

WESTLAKE CITY SCHOOLS
BOARD OF EDUCATION AGENDA
Monday, October 25, 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. Work Session of September 13, 2010

Motion by _____

Seconded by _____

Roll Call Vote: _____

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

2. Regular Meeting of September 27, 2010

Motion by _____

Seconded by _____

Roll Call Vote: _____

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

B. Special Reports & Recognitions

1. Presentation of Proclamation by Representative Nan Baker for *Excellent* School District
2. Report - Cleveland Clinic Internship Program (Jason Linger & Abhi Ravichandran)

C. Superintendent's Report

D. Treasurer's Report/Recommendations

1. Discussion Item - Quarterly Report and Financial Forecast
2. Action Items
 - a. Resolution to Approve Quarterly Report and Financial Forecast Exhibit D-2-a
 - b. Resolution to Accept Funds Exhibit D-2-b
 - c. Resolution to Authorize Treasurer to Return Advance Exhibit D-2-c
 - d. Resolution to Authorize Treasurer to Establish New Fund Exhibit D-2-d
 - e. Resolution to Establish Appropriations Exhibit D-2-e
 - f. Resolution to Adjust FY11 Appropriations Exhibit D-2-f
 - g. Resolution to Authorize Treasurer to Secure All Available Tax Advances from Auditor for Funds Lawfully Due the School District Exhibit D-2-g
 - h. Resolution to Accept Gifts from the Westlake Demons Club and Authorize the Execution of a Memorandum of Understanding with the Demons Club Exhibit D-2-h

E. CAC Report

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 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 Approve Stipends for ESL Program Evaluation/Staff Development Hours Exhibit F-1-b-6
 7. Resolution to Approve Stipends for World Language Committee Members Exhibit F-1-b-7
 8. Resolution to Adjust Transportation Department Employee Hours Exhibit F-1-b-8
 9. Resolution to Approve Athletic Camp Employment 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 Adult Basic Literacy Education Rental Agreement Exhibit F-1-d
 - e. Resolution to Approve General Liability Insurance for Adult Support Groups Exhibit F-1-e
 - f. Resolution to Approve Lease Agreement from Auxiliary Service Funds Exhibit F-1-f
 - g. Resolution to Approve Participation in the Metropolitan Cleveland Consortium For STEM Exhibit F-1-g
 - h. Resolution to Approve Field Trip Exhibit F-1-h

2. Discussion Items

a. First Reading of Policy ILA - Proficiency Testing

b. Second Reading of Policies:

ACAA-R	EBBC	EEACC	EFG	JEB	JEE	JHCB
EBAA	ECA	EF/EFB	GBH	JEB-R	JFCC	JHF
EBBA	ECAB	EFF	IGAE	JEBA	JFCF	JHH

1. Resolution to Adopt Board of Education Policies

Exhibit F-2-b-1

G. Master Facility Plan Phase I Report

H. Director of Business Affairs Report

I. Board Items

1. Resolution to Approve Reappointment of Porter Public Library Trustee

Exhibit D-1

2. OSBA Delegate Assembly Meeting Discussion

*Hearing of Public (15 Minutes)

J. Executive Session

1. Adjourn to Executive Session to Discuss Timeline and Process for Superintendent Evaluation

Time _____

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Winter _____

Mr. Sullivan _____

Mr. Cross _____

Mr. Mays _____

Ms. Rocco _____

2. Adjourn Executive Session and Return to Regular Session

Time _____

K. 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.

PRESENTATION OF PROCLAMATION TO WESTLAKE CITY SCHOOL DISTRICT
FOR *EXCELLENT* SCHOOL DISTRICT RATING

ON BEHALF OF THE OHIO 128TH GENERAL ASSEMBLY, State of Ohio Representative Nan Baker presents the Board of Education of the Westlake City School District a Proclamation in recognition of our *Excellent* school district rating.

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

RESOLUTION TO APPROVE QUARTERLY REPORT AND FINANCIAL FORECAST

RESOLVED that the Westlake Board of Education approves the 1st quarter financial update and five-year forecast.

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

RESOLUTION TO ACCEPT FUNDS

RESOLVED that the Westlake Board of Education accept the following funds:

Federal Funds	Amount	Fund	Special Cost Center
Education Jobs Fund FY11	\$89,712.40	504	9211

State Funds	Amount	Fund	Special Cost Center
EMIS FY11	\$5,000.00	432	9411
Ohio K-12 Network FY11	\$14,000.00	451	9611

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 authorizes the Treasurer to return the following advances:

From	To	Amount
Uniform Supply (009-9009)	General Fund (001)	\$10,540.76
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 ESTABLISH NEW FUND

RESOLVED THAT the Westlake Board of Education establishes the following new fund:

State Funds	Amount	Fund	Special Cost Center
Education Jobs Fund FY11	\$89,712.40	504	9211

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 establishes the following appropriations:

E.M.I.S. FY11	
Account	Amount
432-2900-100-9411	
Salaries	\$5,000.00
OHIO K-12 NETWORK FY11	
Account	Amount
451-2900-400-9611	
Purchased Services	\$14,000.00

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:

GENERAL FUND			
Account	From	To	Difference
001-1100-100			
Instructional Wages	\$16,332,751.01	\$16,332,751.30	\$0.29
001-1100-400-			
Instructional-Benefits	\$77,415.50	\$75,210.75	(\$2,204.75)
001-1100-500			
Instructional-Supplies	\$712,014.50	\$668,850.89	(\$43,163.61)
001-1100-600			
Instructional-Equipment	\$154,614.41	\$174,488.45	\$19,874.04
001-1200-400			
Special Education-Purchased Services	\$2,925.00	\$10,078.18	\$7,153.18
001-1200-500			
Special Education-Supplies	\$8,450.00	\$15,403.94	\$6,953.94
001-1200-600			
Special Education-Equipment	\$7,212.00	\$18,663.81	\$11,451.81
001-1300-400			
General Vocational-Purchased Services	\$40,475.00	\$40,938.64	\$463.64
001-1300-500			
General Vocational-Supplies	\$6,200.00	\$6,013.63	(\$186.37)
001-1400-500			
Adult Basic Learning Supplies	\$0.00	\$750.00	\$750.00
001-1900-400			
Other Instruction-Purchased Services	\$1,327,400.00	\$1,323,400.00	(\$4,000.00)

EXHIBIT D-2-f
(Continued-2)

