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WADSWORTH CITY SCHOOL DISTRICT
BOARD OF EDUCATION

WADSWORTH, OHIO

REGULAR STATED MEETING
MONDAY, MARCH 12, 2018, 7:00 P.M.
JAMES R. McILVAINE PERFORMING ARTS CENTER, 625 BROAD STREET

AGENDA

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

IV. Motion for Approval and Signing of Minutes

V. Student/Staff Recognition

A. March Students of the Month

Student	Grade	School
Giana Johnson	04	Franklin Elementary School
Levi Hartzler	04	Isham Elementary School
Emily Hanson	04	Lincoln Elementary School
Connor Yorke	04	Overlook Elementary School
Emily Snyder	04	Valley View Elementary School
Matthew Fahey	06	Central Intermediate School
Skylar Barnett	08	Wadsworth Middle School
Leila Yurick	11	WHS Career-Technical
James (J.J.) Kane	12	WHS Career-Technical
Abigail Zembas	12	Wadsworth High School
Andrew DePero	12	Wadsworth High School

VI. Administrative Discussion Items, Presentations, and Updates

A. Science Textbook Adoption Presentation: Science Textbook Adoption Committee Members
B. Central Intermediate School Survey
C. Parent/Teacher Conference Time Survey
D. Partner Marketing, LLC Media Kit
E. Transition to Electronic Report Cards
F. Ohio Means Jobs-Readiness Seal
G. New Look - Wadsworth High School Diploma

VII. Administrative Items

A. PERSONNEL CONSENT ITEMS

1. Resignations

    a) Jacob Palidar, freshman baseball coach (supplemental contract)
    b) Janet Zelenka, non-teaching school employee, eff. 2/20/2018

2. Employments

    a) Nicole Doyle, Teacher
    b) Allison Bullock, certified sub., eff. 2/15/2018
    c) Allyson Wagner, certified sub.
    d) Tyler Just, non-teaching school employee, eff. 2/21/2018
    e) James Riley, classified sub., eff. 2/26/2018
    f) Athletic Event Workers, per attached list
    g) Supplemental Contracts, per attached list
    h) Volunteers, per attached list

3. Recommendation to grant unpaid child leave care under FMLA to Katelin Schofield, from the end of her allowable sick leave through the 2018-2019 school year

4. Recommendation to approve a Job Share Teaching Partnership for the 2018-2019 school year, in accordance with the Wadsworth Education Association Negotiated Agreement 14.01, for Sarah Niemczura and Candace Whitney

5. Recommendation to grant unpaid leave to Jacquline Acord, from the end of her allowable sick leave through April 9, 2018

6. Recommendation to grant 4.13 hours of unpaid leave to Kelsie Erhard, to be used on 5/14/2018

7. Recommendation to appoint the following new members to the Business Advisory Council (BAC):

    a) Paul Alic, Goldsmith & Eggleton
    b) Robert Patrick, City of Wadsworth
    c) Brian Pinkerton, First Federal
    d) Jason Venner, Clampco

B. ACTION CONSENT ITEMS

1. Recommendation to approve the following overnight trips:

    a) Band trip to Orlando, Florida (December 27, 2018 through January 2, 2019)
    b) Winter guard trip to Dayton, Ohio (February 24, 2018)
    c) High School French class trip to Paris, France (June 4, 2019 through June 11, 2019)
    d) Franklin Elementary School third-grade class to Camp Christopher, Akron, OH (May 23-24, 2018)

2. Recommendation to approve the Agreement between Traveling Classrooms and the Wadsworth City School District Board of Education

3. Recommendation to approve the Tour Agreement between Bob Rogers Travel and the Wadsworth City School District Board of Education

4. Recommendation to approve the Agreement between Bob Rogers Travel and the Wadsworth City School District Board of Education

5. Recommendation to change the substitute health aide hourly rate of pay from $12.00/hour to $13.96/hour, effective February 20, 2018

6. Recommendation to declare the following resident students impractical to transport, enabling their parents/guardians to apply for state transportation reimbursement for the 2017-2018 school year:

    a) Clara Elsey, to Northside Christian Academy (Wadsworth); parent: David Elsey

7. Recommendation to accept a $500 grant from Luke Engineering

8. Recommendation to approve an Agreement for Admission for Tuition Pupils Pursuant to Sections 3327.04, 3327.06, 3323.14, and 3317.08 O.R.C. with Rittman Exempted Village Schools

9. Recommendation to approve Units of Study as the K-4 writing curriculum

10. Recommendation to approve a first reading of the following revised Wadsworth City School District policies:

    a) 4121, Criminal History Record Check
    b) 4162, Drug and Alcohol Testing of CDL License Holders and Other Employees Who Perform Safety Sensitive Functions
    c) 5111, Eligibility of Resident/Nonresident Students
    d) 5112, Entrance Requirements
    e) 5611, Due Process Rights
    f) 7440.01, Video Surveillance and Electronic Monitoring
    g) 7530, Lending of Board-Owned Equipment
    h) 7530.02, Staff Use of Personal Communication Devices
    i) 7542, Access to District Technology Resources and/or Information Resources from Personal Communication Devices
    j) 7543, Utilization of the District's Website and Remote Access to the District's Network
    k) 8400, School Safety
    l) 8600.04, Bus Driver Certification
    m) 9141, Business Advisory Council

11. Recommendation to approve the Ohio High School Athletic Association Confirmation of Tournament Site Agreements for February 22, 24, and 28, 2018

12. Recommendation to accept a $4,000 donation from the Valley View PTO

13. Recommendation to accept a $1,640 donation from Barbara Dafo

14. Recommendation to approve a subscription to Naviance for the 2018-2019, 2019-2020, and 2020-2021 school years

15. Recommendation to enter into a settlement agreement with Victory Partners Equities, LLC on the value of real property located at 1000 Seville Rd., Wadsworth, Ohio

16. Recommendation to accept the donation of a gait trainer, valued at $2,500, from Sarah Hissner

VIII. Items of the Treasurer

A. ACTION CONSENT ITEMS

1. Recommendation to adopt a resolution to accept the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the Medina County Auditor

2. Recommendation to accept the February financial reports as presented and subject to audit:

    a) Financial Report by Fund
    b) Revenue Account
    c) Appropriations Report

IX. Legislative Update

X. Floor Items

XI. Board Member Items

XII. Executive Session

WHEREAS, a public board of education may hold an executive session only after a majority quorum of this board determines by a roll call vote to hold such a session and only at a regular or special meeting for the sole purpose of the consideration of any of the following matters:

A. To consider one or more, as applicable, of the check marked items with respect to a public employee or official:

1. Appointment
2. Employment ✔
3. Dismissal
4. Discipline
5. Promotion
6. Demotion

7. Compensation
8. Investigation of charges/complaints (unless public hearing requested)

B. To consider the purchase of property for the public purposes or for the sale of property at competitive bidding

C. Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action

D. Preparing for, conducting or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.

E. Matters required to be kept confidential by federal law or rules or state statutes

F. Specialized details of security arrangements where disclosure of the matters discussed might reveal information that could be used for the purpose of committing or avoiding prosecution for a violation of the law

NOW, THEREFORE BE IT RESOLVED, that the Wadsworth City Board of Education, by a majority of the quorum present at this meeting, does hereby declare its intention to hold an executive session on A2, C, and E, as listed above.

XIII. Adjournment

In accordance with State and Federal law, the District will provide reasonable accommodations to persons with disabilities who wish to attend and/or participate in school events. Such individuals should notify the Superintendent if they require a reasonable accommodation.

EMPLOYMENTS
March 12, 2018

OHSAA-Sponsored Athletic Event Workers & Rates of Compensation

Division I Girls Basketball Sectional Tournament (Cuy. Falls vs. Wadsworth), Feb. 22, 2018, at WHS

Brad Musgrave, Tournament Site Manager, $75.00

* Other personnel required were paid at their previously board of education-approved athletic contest worker rate

Division I Boys Basketball Sectional Tournament (Firestone vs. Wadsworth), Feb. 28, 2018, at WHS

Brad Musgrave, Tournament Site Manager, $75.00

* Other personnel required were paid at their previously board of education-approved athletic contest worker rate

Division I Wrestling Sectional Tournament, Feb. 24, 2018 at WHS

Sam Brandenburg, Tournament Manager, $285.00
Brad Musgrave, Assistant Manager, $50.00
Renee Riggenbach, Table Worker, $75.00
Julie Zollinger, Table Worker, $75.00
Mike Kyner, Announcer, $75.00
Jason Knapp, Finals Worker, $25.00
Val Dannemiller, Ticket Taker, $100.00
Bonnie Montoni, Ticket Taker, $100.00
Aly Dannemiller, Ticket Taker, $100.00

Supplemental Contracts

Michael Polack	WMS boys lacrosse coach (volunteer), eff. 2/19/2018
Cory Potter	Varsity Asst. Fooball Coach
Amy Smith	WMS girls asst. track coach (volunteer), eff. 2/5/2018

Volunteers

Nichole Bart
Kimberly Brewer
Elise Burton
Mike Cindia
Justin Craig
Amanda Davis
Amanda Dodez
Amanda Duncan
Lynette Francis
Carmen Gordon
Brenda Kibe
Christopher Lovell
Brian Madigan
Melanie Morris, eff. 3/2/2018
Joey Nichols
Felicia Risi
Mona Rohrer
Kristen Schaffer
Nikki Oplinger
Christina Ramey
Barbara Wert
Rebecca Williams
Lawrence Wolf

WADSWORTH CITY SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Stated Meeting
March 12, 2018

Agenda Detail Sheet

VI. Administrative Discussion Items, Presentations, and Updates

B. Central Intermediate School Survey: As part of the Wadsworth City School District's Strategic Plan 2016-2020, a committee was formed to recommend to the board of education a plan for the future of Central Intermediate School. The committee began their work in November of 2016 and made a recommendation to the board of education on how to proceed with Central Intermediate School in November of 2017.

After reviewing the recommendation, the board of education has decided to establish a process to allow for feedback from the Wadsworth community on the committee's recommendation. In addition to a survey, the board scheduled public forum opportunities to allow community members to learn about the recommendation, tour Central Intermediate School, and provide feedback. Public forums were held on February 13, 17, and 22.

The board of education would appreciate it if you would please respond to a brief survey, as your feedback will be important to their discussions on how to proceed with Central Intermediate School. Your response will remain anonymous unless you add your name. You are asked to complete the survey by Monday, April 2, 2018.

You can view the CIS Committee recommendation, committee meeting summaries, and all of the documents the committee reviewed as they formulated their recommendation by clicking the following link:

http://www.wadsworth.k12.oh.us/Content2/CIS%20Committee%20Updates

C. **Parent/Teacher Conference Time Survey:** In an effort to better accommodate the varying work schedules of our parent/guardian(s), we are considering adding morning and afternoon options to our scheduled parent/teacher conferences (in addition to offering evening options) in preschool through grade six beginning in the 2018-2019 school year.

Before recommendations on this change are finalized, we want to make sure that parent/guardian(s) would choose morning and/or afternoon options if they were available. Your response to a brief survey, which can be found by clicking here, will help us make an informed decision.

D. Partner Marketing, LLC: The Wadsworth City School District Board of Education continues to collaborate with Partner Marketing, LLC to offer advertising and sponsorship opportunities within our school district. You can view the different opportunities available by clicking here.

E. Transition to Electronic Report Cards: Beginning with the end of the third quarter/second trimester, Wadsworth City Schools will transition to electronic report cards (via Progress Book). You can access Progress Book under the "Parent" tab on our district homepage. Once you are logged into Progress Book, you will be able to view your child's report card by clicking the "report card" link on the left side of the screen. Once you are on the report card page, you will need to click "view paper report card" at the top of the screen. You will then be able to view (and, print, if you desire) your child's report card. To view previous report cards, click "view paper history." A hard copy of your child's report card will not be sent home unless you request a paper copy by contacting your child's principal.

We will continue with our practice of withholding report cards after the first quarter/trimester if fees are owed. If you need assistance logging into Progress Book, please contact your child's school office.

F. Ohio Means Jobs-Readiness Seal: Recently, the Ohio Department of Education released guidance on the Ohio Means Jobs-Readiness Seal, a designation that students can earn on their high school diploma and transcripts. In addition, the Ohio Means Jobs-Readiness Seal can count as a graduation option for the class of 2018. The following is taken from the Ohio Department of Education:

"*Ohio high school students now can earn recognition by showing they are prepared to contribute to the workplace and their communities. The OhioMeansJobs-Readiness Seal is a formal designation students can earn on their high school diplomas and transcripts indicating they have the personal strengths, strong work ethic and professional experience that businesses need.*

To earn the OhioMeansJobs-Readiness Seal, motivated high school students must demonstrate certain professional skills required for success in the workplace. Students work with at least three experienced and trusted mentors who validate the demonstration of these skills in school, work or the community.

The OhioMeansJobs-Readiness Seal is available for the graduating classes of 2018 and beyond and will be printed directly on Ohio diplomas and transcripts. The seal also counts toward graduation options for students in the class of 2018.

OhioMeansJobs-Readiness Seal Guidance and Resources

OhioMeansJobs-Readiness Seal - What it Means to Employers and Institutions of Higher Education

Earning the OhioMeansJobs-Readiness Seal - A Guide for Educators, Students and Families

Validating a Student's OhioMeansJobs-Readiness Seal - A Guide for Mentors

Student OhioMeansJobs Readiness Seal Validation Form

OhioMeansJobs-Readiness Seal - Frequently Asked Questions (FAQs)

OhioMeansJobs-Readiness Seal Press Release"

G. New Look for Wadsworth High School Diploma: We have finalized the revision of our high school diploma. The revision includes the following:

- Change of Wadsworth Senior High School to Wadsworth High School (on both the diploma and the diploma cover; Wadsworth High School is how our school is registered with the State of Ohio);
- Change of wording from students completing the course of study to students completing graduation requirements prescribed by the board of education (course of study is outdated); and
- Addition of all board member signatures instead of only the president.

The following is what the diploma will look like:

Wadsworth High School

This certifies that

(Insert Student Name)

has satisfactorily completed the graduation requirements prescribed by the Wadsworth City School District Board of Education, and is therefore entitled to this

Diploma

given under our hands at Wadsworth, Ohio, this twenty-seventh day of May 2018.

Superintendent	Principal	Treasurer

Board President	Board Vice President	Board Member	Board Member	Board Member

VII. Administrative Items

B. PERSONNEL CONSENT ITEMS

2. Employments

a) **Nicole Doyle:** Ms. Doyle is being recommended to fill the opening created by the retirement of Ms. Sarah McIlvaine at the end of the 2017-2018 school year. Ms. Doyle will start in the 2018-2019 school year. Due to staffing needs for the 2018-2019 school year, Ms. Doyle will teach math, not social studies as Ms. McIlvaine currently teaches.

d) **Tyler Just:** Mr. Just is being recommended to fill the Administrative Assistant to the Director of Instruction and Professional Development position left open by the resignation of Ms. Kim Daniels.

B. ACTION CONSENT ITEMS

2. **Traveling Classrooms Agreement:** The Agreement between Traveling Classrooms and the Wadsworth City School District Board of Education being recommended for approval specifies that the board shall have the exclusive authority to select, assign, reassign, or substitute group leaders for the educational tour and specifies who the group leaders will be on the 8th grade Washington, D.C. trip this month.

3. **Bob Rogers Travel Tour Agreement:** The Tour Agreement between Bob Rogers Travel and the Wadsworth City School District Board of Education being recommended for approval specifies the details of the high school band trip to Orlando, Florida from December 27, 2018 through January 2, 2019.

4. **Bob Rogers Travel Agreement:** The Agreement between Bob Rogers Travel and the Wadsworth City School District Board of Education being recommended for approval specifies that the board shall have the exclusive authority to select, assign, reassign, or substitute group leaders for the educational tour and specifies who the group leaders will be on the band trip to Orlando, Florida from December 27, 2018 through January 2, 2018.

9. **Units of Study - Writing (Lucy Calkins, Heinemann Publishing):** Units of Study - Writing is being adopted as the writing curriculum for K-4. Approximately two thirds of the elementary teachers have been involved in a two-year pilot with this program as an outgrowth of the most recent K-6 English-Language Arts adoption.

10. **Policy Revisions:** The revisions to Wadsworth City School District Board of Education policies being recommended for approval align our policies with current law and district practices.

11. **Ohio High School Athletic Association Agreements:** The Ohio High School Athletic Association (OHSAA) Confirmation of Tournament Site Agreements for February 22, 24, and 28, 2018 being recommended for approval provide detail for the home sectional tournament games played by our boys and girls basketball teams and the wrestling sectional tournament. The costs to cover the payment for the positions required for these tournaments (personnel consent item 2. (f)) is provided to our district by the OHSAA.

14. **Naviance Subscription:** The recommendation to approve the subscription to Naviance, a college and career readiness solution, for three (3) school years (2018-2019, 2019-2020, and 2020-2021) will allow our high school to continue to access the program.

RECORD OF PROCEEDINGS
WADSWORTH CITY BOARD OF EDUCATION

Minutes of Regular Meeting Date: FEBRUARY 12, 2018

The Wadsworth City Board of Education met in Regular Session on Monday, February 12, 2018, at **7:00** P.M. at the James R. McIlvaine Performing Arts Center, 625 Broad Street.

Present	Batey, Gordon, Kramer, McComas, McDougal
Absent	0
Administrators	**12**
Staff	**9**
Visitors	**118**
Student Liaison	Adam Darwich (absent)

18-02-18 **APPROVAL OF BOARD MINUTES**

The motion was made by **Kramer**, seconded by **Gordon**, to approve the following Board of Education Meeting Minutes:

Special Session January 22, 2018

VOTE: Yea - McComas, McDougal, Batey, Gordon, Kramer
Nay - None Motion Carried,

STUDENT / STAFF RECOGNITION:

A. February Students of the Month:

Student	Grade	School
Luke Tibbitts	04	Franklin Elementary School
April Soto	04	Isham Elementary School
Ashley Bennett	04	Lincoln Elementary School
Rylee Bowman	04	Overlook Elementary School
Grady Fleck	04	Valley View Elementary School
Morgan Lane	05	Central Intermediate School
Karlee Adams	08	Wadsworth Middle School
Alexandra Zuder	12	WHS Career-Technical
Zachary Linn	12	WHS Career-Technical
Makenzie Grice	12	Wadsworth High School
Eric Blair	12	Wadsworth High School

ADMINISTRATIVE DISCUSSION ITEMS, PRESENTATIONS AND UPDATES:

A. Public Feedback Process on the Central Intermediate School Committee's Recommendation to the Wadsworth City School District Board of Education.

B. Art Wright Stadium Improvements.

ADMINISTRATIVE ITEMS:

18-02-19 Upon the recommendation of Superintendent Hill, the motion was made by **Batey**, seconded by **McComas**, to adopt the Personnel Consent Items from the February 12, 2018, Regular Meeting, as presented:

A. PERSONNEL CONSENT ITEMS

1. Resignations:

a)	Linda Sell	Cafeteria Manager	(retire eff. 04/01/18)
b)	Sue Fisher	Secretary	(retire eff. 03/31/18)

2. Employments:

a)	Billie Fox	Non-Teaching Employee	(eff. 01/25/18)
b)	Belinda Good	Non-Teaching Employee	(eff. 02/08/18)

c) Classified Substitutes:

Denise Gleason		
Becky Osborne	Bus Driver	
Shawn Van Dyke	Vehicle Driver	(eff. 01/25/18)
Kip Shipley	Vehicle Driver	(eff. 01/25/18)
Hunter Blackburn		
Julie Clark		

d) Theater Technicians:

Kaetlyn Doty
Alessandra Scalera
Elaina McNeely

e) Athletic Event Workers:

Division I Wrestling Team Duals Tournament (01/24 at WHS):

Brad Musgrave	Tournament Site Manager	($100)
Sam Brandenburg	Scorekeeper/Asst. Manager	($50)

Division I Wrestling Team Duals Tournament (01/31 at WHS):

Brad Musgrave	Tournament Site Manager	($100)
Sam Brandenburg	Scorekeeper/Asst. Manager	($50)

Grizzly Invitational Tournament (01/20 at WHS):

Kristen Maurer	Tournament Worker	($25)

f) Supplemental Contracts:

Kacie Larabee	Resident Edu. Mentor (Year 3)	(eff. 08/21/18)
Eric Heffinger	WHS Comedy Co-Director	
Debra Lake	WHS Comedy Co-Director	
Jay Edurese	WMS Boys Lacrosse Volunteer	
Joshua Kallai	Carpentry Job Site Teacher Asst.	(eff. 02/05/18)
Timothy Yoder	WMS Boys' Head Track Coach	
Matthew Hulme	WMS Boys' Asst. Track Coach	
Eric England	WMS Boys' Asst. Track Coach	
Kristie Stoll	WMS Girls' Head Track Coach	
Michelle Minick	WMS Girls' Asst. Track Coach	

d) Volunteers:

Pamela Cavanaugh
Kim Johnson
Diana Maddox
Samantha Pol

3. Recommendation to amend Laura Buckingham's unpaid leave under FMLA to reflect the leave is through 02/25/2018 (rather than 02/18/2018).

4. Recommendation to approve a reduction in force (RiF) for Denise Gleason, Student Attendant (eff. 01/23/2018).

5. Recommendation to accept the resignation of Stephanie Capron from the Business Advisory Council (eff. 01/18/2018).

6. Recommendation to grant unpaid leave for up to two (2) years to Curtis Stout from the end of his allowable paid leave.

7. Recommendation to grant unpaid leave to Katherine Wolf from the end of her allowable leave through 04/09/2018.

8. Recommendation to grant unpaid child leave under FMLA to Jennifer Ballinger from the end of her allowable sick leave through 10/27/2018.

