

**WESTLAKE CITY SCHOOLS
BOARD OF EDUCATION MINUTES**

**Monday, April 24, 2006 – 5:30 p.m. – Regular Meeting
Administration Building – Board Room
27200 Hilliard Blvd.**

Call to Order: Time: 5:31 p.m.

Roll Call:

| | |
|----------------------|----------------|
| Mrs. D'Ettorre Wargo | <u>Present</u> |
| Mr. Beal | <u>Present</u> |
| Mr. Mays | <u>Present</u> |
| Mr. O'Malley | <u>Absent</u> |
| Ms. Rocco | <u>Absent</u> |

Pledge of Allegiance: President D'Ettorre Wargo led the assembly in the Pledge of Allegiance.

Acknowledgment of Visitors: President D'Ettorre Wargo thanked all in attendance.

Approval of Agenda

Motion by Mr. Beal
Seconded by Mr. Mays

Roll Call Vote:

| | |
|----------------------|------------|
| Mrs. D'Ettorre Wargo | <u>AYE</u> |
| Mr. Beal | <u>AYE</u> |
| Mr. Mays | <u>AYE</u> |

Hearing of Public (Agenda Items – 15 Minutes) – None.

A. Approval of Minutes

1. Special Meeting of March 8, 2006

Motion by Mr. Beal
Seconded by Mr. Mays

Roll Call Vote:

| | |
|----------------------|------------|
| Mrs. D'Ettorre Wargo | <u>AYE</u> |
| Mr. Beal | <u>AYE</u> |
| Mr. Mays | <u>AYE</u> |

2. Work Session Meeting of March 13, 2006

Motion by Mr. Mays
Seconded by Mr. Beal

Roll Call Vote:

| | |
|----------------------|------------|
| Mrs. D'Ettorre Wargo | <u>AYE</u> |
| Mr. Beal | <u>AYE</u> |
| Mr. Mays | <u>AYE</u> |

3. Special Meeting of March 23, 2006

Motion by Mr. Mays

Seconded by Mr. Beal

Roll Call Vote:

Mrs. D'Ettorre Wargo AYE

Mr. Beal AYE

Mr. Mays AYE

4. Regular Meeting of March 27, 2006

Motion by Mr. Mays

Seconded by Mr. Beal

Roll Call Vote:

Mrs. D'Ettorre Wargo AYE

Mr. Beal AYE

Mr. Mays AYE

B. Superintendent's Report – Wellness Committee

- School districts are required to develop a wellness policy by the 2006-2007 school year. The Superintendent has appointed a committee to develop a district policy. The representatives from the committee indicated the main objectives are to promote healthy lifestyles and to develop a district wellness policy. Committee members are: Cathy Milowicki, Debbie Lewis, Allison Grey, Annooj Bhandari and Dorothy Beyer.

C. Special Reports and Recognitions

1. Resolution to Recognize Certificated Staff Member

Exhibit C-1

President D'Ettorre Wargo declared a brief recess at 6:06 p.m. and resumed the meeting at 6:07 p.m.

D. Treasurer's Report/Recommendations

1. Action Items

- a. Resolution to Accept Funds Exhibit D-1-a
- b. Resolution to Authorize Treasurer to Advance Funds Exhibit D-1-b
- c. Resolution to Authorize Treasurer to Return Advance Exhibit D-1-c
- d. Resolution to Establish Appropriations Exhibit D-1-d
- e. Resolution to Adjust FY06 Appropriations Exhibit D-1-e
- f. Resolution to Authorize and Amend Change Funds for Food Services Exhibit D-1-f

E. CAC Report – None.

F. New Business

1. Action Items

- a. Resolution to Accept Gifts and Contributions Exhibit F-1-a
- b. Resolutions to Approve Staff Recommendations
 - 1. Resolution to Approve Continuing and Limited Contracts for Certified Staff Members Exhibit F-1-b-1

- | | |
|--|-----------------|
| 2. Resolution to Approve Employment Change, Resignation, Return from Leave and Substitutes for Certified Staff Members | Exhibit F-1-b-2 |
| 3. Resolution to Approve Job Sharing for Certified Staff Members | Exhibit F-1-b-3 |
| 4. Resolution to Approve Resignation, Employment and Substitutes for Classified Staff Members | Exhibit F-1-b-4 |
| 5. Resolution to Approve Certified Home Instruction | Exhibit F-1-b-5 |
| 6. Resolution to Approve Non-Renewal of Contracts for Auxiliary & Preschool Grant Certificated Staff Members | Exhibit F-1-b-6 |
| 7. Resolution to Approve FMLA Leave for Classified Staff Member | Exhibit F-1-b-7 |
| c. Resolution Endorsing Staff Appreciation Week (May 8-12, 2006) | Exhibit F-1-c |
| d. Resolution to Approve Lake Erie Educational Computer Association Service Agreement | Exhibit F-1-d |
| e. Resolution to Approve Admission of Tuition Pupils | Exhibit F-1-e |
| f. Resolution to Approve Camp Link 2006 Parent/Student Handbook | Exhibit F-1-f |
| g. Resolution to Approve Transportation for Summer Field Trips | Exhibit F-1-g |
| h. Resolution to Approve Sunday Building Use | Exhibit F-1-h |
2. Discussion Items
- | | |
|---|---------------|
| a. First Reading of New Board of Education Policy EFGA – Wellness Policy | Exhibit F-2-a |
| b. First Reading of Revised Board of Education Policy JFC – Student Conduct (Zero Tolerance) | Exhibit F-2-b |
| c. First Reading of Revised Board of Education Policy JFC-R – Student Conduct (Zero Tolerance) | Exhibit F-2-c |
| d. First Reading of Revised Board of Education Policy JFCC-R – Student Conduct on School Buses (Also EEACC-R) | Exhibit F-2-d |
- G. Director of Business Affairs Report
Gary Slocum reported on the following District projects:
- The district athletic trainer's contract is up for renegotiation.
 - The Baseball Boosters have been fundraising to install lights on the varsity baseball field. The project is solely funded by the Boosters.
- H. Director of Curriculum & Instruction Report – None.
- I. Board Items
- | | |
|---|-------------|
| 1. Levy Update by Mr. Beal | |
| • The literature drop is Saturday, April 29 th . | |
| • More volunteers are needed to work the polls. | |
| 2. Resolution of Appreciation | Exhibit I-2 |
- J. *Meeting Open to Public (15 Minutes)

Susan Dodge: Voiced her appreciation of the resolution endorsing staff appreciation week. In addition, she commented the levy campaign volunteers have been amazing.

Dodge: On behalf of the Westlake Teachers Association, she presented a donation of \$500.00 to the levy committee.

Mary Levtzow: Is the 6.9 mill levy continuing?

Pepera: Yes.

Levtzow: Would like someone to check with the Board of Elections regarding the legality of PTA bulletin boards supporting the levy.

K. Adjournment

President D'Ettorre Wargo adjourned the meeting at 6:24 p.m.

President

Treasurer

*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.

April 24, 2006
06-143

EXHIBIT C-1
RES. #06-80

RESOLUTION TO RECOGNIZE CERTIFIED STAFF MEMBER

RESOLVED THAT

the Westlake Board of Education recognizes and congratulates Mrs. Hun Piazza for her success in receiving The Plain Dealer "*Crystal Apple Award*."

Motion by Mr. Beal

Seconded by Mr. Mays

Roll Call Vote:

Mrs. D'Ettorre Wargo AYE

Mr. Beal AYE

Mr. Mays AYE

RESOLUTION TO ACCEPT FUNDS

RESOLVED THAT
the Westlake Board of Education accepts the following funds:

| <u>Local Funds</u> | <u>Amount</u> | <u>Fund</u> | <u>Special Cost Center</u> |
|--|---------------|-------------|----------------------------|
| State Institute for Reading Instruction-Reading Assessment Follow-Up | \$15,050.00 | 019 | 9197 |

Motion by Mr. Beal

Seconded by Mr. Mays

Roll Call Vote:

Mrs. D'Ettorre Wargo AYE

Mr. Beal AYE

Mr. Mays AYE

EXHIBIT D-1-b
RES. #06-82

RESOLUTION TO AUTHORIZE TREASURER TO ADVANCE FUNDS

RESOLVED THAT

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

| From | To | Amount |
|--------------------|---|---------------|
| General Fund (001) | S.I.R.I. Reading Assessment Follow-up (019-9197) | \$6,750.00 |

Motion by Mr. Beal

Seconded by Mr. Mays

Roll Call Vote:

Mrs. D'Ettorre Wargo AYE

Mr. Beal AYE

Mr. Mays AYE

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 |
|--|--|---------------|
| Part-B IDEA FY06 (516-9606) | Part-B IDEA FY05 (516-9605) | \$19,044.36 |
| Early Childhood Special Ed (587-9006) | Early Childhood Special Ed (587-9005) | \$ 298.00 |

Motion by Mr. Beal

Seconded by Mr. Mays

Roll Call Vote:

Mrs. D'Ettorre Wargo AYE

Mr. Beal AYE

Mr. Mays AYE

April 24, 2006
06-147

EXHIBIT D-1-d
RES. #06-84

RESOLUTION TO ESTABLISH APPROPRIATIONS

RESOLVED THAT
the Westlake Board of Education establishes the following appropriations:

State Institute for Reading Instruction
Reading Assessment Follow-Up

| Account | Amount |
|------------------------|---------------|
| 019-2200-500-9197 | |
| Supplies and Materials | \$6,750.00 |

Motion by Mr. Beal

Seconded by Mr. Mays

Roll Call Vote:

Mrs. D'Ettorre Wargo AYE

Mr. Beal AYE

Mr. Mays AYE

RESOLUTION TO ADJUST FY06 APPROPRIATIONS

RESOLVED THAT
the Westlake Board of Education adjusts the following FY06 appropriations:

GENERAL FUND

| Account | From | To | Difference |
|--|-----------------|-----------------|-------------------|
| 001-1100-100 Gen Instruction-Wages | \$14,406,107.64 | \$14,407,120.14 | \$1,012.50 |
| 001-1100-200 Gen Instruction-Benefits | \$4,883,719.92 | \$4,883,800.94 | \$81.02 |
| 001-1100-400 Gen Instruction-Purchased Services | \$39,522.03 | \$39,145.29 | (\$376.74) |
| 001-1100-500 Gen Instruction-Supplies | \$383,169.55 | \$365,050.43 | (\$18,119.12) |
| 001-1100-600 Gen Instruction-Capital Outlay | \$24,145.21 | \$24,782.99 | \$637.78 |
| 001-1100-700 Gen Instruction-Replacement Equipment | \$30,000.00 | \$25,000.00 | (\$5,000.00) |
| 001-2100-400 Support Services-Purchased Services | \$418,264.24 | \$406,264.24 | (\$12,000.00) |
| 001-2100-500 Support Services-Supplies | \$92,262.40 | \$77,271.00 | (\$14,991.40) |
| 001-2200-400 Instruct Support Services-Purchased Servs. | \$194,800.82 | \$193,611.26 | (\$1,189.56) |
| 001-2200-500 Instructional Support Services-Supplies | \$108,726.06 | \$106,281.56 | (\$2,444.50) |

EXHIBIT D-1-e
(Continued)

| | | | |
|--|------------------------|------------------------|---------------|
| 001-2200-600 | | | |
| Instructional Support Services-Equipment | \$2,843.94 | \$5,288.44 | \$2,444.50 |
| 001-2300-200 | | | |
| Board of Ed-Retirement | \$750.68 | \$836.72 | \$86.04 |
| 001-2400-200 | | | |
| Admin-Benefits | \$791,135.90 | \$791,218.01 | \$82.11 |
| 001-2400-500 | | | |
| Admin-Supplies | \$33,632.71 | \$34,003.39 | \$370.68 |
| 001-2600-400 | | | |
| Business-Purchased Services | \$103,360.00 | \$103,608.14 | \$248.14 |
| 001-2700-400 | | | |
| Maintenance-Purchased Services | \$1,491,849.46 | \$1,551,090.12 | \$59,240.66 |
| 01-2700-700 | | | |
| Maintenance-Replacement Equipment | \$39,011.92 | \$29,011.92 | (\$10,000.00) |
| 001-5300-400 | | | |
| Architect/Engineer-Purchased Services | <u>\$9,357.65</u> | <u>\$9,275.54</u> | (\$82.11) |
| Total | \$23,052,660.13 | \$23,052,660.13 | \$0.00 |

AUDITORIUM

| Account | From | To | Difference |
|-------------------------------|--------------------|--------------------|-------------------|
| 001-5500-400-9002 | | | |
| Auditorium-Purchased Services | \$46,526.07 | \$45,772.07 | (\$754.00) |
| 001-5500-600-9002 | | | |
| Auditorium-Equipment | <u>\$6,069.34</u> | <u>\$6,823.34</u> | <u>\$754.00</u> |
| Total | \$52,595.41 | \$52,595.41 | \$0.00 |

EXHIBIT D-1-e
(Continued)

FOOD SERVICE

| Account | From | To | Difference |
|----------------------------------|---------------------|---------------------|--------------------|
| 006-3100-500-9600 | | | |
| Food Services-Supplies/Materials | <u>\$399,676.89</u> | <u>\$467,676.89</u> | <u>\$68,000.00</u> |
| Total | \$399,676.89 | \$467,676.89 | \$68,000.00 |

HUGH LIVINGSTONE SCHOLARSHIP

| Account | From | To | Difference |
|-----------------------------|-----------------|-------------------|-------------------|
| 007-4600-400-9073 | | | |
| Hugh Livingston Scholarship | <u>\$500.00</u> | <u>\$1,000.00</u> | <u>\$500.00</u> |
| Total | \$500.00 | \$1,000.00 | \$500.00 |

JACKIE SCHAEFER MEMORIAL

| Account | From | To | Difference |
|--------------------------|-------------------|-------------------|-------------------|
| 007-4600-400-9082 | | | |
| Jackie Schaefer Memorial | <u>\$1,000.00</u> | <u>\$3,000.00</u> | <u>\$2,000.00</u> |
| Total | \$1,000.00 | \$3,000.00 | \$2,000.00 |

UNIFORM SUPPLY

| Account | From | To | Difference |
|-------------------|--------------------|--------------------|-------------------|
| 009-1100-500-9006 | | | |
| Supplies | <u>\$20,000.00</u> | <u>\$28,000.00</u> | <u>\$8,000.00</u> |
| Total | \$20,000.00 | \$28,000.00 | \$8,000.00 |

PROJECT LINK

| Account | From | To | Difference |
|---------------------------------|--------------|--------------|-------------------|
| 011-3200-100-9111 | | | |
| Project Link-Salaries | \$131,379.29 | \$128,461.83 | (\$2,917.46) |
| 011-3200-500-9111 | | | |
| Project Link-Supplies/Materials | \$15,996.29 | \$18,823.75 | \$2,827.46 |

EXHIBIT D-1-e
(Continued)

| | | | |
|---|---------------------|---------------------|----------------|
| 011-7500-900-9111 | | | |
| Project Link-Refund Prior Year Expenses | <u>\$1,652.75</u> | <u>\$1,742.75</u> | <u>\$90.00</u> |
| Total | \$149,028.33 | \$149,028.33 | \$0.00 |

SUPPORT FUND

| Account | From | To | Difference |
|--------------------------------------|--------------------|--------------------|-------------------|
| 018-3900-500-9724 | | | |
| Sunshine - Teachers Lounge - WHS | \$1,400.00 | \$1,410.00 | \$10.00 |
| 018-4600-500-9748 | | | |
| Library Supplies - Holly Lane | \$5,074.77 | \$5,739.05 | \$664.28 |
| 018-4600-500-9756 | | | |
| Library Supplies - Dover | \$9,475.00 | \$10,642.63 | \$1,167.63 |
| 018-4600-500-9757 | | | |
| Inservice Supplies - Holly Lane | \$4,052.45 | \$5,902.45 | \$1,850.00 |
| 018-4600-600-9757 | | | |
| Inservice Equipment - Holly Lane | \$0.00 | \$359.98 | \$359.98 |
| 018-4600-500-9772 | | | |
| Music Program Supplies - Hilliard | \$300.00 | \$726.74 | \$426.74 |
| 018-4600-600-9772 | | | |
| Music Program Equipment - Hilliard | \$0.00 | \$300.00 | \$300.00 |
| 018-4600-500-9773 | | | |
| Music Program Supplies - Holly Lane | \$2,080.35 | \$2,155.80 | \$75.45 |
| 018-4600-600-9777 | | | |
| Choral Music Program Eqt. - Burneson | <u>\$0.00</u> | <u>\$1,470.00</u> | <u>\$1,470.00</u> |
| Total | \$22,382.57 | \$28,706.65 | \$6,324.08 |

EXHIBIT D-1-e
(Continued)

WALMART TEACHER OF THE YEAR

| Account | From | To | Difference |
|------------------------|-------------------|-------------------|-------------------|
| 019-1100-400-9619 | | | |
| Purchased Services | \$0.00 | \$950.00 | \$950.00 |
| 019-1100-500-9619 | | | |
| Supplies and Materials | <u>\$4,200.00</u> | <u>\$3,250.00</u> | <u>(\$950.00)</u> |
| Total | \$4,200.00 | \$4,200.00 | \$0.00 |

ATHLETIC FUND

| Account | From | To | Difference |
|----------------------------------|---------------------|---------------------|-------------------|
| 300-4500-500-9500 | | | |
| Athletic Supplies - WHS | \$113,965.96 | \$111,785.02 | (\$2,180.94) |
| 300-4500-800-9500 | | | |
| Athletics Misc. - WHS | \$12,986.04 | \$15,166.98 | \$2,180.94 |
| 300-4500-500-9502 | | | |
| Vending Machines Supplies - WHS | \$25,000.00 | \$25,649.73 | \$649.73 |
| 300-4500-600-9502 | | | |
| Vending Machines Equipment - WHS | <u>\$20,000.00</u> | <u>\$19,350.27</u> | <u>(\$649.73)</u> |
| Total | \$171,952.00 | \$171,952.00 | \$0.00 |

ST PAUL 2005 - 2006

| Account | From | To | Difference |
|------------------------|--------------------|--------------------|--------------------|
| 401-3200-500-9706 | | | |
| Supplies and Materials | \$50,222.37 | \$31,050.37 | (\$19,172.00) |
| 401-3200-600-9706 | | | |
| Equipment | <u>\$1,000.00</u> | <u>\$20,172.00</u> | <u>\$19,172.00</u> |
| Total | \$51,222.37 | \$51,222.37 | \$0.00 |

EXHIBIT D-1-e
(Continued)

PART-B IDEA FY 2005

| Account | From | To | Difference |
|-----------------------------------|---------------|---------------|-------------------|
| 516-3200-400-9605 | | | |
| Non Public Purchased Services | \$6.83 | \$0.00 | (\$6.83) |
| 516-3200-500-9605 | | | |
| Non Public Supplies and Materials | <u>\$0.00</u> | <u>\$6.83</u> | <u>\$6.83</u> |
| Total | \$6.83 | \$6.83 | \$0.00 |