001-2100-400			
Support Services-Purchased Services	\$579,950.00	\$544,408.42	(\$35,541.58)
001-2100-500			
Support Services-Supplies	\$23,401.04	\$26,750.48	\$3,349.44
001-2100-600			
Support Services-Equipment	\$4,500.00	\$0.00	(\$4,500.00)
001-2200-400			
Support Services-Purchased Services	\$233,150.58	\$232,980.23	(\$170.35)
001-2200-500			
Support Services-Supplies	\$113,750.00	\$103,036.22	(\$10,713.78)
001-2200-600			
Support Services-Equipment	\$200.00	\$13,881.04	\$13,681.04
001-2200-700			
Support Services-Replacement Equipment	\$86,510.00	\$79,110.00	(\$7,400.00)
001-2200-800			
Support Services-Miscellaneous	\$6,900.00	\$6,802.94	(\$97.06)
001-2400-400			
Admin-Purchased Services	\$349,000.00	\$327,781.22	(\$21,218.78)
001-2400-500			
Admin-Supplies	\$46,800.00	\$98,506.85	\$51,706.85
001-2400-600			
Admin-Equipment	\$1,000.00	\$1,189.00	\$189.00
001-2400-800			
Admin-Miscellaneous	\$73,099.00	\$72,924.00	(\$175.00)
001-2500-400			
Fiscal-Purchased Services	\$44,527.41	\$44,581.97	\$54.56
001-2500-800			
Fiscal-Miscellaneous	\$673,250.00	\$673,195.44	(\$54.56)

EXHIBIT D-2-f
(Continued-3)

001-2600-400			
Business-Purchased Services	\$111,800.82	\$109,633.57	(\$2,167.25)
001-2600-500			
Business-Supplies	\$3,250.00	\$34,169.46	\$30,919.46
001-2600-600			
Business-Equipment	\$0.00	\$199.99	\$199.99
001-2600-800			
Business-Miscellaneous	\$750.00	\$1,648.00	\$898.00
001-2700-400			
Maintenance-Purchased Services	\$1,752,477.72	\$1,756,050.01	\$3,572.29
001-2700-500			
Maintenance-Supplies	\$250,000.00	\$234,000.76	(\$15,999.24)
001-2700-600			
Maintenance-Equipment	\$30,035.00	\$27,860.28	(\$2,174.72)
001-2700-700			
Maintenance-Replacement Equipment	\$9,953.41	\$13,834.06	\$3,880.65
001-2800-400			
Transportation-Purchased Services	\$183,312.00	\$167,567.87	(\$15,744.13)
001-2800-500			
Transportation-Supplies	\$546,000.00	\$557,878.52	\$11,878.52
001-2800-600			
Transportation-Equipment	\$7,000.00	\$6,976.33	(\$23.67)
001-2800-700			
Transportation-Equipment	\$363,060.00	\$367,074.28	\$4,014.28
001-2800-800			
Transportation-Replacement Equipment	\$650.00	\$525.00	(\$125.00)
001-2900-400			
Community Info-Purchased Services	\$40,850.00	\$43,170.00	\$2,320.00

EXHIBIT D-2-f
(Continued-4)

001-2900-500			
Community Info-Supplies	\$6,300.00	\$5,424.94	(\$875.06)
001-5300-400			
General Architect/Engineering-Purchased Ser	\$30,000.05	\$106,501.99	\$76,501.94
001-5600-400			
General Bldg Improvement-Purchased Ser	\$0.00	(\$5,427.72)	(\$5,427.72)
001-5600-700			
General Bldg Improvement-Replace Equip	\$0.00	\$10,932.00	\$10,932.00
001-7200-900			
Transfers	\$510,000.00	\$421,218.00	(\$88,782.00)
Total	\$24,750,934.45	\$24,750,934.74	\$0.29
BAB BUILDING CONSTRUCTION			
Account	From	To	Difference
004-5500-400-9006			
BAB Building Construction-Purchased Ser	\$6,670,695.97	\$6,783,595.97	\$112,900.00
Total	\$6,670,695.97	\$6,783,595.97	\$112,900.00
FOOD SERVICE			
Account	From	To	Difference
006-3100-9600			
Food Service-Salaries	\$432,971.83	\$430,737.52	(\$2,234.31)
006-3100-500-9600			
Food Service-Supplies	\$560,000.00	\$562,234.31	\$2,234.31
Total	\$992,971.83	\$992,971.83	\$0.00
CATERING			
Account	From	To	Difference
006-3100-500-9601			
Catering-Supplies	\$3,083.00	\$3,678.94	\$595.94
006-3100-600-9601			
Catering-Equipment	\$1,000.00	\$404.06	(\$595.94)
Total	\$4,083.00	\$4,083.00	\$0.00

EXHIBIT D-2-f
(Continued-5)

UNIFORM SUPPLY			
Account	From	To	Difference
009-1100-500-9009			
Uniform Supply-Supplies	<u>\$25,000.00</u>	<u>\$27,655.76</u>	<u>\$2,655.76</u>
Total	\$25,000.00	\$27,655.76	\$2,655.76
COMMUNITY EDUCATION SERVICES			
Account	From	To	Difference
011-3200-400-9110			
Community Ed-Purchased Services	\$500.00	\$100.00	(\$400.00)
011-3200-500-9110			
Community Ed-Supplies	<u>\$1,300.00</u>	<u>\$1,700.00</u>	<u>\$400.00</u>
Total	\$1,800.00	\$1,800.00	\$0.00
PROJECT LINK			
Account	From	To	Difference
011-3200-500-9111			
Project Link-Supplies	\$30,000.00	\$28,900.00	(\$1,100.00)
011-7400-900-9111			
Project Link-Return of Advance	<u>\$10,000.00</u>	<u>\$11,100.00</u>	<u>\$1,100.00</u>
Total	\$40,000.00	\$40,000.00	\$0.00
IN-SERVICE			
Account	From	To	Difference
018-4600-500-9772			
Hilliard-Music Program	<u>\$500.00</u>	<u>\$811.74</u>	<u>\$311.74</u>
Total	\$500.00	\$811.74	\$311.74
HOME TEAM MARKETING			
Account	From	To	Difference
019-4500-400-9927			
Home Team Marketing-Purchased Services	<u>\$1,000.00</u>	<u>\$1,470.47</u>	<u>\$470.47</u>
Total	\$1,000.00	\$1,470.47	\$470.47

EXHIBIT D-2-f
(Continued-6)

MONTESSORI CHILDREN'S SCHOOL FY10			
Account	From	To	Difference
401-3200-500-9510			
Supplies & Materials	\$5,595.37	\$5,670.39	\$75.02
401-3200-600-9510			
Equipment	<u>\$75.02</u>	<u>\$0.00</u>	<u>(\$75.02)</u>
Total	\$5,670.39	\$5,670.39	\$0.00
ST. PAUL FY10			
Account	From	To	Difference
401-3200-100-9710			
Salaries & Wages	\$11,961.95	\$11,957.50	(\$4.45)
401-3200-200-9710			
Benefits	\$7,499.18	\$5,173.29	(\$2,325.89)
401-3200-400-9710			
Purchased Services	\$4,792.18	\$646.73	(\$4,145.45)
401-3200-500-9710			
Supplies & Materials	<u>\$22,769.20</u>	<u>\$29,244.99</u>	<u>\$6,475.79</u>
Total	\$47,022.51	\$47,022.51	\$0.00
ST. PAUL FY11			
Account	From	To	Difference
401-3200-100-9711			
Salaries & Wages	\$74,000.00	\$74,400.00	\$400.00
401-3200-500-9711			
Supplies & Materials	<u>\$19,968.32</u>	<u>\$19,568.32</u>	<u>(\$400.00)</u>
Total	\$93,968.32	\$93,968.32	\$0.00
ST. BERNADETTE FY10			
Account	From	To	Difference
401-3200-100-9810			
Salaries & Wages	\$4,407.95	\$3,877.78	(\$530.17)
401-3200-200-9810			
Benefits	\$2,845.69	\$2,645.13	(\$200.56)

