

**EATON BOARD OF EDUCATION REGULAR MEETING**  
**Hollingsworth East Elementary**  
**January 13, 2020**  
**5:08 p.m.**

**I. Opening of the Meeting**

**A. Call to Order** – President Noble called the meeting to order.

**B. Roll Call** – President Noble called the roll.

E. Beeghly Present D. Durham Present B. Myers Present

L. Noble Present T. Parks Present

**C. Pledge of Allegiance** – President Noble led the Pledge of Allegiance.

**D. Recognition of Students**

The Eaton Board of Education and Administration wishes to recognize all fall athletic teams and individuals for an outstanding season and commend them on their outstanding sportsmanship and representation of Eaton Community Schools;

Furthermore, the Board and Administration wishes to recognize Jarod Lee for earning the Division IV Football All-Ohio First Team Defense as a Linebacker.

**E. Recognition of Staff**

1. The Eaton Board of Education and Administration wishes to recognize the faculty and staff of William Bruce Elementary for receiving the Momentum Award by the State Board of Education, for the third year in a row.

Thank you for your dedication to our students.

2. Mr. Parker recognized Board Members for their service.

3. The Eaton Board of Education and Administration wishes to recognize Janice Wentzell for her professionalism, stability under pressure, and above all her compassion for her/our students during a bus accident on December 19, 2019.

Janice showed a great deal of care and concern for each student during this difficult time. Her professionalism is commendable.

**F. Recognition of Visitors**

No requests have been made.

**G. Executive Session**

To consider the employment of a public employee or official.

The following individuals were invited to attend: Jeff Parker, MissAnne Imhoff, Rachel Tait, Brian Camp, and Victoria Clark .

Motion by Mr. Beeghly , second by Mr. Durham to convene executive session.

Beeghly Y Durham Y Myers Y Noble Y Parks Y

President declares motion Passed . **#1920-037**

President convenes executive session at 5:17 p.m.

President resumes open session at 5:26 p.m.

## II. Treasurer's Business – Rachel Tait

### ***ADOPTION OF CONSENT AGENDA ITEM – FINANCIAL***

Action by the Board of Education in “Adoption of Consent Agenda Item” at this point of the agenda means that item A is adopted by one single motion unless a member of the Board, the Superintendent, or the Treasurer requests that any such item be removed from the “Consent Agenda Items” and voted on separately.

#### **A. The Treasurer recommends approval of the following:**

1. Approve minutes of the December 9, 2019 Regular Board Meeting.
2. Submission of Warrants December 2019.
3. Submission of Financial Report December 2019.
4. Submission of Investment Report December 2019.
5. Approve membership and the electronic issues only subscriptions with OSBA for 2020 (Attachment A).
6. Transfer \$512,530.89 from General Fund 001-0000 to OFCC State Share Fund 010-9006.
7. Approve FY2020 Appropriation Modification.

Motion by Mr. Durham , seconded by Mr. Beeghly

Discussion – None.

Beeghly Y Durham Y Myers Y Noble Y Parks Y

President declares motion Passed . **#1920-038**

#### **B. Approval of Then and Now Purchase Order**

1. Approve Then and Now Purchase Order to Lindamood-Bell for services beginning November 1, 2019 for \$8,532.00.

Motion by Mr. Durham, second by Mr. Myers to approve agenda item II. B.

Discussion – None.

Beeghly Abstained Durham Y Myers Y Noble Y Parks Y

President declares motion Passed.

**#1920-039**

### III. Reports

- A. Miami Valley Career Technology Center Report – Mr. Parks shared a Northmont/CTC student was killed this morning. Mr. Parks said the building project may be completed before schedule.
- B. Parks and Recreation Board Report – Mr. Durham – No Parks and Recreation Meeting.
- C. Superintendent Report – Mr. Parker said there is a lot of information in the reports this month.
- D. Other Reports – None.

### IV. Old Business – None.

### V. New Business

#### ***ADOPTION OF CONSENT AGENDA ITEMS - PERSONNEL***

Action by the Board of Education in “Adoption of Consent Agenda Items” at this point of the agenda means that items A through F are adopted by one single motion unless a member of the Board, the Superintendent, or the Treasurer requests that any such item be removed from the “Consent Agenda Items” and voted on separately.

#### **A. Employment – Certificated Staff – Substitute Teacher/Tutor as Certified by the Preble County Educational Service Center**

The Administration recommends approval of the following substitute teacher/home instruction tutor for the 2019-2020 school year, as certified by the Preble County Educational Service Center.

1. Linda Duskey
2. John Matteucci

## **B. Employment – Non-Certificated Substitutes**

The Administration recommends employment of the following personnel for the 2019-2020 school year. Employment contingent upon certification (if necessary), criminal record check, and all other state and local requirements. Salary and duties per Board Policy, and Administrative Rules and Regulations with no fringe benefits.

1. Anne Ashworth, Substitute Educational Aide.
2. Heather Bowser, Substitute Educational Aide.
3. Victoria Clark, Substitute Educational Aide.
4. Nathan Islamovski, Substitute Bus Driver for the purpose of athletics.
5. Traci Marker, Substitute RN.

## **C. Employment – Certificated Staff Supplemental Contracts**

The Administration recommends the following supplemental contracts for the 2019-2020 school year. Salary and duties per Board Policy, Negotiated Agreement, Administrative Rules and Regulations, and any applicable state requirements.

1. Scott Burnett, Program Assistant Track
2. Joe Ferriell, Assistant Track – Middle School
3. Nick Flynn, Boys Head Track – Middle School
4. Tim Holland, Assistant Track – Middle School
5. Randy McKinney, Head Track Coordinator

## **D. Employment –Extracurricular Positions**

The following positions have been posted and no employee of the district holding an educator license, who meets all of the Board's qualifications, has applied for, been offered, or accepted the position. The Administration recommends the employment of these nominees on one-year limited contracts for the 2019-2020 school year, or as noted, contingent upon completion of background checks and all state and local requirements. Salary and duties per Board Policy, Negotiated Agreement, and Administrative Rules and Regulations.

1. Mark Silvers, Program Assistant Track
2. Dorothy Stoltz, Program Assistant Track

## **E. Authorization to Operate School Van**

The Administration recommends authorization for the following employees to operate a school van to transport students during the 2019-2020 school year, pending completion of all state and local requirements.

1. Harold Niehaus

## **F. Volunteers**

The Administration recommends approval of the following volunteers for the 2019-2020 school year, contingent upon completion of all state and local requirements, including criminal background check if necessary.

1. Brad Kramer, Volunteer Program Assistant – Track
2. Corey Mowen, Volunteer Program Assistant - Track
3. Harold Niehaus, FFA Volunteer Advisor

Motion by Mr. Parks, seconded by Mr. Beeghly

Discussion – None.

Beeghly Y Durham Y Myers Y Noble Y Parks Y

President declares motion Passed.

**#1920-040**

## ***ADOPTION OF CONSENT AGENDA ITEMS - ADMINISTRATIVE***

Action by the Board of Education in “Adoption of Consent Agenda Items” at this point of the agenda means that items G through L are adopted by one single motion unless a member of the Board, the Superintendent, or the Treasurer requests that any such item be removed from the “Consent Agenda Items” and voted on separately.

## **G. Approval of the 2020-2021 School Calendar**

The Administration recommends approval of the 2020-2021 School Calendar (Attachment B).

## **H. Approval of the 2021-2022 School Calendar**

The Administration recommends approval of the 2021-2022 School Calendar (Attachment C).

## **I. Board Policy Updates**

The Administration recommends the second reading and approval of the following new and updated board policies (Attachment D).

1. Policy 1310 – Employment of the Treasurer
2. Policy 1340 – Non-reemployment of the Treasurer
3. Policy 1615 – Use of Tobacco By Administrators (New Policy)
4. Policy 2431 – Interscholastic Athletics
5. Policy 5113.02 – School Choice Options
6. Policy 5200 – Attendance
7. Policy 5230 – Late arrival and Early Dismissal
8. Policy 5350 – Student Mental Health and Suicide Prevention
9. Policy 6233 – Amenities for Participants at Meetings and/or Other Occasions

10. Policy 7300 – Disposition of Real Property/Personal Property
11. Policy 7440.03 – Small Unmanned Aircraft Systems (New Policy)
12. Policy 8462 – Student Abuse and Neglect
13. Policy 8500 – Food Services
14. Policy 8510 – Wellness

**J. Agreement with the Dayton Area School Application System Consortium**

The Administration recommends approval of an agreement to participate in the Dayton Area School Application System Consortium coordinated through the Montgomery County Educational Service Center. As a member of this consortium, this school district agrees to pay its share of the charges (\$1,000.00) established for the consortium application process for a minimum of one year beginning January 1, 2020.

**K. Obsolete Items**

The Administration recommends approval to declare certain items as obsolete and to dispose of them accordingly.

1. (1) Pole Vault Set, Athletic Department.
2. (1) Slide Projector, tag number 02425, High School Office.
3. (1) John Deer Snow Blower TRX26, tag number 014910/09339, Maintenance Department.
4. (1) LA Prophet Steam Pressure Washer, tag number 010198, Maintenance Department.
5. (1) Bush Hog 15' tractor mounted mower TD1500, Maintenance Department.
6. (1) Mobile Master Cool Evaporative Air Cooler MMB10A, Maintenance Department.
7. (1) True Milk Cooler Model TMC-34, Maintenance Department.
8. (2) Metal Shop Tables, Maintenance Department.
9. (4) Sanataire upright sweepers, Maintenance Department.
10. (3) Metal Cabinets on wheels, Maintenance Department.
11. (3) Wooden rocking chairs, Maintenance Department.
12. (8) Metal File Cabinets (4 drawer), Maintenance Department.
13. (1) Metal Desk, Maintenance Department.
14. (1) Electric/Hand Cold Laminator, tag number 015520, Superintendent's Office.