VOTE: Yea – Kramer, McComas, McDougal, Batey, Gordon
Nay – None Motion Carried,

18-02-20 Upon the recommendation of Superintendent Hill, the motion was made by **Kramer**, seconded by **Batey**, to adopt the Action Consent Items for the February 12, 2018, Regular Meeting, as presented:

B. ACTION CONSENT ITEMS

1. Recommendation to approve the American Red Cross Facility Use Agreement. **(ATTACHED)**

2. Recommendation to approve the College Credit Plus Master Agreement with Kent State University (eff. 07/01/2018 to 06/13/2019). **(ATTACHED)**

3. Recommendation to approve the agreement with RKS Consulting & Commissioning, Inc. (eff. 02/06/2018). **(ATTACHED)**

4. Recommendation to approve the 12-month renewal of Rosetta Stone (eff. 01/05/2018). **(ATTACHED)**

5. Recommendation to approve the Settlement Agreement and Mutual Release with Scherba Industries, Inc. **(ATTACHED)**

6. Recommendation to accept a donation of weights from the All-Sports Boosters (valued at $3,609.38).

7. Recommendation to accept a $1,732 donation from the Band Boosters.

8. Recommendation to approve the Memorandum of Understanding between Altercare of Wadsworth and the Wadsworth City School District Board of Education. **(ATTACHED)**

9. Recommendation to approve the agreement between Playscripts and the Wadsworth City School District Board of Education. **(ATTACHED)**

10. Recommendation to approve the Video Licensing Agreement between Playscripts and the Wadsworth City School District Board of Education. **(ATTACHED)**

11. Recommendation to approve the Software-As-A-Service Subscription Agreement between Siteimprove, Inc. and the Wadsworth City School District Board of Education. **(ATTACHED)**

12. Recommendation to approve the 2017-2018 KEEP Academy Commitment Form. **(ATTACHED)**

13. Recommendation to approve a resolution to advertise and receive bids for two 72-passenger conventional buses through the Ohio Schools Council Cooperative School Bus Purchasing Program. **(ATTACHED)**

14. Recommendation to approve the Ohio High School Athletic Association Tournament Site Agreement for January 24, 2018.

15. Recommendation to approve the 2018-2019 Memorandum of Understanding for College Credit Plus between Stark State College and the Wadsworth City School District Board of Education. **(ATTACHED)**

16. Recommendation to accept an anonymous donation in the amount of $800.

17. Recommendation to approve an Agreement for Excess Cost for Children with Disabilities Pursuant to Sections 3313.981 O.R.C., 3323.14 O.R.C., and Rule 3301-48-02(F) with the Cloverleaf Local Board of Education. **(ATTACHED)**

18. Recommendation to accept a $1,000 donation from Circle K.

19. Recommendation to accept a $2,000 grant from the Luke Manufacturing Foundation.

20. Recommendation to approve the Educational Service Center of Medina County 2018-2019 County Service Agreement. **(ATTACHED)**

VOTE: Yea – McComas, McDougal, Batey, Gordon, Kramer
Nay – None Motion Carried,

18-02-21 Upon the recommendation of Treasurer Beeman, the motion was made by **Batey**, seconded by **Kramer**, to adopt the Action Consent Items for the February 12, 2018, Regular Meeting, as presented:

A. ACTION CONSENT ITEMS

1. Recommendation to accept the December and January financial reports as presented and subject to audit:

   a) Financial Report by Fund
   b) Revenue Account
   c) Appropriations Report

VOTE: Yea – McDougal, Batey, Gordon, Kramer, McComas
Nay – None Motion Carried,

LEGISLATIVE UPDATE

Kramer reported:

- State Legislative Conference will be in Columbus on March 6, 2018.
- Ohio H.B. 342 – To permit local tax-related proposals to appear only on general and primary election ballots and not on an August special election ballot and to modify the information conveyed in election notices and ballot language for property tax levies.
- Ohio H.B. 438 – To permit the addition of appointed members to an educational service center board and to permit a local school district to sever its territory from one educational service center and annex that territory to an adjacent service center under specified conditions.
- Ohio H.B. 442 – To authorize any student from a country or province outside the United States who attends an elementary or secondary school in Ohio and holds an F-1 visa to participate in interscholastic athletics at that school on the same basis as Ohio residents.
- Ohio S.B. 246 – SAFE Act - To revise the procedures for emergency removal of a student, to prohibit certain suspensions and expulsions of students in grades pre-kindergarten through three, to require each public school to implement a positive intervention and supports framework in accordance with State standards and to make an appropriation.

FLOOR ITEMS

BOARD MEMBER ITEMS

McComas congratulated the 15 student athletics who signed letters of intent this past week.

Gordon commended the choir and band members that performed in solo and ensemble over the past few weeks. She wished best of luck to the winter athletics as tournaments begin. She also thanked the maintenance and custodial staff for their work with snow and ice removal.

Kramer congratulated the sports teams. She announced the 42nd Street the Musical will be March 22 -24. She also thanked the Bopper from the Grizzly Invitational Tournament.

Batey acknowledged the Speech and Debate team for qualifying for the State tournament. She announced that Magic Gives Back will be performing at OJ Work Auditorium on February 24.

McDougal announced that the "Just Because" staff appreciation luncheons have begun and the Board has enjoyed being with the staff.

EXECUTIVE SESSION

WHEREAS, a public board of education may hold an executive session only after a majority of a quorum of this board determines by a roll call vote to hold such a session and only at a regular or special meeting for the sole purpose of the consideration of any of the following matters:

A. To consider one or more, as applicable, of the check-marked items with respect to a public employee or official:

1. Appointment
2. **Employment**
3. Dismissal
4. Discipline
5. Promotion
6. Demotion
7. Compensation
8. Investigation of charges/complaints (unless public hearing requested).

B. To consider the purchase of property for the public purposes or for the sale of property at competitive bidding.

C. Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action.

D. Preparing for, conducting or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.

E. Matters required to be kept confidential by Federal law or rules or State statutes.

F. Regularized details of security arrangements where disclosure of the matters discussed might reveal information that could be used for the purpose of committing or avoid prosecution for a violation of the law.

NOW, THEREFORE, BE IT RESOLVED, that the Wadsworth City Board of Education, by a majority of the quorum present at this meeting, does hereby declare its intention to hold an executive session on A2 and C as listed above.

18-02-22 **EXECUTIVE SESSION**

The motion was made by **Gordon**, seconded by **Batey**, to enter Executive Session at **7:49** p.m.

VOTE: Yea – Batey, Gordon, Kramer, McComas, McDougal
Nay – None Motion Carried,

Gordon left during Executive Session.

EXECUTIVE SESSION recessed at **10:44** p.m.

18-02-23 **ADJOURNMENT**

The motion was made by **Kramer**, seconded by **Batey**, to adjourn at **10:45** p.m.

VOTE: Yea – Kramer, McComas, McDougal, Batey
Nay – None Motion Carried,

(Signed)_____
Jody McDougal, President

(Attested)_____
Douglas D. Beeman, Treasurer

Nicole Doyle

EDUCATION

THE UNIVERSITY OF AKRON, Akron, Ohio

09/08 - 12/15 -Bachelor of Arts in Education, Secondary Education
-Licensure: 4 Year Resident Educator – Adolescent to Young Adult (7-12) Integrated Mathematics
-Overall GPA: 2.816/4.0
-OAE Mathematics Content Knowledge, Passed April 2015
-OAE Professional Knowledge, Passed October 2015

TEACHING EXPERIENCE

SCHNEE LEARNING CENTER, Cuyahoga Falls, Ohio
Mathematics teacher, grades 9-12

08/17 – present -Created and mapped my own curriculum aligned to the Ohio Learning Standards for Mathematics for four different preps (Algebra I, Geometry, Integrated Mathematics II, Integrated Mathematics III)
-Planned, executed and evaluated all instructional materials and assessments
-Conducted interventions with students on IEPs and completed weekly data charts pertaining to students' IEP goals
-Met often with colleagues to discuss students and ways to improve student instruction, student engagement and student learning environment
-Communicated with parents about their student's academics and behavior
-Prepped and administered AIR and MAP state testing

02/16 – 06/16 **KIMPTON MIDDLE SCHOOL**, Monroe Falls, Ohio
Long-term mathematics substitute, 7th grade
-Planned, organized and executed lesson plans, assessments, homeworks, and activities
-Prepared students for, and administered, state AIR test
-Instructed two accelerated classes, two grade-level classes, and one inclusion classroom
-Worked with team of colleagues, as well as, an intervention specialist daily to ensure that all instructional and behavioral goals were being met
-Communicated with parents about student academics and behavior

08/15 – 12/15 **STOW-MONROE FALLS HIGH SCHOOL**, Stow, Ohio
-Conducted my student teaching; which involved: lesson planning and execution, assessment preparation and evaluation, communication with parents and staff
-Co-taught five inclusion classes with an intervention specialist co-teacher

02/14 – 04/14 **EAST COMMUNITY LEARNING CENTER**, Akron, Ohio
-Co-planned and co-taught a 9th grade Algebra class and an 11th grade Trigonometry class

09/13 – 11/13 **SPRINGFIELD MIDDLE SCHOOL**, Springfield, Ohio
-Planned and conducted lessons and activities for two 8th grade mathematics classes twice a week

01/13 – 04/13 **STEM MIDDLE SCHOOL**, Akron, Ohio
-Tutored after school mastery program for grades 9th and 10th

09/08 – 05/09 **KIDSCORP (AMERICORP)**, Columbus, Ohio

-Prepared and executed lessons and activities for 3-5 year olds at an inner city Head Start Center
-Volunteered at an inner-city recreation center as a mentor for youths ranging from the ages of 6-18

HOBBIES/ INTERESTS

-Coaching and/or assisting softball, soccer, basketball, volleyball and track
-Community service and character building
-Tutoring/preparing students for college and career readiness

AGREEMENT

This Agreement is entered into between the **Wadsworth City School District Board of Education** ("Board") located at 524 Broad Street, Wadsworth, Ohio and **Traveling Classrooms**, located at insert address on the date stated below. 326 23rd ST. NW CANTON, OHIO 44709

WHEREAS, the Board and Traveling Classrooms have entered into an agreement, a copy of which is attached to this Agreement as Exhibit A, pursuant to which Traveling Classrooms will provide educational tour services for students of the Wadsworth City School District; and

WHEREAS, in connection with the educational tour, one or more Group Leaders will be engaged in scheduling, organizing, chaperoning and providing other support in connection with the educational tour; and

WHEREAS, all expenses of the Group Leaders are part of the agreement for tour services between the Board and Traveling Classrooms; and

WHEREAS, the Board and Traveling Classrooms wish to clarify the manner of selection of the Group Leaders in order to ensure compliance with Ohio laws and regulations regarding the payment of Group Leaders' necessary travel expenses in connection with the educational tour as a term and condition of this Agreement.

NOW THEREFORE, in consideration of the mutual promises and obligations contained herein, and other good and valuable consideration, the sufficiency of which is hereby acknowledged, it is agreed as follows:

1. The Board shall have the exclusive authority to select, assign, reassign, or substitute Group Leaders for the educational tour.

2. The Board assigns the following persons to serve as Group Leaders:

Eric Jackson
Kristie Stoll
Scott Metzger
Amy Clark
Megan Smith
Beth Beal
Peri Jurey
Ryan Likens
Kate Goodrich
Lori Trogdon
Mike Moser
Sam Piehl

Gretchen Pappas
Beth Lawrence
Autumn Reeves
Matt Markley
Brent Ferguson
Lynn Decker
Christa Halicki
Katie Wilson
Jeff Cola
Joyce Walker
Maria Daull
Kristy Nichol

3. The Board may change or substitute any or all Group Leaders as the Board in its sole discretion deems appropriate. Such change or substitution of Group Leader(s) by the Board may be for any reason or no reason at all and made at any time as determined solely by the Board.

4. This Agreement shall supersede any terms and conditions pertaining to the selection, retention or substitution of Group Leaders for the educational tour, as may be contained Exhibit A or in any other agreement, terms and/or conditions between the Board and Traveling Classrooms.

5. The Parties acknowledge that they have read and understand this Agreement, and that they have authority to enter into this Agreement and bind the Party.

6. Jurisdiction over any dispute surrounding the educational tour including, but not limited to, this Agreement or the agreement for tour services shall be in the Medina County Court of Common Pleas, Medina Ohio.

TRAVELING CLASSROOMS

By: _____

Date: 3/5/18

THE WADSWORTH CITY SCHOOL DISTRICT BOARD OF EDUCATION

By: _____ _____

Board President (in her official capacity only) Date

By: _____ _____

Superintendent (in his official capacity only) Date

Board Resolution Number: _____

*This Agreement has no legal effect absent Board approval.

Group Name: Wadsworth HS
Trip Dates: December 27, 2018 – January 2, 2019
Director: Dana Hire
Destination: Orlando

I. PROPOSAL BASIS

This tour agreement is for the stated number of paying people in your proposal. Any deviations from this number will result in a change of the price per person. Your final payment will be adjusted to reflect the final number of travelers.

II. PAYMENTS

Your signature confirms your acceptance of this proposal. To allow us to begin booking the transportation, lodging, meals and attractions we will need the tour agreement and your group's 1st deposit by April 5, 2018. We cannot guarantee terms of the proposal until we are in receipt of the participant's 1st deposit and signed tour agreement.

Estimated package cost for a participant in Quad Occupancy is $1266.00 based upon 235-239 paying participants + 5 complimentary travelers. Proposed package cost is based on projected participation and occupancy. Package cost is subject to change.

Below is the payment outline for your scheduled trip

Payment Details	Due Date	Amount Due
Deposit	April 5, 2018	$250.00 per person
Second Payment	May 17, 2018	$250.00 per person
Third Payment	July 12, 2018	$250.00 per person
Fourth Payment	August 30, 2018	$250.00 per person
Final Payment	October 25, 2018	Remaining Balance

Payments must be received into our office in accordance with the deadlines previously stated. If any individual's payment is not received on time, Bob Rogers Travel reserves the right to cancel that participant's trip and retain fees per the cancellation policy listed below.

III. ROOMING LISTS

Rooming lists are to be **TYPED** on the Rooming list template provided to you by Bob Rogers Travel. ***We will NOT accept written rooming lists.*** Please note that the sheets are titled FEMALE STUDENTS, MALE STUDENTS AND ADULTS.
Group rooming lists will be due in our office no later than **August 30, 2018**. If not received by the cutoff date, cancellation of room reservations will occur or penalties will be enforced by the hotel property(ies).

IV. CANCELLATION PENALTIES

All cancellations must be in writing to Bob Rogers Travel. The date of the postmark is the date used to determine the amount of the cancellation fee. All money and fees paid prior to individual cancellation are non refundable. No refunds or credits will be issued for a cancelled participant.

V. PAYMENTS FOR AIRLINE TICKETS

All passenger lists must be typed and emailed to travel planner in a 12+ font.
NOTE: Price does not include such things as overweight luggage cost, fuel surcharge and equipment insurance which differ with each airline.

VI. EQUIPMENT LISTS

Equipment lists are to be TYPED on the Equipment list template provided to you by Bob Rogers Travel. ***We will NOT accept written equipment lists.*** Equipment lists will be due in our office no later than n/a.

VII. PERFORMANCES, WORKSHOPS, CLINICS

Bob Rogers Travel will assist you in the arrangements for performances, workshops and clinics. **The responsibility lies with the group for any fees associated with these activities.** *(Unless otherwise stated in your proposal)* (i.e. clinician honorarium, application fees, room rental, etc.)

VIII. TAXES

All taxes and service charges are included as of the date of your proposal. These taxes and charges are **subject** to change in the event of any **increase** prior to departure.

IX. LIKENESS WAIVER

Bob Rogers Travel is given permission to utilize individual and group photographs, video and audio recordings, likeness, artwork, profile and/or story in any future publications, web pages and other promotional materials produced, used by or representing Bob Rogers Travel. The circulation of said materials may be worldwide and there will be no compensation to the group or individuals for this use.

X. MANDATORY PERMISSION & MEDICAL RELEASE FORM

A copy of the Mandatory Permission & Medical Release Form needs to be saved by the school for each traveler and accessible for 5 years from the date of the trip.

XI. DISCLAIMER

BOB ROGERS TRAVEL, Inc. and its agents act only in the capacity of agents for the participants in all matters pertaining to accommodations, tour activities, meals and transportation. It is not liable for any injury, personal injury, damage, loss, accident, delay or irregularity which may happen by default of any hotel, motel, restaurant, bus, airplane, company or person rendering any of the services involved or by natural forces. No responsibilities are accepted for any damage or delay due to illness, pilferage, labor dispute, machinery breakdown, quarantine, governmental restraints, weather, or other causes beyond their personal control. In the event that it becomes necessary to cancel or alter a tour or any aspect of that tour, such alterations will be made.

BOB ROGERS TRAVEL, INC. and _____ *(Group Name)*
agree to the above proposal and conditions effective on the date signed below.

I, _____ *(Group Leader Name)*, agree to adhere to the provisions in the agreement regarding payment schedule, room list deadline, final itinerary and equipment list for airline where applicable, and any other pertinent information to help us make our trip more successful. I understand this proposal is based on _____ paying people and if our numbers increase or decrease it could have an effect on the "TOUR PACKAGE COST".

BOB ROGERS TRAVEL, INC.	**SCHOOL**
_____	_____
Bob Rogers Travel Representative	Signature of Authorized Representative
Date _____	Date _____

AGREEMENT

This Agreement is entered into between the **Wadsworth City School District Board of Education** ("Board") located at 524 Broad Street, Wadsworth, Ohio and **Bob Rogers Travel**, located at 3440 Lacrosse Lane Naperville, Illinois, 60564 on the date stated below.

WHEREAS, the Board and Bob Rogers Travel have entered into an agreement, a copy of which is attached to this Agreement as Exhibit A, pursuant to which Bob Rogers Travel will provide educational tour services for students of the Wadsworth City School District; and

WHEREAS, in connection with the educational tour, one or more Group Leaders will be engaged in scheduling, organizing, chaperoning and providing other support in connection with the educational tour; and

WHEREAS, all expenses of the Group Leaders are part of the agreement for tour services between the Board and Bob Rogers Travel; and

WHEREAS, the Board and Bob Rogers Travel wish to clarify the manner of selection of the Group Leaders in order to ensure compliance with Ohio laws and regulations regarding the payment of Group Leaders' necessary travel expenses in connection with the educational tour as a term and condition of this Agreement.

NOW THEREFORE, in consideration of the mutual promises and obligations contained herein, and other good and valuable consideration, the sufficiency of which is hereby acknowledged, it is agreed as follows:

1. The Board shall have the exclusive authority to select, assign, reassign, or substitute Group Leaders for the educational tour.

2. The Board assigns the following persons to serve as Group Leaders:

   Dana Hire
   Sam Piehl
   Ryun Louie
   Vanessa Lloyd
   Jessica Courson

3. The Board may change or substitute any or all Group Leaders as the Board in its sole discretion deems appropriate. Such change or substitution of Group Leader(s) by the Board may be for any reason or no reason at all and made at any time as determined solely by the Board.

4. This Agreement shall supersede any terms and conditions pertaining to the selection, retention or substitution of Group Leaders for the educational tour, as may be contained Exhibit A or in any other agreement, terms and/or conditions between the Board and Bob Rogers Travel.

5. The Parties acknowledge that they have read and understand this Agreement, and that they have authority to enter into this Agreement and bind the Party.

6. Jurisdiction over any dispute surrounding the educational tour including, but not limited to, this Agreement or the agreement for tour services shall be in the Medina County Court of Common Pleas, Medina Ohio.

BOB ROGERS TRAVEL

By: _____ Todd Rogers

Date: 3/5/18

THE WADSWORTH CITY SCHOOL DISTRICT BOARD OF EDUCATION

By: _____ _____
Board President (in his official capacity only) Date

By: _____ _____
Superintendent (in his official capacity only) Date

Board Resolution Number: _____

*This Agreement has no legal effect absent Board approval.

Bob Rogers Travel
Making Moments That Matter

WADSWORTH HIGH SCHOOL MARCHING BAND
MRS. DANA HIRE, BAND DIRECTOR & MR. SAM PIEHL, ASSISTANT BAND DIRECTOR
DESTINATION: CITRUS PARADE IN ORLANDO, FL
DATES: DECEMBER 27, 2018 – JANUARY 2, 2019

TOUR COSTS AND INCLUSIONS
AS OF MARCH 2, 2018

SUMMARY OF INCLUSIONS:

- **Personal SERVICE and ATTENTION**
- **Five (5) Deluxe 56 passenger motor coaches** that are climate controlled with DVD, Wi-Fi, seatbelts, and restrooms
- **Gratuities** and **accommodations** for your motor coach drivers
- **Four (4) nights' accommodation at the Rosen Centre Hotel**
- **Four (4) private nighttime security guards at the hotel (10:30 pm-5:30 am)**
- **Four (4) Breakfast Buffets at the hotel**
- **Three (3) Disney Dining Cards** *(valued at $15 each)*
- **One (1) Meal Voucher** for **Universal Studios Orlando Resort**
- **One (1) Group Dinner at Planet Hollywood** in Disney Springs
- Admission to **Universal Studios Florida® AND Universal's Islands of Adventure®** (1 day Park-to-Park)
- Disney Performing Arts OnStage **3 Day (1 park per day - Starter®) Ticket to the *Walt Disney World*® Resort**
- Participation in the **Orlando Citrus Parade**
  - *One (1) **boxed lunch** for Citrus Parade Day and three (3) bottles of water per person
  - *Group performance experience in the nationally televised Florida Citrus Parade.
  - *A commemorative parade patch, trophy, and T-Shirt.
  - *A commemorative jacket to be displayed at Wadsworth High School
- Assistance with **requesting a marching band performance through the Disney Performing Arts Department** *(based on availability and acceptance)*
- **Allowance to place up to (9) tour participants in a triple room and only charge them the quad occupancy rate** to make the room list process easier.
- **Bob Rogers Travel Individual Payment System**
- **Bob Rogers Travel Video Souvenir + Tracking/Messaging App –** *Take pictures throughout your trip and upload or share them via BRT's mobile app. After your trip a souvenir video will be created, and each traveler will receive a DVD copy. The app also features **GPS Map Tracking** of trip participants via registered passenger lists & **Message Center** for one way group announcements.*
- **Three (3) Complimentary Director Packages** *(based on single occupancy)*
- **Two (2) Complimentary Director Packages** *(based on double occupancy)*
- **Bob Rogers Travel** has included the **Student Deluxe Post Departure Protection Plan** on behalf of all participants

(Continued)

Bob Rogers Travel
Making Moments That Matter

SUMMARY OF INCLUSIONS: (Cont.)

- Insurance Coverage as Recommended by Student Youth Travel Association
- Bob Rogers Travel Tour Manual
- All taxes, service charges, and gratuities for restaurant and hotel facilities
- **Bob Rogers Travel Hotel Contract**- *Assurance that the hotel will abide by the student friendly bylaws that BRT has agreed upon with the hotel.*
- Insurance Coverage as Recommended by Student Youth Travel Association
- $200,000 Consumer Protection Plan
- **Two (2) Company Tour Directors -** *On-site trip coordinators who manage all trip details at your destination*

Disney Performing Arts – 3 Day (1 park per day - Starter®) Ticket

Tickets are valid for admission to ONE theme park for EACH DAY of the package. Visiting more than one theme park on the same day requires the Park Hopper® Option (not included with this Package). Please Note: Multi-day tickets can NOT be used to enter more than one theme park in the same day.

NON-INCLUSIONS / OPTIONS (at additional costs):

- Meals stated as student cost
- **One (1) Additional Staff Tour *(based on single occupancy)* for a WHS building administrator for $1322 Land Only Package Price (will not be considered a paying tour participant)**
- **Allowance to cover students who require financial assistance. This can be accomplished by including a fund equity on top of the actual tour costs.**
- **Parade Grandstand Seating - $32 per seat**
- **BRT Drawstring bag** for every participant
- **Travel Protection is optional** (though highly suggested) **and available for purchase**. We offer two options through Travel Insured International – Student Protection Plan with or without the CFAR* (Cancel For Any Reason) benefit. *CFAR coverage is 75% of the nonrefundable trip cost. Trip cancellation must be 48 hours or more prior to scheduled departure. CFAR must be purchased at the time of plan purchase and within 14 days of initial deposit. This benefit is not available to residents of New York. Link to purchase Travel Protection Plan: http://www.travelinsured.com/agency?agency=49046

3440 Lacrosse Lane
Naperville, IL 60564
toll free 800-373-1423
fax 630-824-4349
bobrogerstravel.com

Bob Rogers Travel
Making Moments That Matter

ESTIMATED TOUR PACKAGE COSTS (based on 255-259 Paying Participants)
***Based on (5) motor coaches**

$1,234.00/person (based on quad occupancy)
$1,324.00/person (based on triple occupancy)
$1,413.00person (based on double occupancy)
$1,762.00/person (based on single occupancy)

ESTIMATED TOUR PACKAGE COSTS (based on 250-254 Paying Participants)
***Based on (5) motor coaches**

$1,240.00/person (based on quad occupancy)
$1,330.00/person (based on triple occupancy)
$1,420.00person (based on double occupancy)
$1,770.00/person (based on single occupancy)

ESTIMATED TOUR PACKAGE COSTS (based on 245-249 Paying Participants)
***Based on (5) motor coaches**

$1,250.00/person (based on quad occupancy)
$1,340.00/person (based on triple occupancy)
$1,428.00person (based on double occupancy)
$1,778.00/person (based on single occupancy)

ESTIMATED TOUR PACKAGE COSTS (based on 240-244 Paying Participants)
***Based on (5) motor coaches**

$1,258.00/person (based on quad occupancy)
$1,347.00/person (based on triple occupancy)
$1,436.00person (based on double occupancy)
$1,786.00/person (based on single occupancy)

ESTIMATED TOUR PACKAGE COSTS (based on 235-239 Paying Participants)
***Based on (5) motor coaches**

$1,266.00/person (based on quad occupancy)
$1,355.00/person (based on triple occupancy)
$1,445.00person (based on double occupancy)
$1,794.00/person (based on single occupancy)

***FUEL SURCHARGE GUARANTEE:** Bob Rogers travel agrees to cover any motor coach fuel surcharges with the understanding that all tour payments will be made on time, as stated on your Bob Rogers Travel tour contract.

