthday must fall between ~~October 1~~ **August 2** and December 31 of the year requested for early entrance. The testing assists the superintendent by measuring the following areas.

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.:      ORC      3321.01  
                      OAC      3301-35-03(F)(1)

File: JEB-R  
ENTRANCE AGE  
(Mandatory Kindergarten)

Kindergarten Admission

To enter kindergarten in the Westlake City Schools, a child must be five years old on or before ~~September 30~~ **August 1** with consideration given to admission of a younger child in the following instance:

1. Children whose fifth birthday is after ~~September 30~~ **August 1** but on or before December 31 of that school year will be considered for early admission at parental request.

Early admission will be granted if:

1. The school psychologist recommends early admission based on the school psychologist's evaluation that finds the child to be of superior mental ability and mature enough to participate in classroom activities.
2. The director of pupil services approves the recommendation of the school psychologist.
3. The principal and teacher recommend that the child continue in the kindergarten program after the initial 30 to 60 day period.

First Grade Admission

To enter first grade in the Westlake City Schools, a child must be six years old on or before September 30 with consideration given to admission of a younger child in the following instance:

1. Children whose sixth birthday is after ~~September 30~~ **August 1** but on or before December 31 of that school year will be considered for early admission at parental request.

Early admission will be granted if:

1. The school psychologist recommends early admission based on the school psychologist's evaluation that finds the child to be of superior mental ability and mature enough to participate in classroom activities.
2. The director of pupil services approves the recommendation of the school psychologist.
3. The principal and teacher recommend that the child continue in the first grade after the initial 30 to 60 day trial period.

Adoption Date: May 23, 2002

Revision Date:

File: JEBA  
EARLY ENTRANCE TO KINDERGARTEN

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

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

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

When a request for early entrance to kindergarten or first grade is received for a student, the building principal/designee interviews the parent(s) and child and arranges for testing.

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

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

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

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

Adoption Date: August 14, 2006

Revision Date: April 27, 2009

Legal Refs.: ORC 3321.01; 3324.01 et. seq.

OAC 3301-51-15

Cross Refs.: IGBB, Programs for Gifted and Talented Students  
IKEB, Acceleration

File: JEE  
STUDENT ATTENDANCE ACCOUNTING  
(Missing And Absent Children)

The Board believes in the importance of trying to decrease the number of missing children; therefore, efforts are made to identify missing children and to notify the proper adults or agencies.

~~A student, at~~ **At** the time of initial entry into school, **a student** shall present to the person in charge of admission an official copy of a birth certificate and copies of those records pertaining to him/her that were maintained by the school that he/she most recently attended. In lieu of a birth certificate, birth documentation may include:

1. a passport or attested transcript thereof filed with a registrar of passports at a point of entry of the United States showing the date and place of birth of the child;
2. an attested transcript of the certificate of birth;
3. an attested transcript of the certificate of baptism or other religious record showing the date and place of birth of the child;
4. an attested transcript of a hospital record showing the date and place of birth of the child or
5. a birth affidavit.

If the student does not present copies of the required documents, the principal shall call the school from which the student transferred and request the information. If that district has no record on file of the student or if that district does not send the records within 14 days, the principal shall notify the ~~police department~~ **law enforcement agency** having jurisdiction in the area where the student resides of the possibility that the student might be a missing child.

The primary responsibility for supervision of a student resides with his/her parent(s). The staff provides as much assistance as is reasonable to parents with this responsibility.

Parents must notify the school on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. The principal or his/her designee is also required to notify a student's parent(s) when the student is absent from school. The parent(s) or other responsible person shall be notified by telephone or written notice, which is mailed on the same day that the student is absent. Parents or other responsible persons shall provide the school with their current home and/or work telephone numbers, home addresses and any emergency telephone numbers.

The Board shall designate the superintendent to develop informational programs for students, parents and community members relative to the subject of missing children.

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.: ORC 109.65; 2901.30; 3313.205; 3313.672; 3313.96; 3319.321; 3319.322; 3321.12; 3705.05

Cross Refs.: JEC, Student Admission

**JECAA, Admission of Homeless Students**

**JED, Student Absences and Excuses**

JEDB, Student Dismissal Precautions

JHF, Student Safety

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

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

Students on a school vehicle are under the authority of, and directly responsible to, the vehicle driver. The driver has the authority to enforce the established regulations for vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper procedures are followed.

