

**EATON BOARD OF EDUCATION MEETING**  
**Hollingsworth East Elementary School Cafeteria**  
**February 11, 2013**  
**6:00 p.m.**

**I. Opening of the Meeting**

1. **Call to Order** – President

2. **Roll Call** – President

D. Mowen \_\_\_ R. McKinney \_\_\_ T. Parks \_\_\_ B. Pool \_\_\_ J. Renner \_\_\_

B. Neavin \_\_\_ P. Dodson \_\_\_ C. Neanen \_\_\_ S. Couch \_\_\_

K. Carpenter \_\_\_ K. Powell \_\_\_ P. Friesel \_\_\_

3. **Pledge of Allegiance**

4. **Adopt the Agenda**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to  
adopt the agenda.

Discussion.

Mowen \_\_\_ McKinney \_\_\_ Parks \_\_\_ Pool \_\_\_ Renner \_\_\_

President declares motion \_\_\_\_\_

5. **Recognition of Visitors**

6. **Executive Session**

\_\_\_\_\_ invited to participate in  
executive session.

To discuss \_\_\_\_\_.

Motion by \_\_\_\_\_, second by \_\_\_\_\_ to convene executive session.

Mowen \_\_\_ McKinney \_\_\_ Parks\_\_\_ Pool\_\_\_ Renner \_\_\_

President declares motion \_\_\_\_\_.

President convenes executive session at \_\_\_\_\_ p.m.

President resumes open session at \_\_\_\_\_ p.m.

### 7. Other Opening Business

## II. Treasurer's Business – Priscilla Dodson

1. The Treasurer recommends approval of the following:

- A. Approve minutes of the January 14, 2013 Organizational Board Meeting.
- B. Approve minutes of the January 14, 2013 Regular Board Meeting.
- C. Submission of warrants
- D. Submission of Financial Report
- E. Submission of Investment Report
- F. Approve moving the following teacher on the pay scale:
  - i. Lisa Kiracofe to a Masters plus 15, effective February 11, 2013.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve agenda Item II. 1.

Discussion

Mowen \_\_\_ McKinney \_\_\_ Parks \_\_\_ Pool \_\_\_ Renner \_\_\_

President declares motion \_\_\_\_\_.

### **III. Old Business**

1. **Miami Valley Career Technology Center Report** – Doug Mowen
2. **Parks and Recreation Board Report** – Joe Renner
3. **Project Manger’s Report** – Tom Doseck
4. **Superintendent’s Report** – Brad Neavin
5. **Director of Education’s Report** – Cindy Neanen
6. **Principal’s Report** – Kern Carpenter
7. **Supervisor’s Report** – Phil Elliott
8. **Other Old Business**

### **IV. New Business**

#### **1. Retirements**

The Administration recommends acceptance of the following retirements

- A. Lorri White, Cafeteria Manager, resignation for the purpose of retirement, effective March 1, 2013, with last work day February 19, 2013.
- B. Tracy Phillips, Teacher, resignation for the purpose of retirement, effective June 1, 2013.

- C. Tracy Phillips, Head Band Director and Vocal Music Director (supplemental positions), resignation for the purpose of retirement, effective June 1, 2013.
- D. Martha Hill, Secretary, resignation for the purpose of retirement, effective July 1, 2013.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve agenda Item IV 1.

Discussion

Mowen \_\_\_ McKinney \_\_\_ Parks \_\_\_ Pool \_\_\_ Renner \_\_\_

President declares motion \_\_\_\_\_.

## 2. Superintendent's Contract Renewal

Motion by \_\_\_\_\_, to renew the Superintendent's contract by \_\_\_\_\_ year(s).

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

Discussion.

McKinney \_\_\_ Mowen \_\_\_ Parks \_\_\_ Pool \_\_\_ Renner \_\_\_

President declares motion \_\_\_\_\_

## 3. Employment – Non-Certificated Staff

The Administration recommends the employment of the following personnel. Employment contingent upon certification (where applicable), criminal record check, and all other state and local requirements. Salary and duties per Board Policy, Negotiated Agreement and Administrative Rules and Regulations.

A. Shawn Wilson, Custodian, retroactive to January 28, 2013.

**4. Employment – Non-Certificated Staff**

The following position has been posted and no certificated staff members have applied. The Administration recommends the employment of this nominee on a one-year limited contract for the 2012-2013 school year or as noted, contingent upon completion of all state and local requirements. Salary and duties per Board Policy, Negotiated Agreement, and Administrative Rules and Regulations.