EXHIBIT D-2-f
(Continued-7)

401-3200-400-9810			
Purchased Services	\$1,721.22	\$1,640.70	(\$80.52)
401-3200-500-9810			
Supplies & Materials	\$23,093.07	\$22,778.32	(\$314.75)
401-3200-600-9810			
Equipment	<u>\$374.00</u>	<u>\$1,500.00</u>	<u>\$1,126.00</u>
Total	\$32,441.93	\$32,441.93	\$0.00
LE CHAPERON ROUGE FY10			
Account	From	To	Difference
401-3200-500-9910			
Supplies & Materials	\$3,865.99	\$3,929.56	\$63.57
401-3200-600-9910			
Equipment	<u>\$363.57</u>	<u>\$300.00</u>	<u>(\$63.57)</u>
Total	\$4,229.56	\$4,229.56	\$0.00
ABLE FY10			
Account	From	To	Difference
501-1400-100-9310			
Instruction - Salaries & Wages	\$4,210.18	\$7,925.11	\$3,714.93
501-1400-200-9310			
Instruction - Benefits	\$788.72	\$640.18	(\$148.54)
501-1400-400-9310			
Instruction - Purchased Services	\$150.00	\$0.00	(\$150.00)
501-1400-500-9310			
Instruction - Supplies	\$950.63	\$0.00	(\$950.63)
501-2200-100-9310			
Support Services - Salaries & Wages	\$2,104.57	\$1,835.67	(\$268.90)
501-2200-200-9310			
Support Services - Benefits	\$472.99	\$283.62	(\$189.37)
501-2200-400-9310			
Support Services - Purchased Services	\$1,848.71	\$0.00	(\$1,848.71)

EXHIBIT D-2-f
(Continued-8)

501-2200-500-9310			
Support Services - Supplies	\$37.00	\$0.00	(\$37.00)
501-2200-800-9310			
Professional Development - Memberships	\$15.00	\$0.00	(\$15.00)
501-2400-100-9310			
Governance/Admin. - Salaries & Wages	\$158.10	\$152.24	(\$5.86)
501-2400-200-9310			
Governance/Admin. - Benefits	\$24.42	\$23.52	(\$0.90)
501-2700-400-9310			
Facilities - Purchased Services	\$0.02	\$0.00	(\$0.02)
501-3200-500-9310			
Family/Community - Supplies	\$100.00	\$0.00	(\$100.00)
Total	\$10,860.34	\$10,860.34	\$0.00
ABLE FY11			
Account	From	To	Difference
501-1400-100-9311			
Instruction - Salaries & Wages	\$24,836.00	\$22,933.47	(\$1,902.53)
501-1400-200-9311			
Instruction - Benefits	\$4,222.00	\$4,542.00	\$320.00
501-1400-500-9311			
Instruction - Supplies & Materials	\$1,516.00	\$1,600.00	\$84.00
501-1400-600-9311			
Instruction - Equipment	\$0.00	\$650.53	\$650.53
501-2200-100-9311			
Support Services - Salaries & Wages	\$28,104.00	\$26,945.00	(\$1,159.00)
501-2200-200-9311			
Support Services - Benefits	\$4,778.00	\$4,581.00	(\$197.00)
501-2400-100-9311			
Governance/Admin. - Salaries & Wages	\$6,090.00	\$6,264.00	\$174.00

EXHIBIT D-2-f
(Continued-9)

501-2400-200-9311			
Governance/Admin. - Benefits	\$1,035.00	\$1,065.00	\$30.00
501-2700-400-9311			
Facilities - Purchased Services	\$0.00	\$2,000.00	\$2,000.00
Total	\$70,581.00	\$70,581.00	\$0.00
ARRA TITLE VI-B, IDEA FY11			
Account	From	To	Difference
516-1200-100-9320			
Special Instruction - Salaries	\$58,190.30	\$59,200.00	\$1,009.70
516-1200-500-9320			
Special Instruction - Supplies	\$4,000.00	\$4,190.30	\$190.30
516-2100-400-9320			
Support Services - Purchased Services	\$151,000.00	\$161,800.00	\$10,800.00
516-2200-400-9320			
Prof. Development - Purchased Services	\$22,167.54	\$10,167.54	(\$12,000.00)
Total	\$235,357.84	\$235,357.84	\$0.00
TITLE III, LEP FY11			
Account	From	To	Difference
551-1200-100-9511			
Instruction - Salaries	\$14,765.00	\$15,359.00	\$594.00
551-1200-500-9511			
Instruction - Supplies	\$2,825.00	\$4,825.00	\$2,000.00
551-2200-100-9511			
Support Services - Salaries	\$0.00	\$500.00	\$500.00
551-2200-100-9511			
Prof. Development - Salaries	\$0.00	\$700.00	\$700.00
551-2200-400-9511			
Prof. Development - Purchased Services	\$1,000.00	\$1,500.00	\$500.00
551-2200-400-9511			
Support Services - Purchased Services	\$0.00	\$4,000.00	\$4,000.00
Total	\$18,590.00	\$26,884.00	\$8,294.00

EXHIBIT D-2-f
(Continued-10)

TITLE I FY11			
Account	From	To	Difference
572-2200-400-9111			
Prof. Development - Purchased Services	\$11,258.62	\$11,211.91	(\$46.71)
572-3200-500-9111			
Non Public - Supplies	\$685.33	\$732.04	\$46.71
Total	\$11,943.95	\$11,943.95	\$0.00
EARLY CHILDHOOD SPECIAL EDUCATION FY11			
Account	From	To	Difference
587-1200-500-9011			
Special Instruction - Supplies	\$489.52	\$297.51	(\$192.01)
587-2100-100-9011			
Support Services - Salaries	\$18,196.74	\$18,388.75	\$192.01
Total	\$18,686.26	\$18,686.26	\$0.00
TITLE II-A, IMPROVING TEACHER QUALITY FY11			
Account	From	To	Difference
590-2200-100-9011			
Prof. Development - Salaries	\$24,000.00	\$20,512.82	(\$3,487.18)
590-2200-200-9011			
Prof. Development - Benefits	\$0.00	\$3,487.18	\$3,487.18
Total	\$24,000.00	\$24,000.00	\$0.00

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

RESOLUTION TO AUTHORIZE TREASURER TO SECURE
ALL AVAILABLE TAX ADVANCES FROM AUDITOR FOR FUNDS
LAWFULLY DUE THE SCHOOL DISTRICT

WITNESS, our hands this 25th day of October, 2010.