**L. Donation**

The Administration recommends acceptance of the following donation.

1. From Freedom First Credit Union, winter hats and gloves for Bruce Elementary students as determined by the building principal.
2. From the Preble County Agricultural Society, monetary donation to Eaton High School Physical Education Department.
3. From Quality Deer Management Association, monetary donation to be used toward the purchase of Archery equipment for Eaton High School Physical Education Department.

Motion by Mr. Parks, seconded by Mr. Durham

Discussion – None.

Beeghly Y Durham Y Myers Y Noble Y Parks Y

President declares motion Passed.

**#1920-041**

Mr. Parks said the Superintendent has done a great job.

## VI. Adjournment

Motion by Mr. Durham, seconded by Mr. Parks, to adjourn the organizational meeting.

Discussion – None.

Beeghly Y Durham Y Myers Y Noble Y Parks Y

President declares motion Passed.

**#1920-042**

President adjourns meeting at 5:44 p.m.

DATE \_\_\_\_\_

PRESIDENT \_\_\_\_\_

TREASURER \_\_\_\_\_

### Upcoming Meeting

Meeting: Regular Board Meeting  
Date/Time: February 10, 2020 – 6:00 p.m.  
Location: East Elementary School



Ohio School Boards Association  
8050 N. High Street, Suite 100  
Columbus, Ohio 43235-6481  
(614) 540-4000

Dec. 6, 2019

Invoice number 20-11255333

District Treasurer  
Eaton Community  
304 Eaton Lewisburg Rd  
Eaton OH 45320-1105

AMOUNT DUE \$ \_\_\_\_\_

AMOUNT ENCLOSED \$ \_\_\_\_\_

DUE DATE January 31, 2020

OSBA'S tax identification number is 31-4414897

DATE	PO NUMBER	DESCRIPTION	AMOUNT
1/31/20		<b>ANNUAL MEMBERSHIP DUES</b> (Acct. 001-2310-841) January — December 2020: Dues based on your district's ADM and cost per pupil data from the Ohio Department of Education for the 2017-18 school year. Any increase or decrease in dues from the previous year is caused by a change in your district's ADM and/or cost per pupil. A portion of your annual membership dues will be used to pay actual and necessary registration fees and travel expenses, for OSBA trustees, committee members and other district representatives who represent the Association or its member districts at the annual NSBA and OSBA conferences, advocacy institute, leadership institute, or other conferences, seminars, meetings and similar events at the regional, state and national level.	\$5,973
		<b>CHECK DESIRED SUBSCRIPTION ITEMS</b> (Please add any of the below subscription fees to your membership dues for the final invoice amount.)	
	✓	Annual <b>OSBA Briefcase</b> Subscription - <b>Electronic Issues Only</b> (Up to 15 names on the subscription roster - to be included with the membership roster, which will be sent to the district after receiving membership payment. All subscribers must receive Briefcase electronically to qualify.)	FREE
	_____	Annual <b>OSBA Briefcase</b> Subscription - <b>Paper/Electronic Issues</b> (Acct. 001-2310-542) (Up to 15 names on the subscription roster - to be included with the membership roster, which will be sent to the district after receiving membership payment)	\$ 145
	_____	Annual <b>School Management News</b> Subscription - <b>Electronic Issues Only</b> (Acct. 001-2412-542) (Up to 15 names on the subscription roster - to be included with the membership roster, which will be sent to the district after receiving membership payment.)	\$ 150
	_____	Annual <b>School Management News</b> Subscription - <b>Paper/Electronic Issues</b> (Acct. 001-2412-542) (Up to 15 names on the subscription roster - to be included with the membership roster, which will be sent to the district after receiving membership payment.)	\$ 200

OSBA leads the way to educational excellence by serving Ohio's public school board members and the diverse districts they represent through superior service, unwavering advocacy and creative solutions.

AMOUNT DUE \$ 5,973.\*\*



Pending Board Approval

### Eaton Community Schools 2020– 2021 School Calendar

**Summary of Hours in Classroom:**

*The State minimum instructional hours are 1001 for High School programs and 910 for Elementary programs.*

East & Bruce Elementary	1,044 hours
Middle & High School	1,087.5 hours

**Summary of Hours in Classroom (Elementary @ 6 hours/day):**

**Grading Periods (hours)**

1 <sup>st</sup> Quarter (August 19 – October 16)	234
2 <sup>nd</sup> Quarter (October 19 – Dec. 18)	246
3 <sup>rd</sup> Quarter (January 4 – March 11)	270
4 <sup>th</sup> Quarter (March 15 – May 27)	294

**Summary of Hours in Classroom (MS & HS @ 6.25 hours/day):**

**Grading Periods (hours)**

1 <sup>st</sup> Quarter (August 19 – October 16)	243.75
2 <sup>nd</sup> Quarter (October 19 – Dec. 18)	256.25
3 <sup>rd</sup> Quarter (January 4 – March 11)	281.25
4 <sup>th</sup> Quarter (March 15 – May 27)	306.25

**CALENDAR LEGEND**

Start/End Days	
End Quarter	
P/T Conferences	
Professional Development	
No School/Holiday	
Interim/Grades Issued	

**NON-STUDENT DAYS**

Labor Day	9/7
Staff Prof. Dev.	9/21
Columbus Day	10/12
Staff Prof. Dev.	10/13
Veterans Day (observed)	11/13
Thanksgiving Break	11/25 – 11/27
Winter Break	12/21 – 1/1
MLK Jr. Day	1/18
Staff Prof. Dev.	1/29
Conference Make-up	2/12
President's Day	2/15
Staff Prof. Dev.	3/12
Spring Break	3/29 – 4/2
Memorial Day	5/31

**Calamity Make-up Days**

- Calamity Days 1-5 – Students will not make-up.
- Calamity Days 6-8 – eDay Lessons.
- Any additional days will be made up as needed.

Date	Event
<b>August 2020</b>	
Aug. 17	First Day for Teachers & Open House
Aug. 18	Staff Work Day
Aug. 19	First Day for Students
<b>September 2020</b>	
Sept. 7	No School – Labor Day
Sept. 18	Interim Reports Issued
Sept. 21	No School for Students – Staff Prof. Dev. Day
<b>October 2020</b>	
Oct. 12	No School - Columbus Day
Oct. 13	No School for Students – Staff Prof. Dev. Day
Oct. 16	End of 1 <sup>st</sup> Quarter
Oct. 23	Grade Cards Issued
<b>November 2020</b>	
Nov. 12	Parent/Teacher Conferences
Nov. 13	No School – Veteran's Day Observed
Nov. 16	Interim Reports Issued
Nov. 25-27	Thanksgiving Break
<b>December 2020</b>	
Dec. 18	End of 2 <sup>nd</sup> Quarter/1 <sup>st</sup> Semester
Dec. 21-31	No School – Winter Break
<b>January 2021</b>	
Jan. 1	No School – Winter Break/New Year's Day
Jan. 4	Classes Resume
Jan. 6	Grade Cards Issued
Jan. 18	No School – MLK Jr. Day
Jan. 29	No School for Students – Staff Prof. Dev. Day
<b>February 2021</b>	
Feb. 5	Interim Reports Issued
Feb. 11	Parent/Teacher Conferences
Feb. 12	No School – Conference Make-up Day
Feb. 15	No School – President's Day
<b>March 2021</b>	
March 11	End of 3 <sup>rd</sup> Quarter
March 12	No School for Students – Staff Prof. Dev. Day
March 19	Grade Cards Issued
March 29-31	No School - Spring Break
<b>April 2021</b>	
April 1-2	No School – Spring Break
April 23	Interim Reports Issued
<b>May 2021</b>	
May 27	Last Day for Students
May 27	End of 4 <sup>th</sup> Quarter/2 <sup>nd</sup> Semester
May 28	Last Day for Staff
May 31	Memorial Day
<b>June 2021</b>	
June 4	Grade Cards Issued
TBD	Graduation

August 2020				
M	T	W	T	F
17	18	19	20	21
24	25	26	27	28
31				
September 2020				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
October 2020				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
November 2020				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				
December 2020				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
January 2021				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
February 2021				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
March 2021				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
April 2021				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
May 2021				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
June 2021				
	1	2	3	4

Pending Board Approval

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2 <sup>nd</sup> Quarter (October 18 – Dec. 17)	246
3 <sup>rd</sup> Quarter (January 3 – March 11)	276
4 <sup>th</sup> Quarter (March 14 – May 27)	288

**Summary of Hours in Classroom (MS & HS @ 6.25 hours/day):**

**Grading Periods (hours)**

1 <sup>st</sup> Quarter (August 18 – October 15)	243.75
2 <sup>nd</sup> Quarter (October 18 – Dec. 17)	256.25
3 <sup>rd</sup> Quarter (January 3 – March 11)	287.50
4 <sup>th</sup> Quarter (March 14 – May 27)	300.00

**CALENDAR LEGEND**

Start/End Days	
End Quarter	
P/T Conferences	
Professional Development	
No School/Holiday	
Interim/Grades Issued	

**NON-STUDENT DAYS**

Labor Day	9/6
Staff Prof. Dev.	9/20
Columbus Day	10/11
Staff Prof. Day	10/12
Veterans Day	11/12
Thanksgiving Break	11/24 – 11/26
Winter Break	12/20 – 12/31
MLK Jr. Day	1/17
Staff Prof. Dev.	1/28
Conference Make-up	2/18
President's Day	2/21
Staff Prof. Dev.	3/25
Spring Break	3/28 – 4/1
Good Friday	4/15
Memorial Day	5/30