3440 Lacrosse Lane
Naperville, IL 60564
toll free 800-373-1423
fax 630-824-4349
bobrogerstravel.com

TRAVEL PROTECTION PLAN

FOR STUDENT GROUP TRAVEL

SCHEDULE OF INSURANCE COVERAGE AND OTHER NON-INSURANCE SERVICES

Trip Cancellation**	Trip Cost*
Trip Interruption**	150% of Trip Cost*
Travel Delay – 6 hours	$750 ($150/day)
Missed Connection – 3 hours	$500
Baggage/Personal Effects	$1,500
Baggage Delay – 24 hours	$300
Non-Medical Emergency Evacuation	$150,000
Accident & Sickness Medical Expense	$25,000
Emergency Evacuation & Repatriation	$100,000
Cancel for Any Reason (CFAR)***	Optional
Non-Insurance Worldwide Emergency Assistance Services	Included

Coverages may vary and not all coverage is available in all jurisdictions.

* Up to the lesser of the Trip Cost paid or the limit of Coverage for which benefits are requested and the appropriate plan cost has been paid. Maximum limit of $10,000

** For $0 Trip Cost, there is no Trip Cancellation and Trip Interruption is limited to $500 return air only

*** CFAR coverage is 75% of the nonrefundable trip cost. CFAR is optional and available for individuals or your entire group. Trip cancellation must be 48 hours or more prior to scheduled departure. **CFAR must be purchased within 14 days of your initial trip deposit.** This benefit is not available to residents of New York State.

PER PERSON RATES

Cost of Trip	Rates	With CFAR*	Cost of Trip	Rates	With CFAR*
$0	$7	N/A	**$4,001 - $4,500**	$121	$181.50
$1 - $200	$12	$18.00	**$4,501 - $5,000**	$135	$202.50
$201 - $400	$17	$25.50	**$5,001 - $5,500**	$149	$223.50
$401 - $600	$21	$31.50	**$5,501 - $6,000**	$163	$244.50
$601 - $800	$25	$37.50	**$6,001 - $6,500**	$177	$265.50
$801 - $1,000	$30	$45.00	**$6,501 - $7,000**	$190	$285.00
$1,001 - $1,500	$41	$61.50	**$7,001 - $7,500**	$204	$306.00
$1,501 - $2,000	$54	$81.00	**$7,501 - $8,000**	$218	$327.00
$2,001 - $2,500	$68	$102.00	**$8,001 - $8,500**	$233	$349.50
$2,501 - $3,000	$81	$121.50	**$8,501 - $9,000**	$247	$370.50
$3,001 - $3,500	$94	$141.00	**$9,001 - $10,000**	$261	$391.50
$3,501 - $4,000	$108	$162.00			

The above rates are for trips up to 30 days – for each day over 30 add $3.00 per person per day.
*Cancel For Any Reason (CFAR) benefit not available to residents of New York State
All of the above rates are for the plan which includes insurance and non-insurance services.

BRT Bob Rogers Travel

PAYMENT INFO:

To purchase the Protection Plan for your tour with or without Cancel for Any Reason, please click the link below:

www.travelinsured.com/agency?agency=49046

PLEASE NOTE - FOR CANCEL FOR ANY REASON COVERAGE

When purchasing a plan online, in order to apply for Cancel for Any Reason Coverage, you need to click the checkbox next to the coverage on the purchase page.

You must purchase your protection plan within 14 days of your initial trip deposit to be eligible for CFAR coverage*

Bob Rogers Travel strongly encourages you to take the CFAR option.

*Cancel For Any Reason (CFAR) benefit not available to residents of New York State

C&F EST. 1822 TRAVEL INSURED INTERNATIONAL A CRUM & FORSTER COMPANY

Travel Insured International
844-440-8113
groups@travelinsured.com
www.travelinsured.com

08.31.2017
T-19027f-C-BR

GENERAL LIMITATIONS AND EXCLUSIONS

Insurance benefits are not payable for any loss due to, arising or resulting from: 1. suicide, attempted suicide or any intentionally self- inflicted injury of You , a Traveling Companion, Family Member or Business Partner booked to travel with You, while sane or insane; 2. an act of declared or undeclared war; 3. participating in maneuvers or training exercises of an armed service, except while participating in weekend or summer training for the reserve forces of the United States, including the National Guard; 4. riding or driving in races, or speed or endurance competitions or events; 5. mountaineering (engaging in the sport of scaling mountains generally requiring the use of picks, ropes, or other special equipment); 6. participating as a member of a team in an organized sporting competition; 7. participating in bodily contact sports, skydiving or parachuting, hang gliding or bungee cord jumping; 8. piloting or learning to pilot or acting as a member of the crew of any aircraft; 9. being Intoxicated, or under the influence of any controlled substance unless as administered or prescribed by a Legally Qualified Physician; 10. the commission of or attempt to commit a felony or being engaged in an illegal occupation; 11. normal childbirth or pregnancy (except Complications of Pregnancy) or voluntarily induced abortion; 12. dental treatment (except as coverage is otherwise specifically provided); 13. amounts which exceed the Maximum Benefit Amount for each coverage as shown in the Schedule of Benefits; 14. due to a Pre-Existing Condition, as defined in the Policy. The Pre-Existing Condition Limitation does not apply to the Emergency Medical Evacuation or return of remains coverage; 15. medical treatment during or arising from a Trip undertaken for the purpose or intent of securing medical treatment; 16. a mental or nervous condition, unless hospitalized for that condition while the Policy is in effect for You; 17. due to loss or damage (including death or injury) and any associated cost or expense resulting directly from the discharge, explosion or use of any device, weapon or material employing or involving chemical, biological, radiological or similar agents, whether in time of peace or war, and regardless of who commits the act and regardless of any other sequence thereto.

The following limitation applies to Trip Cancellation: All cancellations must be reported directly to the Travel Supplier within 72 hours of the event causing the need to cancel, unless the event prevents it, and then as soon as is reasonably possible. If the cancellation is not reported within the specified 72 hour period, the Company will not pay for additional charges, which would not have, been incurred had You notified the Travel Supplier in the specified period. If the event prevents You from reporting the cancellation, the 72-hour notice requirement does not apply; however, You must, if requested, provide proof that said event prevented him or her from reporting the cancellation within the specified period.

Additional Limitations and Exclusions Specific to Baggage and Personal Effects: Benefits are not payable for any loss caused by or resulting from: breakage of brittle or fragile articles; wear and tear or gradual deterioration; confiscation or appropriation by order of any government or custom's rule; theft or pilferage while left in any unlocked or unattended vehicle; property illegally acquired, kept, stored or transported; Your negligent acts or omissions; or property shipped as freight or shipped prior to the Scheduled Departure Date; or electrical current, including electric arcing that damages or destroys electrical devices or appliances.

Cancel For Any Reason Protection: Optional Coverage applies only when requested on the application and the appropriate additional plan cost has been paid. CFAR must be purchased within 14 days of your initial trip deposit. If You purchase the Cancel For Any Reason protection and You cancel Your Trip for any reason not otherwise covered by this plan, the Insurer will reimburse You for up to 75% of the prepaid, forfeited, non-refundable payments or deposits You paid for Your Trip provided You cancel Your Trip more than 48 hours prior to Your Scheduled Departure Date. **This benefit is not available to residents of New York State.**

Purchase up to final Trip Payment for Pre-Existing Condition Waiver!

The Pre-Existing Condition Exclusion will be waived if the protection plan is purchased before final trip payment for the trip, for the full non-refundable cost of the trip and the booking for the covered trip is the first and only booking for this travel period and you are not disabled from travel at the time you pay the premium.

PLEASE REFER TO THE PLAN DOCUMENTS FOR A COMPLETE DESCRIPTION OF COVERAGE.

This document contains highlights of the plan. The plan contains insurance benefits underwritten by the United States Fire Insurance Company. C&F and Crum & Forster are registered trademarks of United States Fire Insurance Company. The Crum & Forster group of companies is rated A (Excellent) by AM Best Company 2016. The plan also contains non-insurance Travel Assistance Services that are provided by an independent organization, and not by United States Fire Insurance Company or Travel Insured International. Coverages may vary and not all coverage is available in all jurisdictions.

Bob Rogers Travel
Making Moments That Matter

WADSWORTH HIGH SCHOOL MARCHING BAND
MRS. DANA HIRE, BAND DIRECTOR & MR. SAM PIEHL, ASSISTANT BAND DIRECTOR
DESTINATION: CITRUS PARADE IN ORLANDO, FL
DATES: DECEMBER 27, 2018 – JANUARY 2, 2019

UPDATED ITINERARY AS OF FEBRUARY 12, 2018

THURSDAY, DECEMBER 27

10:00 AM **(5) deluxe motor coaches from Barons Bus Lines (1-888-378-3823) will arrive at Wadsworth High School to begin loading:**
625 Broad Street, Wadsworth, OH 44281 Phone 330-335-1400

Note: The motor coaches are equipped with the following: power outlets to charge cell phones and other devices, Wi-Fi, flat screen TVs and DVD player, seat belts, reclining seats, and restrooms.

11:00 AM Depart for **Orlando, FL.** (1,022 miles to Universal Studios Resort: Estimated 17 hours have been allotted for drive time, plus 4 ½ hours for rest room breaks, dinner and breakfast, and a driver change. Total estimated drive time: 21 ½ hours). Dinner and breakfast in route to Orlando - at your own expense.

FRIDAY, DECEMBER 28

Meet your (2) professional Tour Directors at the group parking area*

8:30 AM Arrive at Universal Orlando Resort Group Parking – walk to the park entrance.

9:00 AM **Visit the Universal Orlando Resort Theme Parks for the day:**
Islands of Adventure Theme Park: (one day, park to park ticket)
Enjoy the **Wizarding World of Harry Potter**: experience exciting rides like the **Dragon Challenge** (twin roller coasters that engage in a high-speed chase across the sky) , the **Flight of the Hippogriff** (a more family friendly coaster that takes you on a fun ride over the Hogwarts grounds), or **Harry Potter and the Forbidden Journey** (join Harry and his friends on a thrilling new state-of-the-art attraction that will bring the magic, characters, and stories of Harry Potter to life in ways you've never before experienced).

(Continued)

FRIDAY, DECEMBER 28 (Cont.)

Other attractions include: Feel the rage of the **Incredible Hulk Coaster** as you launch from zero to 40 mph in two seconds, battle villains on the **Amazing Adventures of Spider Man,** plunge down an 85-foot waterfall on a river rafter to escape the jaws of a T-rex on **Jurassic Park River Adventure,** cheer on heroes as you enjoy the explosive feats of the **Eighth Voyage of Sinbad, Diagon Alley** and more.

Lunch in either park **(student cost)**

Universal Studios Theme Park:
Take a ride aboard the **Hollywood Rip Ride Rockit,** crash through Krustyland with the **Simpsons Ride,** join Gru, his daughters, and the mischievous Minions on a heartwarming and hilarious 3-D ride in the **Despicable Me Minion Mayhem,** help the Terminator in a battle to prevent mankind's extinction at the cold, steel hands of menacing cyborgs in **Terminator 2 in 3-D,** protect the Earth from aliens in **Men In Black Alien Attack,** join our heroes on an all new adventure that puts you in the story between the Oscar-winning film "Shrek" and "Shrek 2" in the **Shrek 4-D** attraction, prepare for the greatest battle you'll ever ride in an ultra-immersive, next generation thrill ride that blurs the line between fiction and reality on **Transformers the Ride – 3D,** or plunge into darkness on **Revenge of the Mummy.**

Dinner: Universal Orlando Resort Meal Voucher for each tour participant (can be used in the park or at City Walk)

8:00 PM Please head to City Walk in chaperones groups.

8:15 PM **Visit City Walk** in chaperone groups (or stay in the park – pending park hours)

9:00 PM Please report to designated meeting area and walk to the motor coach parking area as a group. Please use the restroom before your report time.

9:30 PM **Board motor coaches in the Universal Studios Group Parking Area**

(Continued)

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FRIDAY, DECEMBER 28 (Cont.)

9:45 PM Depart for the hotel

10:00 PM Hotel check-in: **Rosen Centre Hotel** (407) 996-9840
9840 International Dr., Orlando, FL 32819
4 Private Security Guards on duty – 10:30 PM-5:30 AM

SATURDAY, DECEMBER 29 – CITRUS BOWL PARADE

7:00 AM **Breakfast Buffet** at the hotel. (dressed in uniforms)

8:00 AM Begin boarding the motor coaches

8:30 AM Depart for the **Citrus Parade at the Amway Arena**

9:15 AM Arrive at the **Amway Arena** for warm up and pictures. Please note that there are no changing facilities in this area.
Chaperones pick up box lunches and water at this time.

9:30 AM **MARCHING BAND: Depart for drop off point** located on ***Orange Ave.*** Between *Livingston* and *Colonial Drive*. Band members must have small instruments on their laps prior to departure. The time at the drop off point will be very brief. Please be ready to unload large instruments and move to your line-up area once dropped off. Buses will move as directed by parade marshals to the bus parking area located at the end of the parade. Make sure you have everything you need before buses depart to parking area.
You will not see your coaches again until the end of the parade.

10:45 AM **NON PERFORMERS:** All **non-marchers** may proceed to find an area to watch the parade along the parade route. Non-performers who have purchased a **Grandstand Seat** in the TV Coverage located on *Rosalind Avenue* at *Lake Eola* may proceed to their seats. Anyone in the **Grandstand Seat** area **MUST** remain seated until the parade has concluded. Keep in mind that the seating area is located in front of the TV Coverage area, therefore coverage of the group may be affected if the parade seating area does not look full.

(Continued)

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SATURDAY, DECEMBER 29 – CITRUS BOWL PARADE

11:00	AM	**2018 Annual Orlando Citrus Parade STEPS OFF:** **Wadsworth H.S. Marching Band STEPS OFF** for the Parade – time tba *(pending parade scheduling)*
2:00	PM	Parade ends; *depart to bus parking immediately*

PM Enjoy a **boxed lunch** near the motor coaches.

2:30 PM Load motor coaches; depart for the hotel.

3:15 PM Arrive at hotel to freshen up and change clothes.

4:15 PM Board coaches and depart for **Disney Springs**

5:00 PM Arrive at the Cirque du Soleil Stadium Drop Off Circle – Group A will walk to the Planet Hollywood Observatory as a group. Group B can begin enjoying Disney Springs.

5:15 PM **Dinner at Planet Hollywood Observatory in Disney Springs:** Sample dinner includes choice of the following: **Guy Fieri's "Straight Up with Cheese" Burger** with "super melty cheese" with lettuce, tomato & Donkey sauce with French fries, **Penne Pomodoro, Grilled Chicken Macaroni and Cheese, Chicken Caesar Salad**, or **Crispy Chicken Tenders** with French fries. **Dessert** includes Chocolate Chip Cookies. **Beverage**: Choice of Soft Drink, Coffee or Tea.

5:15 PM **Group A Dinner**: 5:15 p.m. – 6:15 p.m.
6:45 PM **Group B Dinner**: 6:45 p.m. – 7:45 p.m.

Please enjoy visiting Disney Springs and the Disney Village Marketplace in small groups when you are not having dinner.

5:45 PM **Visit Disney Springs and the Disney Village Marketplace:** Disney Springs is a themed retail, dining and entertainment center inspired by Florida's charming waterfront towns, historic architecture and natural beauty. With over 150 different stores, restaurants and entertainment venues planned, Disney Springs is one of the most exciting destinations of its kind in Central Florida.

(Continued)

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SATURDAY, DECEMBER 29 (Cont.)

10:00 PM Board motor coaches at bus parking and depart for hotel

10:30 PM Return to hotel for the evening

4 Private Security Guards on duty – 10:30 PM-5:30 AM

SUNDAY, DECEMBER 30

7:30 AM **Breakfast Buffet at Café Gauguin** in the hotel.

8:45 AM Board the motor coaches.

9:00 AM Depart for Disney's Hollywood Studios.

9:00 AM Visit **Disney's Hollywood Studios** for a day! Enjoy behind-the-scenes glimpses of Hollywood-style action with live shows, thrilling attractions, and backstage tours. Highlights include: **Star Tours, Toy Story Mania, Twilight Zone Tower of Terror, Rock 'n' Roller Coaster Starring Aerosmith,** and the **Indiana Jones Epic Stunt Spectacular**.

11:30 AM Lunch in the park (student cost)

6:15 PM **Dinner: Disney Dining Card for each tour participant**

7:30 PM Meet as a group to go to Fantasmic

8:30 PM Experience, **Fantasmic,** a spectacular, 30-minute fireworks and water show starring Mickey Mouse and a bevy of delightful Disney Characters and featuring classic Disney music and songs, laser lights and amazing hydrotechnic effects. (show schedule – subject to change)
Note: Fast passes are highly recommend for the Fantasmic show.

9:45 PM Board coaches and depart for hotel.

10:30 PM Return to your hotel for the evening. Prepare for hotel check out.
4 Private Security Guards on duty – 10:30 PM-5:30 AM

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MONDAY, DECEMBER 31

7:00 AM **Breakfast Buffet at Café Gauguin** in the hotel.

8:00 AM Board coaches and depart for depart for the Magic Kingdom.

8:30 AM Arrive at the **Ticket and Transportation Center.** The Ticket and Transportation Center (aka – TTC) is a Disney transportation hub. Once you enter the TTC, you have a choice to take the Disney ferry boat or monorail system to get to the entrance to the Magic Kingdom. The Magic Kingdom and the TTC are separated by the Seven Seas Lagoon.

9:00 AM Spend the day experiencing the **Magic Kingdom!** Capture the enchantment of fairy tales with exciting entertainment, classic attractions, backstage tours and beloved Disney Characters with seven whimsical lands. Be sure to hit such attractions as **Mickey's PhilharMagic, Pirates of the Caribbean, Space Mountain, Splash Mountain, Haunted Mansion, Big Thunder Mountain Railroad, Buzz Lightyear Space Ranger Spin, & It's a Small World.**

12:00 PM Lunch in the park (student cost)

TBA Wadsworth HS Band and key chaperones will report to backstage area to prepare for march.

TBA	**The Wadsworth High School Marching Band has been accepted to march at the Walt Disney World Resort!** *(Performance time, location, and venue to be announced)*

TBA Students will visit the Magic Kingdom after they change out of their band uniforms and return instrumentation to the motor coaches.

6:30 PM **Dinner: Disney Dining Card for each tour participant**

10:00 PM **Enjoy the Happily Ever After Evening Show at the Magic Kingdom!** Experience the grandest of finales to your Disney day with the most spectacular fireworks show in the history of the Magic Kingdom park! (18 minute show). Please head to the park exit after the show.

(Continued)

MONDAY, DECEMBER 31 (Cont.)

10:45 PM Return to the Ticket and Transportation Center and walk to the motor coach parking area as a group.

11:15 PM Board coaches and depart for hotel.

11:45 PM Return to your hotel for the evening.

4 Private Security Guards on duty – 10:30 PM-5:30 AM

TUESDAY, JANUARY 1

7:30 AM **Breakfast Buffet at Café Gauguin** in the hotel.

8:30 AM Board the motor coaches. (Hotel Check Out)

9:00 AM Depart for Epcot

9:30 AM Visit **Epcot Center** for the day. Epcot is divided into two unique sections: **Future World** and the **World Showcase.** Future World focuses on technological advancements, innovation and wonder, and attractions such as **Soarin, Mission: Space,** and **Test Track.** The World Showcase is a collection of pavilions that wrap around the Lagoon. Inside find shops, attractions and restaurants that represent the culture and cuisine of 11 countries.

11:45 AM Lunch in the park (student cost)

6:30 PM **Dinner: Disney Dining Card for each tour participant**

8:30 PM Meet in small groups to view: "IllumiNations: Reflections of Earth"

9:00 PM Enjoy **"IllumiNations: Reflections of Earth",** a spectacular 12-minute show, featuring breathtaking fireworks, brilliant bursts of fire, laser light effects, dramatic fountain barges, a stirring musical score and the world's first spherical video display system—the 350,000-pound Earth Globe!

(Continued)

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TUESDAY, JANUARY 1 (Cont.)

10:00 PM Board the motor coaches and take final count.

10:30 PM Depart for **Wadsworth, Ohio**. (1,027 miles to Walt Disney World: Estimated 17 hours have been allotted for drive time, plus 5 ¼ hours for rest room breaks, dinner, lunch, and breakfast, and a driver change. Total estimated drive time: 22 ¼ hours).

Breakfast, lunch and dinner at your own expense.

WEDNESDAY, JANUARY 2

8:00 PM Arrive at **Wadsworth High School.**

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CONTRACT FOR HANDICAPPED PUPILS
Court or Parental Institutional Placement in a District other than the Parent(s) District of Residence

AGREEMENT FOR ADMISSION FOR TUITION PUPILS PURSUANT TO SECTIONS 3327.04, 3327.06, 3323.14, AND 3317.08 O.R.C.

District of Attendance

The Rittman Exempted Village Schools Board of Education hereby enters into a contract for admission (pursuant to Section 3327.04 O.R.C.) of the student(s) listed below with the Wadsworth City Schools Board of Education (District of Residence) for educational purposes for the school year of 2017 - 2018 .

The Wadsworth City Schools Board of Education (District of Residence) hereby agrees to pay to the Rittman Exempted Village Schools Board of Education for each of the listed pupil(s) an amount equal to the tuition rate as calculated pursuant to Section 3317.08 of the Ohio Revised Code for the Rittman Exempted Village Schools School District (District of Attendance), and excess cost, if any, pursuant to Section 3323.14 O.R.C. for those pupils listed below.

The Rittman Exempted Village Schools Board of Education (District of Attendance) will include these court placed handicapped pupils in their ADM certification, pursuant to Section 3317.03 O.R.C. We hereby accept the pupil(s) listed below to our schools on terms described above.

	Name of Student	Address of Student
1.	[redacted]	[redacted]
2.	[redacted]	[redacted]
3.		

JJR — 2/7/18
District of Attendance Superintendent Signature — Date

Mark Jeckhoof — 2/7/18
District of Attendance Treasurer Signature — Date

District of Residence

We hereby acknowledge and approve the above listed pupil(s) to your schools on the terms described above for the school year 2017 - 2018.