WHEREAS, the Westlake City School District Board of Education, Cuyahoga County, finds it necessary to make use of the funds now in the County Treasury to the accounts of said school district and lawfully applicable to the purpose of the current fiscal year,

THEREFORE, BE IT RESOLVED, the Westlake City Board of Education requests the auditor of Cuyahoga County, Ohio, to issue an order to the Cuyahoga County Treasurer to pay to the Treasurer of this Board of Education all available tax advances and such funds of the current collection of taxes assessed and collected for and in behalf of said school district, which shall be held and treated as an advance payment on the current collection of taxes due said school district at the ensuing settlement date as provided by law;

BE IT FURTHER RESOLVED, that the Treasurer of the Westlake City Board of Education be and he is hereby authorized and directed to certify a copy of this resolution to the Cuyahoga County Auditor and make such other certifications and reports to the Cuyahoga County Auditor as may be necessary to make this resolution effective.

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

**RESOLUTION TO ACCEPT GIFTS FROM THE WESTLAKE DEMONS CLUB
AND AUTHORIZE THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING
WITH THE DEMONS CLUB**

The Board of Education of the Westlake City School District met on October 25, 2010, commencing at 5:30 p.m., in the Administration Offices, 27200 Hilliard Boulevard, Westlake, Ohio, with the following members present:

The Treasurer advised the Board that the notice requirements of Section 121.22 of the Revised Code and the implementing rules adopted by the Board pursuant thereto were complied with for the following meeting.

_____ moved the adoption of the following resolution:

RESOLUTION NO. _____

**A RESOLUTION ACCEPTING GIFTS FROM THE WESTLAKE DEMONS CLUB
AND AUTHORIZING THE EXECUTION OF A MEMORANDUM OF
UNDERSTANDING WITH THE DEMONS CLUB.**

WHEREAS, the Westlake Demons Club (the “Demons Club”), a private, not-for-profit entity, recognized by the Internal Revenue Service as exempt under Section 501(c)(3) of the Internal Revenue Code (the “Code”) and classified as a public charity under Section 509(a)(2) of the Code, has long supported this School District and its students by generous contributions of time, in-kind gifts, and monetary donations; and

WHEREAS, the Demons Club has assisted the District in the marketing, sale and distribution of season cards and multi-game cards (the “Event Passes”), at rates established by the District, for entry to District athletic events; and

WHEREAS, the Board desires to acknowledge and accept all gifts and donations of the Demons Club and better formalize its relationship with the Demons Club with respect to the marketing, sale and distribution of Event Passes;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Westlake City School District, County of Cuyahoga, State of Ohio, that:

Section 1. The in-kind gifts and monetary donations of the Demons Club made to date, as shown on the books and records of the School District, are acknowledged and accepted (if and to the extent not previously accepted), with the thanks and appreciation of this Board of Education.

Section 2. To better formalize its relationship with the Demons Club, the Board hereby approves the Memorandum of Understanding (the “MOU”) in substantially the form attached as Exhibit A to this resolution. The Superintendent and Treasurer are hereby authorized and directed to execute and deliver the MOU, together with any necessary changes in furtherance of the best interests of the School District, and to take any and all other actions that may be necessary or desirable to effectuate the intent of this resolution and the MOU. This Board acknowledges the services provided to the School District and the practices employed by the Demons Club with respect to the marketing, sale and distribution of Event Passes as set forth in the MOU, and ratifies and confirms all prior actions related thereto and consistent therewith.

Section 3. It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in those formal actions were in meetings open to the public, in compliance with the law.

Section 4. This resolution shall be in full force and effect from and immediately upon its adoption.

_____ seconded the motion.

Upon roll call on the adoption of the foregoing resolution, the vote was as follows:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TREASURER’S CERTIFICATE

The foregoing is a true and correct excerpt from the minutes of the meeting on October 25, 2010, of the Board of Education of the Westlake City School District, showing the adoption of the resolution hereinabove set forth.

Treasurer, Board of Education
Westlake City School District, Ohio

Dated: October ____, 2010

EXHIBIT A

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (the "MOU") is entered into as of the date of last signature hereof, by and between the Board of Education of the Westlake City School District, Ohio (the "District") and the Westlake Demons Club (the "Demons Club"), a private, not-for-profit entity, currently recognized by the Internal Revenue Service as exempt under Section 501(c)(3) of the Internal Revenue Code (the "Code") and classified as a public charity under Section 509(a)(2) of the Code, to formalize the relationship between the parties with respect to the marketing, sale and distribution of season passes and multi-event cards for entry to District athletic events (the "Event Passes").

WITNESSETH:

WHEREAS, the District and the Demons Club have worked cooperatively for many years to encourage and facilitate community attendance at District athletic events and otherwise support the District's athletic program, and have a strong interest in continuing such cooperative activities; and

WHEREAS, the District acknowledges that the Demons Club has marketed and sold Event Passes at prices established (and used) by the District in recognition of athletic conference rates and at incentive discounts; and

WHEREAS, generally 80% of the net sale proceeds of the Event Passes have been delivered to the District and 20% of the net sale proceeds have been retained by the Demons Club; and

WHEREAS, the District further acknowledges that the annual in-kind and cash donations by the Demons Club, combined with the sale proceeds of the Event Passes delivered to the District, have substantially exceeded the gross sale proceeds of the Event Passes; and

WHEREAS, the parties desire to enter into this MOU to memorialize their relationship and agreements with respect to the marketing, sale and distribution of the Event Passes and related contributions and donations to the District;

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is acknowledged by the parties, the parties agree as follows:

Section 1. The Demons Club agrees to market, sell and deliver Event Passes at rates established by the District. The Demons Club may retain up to 20% of the sale proceeds (net of out-pocket expenses), and shall deliver the balance of the sale proceeds to the District in cash. Notwithstanding the foregoing, the Demons Club shall, in each fiscal year ending June 30 during which Event Passes are sold by the Demons Club, make in-kind and cash donations to the District which, when combined with the sale proceeds of the Event Passes delivered to the District, will exceed the gross revenue for such sales.

Section 2. The Board of Education will continue to acknowledge and accept all donations from the Demons Club by resolution. The District shall be the sole owner of the items and cash donated to it by the Demons Club upon such acceptance.

Section 3. Each party represents that: (i) it has the authority to execute and deliver the MOU; (ii) its governing body has taken all requisite action to approve the execution and delivery of the MOU; and (iii) the Superintendent and Treasurer of the Board of Education of the District, and the President of the Demons Club, are authorized to take any and all actions that may be necessary to effectuate the transactions contemplated by this MOU.