**Calamity Make-up Days**

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<b>September 2021</b>	
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Sept. 17	Interim Reports Issued
Sept. 20	No School for Students – Staff Prof. Dev. Day
<b>October 2021</b>	
Oct. 11	No School – Columbus Day
Oct. 12	No School for Students – Staff Prof. Dev. Day
Oct. 15	End of 1 <sup>st</sup> Quarter
Oct. 22	Grade Cards Issued
<b>November 2021</b>	
Nov. 11	Parent/Teacher Conferences
Nov. 12	No School – Veterans Day
Nov. 15	Interim Reports Issued
Nov. 24-26	Thanksgiving Break
<b>December 2021</b>	
Dec. 17	End of 2 <sup>nd</sup> Quarter/1 <sup>st</sup> Semester
Dec. 20-31	No School – Winter Break
<b>January 2022</b>	
Jan. 3	Classes Resume
Jan. 7	Grade Cards Issued
Jan. 17	No School – MLK Jr. Day
Jan. 28	No School for Students – Staff Prof. Dev. Day
<b>February 2022</b>	
Feb. 4	Interim Reports Issued
Feb. 17	Parent/Teacher Conferences
Feb. 18	No School – Conference
Feb. 21	No School – Presidents' Day
<b>March 2022</b>	
March 11	End of 3 <sup>rd</sup> Quarter
March 18	Grade Cards Issued
March 25	No School for Students – Staff Prof. Dev. Day
March 28-31	No School – Spring Break
<b>April 2022</b>	
April 1	No School – Spring Break
April 15	No School – Good Friday
April 22	Interim Reports Issued
<b>May 2022</b>	
May 27	Last Day for Students
May 27	End of 4 <sup>th</sup> Quarter/2 <sup>nd</sup> Semester
May 30	Memorial Day
May 31	Last Day for Staff
<b>June 2022</b>	
June 3	Grade Cards Issued
TBD	Graduation

August 2021				
M	T	W	T	F
16	17	18	19	20
23	24	25	26	27
30	31			
September 2021				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	
October 2021				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
November 2021				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			
December 2021				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
January 2022				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
February 2022				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				
March 2022				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				
April 2022				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
May 2022				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
June 2022				
		1	2	3





Book	Policy Manual
Section	Policies Recommended for the BOE (38.1 Fall 2019 Update)
Title	EMPLOYMENT OF THE TREASURER
Code	po1310
Status	
Adopted	November 2, 2015

#### 1310 - EMPLOYMENT OF THE TREASURER

The Board of Education shall seek a person both capable and licensed to fill the position of Treasurer, whenever that position may be vacant. The Board shall appoint a Treasurer as chief fiscal officer and fix his/her salary and term of office which shall be not more than five (5) years.

All persons considered for the position of Treasurer shall provide evidence of their training and experience in the fields of government accounting, State and Federal laws related to school district budgeting and financing, financial report preparation, and budget and accounting management as required by statute and the standards of the State Board of Education.

The Board may, in recruiting a Treasurer, utilize the services of:

- A. a committee of Board members;
- B. a professional consultant;
- C. a committee of community lay persons.

To aid in the search, the Board may use:

- A. a written job description for the position;
- B. informative materials describing the School District;
- C. a written specification of the salary and benefits;
- D. the opportunity for each applicant to visit the District should s/he so desire.

Any candidate's intentional misstatement of fact material to his/her qualifications for employment or the determination of his/her salary shall be considered to constitute grounds for dismissal.

The person selected for the position of Treasurer shall be required to undergo a medical examination reasonably related to the duties s/he will be required to perform, the cost of which shall be borne by the District.

No person may be employed as Treasurer of this District unless s/he has signed an employment contract with the Board. Such contract shall include:

- A. the term for which employment is contracted, including beginning and ending dates;
- B. the salary which the Treasurer shall be paid and the intervals at which s/he shall be paid;
- C. the benefits to which s/he is entitled;
- D. a specification of any powers and duties assigned by the Board to the Treasurer pursuant to R.C. 3319.031;
- E. such other matters as may be necessary to a full and complete understanding of the employment contract.

The Treasurer shall be responsible for the financial affairs of the District.

The Treasurer so appointed shall devote himself/herself exclusively to the duties of his/her office, unless secondary employment is Board approved.

The Treasurer shall report to and is subject to the direction of the Board.

The Treasurer shall direct and assign employees directly engaged in the day-to-day fiscal operations of the District, as those employees are so designated by the Board.

Before entering upon the duties of the office, the Treasurer of the Board shall execute a bond, in an amount and with surety to be approved by the Board, payable to the State, and conditioned for the faithful performance of all official duties required of the Treasurer. Such bond shall be deposited with the President of the Board, and a copy thereof, certified by the Treasurer, shall be filed with the County Auditor.

In lieu of executing a surety bond, the Board may authorize the Treasurer to be covered by an insurance policy issued by a Board-approved and accredited insurance carrier or joint self-insurance pool. The policy must cover the Board from losses caused by the fraudulent or dishonest actions of, and the failure to perform a duty prescribed by law of the Treasurer or other employee. Coverage must be equal to or greater than the amount required by the Board for a surety bond. The Treasurer shall deposit with the President of the Board a certified copy of documentation from the insurance provider that evidence proof of coverage before the employee is considered qualified for the position or undertakes official duties.

Prior to employment, the candidate selected must also pass a background check performed by the Bureau of Criminal Identification and Investigation and/or the Federal Bureau of Investigation. The candidate must also pass a pre-employment drug screening.



Book	Policy Manual
Section	Policies Recommended for the BOE (38.1 Fall 2019 Update)
Title	NON-REEMPLOYMENT OF THE TREASURER
Code	po1340
Status	
Adopted	October 12, 2015

#### 1340 - **NON-REEMPLOYMENT OF THE TREASURER**

The Board of Education has an obligation to the citizens of this District to employ the professional leadership best trained and equipped to meet the educational needs of their children. It shall meet that obligation by retaining only the best qualified person as Treasurer for this District.

The Board may, at any regular or special meeting held during the period beginning on the first day of January of the calendar year preceding the year the Treasurer's contract of employment expires and ending on the first day of March of the year the contract expires, re-employ the Treasurer for a succeeding term not longer than five (5) years, beginning the first day of August immediately following the expiration of the Treasurer's current term of employment and ending July 31st.

At the expiration of a Treasurer's current term of employment, the Treasurer is deemed re-employed for a term of one (1) year at the same salary plus any increment that the Board may authorize, unless the Board, on or before March 1st of the year in which his/her contract of employment expires, either re-employs the Treasurer for a succeeding term or gives to the Treasurer written notice of its intent not to re-employ the Treasurer.

A Treasurer is automatically disqualified from service for failing to hold a valid Treasurer's license. In addition, a Treasurer who is unable to secure a surety bond or insurance policy as required by law is not considered an "otherwise qualified Treasurer", and is similarly disqualified from service. Otherwise, the termination of the Treasurer's contract shall be in accordance with R.C. 3319.16 for good and just cause.

~~Except for a Treasurer who is automatically disqualified from service for failing to hold a valid Treasurer's license and is not considered an "otherwise qualified Treasurer", the termination of the Treasurer's contract shall be in accordance with R.C. 3319.16 and may be terminated for good and just cause.~~

Reporting Professional Misconduct

Consistent with Policy 8141 and State law, the Board and/or the Superintendent will file a report to the Ohio Department of Education, on forms provided for that purpose, matters of professional misconduct on the part of the Treasurer, as a licensed professional, including a conviction of the Treasurer of certain enumerated crimes and/or conduct which is determined to be unbecoming to the teaching profession. Reports of any investigation regarding whether or not the Treasurer has committed an act or offense for which the Board is required to make a report to the Ohio Department of Education shall be kept in the personnel file of the Treasurer. Should the Ohio Department of Education determine that the results of that investigation do not warrant initiating an action suspending, revoking, or otherwise limiting the Treasurer's license, the report(s) of any investigation will be moved to a separate public file.

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Legal R.C. 3.061, 3313.22, 3313.25, 3319.16, 3319.31, 3319.313, 3319.39  
A.C. 3301-73-21

Last Modified by Jessica Wing on November 15, 2019





Book	Policy Manual
Section	Policies Recommended for the BOE (38.1 Fall 2019 Update)
Title	USE OF TOBACCO BY ADMINISTRATORS
Code	po1615 NEW
Status	

#### 1615 - **USE OF TOBACCO BY ADMINISTRATORS**

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing non-smoking and a tobacco-free environment is consistent with the responsibilities of administrators and staff to be our positive role models for students.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, or tobacco substitutes, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substances.

In order to protect students and staff who choose not to smoke or use tobacco from an environment noxious to them, and because the Board does not condone smoking or the use of tobacco, the Board prohibits the use of tobacco or tobacco substitute products by professional staff members at all times within any enclosed facility owned or leased or contracted for by the Board, and in areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to school grounds.

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Legal R.C. 3313.20, 3313.47, 3313.751, 3794 et seq.  
20 U.S.C. 6081 et seq., 20 U.S.C. 7182  
A.C. 3701-52

Last Modified by Jessica Wing on November 15, 2019



Book	Policy Manual
Section	Policies Recommended for the BOE (38.1 Fall 2019 Update)
Title	INTERSCHOLASTIC ATHLETICS
Code	po2431
Status	
Adopted	October 12, 2015
Last Revised	November 6, 2017

#### 2431 - **INTERSCHOLASTIC ATHLETICS**

The Board of Education recognizes the value to the students of the District and to the community of a program of interscholastic athletics for students as an integral part of the total school experience.

The program should foster the growth of school loyalty within the student body as a whole and stimulate community interest in athletics.

The game activities and practice sessions should provide many opportunities to teach the values of competition and good sportsmanship.

