

**WESTLAKE CITY SCHOOLS
BOARD OF EDUCATION MINUTES**

**Monday, June 10, 2013 - 5:30 p.m. - Work Session
Administration Building - 27200 Hilliard Blvd.**

Call to Order: Time: 5:36 p.m.

Roll Call Vote:

Mr. Mays	<u>Present</u>
Ms. Winter	<u>Present</u>
Mr. Cross	<u>Present</u>
Mr. Falcone	<u>Absent</u>
Mrs. Leszynski	<u>Present</u>

Pledge of Allegiance – President Mays led the assembly in the Pledge of Allegiance.

Acknowledgment of Visitors – President Mays thanked all in attendance.

Approval of Agenda

Motion by Mrs. Leszynski
Seconded by Ms. Winter

Roll Call Vote:

Mr. Mays	<u>AYE</u>
Ms. Winter	<u>AYE</u>
Mr. Cross	<u>AYE</u>
Mrs. Leszynski	<u>AYE</u>

VISION STATEMENT

The Westlake City School District will provide a dynamic, student centered, 21st Century learning environment. Our district will be characterized by high achievement, actively engaged learners, mutual respect, shared knowledge, pursuit of new skills and capabilities, collaborative learning, willingness to take action, a team commitment to data-driven continuous improvement, and tangible results.

MISSION STATEMENT

WE EDUCATE FOR EXCELLENCE...Empowering all students to achieve their educational goals, to direct their lives, and to contribute to society.

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

A. Adjourn Board Meeting to Conduct Library Tax Budget Hearing

Time: 5:38 p.m.

Motion by Ms. Winter
Seconded by Mrs. Leszynski

Roll Call Vote:

Mr. Mays	<u>AYE</u>
Ms. Winter	<u>AYE</u>
Mr. Cross	<u>AYE</u>
Mrs. Leszynski	<u>AYE</u>

**** Porter Public Library Tax Budget Hearing**

Andrew Mangels, Director, provided an overview on the 2014 proposed library tax budget.

Ms. Winter thanked Mr. Mangels for Porter Library's partnership with the schools.

**** Reconvene Board Meeting after Library Tax Budget Hearing**

Time: 5:52 p.m.

1. Resolution to Approve Westlake Porter Public Library 2014 Tax Budget Exhibit A-1

B. Adjourn to Executive Session

Time: 5:54 p.m.

Purpose: To Discuss Negotiations

Motion by Mrs. Leszynski

Seconded by Ms. Winter

Roll Call Vote:

Mr. Mays AYE

Ms. Winter AYE

Mr. Cross AYE

Mrs. Leszynski AYE

Others in Attendance: Keenan, Pepera, Pyros

Adjourn Executive Session and Return to Regular Session

Time: 7:03 p.m.

C. Approval of Minutes

1. Regular Minutes of May 13, 2013

Motion by Ms. Winter

Seconded by Mrs. Leszynski

Roll Call Vote:

Mr. Mays AYE

Ms. Winter AYE

Mr. Cross AYE

Mrs. Leszynski AYE

D. Superintendent's Report & Master Facility Plan Phase I Report

Superintendent Keenan noted the following:

1. Ohio Achievement Assessment scores are due to come in on June 17.
2. The Special Olympics was held on Saturday, June 8th. A special thank you goes to the Westlake Kiwanis who co-sponsored the event.
3. The Medicaid reimbursement program has generated considerable revenue to date.
4. Biennial budget discussions are still underway. The potential increase in funding may be negated by outflow of voucher/community school payments.
5. A plan has been developed to reduce the FY14 budget by \$1M to address the recent levy failure. While Board action will be taken at separate times, the reduction details of note are: the elimination of 19 positions, 1 position to be reduced, \$143k in operational reductions in supplies, equipment and purchased services.

Board Discussion:

Mr. Cross noted his thoughts about the recent community survey and stated he envisioned a more scientific-type process. Dr. Keenan responded that at this time he was actually looking for Board input on the topic of his reduction plan. Mr. Cross responded it is more appropriate to survey the community first and then develop cuts. President Mays noted his concern with the scope of \$1M in cuts and the impact it will have on students and learning. Mrs. Leszynski and Ms. Winter stated it is sad that the cuts have to be made and that they will negatively impact the students and programming. Dr. Keenan said the reductions were intended to be proportionate to the different function areas of the budget and also noted the community survey contains three major components: an online survey, a phone survey, and an opportunity to extract common themes for decision-making purposes.

6. Dave Kocevar updated the Board on the details of the auction and move related to the construction project.
7. Dave Puffer provided a construction update.
8. Three WHS seniors will be interns at the Cleveland Clinic.
9. LBMS student Kyle Yu is the State Geography Bee champion.

E. Treasurer's Report/Action Items

- | | |
|---|-------------|
| 1. Resolution to Establish Appropriations | Exhibit E-1 |
| 2. Resolution to Issue Then and Now Certificates | Exhibit E-2 |
| 3. Resolution to Authorize Treasurer to Advance Funds | Exhibit E-3 |
| 4. Resolution to Adjust FY13 Appropriations | Exhibit E-4 |

Discussion:

CFO Pepera updated the Board on recent correspondence received from the City regarding Hyland Software's tax abatement request in conjunction with the purchase of the Five Seasons property. President Mays then directed Mr. Pepera to send a letter to the City to reconsider their offer and ensure the district will be made whole in each respective year of the agreement. Mr. Pepera noted the schools would lose approximately \$62k while the City would gain over \$800k as a result of the agreement. Ms. Winter stated there was a disproportionate loss to the schools with this arrangement and hoped the City will reconsider. Mr. Cross noted it was inappropriate for him to specifically comment due to his run for City Council, but said there would be no harm sending a letter.

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, Substitutes, FMLA, Unpaid Leave of Absence, and Employment for Staff Members | Exhibit F-1-b-1 |
| 2. Resolution to Approve Supplemental Contracts | Exhibit F-1-b-2 |
| 3. Resolution to Approve Seasonal Employment | Exhibit F-1-b-3 |
| 4. Resolution to Approve Additional Days of Auxiliary Services Personnel | Exhibit F-1-b-4 |
| 5. Resolution to Approve Extended School Year Stipends | Exhibit F-1-b-5 |
| 6. Resolution to Approve Stipends for Summer Program-Porter Library – Westlake City Schools "Brain Games" | Exhibit F-1-b-6 |
| 7. Resolution to Approve Stipends for Summer Kindergarten Readiness | Exhibit F-1-b-7 |

- | | |
|---|------------------|
| 8. Resolution to Approve First Year Continuing Contract for Certified Staff Member | Exhibit F-1-b-8 |
| 9. Resolution to Amend Traffic Control Personnel Hours | Exhibit F-1-b-9 |
| 10. Resolution to Approve Payment in Lieu of Transportation | Exhibit F-1-b-10 |
| 11. Resolution to Approve Employment of 2013 WHS Summer School Staff | Exhibit F-1-b-11 |
| 12. Resolution to Approve Unpaid Leave of Absence for Certificated Staff Member | Exhibit F-1-b-12 |
| 13. Resolution to Approve Stipends for Certified Staff Members for Summer 2013 Play-Based Assessment Program | Exhibit F-1-b-13 |
| 14. Resolution to Approve Suspension of Classified Contracts for 2013-2014 School Year | Exhibit F-1-b-14 |
| 15. Resolution to Abolish Title "Technology Coordinator," Replace with Title "Technology Director," and Amend Technology Director Salary Schedule | Exhibit F-1-b-15 |
| 16. Resolution To Approve Employment of Administrative Staff Member | Exhibit F-1-b-16 |
| 17. Resolution to Approve Non-Public Auxiliary Services - Title I Summer Tutor | Exhibit F-1-b-17 |
| c. Resolution to Approve Agreements for Admission of Tuition Pupils and Purchased Services | Exhibit F-1-c |
| d. Resolution to Adopt Tentative Agreement Between Westlake Board of Education and OAPSE Local 319 | Exhibit F-1-d |
| e. Resolution to Approve 2013-2014 Westlake City Schools Parent/ Student Handbooks | Exhibit F-1-e |
| f. Resolution to Approve Foreign Exchange Student | Exhibit F-1-f |
| g. Resolution to Publicly Post Previously Approved Construction Change Orders | Exhibit F-1-g |
| h. Resolution to Approve Proposed Storm Sewer Easement Revisions (Parcel No. 217-09-009) | Exhibit F-1-h |
| i. Resolution to Approve Ohio School Insurance Plan Renewal | Exhibit F-1-i |
| j. Resolution to Approve Participation in the Virtual Learning Academy | Exhibit F-1-j |

G. Board Discussion Items

1. First Reading of Policy AFC-1 (Also GCN-1) - Evaluation of Professional Staff (Ohio Teacher Evaluation System)
2. First Reading of Policy AFC-2 (Also GCN-2) - Evaluation of Professional Staff (Administrators both Professional & Support)
3. First Reading of Policy AFC-2-R (Also GCN-2-R) - Evaluation of Professional Staff (Administrators both Professional & Support)
4. First Reading of Policy BDDF-E - Voting Method (5-Member Board)
5. First Reading of Policy GCBF - Professional Staff Supplemental Contracts
6. First Reading of Policy GCN-1 (Also AFC-1) - Evaluation of Professional Staff (Ohio Teacher Evaluation System)
7. First Reading of Policy GCN-2 (Also AFC-2) - Evaluation of Professional Staff (Administrators both Professional & Support)
8. First Reading of Policy GCN-2-R (Also AFC-2-R) - Evaluation of Professional Staff (Administrators both Professional & Support)

9. First Reading of Policy IGBEA - Reading Skills Assessments & Intervention (Third Grade Reading Guarantee)
10. First Reading of Policy IGBEA-R - Reading Skills Assessments & Intervention (Third Grade Reading Guarantee)
11. First Reading of Policy IGD - Co-curricular & Extracurricular Activities
12. First Reading of Policy IGDJ - Interscholastic Athletics
13. First Reading of Policy IKE - Promotion & Retention of Students
14. First Reading of Policy IKF - Graduation Requirements
15. First Reading of Policy JFC – Student Conduct (Zero Tolerance)

*Hearing of Public (15 Minutes) – None.

H. Adjournment

Motion by	<u>Ms. Winter</u>
Seconded by	<u>Mrs. Leszynski</u>
Roll Call Vote:	
Mr. Mays	<u>AYE</u>
Ms. Winter	<u>AYE</u>
Mr. Cross	<u>AYE</u>
Mrs. Leszynski	<u>AYE</u>

President Mays adjourned the meeting at 8:13 p.m.

President

CFO/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.

EXHIBIT A-1
RES. #13-176

RESOLUTION TO APPROVE WESTLAKE PORTER PUBLIC LIBRARY 2014 TAX BUDGET

RESOLVED that the Westlake Board of Education approves the Westlake Porter Public Library 2014 Tax Budget.

Motion by _____ Ms. Winter _____

Seconded by _____ Mr. Cross _____

Roll Call Vote:

Mr. Mays _____ AYE _____

Ms. Winter _____ AYE _____

Mr. Cross _____ AYE _____

Mrs. Leszynski _____ AYE _____

EXHIBIT E-1
RES. #13-177

RESOLUTION TO ESTABLISH APPROPRIATIONS

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

PAT FOX MEMORIAL SCHOLARSHIP	
Account	Amount
007-4600-490-9716	\$1,000.00
Scholarship	
CHAD DILILLO SCHOLARSHIP	
Account	Amount
007-4600-490-9730	\$1,000.00
Scholarship	

Motion by Ms. Winter

Seconded by Mrs. Leszynski

Roll Call Vote:

Mr. Mays AYE

Ms. Winter AYE

Mr. Cross AYE

Mrs. Leszynski AYE

EXHIBIT E-2
RES. #13-178

RESOLUTION TO ISSUE THEN AND NOW CERTIFICATES

RESOLVED that the Westlake Board of Education authorizes Then and Now Certificates for the following purchase order:

PO No.	Vendor	Description	Amount
45395	Naviance, Inc.	eDocs Subscription & Course Planner-WHS	\$4,400.00
92457	Columbia Gas of Ohio	Gas Usage for New Middle & High Schools	\$15,746.64
92485	ESC of Cuyahoga County	2012-13 Planetarium Services	\$5,000.00
92487	MSB	Medicaid Fee	\$4,674.74

Motion by Ms. Winter

Seconded by Mrs. Leszynski

Roll Call Vote:

Mr. Mays AYE

Ms. Winter AYE

Mr. Cross AYE

Mrs. Leszynski AYE

EXHIBIT E-3
RES. #13-179

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)	Innovation Grant FY13 (499-9113)	\$15,881.60

Motion by Ms. Winter

Seconded by Mrs. Leszynski

Roll Call Vote:

Mr. Mays AYE

Ms. Winter AYE

Mr. Cross AYE

Mrs. Leszynski AYE

EXHIBIT E-4
RES. #13-180

RESOLUTION TO ADJUST FY13 APPROPRIATIONS

RESOLVED that the Westlake Board of Education adjusts the following FY13 appropriations:

GENERAL FUND			
Account	From	To	Difference
011-1100-100			
Instructional-Salaries	\$17,355,673.60	\$17,340,280.94	(\$15,392.66)
001-1100-500			
Instructional-Supplies	\$574,495.04	\$589,680.24	\$15,185.20
001-1100-600			
Instructional-Equipment	\$153,432.92	\$146,968.92	(\$6,464.00)
001-1200-400			
Special Education-Purchased Services	\$149,552.57	\$162,027.28	\$12,474.71
001-1900-100			
Other Instruction-Salaries	\$140,744.73	\$156,137.39	\$15,392.66
001-1900-400			
Vocational-Purchased Services	\$1,814,925.62	\$1,818,542.29	\$3,616.67
001-2100-400			
General Support-Purchased Services	\$642,111.77	\$647,747.62	\$5,635.85
001-2100-500			
General Support-Supplies	\$37,575.81	\$31,390.61	(\$6,185.20)
001-2200-400			
General Support Services-Purchased Services	\$317,360.79	\$315,306.44	(\$2,054.35)
001-2200-500			
General Support Services-Supplies	\$120,980.60	\$113,980.60	(\$7,000.00)
001-2200-800			
General Support Services-Miscellaneous	\$4,750.00	\$7,000.00	\$2,250.00

EXHIBIT E-4
(Continued)