District of Residence Superintendent Signature — Date

District of Residence Treasurer Signature — Date

Sample Form for use with EMIS Status Code: 1C, 1T, and 1P
Contract is required for parentally placed students but optional for court-placed students

NEOLA of OHIO
TEMPLATES

UPDATE

VOLUME 36 NUMBER 2

January 2018

OVERVIEW AND COMMENTS

All production related materials and questions should be directed to the Coshocton Office at 632 Main Street, Coshocton, Ohio 43812 (phone 800-407-5815, fax 740-622-2557). Billing questions should be directed to the Stow Office at 3914 Clock Pointe Trail, Suite 103, Stow, Ohio 44224 (phone 330-926-0514, fax 330-926-0525).

Please do not retype NEOLA materials before returning them for processing. We prefer to have the original materials returned after you have marked them indicating which changes and additions you choose to have/not have for your District. If a District chooses not to adopt a policy or administrative guideline, the District is still obligated to follow applicable Federal and State laws relating to that section.

The proposed new, revised, and replacement policies, administrative guidelines and forms included in this update have been thoughtfully prepared and reviewed by NEOLA'S legal counsel for statutory compliance. If you make changes, or substitute in its entirety policies or other materials of your own drafting, those materials should be reviewed by your legal counsel to verify compliance. NEOLA does not review district-specific edits to update materials or District-specific policies for statutory compliance.

If a policy or guideline is marked as a revision, the changes have been marked in bold (to add material) and crossed out (to delete material). As you review a revised policy or guideline, you may choose to accept one, many or all of the changes provided. If a policy or guideline is marked as a replacement, that means there have been enough changes made that justify a complete, clean replacement copy. As you review a replacement policy or guideline, you should also check the materials you have in your current policy or guideline to see if there is some specific wording you want included in the replacement policy. If so, any wording from the current policy should be added using "Track Changes" in the replacement policy or guideline before returning it electronically to the Coshocton office for processing.

If the District authors language and adds it to a policy template or deletes content that is not marked as a choice in the policy template, then these actions will constitute District-specific edits.

Policies that are to be deleted from the policy manual require Board action to rescind the policy.

Your NEOLA Associate will contact you in the near future to schedule an appointment to review this update and ensure you are current on this and previous updates.

If you are not an administrative guidelines client, you did not receive those materials in this packet. Contact your Associate for more information about becoming an administrative guidelines client.

Processing Update Materials

If you will be making changes to these Update documents electronically, use Microsoft Word's "Track Changes" tool to mark the NEOLA materials indicating which of the proposed revisions and additions you choose to include or not include for your District, or to make additional edits, before returning them electronically for processing. Be sure to leave the "track changes" and marked up version as the one you submit to the production office in Coshocton, Ohio.

District-Specific Material

If the District chooses, during any step of the Update process, to incorporate District-specific material into a new policy or guideline that has been proposed or to insert District-specific material into a current policy or guideline for which revisions have been proposed in an update issued by NEOLA, then the District agrees to hold NEOLA harmless for those District-specific edits and acknowledges that NEOLA's warranty for legal challenges to that District-specific language in that policy or guideline will not be in effect. In addition, NEOLA retains ownership of the text from the original policy template that remains in a policy to which District-specific material has been added. District-specific materials include the following:

A. Materials from the District's existing materials that the District requests be incorporated during the drafting process;
B. New materials that the District develops in their entirety and exclusive of NEOLA; and
C. Revisions or deletions that substantively depart from NEOLA's templates.

Further, NEOLA does not recommend the use or incorporation of District-specific materials. NEOLA will, at the request of the District, incorporate District-specific materials into the licensed materials, with the implicit understanding that the District bears all risks associated with the District's decision to request that such District-specific materials be incorporated. NEOLA reserves the right to, but is not obligated to, advise the District to seek its own legal review of District-specific materials.

Notice Regarding Legal Accuracy

NEOLA is vigilant in providing policy language to clients that has been vetted for legal accuracy by outside legal counsel. Should questions arise as to the legal compliance or accuracy of NEOLA materials, it is our expectation that NEOLA's counsel would have the opportunity to assist in the resolution of such a claim. Please notify the NEOLA corporate office if an issue arises in which such a review or assistance is necessary.

Policies in this update have been reviewed by either Ennis Britton Co., L.P.A. or Smith, Peters, and Kalail Co., L.P.A. for consistency with Federal and State law. Policies and guidelines in the Every Student Succeeds Act (ESSA) update have been reviewed by Brustein and Manasevit, PLLC for compliance with Federal law.

Reminders

- Ohio's minimum wage increased to $8.30 per hour, effective January 1, 2018, for non-tipped employees. For "employees" under the age of 16, the state minimum wage matches the federal minimum wage of $7.25 per hour. This rate is adjusted annually based on the U.S. Consumer Price Index.

- The Internal Revenue Service (IRS) issued Notice 2017-204 which provides the 2018 mileage rate at 54.5 cents per mile for business travel.

- The U.S. Department of Labor maintains regulatory authority over state and local government employers, including public school districts. Note that the following federal laws have poster requirements which apply to school districts (no federal or federally-assisted contracts or subcontracts):

    - The Employee Polygraph Protection Act (EPPA)
    - The Fair Labor Standards Act (FLSA) Minimum Wage Notification
    - The Family and Medical Leave Act (FMLA)
    - Uniformed Services Employment and Reemployment Rights Act (USERRA)
    - Occupational Safety and Health Act (Workplace Safety)
    - Whistleblower Protections

In addition, certain organizations may be required to display posters that can only be obtained from DOL's Office of Workers' Compensation Programs (OWCP). More information on these posters is available. Links to all federal employment posters are always available on the Poster Page as are answers to frequently asked questions. Note that school districts with federal or federally-assisted contracts or subcontracts may have additional requirements.

Legal Alert

Included with this update are legal alerts and a memo printed on green paper and a "sample" resolution for use regarding complimentary passes. These include:

1. Title IX Guidance Regarding Sexual Misconduct Complaints.
2. OTES/OPES.
3. Graduation Requirements.

BYLAWS AND POLICIES

Policy 4121- Criminal History Record Check (Revised)

Revisions are suggested to this policy in order to comply with recent changes in Department of Transportation (DOT) regulations and in Ohio Administrative Code (O.A.C.). For more details, see note on Policy 8600.04.

Revisions to this policy reflect current Federal and State regulations and should be adopted to maintain accurate policies.

Policy 4162 - Drug and Alcohol Testing of CDL License Holders and Other Employees Who Perform Safety Sensitive Functions (Revised)

Revisions to this policy are based on current Federal regulations (49 CFR Part 40), effective January 2018. Key change specifies which substances must be tested.

Revisions to this policy reflect current Federal regulations and should be adopted to maintain accurate policies.

Policy 5111 – Eligibility of Resident/Nonresident Students (Revised)

Policy 5112 - Entrance Requirements (Revised)

Revisions to these policies reflect Federal regulations about enrollment procedures and requirements. Communication/notification requirements are detailed and alternate documents that can verify age and residency have been identified.

Revisions to these policies reflect current Federal and State regulations and should be adopted to maintain accurate policies.

Policy 8400 – School Safety (Revised)

Revisions are based on updates to Ohio Administrative Code (OAC) 3301-5-1, adding requirements to the Emergency Management Plan (EMP) and modifying some of the reporting requirements.

Revisions to this policy reflect current State law and regulations and should be adopted to maintain accurate policies.

Policy 8600.04 - Bus Driver Certification (Revised)

R.C. 4506.01 defines what constitutes a "serious traffic violation" which disqualifies an individual from serving as a school bus or van driver. A recent change in the law adds to the definition any violation of a state law, county ordinance or township resolution that prohibits texting or using a handheld mobile telephone while driving a commercial vehicle. Policy 8600.04 and Administrative Guideline 4121 have been modified to incorporate this change. In addition, a drafting note has been added to clarify language in Policy 8600.04 which recommends that a district maintain a bus driver's semi-annual driver's check for ten (10) years. Under current law, a school district may not permit a person to operate a school bus if they have had a conviction of Operating a Vehicle While Under the Influence or guilty plea to an OVI or a substantially similar municipal offense in the past ten (10) years. Prior law had a six year look back period. Policy 8600.04 was previously updated to include the extension of the look back period. Finally, additions were made to Policy 4121 and AG 4121 to specify disqualifying criminal offenses that apply only to bus and van drivers.

Revisions to this policy reflect current Federal and State laws and regulations and should be adopted to maintain accurate policies.

Policy 9141 – Business Advisory Council (Revised)

Revisions to this policy reflect the requirements of Am. Sub. H.B. 49 and the standards for operation developed by the Superintendent of Public Instruction, in consultation with the Governor's Executive Workforce Board.

This policy, as revised, provides authorization, options, and guidance for the District's Business Advisory Council.

ADMINISTRATIVE GUIDELINES

AG 2260.01A - Section 504/ADA Prohibition Against Discrimination Based on Disability, Including Procedures for the Identification, Evaluation, and Placement of Students Suspected of Having a Disability, and the Right to FAPE (Revised)

This Administrative Guideline has been revised to provide greater specificity concerning when and under what circumstances a medical assessment may be required for a Section 504 evaluation, and to address OCR's position that Section 504 Plans are not limited to "accommodations, modifications, and interventions," but may also include special education and related services.

AG 2260.01B - Section 504/ADA Parents' Procedural Rights, Including Due Process Hearing (Revised)

This Administrative Guideline has been revised to clarify that an evaluation has to occur before any significant change in placement, and to delineate other circumstances when parents need to be notified of their Section 504 rights.

AG 3421A/4421A – Important Notice of Employees' Right to Documentation of Health Coverage (DELETE)

These guidelines are no longer applicable, given the coverage of pre-existing conditions and other provisions of the Affordable Care Act (ACA)

AG 4121 - Criminal History Record Check (Revised)

Specific prohibition of texting/use of handheld electronic devices is included in this AG, along with specific offenses included in Ohio Administrative Code (OAC) 3301-83-23. Also, see notes on Policy 4121 and Policy 8600.04.

AG 5111 - Admission to the District (Revised)

See note on Policy 5111.

AG 9141 - Business Advisory Council (New)

See note on Policy 9141.

COMMENTS

Electronic Access to Management Documents

If you are interested in finding out more about NEOLA's system for producing the District's policies, guidelines, and forms as well as other documents such as handbooks and negotiated agreements on the Internet, ask your NEOLA representative for a demonstration in your office. All that is required is that you have a computer and access to the Internet.

Reviewing Board Minutes

A feature of your subscription to the Update Service is the review of your District's Board minutes to identify action that results in new policy or revision to existing policy. If such action has been taken and copies of the related materials have not been submitted to the Coshocton Office, the District will be contacted and additional information regarding the action will be requested. Please take advantage of this valuable service by sending copies of your Board minutes to the Coshocton Office for review.

SMITH PETERS KALAIL CO., L.P.A.
ATTORNEYS AT LAW

LEGAL ALERT

To: Neola Clients

From: Smith Peters Kalail Co., L.P.A.

Re: Federal Title IX Guidance Regarding Sexual Misconduct Complaints

Date: January, 2018

On September 22, 2017, the federal Department of Education (DOE) withdrew the Obama administration's Title IX guidance on campus sexual assault, specifically its April 2011 Dear Colleague Letter and April 2014 Q&A. On the same day, the DOE's Office for Civil Rights (OCR) issued a new "Q&A on Campus Sexual Misconduct" ("Q&A" or "interim guidance"),to offer guidance while the DOE engages in a lengthy, formal rulemaking process on the topic of schools' Title IX responsibilities concerning complaints of sexual misconduct (including sexual harassment and violence).

Until a formal rule is adopted, no change to relevant policies and procedures is required. However, the September 22nd Q&A, along with OCR's still-valid 2001 "Revised Sexual Harassment Guidance," provide information about how OCR will assess a school's Title IX compliance when faced with a student's report of sexual misconduct (whether it involves another student, staff member, or another person associated with the school district).

Schools should take note of several significant points from the interim guidance:

1. The preponderance of the evidence standard is no longer required; instead, schools may use the more stringent "clear and convincing evidence" standard for proving violations, so long as that standard is also employed in non-Title IX contexts.

2. The right to appeal findings or discipline may be limited to the person responding to the charge, as opposed to permitting both the respondent and the complainant to file an appeal.

3. An "equitable investigation" is required and necessarily includes written notice to the accused *in advance of* any interview that includes "sufficient details." Sufficient details include the identity of the parties involved, the specific code section violated, a description of the precise conduct alleged to constitute the violation, and the date and location of the incident. Further, the accused must be offered "sufficient time to prepare" before the interview.In fact, the Q&A states that "each party should receive written notice in advance of any interview or meeting with sufficient time to prepare for meaningful participation. Additionally, the reporting and responding parties must have timely and equal access to any information that will be used during informal or formal disciplinary meetings and hearings."

4. Broad confidentiality instructions, such as restricting the ability of either party to discuss the investigation (e.g., through "gag orders"), is "likely to deprive the parties of the ability to obtain and present evidence or otherwise to defend their interests and therefore is likely inequitable."

5. Every effort should be made not to deprive a student of his or her education. Interim measures that involve individualized services (such as counseling, extensions of time or other course-related adjustments, modifications of work or class schedules, campus escort services, restrictions on contact between the parties, leaves of absence, increased security, and monitoring of certain areas of campus) may be offered "as appropriate to either or both the reporting and responding parties involved in an alleged incident of sexual misconduct, prior to an investigation or while an investigation is pending," and may change over time as appropriate.

Currently, Neola is monitoring the federal rulemaking process, and may, if appropriate or necessary, update relevant policies and/or administrative guidelines once new rules are adopted. Currently, a student's claim of sexual misconduct may be addressed pursuant to Policy 5517, 5517.01 and/or 5517.02. Districts are advised to consult with legal counsel when faced with a student's report of sexual misconduct/violence to ensure a comprehensive, timely investigation is conducted in accordance with existing policies, administrative guidelines, and the interim guidance.

This legal alert is intended as general information and not legal advice. No attorney-client relationship exists. If legal advice is required, obtain the services of an attorney.

E|B Ennis Britton Co., L.P.A.
Attorneys at Law

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Legal Alert

TO: NEOLA Ohio Clients

FROM: Ennis Britton

DATE: January 2018

RE: Two OTES Bills Will Likely Herald Changes to Educator Evaluations

Changes Adopted by the State Board of Education

In the fall of 2016, Ohio's Superintendent of Public Instruction tasked the Educator Standards Board ("ESB") with review of the Ohio Teacher Evaluation System ("OTES") with the goal to consider and recommend possible improvements. Various stakeholders met on four separate occasions and generated six recommendations, which were submitted to the State Board of Education. The State Board voted to formally adopt the recommendations in April 2017. However, many components of the six recommended changes require an act of the legislature to modify current law before they may be implemented. Two bills have recently been proposed to do just that.

Two Bills Introduced in the Senate

The long-awaited "education deregulation" bill, SB 216, was introduced on October 10, 2017, and assigned to the Senate Education Committee. The bill mandates many changes to a broad spectrum of school-related laws and regulations including teacher evaluations. The Senate Education Committee has held four hearings on SB 216 although still has not yet voted on the bill. Many school district and educational service center superintendents have provided testimony in support of the bill; however, many other stakeholders have voiced opposition to the bill as well. A number of changes will likely be made to the bill in the coming months.

More recently, on December 12, Senate Education Committee Chair Peggy Lehner introduced SB 240, which would also mandate a number of changes to OTES that are aligned with the six State Board recommendations.

SB 240 and SB 216 have many important similarities and also some key differences in their proposed modification to the evaluation statutes, specifically R.C. §§ 3319.111, 3319.112, and 3319.114.

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R.C. §3319.111

SB 216 and SB 240 propose the same modifications to R.C. §3319.111 but with one key difference. In SB 216, the deadline for a local board to adopt a modified OTES policy is July 1, 2018. SB 240 delays this deadline to July 1, 2019. For both bills, the changes adopted in policy would become operative at the expiration of the current collective bargaining agreement in effect on the effective date of either adopted bill.

The two bills also propose removal of student growth measures as a component of the OTES evaluation rating but require that "high quality" student performance measures be used as evidence in teacher evaluations. Both bills also tweak the requirements of professional growth plans for teachers on the "skilled" and "accomplished" off-year cycles. Finally, the bills delete the option in R.C. §3319.111 that permits an accomplished teacher to submit a project in order to reduce the number of formal observations in an evaluation year.

R.C. §3319.112

The proposed modifications in the two bills differ more significantly in R.C. § 3319.112. SB 216 removes the requirement to use value-added data and incorporates use of student assessment instruments into the evaluation system. SB 216 prohibits the use of shared attribution data in OTES as well. It also removes a section of the law that previously required the Ohio Department of Education ("ODE") to develop a list of student assessments that measure mastery of the course content for those grade levels where value-added data was not available.

SB 240 takes a different approach to the use of student measurement data. Thisbill specifically mandates that evaluations include at least two measures of "high quality" student data, to be defined by ODE. The data must incorporate the value-added progress dimension when applicable to the grade level or subject area taught by the teacher, as well as at least one other measure that demonstrates student learning. The bill further specifies that the data may be used as evidence in any of the following five domains:

- Knowledge of the students to whom the teacher provides instruction
- The teacher's use of differentiated instructional practices based on the needs or abilities of individual students
- Assessment of student learning

- The teacher's use of assessment data
- Professional responsibility and growth

SB 240 also prohibits the use of both shared attribution and student learning objectives as high-quality data, and maintains language that requires ODE to develop a list of student assessments that measure mastery of the course content for those grade levels where value-added data is not available.

The two bills do include a few similarities under this section of the law. Both bills require ODE to provide guidance to districts on how high-quality student data may be used as evidence in OTES evaluations. Both bills also require that ODE develop guidance on how information obtained from tools that were previously created for the alternative framework may be used as evidence in OTES. The alternative framework tools include student surveys, student portfolios, peer review evaluations, teacher self-evaluations, and other locally determined tools.

R.C. §3319.114

Both bills repeal the alternative framework, which is codified in R.C. 3319.114. However, both bills incorporate a change to R.C. 3319.112 that requires ODE to determine how a school district may use approved alternative framework tools as additional sources of evidence in evaluations as indicated above.

Changes on the Horizon Likely

Regardless of which bill passes – if either – it is likely that OTES will be modified by the legislature in the near future. The State Board has made clear its expectation and commitment to adopt changes to OTES to strengthen the system. Many of the changes proposed in SB 216 and SB 240 incorporate the recommendations adopted by the State Board of Education to accomplish this aim.

Principals Evaluation (OPES) and Policy 1530

It is also important to consider the impact that these changes will likely have on the Ohio Principal Evaluation System ("OPES"). State law requires OPES to be "comparable" to the teacher evaluation system. If and when the legislature adopts changes to OTES, the State Board is expected to modify the OPES framework accordingly. Until then, we are not making any changes to Policy 1530.

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Legal Alert

TO: NEOLA Ohio Clients

FROM: Ennis Britton

DATE: January 2018

RE: Graduation changes ongoing

Graduation legislative changes anticipated for Spring 2018 - policy changes postponed

In late 2016, Ohio's Superintendent of Public Instruction issued changes applicable only to the Class of 2018, establishing additional options for students in that class to demonstrate their eligibility for a diploma. These changes were in response to widespread concern about implementation of the new graduation requirements to that class.

On November 13, 2017, the State Board began discussing long-term changes to Ohio's high school graduation requirements, possibly extending the Class of 2018 options to the Class of 2019 and beyond. It is likely that the State Board will make a proposal to the Ohio Legislature regarding these changes this spring.

NEOLA has issued guidance concerning the graduation requirements applicable only to the Class of 2018 without changing the policy, since the requirements apply only to one class of graduation students.

Revisions to Policy 5460 have been prepared, but in light of the fact that additional state legislative and administrative rule changes are anticipated this spring, NEOLA has made the decision to avoid revision of the policy until the Summer 2018 Release. This allows NEOLA clients to graduate the Class of 2018 while Ohio's laws and rules on graduation beyond the Class of 2018 continue to be debated and revised. If you have questions about the policy or changing requirements, please contact your NEOLA representative.

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_____ SCHOOL DISTRICT

DISPOSITION OF NEW/REVISED/REPLACEMENT POLICIES FOR BOARD ADOPTION

VOLUME 36 NO. 2 – JANUARY 2018

* 1 = drafted by District staff
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Policy Number	Date Adopted	District-Specific Edits (*1, 2, or 3)	Date Tabled	Date Rejected
4121				
4162				
5111				
5112				
8400				
8600.04				
9141				
5611				
7440.01				

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Book	Policy Manual
Section	Ready for Production
Title	Copy of CRIMINAL HISTORY RECORD CHECK
Number	po4121
Status	
Adopted	November 19, 2007
Last Revised	December 12, 2016

4121 - **CRIMINAL HISTORY RECORD CHECK**

In accordance with State law, the Board of Education requires a criminal background check including information from the Bureau of Criminal Identification and Investigation (BCII) and the Federal Bureau of Investigation (FBI) of each applicant the Superintendent recommends for employment on the District's non-teaching staff as well as for all current non-teaching employees on a periodic basis. These requirements apply to any non-teaching employee, including individuals employed by a private company under contract with the Board to provide essential school services in accordance with Policy 8142, and all substitutes and persons employed on a part- time basis such as coaches or activity supervisors.

Specific rules relating to employees engaged in the operation of a vehicle for student transportation (bus/van drivers) and non-teaching employees who are also licensed by the Ohio Department of Education (e.g. aides with a permit, paraprofessionals with a license, and those individuals who do not hold a valid educator's license but who are employed by the Board under a student activity permit) shall be implemented as prescribed by law and applicable administrative code.

A criminal background check is not required of any currently-employed staff member who is a candidate for another position in the District, unless otherwise required by law and/or this policy.

The Superintendent shall establish administrative guidelines that require an appropriate records check that complies with the law.

Any information and records obtained from such inquiries are not public records and shall be kept confidential and not released or disseminated.

Should it be necessary to employ a person to maintain continuity of the District's operations, prior to receipt of the criminal history record, the Superintendent may, except in the case of a bus driver, employ the person on a provisional basis until the report is received.

Effect of Guilty Plea and/or Conviction of Enumerated Crimes – All Non-Teaching Employees

Non-teaching employees who are also licensed by the Ohio Department of Education (e.g., aides with a permit, paraprofessionals with a license, and those individuals who do not hold a valid educator's license but who are employed by the Board under a student activity permit) who engage in conduct unbecoming the teaching profession and/or who it is determined have pled guilty to or have been convicted of any offense enumerated under R.C. 3319.39(B)(1), including a judicial finding for intervention in lieu of conviction and/or participation in a pre-trial diversion program relating to any of the offenses listed therein, are subject to the mandatory reporting requirements set forth in Policy 8141, in addition to an action by the Board to terminate their employment. In addition, consistent with State law and Policy 4138, the Superintendent shall immediately suspend such licensed non-teaching employees from all duties that require the care, custody, or control of a child during any pending criminal action for which that licensed, non-teaching staff member has been arrested, summoned and/or indicted for any crimes set forth in R.C. 3319.31(C).