PART-B IDEA FY 2006

| Account | From | To | Difference |
|-----------------------------------|---------------------|---------------------|--------------------|
| 516-3200-400-9606 | | | |
| Non Public Purchased Services | \$142,984.29 | \$117,461.50 | (\$25,522.79) |
| 516-3200-500-9606 | | | |
| Non Public Supplies and Materials | \$0.00 | \$1,511.22 | \$1,511.22 |
| 516-3200-600-9606 | | | |
| Non Public Equipment | \$0.00 | \$24,011.57 | \$24,011.57 |
| 516-7400-900-9606 | | | |
| Return of Advance | <u>\$72,336.82</u> | <u>\$91,381.18</u> | <u>\$19,044.36</u> |
| Total | \$215,321.11 | \$234,365.47 | \$19,044.36 |

EARLY CHILDHOOD SPECIAL EDUCATION

Fiscal Year 2006

| Account | From | To | Difference |
|-------------------|-----------------|-----------------|-------------------|
| 587-7400-900-9006 | | | |
| Return of Advance | <u>\$215.79</u> | <u>\$513.79</u> | <u>\$298.00</u> |
| Total | \$215.79 | \$513.79 | \$298.00 |

EXHIBIT D-1-e
(Continued)

IMPROVING TEACHER QUALITY

Fiscal Year 2006

| Account | From | To | Difference |
|--------------------|-------------------|-------------------|---------------------|
| 590-2200-400-9006 | | | |
| Purchased Services | <u>\$9,191.56</u> | <u>\$7,884.92</u> | <u>(\$1,306.64)</u> |
| Total | \$9,191.56 | \$7,884.92 | (\$1,306.64) |

Motion by Mr. Mays

Seconded by Mr. Beal

Roll Call Vote:

Mrs. D'Ettorre Wargo AYE

Mr. Beal AYE

Mr. Mays AYE

EXHIBIT D-1-f
RES. #06-86

RESOLUTION TO AUTHORIZE AND AMEND
CHANGE FUNDS FOR FOOD SERVICE

RESOLVED THAT
the Westlake Board of Education authorizes and amends the following change funds for Food
Service:

| <u>School</u> | <u>From</u> | <u>To</u> |
|---------------|-----------------|------------------------|
| Bassett | \$36.00 | \$36.00 |
| Dover | \$36.00 | \$36.00 |
| Hilliard | \$36.00 | \$36.00 |
| Holly Lane | \$36.00 | \$36.00 |
| Lee Burneson | \$150.00 | \$150.00 |
| Parkside | \$100.00 | \$100.00 |
| WHS | <u>\$236.00</u> | <u>\$300.00</u> |
| Total | \$630.00 | \$694.00 |

Motion by Mr. Beal

Seconded by Mr. Mays

Roll Call Vote:

Mrs. D'Ettorre Wargo AYE

Mr. Beal AYE

Mr. Mays AYE

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:

Handyman Matters
Jon and Cindy Wagner
25670 First Street
Westlake, OH 44145

Donated \$300.00 to WHBS-TV at Westlake High School to help build three new sets in the new TV studio.

David and Carolyn Green
4045 Harding Drive
Westlake, OH 44145

Donated \$50.00 to WHBS-TV at Westlake High School to purchase new digital videotapes.

Mrs. Reena Arora
11145 Lions Mane Street
Charlotte, NC 28273

Donated \$100.00 to WHBS-TV at Westlake High School to buy a new LCD monitor for the *Demon Zone* desk in the new studio.

Ohio and Vicinity Regional Council
of Carpenters
3615 Chester Avenue
Cleveland, OH 44114

Donated \$1,000.00 to Westlake City Schools to support students from the school district as they pursue training in the construction trades through the school district.

Westlake Town Criers
Richard Masciere, Treasurer
P.O. Box 45224
Westlake, OH 44145

Donated \$150.00 to the Athletic Department (Boys Basketball) at Westlake High School to purchase awards for the Freshman Boys Basketball tournament.

Scott Fetzer
Edith DeSantis, Foundation Admin.
28800 Clemens Road
Westlake, OH 44145

Donated \$500.00 to WHBS-TV at Westlake High School to help purchase digital monitors for the news desk of the new studio.

EXHIBIT F-1-a
(Continued)

Industrial Video Corp.
Jim and Nellie Blair
14885 Sprague Road
Cleveland, OH 44136-1769

Donated \$1,000.00 to WHBS-TV at Westlake High School to award as college scholarship money to one or two WHBS-TV seniors.

Panera Bread
Mr. Kelly Hill, General Manager
26137 Detroit Road
Westlake, OH 44145

Donated \$161.00 (23 coupons at \$7.00 each) to WHBS-TV at Westlake High School to award to two student athletes each week on the *Demon Zone* show.

Kiwanis Club of Westlake
Mr. Raymond Buddi
23247 Mabelle Drive
Westlake, OH 44145

Donated \$550.00 to the Athletic Department of Westlake High School to pay for team trophies and the Westlake Relay awards.

Motion by Mr. Mays

Seconded by Mr. Beal

Roll Call Vote:

Mrs. D'Ettorre Wargo AYE

Mr. Beal AYE

Mr. Mays AYE

RESOLUTION TO APPROVE CONTINUING AND LIMITED CONTRACTS
FOR CERTIFICATED STAFF MEMBERS

RESOLVED THAT

the Westlake Board of Education approves the following Continuing Contracts and Limited Contracts for certificated staff members for the 2006-2007 school year.

Continuing Contracts

| | | | |
|-----------------|---------------------|-------------------|------------------|
| Lillian Angell | Anthony Chiaravalle | Todd Eichenauer | Christina Meecha |
| William Bongers | Timothy Clark | Ben Hodge | Cheryl Pikel |
| Claire Bookman | Julie Davidson | Heather Marinelli | Susie Zkiab |

Limited Contracts

| | | | |
|------------------|-------------------|------------------|-----------------------------|
| Stacey Abfall | John Horwatt | Jessica Molennar | Julie Szucs |
| Kate Albert | Kristine Ingham | Simon O'Doherty | Robert Thayer |
| Michael Allan | Scott Jones | Keith Ohnaus | David Titterington |
| Dorothy Beyer | Cara Kaminski | Chad Pado | Brittany Troy |
| James Bingham | Brianne Kenneally | Lisa Patton | Susan Weitzel |
| Amy Butcher | Shaun Koski | Trudy Pauken | Ashley Witman |
| Kathy D'Ettorre | Joanna Knopf | Lynn Pettyjohn | Michael Wooley |
| Jessica Dorin | Dolores Kuclo | Hun Piazza | Anne-Francis Zaborniak |
| Carol Fisher | Christine Latham | James Reimueller | Jennifer Riley (.70 FTE) |
| Sarah Furey | Rachael Lowery | Donna Richards | Kimberly d'Acunzo (.50 FTE) |
| Sarah Gorius | Brooke Martin | Stacy Ryan | Julie Milkie (.50 FTE) |
| Jodi Guzman | Kathy McGinty | Donna Shoenfelt | Paula Reimueller (.16 FTE) |
| Julie Hildebrand | Jennifer Medved | Sandy Sopko | Brendan Zepp |
| Drew Hocevar | | | |

Motion by _____ Mr. Mays

Seconded by _____ Mr. Beal

Roll Call Vote:

Mrs. D'Ettorre Wargo _____ AYE

Mr. Beal _____ AYE

Mr. Mays _____ AYE

EXHIBIT F-1-b-2
RES. #06-89

RESOLUTION TO APPROVE EMPLOYMENT CHANGE, RESIGNATION,
RETURN FROM LEAVE AND SUBSTITUTES
FOR CERTIFIED STAFF MEMBERS

RESOLVED THAT

the Westlake Board of Education approves employment change, resignation, return from leave, extended time and substitutes for certified staff members as follows:

| | | | |
|---------------------------|----------------------------|------------|--------------------------|
| <u>Employment</u> | Stefanie Xenos-Golas | Effective: | 08/28/06 |
| <u>Change:</u> | WHS Math Teacher | Rate: | From: .50 FTE to 1.0 FTE |
| <u>Resignation:</u> | Laurie Demchak | Effective: | 03/28/06 |
| | Speech Pathologist | | |
| | Nance Heidemann | Effective: | 04/10/06 |
| | Holly Lane Teacher | | |
| <u>Return from Leave:</u> | Kristine Ingham | Effective: | 08/28/06 |
| | Hilliard Preschool Teacher | | |
| | Stacey Abfall | Effective: | 08/28/06 |
| | Dover Intervention Spec. | | |
| <u>Substitutes:</u> | Judy Mack | | |

Motion by Mr. Beal

Seconded by Mr. Mays

Roll Call Vote:

Mrs. D'Ettorre Wargo AYE

Mr. Beal AYE

Mr. Mays AYE

April 24, 2006
06-160

EXHIBIT F-1-b-3
RES. #06-90

RESOLUTION TO APPROVE JOB SHARING
FOR CERTIFICATED STAFF MEMBERS

RESOLVED THAT

the Westlake Board of Education approves job sharing pursuant to Article 12 of the negotiated agreement with the Westlake Teachers' Association for the following certificated staff members for the 2006-2007 school year. The contract of these staff members shall be .50 FTE.

Amy Davey & Tracie Sidloski
Tracy Cannata & Michelle Kasunick

WHS – Math
Dover – 2nd Grade

Motion by Mr. Beal

Seconded by Mr. Mays

Roll Call Vote:

Mrs. D'Ettorre Wargo AYE

Mr. Beal AYE

Mr. Mays AYE

EXHIBIT F-1-b-4
RES. #06-91

RESOLUTION TO APPROVE RESIGNATION, EMPLOYMENT AND SUBSTITUTES FOR
CLASSIFIED STAFF MEMBERS

RESOLVED THAT

the Westlake Board of Education approves employment and substitutes for classified staff members for the 2005-2006 school year as follows:

Resignation: David Basch Effective: 04/24/06
LBMS 2nd Shift Cleaner

Employment: David Basch Effective: 04/24/06
WHS 1st Shift Cleaner Rate: Step 1, 12 Months

Substitutes: Richard Schwettle Bus Driver

Motion by _____ Mr. Beal

Seconded by _____ Mr. Mays

Roll Call Vote:

Mrs. D'Ettorre Wargo AYE

Mr. Beal AYE

Mr. Mays AYE

RESOLUTION TO APPROVE CERTIFICATED HOME INSTRUCTOR

RESOLVED THAT

the Westlake Board of Education approves the following certificated home instructors for the 2005-2006 school year, contingent upon full and complete compliance with all State of Ohio and Westlake Board of Education employment eligibility criteria, with reimbursement at the negotiated hourly rate.