The program of interscholastic athletics should provide students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that which can be offered by a school or the School District alone. It should also offer an opportunity for career and educational development.

For purposes of this policy, the program of interscholastic athletics shall include all activities relating to competitive sport contests, games, events, or sport exhibitions involving individual students or teams of students of this District with those of another district.

The Board shall determine the standards of eligibility to be met by all students participating in the interscholastic program. Such standards shall require that each student be in good physical condition, be free of injury, and have fully recovered from illness before participating in any interscholastic athletic event.

No student may practice or compete in interscholastic athletics until the student submits a form signed by his/her parent or guardian, or by a person having care or charge of the student, affirming that each has received a concussion and head injury information sheet as prepared by the Ohio Department of Health. See Form 2431 F1 and Form 2431 F2.



In addition to the eligibility requirements established by the Ohio High School Athletic Association, to be eligible for any interscholastic extra-curricular activity, a student must have maintained at least a 2.0 grade-point average for the grading period prior to the grading period in which s/he wishes to participate.

Students educated at home or enrolled in a nonpublic school who are permitted to participate on a District interscholastic team must fulfill the same academic, nonacademic, and financial requirements as any other participant. See Policy 9270.

If a student who becomes ineligible under these standards improves his/her grade point average during the current grading period to meet the eligibility standard, s/he may be reinstated at the beginning of the next grading period.

#### Restoration of an "Incomplete" Grade

If a student's failure to meet the academic eligibility requirements is due to an "incomplete" grade given in one or more courses which the student was taking during the grading period in question, the student may have his/her eligibility restored once the "incomplete" has been changed to a passing letter grade provided:

- A. the failure to complete the required coursework during the grading period was due to calamity day(s), family tragedy, or illness or accident as verified by a physician; and
- B. the "incomplete" was given in accordance with Board of Education grading policies and procedures and is applicable to all students in the school; and
- C. the previously scheduled work and/or exams is/are completed within the time period provided in Board policy for completing work required to convert an "incomplete" into a letter grade; and
- D. there is no evidence that the "incomplete" was given in order to afford the student extended time in order to provide the student tutoring or other educational services simply to avoid a failing grade.

Specific documentation of criteria listed above (Items A-D) must be submitted to the Ohio High School Athletic Association (OHSAA) (See AG 2431) in order to be considered by the Executive Director for such a ruling.

These same eligibility standards shall apply to all other co-curricular and extra-curricular activities sponsored by the District. (See Policy 2430)

Students identified as disabled under R.C. 3323 and the IDEA are subject to the eligibility standards established by this policy unless specifically exempted by the express terms of their individualized education program (IEP). An IEP can specify the criteria by which a grade will be determined for (a) course(s), given the student's individualized disability.

Since the primary purpose of the athletic program is to enhance the education of participating students as indicated in this policy, the Board places top priority on maximum student participation and the values of good sportsmanship and fair play.

The Board further adopts those eligibility standards set by the Constitution of the Ohio High School Athletic Association (OHSAA) that are consistent with State and Federal law, and shall review such standards annually to ascertain that they continue to be in conformity with the objectives of this Board.

No student shall be excused from a class or supervised study for an extended period of time to participate in interscholastic athletics. The Board further directs that only those students may participate in the program of interscholastic athletics who have:

- A. maintained a satisfactory academic record;
- B. attended school regularly;
- C. demonstrated good citizenship and responsibility;
- D. returned all school and athletic equipment;
- E. refrained from participation in a contest on a noninterscholastic team, or as an individual in the same sport during the school's season.

The Superintendent shall annually prepare, approve, and present to the Board for its consideration, a program of interscholastic athletics which shall include a complete schedule of events.

In order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches shall not dispense, supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes. The Superintendent shall cause to be posted in all locker rooms in buildings that include students in any grade higher than the sixth grade, the following:

"Warning: Improper use of anabolic steroids may cause serious or fatal health problems, such as heart disease, stroke, cancer, growth deformities, infertility, personality changes, severe acne, and baldness. Possession, sale, or use of anabolic steroids without a valid prescription is a crime punishable by a fine and imprisonment."

The Superintendent shall develop appropriate administrative guidelines for the operation of the Athletic Program and a Code of Conduct for those who participate. Such guidelines should provide for the following safeguards:

- A. Prior to enrolling in the sport,
  - 1. each participant shall submit to a thorough physical examination by a District-approved physician;
  - 2. parents shall report any past or current health problems along with a physician's statement that any such problems have or are being treated and pose no threat to the student's participation.
- B. Any student who is found to have a health condition which may be life-threatening to self or others shall not be allowed to participate until the situation has been analyzed by a medical review panel that has determined the conditions under which the student may participate. The District shall assume no liability for any student with a health condition who has been authorized to play by the parents and their physician but not by the District.
- C. Any student who incurs an injury requiring a physician's care is to have the written approval of a physician prior to the student's return to participation.

- D. Any student practicing for or competing in an interscholastic event who exhibits signs, symptoms, or behaviors consistent with having sustained a concussion or head injury shall be removed from the practice or competition by the student's coach (and/or the referee serving during the practice or competition).

Any student who has been removed from practice or competition by a coach or referee because he/she has exhibited signs, symptoms, or behaviors consistent with having sustained a concussion or head injury shall not be permitted to return to any practice or competition for which the coach or referee is responsible until both of the following occur:

1. The student's condition is assessed by a physician or other health care provider authorized by the Board, in accordance with requirements set forth in R.C. 3313.539(E)(2), to assess such a student.
2. The student receives written clearance that it is safe to return to practice or competition from a physician or other health care provider authorized by the Board, in accordance with requirements set forth in R.C. 3313.539(E)(2), to grant a such a clearance.

The Superintendent is also to develop guidelines for ensuring that sportsmanship, ethics, and integrity characterize the manner in which the athletic program is conducted and the actions of students who participate. Such guidelines should include:

- A. criteria for judging these important qualities;
- B. procedures by which these values will be communicated to students, parents, and supporters;
- C. means for monitoring the behavior of each of these groups to ensure their behavior reflects high standards.

The guidelines should also provide a set of behavioral expectations for each type of participant as well as a Sportsmanship Code of Conduct which each type of participant is to follow. The Superintendent is authorized to implement suitable disciplinary procedures against those who violate this Sportsmanship Code.

Students will be further informed that participation in interscholastic sports is a privilege and not a right, and that they may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights. (See Policy 5610.05 - Prohibition From Extra-Curricular Activities).

In order to support the High School Athletic Association's program to strengthen sportsmanship, ethics, and integrity, the Board commits itself to:

- A. adopt policies (upon recommendation of the administration) which reflect the District's educational objectives and promote the ideals of good sportsmanship, ethics, and integrity;
- B. establish standards for athletic participation which reinforce the concept that athletic activities are a privilege, not a right;
- C. attend and enjoy school athletic activities, serving as a positive role model and expecting the same from parents, fans, participants, coaches, and other school

personnel;

D. support and reward participants, coaches, school administrators, and fans who display good sportsmanship;

E. recognize the value of school athletic activities as a vital part of education.

No student will be denied the opportunity to participate in interscholastic athletics offered by a school in the District because the student has or is participating in college credit plus program as long as the student fulfills all academic, nonacademic and financial requirements.

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Legal R.C. 2305.23, 2305.231, 3313.53, 3313.535, 3313.539, 3313.5311,  
3313.5312  
R.C. 3313.5341, 3313.752, 3315.062  
Ohio High School Athletic Association

Last Modified by Norm Burkhardt on November 21, 2019





Book	Policy Manual
Section	Policies Recommended for the BOE (38.1 Fall 2019 Update)
Title	SCHOOL CHOICE OPTIONS
Code	po5113.02
Status	
Adopted	May 20, 2019

#### 5113.02 - SCHOOL CHOICE OPTIONS

~~The Board of Education acknowledges that the Elementary and Secondary Education Act (ESEA), as amended, provides that the parents/guardians of students enrolled in a Title I school the first year following the building's identification as being in "School Improvement", have the right to transfer their children to another school in the District, provided there is a school that provides instruction at the students' grade level(s) and such school has not been identified as being in the process of school improvement, corrective action, or restructuring. If there is not another school in the District offering instruction at the students' grade level(s) that has not been identified as needing improvement, the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts. The Superintendent shall also offer Supplemental Educational Services (SES) to students in any school no later than the first year following the building's identification as being in "School Improvement," regardless of whether a transfer option is available.~~

~~Additionally, s~~Students attending a "persistently dangerous" school, as defined by State law have the right to transfer to another "safe" school in the District. If there is not another "safe" school in the District providing instruction at the students' grade level(s), the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts.

Furthermore, a student who is a victim of a "violent crime" on school property also has the right to transfer to another school. If there is not another school in the District providing instruction at the student's grade level, the Superintendent shall contact neighboring districts and request that they permit that student to transfer to a school in one of those districts providing instruction at the student's grade level.

The Board of Education authorizes such transfers in accordance with AG 5113.02.

Children who transfer in accordance with this policy will be permitted to remain at the school of transfer until completing the highest grade at the school.

~~Title I, Section 1116(b)(1)(E) of the Elementary and Secondary Education Act, as amended~~

~~Title I, Section 1116(e) of the Elementary and Secondary Education Act, as amended~~

~~20 U.S.C. 6301, et. seq.~~

Title IX, Section 9532 of the Elementary and Secondary Education Act, as amended

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Legal

20 U.S.C. 6301, et seq.

Title IX, Section 9532 of the Elementary and Secondary Education Act,  
as amended

Last Modified by Jessica Wing on November 15, 2019

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Book	Policy Manual
Section	Policies Recommended for the BOE (38.1 Fall 2019 Update)
Title	ATTENDANCE
Code	po5200
Status	
Adopted	October 12, 2015
Last Revised	April 9, 2018

#### 5200 - **ATTENDANCE**

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

A student in grades 9 through 12 may be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by State law, per school year.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. illness in the family necessitating the presence of the child
- C. quarantine of the home
- D. death in the family
- E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. observation or celebration of a bona fide religious holiday



- G. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity

Any classroom assignment missed due to the absence shall be completed by the student.