All other non-teaching employees who are the subject of a criminal records check including applicants hired provisionally in advance of a completed criminal records check, as well as student transportation employees (bus/van drivers, preschool and special needs bus aides), and/or individuals employed by a private company under contract with the Board to provide essential school services in accordance with Policy 8142, who it is determined have pled guilty to or been convicted of any offense enumerated under R.C. 3319.39(B)(1), including a judicial finding for intervention in lieu of conviction and/or participation in a pre-trial diversion program relating to any of the offenses listed therein, shall not be hired or shall be released from employment, as applicable, unless such individual meets the rehabilitation standards adopted by the Ohio Department of Education under division (E) of that section at the time of the hiring and/or upon discovery of such plea or conviction by the Board.

In the case of employees hired by the Board to operate a vehicle used for student transportation (i.e., bus/van drivers), a guilty plea or conviction of a crime to any offense listed in R.C. 3319.31(C) or A.C 3301-83-23(A)(6)(c) will serve as a bar to further employment with the Board and the rehabilitation standards will not apply.

Suspension From Duties Involving Care, Custody or Control of a Child for Arrest, Summons and/or Indictment for Certain Crimes

In accordance with R.C. 3319.40 and Policy 4138, the Superintendent or Treasurer in the case of an employee whose duties are assigned by the Treasurer shall immediately suspend any non-licensed, non-teaching employee from all duties that require the care, custody, or control of a child during any pending criminal action for which that staff member has been arrested, summoned and/or indicted for any crimes listed under R.C. 3319.39(B)(1), if the person does not hold a license, or R.C. 3319.39(B)(1) or R.C. 3319.31(C), if the person is a person whose duties are assigned by the Treasurer.

Revised 1/12/09
Revised 7/12/10
Revised 12/8/14
Revised 12/12/16

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Legal	R.C. 109.57, 109.572, 2950, 2953.32, 3319.39, 3301.541, 3319.291, 3319.31, 3319.311
	R.C. 3319.391, 3319.392, 3319.40, 3327.10
	A.C. 3301-83-06 (B)(10), 3301-83-06 (F)(2), 3301-83-06 (F)(5)
	A.C. 3301-83-10 (F), 3301-20-01, 3301-83-23, 4501-1-05

Last Modified by Andrew Hill on March 1, 2018

Book	Policy Manual
Section	Ready for Production
Title	Copy of DRUG AND ALCOHOL TESTING OF CDL LICENSE HOLDERS
Number	po4162
Status	Under consideration by the board of education
Adopted	November 19, 2007

4162 - **DRUG AND ALCOHOL TESTING OF CDL LICENSE HOLDERS AND OTHER EMPLOYEES WHO PERFORM SAFETY SENSITIVE FUNCTIONS**

The Board of Education believes that the safety of students while being transported to and from school or school activities is of utmost importance and is the primary responsibility of the driver of the school vehicle. To fulfill such a responsibility, each driver, as well as others who perform safety-sensitive functions with Board-owned and/or operated ("Board-owned") vehicles must be mentally and physically alert at all times while on duty. To that end, the Board has established this policy and others related to employees' health and well-being.

For purposes of this policy and the guidelines associated with the policy, the following definitions shall apply.

A. The term illegal drug means drugs and controlled substances, the possession or use of which is unlawful, pursuant to Federal, State, and local laws and regulations.

B. The term controlled substance includes any illegal drug and any drug that is being used illegally, such as a prescription drug that was not legally obtained or not used for its intended purposes or in its prescribed quantity. The term does not include any legally-obtained prescription drug used for its intended purpose in its prescribed quantity unless such use would impair the individual's ability to safely perform safety-sensitive functions.

C. The term controlled substance abuse includes excessive use of alcohol as well as prescribed drugs not being used for prescribed purposes, in a prescribed manner, or in the prescribed quantity.

D. The term safety-sensitive functions includes all tasks associated with the operation and maintenance of Board-owned vehicles. This term further includes any period in which an individual is actually performing, ready to perform, or immediately available to perform an safety-sensitive function.

E. The term CDL license holder means all regular and substitute bus drivers, other staff members who may drive students in Board-owned vehicles or inspect, repair, and maintain Board-owned vehicles.

F. The term while on duty means all time from the time the CDL license holder begins to work or is required to be in readiness for work until the time s/he is relieved from work and all responsibility for performing work.

The Board expects all CDL license holders to comply with Board Policy 4122.01 on Drug Free Schools which prohibits the possession, use, sale, or distribution of alcohol and any controlled substance on school property at all times. Further, the Board concurs with the Federal requirement that all CDL license holders should be free of any influence of alcohol or controlled substance while on duty.

The Board directs the Superintendent to establish a drug and alcohol testing program whereby each regular and substitute bus driver, as well as any other staff member who holds a CDL license, is tested for the presence of alcohol in his/her system as well as for the presence of the following controlled substances:

A. Marijuana

B. Cocaine

C. ~~Opiates~~ Opioids

D. Amphetamines

E. Phencyclidine (PCP)

The drug tests may be conducted in accordance with Federal and State regulations a.) prior to employment, (Controlled Substances Only), b.) for reasonable cause, c.) upon return to duty after any alcohol or drug rehabilitation, d.) after any accident, e.) on a random basis, and f.) on a follow-up basis.

Any staff member who tests positive shall be prohibited from performing or continuing to perform his/her safety-sensitive functions (e.g., driving any Board-owned vehicle) and be referred for assistance.

Furthermore, if during any test the lab determines that an adulterant has been added to the specimen, then:

A. the test will be considered positive and the employee shall be prohibited from driving any school vehicle and be referred for assistance.

B. the employee will be re-tested with an observed collection to prevent the addition of an adulterant to the specimen.

Any staff member who refuses to submit to a test shall be prohibited from performing or continuing to perform his/her safety-sensitive functions (e.g., driving any Board-owned vehicle).

Staff member who voluntarily disclose that they have an addiction to alcohol or controlled substances may participate in the Employee Assistance Program, and will qualify for the receipt of medical insurance benefits for treatment of alcohol or substance abuse, including follow-up care, to the extent that such benefits are provided for or offered in the Board's health insurance package. Voluntary disclosure of an alcohol or drug addiction by a staff member will not subject the staff member to disciplinary action unless such disclosure is made after the staff member is selected to be tested or immediately prior to the selection of staff members to be tested. Nothing herein shall prevent the Board from disciplining a staff member for misconduct associated with his/her alcohol and/or drug use regardless of whether the employee has disclosed that s/he has an alcohol or drug addiction.

A staff member will be subject to disciplinary action, up to and including termination, for any of the following reasons:

A. reports for duty or performs work while having an alcohol concentration of 0.02 or greater

B. reports for duty or performs work while testing positive for using a prohibited drug, or while being under the influence of a prohibited drug

C. refuses to submit to drug and/or alcohol testing

D. alters or attempts to alter or unduly influence alcohol and/or drug testing results

E. fails to remain readily available for post-accident testing (including notifying his/her supervisor of his/her location, if the staff member leaves the scene of the accident prior to the submission of a post-accident test, unless the staff member's departure is to obtain necessary emergency medical care)

Prior to the beginning of the testing program, the Board shall provide a drug-free awareness program which will inform each CDL license holder about:

A. the dangers of illegal drug use and controlled substance and alcohol abuse;

B. Board Policy 4122.01 - Drug-Free Workplace, Policy 4161 -Unrequested Leaves of Absence, Policy 4170 - Substance Abuse, and Policy 4170.01 - Employee Assistance Program;

C. the topics identified in AG 4162A

D. the sanctions that may be imposed for violations of Policy 4122.01.

All time spent undergoing an alcohol or controlled substance test, including travel time, will be paid at the staff member's regular rate of pay, or at his/her overtime rate, if applicable. Any staff member who is not allowed to return to work while awaiting test results will be compensated during the waiting period for all work time lost, including overtime, if applicable. The Board shall pay all costs associated with the administration of alcohol and controlled substance tests. This includes testing of the "split specimen" at a

Federally certified laboratory if so requested by a staff member. The Board will not pay for the employee's time while not on duty, if the split specimen test results are positive.

Alcohol and drug test results shall be protected as confidential medical records as appropriate under the Americans With Disabilities Act (i.e. test results shall be provided on a right to know basis – the employee, the employer, and the substance abuse professional – and the results shall not be presented until analyzed by a Medical Review Officer).

A tested individual, upon written request, will have access to any records relating to his/her use of drugs and alcohol, including any records pertaining to his/her drug and alcohol tests. A tested individual must provide written authorization before his/her test result can be provided to any other person except a government agency specified in the applicable Federal regulations.

All tests shall be conducted in accordance with Federal testing guidelines and be performed by a laboratory that is Federally certified (i.e. testing procedures and devices used will be as set forth in 49 C.F.R. Part 40).

The alcohol and drug testing program shall be under the direction of the Superintendent or designee.

The Superintendent shall arrange for the required amount of training for appropriate staff members in drug recognition, in the procedures for testing, and in the proper assistance of staff members who are subject to the effects of substance abuse.

The Superintendent shall submit, for Board approval, a contract with a certified laboratory to provide the following services:

A. testing of all first and second test urine samples

B. clear and consistent communication with the District's Medical Review Officer (MRO)

C. methodology and procedures for conducting random tests for controlled substances and alcohol

D. preparation and submission of all required reports to the District, the MRO, and to Federal and State governments

The Superintendent shall also select the agency or persons who will conduct the alcohol breathalizer tests, the District's MRO, and the drug collection site(s) in accordance with the requirements of the law.

Educational materials explaining the requirements of the Federal regulations and of the Board's policies and procedures to meet the Federal regulations shall be provided to all staff members, including the following:

A. the name of the person designated by the Board to answer questions about the materials

B. information sufficient to make clear to employees the period of the work day during which they are required to comply with the regulations

C. information concerning what conduct is prohibited

D. the circumstances under which employees are subject to testing

E. the procedures for testing in order to protect the employee and the integrity of the testing process, to safeguard the validity of the test results, and to confirm the results are attributed to the correct employee

F. the requirement that staff members must submit to testing as required by the regulations

G. an explanation of what constitutes a refusal to be tested and the attendant consequences

H. the consequences of testing positive, including the requirements of immediate removal from safety-sensitive functions, and the procedures regarding referral, evaluation, and treatment

I. the consequences for a test indicating an alcohol concentration greater than 0.02, and

J. information concerning the effects of alcohol and drug misuse on an individual's health, work, and personal life; signs and symptoms of an alcohol problem (the employee's or a co-worker's); and available methods of intervening when a drug or alcohol problem is suspected (including confrontation and how to refer someone to an Employee Assistance Program or to management)

These materials are to be distributed to each staff member upon being hired or transferred into a covered position thereafter. Each staff member must sign a statement certifying receipt of these materials. Each employee (and labor organization representing Board employees) shall receive written notice of the availability of this information, and the identity of the Board's designated representative in charge of answering employee questions about the materials.

Legal	49 C.F.R. 382.101 et seq., 34 C.F.R. Part 40

Last Modified by Andrew Hill on March 1, 2018

Book	Policy Manual
Section	Ready for Production
Title	Copy of ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS
Number	po5111
Status	
Adopted	November 19, 2007
Last Revised	April 10, 2017

5111 - **ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS**

The Board of Education establishes the following residency policy for determining eligibility to attend the schools of this District.

The Board shall provide tuition-free education for the benefit of children at least five (5) but under twenty-two (22) years of age whose parents reside in the District and such others as may be eligible pursuant to Federal and/or State law and the policies of the Board, including disabled preschool children who are at least three (3) years of age but not of compulsory school age and who are not currently enrolled in kindergart**en, regardless of their citizenship or immigration status. The Board shall meaningfully communicate material information information about enrollment requirements and procedures with parents, including parents who have limited proficiency in English. Access to information regarding enrollment requirements and procedures shall be available on the District's web site.**

In addition, the Board shall provide tuition-free education for the benefit of a child whose grandparent(s) resides in the District and who is the subject of a:

A. power of attorney designating the grandparent as the attorney-in-fact; or

B. caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress.

In accordance with State law, the grandparent shall be considered the "parent" of the child who is the subject of the power of attorney (Form 5111 F7) or caretaker authorization affidavit (Form 5111 F8). The child may attend the schools of this District (Form 5111 F9) unless the power of attorney or caretaker authorization form was created for the sole purpose of enrolling the child in the District so that the child may participate in the academic or interscholastic programs of this District or another reason exists to exclude the child under State law. Additionally, the child may attend the schools of the District until the power of attorney or caretaker authorization affidavit terminates upon the occurrence of one (1) of the following events:

A. the child ceases to reside with the grandparent(s);

B. the document is terminated by court order; or

C. either the child who is the subject of the document or the grandparent dies.

Additionally, the power of attorney terminates if it is revoked in writing by the person who created it and that person gives written notice of the revocation to the grandparent and the juvenile court with which the power of attorney was filed. Further, the caretaker authorization affidavit terminates if the parent, guardian, or custodian of the child acts to negate, reverse, or otherwise disapprove of an action or decision of the grandparent(s) who signed the affidavit with respect to the child, and the grandparent either voluntarily returns the child to the physical custody of the parent, guardian or custodian or fails to file a complaint to seek custody within fourteen (14) days after delivery of the written notice of negation, revocation or other disapproval. It is the responsibility of the grandparent(s) to notify the District within one (1) week of the termination of the power of attorney or caretaker authorization affidavit.

The Board reserves the right to verify each student's residency and other conditions of eligibility for tuition-free education as well as the validity of the claim of any student to an education in the District. In addition, if a student has recently been discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, such students will not be admitted until the records required to be released by DYS to the Superintendent have been received (see AG 5111 for listing of required records). Within twenty-four (24) hours of admission into the District, the Superintendent shall request a copy of the student's school records from the school the student most recently attended.

Nonresident Eligibility for Tuition-Free Education

A student shall be entitled to attend school in this District free of any tuition obligation under the following circumstances:

A. A child whose parent has signed a contract to buy or build a house in this District and provides proper sworn statements shall be enrolled without payment of tuition for a period not to exceed ninety (90) days. The Superintendent is authorized to determine the number of days. The parent shall provide:

   1. a sworn statement explaining the situation, the location of the house being purchased or built, and stating the parent's intention to reside there upon its completion; and

   2. a statement from the builder that the house is being built for the parent and its location or a statement from a real estate broker or bank officer confirming that the parent has a contract to purchase, that the parent is waiting upon a closing date, and that the house is at the location identified in the parent's sworn statement.

   Such child shall also be eligible to participate in interscholastic athletics, if released by formal action of the district of current residency and the OHSAA.

B. Children under a shared-parenting plan establishing both parents as "residential parents" when the child is residing with the parent, if one (1) parent resides in the District. If a student resides in another school district but attends school in this District (where one (1) parent resides), it is the obligation of the parents to provide transportation for that student from the home of the nonresident parent. Where a court has vested legal custody with only one (1) parent, the child is entitled to attend school tuition-free only in the district in which the custodial parent resides.

C. A child under the age of eighteen (18) years of age who is married and resides in the District.

D. Students between the ages of eighteen (18) and twenty-two (22) who support themselves by their own labor, live apart from their parents, reside in the District, and have not successfully completed the District's high school program or their I.E.P.

E. Students who are considered by Federal law to be illegal aliens, children or youth in foster care, and/or homeless students who are required to be admitted by Federal law and in accordance with State guidelines.

F. A child with a medical condition that may require emergency medical attention providing a parent is employed in the District and submits the proper certification required by the Board, including a medical statement from the child's physician.

G. A child, living with a resident other than a parent and whose parent is in the armed services outside the State of Ohio, providing the child's parent submits the appropriate affidavit stating that the parent is in the armed forces outside the State of Ohio, intends to reside in the District upon return to the State, and provides the name and address of the person with whom the child will reside. The child may attend school in the District tuition-free for a period not to exceed twelve (12) months. If the parent does not intend to reside in the District, the child may attend school as a tuition student only.

H. A student who is living with a parent under the care of a shelter program for victims of domestic violence located in the District.

I. A nonresident child who has been or is currently being placed for adoption with a resident of this District, unless the adoption has been terminated or another district is required to educate the child.

J. Any student who enrolls in the District under the District's open enrollment policy.

Students Suspended or Expelled from Other District

After offering an opportunity for a hearing, the Superintendent, at his/her discretion, may deny admission to a student who has been suspended or expelled from another public school within or outside the State, for the period of unexpired time of the suspension or expulsion. If the expulsion is from an out-of-state public school, the lesser of the period of such expulsion or the period of expulsion which would have been applied had the student committed the offense in this District will be imposed. When the suspension or expulsion from the other district has expired, the student is to be admitted providing all other eligibility requirements

have been met. This provision also applies to a student who is the subject of power of attorney designating the child's grandparent as the attorney-in- fact or caretaker authorization affidavit executed by the child's grandparent.

Safe at Home/Address Confidentiality

If a parent (or adult student), presents information to the District certifying that the parent (or adult student), his/her child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program administered by the Secretary of State, the Board shall use the address designated by the Secretary of State to serve as the student's address for enrollment purposes. The District shall place a copy of any certification provided by the parent in the enrollment files.

Revised 5/11/09
Revised 10/14/13
Revised 4/10/17

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Legal	R.C. 111.41, 111.42,111.43, 111.46, 111.47, 111.99
	R.C. 3313.48, 3313.64, 3313.645, 3313.649, 3313.65, 3313.66, 3313.90, 3313.97
	R.C. 3313.98, 3317.08, 3317.081, 3321.01(B), 3321.03, 3323.141
	R.C. 3327.04, 3327.05, 3327.06, 2152.18, 5139.05, 3313.672, 3313.533
	A.C. 3301-42-01
	42 U.S.C. 11431 et seq.

Last Modified by Andrew Hill on March 1, 2018

Book	Policy Manual
Section	Ready for Production
Title	Copy of ENTRANCE REQUIREMENTS
Number	po5112
Status	
Adopted	November 19, 2007
Last Revised	April 11, 2016

5112 - **ENTRANCE REQUIREMENTS**

The Board of Education establishes the following entrance age requirements for students, which are consistent with statute and sound educational practice, and directs that all eligible students be treated in an equitable manner.

Preschool

A child is eligible for entrance into preschool if s/he attains the age of three (3) on or before their first day of attendance.

Kindergarten

A child is eligible for entrance into kindergarten if s/he attains the age of five (5) on or before September 30th of the year in which s/he applies for entrance. The Board may admit a younger child to kindergarten if the child satisfies the Board's early entrance criteria. A child under age six (6) who is enrolled in kindergarten will be considered of compulsory school age.

The Board will admit to kindergarten any child who has not attained the entrance age requirement of this District, but who was properly enrolled in a public or chartered nonpublic school kindergarten before transferring to the District.

First Grade

A child is eligible for entrance into first grade if s/he attains the age of six (6) on or before September 30th of the year in which s/he applies for entrance ~~and has completed the kindergarten program of this District or an equivalent program elsewhere and has been recommended by the teacher for advancement to the first grade.~~ Any student who has successfully completed kindergarten in accordance with R.C. 3321.01(B) shall be admitted to first grade. The Board may admit to first grade a younger child ~~who has successfully completed kindergarten~~ if the child satisfies the Board's early entrance criteria.

Required Documents

The Superintendent shall require that each child who registers for entrance to school provide:

A. his/her birth certificate or similar documentation authorized by law as proof of age and birthdate; Acceptable forms of documentation include: foreign birth certificate; religious, hospital, or physician's certificate showing date of birth; entry in a family bible; baptismal record; adoption record; affidavit from a parent; previously verified school records; or other documents permitted by law.
B. a certified copy of any custody order or decree together with any modification in such an order or decree.

If such documents are not provided, the child may be admitted under the Superintendent's guidelines. Appropriate law enforcement authorities shall be notified in the event that required documents are not provided in accordance with the provisions of R.C. 3313.672. However, a child who is placed in a foster home or residential facility (i.e., a group home for children, children's crisis care facility, children's residential center, residential parenting facility that provides twenty-four (24) hour child care, county children's home, or district children's home) will not be denied admission solely because the child does not present a birth certificate, comparable certification, or other comparable document upon registration. Such protected child will be admitted under temporary enrollment for a period of up to ninety (90) days to present the required documentation. The protected child and/or the child's parent, guardian, or custodian will be so informed at the time of the child's initial admission.

Each child entering the District's kindergarten or first grade program for the first time must be properly screened for any medical or health problems as well as those related to hearing, vision, speech and communications. The cost for such screening shall be paid by the parents.

Any parent may provide the District with a written statement indicating that s/he does not wish to have his/her child screened.

Early Entrance Criteria

The District provides early admission to kindergarten and first grade for qualified students. Copies of the referral forms for evaluation for early entrance to kindergarten or first grade will be available in each school building. Any student residing in the District may be referred by an educator employed by the District, a preschool educator who knows the child, the child's parent or guardian, or a pediatrician or psychologist who knows the child. The referral shall be made to the principal of the school for evaluation for possible early admission.

Before a student is evaluated for early entrance, the principal (or his/her designee) of the school to which the child may be admitted shall obtain written permission from the child's parent/guardian.

Evaluations related to referrals submitted to the school principal between August 15th and April 15th, will ordinarily be completed and a written report issued within forty-five (45) calendar days of submission of the referral to the school principal. Evaluations related to referrals submitted to the school principal between April 16th and August 14th will ordinarily be completed and a written report issued within forty-five (45) days of the start of the school year.

Children referred for early entrance will be evaluated in a prompt manner. The principal of the school to which the child may be admitted shall convene an acceleration evaluation committee to determine whether early entrance is appropriate for that child. The acceleration evaluation committee shall include the following:

A. a parent/legal guardian or a representative designated by the parent/guardian

B. a gifted education coordinator or gifted education specialist, or, if neither is available, a school psychologist or a guidance counselor with expertise in the appropriate use of academic acceleration

C. the principal or assistant principal of the school to which the child may be admitted

D. a teacher at the grade level to which the student may be admitted

The acceleration evaluation committee shall be responsible for conducting a fair and thorough evaluation of the student. The acceleration evaluation committee will also consider the student's own thoughts on possible accelerated placement in its deliberations.

Children considered for early entrance shall be evaluated using an acceleration assessment process approved by the Ohio Department of Education.

The parent/guardian will be provided with a written summary of the outcome of the evaluation process. This notification shall include instructions for appealing the outcome of the evaluation process.

Appeals must be made in writing to the Superintendent within thirty (30) calendar days of the parent/guardian receiving the results of the evaluation. The Superintendent or his/her designee shall review the appeal and notify the parent/guardian of his/her decision within thirty (30) calendar days of receiving the appeal. The Superintendent or his/her designee's decision will be final.

If a child is recommended for early entrance, the acceleration evaluation committee will develop a written acceleration plan for that child. The plan will specify:

A. placement of the child in the accelerated setting;

B. strategies to support successful early entrance; and

C. an appropriate transition period for accelerated students.

A school staff member will be assigned to oversee the implementation of the acceleration plan and to monitor the child's adjustment to the early entrance.

At any time during the transition period, a parent/guardian of the child may request in writing that the child be withdrawn from the accelerated placement. In such cases, the principal shall remove the child without repercussions.

Also, at any time during the transition period, a parent/guardian may request in writing an alternative accelerated placement. In such cases, the principal shall direct the acceleration evaluation committee to consider other placement options and to issue a decision within thirty (30) calendar days of receiving the request. If the student will be placed in a different setting from that initially recommended, the acceleration plan shall be revised accordingly, and a new transition period shall be specified.