A. Alisha Degenhart, Varsity Softball Coach

**5. Employment – Certificated Staff – Substitute Teacher/Tutors as Certified by the Preble County Educational Service Center**

The Administration recommends approval of the following additions to the substitute teacher/home instruction tutor list as certified by the Preble County Educational Service Center.

A. Tyler Jewell

**6. Employment – Non-Certificated Staff – Substitute Employees**

The Administration recommends employment of the following substitutes for the 2012-2013 school year. Employment contingent upon certification (if necessary), criminal background check, and all applicable state and local requirements. Salary and duties per Board Policy and Administrative Rules and Regulations with no fringe benefits.

A. Alisha Degenhart, Substitute Secretary

B. Alisha Degenhart, Substitute Cafeteria Worker

C. Angela Woodgeard, Substitute Aide, retroactive to January 24, 2013

**7. Approval of Volunteers**

The Administration recommends approval of the following volunteer for the 2012-2013 school year, contingent upon completion of all state and local requirements, including criminal background check if necessary.

A. Keltavious Jones, Volunteer Baseball Coach

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve agenda Items IV 3-7.

Discussion

Mowen \_\_\_ McKinney \_\_\_ Parks \_\_\_ Pool \_\_\_ Renner \_\_\_

President declares motion \_\_\_\_\_.

**8. Resolution to Distribute Student Teaching Stipends to Cooperating Teachers**

WHEREAS, the Eaton Board of Education recognizes that many college and university teacher education programs award stipends to cooperating teachers for partnering with student teachers, and

WHEREAS, the college/university can no longer award these stipends directly to the cooperating teacher and will send stipend to the Eaton Community Schools Treasurer, and

WHEREAS, the Eaton Community Schools Director of Education will share at the start of each semester the cooperating teacher, student teacher, and sending college or university,

THEREFORE, BE IT RESOLVED that the Eaton School Board approves accepting these stipend payments from the college/university and then distributing the stipend minus the District benefits to the cooperating teacher.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve agenda Item IV 8.

Discussion

Mowen \_\_\_ McKinney \_\_\_ Parks \_\_\_ Pool \_\_\_ Renner \_\_\_

President declares motion \_\_\_\_\_.

### **9. Post Temporary Summer Position**

The Administration recommends approval of the following temporary position to be filled as needed for Summer 2013.

- A. One (1) Grass Mower/Maintenance Helper – at the rate of \$8.25 per hour; as needed for mowing and building and grounds maintenance during the 2013 growing season, not to exceed 40 hours per week.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve agenda Item IV 9.

Discussion

Mowen \_\_\_ McKinney \_\_\_ Parks \_\_\_ Pool \_\_\_ Renner \_\_\_

President declares motion \_\_\_\_\_.

### **10. 2013-2014 School Calendar**

The Administration recommends approval of School Calendar Option \_\_\_\_\_ for the 2013-2014 school year (Attachment A).

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve agenda Item IV 10.

Discussion

Mowen \_\_\_ McKinney \_\_\_ Parks \_\_\_ Pool\_\_\_ Renner \_\_\_

President declares motion \_\_\_\_\_.

## **11. Resolution**

The Administration recommends *A RESOLUTION AUTHORIZING THE PAYMENT OF ADDITIONAL FEES TO THE ARCHITECT IN CONNECTION WITH WORK ASSOCIATED WITH THE LOCAL FUNDED INITIATIVE AS FURTHER PROVIDED HEREIN*

WHEREAS, the Eaton Community School District, County of Preble, Ohio (hereinafter called the "School District") building program identifying classroom facilities needs and basic project costs (hereinafter called the "Master Plan") for the Bruce Elementary School Project and the Eaton Middle School Project (collectively, the "Projects") has been conditionally approved by the Ohio School Facilities Commission, State of Ohio (hereinafter called the "Commission") and Ohio Controlling Board, as authorized under Section 3318.36 of the Ohio Revised Code ("O.R.C.");

WHEREAS, the Board of Education has contracted with a qualified professional design firm, Fanning/Howey Associates, Inc. (hereinafter called the "Architect"), under Sections 153.65 to 153.71, O.R.C., to prepare separate plans, specifications and estimates of cost, and such data as the Board of Education deems necessary for the Projects and in compliance with the specifications set forth in the Commission's Design Manual, where applicable;