If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.

- H. such good cause as may be acceptable to the Superintendent

- I. medically necessary leave for a pregnant student in accordance with Policy 5751

- J. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Superintendent may excuse a student over fourteen (14) years of age from attendance at school for a future limited period for the purpose of performing essential work directly or exclusively for his/her parents or guardians. Such excuse should not exceed five (5) days and may at the discretion of the Superintendent be renewed for five (5) additional days. At no time, however, shall such excuse cause a student to be absent from school for a period of more than ten (10) consecutive days.

At the discretion of the Superintendent or his/her designee, a student may be excused for a longer period of time than ten (10) days if a child's parent or guardian has recently died or become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. (The Superintendent may request a certificate of a physician attesting to the physical condition of the parent or guardian.)

Attendance shall be taken at the beginning of every block/period in buildings with block/period-based scheduling. Absences from a class block/period shall be accounted.

Attendance shall be taken at the commencement of the school day in buildings with non-period-based schedules. Attendance for students arriving late or leaving early must be tracked and recorded.

### **Contacting the Parent/Guardian of an Absent Student**

When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee for each school building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse within 120 minutes after the beginning of each



school day by a method designated by the Superintendent in accordance with Ohio law (see AG 5200).

### **Excessive Absences**

~~When a student of compulsory school age is absent from school with or without legitimate excuse for thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year, the attendance officer~~ When a student of compulsory school age is absent from school with combined nonmedical excused absences and unexcused absences in excess of thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year, that student is considered "excessively absent" from school. The District or school shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C 3321.04; or
- C. the student has received an age and schooling certificate.

### Absence Intervention Team

To the extent required by law as determined on an annual basis, within ten (10) days of a student becoming habitually truant, the Principal shall assign the student to an absence intervention team.

Within fourteen (14) school days after the assignment of a student to an absence intervention team, the team shall develop an intervention plan for that student in an effort to reduce or eliminate further absences. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint not later than sixty-one (61) days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan. Within seven (7) school days after the development of the plan, reasonable efforts shall be made to provide the student's parent/guardian/custodian, with written notice of the plan.

Each absence intervention team may vary based on the needs of each individual student but shall include a representative from the child's building, another representative from the child's building who knows the child, and the child's parent or parent's designee, or the child's guardian, custodian, guardian ad litem, or temporary custodian. The team also may include a counselor.

The members of the absence intervention team shall be selected within seven (7) school days of the student meeting the habitually truant threshold. Within the same period of seven (7) school days, the Principal shall make at least three meaningful, good faith attempts to secure the participation of the student's parent/guardian/custodian, guardian ad litem, or temporary custodian on that team. A good faith attempt to secure the participation of the

parent shall include, but not be limited to, contacting (or attempting to contact) the parent by telephone, email, or regular mail. If the student's parent responds to any of those attempts, but is unable to participate for any reason, the Principal shall inform the parent of the parent's right to appear by designee. If seven (7) school days elapse and the student's parent/guardian/custodian, guardian ad litem, or temporary custodian fails to respond to the attempts to secure participation, the attendance officer shall investigate whether the failure to respond triggers mandatory abuse or neglect reporting to the public children services agency. At the same time, the absence intervention team shall continue to develop an intervention plan for the child notwithstanding the absence of the child's parent/guardian/custodian, guardian ad litem, or temporary custodian.

### **Intervention Strategies**

In order to address the attendance practices of a student who is habitually truant, the intervention team may, as part of an intervention plan, take any of the following intervention actions:

- A. provide counseling to the student
- B. request or require the student's parent to attend a parental involvement program
- C. request or require a parent to attend a truancy prevention mediation program
- D. notify the Registrar of Motor Vehicles of the student's absences
- E. take appropriate legal action

In the event that a student becomes habitually truant within twenty-one (21) school days prior to the last day of instruction of a school year, the Principal may, in his/her discretion, assign available school staff to work with the child's parent/guardian/custodian, guardian ad litem, or temporary custodian to develop an absence intervention plan during the summer.

The absence intervention process shall commence upon the first day of instruction of the next school year.

### **Reporting Requirements**

The attendance officer shall file a complaint in the juvenile court against a student on the sixty-first (61<sup>st</sup>) day after the implementation of an absence intervention plan or other intervention strategies, provided that all of the following apply:

- A. The student is habitually truant.
- B. The school district or school has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies, and any offered alternatives to adjudication, if applicable.

If the student, at any time during the implementation phase of the absence intervention plan or other intervention strategies, is absent without legitimate excuse for thirty (30) or more consecutive hours or forty-two (42) or more hours in one (1) school month, the attendance officer shall file a complaint in juvenile court against that student, unless the absence intervention team has determined that the student has made substantial progress on the absence intervention plan.

In the event that the sixty-first (61<sup>st</sup>) day after the implementation of the absence intervention plan or other intervention strategies falls on a day during the summer months,

the principal may extend the implementation of the plan and delay the filing of the complaint for an additional thirty (30) days from the first day of instruction of the next school year.

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, s/he will be considered habitually absent under R.C. 3321.13(b)(2). The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of absences without a legitimate excuse as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's unexcused absences and habitually absent status.

If a student who is habitually truant violates the order of a juvenile court regarding the student's prior adjudication as an unruly child for being a habitual truant, s/he may further be adjudicated as a delinquent child.

The District shall report to the Ohio Department of Education, as soon as practicable, and in a format and manner determined by the Department, any of the following occurrences:

- A. when a notice that a student has been absent with or without legitimate excuse for thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year is submitted to a parent/guardian/or custodian;
- B. when a child of compulsory school age has been absent without legitimate excuse from the public school the child is supposed to attend for thirty (30) or more consecutive hours, forty-two (42) or more hours in one (1) school month, or seventy-two (72) or more hours in a school year;
- C. when a child of compulsory school age who has been adjudicated an unruly child for being an habitual truant violates the court order regarding that adjudication;
- D. when an absence intervention plan has been implemented for a child under this policy.

This policy was developed after consultation with the judge of the juvenile court of Preble County, with the parents, guardians, or other persons having care of the students attending school in the district, and with appropriate State and local agencies.

Revised 11/6/17

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Legal R.C. 3313.664, 3313.668, 3317.034, 3321.01 et seq., 3321.13(B)(2), 3321.19, 3321.191  
R.C. 3321.22, 3321.38, 3323.041, 3331.05  
A.C. 3301-35-03(G), 3301-47-01, 3301-69-02





Book	Policy Manual
Section	Policies Recommended for the BOE (38.1 Fall 2019 Update)
Title	LATE ARRIVAL AND EARLY DISMISSAL
Code	po5230
Status	
Adopted	October 12, 2015

**5230 - LATE ARRIVAL AND EARLY DISMISSAL**

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District.

The Board of Education recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by request of the student's parent, which shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the principal.

If one (1) parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the noncustodial parent. Absent such notice, the school will presume that the student may be released into the care of either parent.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized such custody by the parents.

Presentation of photo identification may be required of anyone authorized such custody. (see Form 5230 F1)

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Legal R.C. 3313.20, 3313.64



Book	Policy Manual
Section	Policies Recommended for the BOE (38.1 Fall 2019 Update)
Title	STUDENT MENTAL HEALTH AND SUICIDE PREVENTION
Code	po5350
Status	
Adopted	October 12, 2015

5350 - **STUDENT MENTAL HEALTH AND SUICIDE PREVENTION**~~STUDENT SUICIDE~~

~~The Board of Education recognizes that depression and self-destruction are problems of increasing severity among children and adolescents. A student who suffers the psychological disability of depression cannot benefit fully from the educational program of the schools, and a student who has attempted self-destruction poses a danger both to himself/herself and to other students.~~

~~All school personnel should be alert to the student who exhibits signs of unusual depression or who threatens or attempts suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness.~~

~~In accordance with Policy 8462, staff shall receive professional development training in the risk factors, warning signs, and resources regarding youth suicide awareness and prevention. (-) Such training shall include the warning signs of non-suicidal self-injurious behaviors.~~

The Board of Education recognizes that mental health conditions and self-injury are problems of increasing severity among children and adolescents. A student who suffers from a mental health condition such as depression and who has attempted self-injury poses a danger both to himself/herself and to other students.

All school personnel should be alert for students who exhibit signs of unusual mental health related behavior or who threaten or attempt self injury or suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness.

In accordance with Policy 8462, designated staff shall receive professional development training in accordance with Board-adopted curriculum that includes the risk factors, warning signs, and resources regarding youth suicide awareness and prevention at least every two (2) years.

Additional professional development training in youth suicide risk assessment and intervention shall be provided to mental health employees, counselors, teachers,

administrators, school psychologists, and school nurses.

The Superintendent shall develop and implement administrative guidelines whereby members of the professional staff understand how to use an intervention procedure which includes the following:

Step 1 - Stabilization

Step 2 - Assessment of the Risk

Step 3 - Use of Appropriate Risk Procedure

Step 4 - Communication with Appropriate Parties

Step 5 - Follow-up

Throughout any intervention, it is essential that Board policies and District guidelines regarding confidentiality be observed at all times.