Donna Richards to provide home instruction for special needs student effective March 30, 2006.

Debra Schrembeck to provide home instruction for special needs student effective March 11, 2006.

Jennifer Seighman to provide home instruction for special needs student effective March 13, 2006.

Motion by Mr. Beal

Seconded by Mr. Mays

Roll Call Vote:

Mrs. D'Ettorre Wargo AYE

Mr. Beal AYE

Mr. Mays AYE

EXHIBIT F-1-b-6
RES. #06-93

RESOLUTION TO APPROVE NON-RENEWAL OF CONTRACTS FOR AUXILIARY
AND PRESCHOOL GRANT CERTIFICATED STAFF MEMBERS

RESOLVED THAT

the Westlake Board of Education approves the non-renewal of Limited Contracts for Auxiliary and Preschool Program Certificated Staff at the end of the 2005-2006 school year.

| | | |
|------------------|-------------------------------------|---------------|
| Donna Collins | Limited Contract Auxiliary Services | .20 FTE |
| Barbara Sennhenn | Limited Contract Auxiliary Services | 3.5 hours/day |
| Kathleen Smith | Preschool Grant | .25 FTE |

Motion by Mr. Beal

Seconded by Mr. Mays

Roll Call Vote:

Mrs. D'Ettorre Wargo AYE

Mr. Beal AYE

Mr. Mays AYE

April 24, 2006
06-164

EXHIBIT F-1-b-7
RES. #06-94

RESOLUTION TO APPROVE FMLA LEAVE
FOR CLASSIFIED STAFF MEMBERS

RESOLVED THAT
the Westlake Board of Education approves FMLA leave for classified staff members as follow:

Terri Orszak
WHS Kitchen

Effective: 04/06/06
Kitchen Hours Only

Motion by Mr. Beal

Seconded by Mr. Mays

Roll Call Vote:

Mrs. D'Ettorre Wargo AYE

Mr. Beal AYE

Mr. Mays AYE

EXHIBIT F-1-c
RES. #06-95

RESOLUTION ENDORSING STAFF APPRECIATION WEEK
(May 8-12, 2006)

WHEREAS, May 8-12, 2006, has been declared Staff Appreciation Week, and

WHEREAS, the Westlake City School District has the benefit of a caring, capable staff, and

WHEREAS, the school staff serve in partnership with the parents of our community's children,
and

WHEREAS, the staff is at the heart of a quality educational program, and

WHEREAS, the effectiveness of the school program requires the cooperation and participation
of the entire school family, and

WHEREAS, the Westlake school staff has demonstrated a strong commitment to establishing
and maintaining quality educational programs, and

WHEREAS, the Westlake community appreciates the dedicated efforts of the staff,

NOW, THEREFORE, BE IT RESOLVED, the Westlake Board of Education declares May 8-12,
2006, as Westlake Staff Appreciation Week. The Westlake Board of Education extends to all
members of the staff their sincerest appreciation for the continuing efforts to provide quality
education to each Westlake students.

Motion by Mr. Mays

Seconded by Mr. Beal

Roll Call Vote:

Mrs. D'Ettorre Wargo AYE

Mr. Beal AYE

Mr. Mays AYE

Resolution for Staff Appreciation Week May 8-12, 2006

*WHEREAS, May 8-12, 2006, has been declared Staff Appreciation Week, and
WHEREAS, the Westlake City School District has the benefit of a caring, capable
staff, and*

*WHEREAS, the school staff serve in partnership with the parents of our
community's children, and*

*WHEREAS, the staff is at the heart of a quality educational program, and
WHEREAS, the effectiveness of the school program requires the cooperation and
participation of the entire school family, and*

*WHEREAS, the Westlake school staff has demonstrated a strong commitment to
establishing and maintaining quality educational programs, and*

*WHEREAS, the Westlake community appreciates the dedicated efforts of the
staff,*

*NOW, THEREFORE, BE IT RESOLVED, the Westlake Board of Education
declares May 8-12, 2006, as Westlake Staff Appreciation Week. The Westlake
Board of Education extends to all members of the staff their sincerest appreciation
for the continuing efforts to provide quality education to each Westlake students.*

Adopted by The Westlake Board of Education on April 24, 2006.

President Renee D'Ettorre Wargo

Vice President David Beal

Thomas Mays

Joseph O'Malley

Andrea Rocco

Superintendent Dr. Jim Costanza

April 24, 2006
06-167

EXHIBIT F-1-d
RES. #06-96

RESOLUTION TO APPROVE LAKE ERIE EDUCATIONAL
COMPUTER ASSOCIATION SERVICE AGREEMENT

RESOLVED THAT

the Westlake Board of Education approves the LEECA Service Agreement for the 2006-2007 school year.

Motion by Mr. Mays

Seconded by Mr. Beal

Roll Call Vote:

Mrs. D'Ettorre Wargo AYE

Mr. Beal AYE

Mr. Mays AYE

April 24, 2006
06-168

EXHIBIT F-1-e
RES. #06-97

RESOLUTION TO APPROVE AGREEMENTS FOR ADMISSION OF TUITION PUPILS

RESOLVED THAT

the Westlake Board of Education approves the following Agreement for Admission of Tuition Pupils for the 2005-2006 school year:

Orange City Schools
North Olmsted Board of Education

Motion by _____ Mr. Mays _____

Seconded by _____ Mr. Beal _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____ AYE _____

Mr. Beal _____ AYE _____

Mr. Mays _____ AYE _____

April 24, 2006
06-169

EXHIBIT F-1-f
RES. #06-98

RESOLUTION TO APPROVE CAMP LINK 2006 PARENT/STUDENT HANDBOOK

RESOLVED THAT

the Westlake Board of Education approves the following Camp Link 2006 Parent/Student Handbook.

Motion by Mr. Mays

Seconded by Mr. Beal

Roll Call Vote:

Mrs. D'Ettorre Wargo AYE

Mr. Beal AYE

Mr. Mays AYE

RESOLUTION TO APPROVE TRANSPORTATION FOR SUMMER FIELD TRIPS

RESOLVED THAT

the Westlake Board of Education approves transportation for the following summer field trips:

| | | |
|-----------------------------|--------------------------------|---------------------------------|
| Five Seasons Country Club: | June 14, 2006 | North Olmsted Recreation Center |
| (costs reimbursed to BOE) | July 12, 2006 | Dover Lake Water Park |
| | July 26, 2006 | Jacobs Field |
| | August 16, 2006 | North Olmsted Recreation Center |
| Westlake Police Department: | June 15, 24, 29, July 13, 2006 | Safety Town |
| | June 19, July 3 & 17, 2006 | Fire Station Field Trip |

Motion by Mr. Mays

Seconded by Mr. Beal

Roll Call Vote:

Mrs. D'Ettorre Wargo AYE

Mr. Beal AYE

Mr. Mays AYE

EXHIBIT F-1-h
RES. #06-100

RESOLUTION TO APPROVE SUNDAY BUILDING USE

RESOLVED THAT

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

Westlake Junior All Star
Football League

Westlake High School
Varsity Practice Field
Player Registration
Sunday, 08/27/06
12:00 PM – 3:00 PM

Motion by Mr. Mays

Seconded by Mr. Beal

Roll Call Vote:

Mrs. D'Ettorre Wargo AYE

Mr. Beal AYE

Mr. Mays AYE

Westlake City Schools

RESOLUTION OF APPRECIATION

WHEREAS, the Westlake Board of Education has placed a 6.9 Operating Levy on the May 2, 2006 ballot, and

WHEREAS, Mrs. Cathy Axcell and Mr. William Baddour were appointed by the Board of Education as Co-Chairs of the Levy, and

WHEREAS, they have provided the leadership to organize a group of over 500 volunteers, and

WHEREAS, the Levy Campaign, under their direction, has provided comprehensive information to members of the Westlake community so that they can make an informed choice, and

WHEREAS, Mrs. Axcell and Mr. Baddour have worked tirelessly on behalf of the children of the Westlake City School District;

NOW, THEREFORE, BE IT RESOLVED that the Westlake Board of Education adopts this "Resolution of Appreciation" commending Mrs. Cathy Axcell and Mr. William Baddour for their leadership of the Levy Campaign, and does hereby express its sincere appreciation on behalf of the Westlake Board of Education, staff, and students, and

FURTHER BE IT RESOLVED that this resolution be duly recorded and spread on the minutes this 24th day of April 2006, and the Treasurer is directed to deliver a copy of this resolution to these persons and establishments.

Motion by Mr. Beal

Seconded by Mr. Mays

Roll Call Vote:

Mrs. D'Ettorre Wargo AYE

Mr. Beal AYE

Mr. Mays AYE

File: EFGA
WELLNESS POLICY

The Westlake City Schools Board of Education recognizes that children and youth who are healthy individuals can learn better and are more likely to complete their formal education. The Board also acknowledges that healthy staff can more effectively perform their assigned duties and model appropriate wellness behaviors for students. This policy and supporting regulations encourage a holistic approach to staff and student wellness that is sensitive to individual and community needs. The following areas are to be included:

Nutrition: Academic performance and quality of life issues are affected by the choice and availability of nutritious foods in our schools. Healthy foods support student physical growth, brain development, and resistance to disease, emotional stability and ability to learn.