Section 4. This MOU shall be binding upon, and inure to the benefit of, the District and the Demons Club and their respective successors and assigns. This MOU constitutes the entire agreement between the parties.

Section 5. The parties expressly agree that this MOU may not be modified without the written consent of each party.

Section 6. This MOU may be executed in one or more counterparts, each of which shall be deemed to be an original. All signatures need not be made on the same signature page.

IN WITNESS WHEREOF, this MOU is executed by the following officers on the following dates:

BY: BOARD OF EDUCATION OF THE WESTLAKE CITY SCHOOL DISTRICT

_____	_____
Daniel J. Keenan, Jr., Superintendent of Schools	Date

AND BY:

_____	_____
Mark C. Pepera, CFO/Treasurer	Date

BY: WESTLAKE DEMONS CLUB

_____	_____
President	Date

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:

Design Engineering Inc./The Markley Family 604 Moore Road Avon Lake, OH 44012	Donated \$500.00 to Westside Connections at Westlake High School to provide social and educational opportunities for adults with special needs in the Westlake area.
Mr. and Mrs. Jamie Justice 612 N. Oakley Blvd., Apt. 101 Chicago, IL 60612	Donated \$250.00 to Westside Connections at Westlake High School to provide social and educational opportunities for adults with special needs in the Westlake area.
Mr. and Mrs. Demetrios Korakis 612 N. Oakley Blvd., Apt. 102 Chicago, IL 60612	Donated \$100.00 to Westside Connections at Westlake High School to provide social and educational opportunities for adults with special needs in the Westlake area.
Mr. and Mrs. Dave Newman 2231 Holly Lane Avon, OH 44011	Donated \$1,500.00 to Westside Connections at Westlake High School to provide social and educational opportunities for adults with special needs in the Westlake area.
Ms. Lillian George 2637 Woodruff Court Westlake, OH 44145	Donated \$50.00 to the Athletic Department at Westlake High School for the benefit of the Boys Soccer program.
Cuyahoga League of Women Voters c/o Ms. Joan Hirsh, 28002 Osborn Road Bay Village, OH 44145	Donated \$90.00 to WHBS-TV at Westlake High School to purchase equipment and tapes.
Mr. Duane Miller 30411 Wood Oak Circle Westlake, OH 44145	Donated \$65.00 to WHBS-TV at Westlake High School to purchase equipment.
Teen Leadership Corps 26 Cedar Point Road, Unit E Sandusky, OH 44870-5261	Donated \$200.00 to the Teen Leadership Class at Westlake High School to support class service learning activities.
Westlake Town Criers Mr. Thomas Hirz, Treasurer P.O. Box 45224 Westlake, OH 44145	Donated \$150.00 to the Athletic Department at Westlake High School to offset the cost of running the Freshman SWC Volleyball Tournament.

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

Carol Hennessy Parkside Cashier Effective 10/14/2010

FMLA

Extended Medical Leave of Absence

Celia Kubincanek	08/25/2010	Larissa Betka	10/04/2010	Ruth Ann Weekley	09/28/2010
Patrick Schade	10/05/2010	Jeff Short	10/14/2010		
Tracie Sidloski	10/19/2010	Kristen Pado	10/18/2010		
Jennifer Seighman	10/20/2010	Tom Seighman	10/21/2010		

Exempt Employment

Jennifer Dossa Relief Receptionist Clerical 3 Effective 10/18/10 1 Hr/Day, 5 Days/Week Step 0

Certified Employment

<u>Name</u>	<u>Building/Position</u>	<u>Effective Date</u>	<u>Step</u>	<u>Rate</u>	<u>FTE</u>
Jaclyn Nara	Title I Teacher *Paid from Title I ARRA Funds	10/11/2010	5	MA	1.0

Classified Employment

<u>Name</u>	<u>Building/Position</u>	<u>Effective Date</u>	<u>Step</u>	<u>Hours</u>
Tina Bacik	Dishwasher/Helper	10/11/2010	N/A	From 3.5 to 3.75 hrs/day
Janis Kingsbury	Cashier	10/11/2010	N/A	From 5.0 to 4.75 hrs/day
Adria Hughes	Driver	09/30/2010	11	From 6.0 to 8.0 hrs/day
Jonathan Perkins	Driver	09/30/2010	0	2.25 hrs/day, 5 days/wk
Carol Hennessy	WHS Cashier	10/18/2010	14	5.0 hrs/day, 5 days/wk

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

**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 Resignations

Renee Golick

Certified Substitute Resignation

Rachel Cottom

Jaclyn Nara

Cheryl Williams

Classified Substitutes

Jason Allen	Candace Clack	Indrani Karthikeyan	Kelli Noykos	Megan Reilley
Laura Bollinger	Lori Davis	Edward McCartney	Julie Parobek	Katharine Suttman
Gale Bordner	Corena Green	Lotfiah Mustafa	Susan Pesta	Sarah Umek
Allyson Carmel	Sabrina Kamman	Mary Newbacher	Margaret Ratliff-Null	

Certified Substitutes

Dylan Acerra	Catherine Cook	Kendra Jaeger	Molly McAllen	Heather Scheeff
Christine Angelo	Lori Davis	Timothy Kairis	Dana McCabe	Katharine Suttman
Gayle Boesken	Nicole Dover	Sabrina Kamman	Meridith Misich	Margaret Timmons
Laura Bollinger	Sharon Flaherty	Indrani Karthikeyan	Mary Newbacher	Sarah Umek
Gale Bordner	Francee Giovannazzo	Jennifer Koelliker	Kelli Noykos	Lauren Westfall
Michelle Bruce	Jaclynn Hayne	Allison Kokely	Julie Parobek	Stephen White
Shannon Burke	Jason Hayne	Michael Laurenty	Susan Pesta	Karen Wisner
Allyson Carmel	Colleen Hays	Patricia Leonard	Jennifer Poweski	Lori Yates
Nicole Cobb	Tom Hopkins	Antonio Mayornick	Megan Reilley	Stephanie Yehlik
Megan Collins	Christine Jaeger			

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 as follows:

<u>Name</u>	<u>Step</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
Judy Dubil	9	MA	MA+10	08/23/2010
Maureen McBride	19	MA+20	MA+30	08/23/2010
Amal Mustafa	3	BA+30	MA	08/23/2010
Valerie O'Connor	2	MA+20	MA+30	08/23/2010
James Patrizi	10	MA+20	MA+30	08/23/2010

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

Emerson Emser	WHBS Technical Assistant	
Nancy English	Pep Advisor	
Sara Latkowski	WHS National Honor Society Advisor (100%)	
Jennifer Butler	WHS Chorus Director	08/20/2010
Jennifer Butler	WHS Show Choir Advisor	08/20/2010
Jennifer Butler	WHS Men's Chorale/Octet Advisor	08/20/2010