001-2300-400			
Board of Education-Purchased Services	\$4,030.33	\$2,986.79	(\$1,043.54)
001-2300-500			
Board of Education-Supplies	\$1,919.67	\$2,963.21	\$1,043.54
001-2400-400			
Admin-Purchased Services	\$324,009.39	\$321,759.39	(\$2,250.00)
001-2500-800			
Fiscal-Miscellaneous	\$693,356.46	\$667,571.79	(\$25,784.67)
001-2600-400			
Business-Purchased Services	\$89,373.99	\$89,434.08	\$60.09
001-2600-500			
Business-Supplies	(\$14,165.41)	(\$14,734.41)	(\$569.00)
001-2700-400			
Maintenance-Purchased Services	\$1,798,364.75	\$1,806,657.84	\$8,293.09
001-2700-500			
Maintenance-Supplies	\$230,575.80	\$231,703.86	\$1,128.06
001-2700-600			
Maintenance-Equipment	\$56,730.26	\$62,730.26	\$6,000.00
001-2900-400			
General Support-Purchased Services	\$28,386.90	\$28,103.34	(\$283.56)
001-2900-500			
General Support-Supplies	\$4,815.13	\$5,098.69	\$283.56
001-7200-900			
Transfers	\$35,232.58	\$25,877.58	(\$9,355.00)
001-7400-900			
Advances Out	<u>\$29,800.00</u>	<u>\$34,818.55</u>	<u>\$5,018.55</u>
Total	\$24,594,033.30	\$24,594,033.30	\$0.00

EXHIBIT E-4
(Continued)

BOND RETIREMENT			
Account	From	To	Difference
002-6100-820-9002			
Bond Retirement-Repayment of Debt Interest	<u>\$4,878,169.49</u>	<u>\$4,937,122.65</u>	<u>\$58,953.16</u>
Total	\$4,878,169.49	\$4,937,122.65	\$58,953.16
BUILDING FUND			
Account	From	To	Difference
004-5500-400-9005			
QSCB Building Construction-Purchased Services	\$117,644.93	\$136,194.96	\$18,550.03
004-5500-600-9006			
QSCB Building Construction-Equipment	<u>\$152,355.07</u>	<u>\$133,805.04</u>	<u>(\$18,550.03)</u>
Total	\$270,000.00	\$270,000.00	\$0.00
JACKIE SCHAEFER MEMORIAL			
Account	From	To	Difference
007-4600-400-9082			
Jackie Schaefer-Donations	<u>\$1,500.00</u>	<u>\$3,000.00</u>	<u>\$1,500.00</u>
Total	\$1,500.00	\$3,000.00	\$1,500.00
INTERDISTRICT SUMMER SCHOOL			
Account	From	To	Difference
011-1100-100-9011			
Summer School-Salaries	\$40,603.61	\$41,211.05	\$607.44
011-1100-200-9011			
Summer School-Benefits	\$6,218.53	\$6,312.37	\$93.84
011-1100-500-9011			
Summer School-Supplies	<u>\$2,775.62</u>	<u>\$2,074.34</u>	<u>(\$701.28)</u>
Total	\$49,597.76	\$49,597.76	\$0.00
PROJECT LINK			
Account	From	To	Difference
011-2400-100-9111			
Project Link-Admin Salaries	\$49,954.10	\$50,878.72	\$924.62
011-3200-100-9111			
Project Link-Salaries	\$194,668.36	\$198,315.57	\$3,647.21

EXHIBIT E-4
(Continued)

011-3200-200-9111			
Project Link-Benefits	\$53,806.66	\$54,624.12	\$817.46
011-3200-500-9111			
Project Link-Supplies	\$43,319.05	\$49,190.19	\$5,871.14
Total	\$341,748.17	\$353,008.60	\$11,260.43
IN SERVICE			
Account	From	To	Difference
018-4600-500-9753			
Dover-In Service Supplies	\$6,400.00	\$6,217.00	(\$183.00)
018-4600-600-9753			
Dover-In Service Equipment	\$10,800.00	\$10,983.00	\$183.00
018-4600-600-9757			
Holly Lane-In Service Equipment	\$600.00	\$699.00	\$99.00
Total	\$17,800.00	\$17,899.00	\$99.00
WESTSIDE CONNECTIONS			
Account	From	To	Difference
019-1400-100-9929			
Westside Connection-Salaries	\$1,992.00	\$3,084.00	\$1,092.00
Total	\$1,992.00	\$3,084.00	\$1,092.00
ATHLETICS			
Account	From	To	Difference
300-4500-500-9500			
WHS Athletics-Supplies	\$127,326.58	\$119,730.51	(\$7,596.07)
300-4500-800-9500			
WHS Athletics-Miscellaneous	\$104,221.19	\$111,817.26	\$7,596.07
Total	\$231,547.77	\$231,547.77	\$0.00
MONTESSORI CHILDREN'S FY13			
Account	From	To	Difference
401-3200-500-9513			
Supplies & Materials	\$24,333.73	\$24,485.40	\$151.67
Total	\$24,333.73	\$24,485.40	\$151.67

EXHIBIT E-4
(Continued)

WESTLAKE MONTESSORI FY13			
Account	From	To	Difference
401-3200-500-9613			
Supplies & Materials	\$4,439.92	\$4,477.44	\$37.52
Total	\$4,439.92	\$4,477.44	\$37.52
ST. PAUL FY13			
Account	From	To	Difference
401-3200-100-9713			
Salaries & Wages	\$67,941.84	\$68,171.30	\$229.46
401-3200-200-9713			
Benefits	\$35,622.26	\$35,716.27	\$94.01
401-3200-500-9713			
Supplies & Materials	\$34,703.83	\$34,703.83	\$0.00
Total	\$138,267.93	\$138,591.40	\$323.47
ST. BERNADETTE FY13			
Account	From	To	Difference
401-3200-100-9813			
Salaries & Wages	\$12,632.40	\$14,067.90	\$1,435.50
401-3200-200-9813			
Benefits	\$2,065.05	\$2,299.71	\$234.66
401-3200-400-9813			
Purchased Services	\$45,321.71	\$45,247.67	(\$74.04)
401-3200-500-9813			
Supplies & Materials	\$88,082.12	\$82,131.88	(\$5,950.24)
401-3200-600-9813			
Equipment	\$81,030.00	\$86,094.60	\$5,064.60
Total	\$229,131.28	\$229,841.76	\$710.48
LE CHAPERON ROUGE FY13			
Account	From	To	Difference
401-3200-500-9913			
Supplies & Materials	\$12,981.56	\$13,019.12	\$37.56
Total	\$12,981.56	\$13,019.12	\$37.56

EXHIBIT E-4
(Continued)

TITLE I FY13			
Account	From	To	Difference
572-1100-100-9113			
Instruction Salaries & Wages	\$9,331.72	\$12,908.10	\$3,576.38
572-1900-100-9113			
Other Instruction Salaries & Wages	\$255,604.48	\$252,028.10	(\$3,576.38)
572-1100-200-9113			
Instruction Benefits	\$1,433.30	\$2,108.20	\$674.90
572-1900-200-9113			
Other Instruction Benefits	\$43,695.28	\$43,020.38	(\$674.90)
Total	\$310,064.78	\$310,064.78	\$0.00

Motion by Ms. Winter
 Seconded by Mrs. Leszynski
 Roll Call Vote:
 Mr. Mays AYE
 Ms. Winter AYE
 Mr. Cross AYE
 Mrs. Leszynski AYE

EXHIBIT F-1-a
RES. #13-181

RESOLUTION TO ACCEPT GIFTS AND CONTRIBUTIONS
(ORC 3313.36)

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

Hilliard PTA Michelle Tobin, President 24365 Hilliard Blvd. Westlake, OH 44145	Donated \$74.00 to the Principal's Inservice account at Hilliard Elementary School to purchase first-day folders for all Hilliard Elementary students.
Mr. and Mrs. Paul H. Izor 11 Pine Avenue P.O. Box 123 Mount Hermon, CA 95041	Donated a binder filled with PTA information from 1963 to the Library at Lee Burneson Middle School to add to the history of the school and to display in the new display case.
Village Design Ms. Vi Dreher 26335 Center Ridge Road Westlake, OH 44145	Donated 62 fabric sample books to the Art Departments at Westlake City Schools for use in various art activities.
Westlake Junior Women's Club P.O. Box 45215 Westlake, OH 44145	Donated \$75.00 to the German Club at Westlake High School to help fund club activities.
Westlake Music Boosters Megan Smith, President 27200 Hilliard Blvd. Westlake, OH 44145	Donated \$5,000.00 to District Music Programs at Westlake City Schools to support and promote the arts through musical education and performance.

Motion by Ms. Winter

Seconded by Mrs. Leszynski

Roll Call Vote:

Mr. Mays AYE

Ms. Winter AYE

Mr. Cross AYE

Mrs. Leszynski AYE

EXHIBIT F-1-b-1
RES. #13-182

RESOLUTION TO APPROVE RESIGNATIONS, SUBSTITUTES, FMLA
UNPAID LEAVE OF ABSENCE AND EMPLOYMENT FOR STAFF MEMBERS

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

<u>Certified Resignation</u>		<u>FMLA</u>			
Elizabeth Trifon	05/31/2013	Jenny Clark	05/15/2013	Diane Pentek	05/07/2013
		Cathy DuBois	05/09/2013	Ruth Weekley	05/13/2013
<u>Classified Resignation</u>		Nicole Goshen	05/21/2013		
Donna Keener	05/30/2013				
Cindy DeFeo	06/06/2013				
<u>Classified Resignations for Purpose of Retirement</u>			<u>Classified Substitutes</u>		
Theresa DelVecchio	05/31/2013	Grant Gase			
Sophie Paul	05/31/2013	Jean Zahurancik			
<u>Classified Employment</u>					<u>Unpaid Leave of Absence</u>
<u>Name</u>	<u>Building/Position</u>	<u>Hours</u>	<u>Step</u>	<u>Effective</u>	Randi Kjaer
Jeffrey Bertulies	PAC Student Staff	As Needed	0	05/01/2013	Effective 05/13/2013
Nathan Moldaver	PAC Student Staff	As Needed	0	05/01/2013	
<u>Certified Employment</u>					
<u>Name</u>	<u>Building/Position</u>	<u>Step</u>	<u>Rate</u>	<u>FTE</u>	<u>Effective</u>
Erin Pontikos	High School Counselor	9	MA	1.0	08/28/2013
Leia Mason	WHS Art Teacher	1	BA	1.0	08/28/2013
Allison Lawrence	Bassett French Teacher	0	MA	1.0	08/28/2013
Brook Benko	Parkside French/Spanish Teacher	5	MA	1.0	08/28/2013
Laura Taucher	Parkside French/Spanish Teacher	5	MA	1.0	08/28/2013

Motion by Mrs. Leszynski
 Seconded by Ms. Winter
 Roll Call Vote:
 Mr. Mays AYE
 Ms. Winter AYE
 Mr. Cross AYE
 Mrs. Leszynski AYE

EXHIBIT F-1-b-2
RES. #13-183

RESOLUTION TO APPROVE SUPPLEMENTAL CONTRACTS

RESOLVED that the Westlake Board of Education approves the following supplemental contract resignations and employment for the 2013-2014 school year:

<u>Supplemental Resignations</u>			
<u>Name</u>	<u>Position</u>		
	None		
<u>Supplemental Employment</u>			
<u>Name</u>	<u>Position</u>	<u>In-District</u>	<u>Step</u>
Lynda Appel	District Webmaster	Y	N/A
Mike Besu	WHS Boys' Head Coach-Soccer	Y	20
Doug Kuns	WHS Boys' Asst. Coach-Soccer	Y	13
Matt Planisek	WHS Boys' Freshman Coach-Soccer	Y	3
Scott Jones	WHS Girls' Head Coach-Soccer	Y	19
Shaun Koski	WHS Girls' Freshman Coach-Soccer	Y	12
Kyle Romansky	WHS Boys' Head Coach-Cross Country	Y	4
Travis Haselswerdt	WHS Girls' Head Coach-Cross Country	Y	11
Ralph Dunbar	WHS Girls' Head Coach-Tennis	N	20
Thomas Huntley	WHS Girls' JV Coach-Tennis	N	17
Meghan Mental	WHS Head Volleyball Coach	Y	2
Adaline Mental	WHS Asst. Volleyball Coach	N	4
Amanda Gordon	WHS JV Volleyball Coach	N	4
Emily Stern	WHS Freshman Volleyball Coach	N	1
Mark Campo	WHS Head Varsity Football Coach	Y	9
Tom Shiban	WHS Asst. Varsity Football Coach	Y	15
Ken Kocar	WHS Asst. Varsity Football Coach	Y	20
Ruben Lucio	WHS Asst. Varsity Football Coach	N	14
Scott Bryant	WHS Asst. Varsity Football Coach (60%)	N	11
Kyle Harriger	WHS Asst. Varsity Football Coach (40%)	N	1
Mike Akers	WHS Asst. Varsity Football Coach	N	18
Kip Primrose	WHS Asst. Varsity Football Coach	Y	5
Jim Bingham	WHS Freshman Head Football Coach	Y	18
Gary Huff	WHS Asst. Freshman Football Coach	N	11
Nancy English	WHS Varsity & JV Football Cheerleading Coach	Y	9
Hannah Lozada	WHS Freshman Football Cheerleading Coach	Y	3
Traci Edmunds	WHS Girls' Golf Coach	N	4
Brendan Zepp	WHS Boys' Golf Coach	Y	1
Brandi Mattingly	LBMS 7th & 8th Grade Football Cheerleading Advisor	Y	1
Mike Bee	LBMS 8th Grade Head Football Coach	Y	15
Brad Behrendt	LBMS 8th Grade Assistant Football Coach	Y	20
Chuck Dubil	LBMS 8th Grade Assistant Football Coach	Y	18
Mike Thoms	LBMS Softball Head Coach	Y	1
Dennis Sullivan	LBMS Boys' Head Track Coach	Y	15
Nicki Goshen	LBMS Student Council Advisor	Y	1
Laura Lathem	LBMS Science Olympiad Advisor	N	1

EXHIBIT F-1-b-2
(Continued)