Health Education and Life Skills: Healthy living skills shall be taught as part of the regular instructional program. This program shall provide the opportunity for all students to understand and to practice concepts and skills related to health promotion and disease prevention.

Physical Education and Activity: Physical education and physical activity are essential elements of each school's instructional program. The program shall provide the opportunity for all students to develop the knowledge, attitudes and skills necessary to participate in a lifetime of healthy physical activity.

Healthy and Safe Environment: A healthy and safe environment for all, before, during and after school supports academic success.

Social and Emotional Well-Being: Programs and services that support and value the social and emotional well being of students, families and staff build a healthy school environment.

Health Services: An effective community health care delivery system that promotes academic achievement by providing a broad scope of services from qualified health care providers will support the mental and physical health of students and staff.

Family, School and Community Partnership: Long-term effective partnerships improve the planning and implementation of health promotion projects and events within each school and throughout the community.

Staff Wellness: The district and each work site provides information about wellness resources and services and establish a staff committee to assist in identifying and supporting the health, safety and well being of site staff.

The Board directs the superintendent to develop and implement the Wellness Policy and supporting regulations. There are many activities that are common to all school and procedures for conducting them may vary. The administration will establish procedures for conducting activities in their individual areas of responsibility within the larger framework of the policy. This will include focused professional development for the appropriate staff. A district wellness committee will be established and maintained consistent with Federal and State guidelines. A progress report will be made annually to the Board on the implementation of this policy.

REGULATION

I. Nutrition

- A. Nutrition guidelines that require the use of products that are high in fiber, low in added fats, sugar and sodium, and served in appropriate portion sizes consistent with USDA standards shall be established for all foods offered by the district's Food Services Program. Menu and product selection shall utilize student, parent, staff and community advisory groups whenever possible. When economically feasible the district will utilize the services of a registered dietitian to develop lunch and breakfast menus to insure the USDA regulations for nutrition are met.
- B. Nutrition services policies and guidelines for reimbursable meals shall not be less restrictive than federal and state regulations require.
- C. A la carte offerings to students shall be nutritious and meet federal recommended guidelines and shall be selected with input from students, parents and staff.
- D. Guidelines for sales of snacks and beverages in the schools shall be developed to meet or exceed nationally recommended standards.
- E. The Food Service Department shall support classroom activities for all elementary students that promote good nutrition practices to promote health and reduce obesity.
- F. The use of food as rewards is discouraged. Alternative reward systems should be developed and encouraged by district administrators.
- G. The Board recognizes fundraising is an important activity that financially supports school programs. Food items that are sold for fundraising activities in the schools during the school day shall meet the district nutritional guidelines. Fundraising activities outside of the school day are encouraged to meet the district guidelines.

II. Health Education and Life Skills

- A. The school district shall develop and implement a K-12 health education curriculum.
- B. Students shall have access to valid and useful health information and health promotional services.
- C. Staff and students shall be encouraged to develop good hand washing practices.
- D. Students shall have the opportunity to practice behaviors that enhance health and/or reduce health risks during the school day including before and after school programs.
- E. Students shall be taught communication, goal setting and decision making skills that enhance personal, family and community health.

III. Physical Education and Activity

- A. The physical education program shall be designed to stress physical fitness and encourage healthy, active lifestyles. The physical education program shall consist of physical activities of at least a moderate intensity for a duration and frequency that is sufficient to provide a significant health benefit to students, subject to the differing abilities of students.

- B. Students shall be supported in setting and meeting personal fitness goals that result in the achievement and maintenance of a health enhancing level of physical fitness.
- C. Students shall be provided varied opportunities for enjoyment, challenge, self-expression and social interaction that will lead to a physically active lifestyle.

IV. Healthy and Safe Environment

- A. School buildings and grounds, structures, buses and equipment shall meet all current health and safety standards, and be kept inviting, clean, safe and in good repair.
- B. Schools and district offices shall maintain an environment that is free of tobacco, alcohol and other drugs.
- C. Safety procedures and appropriate training for students and staff shall support personal safety and a violence and harassment free environment.
- D. Each work site, school and classroom shall work to create an environment where students, parents/ guardians and staff are respected, valued and accepted with high expectations for personal behavior and accomplishments.

V. Social and Emotional Well-Being

- A. Each school shall provide a supportive environment that includes guidance and counseling services that encourages students, families and staff to request assistance when needed and links them to school or community resources.
- B. Students shall be provided the skills to express thoughts and feelings in a responsible manner and give and receive support from others.
- C. Students and staff will encourage an environment that fosters understanding and respect of the differences in others and how to build positive interpersonal relations.
- D. Students and staff shall be encouraged to balance work and recreation and help to become aware of factors, which may interfere with health development.
- E. Students shall be encouraged to develop and maintain a positive self-concept including an appropriate body image and self esteem.

VI. Health Services

- A. Primary coordination of health services shall be through school nurses with the support and direction from the School District and the Cuyahoga County Health Department.
- B. The Westlake City School District shall collaborate with community health liaisons and resources to promote health and wellness for students, families, staff and community.
- C. A coordinated program of community health services shall be accessible to students and staff which may include violence prevention, school safety, communicable disease prevention, health screening, including Body Mass Index (BMI), community health referrals, and immunizations, parenting skills, first aid/CPR and other priority health education topics.

VII. Family, School and Community Partnership

- A. Family, student and community partners shall be included on an ongoing basis in school and district wellness planning processes.
- B. The equality and diversity of the school district and community shall be valued in planning and implementing wellness activities.
- C. Community partnerships shall be developed and maintained as a resource for school and district programs, projects, activities and events.
- D. The school district shall actively develop and support the engagement of students, families and staff in community health enhancing activities and events at the school or throughout the community.

VIII. Staff Wellness

- A. Each school district site shall be in compliance with drug, alcohol and tobacco free policies.
- B. Each school district site shall provide an accessible and productive work environment free from physical dangers or emotional threat that is as safe as possible and consistent with applicable occupation and health laws, policies and rules.
- C. Staff shall be encouraged to engage in daily physical activity and wellness opportunities during the workday as part of work breaks and/or lunch periods, before or after work hours in site sponsored programs or as part of discounted membership in local fitness facilities as provided by the District Insurance Carrier.

Adoption Date:

File: JFC
STUDENT CONDUCT
(Zero Tolerance)

Students are expected to conduct themselves in a way that exhibits respect and consideration for the rights of others. Students of the District must conform with school regulations and accept directions from authorized school personnel. The Board has “zero tolerance” of violent, disruptive or inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property, **school owned, leased, or operated school vehicles or busses** and/or at school-related events is subject to approved student discipline regulations. The superintendent/designee develops regulations that establish strategies ranging from prevention to intervention to address student misbehavior.

Students and parents receive, at the beginning of each school year or upon entering during the year, written rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct that are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the Student Code of Conduct and the fact that any violations of the Student Code of Conduct are punishable. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

If a student violates this policy or the Code of Conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

A student may be expelled for up to one year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property or at a school activity, event or program.

The superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this division extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters that might lead to a reduction of the expulsion period include: the student’s mental and/or physical characteristics or conditions; the age of the student and its relevance to the punishment; the prior disciplinary history of the student and/or the intent of the perpetrator.

The Student Code of Conduct is made available to students and parents and is posted in a central location within each building.

Circumstances in Which Student Discipline is Appropriate

As detailed below, students are subject to school disciplinary action up to and including emergency removal, suspension and expulsion for any and all action(s) that directly affect the good order, efficiency, morale, management and welfare of the school. Students shall be subject to discipline for misconduct occurring in any of the following situations.

1. while in school, on school grounds, or in sight of school premises during, immediately before or immediately after school hours (including schools where the student is not in attendance);
2. while on school-owned, leased or operated buses or vehicles;
3. while waiting at school bus stops, walking to and from school bus stops or walking to and from school;
4. while engaged in or attending school-related activities whether on or off school grounds;

April 24, 2006

06-178

5. while on school grounds, at any time when school premises are being used by the school or by school-related groups;
6. while engaging in any conduct which directly affects the good order, morale, management and welfare of the school and
7. any conduct directed at a District official or employee or the property of such official regardless of where it occurs.

Serious Criminal Offenses

The superintendent is authorized to expel a student from school for a period not to exceed one year for committing an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons or serious physical harm to property while the student is at school, on any other property owned or controlled by the Board, or at an interscholastic competition, an extracurricular event, or any other school program or activity. Any expulsion under this division shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Serious physical harm to persons means any of the following:

1. any physical harm that carries a substantial risk of death;
2. any physical harm that involves some permanent incapacity, whether partial or total, or that involves some temporary, substantial incapacity;
3. any physical harm that involves some permanent disfigurement or that involves some temporary, serious disfigurement or
4. any physical harm that involves acute pain of such duration as to result in substantial suffering or that involves any degree of prolonged or intractable pain.

The superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this division extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.: ORC 3313.20; 3313.534; 3313.66; 3313.661; 3313.662
OAC 3301-35-03

Cross Refs.: ABC, Student Involvement in Decision Making (Also JFB)
EBC, Emergency Plans
JFCA, Student Dress Code
JFCEA, Gangs
JFCJ, Dangerous Weapons in the Schools
JG, all subcodes
Student Handbooks

File: JFC-R
STUDENT CONDUCT (Zero Tolerance)

SECTION 1

These examples of misconduct will generally result in the following penalties that are cumulative for any offense in this section. The principal may modify this sequence based on circumstances.

| <u>OFFENSE</u> | <u>CONSEQUENCE</u> |
|-----------------|--|
| 1 st | Up to 3-day Suspension and/or Saturday Alternative School or Extended school day |
| 2 nd | 5-day suspension |
| 3 rd | 10-day suspension and recommendation for expulsion |
| 4 th | 10-day suspension and recommendation for expulsion |

Rule 1 - Disruption of School/Misconduct

A student shall not, by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance or any other conduct, cause, attempt, or threaten to cause the disruption or obstruction of any lawful mission process, activity, or function of the school including all curricular and extra-curricular activities. Neither shall any student urge other students to engage in such conduct for the purpose of causing, attempting, or threatening to cause the disruption or obstruction of any lawful mission, process, activity, or function of the school including all curricular and extracurricular activities.