2010-2011 Supplemental Contracts

<u>Name</u>	<u>Building/Position</u>	<u>Step</u>	<u>In District</u>
Emerson Emser	WHBS Field Assistant	0	N
Judy McMasters	Forensic Coach (50%)	0	Y
Julie Davidson	Forensic Coach (50%)	1	Y
Matt Planisek	Building Technology Support (50%)	1	Y
Geoff Friedrich	Building Technology Support (50%)	0	Y
Amy Schillinger	WHS Musical Director	2	Y
Art Daniels	WHS Fall Game Manager	15	Y
Sara Latkowski	WHS National Honor Society Advisor (50%)	2	Y
Jennifer Britton	WHS National Honor Society Advisor (50%)	0	Y
Eric Richardson	WHS Chorus Director	20	Y
Eric Richardson	WHS Show Choir Advisor	20	Y
Eric Richardson	WHS Men's Chorale/Octet Advisor	20	Y
Mike Marcellino	LBMS 7 th Grade Boys' Basketball Coach (NC)	0	N
Mark Lenczewski	LBMS 8 th Grade Boys' Basketball Coach (NC)	0	Y
Mike Thoms	LBMS 7 th Grade Girls' Basketball Coach (NC)	1	Y

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 as follows:

Jean Barrett to provide home instruction for a student, effective 09/28/10 - 02/01/11, not to exceed 80 total hours.

Michael Newman to provide home instruction for a student, effective 10/21/10 - 02/01/11, not to exceed 18 total hours.

Motion by: _____

Seconded by: _____

Roll Call Vote:

Ms. Winter _____

Mr. Sullivan _____

Mr. Cross _____

Mr. Mays _____

Ms. Rocco _____

RESOLUTION TO APPROVE STIPENDS FOR
ESL PROGRAM EVALUATION/STAFF DEVELOPMENT HOURS

RESOLVED that the Westlake Board of Education approves the following staff to be paid the negotiated hourly rate, not to exceed 6 hours each, for ESL program evaluation/professional development work after contracted hours, to be paid from the Title III Grant Funds.

Celina Bigio

Jennifer Petticord

Jaclyn Nara

Motion by: _____

Seconded by: _____

Roll Call Vote:

Ms. Winter _____

Mr. Sullivan _____

Mr. Cross _____

Mr. Mays _____

Ms. Rocco _____

RESOLUTION TO APPROVE STIPENDS FOR
WORLD LANGUAGE COMMITTEE MEMBERS

RESOLVED that the Westlake Board of Education approves stipends for the following staff members, to be paid the negotiated hourly rate, not to exceed 10 hours each from the Title IIA Grant Funds for participation on the World Language Committee. This committee convenes beyond the school day, and is charged with recommending a world language(s) to be taught at the elementary schools.

Cheryl Bendik

Kelly Bryan

Luda Grossman

Ursula Hayes

Ashley Leukhardt

Nicolette Miller

Eneida Ruiz

Loretta Tindall

Claudia Vakos

Anne Francis Zaborniak

Elizabeth Zingales

Motion by: _____

Seconded by: _____

Roll Call Vote: _____

Ms. Winter _____

Mr. Sullivan _____

Mr. Cross _____

Mr. Mays _____

Ms. Rocco _____

RESOLUTION TO ADJUST TRANSPORTATION DEPARTMENT EMPLOYEE HOURS

RESOLVED that the Westlake Board of Education approves the following adjustments to Transportation Department employee hours for the 2010-2011 school year effective October 18, 2010:

<u>Driver</u>	<u>Previous Hours</u>	<u>New Hours</u>
Chambers, Suzan	5.00	5.25
Clemons, Linda	7.50	7.75
Gatens, Joseph	4.75	5.00
Houser, Sandra	4.50	5.00
James, Tami	4.50	5.00
Kantner, Susan	8.00	7.25
Kubincanek, Celia	8.00	7.25
Laskowski, Margaret	4.00	4.50
Manning, Ann	4.25	4.75
Moran, Edward	5.25	5.50
Pelfrey, Crystal	4.25	4.50
Perkins, Shelly	4.75	5.00
Phillips, Pam	6.50	6.75
Reynolds, Dawn	2.00	2.25
Sliva, Bonnie	5.00	5.25
Stemmer, Lora	4.50	4.75
Wering, Denise	6.50	7.00

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

RESOLUTION TO APPROVE ATHLETIC CAMP EMPLOYMENT

RESOLVED that the Westlake Board of Education approves 2009-2010 Athletic Camp employment as follows:

High School Soccer Camp

Mike Besu – Camp Director
Winston Jacobs - Camp Coach
Mirco Gubellini - Camp Coach
Alessandro Sbrizzo - Camp Coach

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

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 for the school year 2010-2011:

Mike Besu

Jim Egan

Debra Voss

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

Education Alternatives

Jeannette Dawes - ESL Evaluation/Audit

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

RESOLUTION TO APPROVE ADULT BASIC LITERACY EDUCATION
RENTAL AGREEMENT

RESOLVED that the Westlake Board of Education approves the rental agreement between Westlake City Schools and Fairview Hospital Wellness Center for Adult Basic Literacy Education classroom space to be paid out of the A.B.L.E. Fund FY11 Project Number 045062-AB-S1-2011.

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

RESOLUTION TO APPROVE GENERAL LIABILITY INSURANCE
FOR ADULT SUPPORT GROUPS

RESOLVED that the Westlake Board of Education approves the listed adult support groups, which provide support and resources to the District's students, under the District's General Liability insurance coverage, effective February 1, 2010:

ADULT SUPPORT GROUPS

WHS Senior Class Parents

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

RESOLUTION TO APPROVE LEASE AGREEMENT
FROM AUXILIARY SERVICE FUNDS

RESOLVED that the Westlake Board of Education approves the following lease agreement for the school year 2010-2011 to be paid out of Auxiliary Service Funds.

John Lance Lease of property upon which St. Bernadette's Mobile Unit rests.

Twelve month lease - \$1,200.00

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

RESOLUTION TO APPROVE PARTICIPATION IN THE
METROPOLITAN CLEVELAND CONSORTIUM FOR STEM

RESOLVED that the Westlake Board of Education approves participation in the Metropolitan Cleveland Consortium for STEM, and directs the Superintendent and Treasurer to take any and all steps necessary to receive and expend grant funds in accordance with guidelines and procedures established by the fiscal agent.

Cleveland Consortium for STEM awards Westlake City School District the amount not to exceed \$12,000 for participation in the Consortium per Grant allocation.