Bill Bowles	LBMS Wrestling Head Coach	Y	20
Kip Primrose	LBMS Assistant Wrestling Coach	Y	3
Brad Behrendt	LBMS Assistant Wrestling Coach	Y	6
Dennis Sullivan	LBMS Faculty Manager	Y	8
Scott Rovniak	LBMS Band Director	Y	20
Scott Rovniak	LBMS Jazz Director	Y	20
Joni DiRienzo	LBMS Chorus Director	Y	1
Joni DiRienzo	LBMS Brigade Director	Y	1
Mike Allan	LBMS Honors Orchestra	Y	10
Aimee Guzowski	LBMS Yearbook Advisor	Y	1
Dan Grigson	LBMS Environmental Club Advisor	Y	5
Gregg Henderson	LBMS 7 th Grade Non-Conf. Girls' Basketball Head Coach	Y	12
Mike Thoms	LBMS 8 th Grade Non-Conf. Girls' Basketball Head Coach	Y	4
Mike Thoms	LBMS 7 th Grade Assistant Football	Y	1
Bill Bowles	LBMS 7 th Grade Assistant Football Coach	Y	4
Todd Milkie	LBMS Earth Team Leader	Y	N/A
Sue Laposky	LBMS Red Team Leader	Y	N/A
Meg Sherban	LBMS White Team Leader	Y	N/A
Mike Bee	LBMS Blue Team Leader	Y	N/A
Brooke Martin	LBMS Spec. Ed. Team Leader	Y	N/A
Kaylie Bildstein	LBMS Boys' Cross Country Coach	Y	1
Mary Rehor	LBMS Girls' Cross Country Coach	N	3
Paul Roth	LBMS Asst. Track Coach	Y	0
Chelsea Diso	LBMS 7 th Grade Volleyball Coach	Y	0
Jaclyn Nara	LBMS 8 th Grade Volleyball Coach	Y	0
Kristen Pado	Parkside Yearbook Advisor (50%)	Y	14
Dawn Dawson	Parkside Yearbook Advisor (50%)	Y	14
Mike Allan	Parkside Greensleeves Director	Y	10
Mike Allan	Parkside Strings Advisor	Y	10
Dawn Dawson	Parkside Student Council Advisor (50%)	Y	10
Jeff Short	Parkside Student Council Advisor (50%)	Y	0
LaVonne Szafranski	Parkside Academic Contest Advisor (34%)	Y	2
Cathy Pietroski	Parkside Academic Contest Advisor (33%)	Y	2
Bridget Royce	Parkside Academic Contest Advisor (33%)	Y	2
Andrew Tabler	WHS Assistant Varsity Football Coach	Y	6

Motion by Mrs. Leszynski

Seconded by Ms. Winter

Roll Call Vote:

Mr. Mays AYE

Ms. Winter AYE

Mr. Cross AYE

Mrs. Leszynski AYE

EXHIBIT F-1-b-3
RES. #13-184

RESOLUTION TO APPROVE SEASONAL EMPLOYMENT

RESOLVED that the Westlake Board of Education approves seasonal employment for classified staff members for 2013 effective June 03, 2013 as follows:

<u>NAME</u>	<u>RATE</u>	<u>HOURS</u>	<u>NAME</u>	<u>RATE</u>	<u>HOURS</u>
Tina Bacik*	Step 2	21 hrs, 13 wks	Patrick Mahoney*	Step 0	35 hrs, 13 wks
William Bowles	Step 0	35 hrs, 12 wks	Edward McCartney	Step 2	35 hrs, 13 wks
Nichole Borecki	Step 0	35 hrs, 13 wks	Maura McGinty	Step 0	35 hrs, 12 wks
Joseph Ciaccia	Step 2	35 hrs, 11 wks	Ryan McNeilly	Step 1	35 hrs, 13 wks
Laurie Diederich	Step 1	35 hrs, 13 wks	Jill Minerd*	Step 11	2 hrs, 13 wks
Melanie Finucan	Step 0	35 hrs, 12 wks	Robyn Nock	Step 3	35 hrs, 13 wks
David Gamon	Step 1	35 hrs, 13 wks	Daniel Pajer	Step 0	32 hrs, 13 wks
Grant Gase	Step 1	35 hrs, 13 wks	Pamela Relitz	Step 0	35 hrs, 13 wks
Don Jessie	Step 3	32 hrs, 13 wks	Debra Rooney	Step 3	32 hrs, 13 wks
Carol Karohl	Step 3	24 hrs, 13 wks	Brandon Schade	Step 3	35 hrs, 13 wks
Cathy Knipp	Step 0	35 hrs, 13 wks	Larry Schenkelberg *	Step 6	35 hrs, 13 wks
Laura Kuhn	Step 0	35 hrs, 13 wks	Richard Skvarek*	Step 10	35 hrs, 13 wks
David LuBrant	Step 0	35 hrs, 11 wks	Josh Willis	Step 0	35 hrs, 13 wks
Christian Maglio	Step 0	35 hrs, 13 wks	Brandon Wilson	Step 1	35 hrs, 13 wks
Shelia Mahon	Step 0	35 hrs, 9 wks	Jean Zahurancik	Step 0	35 hrs, 13 wks

*Nine (9) month classified custodial employees hired for seasonal employment that receive regular rate.

Motion by Mrs. Leszynski

Seconded by Ms. Winter

Roll Call Vote:

Mr. Mays AYE

Ms. Winter AYE

Mr. Cross AYE

Mrs. Leszynski AYE

EXHIBIT F-1-b-4
RES. #13-185

RESOLUTION TO APPROVE ADDITIONAL DAYS
OF AUXILIARY SERVICES PERSONNEL

RESOLVED that the Westlake Board of Education approves additional days for the following auxiliary personnel for St. Bernadette School for the 2012-2013 school year to be paid from the Auxiliary Services Fund.

<p>Anna Bakalar</p> <p>St. Bernadette -Clerk/Typist</p> <p>10 Days Additional Time</p>
--

Motion by Mrs. Leszynski

Seconded by Ms. Winter

Roll Call Vote:

Mr. Mays AYE

Ms. Winter AYE

Mr. Cross AYE

Mrs. Leszynski AYE

EXHIBIT F-1-b-5
RES. #13-186

RESOLUTION TO APPROVE EXTENDED SCHOOL YEAR STIPENDS

RESOLVED that the Westlake Board of Education approves stipends at the negotiated rate for the following Westlake City School staff members and out-of-district personnel, effective June 3, 2013 through August 27, 2013:

<u>Extended School Year Stipends Summer 2013</u> <u>Westlake City Schools – Certified District Personnel</u>	
Kate Applegate – ESY Tutor Not to Exceed 28.5 Hours at Curriculum Rate	Rachael Kane Not to Exceed 4 Hours at Curriculum Rate
James Bingham – ESY Tutor Not to Exceed 14 Hours at Curriculum Rate	Christina Meecha – ESY Tutor Not to Exceed 22 Hours at Curriculum Rate
Erin Blahnik Not to Exceed 92 Hours at Curriculum Rate	Shannon Musial – ESY Tutor Not to Exceed 80 Hours at Curriculum Rate
Kevin Collins – ESY Tutor Not to Exceed 39 Hours at Curriculum Rate	Michelle Patton – ESY Tutor Not to Exceed 24 Hours at Curriculum Rate
Melissa Duns – ESY Tutor Not to Exceed 34.5 Hours at Curriculum Rate	Jennifer Petticord – ESY Tutor Not to Exceed 134 Hours At Curriculum Rate
Amy Fife – ESY Tutor Not to Exceed 48.5 Hours at Curriculum Rate	Elaine Scott – ESY Tutor Not to Exceed 26 Hours At Curriculum Rate
<u>Westlake City Schools – Certified Out-of-District Personnel</u>	
Martha Bober – ESY Tutor Not to Exceed 26 Hours at Curriculum Rate	Sarah Petrella – ESY Speech Pathologist Not to Exceed 26 Hours At Curriculum Rate
<u>Westlake City Schools – Classified District Personnel</u>	
Barb Detwiler – ESY Special Ed. Assistant Not to Exceed 120 Hours at OAPSE Negotiated Rate	Tammy Eyring – ESY/ABA Provider-Tutor Not to Exceed 90 Hours at Regular Rate
Colleen Maglio – ESY Special Ed. Assistant Not to Exceed 150 Hours At Regular Rate	Kim Michelich – ESY Special Ed. Assistant Not to Exceed 182 Hours at Regular Rate
Diane Noell- ESY Special Ed. Asst. at OAPSE Negotiated Rate – As Needed, NTE 160 Hours	
Angela Siciliano- ESY Special Ed. Asst. at OAPSE Negotiated Rate – As Needed, NTE 2 Hours	

Motion by Ms. Winter

Seconded by Mr. Mays

Roll Call Vote:

Mr. Mays AYE

Ms. Winter AYE

Mr. Cross AYE

Mrs. Leszynski ABSTAIN

EXHIBIT F-1-b-6
RES. #13-187

RESOLUTION TO APPROVE STIPENDS FOR SUMMER PROGRAM –
PORTER LIBRARY/WESTLAKE CITY SCHOOLS “BRAIN GAMES”

RESOLVED that the Westlake Board of Education approves stipends at the negotiated rate for the following staff members, approved by the Director of Academic Services, to provide services for the summer 2013 program “Brain Games” paid from Title I Grant Funds.

Summer Program - Porter Library Brain Games
Effective June 11-August 22
Tuesdays 2:00-4:00 & Thursdays 10:00-12:00 Noon

Summer Program Principal
Nick Miller - Not to exceed 60 hours

Summer Program Teacher
Not to exceed 60 hours
Chelsea Diso
Jaclyn Nara
Brooke Romp

Porter Library Brain Games - Substitutes
Kate Applegate
Lisa Forshey
Amal Mustafa
Hun Piazza

Motion by _____ Mrs. Leszynski

Seconded by _____ Ms. Winter

Roll Call Vote:

Mr. Mays _____ AYE

Ms. Winter _____ AYE

Mr. Cross _____ AYE

Mrs. Leszynski _____ AYE

EXHIBIT F-1-b-7
RES. #13-188

RESOLUTION TO APPROVE STIPENDS FOR SUMMER KINDERGARTEN READINESS

RESOLVED that the Westlake Board of Education approves stipends at the negotiated rate for the following staff members, approved by the Director of Academic Services, to provide services during the summer 2013 program and paid from Title I Grant Funds.

Kindergarten Readiness Program
Holly Lane Elementary – June 10 – July 9
Class held from 8:30-10:30 Monday through Friday (No class July 4 & 5)

Kindergarten Readiness Lead Teacher
Janice Hughes - Not to exceed 90 hours

Teachers – Kindergarten Readiness
Kerry Brickman - Not to exceed 60 hours
Sandee Erdman - Not to exceed 60 hours

Motion by Mrs. Leszynski

Seconded by Ms. Winter

Roll Call Vote:

Mr. Mays AYE

Ms. Winter AYE

Mr. Cross AYE

Mrs. Leszynski AYE

EXHIBIT F-1-b-8
RES. #13-189

RESOLUTION TO APPROVE FIRST YEAR
CONTINUING FOR CERTIFIED STAFF MEMBER

RESOLVED that the Westlake Board of Education approves the following Continuing Contracts and First Year Limited Contracts for certified staff members for the 2013-2014 school year.

First Year Continuing Contract

Melissa Crist

Motion by _____ Mrs. Leszynski

Seconded by _____ Ms. Winter

Roll Call Vote:

Mr. Mays _____ AYE

Ms. Winter _____ AYE

Mr. Cross _____ AYE

Mrs. Leszynski _____ AYE

EXHIBIT F-1-b-9
RES. #13-190

RESOLUTION TO AMEND TRAFFIC CONTROL PERSONNEL HOURS

RESOLVED that the Westlake Board of Education approves after school traffic control personnel at Westlake High School for the 2012-2013 school year, at the rate of \$25.00 per hour as follows:

<u>WHS After-School Traffic Control – 2012-2013 School Year</u>		
Jim Bingham	Effective: 08/16/2012	Total Not to Exceed 90 Hours
Paul Hammond	Effective: 08/16/2012	Total Not to Exceed 45 Hours
James Patrizi	Effective: 08/16/2012	Total Not to Exceed 90 Hours
Ann Peebles	Effective: 08/16/2012	Total Not to Exceed 30 Hours
David Ruschau	Effective: 08/16/2012	Substitute As Needed
Jim Egan	Effective: 08/16/2012	Substitute as Needed

Motion by Mrs. Leszynski

Seconded by Ms. Winter

Roll Call Vote:

Mr. Mays AYE

Ms. Winter AYE

Mr. Cross AYE

Mrs. Leszynski AYE

EXHIBIT F-1-b-10
RES. #13-191

RESOLUTION TO APPROVE PAYMENT IN LIEU OF TRANSPORTATION

WHEREAS, the Westlake City School District declared the following students impractical to transport for the 2012-2013 school year, and

WHEREAS, the Ohio Department of Transportation has stated that the reimbursement amount for the 2012-2013 school year is \$240.66;

BE IT RESOLVED that the Westlake City School District Board of Education approve the payment of \$240.66 per child per complete school year to the parent or guardian per information listed below for the 2012-2013 school year.