Misconduct prohibited by this rule includes, but is not limited to:

- A. setting fire, or attempting to set fire to, damaging or attempting to damage any school building or property;
- B. continuously and intentionally making noise or acting in a manner which attempts to or does interfere with a teacher's ability to conduct a class or extracurricular activity;
- C. making, by telephone, letter or other means a threat to damage or destroy any school property or to disrupt any school-sponsored or related activity, function or event on or off school grounds; or,
- D. engaging in any activity or conduct that endangers students, employees or guests at the school.

Rule 2 - Inappropriate Language

No student shall use profane, vulgar, racially or religiously derogatory, abusive, or otherwise disrespectful language in any school building areas during school hours or at any school-sponsored or related activities or events. Neither shall any students use profane, vulgar, or other improper gestures, publications, pictures or signs, nor engage in any socially or sexually improper behavior.

Rule 3 - Truancy and Tardiness

Students are required by law to regularly attend school. A student shall not be absent from an assigned location for all or part of any school day without school authorization and parental consent, and shall be considered truant when he/she is absent from school for any portion of the school day. Excessive tardies shall be considered truancy. Leaving the school building and/or grounds without permission is truancy.

When the building principal advises the superintendent that a student of compulsory school age has been absent without legitimate excuse for more than 10 consecutive days, or a total of at least 15 days in any term or semester, the following procedure will apply:

- A. The superintendent will notify, in writing, the student and his/her parent, guardian or custodian that information regarding the student's absences has been provided to the superintendent, and that, as a result the student's driving privileges will be denied. This notification will also state that the student and his/her parent, guardian or custodian may appear before the superintendent or designee to challenge the information provided to the superintendent.
- B. The notice from the superintendent to the student must set forth the information received and must include the date, time and place of the hearing. The hearing must be scheduled between three and five days after the notification is given unless an extension is requested by the student, parent, guardian or custodian and is granted by the superintendent. If granted, the superintendent must notify the student, and the parent, guardian or custodian of the date, time and place of the new hearing.
- C. At the hearing before the superintendent or designee, the student will have an opportunity to present evidence that he/she has not been habitually absent without legitimate excuse. Under Ohio law, "legitimate excuse" includes, but is not limited to:
 - 1. enrollment in another school or school district in Ohio or another state;
 - 2. possession of an age and schooling certificate;
 - 3. a bodily or mental condition that prohibits attendance under ORC 3321.04 or
 - 4. participation in a home instruction program in accordance with ORC 3321.04.
- D. If a habitually absent student does not appear at a hearing before the superintendent or designee, or if the student does not convince the superintendent or designee that the absences are legitimate, the superintendent must notify the registrar of the Bureau of Motor Vehicles (BMV) and the County Juvenile Judge. Such notification must be given to the registrar of the BMV and the Juvenile Judge within two weeks of the receipt of the information regarding habitual absences, or if a hearing for the student is held, within two weeks after the hearing.

Notification to the registrar of the BMV and the Juvenile Judge must comply with ORC 3319.321 and the Family Educational Rights and Privacy Act of 1974 (FERPA) and accompanying regulations.

The registrar of the BMV is required to suspend the temporary instruction permit or driver's license of any student who is the subject of such a notice. If a temporary permit or license has not yet been issued for that student, the registrar is prohibited from issuing a temporary permit or a license.

The denial of a student's driving privileges will remain in effect until the student reaches age 18 or until the denial is permitted for another reason allowed by Ohio law. In accordance with Ohio law, a student whose driving privileges have been denied can file a petition with the juvenile court in the jurisdiction where he/she resides.

Rule 4 - Unauthorized Sale or Distribution

Distribution or selling unauthorized materials on school property, or attempting to distribute or sell such items, is not permitted.

Rule 5 - Forgery/False Reports

No student shall cheat, lie, prefabricate, deceive, use crib notes, receive or disseminate answers to a test, or falsify records. Neither shall any student forge, falsify, distort or misrepresent (in verbal or written form) dates, times, addresses, grades, signatures or other data contained in any communication to or from the school. Any student who assists or participates in any of the above actions on a secondary basis shall also be subject to discipline.

Rule 6 - Academic Dishonesty

No student shall fraudulently, dishonestly or deceptively obtain and use the work of another, or otherwise violate a teacher's reasonable requirements with respect to proper test taking or the completion of work assignments. Neither shall any student assist another student in the pursuit of academic dishonesty by providing information or by any other means. For purposes of this Policy, work is broadly construed and includes without limitation, ideas, writings, works in progress, completed work product, examination questions and examination answers. Any student who misappropriates or plagiarizes someone's work, assists another in such misappropriation or otherwise engages in academic dishonesty shall not obtain credit for the work in question and shall be subject to other disciplinary action.

Rule 7 - Trespass/Loitering

- A. No student shall enter upon school grounds or enter any school building to which the student is not assigned, either during or after school hours, except with express permission of the building principal or for purposes of attending or participating in a school-sponsored event in which his/her regularly assigned school is involved or where students from his/her regularly assigned school have been invited to attend or participate.
- B. A student who is already the subject of an emergency removal, a suspension or an expulsion shall not enter upon any District property without the express permission of the principal.
- C. Loitering is defined as a student's presence in a restricted area at an authorized time. This includes the student parking lot; no student is to be in the parking lot during school without an administrator's permission.

Rule 8 - Repeated Violations of School Rules

No student shall repeatedly fail to comply with school rules and regulations or with directions of teachers, student teachers, teacher aides, principals or other authorized school personnel.

Rule 9 - Failure to Comply with Directives/Insubordination: Violation of Rules

- A. Students shall comply with the directives and orders of teachers, student teachers, educational aides, substitute teachers, principals or other authorized school personnel during any period of time when they are properly subject to the authority of the school. Verbal and written abuse, including insults and intimidation, will not be tolerated. It shall be considered "insubordination" for anyone to disobey or fail to comply with directives relating to this code by authorized school personnel.
- B. Students shall comply with all school rules and regulations which are a part of this Code and which shall be posted on school bulletin boards. It is the responsibility of each student to familiarize himself/herself with all school rules and regulations.

Rule 10 - Use of Flame Producing Devices

The unauthorized use or possession of matches, lighters or other flame producing devices on school property is not permitted.

Rule 11 - Hazing

No student shall harass, persecute or participate in any act(s) or attempt to threaten, act or participate in any act(s) that injures, degrades, disgraces or tends to injure, degrade or disgrace any student. Hazing is banned in any form.

Hazing is defined as acting or coercing another, including the victim, to participate in 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. Permission, consent or assumption of risk by any individual subjected to hazing will not lessen the prohibition contained in this Policy, and will not exempt any student from discipline under this Policy.

Rule 12 - Harassment and Sexual Harassment

No student shall harass any other student, school employee, community member or school visitor on the basis of color, race, national origin, religion, age, disability, status as Vietnam-era veteran or special disabled veteran. For the purpose of this Code of Conduct, the term "harass" includes, but is not limited to, conduct which intimidates, insults, persistently annoys or otherwise physically or verbally (orally or in writing) abuses another. No student shall retaliate against any other student, school employee, community member or school visitor for assisting with the investigation of a complaint of harassment.

Students are specifically prohibited from sexually harassing any other student, school employee, community member or school visitor. Sexual harassment is any activity of a sexual nature which is unwanted or unwelcome, including but not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions and unwanted body contact.

Any student who believes that he/she has experienced any form of harassment including sexual harassment should report this conduct immediately to his/her building principal, guidance counselor or a teacher.

A member of the administration will meet with the student to discuss the complaint and to develop a clear understanding of the student's statement of facts. An administrator will then attempt to meet with the charged party to obtain his/her response to the complaint. The administrator also will attempt to meet with individuals identified by the charging party or the charged party to substantiate the position of the charged party or charging party. Based on this evidence, the administrator will make a decision regarding the need for discipline.

All complaints of harassment will be treated as "confidential" and information will only be released on a "need to know" basis.

No student shall be retaliated against for reporting harassment or assisting in the investigation of a harassment claim. Students should report charges of retaliation to the administrator investigating the complaint.

Rule 13 - Gambling

No student shall engage in or promote games of chance, place a bet or risk anything of value on school grounds, at school-sponsored or related school functions off school grounds, or any other time the student is subject to school authority.

Rule 14 - Transportation

No student while under the authority of a school bus driver may interfere with the safe operation of the bus through destructive actions or words either to other students, the bus driver or passing motorists.

Rule 15 - Driving/Parking

Any student driving to school must keep his/her vehicle under control at all times, follow established safety procedures, and comply with school parking regulations. Failure to follow these guidelines may result in the student's driving privileges being withdrawn. While parked on school property, student vehicles are subject to routine patrols and exterior inspections that may be conducted without the student's consent, and without a search warrant. The inside of student vehicles may also be searched when school officials have reasonable suspicion to believe that illegal or unauthorized materials are contained therein.

Rule 16 - Accomplice

No student shall place himself/herself in a position to aid, abet, facilitate, encourage, allow or in any manner to actively or passively assist another student to violate any school rule. The prohibition of this section includes but is not limited to serving as a "look out" for a student engaged in misconduct. In addition to the foregoing, students shall also have an affirmative duty to report another student who a student knows has violated, is violating, or is planning to violate a school rule involving any dangerous weapon (as defined in Board Policy) or any illegal, prescription or counterfeit drug. In administering discipline under this Section, school officials and administrators shall have discretion to consider the circumstances and nature of the offense, including any mitigating circumstances.