At the end of the transition period, the accelerated placement shall become permanent. The child's records shall be modified accordingly, and the acceleration plan shall become part of the student's permanent record to facilitate continuous progress through the curriculum.

Revised 10/14/13
Revised 4/11/16

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Legal	R.C. 3313.64, 3313.641, 3313.672, 3313.673, 3321.01 et seq., 3321.05, 3323.01 R.C. 3324.10

Last Modified by Andrew Hill on March 1, 2018

Book	Policy Manual
Section	Ready for Production
Title	Copy of DUE PROCESS RIGHTS
Number	po5611
Status	
Adopted	November 19, 2007
Last Revised	May 11, 2009

5611 - DUE PROCESS RIGHTS

The Board of Education recognizes that students waive certain constitutional rights, regarding their education.

Accordingly, the Board establishes the following procedures:

A. **Student subject to suspension:**

When a student is being considered for an out-of-school suspension by the Superintendent, principal, or other administrator:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within one (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student and the Treasurer of the Board. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within five (5) calendar days after the date of the notice to suspend. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.
5. Notice of this suspension will also be sent to the:
    a. Superintendent;
    b. Board Treasurer;
    c. student's school record ~~(not for inclusion in the permanent record)~~.
6. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline Code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the principal, assistant principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

Appeal of Suspension to the Board or its designee

The student who is eighteen (18) or older or the student's parent(s) or guardian(s) may appeal the suspension to the Board or its designee. They may be represented in all such appeal proceedings.

A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian, if held before the Board.

The procedure to pursue such appeal will be provided in regulations approved by the Superintendent. Notice of appeal must be filed, in writing, with the Treasurer or the Superintendent within five (5) calendar days after the date of the notice to suspend.

Appeal to the Court

Under Ohio law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

B. **Students subject to expulsion:**

When a student is being considered for expulsion by the Superintendent:

1. The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.

2. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.

3. Prior to the ending date of the suspension, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the expulsion to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice of expulsion. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

Appeal of Expulsion to the Board

A student who is eighteen (18) or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee.

A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian.

The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent. Notice of appeal must be filed, in writing, within fourteen (14) calendar days after the date of the Superintendent's decision to expel with the Treasurer of the Board or the Superintendent.

While a hearing before the Board may occur in executive session, the Board must act in public.

Appeal to the Court

Under State law, the decision of the Board may be further appealed to the Court of Common Pleas.

C. **Students subject to emergency removal:**

Students whose conduct warrants emergency removal shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.03 – Emergency Removal.

D. **Students subject to permanent exclusion:**

Students whose conduct is that for which permanent exclusion is warranted shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.01 – Permanent Exclusion of Nondisabled Students.

E. **Students subject to suspension from bus riding/transportation privileges:**

Students whose conduct warrants suspension from bus riding and/or transportation services shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.04 - Suspension of Bus Riding/Transportation Privileges.

The Superintendent shall ensure that all members of the staff use the above procedures when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

These procedures shall not apply to in-school disciplinary alternatives including in-school suspensions. An in-school suspension is one served entirely within a school setting. Nor shall these disciplinary alternative procedures apply to students who are prohibited by authorized school personnel from all or part of their participation in co-curricular, interscholastic, and/or noninterscholastic extra-curricular activities.

Legal R.C. 3313.20, 3313.66, 3313.661

Last Modified by Andrew Hill on March 1, 2018

Book	Policy Manual
Section	Ready for Production
Title	Copy of VIDEO SURVEILLANCE AND ELECTRONIC MONITORING
Number	po7440.01
Status	
Adopted	July 14, 2009

7440.01 - **VIDEO SURVEILLANCE AND ELECTRONIC MONITORING**

The Board of Education authorizes the use of video surveillance and electronic monitoring equipment, as defined in Administrative Guideline 7440.01, at various school sites throughout the District and on school buses. The video surveillance/electronic monitoring equipment shall be used to protect Board property and assets from theft and vandalism, through deterrence and video documentation. The system is not designed nor intended to protect individuals from being victims of violent or property crimes, nor to detect other potentially illegal and undesirable activities that may occur, although information may be used as evidence in such cases.

The monitoring of actions and behavior of individuals who come onto school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school and student property. Video surveillance/electronic monitoring systems serve to complement other means being employed in the District to promote and foster a safe and secure teaching and learning environment for students and staff. The Board recognizes that the use of a video surveillance/electronic monitoring system does not replace the need for the ongoing vigilance of the school staff assigned by the building principal to monitor and supervise the school building. Rather, the video surveillance/electronic monitoring system serves as an appropriate and useful tool with which to augment or support the in-person supervision provided by staff. The building principal is responsible for verifying that due diligence is observed in maintaining general campus security.

The Superintendent is responsible for determining where to install and operate fixed-location video surveillance/electronic monitoring equipment in the District. The determination of where and when to use video surveillance/electronic monitoring equipment will be made in a nondiscriminatory manner. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g., school hallways, entryways, the front office where students, employees and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the Superintendent, video surveillance/electronic monitoring equipment shall not be used in areas where person have a reasonable expectation of privacy (e.g., restrooms, locker rooms, changing areas, private offices (unless there is express consent given by the office occupant), or conference/meeting rooms), or in individual classrooms during instructional times. Security staff and administrators are authorized to carry and use portable video cameras when responding to incidents.

Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

Legible and visible signs shall be placed at the main entrance to buildings and in the areas where video surveillance/electronic monitoring equipment is in use to notify people that their actions/behavior are being monitored/recorded. Additionally, the Superintendent is directed to annually notify parents and students via school newsletters and the Student Handbook, and staff via the Staff Handbook, of the use of video surveillance/electronic monitoring systems in their schools.

Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the School District's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceedings, administrative proceeding or criminal proceeding, subject to Board policy and regulations. Further, such recordings may become a part of a student's education record or staff member's personnel file.

~~Ordinarily video surveillance/electronic monitoring equipment will not be used to make an audio recording of conversation occurring on school grounds or property.~~

The Board will not use video surveillance/electronic monitoring equipment to obtain information for the purpose of routine staff appraisal/evaluation or monitoring.

Recordings of students will be treated as confidential. Consequently, because the Board is bound by Ohio's Student Records Statute and the Family Educational Rights and Privacy Act (FERPA), copies of video recordings containing personal identifiable information about students shall not be released except to school officials with legitimate educational interests. Parents or guardians of minor students, and students who are eighteen (18) years of age or older, who are charged with disciplinary violations may view relevant portions of any video recording related to the charge, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any other students whose images appear on the recording).

Likewise, school personnel may view relevant portions of any video relating to any disciplinary charge against them, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any students whose images appear on the recordings). Otherwise, such confidential recordings shall only be released through subpoena or court order.

The Board shall maintain video surveillance/electronic monitoring recordings for a limited period. If, however, action is taken by the Board/administration, as a result of a formal complaint or incident, recordings shall be kept for a minimum of one (1) year from the date of the action taken. Recordings may also be kept beyond the normal retention period if they are going to be utilized for training purposes.

This policy does not address or cover instances where school officials record a specific event (e.g., a ply, music performance, athletic contest, graduation, or Board meeting), or an isolated instance where a classroom is videotaped for educational or research purposes. Authorized videotaping for educational, instructional and/or research purposes is permitted and is not addressed by this policy.

The Superintendent is directed to develop administrative guidelines to address the use of video surveillance/electronic monitoring equipment in school buildings, school buses and on property owned and/or operated by the Board.

Video surveillance is to be implemented in accordance with this policy and the related guidelines. The Board will not accept or tolerate the improper use of video surveillance/electronic monitoring equipment and will take appropriate action in any cases of wrongful use of this policy.

Legal FERPA 20 U.S.C. 1232g

34 C.F.R. 99.1-99.67

Title I of the Electronic Communication Privacy Act of 1986

18 U.S.C. 2510-2521

Last Modified by Andrew Hill on March 1, 2018

Book	Policy Manual
Section	Ready for Production
Title	Rev. 36, No. 2 - January 2018 Revised SCHOOL SAFETY
Number	po8400
Status	
Adopted	November 19, 2007
Last Revised	May 11, 2015

8400 - **SCHOOL SAFETY**

The Board of Education is committed to maintaining a safe and drug-free environment in all of the District's schools. The Board believes that school crime and violence are multifaceted problems that need to be addressed in a manner that utilizes all available resources in the community through a coordinated effort of School District personnel, law enforcement agencies, and families. The Board further believes that school administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-related event or are on their way to and from school. The Board also believes that the first step in addressing school crime and violence is to assess the extent and nature of the problem(s) or threat, and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence.

Emergency Management Plan ("EMP")

~~To that end, the Superintendent shall develop and adopt a comprehensive Emergency Management Plan ("EMP") for each building under his/her control. In developing the EMP for each building, the Superintendent shall involve community law enforcement and safety officials, parents of students who are assigned to the building, and teachers and nonteaching employees assigned to the building.~~

To that end, the Superintendent shall develop and adopt a comprehensive Emergency Management Plan ("EMP") for each building under his/her control. In developing the EMP for each building, the Superintendent shall involve community law enforcement and safety officials (including, but not limited to, law enforcement, fire, emergency medical personnel, and any local divisions having county-wide emergency management), parents of students who are assigned to the building, and teachers and nonteaching employees assigned to the building. Each EMP shall contain the name, title (if applicable), contact information, and signature of each person involved in development of the EMP.

In developing the EMP, the Superintendent shall examine the environmental conditions and operations of each building to determine potential hazards to student and staff safety. The Superintendent shall further propose operating changes to promote the prevention of potentially dangerous problems and circumstances. The Superintendent shall incorporate remediation strategies into the EMP for any building where documented safety problems have occurred.

~~Each EMP will include:~~Each EMP will consist of four (4) parts:

A. ~~protocols for addressing serious threats and emergency events that affect the safety of school property, students, employees, or administrators;~~A single document to address all hazards that may negatively impact the school; including but not limited to active shooter, hostage, bomb threat, act of terrorism, bullying, and any other natural or manmade events that the Superintendent knew or should have reasonably known about that compromise the health or safety of students, employees, administrators, or property. The document will include:

~~These protocols will include appropriate procedures for responding to these threats and emergencies, such as notifying law enforcement, contacting specified emergency response personnel, and alerting parents of affected students.~~

1. a hazard identification and risk analysis (i.e., a process to identify hazards and assess the vulnerability associated with each);

2. an all-hazards emergency operations plan organized around five (5) mission areas: prevention, protection, mitigation, response, and recovery. The plan shall be compliant with the "National Incident Management System" (NIMS);

3. the access and functional needs of the students, teachers, and staff;

4. education for students, staff, and administrators to avoid, deter, or stop an imminent crime or safety issue, threatened or actual;

5. procedures for notifying law enforcement, fire, EMS, emergency management, mental health, and other outside experts who could assist in responding to and recovering from an emergency;.

   The plan shall be updated and revised at least every three (3) years from the previous date of compliance to reflect lessons learned and best practices to continually improve the plan. The emergency management test and actual emergencies at the school buildings will be a source for lessons learned.

6. (X) the use of temporary door locking devices as permitted by law.

B. ~~a~~ A floor plan unique to each floor of the building.~~;~~

C. ~~a~~ A site plan that includes all building property and surrounding property.~~; and~~

D. ~~an~~ An emergency contact information sheet.

The Superintendent shall submit an electronic copy of each EMP s/he developed and adopted to the Ohio Department of Education ("ODE") not less than once every three (3) years, whenever a major modification to the building requires changes to the procedures outlined in the EMP, and whenever the information on the emergency contact information sheet changes. No later than the date prescribed by ODE, the Superintendent shall also file a copy of the current, updated EMP with the following:

A. each law enforcement agency that has jurisdiction over the school building; and

B. upon request, the local fire department, emergency medical service organization, and county emergency management agency serving the area in which the building is located.

The Superintendent will also file copies of updated EMPs with ODE and the above agencies within ten (10) days after s/he adopts the revised EMPs.

The EMP is not a public record.

The Superintendent shall prepare and conduct at least one (1) annual emergency management test, in accordance with rules adopted by the Ohio Department of Education (ODE). By July 1st of every year, the Superintendent shall review the EMPs s/he previously developed and adopted, and certify in writing to the ODE that the EMPs are current and accurate.

The emergency management test must be a scheduled event; an actual emergency will not satisfy this requirement, even if an after-action report is produced. The emergency management test must be a tabletop, functional, or full-scale as defined in A.C. 3301-5-01, and each type shall be used once every three (3) years. It must include at least one (1) hazard from the hazard analysis in the EMP and at least one (1) functional content area. At least one (1) representative from law enforcement, fire, EMA, EMS, and/or behavioral health should be included.

~~**[SELECT OPTION #1 OR OPTION #2]**~~

[~~]~~ ~~[OPTION #1]~~

~~Students will not participate in the emergency management test.~~

[X] [OPTION #2]

Students may participate in the emergency management test at the discretion of the Principal. In deciding whether, and to what extent, to involve students in an emergency management test, the Principal should consider what benefit student inclusion in the emergency management test may have on the student population's preparation for an emergency and to enhance the safety of students in the building. The Principal shall also consider age-appropriate participation, guidance, and training in preparation for students' participation in the test.

[END OF OPTIONS]

~~**[DRAFTING NOTE: If OPTION #2 is selected, it is strongly advised that the District select the following optional language, which is only listed as an "option" because A.C. 3301-5-01 does not make it mandatory – however, it does state schools "should" obtain parental consent if students are going to participate in the emergency management test.]**~~

~~[ ] Parental consent is required prior to student participation in the emergency management test.~~

The Superintendent shall submit an after-action report to the ODE no later than thirty (30) days after the emergency management test documenting the following: 1) date/time/weather/length of exercise; 2) the type of discussion/operations based exercise; 3) the scenario utilized; 4) the hazard(s) utilized (including safety data sheets, as appropriate); 5) the functional content area(s) utilized; and 6) the identification of at least three (3) strengths and at least three (3) improvement areas of the EMP discovered as a result of the emergency management test.

~~The Superintendent shall submit an electronic copy of each EMP s/he developed and adopted to the ODE not less than once every three (3) years, whenever a major modification to the building requires changes to the procedures outlined in the EMP, and whenever the information on the emergency contact information sheet changes. No later than the date prescribed by ODE, the Superintendent shall also file a copy of the current, updated EMP with the following:~~

A. ~~each law enforcement agency that has jurisdiction over the school building~~

B. ~~upon request, the local fire department, emergency medical service organization, and county emergency management agency serving the area in which the building is located~~

~~The Superintendent will also file copies of an updated EMP with ODE and the above agencies within ten (10) days after s/he adopts the revised EMP.~~

~~The EMP is not a public record.~~

The Superintendent shall grant access to each school building under his/her control to law enforcement personnel and any local fire department, emergency medical service organization, and/or county emergency management agency that has requested a copy of the EMP, to enable such personnel and entities to conduct training sessions for responding to threats and emergency events affecting the school building. Such access shall be provided outside of student instructional hours and the Superintendent or designee shall be present in the building during the training sessions.

Prior to the opening day of each school year, the Superintendent shall inform each enrolled student and the student's parent/legal guardian of the procedures to be used to notify parents in the event of an emergency or a serious threat to safety. Any student enrolled in the school after the annual notification and their parent/legal guardian shall be notified upon enrollment. Also, see Policy 8420 - Emergency Situations at School.

~~[OPTION]~~

~~[ ] Threat Assessment~~

~~The primary purpose of a threat assessment is to minimize the risk of targeted violence at school. The following threat assessment process is designed to be consistent with the process set forth in the joint U.S. Secret Service and U.S. Department of Education publication, Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates for identifying, assessing, and managing students who may pose a threat. The goal of the threat assessment process is to take appropriate preventive or corrective measures to maintain a safe school environment, protect and support potential victims, and provide assistance, as appropriate, to the student being assessed.~~

~~The threat assessment process is centered upon an analysis of the facts and evidence of behavior in a given situation. The appraisal of risk in a threat assessment focuses on actions, communications, and specific circumstances that might suggest that an individual intends to cause physical harm and is engaged in planning or preparing for that event.~~

~~The Board authorizes the Superintendent to create building level, trained threat assessment teams. Each Team shall be headed by the Principal and may include a school counselor, school psychologist, instructional personnel, and/or the School Resource Officer, where appropriate. At the discretion of the Superintendent, a threat assessment team may serve more than one (1) school when logistics and staff assignments make it feasible.~~

~~The Team will meet when the Principal learns a student has made a threat of violence or engages in concerning communications or behaviors that suggest the likelihood of a threatening situation.~~

~~The Team is empowered to gather information, evaluate facts, and make a determination as to whether a given student poses a threat of violence to a target. If an inquiry indicates that there is a risk of violence in a specific situation, the Team may collaborate with others to develop and implement a written plan to manage or reduce the threat posed by the student in that situation.~~

~~The Board authorizes the Superintendent to create guidelines for the purpose of:~~

A. ~~identifying team participants by position and role;~~

B. ~~requiring team participants to undergo appropriate training;~~

C. ~~defining the nature and extent of behavior or communication that would trigger a threat assessment and/or action pursuant to a threat assessment;~~

D. ~~defining the types of information that may be gathered during the assessment;~~

E. ~~stating when and how parents/guardians of the student making the threat shall be notified and involved;~~

F. ~~designating the individuals (by position) who are responsible for gathering and investigating information;~~

G. ~~identifying the steps and procedures to be followed from initiation to conclusion of the threat assessment inquiry or investigation.~~

~~Board employees, volunteers, and other school community members, including students and parents, shall immediately report to the Superintendent or Principal any expression of intent to harm another person or other statements or behaviors that suggest a student may intend to commit an act of violence.~~

~~Nothing in this policy overrides or replaces an individual's responsibility to contact 911 in an emergency.~~

~~Regardless of threat assessment activities or protocols, disciplinary action and referral to law enforcement shall occur as required by State law and Board policy.~~

~~Threat assessment team members shall maintain student confidentiality at all times as required by Board Policy 8330 – Student Records, and State and Federal law.~~

~~[END OF OPTION]~~

Safe and Drug Free Schools

As a part of the EMP, the Board shall verify that it has procedures in place for keeping schools safe and drug-free that include (see also, Form 8330 F15 entitled Checklist of Policies and Guidelines Addressing No Child Left Behind Act of 2001):

A. appropriate and effective school discipline policies that prohibit disorderly conduct, the illegal possession of weapons and the illegal use, possession, distribution, and sale of tobacco, alcohol, and other drugs by students;

B. security procedures at school and while students are on the way to and from school;

C. prevention activities that are designed to maintain safe, disciplined and drug-free environments;

D. a code of conduct or policy for all students that clearly states the responsibilities of students, teachers, and administrators in maintaining a classroom environment that:

1. allows a teacher to communicate effectively to all students in the class;

2. allows all students in the class the opportunity to learn;

3. has consequences that are fair, and developmentally appropriate;

4. considers the student and the circumstances of the situation; and

5. is enforced accordingly.

Persistently Dangerous Schools

The Board recognizes that State and Federal law requires that the District report annually incidents which meet the statutory definition of violent criminal offenses that occur in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. It is further understood that the State Department of Education will then use this data to determine whether or not a school is considered "persistently dangerous" as defined by State policy.

Pursuant to the Board's stated intent to provide a safe school environment, the school administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature. In any year where the number of reportable incidents of violent criminal offenses in any school exceed the threshold number established in State policy, the Superintendent shall

~~( ) discuss this at the annual meeting for the purpose of reviewing the EMP so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year.~~

(X) convene a meeting of the building administrator, representative(s) of the local law enforcement **~~( ) agency~~ (X) agencies**, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be

implemented in an effort to reduce the number of these incidents in the subsequent year.

The Superintendent shall make a report to the Board about this plan of corrective action and shall recommend approval and adoption of it.

In the unexpected event that the number of reportable incidents in three (3) consecutive school years exceeds the statutory threshold and the school is identified as persistently dangerous, students attending the school shall have the choice option as provided in Policy 5113.02 and AG 5113.02.

In addition, the Superintendent shall

~~( ) discuss the school's designation as a persistently dangerous school at the annual meeting for the purpose of reviewing the EMP so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year.~~

(X) convene a meeting of the building administrator, representative(s) of the local law enforcement ~~**( ) agency**~~ **(X) agencies**, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

[ ] If a school in a neighboring district is identified as persistently dangerous and there is not another school in that district, the District will admit students from that school in accordance with Board Policy 5113.02.

Victims of Violent Crime

The Board further recognizes that, despite the diligent efforts of school administrators and staff to provide a safe school environment, an individual student may be a victim of a violent crime in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. In accordance with Federal and State law the parents of the eligible student shall have the choice options provided by Policy 5113.02 and AG 5113.02.

R.C. 3313.536
A.C. 3301-5-01
Title IX, Section 9532 of the No Child Left Behind Act of 2001
20 U.S.C. 6301 et seq.
Public Law 107-110

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Legal

R.C. 3313.536

A.C. 3301-5-01

Title IX, Section 9532 of the No Child Left Behind Act of 2001

20 U.S.C. 6301 et seq.

Public Law 107-110

Last Modified by Andrew Hill on March 1, 2018

Book	Policy Manual
Section	Ready for Production
Title	Vol. 36, No. 2 - January 2018 Revised BUS DRIVER CERTIFICATION
Number	po8600.04
Status	
Adopted	November 19, 2007
Last Revised	November 20, 2017

8600.04 - **BUS DRIVER CERTIFICATION**

It is the policy of the Board of Education that all bus drivers obtain and hold proper certification under standards for school bus drivers established within the Ohio Revised Code. It is also the purpose of this Board to protect its students from drivers whose certification is invalidated by the Ohio Point Law or point standards of this District.

A copy of each new school bus driver's complete driving record must be obtained from the Ohio Department of Education prior to allowing the school bus driver to operate a school bus or school van for the first time. In accordance with State transportation regulations, the Superintendent shall request the administrator in charge of transportation to conduct at least a semi-annual review of each school bus driver's (i.e., current bus drivers and those newly hired bus drivers who remain employed with the Board) driving record through the Ohio Department of Education to determine that such drivers have:

A. no more than six (6) points within the last twenty-four (24) month period;

B. not been convicted of driving while under the influence of alcohol and/or a controlled substance during the past ten (10) years (i.e., not been convicted of a violation of R.C. 4511.19) or a substantially equivalent municipal offense;

C. not received two (2) (or more) of the following serious traffic violations as defined in R.C. 4506.01 (II) ~~(DD)(1) through (DD)(7)~~ during the last twenty-four (24) month period:

1. a single charge of any speed in excess of the posted speed limit by fifteen (15) miles per hour or more;

2. violation of R.C. 4511.20 (i.e., operation in willful or wanton disregard of the safety of persons or property) or R.C. 4511.201 (i.e., operation off street or highway in willful or wanton disregard of the safety of persons or property) or any similar ordinance or resolution, or of any similar law of another state or political subdivision of another state;

3. violation of a law of this State or an ordinance or resolution relating to traffic control, other than a parking violation, or of any similar law of another state or political subdivision of another state, that results in a fatal accident;

4. violation of R.C. 4506.03 (i.e., commercial driver's license or temporary instruction requirements) or a substantially similar municipal ordinance or county or township resolution, or of any similar law of another state or political subdivision of another state, that involves the operation of a commercial motor vehicle without a valid commercial driver's license with the proper class or endorsement for the specific vehicle group being operated for the passengers or type of cargo being transported;

5. violation of R.C. 4506.03 (i.e., commercial driver's license or temporary instruction requirements) or a substantially similar municipal ordinance or county or township resolution, or of any similar law of another state or political subdivision of another state, that involves the operation of a commercial motor vehicle without a valid commercial driver's license being in the person's possession;

6. violation of R.C. 4511.33 (i.e., driving in marked lanes) or R.C. 4511.34 (i.e., space between moving vehicles) or any municipal ordinance or county or township resolution substantially similar to either of those sections, or any substantially similar law of another state or political subdivision of another state;

7. violation while operating a commercial motor vehicle of a law of the state, any municipal ordinance, any county or township resolution, or any substantially similar law of another state or political subdivision of another state which prohibits texting while driving or using a handheld mobile device (except when a person is texting or using a mobile

device to contact law enforcement or other emergency services);

8. violation of any other law of this State or ordinance or resolution relating to traffic control, other than a parking violation, that is determined to be a serious traffic violation by the United States Secretary of Transportation and the Director designates such by rule; and

D. no railroad crossing violations during the last twelve (12) months (as evidenced by a conviction, video, or report by a railroad official)~~year (i.e., twelve (12) month period)~~;

E. **(X)** not received any violations that render the bus driver uninsurable by the District's Fleet Insurance Carrier;

F. ~~( ) _____ [other].~~

The records obtained from the annual records check will be maintained for a minimum of ten (10) years. **[Drafting note: It is recommended that a District maintain the annual records check for ten (10) years because a conviction of Operating a Vehicle While Under the Influence has a ten year look back period.]**

A driver having any of the above-referenced violations will be disqualified from operating a bus. The driver will also be notified that his/her school bus certification will be reviewed by the Superintendent and his/her employment as a school bus driver may be terminated.