WHEREAS, the Board of Education and Architect entered into an Agreement For Professional Design Services (Construction Manager Involved) (the "Professional Design Services Agreement"), dated effective as of July 19, 2010, related to the Eaton Elementary and Middle School project (the "Project") funded through the Commission;

WHEREAS, the Board of Education and the Architect entered into an LFI Agreement for Professional Design Services (the "LFI Agreement") dated as of July 19, 2012, to address certain locally funded initiatives and



upgrades to the Project which were not covered under the Professional Design Services Agreement (collectively, the “LFIs”);

WHEREAS, because changes to the scope of the LFIs have increased the LFI Construction Budget from \$3,124,607 to \$3,715,439, the Architect has requested an increase in Total Compensation and the Basic Fee under Section 2 of the LFI Agreement;

WHEREAS, the Board of Education and the Architect have agreed to amend the LFI Agreement to reflect said negotiated increase in the LFI Construction Budget, the Total Compensation and the Basic Fee pursuant to the terms set forth below; and

WHEREAS, the Board of Education now desires to consent to the amendment of the LFI Agreement and to authorize the Treasurer to pay such additional Basic Services Fees to the Architect as set forth therein.

NOW, THEREFORE BE IT RESOLVED, by the Board, that after careful consideration and evaluation of the information before it:

Section 1. The Board of Education hereby approves the increase in the LFI Construction Budget from \$3,124,607 to \$3,715,439 and the increase in the Architect’s Basic Fees from \$199,974.84 to \$237,788.09, as further reflected in the First Amendment to LFI Agreement for Professional Design Services, a copy of which is attached hereto as Exhibit A (the “First Amendment”).

Section 2. The Board of Education hereby authorizes the Treasurer to sign the Certificate of Funds, upon execution of the First Amendment, and attach a copy of the Certificate of Funds thereto.

Section 3. This Board of Education hereby finds and determines that all formal actions relative to the adoption of this resolution were taken in an open meeting of this Board of Education, and that all deliberations of this Board of Education and of its committees, if any, which resulted in formal action, were taken in meetings open to the public, in full compliance with applicable legal requirements, including Section 121.22, O.R.C.

Section 4. This resolution shall be in full force and effect from and immediately after its adoption and shall supersede any prior resolution

or act of this Board of Education, which may be inconsistent or duplicative with the provisions of this resolution.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve agenda Item IV 11.

Discussion

Mowen \_\_\_ McKinney \_\_\_ Parks \_\_\_ Pool \_\_\_ Renner \_\_\_

President declares motion \_\_\_\_\_.

## **12. Board of Education Policy Updates**

The Administration recommends the first reading of the following Board of Education policies and regulations (Attachment B):

- A. IGDJA-R – Drug Testing of Students (regulation)
- B. IGDJA-E – Confidentiality Statement for Random Drug Testing Program and Informed Consent Agreement.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve agenda Item IV 12.

Discussion

Mowen \_\_\_ McKinney \_\_\_ Parks \_\_\_ Pool \_\_\_ Renner \_\_\_

President declares motion \_\_\_\_\_.

## **13. Approval of Out-of-State Student Trips**

The Administration recommends approval of the following out-of-state student trips.

- A. High School Physical Education Classes, along with Scott Burnett, Rick McCollum and Brian McKelvey, to Richmond 40 Bowl, Richmond, Indiana, April 17 and 18, 2013.
- B. 8<sup>th</sup> grade Washington D.C. Trip, to Washington, D.C., May 19- 24, 2013 .

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve agenda Item IV 13.

Discussion

Mowen \_\_\_ McKinney \_\_\_ Parks \_\_\_ Pool \_\_\_ Renner \_\_\_

President declares motion \_\_\_\_\_.

#### **14. Surplus Items List**

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

- A, Visitor Side Bleachers, Park Avenue Field – Tag #900735 & #900736

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve agenda Item IV 14.

Discussion

Mowen \_\_\_ McKinney \_\_\_ Parks \_\_\_ Pool \_\_\_ Renner \_\_\_

President declares motion \_\_\_\_\_.

#### **15. Donations**

The Administration recommends acceptance of the following donations.

- A. From members of Eaton United Church of Christ, various supplies for students, to East Elementary.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve agenda Item IV 15.