<u>Montessori School at Holy Rosary</u> Christina Popik-Grade 7 \$240.66	<u>Westside Christian Academy</u> Levi Morris-Grade 2 \$240.66 Ian Morris-Grade KG \$240.66 Aaron Nicholas-Grade 1 \$240.66 Noah Nicholas-Grade 3 \$240.66 Olivia Nicholas-Grade 5 \$240.66 Jalen Beach-Grade 4 \$240.66 Alexander Konstan-Grade 7 \$240.66 Philip Abbuhl-Grade 3 \$240.66 Stephen Abbuhl-Grade 5 \$240.66 Jonathan Abbuhl-Grade 7 \$240.66
<u>Messiah Lutheran School</u> Brendan Mackeigan-Grade 5 \$240.66 James DeMarsh-Grade 5 \$240.66 Elizabeth Hessler-Grade KG \$240.66 Sam Hessler-Grade 3 \$240.66 Grace Hessler-Grade 6 \$240.66 Matthew Rodriguez-Grade 7 \$240.66	
<u>Montessori Children's School</u> Samuel Trivisonno-Grade KG \$240.66 Andrew Rietberg-Grade KG \$240.66 Jeffrey Norris-Grade 1 \$240.66 Serena Nouraldin-Grade 1 \$240.66 Kara Vig-Grade 2 \$240.66 Omar Issa-Grade 1 \$240.66 Griffith Kowalski-Grade KG \$240.66 Jacqueline Biggins-Grade 2 \$240.66	<u>Al Ihsan School – Parma</u> Nordean Ali-Grade 3 \$240.66 Ayla Sabbagh-Grade 1 \$240.66 Dana Sabbagh-Grade KG \$240.66 Nadia Ibrahim-Grade 4 \$240.66 Yara Ibrahim-Grade KG \$240.66 Malik Najjar-Grade 2 \$240.66 Yaseen Alzuraiki-Grade 3 \$240.66 Ali Alzuraiki-Grade 5 \$240.66 Alya Alzuraiki-Grade 2 \$240.66 Sumayyah Alzuraiki-Grade KG \$240.66 Asiya Alzuraiki-Grade 1 \$240.66
<u>Lakewood Catholic Academy</u> Gwendolyn Wojtkun-Grade 5 \$240.66	

Motion by Mrs. Leszynski

Seconded by Ms. Winter

Roll Call Vote:

Mr. Mays AYE

Ms. Winter AYE

Mr. Cross AYE

Mrs. Leszynski AYE

EXHIBIT F-1-b-11
RES. #13-192

RESOLUTION TO APPROVE EMPLOYMENT OF 2013 WHS SUMMER SCHOOL STAFF

RESOLVED that the Westlake Board of Education approves the employment of the following WHS Summer School 2013 teaching staff at the negotiated summer school rate, dependent upon sufficient enrollment, to be paid from Summer School Funds, effective June 6, 2013:

<u>Teacher</u>	<u>Hours/Day</u>	<u>Not To Exceed</u>	<u>Teacher</u>	<u>Hours/Day</u>	<u>Not To Exceed</u>
Jilline Baker	4.5	30 Days	Michael Berlekamp	2.5	15 Days
Marcia Faber	4.5	30 Days	Beth Moffat	4.5	30 Hours
Joseph Heiland	4.5	30 Days	Trisha Simon	4.5	30 Hours
Chad Partridge	4.5	30 Days	Stefanie Xenos	4.5	30 Hours
Molly Pesarchick	4.5	30 Days	Kyle Romansky	3.0	30 Hours
Michelle Slak	4.5	30 Days			

Motion by Mrs. Leszynski

Seconded by Ms. Winter

Roll Call Vote:

Mr. Mays AYE

Ms. Winter AYE

Mr. Cross AYE

Mrs. Leszynski AYE

EXHIBIT F-1-b-12
RES. #13-193

RESOLUTION TO APPROVE UNPAID LEAVE OF ABSENCE
FOR CERTIFICATED STAFF MEMBER

RESOLVED that the Westlake Board of Education approves the Unpaid Leave of Absence for Catherine Boettcher, Holly Lane Teacher, for up to two years.

Motion by Mrs. Leszynski

Seconded by Ms. Winter

Roll Call Vote:

Mr. Mays AYE

Ms. Winter AYE

Mr. Cross AYE

Mrs. Leszynski AYE

EXHIBIT F-1-b-13
RES. #13-194

RESOLUTION TO APPROVE STIPENDS FOR CERTIFIED STAFF MEMBERS
FOR SUMMER 2013 PLAY-BASED ASSESSMENT PROGRAM

RESOLVED that the Westlake Board of Education approves stipends at the negotiated rate for the following staff members to provide Play-Based Assessment Services during the summer of 2013.

Summer Program – Play-Based Assessment

Effective June 10-August 27, 2013

Kathy Nash, Pre-K Intervention Specialist
Not to exceed 12 hours

Karen Kane, Speech Pathologist
Not to exceed 23 hours

Motion by Mrs. Leszynski

Seconded by Ms. Winter

Roll Call Vote:

Mr. Mays AYE

Ms. Winter AYE

Mr. Cross AYE

Mrs. Leszynski AYE

EXHIBIT F-1-b-14
RES. #13-195

RESOLUTION TO APPROVE SUSPENSION OF CLASSIFIED CONTRACTS
FOR 2013-2014 SCHOOL YEAR

RESOLVED that the Westlake Board of Education approves suspension of the following classified contracts for the 2013-2014 school year as follows:

CONTRACT SUSPENSIONS

Linda Bailey	Driver
Laurie Diederich	Driver
David Gamon	Driver
Laura Kuhn	Driver
Kathy Page	Driver
Kevin Saari	Driver

Motion by Mrs. Leszynski

Seconded by Ms. Winter

Roll Call Vote:

Mr. Mays AYE

Ms. Winter AYE

Mr. Cross AYE

Mrs. Leszynski AYE

EXHIBIT F-1-b-15
RES. #13-196

RESOLUTION TO ABOLISH TITLE "TECHNOLOGY COORDINATOR,"
REPLACE WITH TITLE "TECHNOLOGY DIRECTOR,"
AND AMEND TECHNOLOGY DIRECTOR SALARY

RESOLVED that the Westlake Board of Education approves the following changes to the Administrative Handbook:

Abolish Title "Technology Coordinator" and replace with "Technology Director"

and

Amend Technology Director Salary to equal High School Assistant Principal Salary

Effective Date: July 1, 2013

Motion by Mrs. Leszynski

Seconded by Ms. Winter

Roll Call Vote:

Mr. Mays AYE

Ms. Winter AYE

Mr. Cross AYE

Mrs. Leszynski AYE

EXHIBIT F-1-b-16
RES. #13-197

RESOLUTION TO APPROVE EMPLOYMENT
OF ADMINISTRATIVE STAFF MEMBER

RESOLVED that the Westlake Board of Education approves the employment of the following administrative staff members:

<u>Administrative Employment</u>		
Peter Zagray Technology Director	Two-Year Contract 08/01/13 – 07/31/15	Step 0, 231 Days Administrative Salary Schedule
<u>Administrative Transition Days</u>		
Peter Zagray Up to 20 Transition Days at Daily Rate		

Motion by Mrs. Leszynski

Seconded by Ms. Winter

Roll Call Vote:

Mr. Mays AYE

Ms. Winter AYE

Mr. Cross AYE

Mrs. Leszynski AYE

EXHIBIT F-1-b-17
RES. #13-198

RESOLUTION TO APPROVE NON-PUBLIC AUXILIARY SERVICES
TITLE I SUMMER TUTOR

RESOLVED that the Westlake Board of Education approves the following auxiliary personnel for St. Bernadette School for the 2012-2013 extended school year to be paid from the Title I FY13 Fund.

Kathleen Long
St. Bernadette –Title I Summer Tutor
Not to Exceed 36 Hours

Motion by Mrs. Leszynski
Seconded by Ms. Winter
Roll Call Vote:
Mr. Mays AYE
Ms. Winter AYE
Mr. Cross AYE
Mrs. Leszynski AYE

EXHIBIT F-1-c
RES. #13-199

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:

2013-2014 School Year

ESC of Cuyahoga County – Extended School Year Services
ESC Placement – Achievement Centers for Children

Motion by _____ Ms. Winter

Seconded by _____ Mr. Cross

Roll Call Vote:

Mr. Mays _____ AYE

Ms. Winter _____ AYE

Mr. Cross _____ AYE

Mrs. Leszynski _____ AYE

EXHIBIT F-1-d
RES. #13-200

RESOLUTION TO ADOPT TENTATIVE AGREEMENT BETWEEN
WESTLAKE BOARD OF EDUCATION AND OAPSE LOCAL 319

RESOLVED that the Westlake Board of Education adopts the tentative agreement with OAPSE Local 319, effective January 1, 2013 through June 30, 2014.

Motion by Ms. Winter
Seconded by Mrs. Leszynski
Roll Call Vote:
 Mr. Mays AYE
 Ms. Winter AYE
 Mr. Cross NO
 Mrs. Leszynski AYE

EXHIBIT F-1-e
RES. #13-201

RESOLUTION TO APPROVE 2013-2014 WESTLAKE CITY SCHOOLS
PARENT/STUDENT HANDBOOKS

RESOLVED that the Westlake Board of Education approves the 2013-2014 Westlake City Schools Parent/Student Handbooks as follows:

Westlake Early Childhood Program Parent/Student Handbook

Elementary School Parent/Student Handbook

Parkside Intermediate Parent/Student Handbook

Lee Burneson Middle School Parent/Student Handbook

Westlake High School Parent/Student Handbook

Project Link Parent/Student Handbook

Motion by _____ Ms. Winter

Seconded by _____ Mr. Cross

Roll Call Vote:

Mr. Mays _____ AYE

Ms. Winter _____ AYE

Mr. Cross _____ AYE

Mrs. Leszynski _____ AYE

EXHIBIT F-1-f
RES. #13-202

RESOLUTION TO APPROVE FOREIGN EXCHANGE STUDENT

RESOLVED THAT the Westlake Board of Education approves the following Foreign Exchange Student to attend Westlake High School for the 2013-2014 school year:

Alessandra Ceriani - Italy

Motion by Ms. Winter

Seconded by Mr. Cross

Roll Call Vote:

Mr. Mays AYE

Ms. Winter AYE

Mr. Cross AYE

Mrs. Leszynski AYE

EXHIBIT F-1-g
RES. #13-203

RESOLUTION TO PUBLICLY POST PREVIOUSLY APPROVED
CONSTRUCTION CHANGE ORDERS

RESOLVED that the Westlake Board of Education approves the public posting of the following previously approved Construction Change Orders; authorized by Board Resolution #10-222 on June 28, 2010.

<u>Change Order #</u>	<u>Site</u>	<u>Contractor</u>	<u>Amount</u>	<u>Description</u>
120	MS	Laketec Communications	\$296.46	Provide 2 single line telephone handsets
121	MS	Zenith Systems, Inc.	\$1,028.56	Provide clocks & data outlets in F18 & F19
122	MS	Lake Erie Electric	\$1,142.43	Provide clocks & data outlets in F18 & F19
123	MS	Lake Erie Electric	\$1,508.95	Revise power feed circuit from normal to emergency for HVAC units CU-1 & CU-2
124	MS	Castle HVAC, Inc.	\$1,021.20	Provide 2 dryer vents for owner-provided dryers
125	MS	PEPCO, Inc.	\$246.60	Provide 2 40/2 breakers for panel KP-1 for hot buffet 34 & 35
126	MS	Zenith Systems, Inc.	\$663.45	Revise Type B data drop to Type C in Kitchen
127	MS	Lake Erie Electric	\$611.80	Revise power feed for trash compactor to 208 single-phase
128	MS	Lake Erie Electric	(\$545.15)	Provide credit for not installing fans EF7- & EF-1
129	MS	Lake Erie Electric	\$2,492.51	Revise power outlet location to coordinate cord storage
130	MS	Lake Erie Electric	\$493.12	Provide AV data outlet & 110V power in AV cabinet
128	HS	Jeffery Carr, Inc.	\$1,869.22	Provide steel support angle for exterior masonry support
129	HS	Foti Contracting	\$1,266.63	Provide #57 stone temp. walkway at girls' softball field
130	HS	Jeffery Carr, Inc.	\$1,907.15	Add 2 lockers each in rooms F114f & F113f
131	HS	Jeffery Carr, Inc.	\$3,306.25	Revise color of multi-spec paint
132	HS	Meade, Inc.	\$5,188.80	Revise ridge and apron roof vents
133	HS	Enertech Electrical	\$3,391.51	Revise classroom lighting fixtures
134	HS	Jeffery Carr, Inc.	\$530.14	Provide drywall chase for roof overflow drain pipe
135	HS	Enertech Electrical	\$2,151.42	Connect CU-1 & SAHU-1 to emergency power
136	HS	Bay Mechanical, Inc.	\$1,799.30	Revise ductwork to increase space between sprinkler riser & ductwork
s				

Motion by Ms. Winter

Seconded by Mr. Cross

Roll Call Vote:

Mr. Mays AYE

Ms. Winter AYE

Mr. Cross AYE

Mrs. Leszynski AYE

EXHIBIT F-1-h
RES. #13-204

RESOLUTION TO APPROVE PROPOSED STORM SEWER EASEMENT
(PARCEL NO. 217-09-009)

RESOLVED that the Westlake Board of Education Approves the Westlake City School District Storm Sewer Easement Proposed by the City of Westlake (Parcel No. 217-09-009).

Motion by Ms. Winter

Seconded by Mr. Cross

Roll Call Vote:

Mr. Mays AYE

Ms. Winter AYE

Mr. Cross AYE

Mrs. Leszynski AYE

EXHIBIT F-1-i
RES. #13-205

RESOLUTION TO APPROVE OHIO SCHOOL INSURANCE PLAN RENEWAL

RESOLVED that the Westlake Board of Education approves the renewal of the Ohio School Insurance Plan for the 2013-2014 school year.

Motion by Ms. Winter
Seconded by Mr. Cross
Roll Call Vote:
 Mr. Mays AYE
 Ms. Winter AYE
 Mr. Cross AYE
 Mrs. Leszynski AYE

EXHIBIT F-1-j
RES. #13-206

RESOLUTION TO APPROVE PARTICIPATION IN THE VIRTUAL LEARNING ACADEMY

RESOLVED that the Westlake Board of Education approves, in collaboration with the Jefferson County Educational Service Center, participation in the Jefferson County ESC Virtual Learning Academy. This is an internet-based educational delivery system designed for grades K-12, providing alternative educational options for credit deficiencies, alternative programs, students being schooled at home, and summer school programs.

<u>Contract Period</u> 12 months – July 1, 2013 – June 30, 2014
<u>Contract Services</u> The following services are to be provided by Jefferson County ESC: <ul style="list-style-type: none">♦ development and maintenance of the participating school district's VLA database, including registration of students and faculty♦ technology professional development♦ daily on-line VLA technical support♦ marketing consultation♦ treasurer's office/EMIS support♦ intervention support

Motion by Ms. Winter

Seconded by Mr. Cross

Roll Call Vote:

Mr. Mays AYE

Ms. Winter AYE

Mr. Cross AYE

Mrs. Leszynski AYE

File: AFC-1 (Also GCN-1)
EVALUATION OF PROFESSIONAL STAFF
(Ohio Teachers Evaluation System)

A determination of the efficiency and effectiveness of the teaching staff is a critical factor in the overall operation of the District. **The Board evaluates teachers in accordance with State law and the standards-based statewide teacher evaluation framework adopted by the State Board of Education.**

~~An ongoing evaluation program is implemented to provide a record of service, to provide objective evidence for employment and personnel decisions and to promote the improvement of instruction as a part of the goals of the District.~~

~~Procedures used in the evaluation process are subject to Board approval or in accordance with the negotiated agreement. Complete and appropriate evaluation records are maintained.~~

The Board directs the Superintendent/designee to implement this policy in accordance with State law. The requirements of this policy prevail over any conflicting provisions of collective bargaining agreements entered into on or after September 24, 2012. This policy shall be implemented as set forth herein and included in the collective bargaining agreement with the Westlake Teacher Association, (Herein after WTA), and in all extensions and renewals thereof.