A driver involved in a preventable school bus accident, or judged guilty of a minor traffic violation, shall be subject to the disciplinary action established in the Superintendent's administrative guidelines. Further, no driver who is convicted of a traffic violation or has his/her commercial driver's license (CDL) suspended will be permitted to operate a school bus or school van until the driver files a written notice of the conviction or suspension. Such written notice must be immediately filed with the Superintendent or administrator in charge of transportation, irrespective of whether the traffic violation occurred while operating a Board-owned vehicle or a private vehicle or during school or non-school hours. Failure to file the required written notice of conviction or suspension will result in the revocation of the driver's certificate and/or disciplinary action, up to and including termination.

If a school bus driver has an interruption in driving a school bus or school van for a period of one (1) year or longer, s/he will not be permitted to resume operating a school bus or school van until a copy of the school bus driver's complete driving record has been obtained.

~~In addition to the required driving record check, the administrator in charge of transportation shall obtain a satisfactory BCII report prior to hiring an individual as a new school bus or school van driver, along with an FBI background check (i.e., an FBI background check will also be required prior to hiring new employees). An updated, satisfactory BCII report shall be obtained for each school bus driver every six (6) years with driver re-certification. Satisfactory shall be defined by the same standards applied to other public school employees. Such records shall also be maintained for a minimum of six (6) years (see Policy 4121 for criminal history record check requirements).~~

In addition to the required driving record check, the administrator in charge of transportation shall obtain a satisfactory BCII report prior to hiring an individual as a new school bus or school van driver, along with an FBI background check (i.e., an FBI background check will also be required prior to hiring new employees). An updated, satisfactory criminal background check report shall be obtained for each school bus driver every six (6) years with driver re-certification. Each six (6) year criminal records check request shall be made to the Superintendent of the Bureau of Criminal Identification and investigation and include both a BCII and FBI report unless both of the following conditions apply so that only records of the FBI are required:

A. a BCII report was obtained at the time of hire; and

B. the employee presents proof that he/she has been a resident of this state for the five-year period immediately prior to the date the recertification is requested.

Satisfactory shall be defined by the same standards applied to other public school employees. Such records shall also be maintained for a minimum of six (6) years (see Policy 4121 for criminal history record check requirements). Any driver who has been convicted of or pleaded guilty to any disqualifying offense shall not be hired or shall be released from employment (X) unless the person meets the rehabilitation standards prescribed for non-licensed school employees.

No bus driver will be permitted to drive a school bus or school van unless s/he meets all other requirements contained in the rules adopted by the Ohio Department of Education prescribing qualifications of drivers of school buses and other student transportation. In addition, no bus driver will be permitted to drive a school bus or school van unless:

A. information pertaining to the bus driver has been submitted to the Ohio Department of Education, including the name of the Board, name of the bus driver, driver license number, date of birth, date of hire, status of physical evaluation and status of training; and

B. the most recent criminal records check, including information from the Federal Bureau of Investigation, has been completed and received by the Superintendent.

[X] The Superintendent

OR

~~**[ ] The Educational Service Center Superintendent (if transportation is contracted through the ESC)**~~

shall provide for an annual physical examination conforming to Ohio Department of Education standards to determine the driver's physical fitness for employment.

Drivers of school buses or vans employed by entities other than the District who are not subject to Ohio Department of Education rules must receive the certificate described by R.C. 3327.10(B) from the school administrator to contractor prior to being employed. These drivers also must have an annual physical conforming to State Highway Patrol rules performed in accordance with R.C. 3327.10(B). Any bus driver not employed by a school district, who drives a bus or van owned by the District, must give satisfactory and sufficient bond.

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Legal R.C. 3327.10, 3327.01 et seq., 4511.01(F), 4511.75 et seq.
A.C. 3301-51-10, 3301-83-01 et seq., 3301-83-05, 3301-83-06, 3301-83-07

Last Modified by Andrew Hill on March 1, 2018

Book	Policy Manual
Section	Ready for Production
Title	Vol. 36, No. 2 - January 2018 Revised BUSINESS ADVISORY COUNCIL
Number	po9141
Status	
Adopted	November 9, 2007
Last Revised	November 20, 2017

9141 - **BUSINESS ADVISORY COUNCIL**

The Board of Education recognizesthe increasing importance to the nation's productivity and future well-being of its citizens that students enter the labor market with employable skills and attitudes. The Board and staff of the District also recognize that the necessary educational effort involves close cooperation among interested parties and that decisions regarding the curriculum should not be made without appropriate input from those affected by the educational results.

In order to obtain more effective assistance from one group particularly affected by the students' entry-level skills, the potential employer, the Board shall establish a Business Advisory Council to serve as a continuing advisory group to the Board and administration.

~~The Council shall be composed of _____ members. A majority shall be selected from among the leaders of commercial and industrial organizations operating within the District.~~

~~( ) or within the area that provides the majority of employment for the District's citizens.~~

~~[ ] In addition, representatives from local~~

~~( ) trade unions~~

~~( ) educational institutions~~

~~( ) governmental agencies~~

~~shall be invited to join the Council.~~

~~[ ] A member of the Board~~

~~[ ] The Superintendent~~

~~shall serve as the chairman of the Council~~

~~[ ] The Council shall~~

~~( ) annually~~

~~elect a chairman from among its members.~~

~~( ) who shall serve as co-chairman with the~~

~~( ) Superintendent of Schools.~~

~~( ) a member of the Board.~~

~~The purpose of the Council shall be to assist the staff and Board in determining whether or not its curriculum is and continues to be both appropriate and adequate for ensuring that students can enter the labor force with knowledge, attitudes, and skills that:~~

A. ~~( ) are considered relevant by employers;~~

B. ~~( ) are at a level that makes initial employment feasible and additional training both productive and economical;~~

C. ~~( ) are transferable from one work situation to another.~~

D. ~~( ) _____~~

~~[ ] [OPTION]~~

~~The Board of Education has entered into an agreement with the _____ Educational Service Center so that the ESC's business advisory council will represent the businesses of the District. Regular updates from the council shall be reviewed by the Board.~~

~~[END OF OPTION]~~

The Council shall further provide recommendations to the Board delineating employment skills and developing curriculum to instill these skills, ~~concerning~~ changes in the economy and the job market, and the types of employment in which future jobs are most likely to be available; and ~~provide~~ providing suggestions for developing a working relationship among businesses, labor organizations, and educational personnel in the District.

The Council shall operate in accordance with the standards established by the Superintendent of Public Instruction, in consultation with the Governor's Executive Workforce Board. The Council and Board will develop a plan specifying matters upon which the Council will advise and make recommendations to the Board. The plan shall be revised and updated annually. ~~The plan shall be filed with the Ohio Department of Education. At a minimum, the Council will meet quarterly with the Board. The Council and the Board will annually develop and file with the Ohio Department of Education a joint statement describing how the Board and the Council have fulfilled their responsibilities in accordance with policy and State law. The statement will be submitted by March 1st each year.~~ **~~[NOTE: The Board will have to meet on this even if the Educational Service Center is appointed.]~~**

The plan shall be filed with the Ohio Department of Education each year. The Council and the Board will issue a joint statement describing how the Board and the Council have fulfilled their responsibilities in accordance with policy and State law by March 1st each year.

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Legal R.C. 3313.82, 3313.821, 3313.822

Last Modified by Andrew Hill on March 1, 2018

_____ SCHOOL DISTRICT

DISPOSITION OF NEW/REVISED/REPLACEMENT GUIDELINES FOR APPROVAL

VOLUME 36 NO. 2 – JANUARY 2018

* 1 = drafted by District staff
* 2 = if the material was a work for hire, that is, material the District paid someone else to develop but from whom the District purchased the rights to publish
* 3 = if the material is copyrighted to someone else from whom the District has secured permission to publish the material

Guideline Number	Date Approved	District-Specific Edits (*1, 2, or 3)	Date Rejected
2260.01A			
2260.01B			
3421A **(DELETE)**			
4121			
4421A **(DELETE)**			
5111			
9141			
7440.01			

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Book	Administrative Guideline Manual
Section	Ready for Production
Title	Vol. 36, No. 2 - January 2018 Revised SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY, INCLUDING PROCEDURES FOR THE IDENTIFICATION, EVALUATION, AND PLACEMENT OF STUDENTS SUSPECTED OF HAVING A DISABILITY, AND THE RIGHT TO FAPE
Number	ag2260.01A
Status	

2260.01A - **SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY, INCLUDING PROCEDURES FOR THE IDENTIFICATION, EVALUATION, AND PLACEMENT OF STUDENTS SUSPECTED OF HAVING A DISABILITY, AND THE RIGHT TO FAPE**

The Superintendent establishes these administrative guidelines for the identification, evaluation, and educational programming and placement of students with disabilities who qualify under Section 504/ADA. These guidelines, along with AG 2260.01B, further fulfill the Board's directive to adopt a system of procedural safeguards that includes the right to have a due process hearing.Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504") prohibit discrimination against qualified persons with a disability in any program or activity receiving Federal financial assistance. ~~No discrimination against any qualified person with a disability will be knowingly permitted in any of the programs, activities, and/or practices in the District.~~The Board will not knowingly permit discrimination against any qualified person with a disability in any of the District's programs, activities, policies, and/or practices.

Building Principals shall serve as Building Section 504/ADA Compliance Officers (Building Compliance Officers).

A person with a disability is anyone who:

A. **has** a physical or mental impairment that substantially limits one (1) or more major life activities;

B. **has a record of** (i.e., has a history of, or has been misclassified as having) a physical or mental impairment that substantially limits one (1) or more major life activities; or

C. **is regarded as having** a physical or mental impairment that substantially limits one (1) or more major life activities (i.e., has a physical or mental impairment that does not substantially limit major life activities but is treated by the District as constituting such a limitation, or has a physical or mental impairment that substantially limits major life activities only as a result of the attitude of others toward such impairment, or has none of the physical or mental impairments recognized by Section 504 but is treated as having such an impairment).

Major life activities include, but are not limited to, functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.

Physical or mental impairment means:

A. any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one (1) or more of the following body systems:

1. neurological;

2. musculoskeletal;

3. special sense organs;

4. respiratory, including speech organs;
5. cardiovascular;
6. reproductive;
7. digestive;
8. genito-urinary;
9. hemic and lymphatic;
10. skin;
11. endocrine.

B. any mental or psychological disorder, such as intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

~~Physical or mental impairments that are episodic in nature or in remission may constitute a disability for the purposes of Section 504/ADA if the impairment would substantially limit a major life activity when active, such as asthma, allergies, or cancer.~~

A physical or mental impairment that is episodic in nature or in remission is a disability for the purposes of Section 504/ADA if the impairment substantially limits a major life activity when active (e.g., asthma, allergies, or cancer).

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aids and cochlear implants or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, assistive technology, reasonable accommodations or auxiliary aids or services, or learned behavioral or adaptive neurological modifications.

Individual with a disability does not include the following (i.e., Section 504 specifically **excludes**):

A. individuals who are currently engaging in the illegal use of drugs, when the District acts on the basis of such use

B. an individual on the basis of homosexuality or bisexuality

C. an individual on the basis of:

1. transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairment, or other sexual behavior disorders;
2. compulsive gambling, kleptomania, or pyromania; or
3. psychoactive substance use disorders resulting from current illegal use of drugs.

Individual with a disability includes an individual who:

A. has successfully completed a supervised drug rehabilitation program and is no longer engaging in the illegal use of drugs, or has otherwise been rehabilitated successfully and is no longer engaging in such use;

B. is participating in a supervised rehabilitation program and is no longer engaging in such use; or

C. is erroneously regarded as engaging in the illegal use of drugs, but is not engaging in such use.

Notwithstanding the preceding, for purposes of programs and activities providing educational services, the District may take disciplinary action pertaining to the use or possession of illegal drugs or alcohol against any student who is an individual with a disability and who currently is engaging in the illegal use of drugs or in the use of alcohol to the same extent that such disciplinary action is taken against students who are not individuals with disabilities.

The District will not discriminate against otherwise qualified students with disabilities (i.e., students who otherwise meet eligibility criteria - e.g., age - for participation in the educational program and/or activities) in the provision of its educational programs and activities. The District further will provide a free appropriate public education to qualified students with disabilities (i.e., students who have a physical or mental impairment that substantially limits one (1) or more major life activities). Said education shall entail the provision of regular or special education and related aides and services that are designed to meet the individual educational

needs of students with disabilities as adequately as the needs of non-disabled students are met. This includes providing academic and non-academic services to students with disabilities in the same setting as their non-disabled peers to the maximum extent appropriate. In addition to its provision of educational services, the Board will not discriminate against otherwise qualified students with disabilities in its provision of non-educational academic and extra-curricular services and activities such as counseling services, physical recreational athletics, transportation, health services, recreational activities, special interest groups or clubs sponsored by the District, referrals to agencies that provide assistance to persons with disabilities, and employment of students, and will provide students with disabilities an equal opportunity to participate in such services and activities. Qualified students with disabilities will be afforded accommodations/modifications/interventions to the District's non-academic and extra-curricular services and activities, unless such accommodations/modifications/interventions would impose an undue financial burden, or would alter the fundamental nature or purpose of the service or activity. A determination that a particular accommodation/modification/intervention would constitute an undue burden must be made by the Superintendent or his/her designee after considering all resources available for use in the funding and operation of the service or activity, and must be accompanied by written statement of the reasons for reaching that conclusion. In the event the Superintendent or his/her designee determines that an undue burden would result, the District will take any other action that would not result in such burden but would still allow, to the maximum extent possible, individuals with disabilities to receive the benefits of the District's non-academic and extra-curricular services and activities on an equal basis as individuals without disabilities.

If a parent disagrees with a determination made by the District's professional staff concerning the identification, evaluation, or placement of a student with a disability, the parent may request a hearing before an impartial hearing officer that is not employed by the District (see AG 2260.01B).

Alternatively, the parent may file an internal complaint (see Policy 2260.01). A parent does not need to first exhaust the internal complaint process in order to file a request for a due process hearing. In fact, a due process hearing may be requested at any time and the parent does not waive that right if s/he first opts to try to resolve his/her dispute through the internal complaint process.

Procedures Applicable to Section 504 Referrals/Evaluations/Plans

Annually the District will undertake to identify and locate every qualified person with a disability residing in the District who is not receiving a public education, and notify the person and their parents or guardians of the District's duties and responsibilities under Section 504.

Referral

Referrals may be made by anyone (e.g., parents, teachers, or other knowledgeable professionals). Referrals shall be made on the Suspected Disability Referral Form (Form 2260.01A F4) and submitted to the Building Compliance Officer. Referrals may be made at any time. Parents may request a referral form by contacting the Building Compliance Officer or a District Compliance Officer.

Generally, a staff member should refer a student for an evaluation under Section 504 if s/he suspects that the student not only has a mental or physical impairment but also suspects an impairment which substantially limits one (1) or more major life activities. ~~Examples:~~

A. ~~A teacher knows only that a student has asthma, without any other information. Refer? No.~~

B. ~~A teacher knows that a student has asthma and has an inhaler that is kept in the nurse's office that the student occasionally uses, without any other information. Refer? No.~~

C. ~~A teacher knows that a student has asthma, uses an inhaler in school, is frequently absent for asthma-related illnesses, and is having trouble in gym. Refer? Yes.~~

Assessment/Evaluation

Upon receipt of a Suspected Disability Referral Form, the Building Compliance Officer will notify the appropriate 504 Case Manager who will collect all relevant information on the student (e.g., medical reports, grade cards/report cards, school history, disciplinary action, etc.) to assist in documenting whether the student has a physical and/or mental impairment that substantially limits one (1) or more major life activities. A medical statement is not a condition of evaluation under Section 504. If the District determines, based on the facts and circumstances of an individual case, that a medical assessment is necessary to make an appropriate evaluation, the District will offer to secure the assessment at no cost to the student or his/her parents.

The 504 Case Manager should contact school staff who perform assessments and have them review existing pertinent information and determine whether additional assessments are needed. If an evaluation is needed, written parental consent shall be obtained within thirty (30) calendar days of the referral for an evaluation and a copy of the Notice of Section 504/ADA Procedural Information and Rights (Form 2260.01A F3) sent to the parents.

The evaluation must be sufficient to accurately and completely assess the nature and extent of the suspected disability~~,~~ ~~and~~ The evaluation must also assess whether the student, because of a disability, needs or is believed to need special education or related services~~,the recommended services and/or accommodations.~~ Evaluations that are more limited than a full special education evaluation may be adequate in some circumstances. The evaluation or review of assessment information should include

consideration of any behaviors that interfere with the otherwise qualified student's regular participation in the educational program and/or activities.

If the District does not suspect that a student has a mental or physical impairment that substantially limits one (1) or more major life activities and therefore determines not to evaluate, it will notify the parents/guardian of that decision through the issuance of a prior written notice (Form 2260.01A F18) and provide them with a copy of the Notice of Section 504/ADA Procedural Information and Rights.

~~Before any action is taken with respect to Section 504 accommodations for a student with a disability, an evaluation shall be conducted or assessment information reviewed to determine if the student is disabled under Section 504.~~ Before any action is taken with respect to the provision of special education or related services pursuant to a Section 504 Plan for a student with a disability, an evaluation shall be conducted or assessment information reviewed to determine if the student is disabled under Section 504.

Parents will be afforded the opportunity to meaningfully participate and provide input in the evaluation process. The assessment information may include, but will not be limited to, medical reports that document a physical/mental impairment, aptitude and achievement test scores, teacher observations and recommendations, and other data, including information on social or cultural background and adaptive behavior. The information obtained from all such sources shall be documented and carefully considered. Additionally, if an evaluation is conducted, the Building Compliance Officer, in conjunction with the designated 504 Case Manager is responsible for verifying that:

A. tests and other evaluation materials have been validated for the specific purpose for which they are used and are administered by trained personnel in conformance with the instructions provided by their producer;

B. tests and other evaluation materials include those tailored to assess specific areas of educational need and not merely those that are designed to provide a single general intelligence quotient; and

C. tests are selected and administered so that, when a test is administered to a student with impaired sensory, manual, or speaking skills, the test results accurately reflect the student's aptitude or achievement level or whatever other factor the test purports to measure, rather than reflecting the student's impaired sensory, manual, or speaking skills (except where those skills are the factors that the test purports to measure).

Re-Evaluations

Re-evaluations are not required at specific intervals; however, assessments will be updated so that eligibility and accommodation planning is based on information that accurately defines the student's disability and reflects the student's current strengths and needs. At least every three (3) years appropriate school staff should determine whether updated evaluations are needed. A re-evaluation will be completed prior to a significant change in placement. When a re-evaluation is needed, parents will be sent prior notice (Form 2260.01A F18) and a copy of the Notice of Section 504/ADA Procedural Information and Rights. Consistent with initial evaluations, parents will be afforded the opportunity to meaningfully participate and provide input in the re-evaluation process.

Eligibility Determination

Within a reasonable period of time (generally no more than sixty (60) calendar days), the Building Compliance Officer will convene an Intervention Assistance Team ("IAT") Conference. The student's parents will be sent a letter inviting them to attend and participate in the IAT conference (Form 2260.01A F9). The letter to the parents should be sent at least ___ten (10)_____ **[recommend seven (7)]** calendar days prior to the Conference. Parents will also be sent a copy of the Notice of Section 504/ADA Procedural Information Rights. The IAT shall be composed of persons knowledgeable about the child, the meaning of the evaluation data, and the placement options, and should at a minimum include the Building Compliance Officer, the designated 504 Case Manager, and the parents. The IAT may also include general education teacher(s), student, guidance counselor, school psychologist, the District's Health Coordinator, school nurse, Director of Pupil Services/Special Education, and other persons with knowledge of the student or the suspected disability, and any other individual the parents may wish to bring to the Conference. ~~The purpose of the Conference is to discuss the information gathered, determine whether the student has a disability that makes him/her eligible for specialized services and/or accommodations/modifications/interventions under Section 504 (i.e. review the impairment and determine whether it substantially limits one (1) or more major life activities), and, if so, determines whether the student requires specialized services and/or accommodations/modifications/interventions in order to receive a free appropriate public education ("FAPE") and to access the District's programs and activities on an equal basis to students without disabilities.~~ The purpose of the Conference is to discuss the information gathered, determine whether the student has a disability under Section 504 (i.e. review the impairment and determine whether it substantially limits one (1) or more major life activities), and, if so, determines whether the student requires special education or related services, including accommodations/modifications/interventions in order to receive a free appropriate public education ("FAPE") and to access the District's programs and activities on an equal basis to students without disabilities.

The Building Compliance Officer will serve as the Chairperson of the IAT Conference. The Chairperson has the following responsibilities:

A. at each IAT Conference, to verbally explain and offer a written copy of the Notice of Section 504/ADA Procedural Information and Rights (Form 2260.01A F3)

B. gather information

C. organize the presentation of the data

D. coordinate the deliberation of Section 504 eligibility (see Form 2260.01A F11):

1. Does the student have a physical or mental impairment?
2. Does that impairment "substantially limit one (1) or more major life activities"?
3. Does the team have the data to justify a disability determination?
4. Is the student a qualified individual with disabilities within the meaning of Section 504?

At the IAT Conference, the IAT will determine the needs, special education or related services, including accommodations/modifications/interventions, ~~services~~ and placement for the student, which may include, but are not limited to:

A. adjusting testing procedures;

B. individualize classroom assignments, homework;

C. provide staff interventions;

D. utilize assistive technology;

E. provide a buddy to take notes;

F. provide an interpreter (for students or adults);

G. modify materials;

H. modify the student's day;

I. facilitate or modify parents/student/teacher/staff communication;

J. modify school procedures (e.g., provide additional time for passing between classes, adjust transportation, or approve early dismissal);

K. develop and implement appropriate medical plans (e.g. emergency, asthma, seizure, or allergy plans) for eligible students whose physical or mental impairment impacts a major life activity other than learning.