Discussion

Mowen \_\_\_ McKinney \_\_\_ Parks \_\_\_ Pool\_\_\_ Renner \_\_\_

President declares motion \_\_\_\_\_.

**16. Other New Business**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve agenda Item IV 16.

Discussion

Mowen \_\_\_ McKinney \_\_\_ Parks \_\_\_ Pool\_\_\_ Renner \_\_\_

President declares motion \_\_\_\_\_.

**17. Executive Session (only if needed)**

\_\_\_\_\_ invited to participate in executive session.

To discuss \_\_\_\_\_.

Motion by \_\_\_\_\_, second by \_\_\_\_\_ to convene executive session.

Mowen \_\_\_ McKinney \_\_\_ Parks\_\_\_ Pool\_\_\_ Renner \_\_\_

President declares motion \_\_\_\_\_.

President convenes executive session at \_\_\_\_\_ p.m.

President resumes open session at \_\_\_\_\_ p.m.

## V. **Adjournment**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to adjourn the meeting.

Discussion

Mowen \_\_\_ McKinney \_\_\_ Parks\_\_\_ Pool\_\_\_ Renner \_\_\_

President declares motion \_\_\_\_\_.

President adjourns meeting at \_\_\_\_\_ p.m.

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### **Upcoming Meeting**

March 11, 2013 – 6:00 p.m.

Hollingsworth East Elementary

DRAFT

## Eaton Community Schools 2013-2014 School Calendar - A

### Summary of Calendar Days in Classroom:

1st Semester September 3 – January 24.....	88
2nd Semester January 27 – June 9.....	87
Total Student Calendar Days =	175
+3 Staff Prof Dev Days =	178
+2 Conf Make Up Days=	180
+ 3 Teacher Work Days=	183
Teacher Work Days: August 29 & 30, June 10	
Grading Periods	
1 <sup>st</sup> Quarter September 3 – November 7 =	46
2 <sup>nd</sup> Quarter November 11 – January 24 =	42
3 <sup>rd</sup> Quarter January 27 – March 28 =	43
4 <sup>th</sup> Quarter March 31 – June 9 =	44

### CALENDAR LEGEND

Start/End Days	<span style="display: inline-block; width: 15px; height: 10px; background-color: #FFC0CB; border: 1px solid black;"></span>
End of Quarter	<span style="display: inline-block; width: 15px; height: 10px; background-color: #FFD700; border: 1px solid black;"></span>
P/T Conferences	<span style="display: inline-block; width: 15px; height: 10px; background-color: #ADD8E6; border: 1px solid black;"></span>
Conference Make Up	<span style="display: inline-block; width: 15px; height: 10px; background-color: #D2B48C; border: 1px solid black;"></span>
Prof. Development	<span style="display: inline-block; width: 15px; height: 10px; background-color: #FF0000; border: 1px solid black;"></span>
Vacation Day/Holiday	<span style="display: inline-block; width: 15px; height: 10px; background-color: #90EE90; border: 1px solid black;"></span>
Interim/Grades Issued	<span style="display: inline-block; width: 15px; height: 10px; background-color: #800080; border: 1px solid black;"></span>

### NON-STUDENT DAYS

Labor Day	(9/2)
Columbus Day	(10/14)
Staff Prof. Dev.	(10/15)
Veterans Day/Conf Make Up	(11/8)
Thanksgiving Break	(11/27-11/29)
Winter Break	(12/23-01/01)
MLK Jr. Day	(01/20)
Staff Prof. Dev.	(01/21)
Conf. Make-up	(2/14)*
President's Day	(02/17)
Staff Prof. Dev.	(04/11)
Spring Break/Good Friday	(04/14-04/18)
Memorial Day	(5/26)

### MAKE-UP DAYS (IF NEEDED)

Jan. 20, 2014 (MLK Jr. Day)
February 14, 2014 (Conf. Make-up)*
February 17, 2014 (President's Day)
April 14 – April 18, 2014 (Spring Break)
May 26, 2014 (Memorial Day)
Additional weekdays throughout the school year and days in June if necessary.
*April 10, 2014- Alternate Conference make-up day if necessary.