This policy has been developed in consultation with teachers employed by the Board.

Given the dynamic nature of the mandated teacher evaluation process, the Board authorizes and directs the Superintendent/designee to establish and maintain an ongoing Evaluation Policy Consultation committee, with continuing participation by District teachers represented by the WTA, and for the purpose of recommending necessary changes to the Board for the appropriate revision this policy.

Notwithstanding Ohio Revised Code Section 3319.09, this policy applies to any person employed under a teacher license issued under Ohio Revised Code chapter 3319, or under a professional or permanent teacher's certificate issued under former Section 3319.222, and who spends at least 50% of the time employed providing content-related student instruction. ~~This teacher evaluation policy does not apply to substitute teachers or instructors of adult education.~~ Substitute teachers and teachers not meeting this definition are not subject to evaluation under this policy. Full time bargaining unit members who do not meet the definition will be evaluated utilizing the evaluation procedures of the collective bargaining agreement in effect between the Board and the WTA.

Credentialed Evaluators

Evaluations carried out under this policy are conducted by persons holding evaluator credentials established by the Ohio Department of Education. Evaluators must complete state-sponsored evaluation training and pass the online credentialing assessment. Evaluators must be employed by the Westlake City School District as an administrator. ~~The Board adopts a list of approved credentialed evaluators chosen from the Ohio Department of Education's list~~ The Board shall authorize the Superintendent/designee to approve and maintain a list of credentialed evaluators as necessary to effectively implement this policy.

Effectiveness Rating

Teachers are assigned an effectiveness rating of Accomplished, Proficient, Developing or Ineffective. This rating will be determined based on 50% teacher performance and 50% student growth measures. Student growth will be determined through multiple measures.

File: AFC-1 (Also GCN-1)
EVALUATION OF PROFESSIONAL STAFF
(Ohio Teachers Evaluation System)

Annually, the Board submits to the Ohio Department of Education, the number of teachers assigned an effectiveness rating, aggregated by the teacher preparation programs from which, and the years in which, the teachers graduated. The name of, or any personally identifiable information about, any teacher reported in compliance with this provision cannot be required.

Teacher Performance Calculation

Teachers are evaluated via two formal observations and ~~periodic~~ classroom walk-throughs (minimum of two). The 50% teacher performance measure is based on the Ohio Standards for the Teaching Profession.

The Superintendent/designee selects/develops evaluation tools to calculate teacher performance. The Board directs the Superintendent/designee to develop procedures for these evaluation tools.

Student Growth Calculation

For the purpose of this policy, student growth means the change in student achievement for an individual student between two or more points in time. Student growth is evaluated by a combination of: (1) Value-added data or an alternative student academic process measure if adopted under ORC 3302.03(C)(1)(e); (2) ODE approved assessments and/or (3) Board determined measures. When available, value-added data or an alternative student academic process measure if adopted under ORC 3302.03(C)(1)(e) shall be included in the multiple measures used to evaluate student growth in proportion to the part of the teacher's schedule of courses or subjects for which the value added progress dimension is applicable.

Until June 30, 2014, if a teacher's schedule is comprised only of courses or subjects for which value-added data is applicable, the majority of the student academic growth factor of the evaluation shall be based on the value-added progress dimension. On or after July 1, 2014, the entire student academic growth factor of the evaluation for such teachers shall be based on the value added progress dimension.

Students with 60 or more unexcused absences for the school year will not be included in the calculation of student academic growth. Data from Board-determined multiple measures will be converted to a score of: (1) Above, (2) Expected or (3) Below student growth levels.

Professional Growth and Improvement Plans

Teachers meeting above-expected levels of student growth must develop professional growth plans and choose their credentialed evaluators in their specific school building from the Board-approved evaluator list.

Teachers meeting expected levels of student growth must develop professional growth plans collaboratively with their credentialed evaluators in their specific school building from the Board-approved evaluator list.

Teachers meeting below-expected levels of student growth must develop an improvement plan with their credentialed evaluators. The Superintendent/designee assigns credentialed evaluators to teachers meeting below-expected levels of student growth.

File: AFC-1 (Also GCN-1)
EVALUATION OF PROFESSIONAL STAFF
(Ohio Teachers Evaluation System)

Evaluation Timeline

District administrators evaluate teachers annually. Annual evaluations include two formal observations at least 30 minutes each and periodic classroom walkthroughs (minimum of two). Teachers who are on limited or extended limited contracts pursuant to State law and under consideration for nonrenewal, receive at least three formal observations during the evaluation cycle.

All teacher evaluations are completed by May 1. Teachers evaluated under this policy are provided with a written copy of their evaluation results by May 10.

(Permissive – add if want to evaluate Accomplished teachers biennially)

The Board evaluates teachers receiving effectiveness ratings of Accomplished on those teacher's most recent evaluations carried out under this policy every two years. Biennial evaluations conducted under this policy are completed by May 1 of the evaluation year. Teachers evaluated on a biennial basis are provided a written copy of their evaluation results by May 10 of the evaluation year.

(Permissive – add if want to evaluate Accomplished teachers with one evaluation & a project)

~~The Board evaluates teachers receiving effectiveness ratings of Accomplished on their most recent evaluations via one formal observation when those teachers complete projects approved by the Board to demonstrate their continued growth and practice at the level of Accomplished. Teachers must submit project proposals to the Superintendent no later than _____ for submission to and approval by the Board.~~

Testing for Ineffective Teachers in Core Subjects

Beginning with the 2015-2016 school year, teachers of core subject areas, as defined by State law, who have received a rating of Ineffective for two of the three most recent school years must register for and take all written examinations of content knowledge selected by the Ohio Department of Education.

Retention and Promotion

~~The Board uses evaluation results for retention and promotion decisions. The Board adopts procedures for use by district administrators in making retention and promotion decisions based on evaluation results.~~ The evaluations produced will serve to inform the Board on employment decisions, i.e., retention, promotion of teachers, renewal of teaching contracts, and the removal/nonrenewal of poorly performing teachers.

Seniority shall not be the basis for making retention decisions, except when choosing between teachers who have comparable evaluations.

Poorly Performing Teachers

~~The Board uses evaluation results for removing poorly performing teachers. The Board adopts procedures for removing poorly performing teachers based on evaluation results.~~ Removal of poorly performing teachers will be in accordance with the non-renewal and termination statutes of the Ohio Revised Code and/or the relevant provisions of the collective bargaining agreement in effect between the Board and the WTA.

File: AFC-1 (Also GCN-1)
EVALUATION OF PROFESSIONAL STAFF
(Ohio Teachers Evaluation System)

Professional Development

The Board allocates financial resources to support professional development in compliance with State law and the State Board of Education evaluation framework.

Adoption Date: May 23, 2002 Revision Date:
Legal Refs.: ORC Chapter 4117
 ~~3319.04~~; 3319.11; 3319.111; **3319.112**; 3319.16; ~~3319.164~~; **3319.58**
 OAC ~~3301-35-03(A)(8)~~; **3301-35-05**
Cross Refs.: AF, Commitment to Accomplishment GBL, Personnel Records
 GCB, Professional Staff Contracts and Compensation Plans
Contract Refs.: Teachers' Negotiated Agreement

NOTE: By July 1, 2013, the board of education of each school district, in consultation with teachers employed by the board, must adopt a standards-based teacher evaluation policy that conforms with the ODE framework for evaluation of teachers developed under Section 3319.112 of the Revised Code. The requirements of the Ohio Revised Code prevail over any conflicting bargaining agreement entered into on or after September 24, 2012.

Districts that receive Race to the Top (RttT) funds should follow the teacher evaluation timeline and guidelines set forth in their scopes of work.

Districts not receiving RttT funds whose bargaining agreement was entered into on or after September 24, 2012 must implement this policy by the 2013-2014 school year. Districts who entered into a bargaining agreement prior to September 24, 2012 must implement the evaluation system at the expiration of that bargaining agreement.

Fifty percent of the teacher's evaluation must be based on student growth measures. Student growth must be based on multiple measures, including value added data where it is available. Local boards of education may administer assessments chosen from the ODE assessment list for teachers of subjects where value-added scores are not available, and/or local measures of student growth using state-designed criteria and guidance. The multiple measures designated by the Board for teachers may vary based on subject level and grade taught and should be determined at the district level. The Board determined measures should be consistent for teachers teaching the same subject and/or grade level. The remaining 50% of the evaluation is based on teacher performance measured by the Ohio Standards for the teaching profession.

Evaluations conducted pursuant to these requirements must be carried out by a person who holds a credential established by ODE. The Board adopts a list of approved credentialed evaluators chosen from the Ohio Department of Education's list.

Districts may choose to evaluate teachers receiving effectiveness ratings of Accomplished on their most recent evaluations every two years. If the district chooses to do this, policy language should be included.

Districts may choose to evaluate teachers receiving effectiveness ratings of Accomplished on the most recent evaluations, through one formal observation, and the completion of a Board approved project. If the district chooses to do this policy language should be included.

Boards are required to use teacher evaluation results for promotion and retention decisions and for removing poorly performing teachers. These procedures are required to appear in Board policy, but will be unique to each district. Boards should develop these procedures with district administrators and adopt them into board policy as a regulation, which should be coded as GCN-1-R (also AFC-1-R)

Boards are required to allocate financial resources to support professional development. While ODE's model policy suggests that the allocation should appear in Board policy, neither the law nor the framework requires the addition of such specific language. Boards wishing to do so may include the allocation of financial resources in the regulation language.

THIS IS A REQUIRED POLICY

File: AFC-2 (Also GCN-2)
EVALUATION OF PROFESSIONAL STAFF
(Administrators Both Professional and Support)

The superintendent institutes and maintains a comprehensive program for the evaluation of administrative personnel. Administrative personnel are all persons issued contracts in accordance with the Ohio Revised Code, ~~including the following: assistant superintendents, principals, assistant principals and all other personnel required to maintain certificates in order to be employed as student personnel workers and educational administrative specialists (provided that such person spends less than 50% of his/her time teaching or working with students) and any other employee whose duties enable him/her to be considered either a "supervisor" or "management level employee" excluded from all of the employee bargaining units.~~ **Evaluations should assist administrators in developing their professional abilities in order to increase the effectiveness of District management.**

The purpose of administrator evaluations is to assess the performance of administrators, to provide information upon which to base employment and personnel decisions and to comply with the requirements of Ohio State law. ~~Annually, administrators are evaluated. All administrators are evaluated annually. In the year the contract does not expire, the evaluations are completed by the end of the contract year, and a copy is given to the administrator. July 31. A copy of the evaluation is given to the administrator. In the year an administrator's contract is to does expire, two evaluations are to be given, one preliminary and one final evaluation. The preliminary evaluation is conducted at least 60 days prior to March 31 June 1 and prior to any Board action on the employee's contract. A written copy of the preliminary evaluation is given to the administrator at this time.~~ Evaluations are considered by the Board in determining whether to re-employ administrators. ~~In addition, evaluations should assist administrators in developing their professional abilities in order to increase the effectiveness of District management.~~

The final evaluation includes the Superintendent's intended recommendation for the contract of the employee. ~~and a~~ **A written copy of the final evaluation must be provided to the employee at least five days prior to the Board's action to renew or nonrenew the his/her employee's contract. The employee may request a meeting with the Board prior to any Board action on his/her contract. The employee may have a representative of his/her choice at the meeting.**

The evaluation measures the administrator's effectiveness in performing the duties included in his/her written job description **and the specific objectives and plans developed in consultation with the Superintendent.** ~~The evaluations are conducted annually by the superintendent/designee.~~

Evaluation criteria for each position are in written form and ~~is~~ **are** made available to the administrator. The results of the evaluations are kept in personnel records maintained in the central office. The evaluated administrator has the right to attach a memorandum to the written evaluation. Evaluation documents, as well as information relating thereto, are accessible to each evaluatee and/or his/her representative.

Ohio Principal Evaluation System (OPES)

Procedures for evaluating principals and assistant principals are based on principles comparable to the Ohio Teacher Evaluation System, but are tailored to the duties and responsibilities of principals and assistant principals and the environment in which they work. Principals and assistant principals are evaluated under the above system, with the inclusion of the following components.

Principals and assistant principals are assigned an effectiveness rating of Accomplished, Proficient, Developing or Ineffective. This rating will be determined based on 50% measures of principal or

File: AFC-2 (Also GCN-2)
EVALUATION OF PROFESSIONAL STAFF
(Administrators Both Professional and Support)

assistant principal performance and 50% student growth measures. Student academic growth is determined through multiple measures.

Principals and assistant principals are evaluated via two formal observations and periodic building walk-throughs. The 50% principal and assistant principal performance measure is based on the Ohio Standards for Principals. Proficiency on the standards includes consideration of professional goal setting, communication and professionalism, and skills and knowledge.

Student academic growth is evaluated by a combination of: (1) Value-added data; (2) ODE approved assessments and/or (3) Board determined measures. When available, value-added data shall be included in the multiple measures used to evaluate student growth. Resulting data from Board-determined multiple measures will be converted to a score of: (1) Above, (2) Expected or (3) Below student growth levels.

The Superintendent/designee evaluates all principals and assistant principals annually. Annual evaluations include two formal observations at least 30 minutes each and periodic building walkthroughs.

The Board allocates financial resources to support professional development in compliance with State law and the State Board of Education's evaluation framework.

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.: ORC 3319.02; **3319.03; 3319.04; 3319.111; 3319.16; 3319.17; 3319.171; 3319.22**
OAC ~~3301-35-03(A)(8)~~ **3301-35-05**

Cross Refs: AF, Commitment to Accomplishment GBL, Personnel Records

NOTE: See policy coded AFC-1 (Also GCN-1) for an explanation of the coding of this sample policy. Regulations accompanying this policy follow under code AFC-2-R (Also GCN-2-R).