The Board authorizes the Superintendent or other administrators to suspend a student from school ~~bus~~ **vehicle** riding privileges for a period not to exceed one school year. The only due process required is the student must receive notice of an intended bus riding suspension and an opportunity to appear before the Superintendent or other administrator before the suspension is imposed.

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

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

Adoption Date: May 23, 2002  
Revision Date: April 27, 2009

Revision Date: January 25, 2010  
Revision Date:

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

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

File: JFCF  
HAZING AND BULLYING

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

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both mental and/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. This behavior is prohibited on school property or at a school-sponsored activity.

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

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

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

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

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

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

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



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

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

Revision Date: April 27, 2009  
Revision Date: May 24, 2010  
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	JFCEA, Gangs
	EDE, Computer/Online Services	<b>JG, Student Discipline</b>
	IGAE, Health Education	JHG, Reporting Child Abuse
	IIBH, District Website Publishing	Student Handbook
	JFC, Student Conduct (Zero Tolerance)	
	JFCK, Use of Electronic Communications Equipment by Students	

File: JHCB  
**IMMUNIZATIONS ~~INOCULATIONS~~ OF STUDENTS**

**In order to minimize the spread of preventable illnesses in schools and provide students with a healthier learning environment, the Board requires immunizations in compliance with State law and the Ohio Department of Health for each student unless the parent(s) file an objection. The Board may also require tuberculosis examinations in compliance with the law.** ~~against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella and mumps is required for each student unless the parent(s) file an objection. The Board also requires tuberculosis examinations in compliance with law.~~

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

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

**The District maintains an immunization record for each student, available in writing to parents upon request.**

Adoption Date: May 23, 2002

Revision Date: August 14, 2006

Revision Date:

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

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

File: JHF  
STUDENT SAFETY

**The Board believes that students have the right to be protected in all facets of the education program and directs the Superintendent/designee to develop and maintain a safety instruction program for all students. The objectives of Safety instruction in the District includes:**

1. **Establishing appropriate safety rules;**
2. learning how to practice safety and prevent accidents;
3. learning how to safely use and properly care for tools and equipment so as to reduce the potential for accidents;
4. developing habits of good housekeeping, proper storage and handling of materials, and sanitation;
5. becoming familiar with personal protection devices and the proper clothing to be worn for safety purposes; ~~and~~
6. learning how to cooperate with others in the promotion and operation of a safety program in the schools, ~~and on school grounds, and in school vehicles;~~
7. ~~Staff members~~ **instructing** students not to accept gifts or automobile rides from strangers. Students are also instructed to tell staff members, parents, **or law enforcement officials** ~~police or school safety patrols~~ of any suspicious strangers in or around school property;
8. ~~The Board provides~~ **providing** instruction in personal safety **and assault prevention** in grades kindergarten through six. Upon the written request of a parent, a student shall be excused from such instruction; ~~and~~
9. **providing age-appropriate instruction in dating violence prevention in grades 7 through 12.**

~~Instruction in courses in industrial technology, science, family consumer science, art, physical education, health and safety includes and emphasizes safety and accident prevention.~~

~~Safety instruction precedes the use of materials and equipment by students in the courses listed above, and instructors teach and enforce all safety rules established for the particular courses. These include the wearing of personal protective devices in appropriate situations.~~

In an attempt to further ensure student safety, staff members:

1. shall not send students on errands that would require the student to leave school property and/or drive a vehicle;
2. shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance;
3. shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background and
4. shall, ~~pursuant to law and Board policy,~~ immediately report any suspected signs of child abuse or neglect.

**In addition to instruction in safety**, buildings are inspected annually to detect and remedy health and safety hazards. Staff members shall immediately report to the building administrator any accident or safety hazard he/she detects. The Superintendent is authorized and directed to develop appropriate means for the implementation of this policy.

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.: ORC 3313.60; 3313.643; 3313.96; 3705.05; 3737.73; 4107.31  
OAC 3301-35-03

Cross Refs.: AFI, Evaluation of Educational Resources  
EB, Safety Program  
~~EBD, Crisis Management~~  
**GBH, Staff-Student Relations**  
**IGAE, Health Education**  
**JFCF, Hazing & Bullying (Harassment, Intimidation & Dating Violence)**

**JFCH, Alcohol Use by Students**  
JHG, Reporting of Child Abuse  
**JO, Student Records**  
JHH, Notification About Sex Offenders  
**JFCI, Student Drug Abuse**  
JEE, Student Attendance Accounting  
(Missing and Absent Children)

File: JHH  
NOTIFICATION ABOUT SEX OFFENDERS

Megan's Law requires certain sexual predators and sex offenders to register with the sheriff in the county of their residence. In some circumstances the sheriff notifies the superintendent that a sexual predator or habitual sex offender has moved into the area.