Rule 17 - Electronic Devices

No student shall use radios, televisions, ~~telephones~~, cellular phones, **devices that can produce a photographic image, I-pods**, pagers, laser pointers or any other **electronic** equipment on school grounds during school hours **that interfere with the educational program or the operation of the school.** ~~or at school-sponsored events if, in the sole discretion of school authorities, such items are disruptive of the educational process. Students may use headsets during non-school hours with the permission of school authorities.~~ **Because of their potential disruptive and distracting nature to the operation of the school, electronic devices as specified above may not be carried with students during the school day and must remain in the student's locker or checked with the office. Electronic devices used or carried in violation of this rule may be confiscated and returned only when their appropriate use is assured.**

Rule 18 - Failure to Accept Discipline or Punishment

No student shall refuse to accept discipline or punishment from teachers, school officials, teacher aides or other authorized school personnel, nor shall any student violate the conditions of student suspension as specified in the student suspension notice to parents.

Rule 19 - Misconduct During Extracurricular Activities

A student who has been accepted or qualified to participate in a school-sponsored or related extracurricular activity shall not behave in any manner which, in the sole discretion of school authorities, dis-

rupts or tends to interfere with the conduct of that activity and shall not violate the rules, regulations or policies which govern participation in an extracurricular activity which rules, regulations or policies are provided to participants and made part of this code. Students attending any school-sponsored or related activity shall not behave in any manner that, in the sole discretion of school authorities, disrupts or tends to interfere with the conduct of that activity.

Rule 20 - Extortion

No student shall use an expressed or implied threat, violence, harassment, coercion or intimidation to obtain money or anything of value from another on school grounds, at school-sponsored or related school functions, off school grounds or any other time the student is subject to school authority.

Rule 21 - Gang Activity

Subject to any applicable legal and constitutional limitations, no student's dress, apparel, activities, acts of behavior or manner of grooming will be condoned if they:

- A. cause school officials to have reasonable suspicion that such behavior, apparel, activity, acts or other attributes are gang-related and would disrupt or interfere with the school environment or activity and/or educational objectives;
- B. present a physical safety hazard to the student in question, other students, staff members or other employees;
- C. create an atmosphere in which a student's, staff member's or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence; or
- D. imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem whether on school or personal property or on one's person.

Rule 22 - Any Other Conduct Which Disrupts or Interferes with the Educational Process

Students may be disciplined for any other misconduct that, although not detailed herein, is determined by school authorities to disrupt or to interfere with the educational process.

SECTION II

These examples of misconduct that are cumulative will generally result in up to a 10-day suspension along with a possible recommendation for expulsion and/or police and court referral due to the more serious nature of these offenses.

Rule 23 - Damage, Destruction, or Theft of School or Private Property, Vandalism

A student shall not cause or attempt to cause damage to school property or to personal property of students, teachers, school personnel or other persons. Neither shall a student steal or attempt to steal property of students, teachers, school personnel or other persons or participate or attempt to participate in the unauthorized removal of property either on school grounds or during a school-sponsored or related activity, function or event off the school grounds. The prohibition of this Section includes, but is not limited to, intentional damage or destruction of computer hard drives or materials stored on a hard drive or, any form of computer piracy, any improper usage of the Internet or other on-line agencies.

Pursuant to ORC 3109.99 and ORC 3109.091, a student and/or their parent or legal guardian shall be held financially accountable to the Westlake City Schools for any damage, destruction or theft caused by their child.

OFFENSE

CONSEQUENCE

- | | |
|-----------------|--|
| 1 st | Up to a 10-Day Suspension and/or Court Referral with Possible Recommendation for Expulsion |
| 2 nd | 10-Day Suspension and Recommendation for Expulsion |

Rule 24 - Weapons, Dangerous Instruments, Fireworks and Explosives

No student shall use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument while on school grounds, at school-sponsored or related activities, functions or events off school grounds, on school-owned, operated or leased vehicles, or at any other time that the student is subject to the authority of the school. Weapons and dangerous instruments include any object that is used or may be used to inflict physical harm or property damage. (Note: Bringing firearms to school shall result in a one-year expulsion from school, see Board Policy JGE. Bringing a knife onto school property may also result in a one-year expulsion, see Board Policy JGE).

No student shall possess, handle, transmit, sell, conceal or bring upon school grounds any fireworks, explosives or munitions, nor shall any student ignite or explode fireworks, explosives or munitions at school-sponsored or related functions or activities on or off school grounds or at any other time the student is subject to the authority of the school.

This prohibition applies to firearms, explosive (including fireworks, lighters, matches), knives and other dangerous objects of no reasonable use to the student at school. It also applies to any look-alike weapon or dangerous object (including normal school supplies like pencils or compasses) that a reasonable person might consider, under the circumstances, capable of harming a person or property.

OFFENSE

CONSEQUENCE

- | | |
|-----------------|---|
| 1 st | Up to a 10-Day Suspension with Possible Recommendation for One-Year Expulsion from School |
| 2 nd | 10 Day Suspension and Recommendation for One-Year Expulsion from School |

Rule 25 - Assaulting/Hitting/Threatening

A student shall not cause physical injury or behave in any way that could threaten to cause physical injury to other students, professional staff, employees or guests who are visiting the school or attending any Board-sponsored and supervised activity. This includes, but is not limited to, hitting and other inappropriate touching.

A student who assaults a school employee or other student whether on or off school property, or at a nonschool-sponsored or related activity, function or event may be subjected to discipline. In accordance with Ohio Revised Code Section 3313.66, a student may be subject to suspension or expulsion from school if the superintendent has reasonable suspicion the student's continued presence in the school will significantly disrupt or interfere with the educational process or significantly endanger the health or safety of the students or others.

| <u>OFFENSE</u> | <u>CONSEQUENCE</u> |
|--------------------------------------|--|
| Threatening: 1 st Offense | Up to a 10-Day Suspension with Possible Recommendation for Expulsion |
| 2 nd Offense | 10-Day Suspension and Recommendation for Expulsion |
| Assaulting: 1 st Offense | Up to a 10-Day Suspension and/or Referral to Court and/or Recommendation for Expulsion |

Rule 26 - False Alarms

The act of initiating a fire alarm or initiating a report warning of a fire or catastrophe such as a tornado without cause.

| <u>OFFENSE</u> | <u>CONSEQUENCE</u> |
|-----------------|---|
| 1 st | Up to a 10-Day Suspension and/or Police Contact and/or Court Referral and Recommendation for Possible Expulsion |
| 2 nd | 10-Day Suspension, Police Contact, Court Referral and Recommendation for Possible Expulsion |

Rule 27 - Bomb Threats

The act of initiating a report warning of a bomb on school property, on Board of Education owned vehicles, or at Board of Education sponsored or supervised activities.

| <u>OFFENSE</u> | <u>CONSEQUENCE</u> |
|-----------------|--|
| 1 st | 10-Day Suspension, Police Contact, Court Referral and Recommendation for Expulsion of up to one year |

Rule 28 - Arson

The willful and malicious burning of or attempt to burn any property of the Board of Education.

| <u>OFFENSE</u> | <u>CONSEQUENCE</u> |
|-----------------|---|
| 1 st | 10-Day Suspension, Police Contact, Court Referral, Recommendation for Expulsion |

Rule 29 - Alcohol/Controlled Substances/Drugs/Narcotics/Inhalants

During school, summer school, travel on any school-provided transportation or at any school-sponsored activity held on or off school property, students shall not knowingly possess, buy, sell, use, supply, transfer, apply or be under the influence of any mood-altering chemical of any kind, including alcohol. "Possession" includes, with limitation, retention of a student's person or in a student's purse, wallet, locker, desk or automobile parked on school property. "Under the influence" is defined as manifesting signs of chemical misuse including, but not limited to, staggering, red eyes, odor, nervousness, restlessness, memory loss, abusive language, falling asleep in class or any other behavior which is not considered normal for the particular student. The term "mood-altering chemical" includes, without limitation, narcotics, depressants, stimulants, hallucinogens, counterfeit drugs, marijuana, alcohol and inhalants. These prohibitions also extend to prescription drugs, unless prescribed by a licensed physician for the student in question, and kept in the original container with the student's name and with directions for proper use. Prescription medications shall be kept in the school office. All other procedures outlined in school policy should also be followed.

- A. Legal authorities will be informed.
- B. The substance will be turned over to legal authorities.
- C. The student will be suspended and/or expelled from school.
- D. The student will be referred to an Insight Group.
- E. The student may be referred to an outside agency for an assessment. If this assessment is in conjunction with the 5/10 suspension option, then the student must follow through with the assessment recommendation.
- F. A first incident of selling, supplying or transmitting mood-altering chemicals shall be treated as a second offense as defined below.

OFFENSE

CONSEQUENCE

| | |
|-----------------|---|
| 1 st | 5/10 option and/or referral to an assessment with the recommendation being followed. Five days of out-of-school suspension are in effect with the remaining 10 held. If not the 5/10 option, then a 10-day out-of-school suspension and/or a police contact and/or a court referral and/or a recommendation for expulsion. |
| 2 nd | 10 days out-of-school suspension and a police contact, court referral and a recommendation for expulsion. |

Rule 30 - Look-Alike Drugs

A student shall not use, conceal, sell, purchase, accept or transmit any substances that are reasonably thought by the administrator to be drugs of abuse, sold as drugs of abuse or inferred by the seller or buyer to be drugs of abuse. (Medications prescribed by a physician must follow the Board-adopted policy regarding student medication.)