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Legal

R.C. 3319.073

767 F2d 651 (1985)

Last Modified by Jessica Wing on November 15, 2019



Book	Policy Manual
Section	Policies Recommended for the BOE (38.1 Fall 2019 Update)
Title	AMENITIES FOR PARTICIPANTS AT MEETINGS AND/OR OTHER OCCASIONS
Code	po6233
Status	
Adopted	October 12, 2015
Last Revised	April 9, 2018

#### 6233 - AMENITIES FOR PARTICIPANTS AT MEETINGS AND/OR OTHER OCCASIONS

The Board of Education recognizes the value in providing meals, refreshments, and/or other amenities for staff, former staff, students, citizens, advisory groups, or others identified by the Superintendent, who participate in meetings and staff development sessions, or on other occasions as deemed appropriate by the administration.

The Board hereby affirms that these expenses do serve a valid and proper public purpose. The Board believes that the "public purpose" served is the promotion of education, enhancement of morale, and rapport, and the encouragement of participation in said activities. However, under no circumstances shall public funds be expended for the purchase of alcoholic beverages.

The Board further directs the Treasurer to include funds in the annual appropriations for the purchase of such amenities or to reimburse staff who incur such expenses if purchased in connection with meetings, staff development sessions, or other occasions deemed appropriate by the administration. All such expenditures on behalf of the District must have prior authorization by the Superintendent and will be made in accordance with all District purchasing procedures and documentation requirements.

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Book	Policy Manual
Section	Policies Recommended for the BOE (38.1 Fall 2019 Update)
Title	DISPOSITION OF REAL PROPERTY/PERSONAL PROPERTY
Code	po7300
Status	
Adopted	October 12, 2015
Last Revised	April 9, 2018

#### 7300 - **DISPOSITION OF REAL PROPERTY/PERSONAL PROPERTY**

The Board of Education believes that the efficient administration of the District may require the disposition of real property and/or personal property that is no longer necessary to meet the educational or operational needs of the School District.

"Real Property" means land, including land improvements, structures and appurtenances thereto, but excludes moveable machinery and equipment.

"Personal Property" means tangible property other than real property. It may be tangible, having physical existence, or intangible and may include automotive vehicles, equipment, and materials.

All property considered for disposition may be subjected to a current, outside, professional appraisal prior to the solicitation of offers.

#### **Disposition of Personal Property under \$10,000**

Personal property, the value of which does not exceed \$10,000, shall be disposed of by the Superintendent in such a manner as will be in the public interest and benefit the School District (see Policy 7300 - Disposition of Real Property/Personal Property and Policy 7310 - Disposition of Surplus Property). If the Board decides to trade an item of personal property as a part or an entire consideration on the purchase price of an item of similar personal property, the Board may trade the personal property upon such terms as are agreed upon by the parties.

#### **Disposition of Real Property under \$10,000**

Real property, the value of which does not exceed \$10,000, shall be disposed of by the Board in such manner as will be in the public interest and benefit to the School District and may be accomplished by private sale. If the Board identifies a parcel of real property that it determines is needed for school purposes, the Board may, upon majority vote of the members of the Board, acquire such parcel by exchanging its real property for the parcel or



using the real property as part or an entire consideration for the purchase price of the identified real property. Any exchange or acquisition shall be made by conveyance executed by the President and the Treasurer of the Board.

**Disposition of Personal and Real Property over \$10,000**

Property, (personal and real), the value of which exceeds \$10,000, shall be sold at public auction to the highest bidder in accordance with law. The Board may offer real property for sale as an entire tract or in parcels.

A. Unless the property is being:

1. sold to an exempt entity, as defined in R.C. 3313.41(C);
2. sold and/or leased to a community school or the board of trustees of a college preparatory boarding school, or a STEM school as set forth in R.C. 3313.411 or 3313.413; or
3. exchanged for an identified parcel of real property that the Board determines it needs for school purposes or the property is being used as part or an entire consideration for the purchase price of the identified real property, pursuant to R.C. 3313.41(F); or
4. traded as a part or an entire consideration on the purchase price for a similar item of personal property upon such terms as agreed to by the parties to the trade pursuant to R.C. 3313.41(D) or

the District shall attempt to sell the property by public auction after giving at least thirty (30) days notice of the auction by publication in a newspaper of general circulation; or

B. If, after the property has been offered once by public auction, no acceptable bids have been received, the District may sell the property at private sale. The following procedures shall apply:

1. Regardless of how the property was offered at public auction, at a private sale, the Board shall, as it considers best, sell real property as an entire tract or in parcels. Personal property shall be sold in either a single lot or several lots.
2. Offers, when received, will be distributed to the members of the Board.
3. In consideration of the best interest of the District and of the residents and taxpayers, the Board reserves the right to reject any and all offers at its sole discretion, regardless of price and terms.
4. Potential purchasers or lessees shall demonstrate financial capability to meet the terms and conditions of their purchase or lease offer.

C. If the Board decides to dispose of real property, prior to disposing of the property in the manner set forth above, the Board shall first offer the property to the governing authorities of all start-up community schools, the board of trustees of any college preparatory boarding schools, and the governing bodies of any STEM schools located within the territory of the District. The Board shall give priority to governing authorities of high-performing community schools that are located within the territory of the

District. If more than one (1) governing authority of a high-performing community school offered the property notifies the Treasurer in writing of its intent to purchase the property within sixty (60) days after the offer is made, the Board shall conduct a public auction utilizing the process described above. If no governing authority from a high-performing community school expresses an intent to purchase the property within sixty (60) days after the offer is made, the Board shall proceed with the offers from all other governing authorities of the start-up community schools and the board of trustees of any college preparatory boarding school and the governing bodies of any STEM schools located within the territory of the District.

D.

1. The Board shall offer the property to any community school governing authority, college preparatory boarding school board of trustees or governing body of a STEM school at a price that is not higher than the appraised fair market value of the property as determined in an appraisal of the property that is not more than one (1) year old.
2. In the event that more than one (1) community school governing authority, college preparatory boarding school board of trustees or STEM school governing body notifies the Treasurer of its intent to purchase the property within the prescribed time, the Board shall conduct a public auction utilizing the process described above.

E. Disposition of Unused School Facilities

1. "Unused School Facilities" means any real property that has been used by the District for school operations, including but not limited to academic instruction or administration, since July 1, 1998, but has not been used in that capacity for one (1) year. ~~two (2) years.~~
2. The Board shall first offer any unused school facilities it owns for lease or sale to the governing authority of any community school, the board of trustees of any college preparatory boarding school, and the governing bodies of any STEM schools that are located within the territory of the District.
3. The Board shall give priority to the governing authorities of high-performing community schools that are located within the territory of the District.

At the same time the Board makes the offer to lease or sale, the Board may, but is not required to, offer the property for lease or sell to the governing authority of any community school with plans, as stated in applicable contracts, either to relocate to or add facilities in the District.

4. If only one (1) governing board of a high-performing community school accepts the Board's offer within the prescribed time, the Board shall sell or lease the property to that party for the appraised fair market value of the property as determined in an appraisal that is not more than one (1) year old. If more than one (1) governing board of a high-performing community school offered the property accepts the Board's offer within sixty (60) days, the Board shall conduct a public auction utilizing the process described above or, in the event of a lease, the Board shall conduct a lottery to select the one (1) qualified governing authority to

which the Board shall lease the property.

5. If no governing authority of a high-performing community school notifies the Treasurer of its intent to purchase or lease the property within the prescribed time, the Board shall then proceed with the offers from all other start-up community schools, college-preparatory boarding schools, and STEM schools that responded within the prescribed time. If more than one such entity notifies the Treasurer of its intent to purchase or lease the property, the Board shall conduct a public auction or, in the event of a lease, a lottery to select the one qualified governing authority to which the Board shall lease the property.

Only the parties that notify the Board within sixty (60) days may offer a bid at the auction or participate in a lottery. The Board is not required to accept a bid that is lower than the appraised fair market value of the property as determined by an appraisal that is no more than one (1) year old.

6. Any subsequent lease or sale of the property shall proceed in accordance with law.
  7. If no governing authority of any start-up community school or STEM school or board of trustees accepts the offer to lease or buy the property within sixty (60) days after the subsequent offer is made, the Board may offer the property for sale or lease to any other permissible entity.
- F. Further, the Board may dispose of property upon the majority vote of the members of the Board and a concurring vote of the legislative authority of a municipal corporation, declaring that an exchange of real property held by the District for school purposes for real estate held by the municipal corporation for municipal purposes will be mutually beneficial to both the District and the municipal corporation. The exchange may be made by conveyances that are executed by the President and Treasurer of the Board and the Mayor and Clerk of the municipal corporation, respectively.
- G. The Board President and Treasurer shall execute and deliver deeds or other necessary instruments of conveyance to complete any sale or trade under this policy.