Administrative personnel are all persons issued contracts in accordance with State law, including the following: assistant superintendents, business managers, principals, assistant principals and all other personnel required to maintain certificates/licenses.

The evaluation process for principals and assistant principals is set forth by Ohio Revised Code Section 3319.02(D). Evaluation procedures for principals and assistant principals include the components set forth for administrative personnel, but include some additional requirements. Principal and assistant principal evaluations must be based on principles comparable to the teacher evaluation policies adopted under Ohio Revised Code Section (RC) 3319.111, but must be tailored to the duties and responsibilities of principals and assistant principals and the environment in which they work. Therefore, principals and assistant principals are evaluated like other administrators, but with the addition of the State Board of Education's evaluation framework requirements. The phrase "other administrator" as used in the statute is defined as being comprised of three basic types: (1) licensed administrators; (2) nonlicensed supervisors and management-level employees and (3) business managers. A licensed "other administrator" is any employee who works in a position for which the board requires an administrative license. Professional pupil service employees (most notably guidance counselors), administrative specialists and persons employed in equivalent positions are, however, considered to be "other administrators" only if they spend less than 50% of their time teaching or working with students.

A nonlicensed "other administrator" is any employee (other than the superintendent) whose job duties enable him/ her to be considered as either a "supervisor" or "management level employee" for purposes of the Collective Bargaining Law. Thus, nonlicensed persons employed as transportation coordinators and maintenance supervisors, if they responsibly direct other employees, discipline them or effectively recommend such action, would appear to be "other administrators" within the meaning of the law. Business managers are persons who are employed in positions requiring a business manager's license and whose powers and duties are set forth in a series of statutes applying only to such position.

File: AFC-2-R (Also GCN-2-R)
EVALUATION OF PROFESSIONAL STAFF
(Administrators Both Professional and Support)

To assist administrators in the development of their professional abilities, to provide information for employment decisions and to comply with mandates of state law, the following procedures are employed by the superintendent/designee in evaluating administrative personnel.

1. An initial meeting is held by the superintendent prior to the school year with the ~~assistant superintendents~~ and administrators to discuss specific measurable objectives and plans for their achievement. A statement of these objectives and plans is submitted by each administrator to the superintendent/ designee at a time specified. These objectives and plans are written and maintained in each administrator's personnel file.
2. The evaluator employs the evaluation criteria that are designed to measure the administrator's effectiveness in performing the duties set forth in his/her written job description. All administrators will be evaluated prior to the end of their contract year. The evaluator will also assess the administrator's progress in meeting plans and objectives set for that school year. Areas of outstanding, satisfactory and poor performance will be noted. The superintendent/designee will meet with each administrator to discuss the written evaluation. The evaluatee is given a copy of the evaluation and has an opportunity to discuss it with the evaluator at this second meeting.
3. An ongoing dialogue concerning the administrator's objectives will continue and the evaluator and evaluatee will meet as needed or requested.
4. For those employees whose contracts are expiring at the end of the current school year, two evaluations must be completed. A **written copy of the** preliminary evaluation must be received by the employee at least 60 days prior to any Board action on the employee's contract. A final evaluation must include the superintendent's intended recommendation for the contract of the employee. A written copy of the final evaluation must be provided to the employee at least five days prior to the Board's action to renew or nonrenew the employee's contract.
5. The employee may request a meeting with the Board prior to any Board action on his/her contract. The employee may have a representative of his/her choice at the meeting.
6. ~~Assistant superintendents,~~ **Directors, coordinators, business managers,** principals, assistant principals and other administrators are automatically re-employed **for a period of one year, or for two years if such person has been employed by the District for three or more years,** if they are not evaluated according to state law or provided a meeting, if requested, to discuss their renewal or nonrenewal.
7. All evaluation criteria, procedures and written job descriptions are reviewed annually by the superintendent/designee and revised as necessary.

NOTE: See policy coded AFC-1(Also GCN-1) for explanation of coding. It is good if the school board reviews and officially approves regulations, procedures--in fact, the entire plan--for evaluation of administrators.

The above regulation implements the policy coded AFC-2 (Also GCN-2) on evaluation of administrators.

Adoption Date: May 23, 2002

Revision Date:

File: BDDF-E
VOTING METHOD (5-Member Board)

<u>Item</u>	<u># Needed</u>	<u>Ref. ORC</u>
Declare it necessary to issue bonds	3 (a)	133.18 133.01(U)
Declare, by remaining members, that reasons for a member's absence for 90 days are insufficient to continue membership	3 (e)	3313.11
Fill a vacant Board seat (majority of remaining members)	3 (f)	3313.11
Purchase or sell real estate	3 (a)	3313.18
Employ Appoint any employee	3 (a)	3313.18
Elect or appoint an officer	3 (a)	3313.18
Pay any debt or claim	3 (a)	3313.18
Adopt textbook	3 (a)	3313.18
Dispense with resolution authorizing purchase or sale of personal property, appointment of employees, etc., if annual appropriation resolution has been adopted by a majority of full membership	3 (a)	3313.18
Termination of Remove the CFO/Treasurer at any time for cause	3 (b a)	3313.22; 3319.16
Appoint CFO/Treasurer Pro Tempore	3 (a)	3313.23
Determine that CFO/Treasurer's incapacity is removed	3 (a)	3313.23
Remove CFO/treasurer Pro Tempore at any time for cause	4 (b)	3313.23
Affirm, reverse, vacate or modify an order of student expulsion; reinstate a student	3 (a)	3313.66 (E)
Employ or re-employ Superintendent	4 (c)	3319.01
Appoint Superintendent Pro Tempore	3 (a)	3319.011
Remove Superintendent Pro Tempore at any time for cause	4 (b)	3319.011
Termination of Suspend or remove Business Manager of Business Affairs for cause	4 (b)	3319.06
Re-employ any teacher who the Superintendent refuses to recommend for re-employment	4 (c)	3319.07

File: BDDF-E
VOTING METHOD (5-Member Board)

<u>Item</u>	<u># Needed</u>	<u>Ref. ORC</u>
Re-employ a teacher not nominated by the Superintendent	4 (c)	3319.07
Reject the recommendation of the Superintendent that a teacher eligible for continuing contract be granted a continuing contract	4 (d)	3319.11
Determine, at a regular meeting, which textbooks shall be used in the schools under its control	3 (a)	3329.08
Transfer funds in certain cases	4 (b)	5705.14
Declare the necessity for certain transfers of funds	3 (a)	5705.16
Levy a tax outside 10-mill limitation (not emergency)	4 (b)	5705.21
Reject findings and recommendations of fact-finding panel by Board or employee organization under statutory impasse resolution procedure	3 (g)	4117.14(C)(6)

KEY

- (a) Majority of full membership
- (b) 2/3 of full membership
- (c) 3/4 of full membership
- (d) 4/5 of full membership
- (e) 2/3 of remaining members of the Board
- (f) Majority of remaining members of the Board
- (g) 3/5 of full membership
- (h) Unanimous vote of full membership

SOURCE: ~~Business Administration for Public Schools~~
~~Published by the Ohio School Boards Association~~

*The number used is based upon the number of members on the Board.

Adoption Date: May 23, 2002
Revision Date: December 17, 2012

Revision Date:

File: GCBB
PROFESSIONAL STAFF SUPPLEMENTAL CONTRACTS

Certain positions assigned to professional staff members may require extra responsibility or extra time beyond that required of all professional staff members. When the Board and administration determine the need, qualified staff selected for such positions are provided supplemental contracts and additional compensation.

The Board approves the positions and the compensation for these assignments. Supplemental contracts for such assignments are awarded by the Board upon the recommendation of the Superintendent.

Supplemental contracts are limited contracts given for terms not to exceed five years. Supplemental contracts expire automatically at the end of their terms, with or without Board action.

The Board directs the superintendent/designee to identify those supplemental contract positions that supervise, direct or coach student activity programs which involves athletic, routine/regular physical activity or health and safety considerations. Individuals accepting these contract positions must complete the requirements established by the Ohio Department of Education **and** state law. ~~and the Ohio Administrative Code.~~

The Board recognizes the need for proactive planning to avoid and appropriately address sports related injuries. The Athletic Director is encouraged to be actively involved in pursuing programs to protect student athletes' health and safety. Programs such as the National Federation of State High School Associations' "Concussion in Sports" course will be reviewed, and the Athletic Director will determine how to properly incorporate such training for those identified supplemental contract positions that supervise, direct or coach student activity programs.

Adoption Date:	May 23, 2002	Revision Date:	December 17, 2012
Revision Date:	October 13, 2008	Revision Date:	
Revision Date:	April 27, 2009		

Legal Refs.: ORC 3313.53; **3319.539**; 3319.08; 3319.11; 3319.111; **3319.303**; 3319.39; **3707.52**
OAC 3301-20-01; 3301-27-01

Cross Refs.: GBQ, Criminal Records Check
GCB, Professional Staff Contracts and Compensation Plans
GCKA, Professional Staff Extra Duty
GDBB, Support Staff Supplemental Contracts
IGD, Cocurricular and Extracurricular Activities
IGDJ, Interscholastic Athletics

Contract Refs.: Teachers' Negotiated Agreement

File: GDBB
SUPPORT STAFF PUPIL ACTIVITY CONTRACTS

The Board believes that a varied cocurricular program adds depth and richness to the academic program, teaching skills and life lessons not easily learned in the classroom. The Board also recognizes the importance of positive adult leadership in pupil activity programs.

Nonlicensed/noncertificated staff members may be awarded pupil activity contracts. Compensation for the position is at the same Board-approved rate as that paid to licensed individuals.

Any nonlicensed/noncertificated staff member desiring to accept a pupil activity contract must hold a valid pupil activity permit issued under rules adopted by the State Board of Education. The Board may terminate or suspend the pupil activity contract if this permit is suspended, revoked or limited by the State Board of Education.

Pupil activity contracts are limited nonteaching contracts in effect for a term not to exceed one year. The Board provides written notice of nonrenewal on or before June 1 of each year.

The Board approves the positions and the compensation for these assignments. Contracts are awarded by the Board upon the recommendation of the Superintendent. The Board meets all requirements of the Fair Labor Standards Act.

The Board directs the Superintendent/designee to identify those pupil activity contract positions that direct, supervise or coach programs that involve athletic, routine or regular physical activity or involve health and safety considerations. Individuals accepting these contract positions must meet the requirements established by the Ohio Department of Education **and** State law. ~~and the Ohio Administrative Code.~~

The Board recognizes the need for proactive planning to avoid and appropriately address sports related injury. The Athletic Director is encouraged to be actively involved in pursuing programs to protect student athletes' health and safety. Programs such as the National Federation of State High School Associations' "Concussion in Sports" course will be reviewed, and the Athletic Director will determine how to properly incorporate such training for those identified supplemental contract positions that supervise, direct or coach student activity programs.

Adoption Date: May 23, 2002

Revision Date: December 17, 2012

Revision Date: April 27, 2009

Revision Date:

Legal Refs.: ORC 3313.18; 3313.53; **3313.539**; 3319.081; 3319.083; 3319.303; 3319.39; **3703.62**
OAC 3301-20-01; 3301-27-01

Cross Refs.: GBQ, Criminal Records Check
IGDJ, Interscholastic Athletics
GCB, Professional Staff Supplemental Contracts
GDB, Support Staff Contracts and Compensation Plans
GDKA, Support Staff Extra Duty
IICC, School Volunteers
IGD, Cocurricular and Extracurricular Activities

Contract Refs.: Support Staff Negotiated Agreement

File: IGBEA
READING SKILLS ASSESSMENTS AND INTERVENTION
(Third Grade Reading Guarantee)

The Board believes in the importance of the development of English language skills. As a result the Board promotes the importance of reading skills through English diagnostic assessments and reading intervention services in order to provide a meaningful tool to identify and assist students in achieving proficiency in English language arts.

The District annually evaluates the English reading skills of each K-3 student by September 30 and identifies students who are reading below their grade level. The District uses ~~a~~ **the reading** diagnostic assessment ~~to measure English proficiency~~ that is appropriate for the grade level and is adopted under State law or is a comparable tool approved by the Ohio Department of Education. The student's classroom teachers are involved in the assessment and identification of students reading below grade level.

The District provides written notification to the parents or guardian of students who are reading below their grade level. Intensive reading instruction is provided to students immediately after they are identified as having a reading deficiency. The District develops a reading improvement and monitoring plan within 60 days of receiving the student's diagnostic results.

For students who have been retained at the end of third grade, the District provides intense remediation services that include intensive interventions that address the student's specific areas of deficiency. Further, the District provides each retained student with a ~~high-performing~~ teacher **who meets set criteria** and offers the option for such students to receive applicable services from one or more providers other than the District.

Students who have been retained and who have demonstrated proficiency in a specific academic field as defined by State law are provided with instruction which is commensurate to the their achievement level.

The Board designates the Superintendent/designee to establish a district policy for the mid-year promotion of students who were retained but who now are reading at or above their grade level.

Adoption Date: December 17, 2012

Revision Date:

Legal Refs.: ORC 3301.07; 3301.0710; 3301.0711(D); 3301.0715; 3301.079; 3313.608;
3313.609; 3313.6010; 3313.6012; 3324.01
OAC 3301-35-04; 3301-35-06

Cross Refs.: IGBE, Remedial Instruction
IGBI, Limited English Proficiency
IKE, Promotion and Retention of Students

File: IGBEA-R
READING SKILLS ASSESSMENTS AND INTERVENTION
(Third Grade Reading Guarantee)

The District is required annually to assess the reading skills of each K-3 student by September 30. The District uses ~~an English~~ **the** diagnostic assessment **to measure reading ability** either approved under State law or a comparable tool that has been approved by the Ohio Department of Education.

If the ~~English~~ diagnostic assessment shows that a student is not reading at grade level, the District ~~will~~ provides written notification to the parents or guardian that includes:

1. Notice that the school has identified a substantial reading deficiency in their child;
2. A description of current services provided to the student;
3. A description of proposed supplemental instruction services and supports;
4. Notice that the diagnostic assessment for third grade reading is not the sole determinant of promotion and that additional evaluations and assessments are available; and
5. Notice that ~~unless~~ the student **will be retained unless the student falls under an exemption or** attains the appropriate level of reading competency by the end of third grade. ~~the student will be retained.~~

For a student not reading at grade level, the District ~~will~~ provides intensive reading instruction **services and regular diagnostic assessments** immediately following the identification of a reading deficiency **until the development of the reading improvement and monitoring plan referenced below**. ~~This instruction must:~~
These intervention services must:

1. Include research-based reading strategies that have been shown to be successful in improving the reading skills of low-performing readers, and
2. Be targeted at the student's identified reading deficiencies.