### State Testing Schedule

Oct. 7-11	Grade 3 Reading
Oct. 28-Nov. 10	OGT Grades 11-12
Mar. 10-23	OGT Grades 10-12
April 21-May 9	OAA Grades 3-8

### Date Events

2013	
Aug. 29	Teacher Prof. Dev. Day
Aug. 30	First Day for Teachers
Sept. 2	No School - Labor Day
Sept. 3	First Day for Students
Oct. 11	Interim Reports Issued
Oct. 14	No School – Columbus Day
Oct. 15	No School for Students– Staff Prof. Dev. Day
Nov. 7	Parent/Teacher Conferences
Nov. 7	End of First Quarter
Nov. 8	No School- Veteran's Day – Conference make up day
Nov. 15	Grade Cards Issues
Nov. 27-29	No School – Thanksgiving Break
Dec. 13	Interim Reports Issued
Dec. 23- Jan. 1	No School – Winter Break
2014	
Jan. 1	No School – New Year's Day
Jan. 2	Classes Resume
Jan. 20	No School – Martin Luther King Jr.
Jan. 21	Staff Prof. Dev. Day –No School for Students
Jan. 24	End of Second Quarter/First Semester
Jan. 31	Grade Cards Issued
Feb. 13	Parent/Teacher Conferences
Feb. 14	No School – Conference Make-up
Feb. 17	No School – President's Day
Feb. 28	Interim Reports Issued
March 28	End of Third Quarter
April 4	Grade Cards Issued
April 11	Staff Prof. Dev. Day – No School For Students
April 14-18	No School –Spring Break
May 9	Interim Reports Issued
May 26	No School – Memorial Day
June 8	Graduation
June 9	Last Day for Students
June 10	Last Day for Teachers
June 20	Grade Cards Issued

SEPTEMBER					Student Days
M	T	W	T	F	
August					
			29	30	
2	3	4	5	6	4
9	10	11	12	13	9
16	17	18	19	20	14
23	24	25	26	27	19
30					20
OCTOBER					
	1	2	3	4	24
7	8	9	10	11	29
14	15	16	17	18	32
21	22	23	24	25	37
28	29	30	31		41
NOVEMBER					
				1	42
4	5	6	7	8	46
11	12	13	14	15	51
18	19	20	21	22	56
25	26	27	28	29	58
DECEMBER					
2	3	4	5	6	63
9	10	11	12	13	68
16	17	18	19	20	73
23	24	25	26	27	
30	31				
JANUARY					
		1	2	3	75
6	7	8	9	10	80
13	14	15	16	17	85
20	21	22	23	24	88
27	28	29	30	31	93
FEBRUARY					
3	4	5	6	7	98
10	11	12	13	14	102
17	18	19	20	21	106
24	25	26	27	28	111
MARCH					
3	4	5	6	7	116
10	11	12	13	14	121
17	18	19	20	21	126
24	25	26	27	28	131
31					132
APRIL					
	1	2	3	4	136
7	8	9	10	11	140
14	15	16	17	18	
21	22	23	24	25	145
28	29	30			148
MAY					
			1	2	150
5	6	7	8	9	155
12	13	14	15	16	160
19	20	21	22	23	165
26	27	28	29	30	169
JUNE					
2	3	4	5	6	174
9	10	11	12	13	175
16	17	18	19	20	

The Board of Education adopts this calendar with the provisions that adjustments may be made as necessary and pending approval of professional development days by the Ohio Department of Education. Adopted by the Eaton Board of Education on

**DRAFT**

### Eaton Community Schools 2013-2014 School Calendar - B

**Summary of Calendar Days in Classroom:**  
 1st Semester September 3 – January 24.....88  
 2nd Semester January 27 – June 9..... 87  
 Total Student Calendar Days = 175  
 +3 Staff Prof Dev Days = 178  
 +2 Conf Make Up Days= 180  
 + 3 Teacher Work Days= 183  
 Teacher Work Days:  
 August 29 & 30, June 10

Grading Periods  
 1<sup>st</sup> Quarter September 3 – November 7 - 46  
 2<sup>nd</sup> Quarter November 11 – January 24 - 42  
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**NON-STUDENT DAYS**

Labor Day	(9/2)
Columbus Day	(10/14)
Staff Prof. Dev.	(10/15)
Veterans Day/Conf Make Up	(11/8)
Thanksgiving Break	(11/27-11/29)
Winter Break	(12/23-01/01)
MLK Jr. Day	(01/20)
Staff Prof. Dev.	(01/21)
Conf. Make-up	(2/14)*
President's Day	(02/17)
Staff Prof. Dev.	(04/17)
Spring Break/Good Friday	(04/18-04/21)
Memorial Day	(5/26)

**MAKE-UP DAYS (IF NEEDED)**

Jan. 20, 2014 (MLK Jr. Day)  
 February 14, 2014 (Conf. Make-up)\*  
 February 17, 2014 (President's Day)  
 April 18 – April 21, 2014 (Spring Break)  
 May 26, 2014 (Memorial Day)  
 Additional weekdays throughout the school year and days in June if necessary.  
 \*April 22, 2014- Alternate Conference make-up day if necessary.