#### **Donation of Real or Personal Property**

- A. If the School District has property that the Board, by resolution, determines is not needed for school purposes, is obsolete, or is not fit for the use for which it was acquired, the Board may donate the property if the estimated fair market value of such property is \$2,500 or less in the opinion of the Board. The property may only be donated to an eligible 501(c)(3) nonprofit organization located in the State of Ohio and exempt from Federal income taxation under 26 U.S.C. 501(a) and 501(c)(3).
- B. Prior to donating the property, the Board shall adopt a resolution that contains the following:
  1. a statement expressing the Board's intent to make unneeded, obsolete or unfit-for-use, District property available to nonprofit organizations;
  2. guidelines and procedures the Board considers to be necessary to implement the donation program;

3. an indication of whether the District will conduct such program or by a representative under contract with the Board;
  4. contact information for such representative, if the person is known when the resolution is adopted;
  5. a requirement that any nonprofit organization desiring to obtain donated property submit a written notice to the board or its representative that includes:
    - a. evidence that the organization is a nonprofit organization that is located in the State of Ohio and exempt from Federal income taxation;
    - b. a description of its primary purposes;
    - c. a description of the type or types of property the organization needs; and
    - d. the name, address, and telephone number of a person designated by the organization to receive donated property as its agent.
- C. Upon the adoption of the resolution, the Board shall publish at least twice in a newspaper of general circulation, notice of its intent to donate unneeded, obsolete, or unfit-for-use property to eligible nonprofit organizations. The notice must also include a summary of the information provided in the resolution. A similar notice must also be continually posted in the Board's office and on the District's Internet website, if one exists. The second and subsequent notices shall be posted not less than ten (10) and not more than twenty (20) days after the previous notice.
- D. The Board or its representative must maintain a list of:
1. all eligible 501(c)(3) nonprofit organizations that submit a written notice described above; and
  2. a list of all real or personal property that qualifies for the program.
- The list of qualifying property must be continually posted at the same locations at which the resolution creating the program must be posted.
1. An item of property on the list must be donated to the 501(c)(3) organization that first declares to the Board or its representative its desire to obtain the item unless the Board previously established in a separate and distinct resolution, a list of eligible 501(c)(3) organizations that are to be given priority for an item's donation.
  2. The resolution giving priority to certain nonprofit organizations must specify the reasons for giving the organizations this priority. Such priority may be given based on a direct relationship between the purposes of the organization and specific purposes of the programs provided or administered by the Board.
- E. Members of the Board must consult with the Ohio Ethics Commission and comply with R.C. Chapters 102 and 2921 when donating property to a 501(c)(3) organization of which a Board member, his/her family member(s) or a business associate(s) of a Board member is a trustee, officer, Board member, or employee.

### **Proceeds from the Sale of Real Property**

When the Board disposes of real property pursuant to R.C. 3313.41, 3313.411, or 3313.413, the proceeds received from the sale shall be used for either of the following purposes: 1) to retire any debt that was incurred by the District with respect to that real property - any proceeds in excess of the funds necessary to retire that debt may be paid into the District's capital and maintenance fund and used only to pay for the costs of non-operating capital expenses related to technology infrastructure and equipment to be used for instruction and assessment; or 2) paid into a special fund for the construction or acquisition of permanent improvements.

Revised 6/13/16

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Legal R.C. 3313.17, 3313.40, 3313.41, 3313.411, 3313.413, 5705.10  
2 C.F.R. 200.78, 200.85

Last Modified by Jessica Wing on November 15, 2019





Book	Policy Manual
Section	Policies Recommended for the BOE (38.1 Fall 2019 Update)
Title	SMALL UNMANNED AIRCRAFT SYSTEMS
Code	po7440.03 NEW
Status	

#### 7440.03 - **SMALL UNMANNED AIRCRAFT SYSTEMS**

The Board prohibits the operation of small Unmanned Aircraft Systems (sUAS) at any time by any individual who is not expressly authorized to do so by the Superintendent, on property owned or leased or contracted for by the Board. Small Unmanned Aircraft Systems are commonly known as drones.

The Board also prohibits the operation of sUAS on property owned or leased or contracted for by the Board during District-sponsored contests (including scrimmages and previews), practices, tournaments, and activities under the auspices of the Ohio High School Athletic Association (OHSAA). District officials may deny admission or entry to anyone attempting to use an sUAS until the event has been completed. Any exceptions to this prohibition must be approved in advance by the Superintendent.

To be authorized to operate a sUAS on property owned or leased or contracted for by the Board, a staff member, administrator, or other individual (agent) under contract with the Board must have a Remote Pilot Certificate issued by the Federal Aviation Administration (FAA). Further, the sUAS must be registered with the FAA and properly marked in accordance with 14 C.F.R. Part 107.

A staff member, administrator, or agent of the Board authorized to operate a sUAS on property owned or leased or contracted for by the Board, must also comply with all rules set forth in 14 C.F.R. Part 107. (See AG 7440.03)

Failure to adhere to all rules set forth in 14 C.F.R. Part 107 and AG 7440.03 may result in loss of authorization to operate a sUAS to operate on property owned or leased or contracted for by the Board, referral to local law enforcement, and/or further disciplinary action, up to and including termination for an employee and expulsion for a student.



Book	Policy Manual
Section	Policies Recommended for the BOE (38.1 Fall 2019 Update)
Title	STUDENT ABUSE AND NEGLECT
Code	po8462
Status	
Adopted	October 12, 2015

#### 8462 - **STUDENT ABUSE AND NEGLECT**

The Board of Education is concerned with the physical and mental well-being of the students of this District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law.

Every Board official and employee who, in connection with his/her position, knows or suspects child abuse or neglect must immediately report that knowledge or suspicion to a public children's services or local law enforcement agency. Such reporting is required in every case that reasonably indicates that a child under the age of eighteen (18) or a physically or mentally disabled child under the age of twenty-one (21) has been abused (physically or mentally) or neglected or faces the threat of being abused or neglected.

The Board official and employee making the report shall also notify the appropriate administrator according to the District's Reporting Procedure for Student Abuse or Neglect and shall secure prompt medical attention to any such injuries reported.

Each Principal should be mindful of the possibility of physical or mental abuse being inflicted on a student by an employee. Any such instances, whether real or alleged, should be dealt with in accordance with the administrative guidelines established by the Superintendent. Board officials and employees must report suspected abuse to a public children's services or local law enforcement agency even when the suspected abuser is another official or employee.

The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. Information concerning alleged child abuse of a student is confidential information and is not to be shared with any unauthorized person. A staff member who violates this policy may be subject to disciplinary action and/or civil and/or criminal penalties.

In accordance with law, the Board will provide appropriate instruction on personal safety and assault prevention to all students in grades K-6. In order to develop programs that are appropriate and effective, the Superintendent is authorized to consult with public and/or private agencies or individuals involved in child abuse prevention and intervention. In

addition, the Superintendent shall provide a program of in-service education for all nurses, teachers, counselors, school psychologists, mental health providers, and administrators who work in the District's elementary, middle, and high schools and any other personnel that the Board determines appropriate. The inservice education program will include school safety, violence prevention including human trafficking content, youth suicide awareness and prevention, prevention of child abuse, substance abuse, promotion of positive youth development, and a review of Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior. ~~on school safety, and violence prevention including human trafficking content, youth suicide awareness and prevention, and prevention of child abuse, violence and substance abuse and promotion of positive youth development, including a review of Policy 5517.01—Bullying and Other Forms of Aggressive Behavior, for~~

~~(-) all elementary, middle and high school staff members~~

**OR**

~~(-) all nurses, teachers, counselors, school psychologists and administrators who work in the District's elementary, middle, and high schools.~~

The Board shall adopt or adapt the suicide awareness and prevention curriculum developed by the Ohio Department of Education (ODE).

The in-service education provided to middle and high school employees shall include training in the prevention of dating violence.

All newly-employed

~~(-) professional staff~~

**OR**

~~(-) mental health providers, nurses, teachers, counselors, school psychologists, and administrators who work in the District's elementary, middle and high schools~~

shall complete at least four (4) hours of in-service training within two (2) years of the date of employment. ~~Further, all middle and high school~~

~~(-) staff members~~

**OR**

~~(-) nurses, teachers, counselors, school psychologists and administrators~~

~~employed by the District as of October 16, 2009, must complete the initial four (4) hours of in-service training no later than October 16, 2011. Additional training must occur every five (5) years thereafter.~~

Additional training must occur every two (2) years thereafter for suicide awareness and prevention, and every five (5) years thereafter for school safety, violence prevention, prevention of child abuse, prevention of substance abuse and promotion of positive youth development.



Attachment D

A law enforcement officer or children's services agency investigating child abuse or neglect may interview a student on school grounds only in accordance with Board Policy 5540.

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Legal R.C. 2151.421, 3313.60, 3319.073

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Book	Policy Manual
Section	Policies Recommended for the BOE (38.1 Fall 2019 Update)
Title	FOOD SERVICES
Code	po8500
Status	
Adopted	October 12, 2015
Last Revised	May 20, 2019

#### 8500 - **FOOD SERVICES**

The Board of Education shall provide cafeteria facilities in all school facilities where space and facilities permit, and will provide food service for the purchase and consumption of **lunch for all students** meals for all students. The Board shall also provide a breakfast program in accordance with procedures established by the Department of Education. The Board shall annually encumber the funds needed to operate the program.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages, including but not limited to the current USDA's school meal pattern requirements and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program.

The Board does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities. Students and all other members of the School District community and third parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct. See Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity.

The Board shall approve and implement nutrition standards governing the types of food and beverages that may be sold on the premises of its schools and shall specify the time and place each type of food or beverage may be sold. In adopting such standards, the Board shall:

- A. consider the nutritional value of each food or beverage;

- B. consult with a dietitian licensed under R.C. Chapter 4759, a dietetic technician registered by the commission on dietetic registration, or a school nutrition specialist certified or credentialed by the school nutrition association;
- C. consult and incorporate to the maximum extent possible the dietary guidelines for Americans jointly developed by the United States Department of Agriculture (USDA) and the United States Department of Health and Human Services; and
- D. consult and incorporate the USDA Smart Snacks in School nutrition guidelines.

No food or beverage may be sold on any school premises except in accordance with the standards approved by the Board.

In addition, as required by law, a food safety program that is based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service program staff and other authorized persons.

The Board shall provide a Federal food service program for students during summer intervention programs that are mandated under Federal law. If the Board determines that it is unable to provide a Federal food service program during the summer, for financial reasons, the Board will communicate that decision to its residents in a manner it determines to be appropriate.

During all times while the food service program is operating and students are being served food, at least one (1) employee shall be present in the area in which the food is being consumed who has received instruction in methods to prevent choking and demonstrated an ability to perform the Heimlich maneuver.