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

RESOLUTION TO APPROVE FIELD TRIP

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

Westlake High School - Band & Orchestra Trip
National Music Festival, Atlanta, Georgia
Wednesday, 04/06/2011 6:00 AM - Sunday, 04/10/2011 8:00 PM
Approximate Cost Per Pupil: \$650.00

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

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICIES

RESOLVED that the Westlake Board of Education adopts the following Board of Education Policies:

- ❖ Policy ACAA-R-Sexual Harassment
- ❖ Policy EBAA-Reporting of Hazards
- ❖ Policy EBBA-First Aid
- ❖ Policy EBBC-Bloodborne Pathogens
- ❖ Policy ECA-Buildings and Grounds Security
- ❖ Policy ECAB-Vandalism
- ❖ Policy EEACC-Student Conduct on School Vehicles
- ❖ Policy EF/EFB-Food Services Mgmt/Free & Reduced Lunch
- ❖ Policy EFF-Food Sale Standards
- ❖ Policy EFG-Student Wellness Program
- ❖ Policy GBH and JM-Staff and Student Relations
- ❖ Policy IGAE-Health Education
- ❖ Policy JEB-Entrance Age (Mandatory Kindergarten)
- ❖ Policy JEB-R-Entrance Age (Mandatory Kindergarten)
- ❖ Policy JEBA-Early Entrance ~~to~~ (Kindergarten **or First Grade**)
- ❖ Policy JEE-Student Attendance Counting
- ❖ Policy JFCC-Student Conduct on School Vehicles
- ❖ Policy JFCF-Hazing & Bullying
- ❖ Policy JHCB-Inoculations of Students Immunizations
- ❖ Policy JHF-Student Safety
- ❖ Policy JHH-Notification about Sex Offenders

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

RESOLUTION TO APPROVE REAPPOINTMENT
OF PORTER PUBLIC LIBRARY TRUSTEE

RESOLVED that the Westlake Board of Education approves the reappointment of Mr. Bob Plantz to the Westlake Porter Public Library Board of Trustees for a seven-year term from 2011-2017.

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

File: ILA
TESTING PROGRAMS PROFICIENCY TESTING
(Required State Assessments)

The Westlake City School District will administer the Ohio State proficiency tests at identified grade levels according to State law.

TESTING GUIDELINES
GUIDELINES — PROFICIENCY TESTING

Individuals responsible for ensuring that all test security provisions are met in the District will be the District Test Coordinator, Building Test Coordinator and Building Administrator, as identified by the Superintendent.

- 1. These individuals will be responsible for overseeing all aspects of the achievement testing program in the district. This includes:**
 - a. Determining which students are required to take the test;**
 - b. Inventorying all testing materials, including numbered test booklets, answer documents and administration materials;**
 - c. Certifying all materials listed on the bill of order;**
 - d. Establishing procedures for administering the tests;**
 - e. Delivering labeled materials to the appropriate test administrators;**
 - f. Sending completed answer documents to the location designated by the Ohio Department of Education;**
 - g. Inventorying and returning test materials to the Ohio Department of Education;**
 - h. Maintaining records of students who pass or fail test(s); and**
 - i. Distributing test results to appropriate test personnel.**

Access to test materials is limited to the following:

- 1. Members of the administrative staff, including the Superintendent, principals and counselors; and**
- 2. School personnel who are directly involved in the distribution, administration and collection of test materials.**

Storage/Access STORAGE AND TRACKING OF TEST MATERIALS

- 1. Materials for ~~grade-level proficiency~~ state tests will be delivered to the district test coordinator.**
- 2. The district test coordinator will make provisions to contact the individual school coordinators and either hand-deliver them or have the school coordinator **or building administrator** pick up the materials.**
- 3. No materials will be sent via intradistrict delivery.**
- 4. Materials received by the district and school coordinator will be secured in a locked room, cabinet or closet. Personnel with access to these locked materials will be the following: district coordinator, school coordinator and building administrator.**
- 5. Following daily administration of the test, all materials will be collected by school coordinator ~~and re-secured into the locked area.~~ **The testing materials shall be inventoried and re-secured by the building test coordinator or building administrator.****
- 6. Student answer booklets will be mailed according to prescribed State guidelines/timelines.**

7. Test booklets and extra materials will be **inventoried and boxed by the school coordinator and/or building administrator. The school coordinator and/or building administrator will deliver the boxes to the district coordinator. The district coordinator will secure materials, complete tracking forms, and prepare for and send via courier pick-up** according to prescribed State guidelines/timelines.

Test/Administration

All ~~teachers, proctors, or aides~~ **school personnel** involved with administration and monitoring of state proficiency tests will adhere to the following confidential and secure behaviors.

1. **The specific tests, time allocations, testing dates and order of testing are predetermined by the Ohio Department of Education, which will be adhered to by the Westlake City School District test administrators.**
2. **Persons designated as examiners will be responsible for ensuring that all test security provisions are met while test sessions are in progress and accounts for all test materials received from the Building Test Coordinator until the materials are returned to the District Test Coordinator.**
3. **No unauthorized person shall be permitted in a testing room during any test session or be permitted access to any secure test materials at any time such materials are in the district.**
4. Any scheduled breaks must be monitored to ensure security of materials and prevent discussion among students about the test.
5. Following the completion of the test, the administrator of the test in each session shall return all testing material to the Building Test Coordinator.

Catastrophic/Calamity

1. In the event that school is closed for any scheduled days of testing, the following day or next available school day will be used to continue testing.
- ~~2. In the event that school is closed on a day during the week of testing, the district test coordinator will contact the State Department of Education immediately.~~
3. In the event of a fire alarm or other unforeseen event that requires the evacuation of the school building, test sites will be secured.
4. If testing is unable to continue for the day or week because of damage or safety concerns in the building, the test materials will be hand delivered to the district coordinator and secured in a locked area. Provisions for securing an alternative testing site will be investigated and the Board of Education will make an executive decision as to whether testing resumes.

TEST SECURITY

Staff:

With the exception of test materials specifically designated as an achievement “practice test” by the Ohio Department of Education, all test questions and other materials which are considered part of the achievement tests, including but not necessarily limited to, reading passages, writing prompts, charts, graphs and tables, shall be considered secure and subject to the provisions of Sections 3319.151 and 3319.19 of the Ohio Revised Code.