- A. A counterfeit controlled substance is defined as:
 - 1. any drug that bears, or whose container or label bears, a trademark, trade name or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark;
 - 2. any unmarked or unlabeled substance that is represented to be a controlled substance;
 - 3. any substance that is represented to be a controlled substance or is a different controlled substance and
 - 4. any substance other than a controlled substance which a reasonable person would believe to be a controlled substance because of its similarity in shape, size and color or its markings, labeling, packaging, distribution or the price for which it is sold or offered for sale.
- B. No students shall knowingly possess any counterfeit-controlled substance. Violations of this provision shall be treated in the same manner as Rule 29 (Alcohol/Controlled Substances/Drugs/Narcotics/Inhalants).
- C. No student shall directly or indirectly represent a counterfeit-controlled substance as a controlled substance by describing, through words or conduct that physical or mental effects are the same or similar to the effects associated with the use of a controlled substance.
- D. No student shall knowingly make, offer to sell, give, package or deliver a counterfeit-controlled substance. Violations of this provision will be treated in the same manner as Rule 29 (Alcohol/Controlled Substances/Drugs/Narcotics/Inhalants).

Rule 31 - Drug Paraphernalia

A student shall not possess, use, transmit or conceal any item that is designed for use with any illegal substance while on school property or in attendance at any Board of Education sponsored or supervised activity.

OFFENSE

CONSEQUENCE

1st Up to 10-Day Suspension and/or Recommendation for Expulsion

Rule 32 - Fighting

Students involved in fighting on school property, Board-owned vehicles or in attendance at any Board-sponsored activity will be suspended. In most cases, all parties involved in the fight will be suspended.

OFFENSE

CONSEQUENCE

1st Up to 10-Day Suspension

2nd Up to 10-Day Suspension with a Possible Recommendation for Expulsion

3rd 10-Day Suspension and Recommendation for Expulsion

Rule 33 - Use of Tobacco

The use of any tobacco products by students is prohibited. This applies to all extracurricular activities both on school property and away from school. Use includes possession; smoking is defined as holding a tobacco product, whether lit or unlit or having held it and tossed it aside.

OFFENSE

CONSEQUENCE

1st 3-Day suspension or 3-Day in-school assignment and mandatory attendance at an educational seminar sponsored by the American Lung Association, American Cancer Society or another like health organization approved by the Board of Education, and issued a ticket under O.R.C. 2151.87.

2nd Up to a 5-Day Suspension, and issued a ticket under O.R.C. 2151.87

3rd 10-Day Suspension and/or Recommendation for Expulsion, and issued a ticket under O.R.C. 2151.87

The superintendent shall publish to all students a policy outlining these and any other District rules regarding student conduct and the sanctions, which may be imposed for their breach. Said policy shall also be posted in a central location in each school and shall be made available to students upon request.

Adoption Date: May 23, 2002
Revision Date: May 15, 2003
Revision Date: May 20, 2004
Revision Date: April 27, 2005

File: JFCC-R (Also EEACC-R)

STUDENT CONDUCT ON SCHOOL BUSES

The School Board provides students - both public and nonpublic - transportation based on eligibility. Transportation service is a privilege and, as such, demands certain responsibilities and behaviors from the passengers.

Rules and Obligations of Students

All rules as stipulated are to be enforced by the school vehicle driver (with common sense) with a ~~feeling~~ **consideration** for the nature of the situation and the student.

The rules ~~will be divided into two levels or degrees of importance~~ **are important** with respect to student safety (the degree of eminent danger such an act could pose), respect for authority and the personal rights of others.

All Westlake City School District Student Code of Conduct rules apply while students are loading, unloading, waiting for, or riding school vehicles (Policy JFC & JFC-R). In addition, the following rules specific to bus safety will be followed:

Level One

1. All students will enter or leave a school vehicle in an orderly fashion (no pushing or shoving).
2. All students will be absolutely quiet at all railroad crossings and other areas designated by the driver.
3. All students are forbidden from changing seats, once seated.
4. All passengers are forbidden from throwing or propelling in any way, any object while in a school vehicle, or at a school vehicle **or out of a school vehicle**.
5. All students are to refrain from hanging any object or any part of their body outside a school vehicle.
6. All students must, upon a signal from the driver, cross at least 10 feet in front of the school vehicle.
7. All students will refrain from crossing behind the school vehicle.
8. ~~All students are not to smoke on a school vehicle.~~ **All students will refrain from committing acts of vandalism to a school vehicle. Such acts would include but not be limited to defacing, taking, breaking or altering in any way the physical condition of the interior or exterior of a school vehicle or to the personal property of others on the vehicle. In such cases where culpability is established for any of the above, the student responsible and his/her parents will be required to make restitution.**
9. ~~All students will refrain from spitting in or at a school vehicle.~~ **All students will refrain from causing, committing, participating in, encouraging or inciting any disruption on a school vehicle or at a school vehicle stop by virtue of their verbal or physical behavior.**
10. ~~All students will wear footwear, shoes or sandals, on a school vehicle.~~ **All students will comply with the instructions of the driver or other personnel in authority in the District.**
11. ~~All students will refrain from making verbal, written or physical gestures that convey obscene, disrespectful or demeaning connotations.~~ **All students will ride the school vehicle they have been assigned and refrain from loading or unloading at a stop other than the stop they are assigned.**
12. ~~All students will refrain from possessing and/or discharging any type of incendiary object or pyrotechnic while on or near a school vehicle.~~ **All students will refrain from eating or drinking and/or littering on a school vehicle.**

13. ~~All students will refrain from tampering with any equipment on or part of a school vehicle.~~ **All students will refrain from loud talk or noisemaking. Talk at a normal level is permissible.**
14. ~~All students will refrain from causing, committing, participating in, encouraging or inciting any disruption on a school vehicle or at a school vehicle stop by virtue of their verbal or physical behavior.~~ **Students will refrain from bringing animals of any kind on a school vehicle.**
15. ~~All students will refrain from bringing any dangerous objects on a school vehicle. Such objects could be, but not limited to, knives or firearms.~~ **Students will refrain from delaying the departure of a school vehicle by being frequently or habitually late to the designated stop or departure point.**
16. ~~All students will refrain from bringing drugs, alcohol, tobacco or any mind or body altering substance on a school vehicle. The only exception would be medication as prescribed by a student's physician.~~ **Students will refrain from spitting on, at or out of the school vehicle.**
17. ~~All students will refrain from committing acts of vandalism to a school vehicle. Such acts would involve but not be limited to defacing, taking, breaking or altering in any way the physical condition of the interior or exterior of a school vehicle or to the personal property of others on the vehicle. In such cases where culpability is established for any of the above, the student to blame and his/her parents will be charged for such damages.~~ **Students may not use cell phones on school vehicles unless granted permission by the adult supervising an extra-curricular event.**
18. ~~Habitual failure to comply with the instructions of the driver or other personnel in authority in the District.~~

Level Two

1. ~~All students will refrain from loading or unloading at a stop other than designated.~~
2. ~~All students will refrain from eating or drinking and/or littering a school vehicle.~~
3. ~~All students will refrain from loud talk or noisemaking. Talk at a normal level is permissible.~~
4. ~~Students will refrain from playing musical instruments or electronic devices such as radios, tape recorders, games etc.~~
5. ~~Students will refrain from bringing animals of any kind on a school vehicle.~~
6. ~~Students will refrain from delaying the departure of a school vehicle by being frequently or habitually late to the designated stop or departure point.~~
7. ~~Students will not save a seat or seats for others.~~
8. ~~Students will refrain from taking or occupying more than one seat.~~
9. ~~Students who are standing will not stand beside the driver or in the stairwell. They will also refrain from standing when seats are available.~~

Discipline

The Board authorizes the superintendent or other administrators to suspend a student from school bus riding privileges only for a period of up to one school year. ~~The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. The administrator's decision is final.~~ **Prior to being suspended from riding the bus, the student shall receive written notice of the alleged offense and have an opportunity to be heard before the appropriate school administrator. The parents and Transportation Department shall receive written notification of the bus privilege suspension. The suspension may be appealed in writing to the Director of Business Affairs within five days. The Director of Business Affairs may affirm, modify or rescind the suspension.**

Depending on the particular circumstances, the building administrator may consider suspension of the student from school in addition to suspending bus riding privileges. Suspension of school will be in compliance with Board of Education Policies JFC, JFC-R, JGD, JGD-R, JGE and JGE-R.

Procedures for Implementation

Level one offenses will be dealt with as follows:

1. An immediate verbal reprimand to the student ~~by the driver~~ followed immediately by a written statement and a completed bus conduct report form (see attached) from the driver to the transportation supervisor.
2. The principal of the school that the student attends will be notified so that the principal or designee can review the bus misconduct report and review the response of the student.
3. Based upon the review of the misconduct report and student response, the building administrator may suspend the student's bus riding privileges. The administrator is responsible for notifying the transportation department and the student's parents of the decision.
4. Suspensions from transportation privileges **and/or suspension from school** will be assessed for any infraction of transportation rules and regulations. Normally suspensions will be assigned in the following sequence. However, serious misconduct may result in a longer **bus suspension or suspension from school**.
 - A. First offense – **up to** 3 school days
 - B. Second offense - **up to** 5 school days
 - C. Third offense - **up to** 10 school days
 - D. Fourth and subsequent offenses - ~~could be for~~ **up to** the remainder of the current school year or into the next school year.
5. ~~No written warning will be required to be sent home to the parents of the student committing the infraction.~~ **The building principal and transportation director will maintain a record of all bus infractions.**
6. ~~If a suspension is given, the parents, principal and student involved will be notified of the suspension dates in writing (mail).~~
7. ~~A record of all suspensions will be kept. Untimely delays should be avoided. Therefore, each level, driver, transportation supervisor, principal and administration should perform their part of this process as quickly as possible.~~

Level two offenses

~~These infractions of the transportation rules and obligations will be administered the same as level one with the addition of a written warning being mailed to the parents before another infraction necessitates suspension action as outlined above.~~

Adoption Date: May 23, 2002

Revision Date:

April 24, 2006
06-192

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