**State Testing Schedule**

Oct. 7-11	Grade 3 Reading
Oct. 28-Nov. 10	OGT Grades 11-12
Mar. 10-23	OGT Grades 10-12
April 21-May 9	OAA Grades 3-8

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Nov. 7	End of First Quarter
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Nov. 15	Grade Cards Issues
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<b>2014</b>	
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M	T	W	T	F	
August					
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16	17	18	19	20	14
23	24	25	26	27	19
30					20
<b>OCTOBER</b>					
	1	2	3	4	24
7	8	9	10	11	29
14	15	16	17	18	32
21	22	23	24	25	37
28	29	30	31		41
<b>NOVEMBER</b>					
				1	42
4	5	6	7	8	46
11	12	13	14	15	51
18	19	20	21	22	56
25	26	27	28	29	58
<b>DECEMBER</b>					
2	3	4	5	6	63
9	10	11	12	13	68
16	17	18	19	20	73
23	24	25	26	27	
30	31				
<b>JANUARY</b>					
		1	2	3	73
6	7	8	9	10	80
13	14	15	16	17	85
20	21	22	23	24	88
27	28	29	30	31	93
<b>FEBRUARY</b>					
3	4	5	6	7	98
10	11	12	13	14	102
17	18	19	20	21	106
24	25	26	27	28	111
<b>MARCH</b>					
3	4	5	6	7	116
10	11	12	13	14	121
17	18	19	20	21	126
24	25	26	27	28	131
31					132
<b>APRIL</b>					
	1	2	3	4	136
7	8	9	10	11	141
14	15	16	17	18	144
21	22	23	24	25	148
28	29	30			151
<b>MAY</b>					
			1	2	153
5	6	7	8	9	158
12	13	14	15	16	163
19	20	21	22	23	168
26	27	28	29	30	172
<b>JUNE</b>					
2	3	4	5	6	175
9	10	11	12	13	
16	17	18	19	20	

The Board of Education adopts this calendar with the provisions that adjustments may be made as necessary and pending approval of professional development days by the Ohio Department of Education. Adopted by the Eaton Board of Education on

File: IGDJA-R

## DRUG TESTING OF STUDENTS

Students participating in extra-curricular/co-curricular programs or who have a school-issued parking pass must participate in a drug testing program. Each student and his/her parent(s) are required to sign a form consenting to the drug testing on or before the first day the student participates in an extra-curricular/co-curricular program and/or prior to the first day of parking, whichever is sooner. If the form is not signed, the student will not participate in any extra-curricular/co-curricular programs and/or will not receive parking privileges.

**The student may be tested at the beginning of the season for his/her particular sport, co-curricular activity or before a parking pass may be issued. In addition, a list of students participating in extra-curricular/co-curricular activities and those with parking privileges may be randomly drawn for unannounced testing at any time throughout the school year. If a student refuses to participate in the testing, it is considered the same result as testing positive for the presence of drugs.**

Students will be tested for LSD, Alcohol, Marijuana, Amphetamines, Methadone, Anabolic Steroids, Methaqualone, Barbiturates, Nicotine (Tobacco), Benzodiazepines, Opiates, Cocaine, Propophene (Darvon) or any substance which an individual may not sell, offer to sell, possess, give, exchange, use, distribute or purchase under State or Federal Law. This also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in a prescription issued specifically to the student or by the manufacturer.

Students will be notified when to report to the collection site.

Student specimens collected will be processed by a laboratory in accordance with federal Substance Abuse and Mental Health Services Administration standards; the laboratory will be selected by the Board of Education.

Drug test results will be sent by the laboratory administrator to the building principal.

If a student tests positive for the presence of drugs:

1. The parent/guardian will be contacted directly by a Medical Review Officer (MRO) to conduct a consultation. Students taking prescribed medication may be asked to provide the MRO with evidence of a doctor's written prescription dated prior to the drug testing date. The MRO will determine if any medications were taken pursuant to a legal prescription.