For each student receiving required reading intervention, the District ~~will~~ develops a reading improvement and monitoring plan. This plan ~~will be~~ **is** developed within 60 days of receiving the student's results on the diagnostic assessment. The plan ~~will~~ includes all of the following:

1. Identification of the student's specific reading deficiency;
2. A description of ~~proposed supplemental~~ **additional** instructional services that ~~will~~ target the student's identified reading deficiencies;
3. Opportunities for the student's parents or guardians to be involved in the instructional services;
4. A process to monitor the implementation of the student's instructional services;
5. A reading curriculum during regular school hours that assists students to read at grade level, provides for **scientifically based and** reliable assessments, and provides ongoing analysis of each student's reading progress; and
6. A statement that unless the student attains the appropriate level of reading competency by the end of third grade, the student will be retained.

For a student with a reading improvement and monitoring entering the third grade after July 1, 2013, the District ~~will~~ provides a teacher who has ~~either passed a reading instruction test or has a reading endorsement on his/her teaching license~~ **been actively engaged in reading instruction for the previous three years and satisfies one or more of the following criteria:**

- 1. Holds a reading endorsement on the teacher's license and has attained a passing score on the corresponding assessment for that endorsement;**

File: IGBEA-R
READING SKILLS ASSESSMENTS AND INTERVENTION
(Third Grade Reading Guarantee)

2. **Has completed a master's degree program with a major in reading;**
3. **Has demonstrated evidence of a credential earned from a list of scientifically research-based reading instruction programs approved by the department; and/or**
4. **Was rated "above value added," which means most effective in reading, as determined by the department, for the last two school years.**

The District has specific responsibilities for a student who has been retained at the end of third grade. The District must:

1. Establish a district policy for the mid-year promotion of a student who is reading at or above grade level that provides that a student who participates in remediation services and who demonstrates the required reading proficiency prior to the start of fourth grade will be promoted to that grade.
2. Provide intensive remediation that addresses the student's areas of deficiencies. This must include, but not be limited to, not less than ninety minutes of daily reading. In addition, the remediation may include any of the following:
 - A. Small group instruction
 - B. Reduced teacher-student ratios
 - C. More frequent progress monitoring
 - D. Tutoring or mentoring
 - E. Transition classes containing third and fourth grade students
 - F. Extended school day, week or year
 - G. Summer reading camps
3. Provide a ~~high-performing teacher, as determined by available student performance data and performance reviews~~ **who has been actively engaged in reading instruction for the previous three years and satisfies one or more of the following criteria:**
 - A. Holds a reading endorsement on the teacher's license and has attained a passing score on the corresponding assessment for that endorsement;**
 - B. Has completed a master's degree program with a major in reading;**
 - C. Has demonstrated evidence of a credential earned from a list of scientifically research-based reading instruction programs approved by the department; and/or**
 - D. Was rated "above value added," which means most effective in reading, as determined by the department, for the last two school years.**
4. Offer the student the option to receive applicable services from one or more providers other than the District. These providers will be screened and approved by the District or by the Ohio Department of Education.
5. Provide instruction that is commensurate to the achievement level for a retained student who has a demonstrated proficiency in a specific academic field as defined by State law.

Adoption Date: December 17, 2012

Revision Date:

File: IGD
COCURRICULAR AND EXTRACURRICULAR ACTIVITIES

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

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

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

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

The following guidelines will govern the student activity programs:

1. Student activities are those school-sponsored activities that are voluntarily engaged in by students, have the approval of the school administration, and do not carry credit toward promotion or graduation.
2. Each school, under the direction of the principal and professional staff, has a student activity program designed to stimulate student growth and development by supplementing and enriching the curricular activities. All receipts and expenditures will be accounted for through the activity account.
3. Each activity should be designed to contribute directly to the educational, civic, social and ethical development of the students involved.
4. The student activity program receives the same attention in terms of philosophy, objectives, social setting, organization and evaluation that is given the regular school curriculum.
5. Each school develops written guidelines and procedures regulating the creation, organization, administration and dissolution of student activity programs. The Superintendent reports annually to the Board the general purposes, plans and financial status of the cocurricular and extracurricular programs of the District.
6. The expenses involved in participating in any school activity and in the total program for a school year should be set so that a majority of the students may participate without financial strain. Special consideration may be given in cases where the expense of participating **creates would result in** exclusion.
7. Activities must be open to all students regardless of race, color, national origin, ancestry citizenship status, religion, sex, sexual orientation, economic status, age, disability or military status.
8. Activities must not place undue burdens upon students, teachers, or schools.
9. Activities should not interfere with regularly scheduled classes. This limitation often requires conducting such activities beyond the regular school day, if possible.
10. Activities at any level should be unique, not duplications of others already in operation.
11. Students participating in cocurricular and extracurricular activities are expected to demonstrate responsible behavior and good conduct. The Board encourages the development and promotion of sportsmanship in all phases of the educational process, including athletics and all other cocurricular and extracurricular activities.
12. Students suspended and expelled from school are banned from extracurricular activities. Students may also be suspended from extracurricular activities for violations of the Student Code of Conduct or the code of conduct of the particular activity in which they participate. Students absent from school are not permitted to participate in extracurricular activities on that date. ~~Students absent from school (not in attendance for at least one half of the school day) are not permitted to participate in extracurricular activities that day.~~

13. Annually, the Board directs the Superintendent/designee to identify supplemental contract positions that supervise, direct or coach a student activity program which involves athletic, routine/ regular physical activity or health and safety considerations. Upon the identification of the position, the individual must complete the requirements established by the Ohio Department of Education **and** State law. ~~and the Ohio Administrative Code.~~
14. Students may be expelled for up to one year for firearm-related or knife-related incidents occurring off school property while at an interscholastic competition, extracurricular event or other school-sponsored activity.
15. Students may be removed from extracurricular activities when their presence poses a continuing danger to persons or property or an ongoing threat of disruption. If a student is removed from extracurricular activities, such removal may include all extracurricular activities in which the student is involved.
- 16. Students in grades 7-12 enrolled in District-sponsored community schools are permitted to participate in the District's extracurricular activities, including interscholastic athletics. The Board may require the community school student to enroll in and participate in no more than one academic course in the District as a condition for participation.**
17. Resident students attending STEM schools are permitted to participate in the District's extracurricular activities, including interscholastic athletics.

Removal/Suspension from Extracurricular Activities/Interscholastic Athletics

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

Adopted: May 23, 2002 Revised: May 24, 2010
Revised: August 24, 2005 Revised:
Revised: September 22, 2008

Legal References

Legal Refs.: ORC 3313.537; 3313.58; 3313.59; 3313.664; 3315.062; 3319.16; Chapter 4112
OAC 3301-27-01; 3301-35-06

Cross References

AFI, Evaluation of Educational Resources	JED, Student Absences & Excuses
DJ, Purchasing	JGD, Student Suspension
IGDB, Student Publications	JGDA, Emergency Removal of Student
IGDC, Student Social Events	JGE, Student Expulsion
IGDF, Student Fundraising Activities	JL, Student Gifts and Solicitations
IGDG, Student Activities Funds Management	JN, Student Fees, Fines & Charges
IGDJ, Interscholastic Athletics	KGB, Public Conduct on District Property
IGDK, Interscholastic Extracurricular Eligibility	KK, Visitors to the Schools
JECBC, Admission of Students from Nonchartered or Home Schooling	

File: IGDJ
INTERSCHOLASTIC ATHLETICS

~~The Board believes that interscholastic and intramural athletics are a desirable part of the total school program. The athletic program has great potential to contribute to the sound growth and all around development of students.~~

~~The Board believes that standards and ideals established and practiced will influence greatly the youth, the school and community; therefore, only the best traditions of good citizenship and conduct will be fostered.~~

Participation by students in athletic competition is a privilege subject to Board policies and regulations. While the Board takes pride in winning, it emphasizes and requires good sportsmanship and positive mental attitude as a prerequisite to participation.

The Superintendent and administrative staff schedule frequent conferences with all physical education instructors, coaches and athletic directors to develop a constructive approach to physical education and athletics throughout the District and to maintain a program that is an educational activity.

Interscholastic sports programs are subject to approval by the Board. The building principal is responsible for the administration of the interscholastic athletic program within his/her school. In discharging this responsibility, the principal consults with the athletic directors, coaches and physical education instructors on various aspects of the interscholastic athletic program. It is the responsibility of the principal and his/her staff to ensure the proper management of all athletic and physical education programs and the safety of students and the public.

The Board may require that students pay reasonable fees to participate in an extracurricular activity.

Coaches are required to complete all approved coursework as specified by the Ohio High School Athletic Association (OHSAA) and the Ohio Department of Education (ODE) in order to qualify to serve as coaches. ~~Trained and competent leadership and coaching, adequate equipment and facilities are essential prerequisites for any sponsored activity.~~

~~The welfare of the students takes precedence over any other interests.~~

~~The athletic program of the District shall follow rules and regulations as established and maintained by the Ohio High School Athletic Association.~~

~~Scheduling, arrangements and organization shall be under the direct supervision of the Athletic Director.~~

~~In addition to the above, the Board requires those identified supplemental contract positions that supervise, direct or coach student activity programs to view the National Federation of State High School Associations' "Concussion in Sports" course.~~

In the conduct of interscholastic athletic programs, the rules, regulations and limitations outlined by the OHSAA must be followed. It is the responsibility of the District's voting delegate to OHSAA to advise the management team of all pending changes in OHSAA's regulations.

Eligibility requirements for participating in athletic programs must conform to regulations of the OHSAA. They include the requirements that a student have the written permission of his/her parent(s) and shall have been determined as physically fit for the chosen sport by a licensed physician.

File: IGDJ
INTERSCHOLASTIC ATHLETICS

~~In the event a religious practice prohibits a physical examination, the superintendent may consider options acceptable by the OHSAA after being provided documented evidence the individual's religious practice prohibits this type of examination. If such a circumstance is determined acceptable by both the OHSAA and the superintendent, it shall be required that the parents/ guardians sign both an Authorization form (page 3 HIPAA form) and Consent to Participate form (which both the parent(s) and student must sign). It shall also be required the parents/ guardians sign a declaration that they are refusing the PPE and are holding the school district harmless for any liability incurred as a result of that decision. Refusal to sign the forms means the student shall not participate.~~

All students participating in interscholastic athletics must be covered by insurance. This insurance may be available for purchase through the District. If parents choose not to purchase insurance provided by the District, the parent(s) must sign a waiver ensuring that private coverage is provided.

As character building is one of the major objectives of interscholastic athletics, the athlete assumes responsibility for regulating his/her personal life in such ways as to make him/her a worthy representative of his/her school.

Any student may be suspended from an athletic team practice and competition for a period of time, designated by the principal, for infraction of school rules and regulations or for any other unacceptable conduct in or out of school.

Students are ineligible for athletics for one year when they transfer from one district to another without changing residency. However, there are exceptions to the ineligibility provisions contained in the ~~Ohio High School Athletic Association~~ OHSAA Bylaws.

Students in grades 7-12 enrolled in District-sponsored community schools are permitted to participate in the District's interscholastic athletics program. The Board may require the community school student to enroll in and participate in no more than one academic course in the District as a condition to participation.

Resident students attending STEM schools are also permitted to participate in the District's interscholastic athletics program.

Foreign exchange students not enrolled in a state-approved educational or exchange program must be legally adopted by a resident of that school district in order to be eligible for athletics.

Adoption Date:	May 23, 2002	Revision Date:	December 17, 2012
Revision Date:	August 24, 2005	Revision Date:	
Revision Date:	July 14, 2008		

Legal Refs.:	ORC	2305.23; 2305.231; 3313.537; 3313.539 ; 3313.66; 3313.661; 3313.664; 3315.062; 3319.303 ; 3707.52
	OAC	Chapter 3301-27

Cross Refs.:	IGD, Cocurricular and Extracurricular Activities	JGD, Student Suspension
	IGDK, Interscholastic Extracurricular Eligibility	JGE, Student Expulsion
	IKF, Graduation Requirements	JN, Student Fees, Fines & Charges
	JECBA, Admission of Exchange Students	Student Handbook

File: IKE
PROMOTION AND RETENTION OF STUDENTS

The promotion of each student in the District ~~will be~~ is determined individually. The decision to promote or retain a student **is made on the basis of the following factors: The teacher takes into consideration: reading skill, mental ability, age, physical maturity, emotional and social development, social issues, home conditions and grade average.** ~~in a grade may be based on any or all of the following : intellectual ability; academic achievement; physical, emotional and/or social development; and environmental factors.~~

Promotion procedures demand continuous analysis and study of the cumulative student case history records. Administrative guidelines must be developed and reviewed and may include the following elements.

- 1. A student receiving passing grades in the core courses is promoted.**
- 2. A student having failing grades in the core courses at the end of each year is evaluated by the teachers, guidance counselor and principal for placement.**
- 3. No conditional promotions are permitted.**
- 4. A student having failing grades may be assigned to the next higher grade with discretion only with approval of the principal.**
- 5. No student having passing grades, “D” or above, throughout the year is failed.**
- 6. No student should be retained more than twice in the elementary grades, kindergarten through eighth grade.**
- 7. Documentary and anecdotal evidence should be available to justify retention.**

Any student who is truant for more than 10% of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade is retained unless the student’s principal and the teachers of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

“Academically prepared,” means that the principal, in consultation with the student’s teacher(s), has reviewed the student’s work and records and has concluded that, in his/her judgment as a professional educator, the student is capable of progressing through and successfully completing work at the next grade level.