1. **No person shall release, cause to be released, reproduce, or cause to be reproduced any secure test materials through any means or medium, including but not limited to, electronic, photographic, written or oral means, which would constitute cheating by a student and/or assisting a student to cheat.**

2. **Proven violation of Sections 3319.151 and 3319.99 could result in suspension of certification for one year, termination of employment and/or a possible charge of minor misdemeanor for certificated and/or support personnel.**

The following procedures will be instituted to investigate an alleged violation of test security provisions and penalties for confirmed violations:

- ~~1. Any teacher, proctor, aide or other school personnel caught violating storage/access and/or test/administration procedures will be reported to the district test coordinator. The district coordinator will report these infractions to the Superintendent and State Department of Education.~~
1. **The District Test Coordinator is obligated to report any/all alleged violations to the Superintendent in writing within five days of the alleged violation.**
2. **The District Test Coordinator shall investigate all reported alleged violations of test security.**
3. **Due process will be accorded to all involved pertaining to alleged violations of test security.**
4. **Sanctions against the employee will depend on the severity of the breach of these procedures and response of the employee.**
5. **Violation of security issues is a serious offense and may result in a letter of reprimand, suspension without pay, and/or ultimate dismissal.**
6. **Within 10 days after an investigation has determined that a violation has occurred, the District shall notify the Ohio State Board of Education in writing of the finding and of the action taken.**
7. **If it is determined that a violation of test security did occur, the report to the State Board shall specify which students' test results were affected.**
8. **Penalties for a confirmed violation will be determined by the State Board of Education, in writing, of the finding and the action taken.**
9. **If the State Board of Education rules that violation did occur, the test results of the students listed in the report will be declared invalid and so noted in each student's cumulative file. The student shall be required to retake that portion of the test.**
- ~~— Directions must be read as stated in each test section, no modifications or alternative wording is allowed.~~
- ~~— Discussion of any part or items on the test during or after administration is prohibited.~~
- ~~— Copying any items or sections of the test is prohibited.~~
- ~~— Proctors will be provided with test administration manuals only.~~
- ~~— Proctors will not keep test booklets or answer sheets after daily or entire administration of tests. A school test coordinator will collect all materials at the conclusion of the evaluation session.~~
- ~~— Proctors will not provide any specific item assistance to students. No explanation of direction or items will be allowed.~~
- ~~— Proctors will monitor testing environment by circulating around the room periodically. Proctors must not sit or stand in one area during the testing.~~
- ~~— Spacing of students needs to be maximized to facilitate a secure and conducive environment for testing.~~
- ~~— Proctors will collect student's materials if there is a suspicion of cheating and contact the school test coordinator.~~
- ~~— Proctors will ensure that all students remain quiet until all students have finished testing or until the maximum time limit is exceeded (2 1/2 hours).~~

~~—Any scheduled breaks must be monitored to ensure security of materials and prevent discussion among students about the test.~~

Student

1. Any student caught cheating will be reported immediately to the school test coordinator. The school test coordinator will report the name of the student to the district test coordinator and this student's test will be invalidated.
2. The district test coordinator will report the incident to both the Superintendent and State Department of Education.
3. Any student suspected of cheating will be investigated by school and district test coordinator immediately.
 - a. Determination of test taking status (continue or invalidate) will be formulated within 24 hours.
 - b. Building principal, Superintendent and parents of the student will be informed of the action within 24 hours.
 - c. Evidence of cheating or inappropriate test behaviors may result in the following school disciplinary actions: demerits, detention, Saturday school, suspension or expulsion.
4. The parent of a student who has had his test invalidated will have the right to request an administrative review with the Superintendent to dispute the decision.

NOTIFICATION

All employees of the district will receive written notification of the achievement test security measures and of their responsibility in maintaining this security. They will also be notified of penalties for breach of this security.

Adoption Date: August 22, 2002

Revision Date:

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 health-ful 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 EFB, Free and Reduced-Price Food Services EFF, Food Sale Standards	IGAE, Health Education IGAF, Physical Education
--------------	---	--

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 shall be eligible to enroll in kindergarten. Each child who is six years of age on or before September 30 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 and December 31 of the year requested for early entrance. The testing assists the superintendent by measuring the following areas:~~

The District policy requiring successful completion of kindergarten may, upon parental request to the pupil personnel services committee, be waived provided the child demonstrates to the satisfaction of the committee the social, emotional and cognitive skills necessary for first grade, and that the child is at least six by the District admittance date. This committee shall be comprised as set forth in the Ohio Revised Code.

Beginning School Year 2012-2013 and Beyond

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

The District policy requiring successful completion of kindergarten may, upon parental request to the pupil personnel services (early entrance evaluation) committee, be waived provided the child demonstrates to the satisfaction of the committee the social, emotional and cognitive skills necessary for first grade, and that the child is at least six by the District admittance date. This committee shall be comprised as set forth in the Ohio Revised Code.

Refer to policy JEBA and regulation JEBA-R for information specific to Early Entrance.

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.: ORC 3321.01
OAC ~~3301-35-03(F)(1)~~; **3301-35-05(F)**

Cross Refs.: **IKEB, Acceleration**
JEA, Compulsory Attendance Ages
JEBA, Early Entrance (Kindergarten or First Grade)
JEBA-R, Early Entrance (Kindergarten or First Grade)

File: ~~JEB-R~~ **JEBA-R**
EARLY ENTRANCE-AGE
(~~Mandatory Kindergarten or First Grade~~)

Early Entrance Admission

To enter kindergarten or first grade in the Westlake City Schools, a child must meet minimum age requirements on or before the adopted District admittance date (reference policy JEB). Students who fail to meet the minimum age requirement for kindergarten or first grade before the first day of January of the school year for which admission is requested will be evaluated for early entrance upon the request of the child's parent or legal guardian.

When a request for early entrance to kindergarten or first grade is received in the Pupil Services Department, arrangements for testing will be made based upon availability and scheduling of district staff members. Early entrance recommendations will be made by the pupil personnel services (early entrance evaluation) committee. This committee shall be comprised as set forth in the Ohio Revised Code.

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 results and information provided by parents, preschool teachers, and others in the course of the evaluation.

Early admission to kindergarten or first grade will be granted if:

- 1) The pupil personnel services (early entrance evaluation) committee recommends early admission based on the early entrance evaluation committee's determination that the child demonstrates superior intellectual performance, adequate academic readiness skills, and the social maturity and personality skills necessary for successful participation in the grade level curriculum and activities.
- 2) The Director of Pupil Services or designee approves the recommendation of the committee.
- 3) The principal and grade level teacher recommend that the child continue in the grade level placement after an initial 30 to 60 day probationary period.

~~Kindergarten Admission~~

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

- ~~1. Children whose fifth birthday is after September 30 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 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
(Kindergarten or First Grade)

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.

Referrals for students to be evaluated and assessed should be made to the Pupil Services Department. Students referred and having parental permission are tested using a variety of assessments. The assessments are reviewed by a pupil personnel services (early entrance evaluation) committee to determine the most appropriate and available learning environment for the students. The committee shall be comprised as set forth in the Ohio Revised Code.

The pupil personnel services (early entrance evaluation) committee issues a written recommendation to the building principal and the students' parents. Parents have the right to appeal the committee's recommendation to the Superintendent/designee.

The committee may develop a written acceleration plan for any student who is admitted early to kindergarten if the committee finds that the student should be considered gifted. In this instance, the parents of the student are provided with a copy of the written plan.

~~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 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

Revision Date:

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

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

JEB, Entrance Age (Mandatory Kindergarten)

JEBA-R, Early Entrance (Kindergarten or First Grade)

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	JG, Student Discipline
	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	