2. Results of the student's test will be confirmed by the MRO and will be provided to the designated personnel soon after of the MRO's consultation with the student's parent/guardian.
3. The Building Principal will retain the written report of the laboratory administrator; the written report will be kept in confidential files separate and apart from the student's education records.
4. Soon after the receipt of the test results, the Building Principal will notify the parent/guardian of the final test results. Following notification of the parent/guardian, the student will be notified. A written notification will also be sent to the parent/guardian by U.S. Mail.
5. If the parent/guardian or student wish to contest the results, arrangements will be made for the split portion of the specimen to be submitted to another laboratory approved by the Board of Education for testing. This is done at the parent/guardian/student's expense. Such a request must be made to the Building Principal, in writing, within five (5) working days from the parents' notification of the positive test.
6. First Positive Result

A positive result or an altered sample reported by the authorized laboratory will constitute a First Positive.

- a. If the student participates in extra-curricular/co-curricular programs, then the disciplinary procedures outlined in the Co-Curricular and Extra-Curricular Code of Conduct will be followed.
- b. If the student has a school-issued parking pass, then the consequences for a First Positive will be as follows:
  - 1) The student will be suspended from driving to school for one calendar year from the date notified by the building administrator or his/her designee.
  - 2) The student will not drive to school after it has been determined that an infraction has occurred. Parking on school property will be prohibited.

- 3) The suspension period **may** be reduced to a minimum of twenty percent (rounded to the nearest whole number) of the amount of remaining school days, and the student reinstated on a probationary status. To be considered for reinstatement, the student and the parent/guardian must have complied with the following and must have been fully honest and cooperative.
  - i) Prior to consideration for reinstatement, a student must show evidence of scheduling a complete tobacco, drug and/or alcohol assessment. The assessment will be at student/family expense and must be conducted by an Ohio Department of Alcohol and Drug Abuse Services (ODADAS) or other similarly certified counselor. The student must follow any suggestions/recommendations made by the counselor.
  - ii) In addition prior to reinstatement, the student must also agree to complete an educational class/counseling program related to correcting behavior that caused the suspension and show evidence of having scheduled the program sessions. Failure to complete such agreed class or counseling within one calendar year shall itself be considered a violation of this policy.
- 4) Any number of suspended school days of parking privileges for drivers not fulfilled by the current school year will be carried over into the next school year.
- 5) The student will submit to three follow-up drug tests at the student/parent/guardian's expense.

#### 7. Second Positive Result

A second positive result or altered sample reported by the authorized laboratory, will result in the following:

- a. If the student participates in extra-curricular/co-curricular programs, then the disciplinary procedures outlined in the Co-Curricular and Extra-Curricular Code of Conduct will be followed.
- b. If the student has a school-issued parking pass, then the consequences for a Second Positive will be as follows:

- 1) The student will be suspended from driving to school for two calendar years from the date he/she is notified by the building administrator or his/her designee. Parking on school property will be prohibited.
  - 2) The student will not drive to school after it has been determined that an infraction has occurred.
  - 3) The suspension period may be reduced to one calendar year and the student reinstated on probationary status. To be considered for reinstatement, the student and the parent/guardian must have complied with the following and must have been fully honest and cooperative.
    - i) Prior to consideration for reinstatement, a student must show evidence of scheduling a complete tobacco, drug and/or alcohol assessment. The assessment will be at student/family expense and must be conducted by an Ohio Department of Alcohol and Drug Abuse Services (ODADAS) certified counselor. The student must follow any suggestions/recommendations made by the counselor.
    - ii) In addition prior to reinstatement, the student must also agree to complete an educational class/counseling program related to correcting behavior that caused the suspension and show evidence of having scheduled the program sessions. Failure to complete such agreed class or counseling within one calendar year shall itself be considered a violation of this policy.
  - 4) The student will continue or repeat the three follow-up drug tests. These tests will be at the student/parent/guardian expense.

#### 8. Third Positive Result

After a third positive result or altered sample reported by the authorized laboratory, the student will be banned from participation in any extra-curricular, co-curricular activity and banned from driving to school and parking on school property permanently.

9. Self-Referral

A student who refers himself/herself for treatment prior to an announced testing date will comply with the requirements set in Section 7(b)(3)(1)-(2) of this regulation, except there will be no forfeiture of the activity and/or driving and parking privileges. Self-referrals may be used as a first offense only. A student may only self-refer one time while a student in the Eaton Community Schools. Self-referrals can only happen prior to a testing date.