### **Substitutions**

If determined appropriate by a student's Section 504 team, substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a health care provider who has prescriptive authority in the State of Ohio has provided medical certification that the student has a disability that restricts his/her diet, in accordance with the criteria set forth in 7 CFR Part 15b. To qualify for such substitutions the medical certification must identify:

- A. the student's disability and the major life activity affected by the disability;
- B. an explanation of why the disability affects the student's diet; and
- C. the food(s) to be omitted from the student's diet and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

If determined appropriate by a team of qualified individual including, but not limited to, the Principal, school nurse, parent, Director of Food Services, substitutions to the standard meal requirements may be made, at no additional charge, for a student who is not a "disabled person" but has a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs. To qualify

for such consideration and substitutions the medical statement must identify:

- A. the medical or dietary need that restricts the student's diet; and
- B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.

For non-disabled students who need a nutritionally equivalent milk substitute, only a signed request by a parent or guardian is required.

~~MealsLunches~~ sold by the school may be purchased by students and staff members and community residents in accordance with administrative guidelines established by the Superintendent. ~~MealsLunches~~ may be made available, free of charge, to senior citizens who are serving as volunteers to the District.

The operation and supervision of the food-service program shall be the responsibility of the Director of Operations. In accordance with Federal law, the Director of Operations shall take such actions as are necessary to obtain a minimum of two (2) food safety inspections per school year, which are conducted by the State or local governmental agency responsible for food safety inspections. The report of the most recent inspection will be posted in a publicly visible location, and a copy of the report will be available upon request.

A periodic review of the food-service accounts shall be made by the Treasurer. Any surplus funds from the National School Lunch Program or the Healthy, Hunger-Free Kids Act of 2010 (P.L. 111-296) shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods may accrue to the food-service program.

Bad debt incurred through the inability to collect ~~meal~~~~lunch~~ payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable.

The Superintendent is authorized to develop and implement an administrative guideline regarding meal charge procedures. This guideline will provide consistent directions for students who are eligible for reduced price or paid meals but do not have funds in their account or in hand to cover the cost of their meal at the time of service.

This guideline shall be provided in writing to all households at the state of each school year and to households transferring to the school or School District during the school year.

With regard to the operation of the school food service program, the Superintendent shall require:

- A. the maintenance of sanitary, neat premises free from fire and health hazards;
- B. the preparation of food that complies with Federal food safety regulations;
- C. the planning and execution of menus in compliance with USDA requirements;



- D. the purchase of food and supplies in accordance with State and Federal law, USDA regulations, and Board policy; (see Policy 1130, Policy 1214, Policy 3113, Policy 3214, Policy 4113, Policy 4214, and Policy 6460)
- E. complying with food holds and recalls in accordance with USDA regulations;
- F. the administration, accounting, and disposition of food-service funds pursuant to Federal and State law and USDA regulations;
- G. the safekeeping and storage of food and food equipment pursuant to State and Federal law and USDA regulations;
- H. the regular maintenance and replacement of equipment;
- I. all District employees whose salaries are paid for with USDA funds or non-Federal funds used to meet a match or cost-share requirement must comply with the District's time and effort record-keeping policy (see Policy 6116).

In accordance with the nutritional standards adopted by the Board, the placement of vending machines in any classroom where students are provided instruction, unless the classroom is also used to serve meals to students, is prohibited.

The District shall serve only nutritious food in accordance with the nutritional standards adopted by the Board in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. Foods and beverages in competition with the District's food-service program must comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines, and may only be sold in accordance with Board Policy 8550.

The Superintendent will require that the food service program serve foods in the schools of the District that are wholesome and nutritious and reinforce the concepts taught in the classroom.

The Superintendent is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report regarding the District's compliance with the standards at one (1) of its regular meetings annually.

Revised 3/14/16

Revised 6/13/16

Revised 11/6/17

Legal

R.C. 3313.81, 3313.811-815

A.C. 3301-91

42 U.S.C. 1758

Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.

Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.

7 CFR Parts 15b, 210, 215, 220, 225, 226, 227, 235, 240, 245, 3015

OMB Circular No. A-87USDA Smart Snacks in School Food Guidelines (effective July 1, 2014)

SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs

Last Modified by: Jessica Wing on November 15, 2019



Book	Policy Manual
Section	Policies Recommended for the BOE (38.1 Fall 2019 Update)
Title	WELLNESS
Code	po8510 JLW 8.21.19
Status	
Adopted	October 12, 2015
Last Revised	November 6, 2017

#### 8510 - **WELLNESS**

As required by law, the Board of Education establishes the following wellness policy for the Eaton Community School District as a part of a comprehensive wellness initiative.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

Schools alone, however, cannot develop in students healthy behaviors and habits with regard to eating and exercise. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition habits:

A. With regard to nutrition education, the District shall:

1. Nutrition education shall be included in the Health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
2. Nutrition education shall be included in the sequential, comprehensive Health curriculum in accordance with the curriculum standards and benchmarks established by the State.

3. Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.
4. Nutrition education posters, such as the USDA Nutrition Guidelines and Smart Snacks standards, will be displayed in the cafeteria.
5. Nutrition education standards and benchmarks promote the benefits of a balanced diet that includes fruits, vegetables, whole grain products, and low-fat and fat-free dairy products.
6. Staff responsible for providing instruction in nutrition education shall regularly participate in professional development activities designed to better enable them to teach the benchmarks and standards.

B. With regard to physical activity, the District shall:

1. Physical Education

- a. A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the physical education academic content standards and benchmarks adopted by the State.
- b. The sequential, comprehensive physical education curriculum shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes, and skills necessary to engage in lifelong, health-enhancing physical activity.
- c. The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.
- d. Teachers properly certificated/licensed in the subject area of physical education shall provide all instruction in physical education.
- e. Professional development opportunities should focus on the physical education content area.
- f. All physical education classes shall have a student/teacher ratio comparable to the student/teacher ratio in other curricular areas.
- g. Planned instruction in physical education shall include cooperative as well as competitive games.

2. Physical Activity

- a. Physical activity and movement shall be integrated, when possible, across the curricula and throughout the school day.
- b. Schools shall encourage families to provide physical activity outside the regular school day, such as outdoor play at home, participation in sports



sponsored by community agencies or organizations, and in lifelong physical activities like bowling, swimming, or tennis.

- c. All students in grades K- 5 shall be provided with a daily recess period at least fifteen (15) minutes in duration. Recess shall not be used as a reward or punishment.

C. With regard to other school-based activities the District shall:

1. The school shall provide attractive, clean environments in which the students eat.
2. Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.

D. With regard to nutrition promotion, any foods and beverages marketed or promoted to students on the school campus, during the school day, will meet or exceed the USDA Smart Snacks in School nutrition standards.

Additionally, the District shall:

1. encourage students to increase their consumption of healthful foods during the school day;
2. create an environment that reinforces the development of healthy eating habits, including offering the following healthy foods that comply with the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in school nutrition standards.

All foods and beverages sold as fund-raisers outside of the school meals program during the regular and extended school day shall meet the USDA Competitive Food regulations and the Alliance for A Healthier Generation's Competitive Foods and Beverages Guidelines.

Furthermore, with the objectives of enhancing student health and well being, and reducing childhood obesity, the following guidelines are established:

- A. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.
- B. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).
- C. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.
- D. All foods available to students in the dining area during school food service hours shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods available to student a la carte or from vending machines.

- E. All foods offered on the school campus during the school day shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods that are available to students a la carte in the dining areas, as classroom snacks, from vending machines.
- F. All food and beverages that are provided, other than through sale, on the school campus during the school day (which may include for classroom parties and at holiday celebrations) shall comply with the food and beverage standards approved by the Superintendent.
- G. Continuing professional development shall be provided for all staff of the food service program.

The Board designates the Superintendent as the individual charged with operational responsibility for measuring and evaluating the District's implementation and progress under this policy. The Superintendent shall develop administrative guidelines necessary to implement this policy.

The Superintendent shall appoint a District-wide Wellness Committee that includes parents, students, representatives of the school food authority, educational staff (including health and physical education teachers), mental health and social services staff, school health professionals, members of the public, and school administrators to oversee development, implementation, evaluation and periodic update of this policy. The Wellness Committee shall be an ad hoc committee with members recruited and appointed annually.

The Wellness Committee shall be responsible for:

- A. assessment of the current school environment;
- B. review of the District's Wellness policy;
- C. presentation of the Wellness policy to the Board for approval;
- D. measurement of the implementation of the policy; and
- E. recommendation for the revision of the policy, is necessary.

Before the end of each school year, the ~~Wellness Committee Assistant Superintendent and a food service representative~~ shall recommend to the Superintendent any revisions to the policy ~~if that is deemed~~ necessary and/or appropriate. ~~In its~~ During the review, the ~~Assistant Superintendent and food service representative~~ ~~Wellness Committee~~ shall consider evidence-based strategies in determining its recommendations.

The Superintendent shall report annually to the Board on the Wellness Committee's progress and on its evaluation of the policy's implementation and areas for improvement, including status of compliance by individual schools and progress made in attaining the policy's goals.

The Superintendent is also responsible for informing the public, including parents, students and community members, on the content and implementation of this policy. In order to inform the public, the Superintendent shall post the policy on the District's website, including the Wellness Committee's assessment of the policy's implementation.

The District shall assess the Wellness Policy at least once every three (3) years on the extent to which schools in the District are in compliance with the District policy, the extent to which the District Policy compares to model wellness policies, and the progress made in attaining

the goals of the District Wellness Policy. The assessment shall be made available to the public on the School District's web site.

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Legal                    42 U.S.C. 1751, Sec. 204  
                              42 U.S.C. 1771

Last Modified by Jessica Wing on November 15, 2019