Beginning with students who enter third grade in the 2013/2014 school year, any student who does not receive the minimum level of achievement on the Third Grade English Language Arts Assessment will not be promoted to fourth grade unless one of the following applies:

- 1. The student is a limited English proficient student who has been enrolled in United States schools for less than two full school years and has had less than two years of instruction in an English as a second language program.**
- 2. The student is a child with a disability entitled to special education and related services under Chapter 3323 of the Revised Code and the student’s individualized education program exempts the student from retention under this division.**
- 3. The student demonstrates an acceptable level of performance on an alternative standardized reading assessment as determined by the Ohio Department of Education.**

File: IKE
PROMOTION AND RETENTION OF STUDENTS

4. All of the following apply:

- A. The student is a child with a disability entitled to special education and related services under Chapter 3323 of the Revised Code.**
- B. The student has taken the third grade English language arts achievement assessment prescribed under Section 3301.0710 of the Revised Code.**
- C. (iii) The student's individualized education program or plan under Section 504 of the Rehabilitation Act of 1973 shows that the student has received intensive remediation in reading for two school years but still demonstrates a deficiency in reading.**
- D. The student previously was retained in any of grades kindergarten to three.**

5. The student received intensive remediation for reading for two school years but still demonstrates a deficiency in reading and was previously retained in any of grades kindergarten to three. Students promoted under this section continue to receive intensive reading instruction in grade four. The instruction includes an altered instructional day that includes specialized diagnostic information and specific research-based reading strategies for the student that have been successful in improving reading among low-performing readers.

Intervention services are offered to students who are not making satisfactory progress toward the attainment of the statewide academic standards for their grade level.

Any student who has been retained because of results on the third grade English language assessment and who demonstrates during the academic year that he/she now is reading at or above grade level is promoted to the fourth grade pursuant to the district-level mid-year promotion policy.

K-6

- ~~1. A student meeting grade level requirements in Reading/Language Arts and Mathematics will be promoted.~~
- ~~2. A student not meeting grade level requirements in Reading/Language Arts or Mathematics will be referred to the building level Intervention Assistance Team.~~
- ~~3. Parents shall be part of the promotion/retention process.~~
- ~~4. A student being considered for retention shall be provided with appropriate intervention.~~
- ~~5. The final decision relative to promotion/retention shall rest with the building principal.~~
- ~~— Fourth grade students who receive a below basic score on the fourth grade reading proficiency test are provided one of the three options:~~
 - ~~1. Promotion to fifth grade if the principal and reading teachers agree that other evaluations of the student's work indicate the student is academically prepared for fifth grade;~~
 - ~~2. Promotion to fifth grade with "intensive intervention" in that grade or~~
 - ~~3. Retention in fourth grade.~~

Grades 7-8

- ~~1. A student must pass three of the four core subjects (English, Math, Science, and Social Studies) in order to be promoted.~~
- ~~2. If Math or English is not passed, attendance at summer school will be required.~~

File: IKE
PROMOTION AND RETENTION OF STUDENTS

- ~~3. Students not meeting the criteria for promotion will be identified and provided assistance by the grade level team and guidance staff.~~
- ~~4. When a student's academic progress jeopardizes promotion, the student and parents will be notified. This will occur generally at the end of each grading period and/or no later than the midpoint of the fourth quarter.~~
- ~~5. Students on an IEP will be promoted as long as students' goals are met.~~
- ~~6. The decision to promote or retain will be made by the building principal and may be affected by mitigating circumstances.~~

Grades 9-12

~~Students must have the following number of units of credit to be classified as a student in that grade level.~~

- ~~1. To be eligible for classification as a 10th grade student, the student must have received five and one-half units of credit.~~
- ~~2. To be eligible for classification as an 11th grade student, the student must have received 11 units of credit.~~
- ~~3. To be eligible for classification as a 12th grade student, the student must have received 16.5 units of credit.~~

Adoption Date: May 23, 2002
Revision Date: December 17, 2012

Revision Date:

Legal Refs.: ORC 3301.07; 3301.0710; 3301.0711; 3301.0712; 3301.0715; 3313.608; 3313.609;
3313.6010; 3313.6012, 3314.03
OAC 3301-35-04; 3301-35-06

Cross Refs.: AFI, Evaluation of Educational Resources IGCD, Educational Options (Also LEB)
IGBE, Remedial Instruction (Intervention Services)
IGBEA, Reading Skills Assessments and Interventions (Third Grade Reading Guarantee)

File: IKF
GRADUATION REQUIREMENTS

The Board desires that its standards for graduation meet or exceed the minimum standards of the Ohio Department of Education as well as State law and, further, that our high school compares favorably with other high schools in the state that are recognized for excellence.

The Westlake High School minimum requirements for graduation from high school are as follows.

<u>Westlake High School Graduation Requirements Through 2015</u> Total Credits: 23 / MUST be enrolled in 4 Core Classes		
<u>Graduation Courses</u>	<u>CLASS OF 2014</u> 23 Credits	<u>CLASS OF 2015 & BEYOND</u> 23 Credits
English	4.0 credits See Course of Study for junior/senior requirements	4.0 credits See Course of Study for junior/senior requirements
Math	3.0 credits 1 credit Algebra I	4.0 credits 1 credit Algebra II
Social Studies	2.0 credits 1 credit World History 1 credit American History	3.0 credits 1 credit World History 1 credit American History
History & Government	1.0 credit including ½ unit of American History & ½ unit of American Govt.	1.0 credit including ½ unit of American History & ½ unit of American Govt.
Health/PE	1.5 credits	1.0 credits
Practical/Fine Arts	1.0 credit	1.0 credit
Computer Ed/Business/Engineering & Technology Education	0.5 credit	0.5 credit
Service Learning	N/A	Class of 2015-53 Hours /2016 & Beyond-60 Hours
Electives	7.0 credits	6.5 credits
World Language	N/A	N/A
TOTAL:	23.0 Credits	23.0 Credits
10 th Grade OGT *Subject to legislative mandate	*10 th grade OGT	*TBD

The State of Ohio minimum requirements for graduation from high school are as follows.

<u>State Minimum</u>	<u>Units</u>	<u>Ohio Core</u>	<u>Units</u>
English Language Arts	4.0	English Language Arts	4.0
History & Govt., including ½ unit of American History & ½ unit of American Govt.	1.0	History & Govt., including ½ unit of American History & ½ unit of American Government	1.0
Social Studies	2.0	Social Studies	2.0
Science, including 1 unit each in Physical Science & Biology	3.0	Science with inquiry-based lab experience, including 1 unit each in Phys. Sci. & Life Sci., & 1 unit in Chemistry, Physics or other phys. Sci., advanced Biology or other life sci., Astronomy, Physical Geology or other earth/space science.	3.0
Mathematics	3.0	Math, including one unit of Algebra II or its equivalent	4.0
Health	0.5	Health	0.5
Physical Education	0.5	Physical Education	0.5
Electives *	<u>6.0</u>	Electives **	<u>5.0</u>
Total	20.0	Total	20.0

File: IKF
GRADUATION REQUIREMENTS

The Ohio Core requirements for graduation include:

- ~~1. student electives* of at least one unit or two half units, from the areas of business/technology, fine arts and/or foreign language;~~
- 1. student electives** of any one or combination of the following: foreign language, fine arts (must complete two semesters in any of grades 7-12 unless following a career-technical pathway), business, career-technical education, family and consumer sciences, technology, agricultural education or additional English language arts, math, science or social studies courses not otherwise required under the Ohio Core;**
- ~~2. units earned in English language arts, mathematics, science and social studies shall be delivered through integrated academic and technical instruction and~~
- 2. units earned in social studies shall be integrated with economics and financial literacy and**
3. passing all State required examinations.

The Ohio Core requirements for graduation also include:

- ~~1. student electives** of any one or combination of the following: World language, fine arts (must complete two semesters in any of grades 7-12 unless following a career-technical pathway), business, career-technical education, family and consumer sciences, engineering and technology, agricultural education or additional English language arts, math, science or social studies courses not otherwise required under the Ohio Core;~~
- ~~2. units earned in social studies shall be integrated with economics and financial literacy and~~
- ~~3. passing all State required examinations.~~

Summer School

Summer school credits are accepted toward graduation provided that administrative approval has been given prior to registration for the course.

Educational Options

High school credit is awarded to students who successfully complete Board-approved educational options that count toward the graduation requirements and subject area requirements.

Post Secondary Enrollment Options

Credit is awarded for courses successfully completed at an accredited postsecondary institution. High school credit awarded for a course successfully completed under this section of the Ohio Revised Code counts toward the graduation requirements and subject area requirements of the District. If the District offers a course comparable to the course successfully completed, then comparable credit for the completed equivalent course shall be awarded. If no comparable course is offered, the District shall grant to the student an appropriate number of credits in a similar subject area.

Correspondence Courses

High school courses offered through correspondence courses are accepted for credit toward graduation only when they meet the following criteria.

1. Credits earned in correspondence schools directly affiliated with state universities are evaluated by the school administration for students who wish to qualify for graduation from high school.

File: IKF
GRADUATION REQUIREMENTS

2. Credits earned from correspondence schools not directly affiliated with an accredited college or university may not be applied toward graduation.
3. Credits earned from schools that have been established primarily for correspondence study, rather than an institution primarily for residence study, are not accepted toward graduation.

Coursework Completed Prior to Ninth Grade

Student work successfully completed prior to the ninth grade is applied towards graduation credit if the course is taught by a teacher holding a license valid for teaching high school and is designated by the Board as meeting the high school curriculum requirements.

Ohio Core Opt Out

The District offers students entering the ninth grade on or after July 1, 2010, and before July 1, 2014, the ability to opt out of the Ohio Core curriculum in compliance with Board policy and regulations and all procedural requirements stipulated by the school.

Permissive Language

Physical Education Exemption

~~A student who, during high school, has participated in interscholastic athletics, marching band or cheer-leading for at least two full seasons is not required to complete any physical education courses as a condition to graduate. However, the student is required to complete one-half unit, consisting of at least 60 hours of instruction, in another course of study.~~

Junior Reserve Officer Training Corps (JROTC) Exemption

A student who has participated in JROTC for at least two full school years is not required to complete any physical education courses as a condition to graduate. In addition, the academic credit received from participating in JROTC may be used to satisfy the one-half unit of Physical Education and completion of another course is not necessary for graduation.

Community Service

The District offers community service education, which acquaints students with the history and importance of volunteer service and with a wide range of existing community needs. Community service opportunities may be considered an elective towards graduation.

Adoption Date: May 23, 2002

Revision Date: December 17, 2012

Revision Date: May 24, 2010

Revision Date:

Legal Refs.: ORC 3301.07(D)(3); 3313.60; 3313.6014; 3313.603; 3313.605; 3313.61; 3345.06
OAC 3301-35-04

Cross Refs.: IGBM, Credit Flexibility IGCD, Educational Options (Also LEB)
IGCA, Summer Schools IGCI, Community Service
IGCH, Postsecondary Enrollment Options (Also LEC)
JN, Student Fees, Fines and Charges

File: JED
STUDENT ABSENCES AND EXCUSES

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor school work; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

Reasons for which students may be excused include, but are not limited to:

1. personal illness of the student;
2. illness in the student's family;
3. needed at home to perform necessary work directly and exclusively for parents or legal guardians (applied to students over 14 years of age only)
4. death in the family;
5. quarantine for contagious disease;
6. religious reasons;
7. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to four days); or
8. **As determined by the Superintendent**

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness.

The Board discourages student absences from school for family trips or other planned absences. Absences for these purposes should be kept to a minimum and must comply with Board regulations governing these types of absences. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

The Board authorizes the Superintendent to establish procedures to address and/or intervene with frequently absent students of all ages. The Board **additionally** authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that 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 during a semester or term.

Adoption Date: May 23, 2002
Revision Date: August 24, 2005

Revision Date: May 24, 2010

Legal Refs.: ORC 3313.609; 3319.16; 3321.01; 3321.03; 3321.04; 3321.13; 3321.14;
3321.19; 3321.38; 4510.32

Cross Refs.: IGAC, Teaching about Religion IKB, Homework
JEDB, Student Dismissal Precautions JHCC, Communicable Diseases
JHC, Student Health Services and Requirements

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 - 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 extracurricular 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 the above listed examples.

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.

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STUDENT CONDUCT (Zero Tolerance)

- 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.

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STUDENT CONDUCT (Zero Tolerance)

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/Bullying

~~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 and/or bullying are banned in any form.~~

Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

~~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. Bullying is defined as a form of habitual aggressive behavior that is hurtful or deliberate.~~ **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.**

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STUDENT CONDUCT (Zero Tolerance)

Bullying, harassment and intimidation is an intentional written, verbal, electronic 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 mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended.

Permission, consent or assumption of risk by any individual subjected to hazing, ~~and/or~~ bullying, ~~and/or~~ **dating violence** will not lessen the prohibition contained in this Policy, and will not exempt any student from discipline under this Policy. **Students are prohibited from making false complaints.**

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, **sex, sexual orientation, economic status, marital status, pregnancy** age, disability, **or military status** ~~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.

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STUDENT CONDUCT (Zero Tolerance)

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, 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. 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, disrupts 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.

File: JFC-R
STUDENT CONDUCT (Zero Tolerance)

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 |

File: JFC-R
STUDENT CONDUCT (Zero Tolerance)

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.

OFFENSE

CONSEQUENCE

- | | | |
|--------------|-------------------------|--|
| 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 |

File: JFC-R
STUDENT CONDUCT (Zero Tolerance)

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>	<u>Rule</u>
1 st Up to a 10-Day Suspension and/or Police Contact and/or Court Referral and Recommendation for Possible Expulsion		<u>27 - Bom</u>
2 nd 10-Day Suspension, Police Contact, Court Referral and Recommendation for Possible Expulsion		<u>b Thre</u> <u>ats</u>

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.

File: JFC-R
STUDENT CONDUCT (Zero Tolerance)

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.

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

- | | |
|-----------------|--|
| 1 st | Up to 10-Day Suspension |
| 2 nd | Up to 10-Day Suspension with a Possible Recommendation for Expulsion |
| 3 rd | 10-Day Suspension and Recommendation for Expulsion |

File: JFC-R
STUDENT CONDUCT (Zero Tolerance)

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

- | | |
|-----------------|---|
| 1 st | 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. |
| 2 nd | Up to a 5-Day Suspension, and issued a ticket under O.R.C. 2151.87 |
| 3 rd | 10-Day Suspension and/or Recommendation for Expulsion, and issued a ticket under O.R.C. 2151.87 |

Rule 34 – Disruption of School

Students shall not engage in any activity/conduct that creates a disruption to the learning environment or endangers students, employees or visitors to the school in any way. This includes but is not limited to any act by a student or groups of students that induces panic or riotous behavior.

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.

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