10. Confidentiality

Eaton Community School District Staff dealing with the Random Drug Testing Program will be required to sign a confidentiality statement. (See attached form). The test results will be kept confidential in accordance with federal and state law. The Informed Consent Agreement (see attached form) will be deemed consent pursuant to the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232(g) as amended, and Ohio Revised Code § 3319.321 for the release of the test results as authorized by the Informed Consent Agreement or as required by law.

(Approval date: September 13, 2010)

**EATON COMMUNITY SCHOOLS**  
**CONFIDENTIALITY STATEMENT FOR RANDOM DRUG TESTING PROGRAM**

I, \_\_\_\_\_, acknowledge that I will be privileged to hear and see sensitive information related to results of random drug testing performed on students of Eaton Community Schools. I pledge to keep any information made available to me in strict confidence, and will only release this information to others as dictated by Board policy or with properly obtained permission of the student and his or her parent/guardian.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**INFORMED CONSENT AGREEMENT**

Refusal of student and/or Parent/Guardian to sign this form disqualifies student from participating in extracurricular/co-curricular activities and parking on school grounds.

The undersigned hereby consent to allow \_\_\_\_\_  
(Student's name)

Grade \_\_\_\_\_, to undergo testing for the presence of illicit drugs or banned substances in accordance with Eaton Community School District's Board of Education Policy IGDJA, *Drug Testing of Students*. I/We understand that testing will be administered in accordance with the guidelines of said drug testing policy for students in extra-curricular, co-curricular activities and those who drive to school.

We understand that the collection process will be overseen by a medical laboratory selected by the Board of Education, that any samples will be sent to a certified laboratory for actual testing, and that samples will be coded to provide confidentiality.

We hereby give our consent to the medical vendor approved by the Eaton Community School District Board of Education, their laboratory, doctors, employees, or agents, together with any clinic, hospital or laboratory designated by the selected medical vendor, to perform testing for the detection of illicit drugs or banned substances. We further give permission to the medical vendor approved by the Eaton Community School District Board of Education, its doctors, employees, or agents, to release all results of these tests to the Medical Review Officer working for the medical vendor. We understand these results will be forwarded to the building administrator and will also be made available to us upon request.

We understand that consent issued pursuant to this *Informed Consent Agreement* will be effective for all activities in which this student might participate during the current school year.

We hereby release the Eaton Community School District's Board of Education, the approved medical laboratory and its employees from any legal responsibility or liability for the release of such information and records.

This will be deemed consent pursuant to the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232(g) as amended, and Ohio Revised Code § 3319.321 for the release of the test results as authorized by the Informed Consent Agreement or as required by law.

I have read the foregoing information and the Eaton Community School District's Policy IGDJA *Drug Testing of Students* and understand the responsibilities of my son/daughter/ward as a participant in extracurricular/co-curricular activities and/or driving and parking privileges in the Eaton Community Schools.

I also understand that there is an assumed risk of injury involved for my son/daughter/ward as a participant in extra-curricular/co-curricular activities.

I understand that my son/daughter/ward, when participating in extra-curricular/co-curricular activities and/or receiving a parking permit, may be subjected to random drug and alcohol testing, and that if he/she refuses, will not be permitted to practice or participate in any extra-curricular/co-curricular activities or park a vehicle on school grounds. I further understand this agreement is binding while my son/daughter/ward is a student in the Eaton Community School District and consent to the terms of the foregoing.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print parent/guardian name

\_\_\_\_\_  
Home phone

\_\_\_\_\_  
Cell

\_\_\_\_\_  
Work Phone

**I understand and agree that participation in extra-curricular/co-curricular activities and parking on school grounds is a privilege that may be withdrawn for violations of the Eaton Community School District's drug testing policy.**

**I have read the foregoing and Eaton Community School District's Policy IGDJA *Drug Testing of Students* and thoroughly understand that consequences I will face if I do not honor my commitment to the drug testing policy.**

**I further understand and realize that there is risk of injury in participating in extra-curricular/co-curricular activities.**

**I understand that when I participate in any extra-curricular/co-curricular program, and/or receive a parking permit, I will be subject to random drug and alcohol testing and if I refuse, it will be treated as a positive test.**

**I understand this consent is binding while I am a student in the Eaton Community School System.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PLEASE PRINT STUDENT NAME