If the superintendent receives information from the sheriff concerning a sexual predator or habitual sex offender subject to community notification, the superintendent disseminates the information regarding the sexual predator or habitual sex offender to employees whose duties include supervision of or responsibility for students. Employees who receive the information are instructed to promptly notify the superintendent if the sexual predator or habitual sex offender is observed in the vicinity of the school. The superintendent notifies the local law enforcement agency if, in the judgment of the superintendent, the presence of the sexual predator or habitual sex offender appears to be without a legitimate purpose or otherwise creates concern for the safety of the students. The law enforcement agency evaluates the situation and takes whatever action it deems appropriate. The law enforcement agency informs the superintendent of any action taken and may provide advice regarding any additional action which the superintendent should consider taking.

If the superintendent receives information from the sheriff concerning a sexual predator or habitual sex offender subject to community notification, the superintendent must inform parents, guardians and adult students that he/she has received notice that a sexual predator or habitual sex offender is residing within the District and that certain information concerning the offender is public record and is open to inspection at the office of the sheriff with whom the offender has registered.

With juvenile sex offenders, the superintendent's notification duties are the same as with adult offenders. The superintendent provides a copy of the county sheriff's sexual offender notice to his/her staff so that they are aware of the juvenile offender's information and photograph. The superintendent must then notify parents that the school has received notice that a juvenile sex offender is attending school (or if an adult offender, working or attending school) in the district, and direct parents who want more information to the county sheriff's office.

If the superintendent receives information from the sheriff concerning a sexual predator or habitual sex offender subject to community notification, he/she shall not release any other information and shall direct any inquiries to the office of the sheriff with whom the offender has registered.

Adoption date: May 23, 2002

Revision Date:

Revision Date: September 16, 2004

Legal Refs.: ORC Chapter 2950, ~~§149.93~~; 149.43; 2151.355; 2152.83; 2152.84  
42 USC 14071

~~OAC Chapter 109:5-2~~

Cross Refs.: GBQ, Criminal Record Check  
JO, Student Records

**NEW POLICY**  
File: JM (Also GBH)  
**STAFF-STUDENT RELATIONS**

The relationship between the District's staff and students must be one of cooperation, understanding and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity.

Staff members should strive to secure individual and group discipline, and should be treated with respect by students at all times. By the same token, staff members should extend to students the same respect and courtesy that they, as staff members, have a right to demand.

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Excessive informal and/or social involvement with individual students is prohibited. Such conduct is not compatible with professional ethics and, as such, will not be tolerated.

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines.

1. Staff members shall not make derogatory comments to students regarding the school, its staff and/or other students.
2. The exchange of purchased gifts between staff members and students is discouraged.
3. Staff-sponsored parties at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.
4. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
5. Staff members shall not associate with students at any time in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
6. Dating between staff members and students is prohibited.
7. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
8. Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
9. Staff members shall not send students on personal errands.

10. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
11. Staff members shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance.
12. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.

#### Social Networking Web Sites

1. District staff who personally participate in social networking web sites are prohibited from posting data, documents, photographs or inappropriate information on any web site that might result in a disruption of classroom activity. The Superintendent/designee has full discretion in determining when a disruption of classroom activity has occurred.
2. District staff is prohibited from providing social networking web site passwords to students.
3. Fraternalization between District staff and students via the Internet, personal e-mail accounts, social networking web sites and other modes of virtual technology is also prohibited.
4. Access of social networking web sites during school hours is prohibited.

Violation of the prohibitions listed above will result in staff and/or student discipline in accordance with State law, Board policies and regulations, the Student Code of Conduct and/or staff negotiated agreements. Nothing in this policy prohibits District staff and students from the use of education web sites.

Adoption Date:

ORC 3313.20

Cross Refs.:	GBC, Staff Ethics GBCA, Staff Conflict of Interest GBCB, Staff Conduct GBI, Staff Gifts and Solicitations JFC, Student Conduct (Zero Tolerance) JG, Student Discipline	JHG, Reporting Child Abuse JL, Student Gifts and Solicitations JO, Student Records KBA, Public's Right to Know Student Handbooks
--------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------