The special education or related services, including accommodations/modifications/interventions will be individualized to meet the needs of the student.

In interpreting data and making placement decisions, the District will draw upon information from a variety of sources, including aptitude and achievement tests, teacher observations and recommendations, medical reports that document a physical/mental condition, social or cultural background, and adaptive behavior. The information obtained from all such sources shall be documented and carefully considered.

Possible Outcomes of the IAT Meeting

A. Student is eligible for a Section 504 Plan (Form 2260.01A F13). The IAT documents this determination on the Section 504 Summary Evaluation Report (Form 2260.01A F10). Section 504 Plan is developed by the IAT. Parents will be given a copy of the Notice of Section 504/ADA Procedural Information and Rights (Form 2260.01A F3).

B. Student is ineligible for a Section 504 Plan. The IAT documents this determination on the Section 504 Summary Evaluation Report (Form 2260.01A F10). Parents will be given a copy of the Notice of Section 504/ADA Procedural Information and Rights (Form 2260.01A F3).

1. The IAT determines if the student needs interventions pursuant to an RtI Plan. If RtI is determined to be appropriate, the IAT will develop strategies to provide necessary interventions. The interventions should be documented on RtI

paperwork. A copy of the RtI plan should be filed in the student's cumulative record folder. A copy of the RtI plan is NOT required to be sent to the District Compliance Officer.

2. Student will be served appropriately in the regular education program without written interventions.

C. The IAT determines that it needs to collect more information before making an eligibility determination.

The Summary Evaluation Report (Form 2260.01A F10) shall reflect the determination on the issue of whether the student has been identified as disabled under Section 504. This document should be reviewed periodically.

Section 504 Plan

If a student is identified as disabled pursuant to Section 504, and the IAT ~~determines the student requires specialized services and/or accommodations/modifications/interventions in order to receive~~ student requires special education or related services, including accommodations/modifications/interventions in order to receive FAPE and to access the District's programs and activities on an equal basis to students without disabilities, the IAT will develop and complete the Section 504 Plan (Form 2260.01A F13). Aside from the description of the student's disability and the special education or related services and aides needed, the Plan will specify how the student will be provided FAPE. The Plan will specify the special education and/or related services, including accommodations/modifications/interventions necessary so that the student's needs are met as adequately as the needs of nondisabled students. The purpose of the Section 504 Plan is to provide the student with equal access to school activities, to remove barriers to educational opportunity, and provide, to the degree possible, a level playing field. The Section 504 Plan should be signed by the members of the IAT, including the parents. A copy of the Plan will be sent to the District's Compliance Officer and the Building Compliance Officer **as soon as possible**. A copy of the Plan also will be placed in the student's cumulative folder and given to school personnel who work with the student. If the parents are present, the Building Compliance Officer will request written permission from the parents to implement the Section 504 Plan. For initial plans, parent consent is required prior to implementation by the District. If the parents do not attend the meeting to develop a Section 504 Plan, the District will make reasonable efforts to obtain parental input prior to finalizing the plan and (a) submitting the Plan to parents for consent or (b) implementing a subsequent Plan. After parents consent to the initial Section 504 Plan, the District may implement subsequent plans without written parental consent, but the parents must be provided with a copy of the Notice of Section 504/ADA Procedural Information and Rights (Form 2260.01A F3) that explains their right to challenge the District's actions. Regardless of whether it is an initial or subsequent plan a copy of the Plan must be sent to the student's parents.

With respect to Section 504 Plans, the designated 504 Case Manager is responsible for:

A. informing staff that the Section 504 Plan is a legal document;

B. writing and distributing the Section 504 Plan;

C. encouraging staff to request a 504 review if they are concerned about or unable to follow the Section 504 plan;

D. ensuring that reviews of Section 504 plans are held annually by October 15th, and that the results of the annual review are sent to the District Compliance Officer.

Upon completion of the Section 504 Plan, the Building Compliance Officer should follow the Additional Procedures Applicable to Students with Section 504 Plans (see below).

Additional Procedures Applicable to Students with Section 504 Plans

A. Prior to the beginning of each school year:

1. The Building Compliance Officer or his/her designee is responsible for identifying the students in his/her building who have had Section 504 Plans in the past and designating a 504 Case Manager.

2. The designated 504 Case Manager or his/her designee is responsible for obtaining a copy of the previous school year's Section 504 Plans and distributing them to all appropriate staff members.

B. Within the first two (2) months of the school year:

1. The Building Compliance Officer must notify the student's parents that the IAT needs to meet to review the Section 504 Plan and to determine whether it is still necessary/appropriate for the new school year.

2. The Building Compliance Officer must schedule an IAT meeting to formulate a Section 504 Plan for the student for the new school year. The Section 504 Plan Review form (Form 2260.01A F17) must be completed at the meeting. The IAT, including the parents, is charged with deciding whether to continue the existing Plan, discontinue the current

Plan, or develop a new Plan.

3. If there is an "active" Section 504 Plan, a copy of the Plan needs to be forwarded to the District Compliance Officer by October 15th of each school year and a copy of the Plan placed in the student's cumulative record folder.

4. Updated copies of the student's Section 504 Plan will be distributed to all of the student's teachers after review by the 504 Case Manager.

C. During the school year:

~~The Section 504 Plan can be reviewed by the IAT at any time if concerns develop as to the appropriateness of the specialized services and/or accommodations/modifications/interventions being used with the student. This review can be initiated by staff or parents.~~The Section 504 Plan can be reviewed by the IAT at any time if concerns develop as to the appropriateness of the special education or related services, including accommodations/modifications/interventions, being used with the student. This review can be initiated by staff or parents.

D. Procedural Safeguards:

Any time the written results of an IAT meeting are provided to a student's parents, they should also be offered a copy of the Notice of Section 504/ADA Procedural Information and Rights (Form 2260.01A F3).

Parents' Options If They Disagree with the District's Identification, Evaluation and/or Placement of Their Child

The parents may challenge the actions of the IAT regarding identification, evaluation or placement of their child by filing a request for an impartial due process hearing. Alternatively, the parents may file an internal complaint. If the parents elect the former, the Board must provide a due process hearing before an impartial hearing officer ("IHO") that is not employed by the District. See AG 2260.01B - Section 504/ADA Parents' Procedural Rights, including Due Process Hearing. A parent does not need to first exhaust the internal complaint process in order to file a request for a due process hearing. In fact, a due process hearing may be requested at any time and parents do not waive that right if they first opt to try to resolve their dispute through the internal complaint process. If a parent is not satisfied with the IHO's decision, s/he may appeal it to a Federal Court of competent jurisdiction.

The parents may also file a complaint with the Office for Civil Rights. The Office for Civil Rights, however, is not part of the District's internal complaint process or the system of procedural safeguards, and, absent extraordinary circumstances, will not review the results of individual placement and other educational decisions so long as the District complied with the "process" requirements of Section 504 (concerning identification and locations, evaluation, and due process procedures).

Facilities

With regard to accessibility of facilities, the District will meet its obligations through such means as redesign of equipment, reassignment of classes or other services to accessible buildings, assignment of aides to beneficiaries, alteration of existing facilities and/or construction of new facilities, or any other method that results in making its programs and activities accessible to persons with disabilities. In choosing among available methods for meeting its obligations, the District will serve persons with disabilities in the most integrated setting appropriate.

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Book	Administrative Guideline Manual
Section	Ready for Production
Title	Vol. 36, No. 2 - January 2018 Revised SECTION 504/ADA PARENTS' PROCEDURAL RIGHTS, INCLUDING DUE PROCESS HEARING
Number	ag2260.01B
Status	

2260.01B - **SECTION 504/ADA PARENTS' PROCEDURAL RIGHTS, INCLUDING DUE PROCESS HEARING**

Procedural Information and Rights - Students and Parents

In accordance with various Federal laws (including Section 504, the Americans with Disabilities Act of 1990, as amended ("ADA"), FERPA, and Title VII), the following procedural safeguards will be provided with respect to decisions or actions regarding the identification, evaluation, educational program or placement, or content of a Section 504 Plan of a student who is or may be disabled under Section 504, but not also disabled under the IDEIA:

A. students with disabilities have the right to take part in, and receive benefits from, public education programs without discrimination because of their disabilities;

B. parents have the right to be advised of their rights under Section 504;

C. parents have the right to receive written notice of any decision regarding the identification, evaluation, or educational placement of their child;

D. parents have the right to have their child receive a free appropriate public education ("FAPE") if the child has a physical or mental impairment that substantially limits one or more major life activities;

This includes the right to be educated with students who are not disabled to the maximum extent appropriate (i.e., the student's education will be provided in the regular education classroom unless it is demonstrated that education in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily) and to receive regular or special education and related aids/services that are designed to meet the individual educational needs of students with disabilities as adequately as the needs of nondisabled students are met.

E. parents have the right to have their child educated in facilities and receive services comparable to those provided to students without disabilities;

F. parents have the right to have evaluation and educational placement decisions made based upon a variety of informational sources, and by persons who know the student, and are knowledgeable about the evaluation data and placement options;

G. parents have the right to have their child transported in a non-discriminatory manner;

If the District refers a student for aids, benefits, or services outside the District, the District will ensure that adequate transportation is provided at no greater cost to the parents than if the aids, benefits, or services were provided within the District.

H. parents have the right to place their child in a private school or alternative educational program;

However, if the District makes a FAPE available to the student that conforms to the requirements of Section 504 and nevertheless the parents choose to place the student elsewhere, the District is not required to pay for the student's education at the private school or alternative program, including costs associated with transportation.

I. parents have the right to have their child given an equal opportunity to participate in nonacademic and extracurricular activities offered by the District;

J. parents have the right to examine all relevant education records, including, but not limited to, those documents related to decisions regarding their child's identification, evaluation, educational program and placement;

K. parents have the right to obtain, at their own expense, an independent educational evaluation of their child;

L. parents have the right to obtain copies of education records at a reasonable cost unless the fee would effectively deny the parents access to the records;

M. parents have the right to a response from the District to reasonable requests for explanations and interpretations of their child's education records;

N. parents have the right to receive all information in the parents' native language and mode of communication;

O. parents have the right to periodic re-evaluations and an evaluation before any significant change in placement~~program/service modifications~~;

P. parents have the right to request amendments of their child's education record(s) if there is reasonable cause to believe that information contained in the record(s) is inaccurate, misleading or otherwise in violation of the privacy rights of their child;

If the District refuses to amend the record(s), the parents have the right to request a hearing and/or to attach to the record(s) a statement of why they disagree with the information it contains.

Q. parents have the right to request mediation or an impartial due process hearing related to decisions or actions concerning their child's identification, evaluation, educational program or placement;

R. parents have the right to file an internal complaint;

S. parents have the right to be represented at any point in the process by an attorney;

T. parents have the right to recover reasonable attorney fees as authorized by law (i.e., if the parents are successful on their due process claim);

U. parents have the right to be notified of their Section 504 rights, including but not limited to:

1. when the District does not suspect a disability and declines to conduct an evaluation;
2. when evaluations and re-evaluations are conducted;
3. when consent for an evaluation is provided or withheld;
4. when eligibility is determined, including when the team finds the student ineligible;
5. when a Section 504 Plan is developed, including when the District decides to implement a Plan without parental consent; ~~and~~
6. when the written results of an IAT meeting are provided;
7. before there is significant change in the Section 504 Plan, including concerning student's placement; and~~.~~
8. when an internal complaint or a request for a due process hearing is filed.

Due Process Hearing

A. When a request for a due process hearing is received, the aggrieved party will have the opportunity to receive a hearing conducted by an impartial hearing officer ("IHO") (i.e., by a person not employed by the Board of Education, not involved in the education or care of the child, and not having a personal or professional interest that would conflict with his/her objectivity in the hearing).

B. The District will maintain a list of trained IHO's that may include IDEIA hearing officers, attorneys, and Directors of Special Education outside the District. The District Compliance Officer will appoint an IHO from that list, and the costs of the hearing shall be borne by the District. The appointment of an IHO will be made within fifteen (15) school days after the request for a due process hearing is received.

C. A party to such a due process hearing shall have:

1. the right, at his/her/their own cost, to be accompanied and advised by legal counsel and by individuals with special knowledge or training with respect to the problems of children with disabilities;

2. the right to present evidence, and confront, cross-examine and compel the attendance of witnesses;

3. the right to a written or electronic verbatim record of such hearing; and

4. the right to written findings of fact and the reasons for the decision.

D. The IHO shall conduct the due process hearing within a reasonable period of time (i.e., not to exceed ninety (90) calendar days from the request for such a hearing, unless this time-frame is mutually waived by the parties or is determined by the IHO to be impossible to comply with due to extenuating circumstances).

E. The IHO will give the parent and/or student written notice of the date, time and place of the hearing. Notice will be given no less than twenty-one (21) calendar days prior to the date of the hearing, unless otherwise agreed to by the parent and/or student. The notice shall include:

1. a statement of time, place and nature of the hearing;

2. a statement of the legal authority and jurisdiction under which the hearing is being held;

3. a reference to the particular section of the statutes and rules involved;

4. a statement of the availability of relevant records for examination;

5. a short and plain statement of the matters asserted; and

6. a statement of the right to be represented by counsel.

F. The IHO shall conduct the hearing in a manner that will afford all parties a full and fair opportunity to present evidence and to otherwise be heard. The parent and/or student may be represented by another person of his/her choice, including an attorney.

G. The IHO shall make a full and complete record of the proceedings.

H. The IHO shall render a decision in writing to the parties within thirty (30) calendar days following the conclusion of the hearing. The decision will be based solely on the testimony and demonstrative evidence presented at the hearing and include a summary of the evidence (i.e., findings of fact) and the reason for the decision.

The notification shall include a statement that either party may appeal the decision.

I. Appeal of the IHO's decision may be made to a Federal court of competent jurisdiction.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination/retaliation, or participates as a witness in an investigation is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by Section 504 or the ADA, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

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Book	Administrative Guideline Manual
Section	Vol. 36, No. 2 - January 2018
Title	Vol. 36, No. 2 - January 2018 Delete IMPORTANT NOTICE OF EMPLOYEES' RIGHT TO DOCUMENTATION OF HEALTH COVERAGE
Number	ag3421A
Status	From Neola

~~**3421A - IMPORTANT NOTICE OF EMPLOYEES' RIGHT TO DOCUMENTATION OF HEALTH COVERAGE**~~

~~**The Health Insurance Portability and Accountability Act of 1996 (HIPAA) limits the circumstances under which coverage may be excluded for medical conditions present before the employee enrolls. Under the law, a pre-existing condition exclusion generally may not be imposed for more than twelve (12) months (eighteen (18) months for a late enrollee after the enrollment date). The twelve (12) month (or eighteen (18) month) exclusion period may be reduced by a new employee's prior health coverage. A new employee is entitled to a certificate from his/her former health insurance provider that will show evidence of the person's prior health coverage.**~~

~~**To obtain a certificate, the employee should complete the attached form and return it to:**~~

~~**(Insert Telephone Number)** _____~~

~~**For additional information contact:**~~

~~**(Insert Address:)** _____~~

~~**(Insert Name of Entity:)** _____~~

~~**The certificate must be provided promptly. The employee should keep a copy of this completed form. S/He may also request certificates for any dependents (including a spouse) who were enrolled under the employee's health coverage.**~~

~~**The** _____ **will be responsible for providing a Certificate of Health Insurance Coverage (Form 3421A F1) to an employee when:**~~

A. ~~**s/he no longer is covered by the District's plan;**~~

B. ~~**s/he is no longer covered under COBRA;**~~

C. ~~**s/he requests a certificate no later than twenty-four (24) months after cessation of coverage.**~~

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Book	Administrative Guideline Manual
Section	Ready for Production
Title	Vol. 36, No. 2 - January 2018 Revised CRIMINAL HISTORY RECORD CHECK
Number	ag4121
Status	
Adopted	November 19, 2007
Last Revised	December 8, 2014

4121 - **CRIMINAL HISTORY RECORD CHECK**

A criminal background check is required of each applicant recommended for employment in a non-teaching position as well as for all current non-teaching employees on a periodic basis depending upon their position with the District.

The following procedure applies to any non-teaching employee, including individuals employed by a private company under contract with the Board of Education to provide essential school services in accordance with Policy 8142, and all substitutes and persons employed on a part-time basis such as coaches or activity supervisors.

Special rules relating to employees engaged in the operation of a vehicle for student transportation (bus/van drivers) and non-teaching employees who are also licensed by the Ohio Department of Education (e.g., aides with a permit, paraprofessionals with a license, and those individuals who do not hold a valid educator's license but who are employed by the Board under a student activity permit), are set forth below.

A criminal background check is not required of any currently-employed staff member who is a candidate for another position in the District, unless otherwise required by law and/or Policy 4121.

With regard to criminal background checks, the following procedures are to be used:

A. An applicant or current non-teaching employee, as appropriate, must be informed that a criminal history record check must be obtained at the expense of the applicant or current employee and timely submitted to the District. Prospective employees shall be informed of the requirement for a criminal background check either by direct communication or by information on the application form and shall submit same at the time of application. Current non-teaching employees not engaged in the operation of a vehicle for student transportation (bus/van drivers) must undergo a criminal background check every five (5) years. Bus and van drivers must complete a background check every six (6) years. An applicant for the position of bus/van driver will bear the cost of the initial check of his/her complete driving record. The cost for subsequent semi-annual checks on drivers will be borne by the District. The applicant should indicate on the request that the criminal history record check is being required by R.C.3319.39.

B. The prospective or current non-teaching employee may submit or ask the District to obtain from the Bureau of Criminal Identification and Investigation (BCII) the results of a criminal history records check conducted by BCII providing the application is within twelve (12) months of the date the check was done. After January 1, 2010, a current non-teaching employee will not be required to undergo a subsequent criminal history records check conducted by BCII if the employee: 1) has previously had a BCII criminal records check (for employment or licensure purposes); and 2) provides proof of continuous Ohio residency for the preceding five (5) years. Under such circumstances, the current non-teaching employee will only be required to undergo a criminal history records check through the Federal Bureau of Investigation (FBI).

C. The prospective or current non-teaching employee is to submit a set of fingerprints on an authorized format prescribed by the BCII which will also be submitted to the FBI for criminal history information.

D. Costs related to obtaining the criminal history record check are to be borne by the applicant or employee.

E. When the certified report is submitted by an applicant or employee, a photocopy is to be made for possible insertion in the person's confidential personal file, should s/he be employed, and the original returned to the applicant or employee.

F. The Superintendent shall determine whether or not to consider disqualification of a prospective or current non-teaching employee based on the records check.

G. All information received from the record check shall be kept confidential by the person receiving the report and is to be shared only with the Superintendent. If a prospective employee is subsequently hired, the record check shall be kept in his/her confidential file. If not employed, it shall be returned to the prospective employee. All information received from the criminal record checks of current employees shall be kept in his/her confidential file.

Offenses

No person will be hired, and current non-teaching employees will be released from employment if it is determined that s/he has pled guilty to or been convicted of any of the following listed offenses, unless such individual has met the rehabilitation standards of R.C. 3319.39(E) at the time of the hiring and/or upon discovery of such plea or conviction:

A. aggravated murder, murder, voluntary manslaughter, involuntary manslaughter

B. felonious assault, aggravated assault, assault

C. failing to provide for a functionally impaired person

D. aggravated menacing

E. patient abuse or neglect

F. kidnapping, abduction, child stealing, criminal child enticement

G. rape, sexual battery, corruption of a minor, gross sexual imposition, sexual imposition, importuning, voyeurism, public indecency, felonious sexual penetration, compelling prostitution, promoting prostitution, procuring prostitution, disseminating matter harmful to juveniles, pandering obscenity, pandering obscenity involving a minor, pandering sexually oriented matter involving a minor, illegal use of minor in nudity-oriented material or performance

H. aggravated robbery, robbery

I. aggravated burglary, burglary

J. abortion without informed consent, unlawful abortion, interference with custody

K. endangering children

L. contributing to the delinquency of children, unruliness

M. domestic violence

N. carrying concealed weapons, having weapons while under disability, improperly discharging firearm at or into a habitation or school

O. corrupting another with drugs

P. trafficking in drugs

Q. illegal manufacture of drugs or cultivation of marijuana

R. funding of drug or marijuana trafficking

S. illegal administration or distribution of anabolic steroids

T. drug possession offenses (that are not a minor drug possession offense)

U. placing harmful objects in or adulterating food or confection

V. a felony

W. an offense of violence

X. a theft offense (as defined in R.C. 2913.01)

Y. a drug offense (as defined in R.C. 2925.01, that is not a minor misdemeanor)

Z. possession of a controlled substance

AA. violation of municipal ordinance

Offenses for Bus/Van Drivers ONLY

A. vehicular manslaughter (as defined by R.C. 2903.06, 2903.08 and 2903.09);|

B. terrorism;

C. operating a Motor Vehicle Under the Influence;

D. reckless operation;

E. driving under suspension;

F. driving under OVI suspension.

School Bus Drivers

The administrator in charge of transportation shall obtain a satisfactory BCII report prior to hiring an individual as a new school bus or school van driver, along with an FBI background check (i.e., an FBI background check will also be required prior to hiring new employees). The required satisfactory criminal records checks shall be completed and received by the District prior to permitting the individual to operate a vehicle used for student transportation. Satisfactory shall be defined by the same standards applied to other public school employees. Such records shall be maintained for a minimum of six (6) years.

For any school bus or school van driver who is recertifying, the employee will not be required to undergo a subsequent criminal history records check conducted by BCII if the employee: 1) has previously had a BCII criminal records check (for employment or licensure purposes); and 2) provide proof of continuous Ohio residency for the five (5) years period prior to the date upon which the new criminal records check is due. Under such circumstances, the current non-teaching employee will only be required to undergo a criminal history records check through the Federal Bureau of Investigation (FBI).

In addition to the required criminal records checks, a copy of each new school bus driver's driving record must be obtained from the Ohio Department of Education prior to allowing the school bus driver to operate a school bus or school van for the first time. In accordance with State transportation regulations, the Superintendent shall request the administrator in charge of transportation to conduct at least a semi-annual review of each school bus driver's (i.e., current bus drivers and those newly hired bus drivers who remain employed with the Board) driving record through the Ohio Department of Education to determine that such drivers have:

A. no more than six (6) points within the last twenty-four (24) month period;

B. not been convicted of driving while under the influence of alcohol and/or a controlled substance during the past six (6) years (i.e., not been convicted of a violation of R.C. 4511.19);

C. not received two (2) (or more) of the following serious traffic violations as defined in R.C. 4506.01(II) ~~(DD)(1) through (DD)(7)~~ during last twenty-four (24) month period:

1. a single charge of any speed in excess of the posted speed limit by fifteen (15) miles per hour or more;

2. violation of R.C. 4511.20 (i.e., operation in willful or wanton disregard of the safety of persons or property) or R.C. 4511.201 (i.e., operation off street or highway in willful or wanton disregard of the safety of persons or property) or any similar ordinance or resolution, or of any similar law of another state or political subdivision of another state;

3. violation of a law of this state or an ordinance or resolution relating to traffic control, other than a parking violation, or of any similar law of another state or political subdivision of another state, that results in a fatal accident;

4. violation of R.C. 4506.03 (i.e., commercial driver's license or temporary instruction requirements) or a substantially similar municipal ordinance or county or township resolution, or of any similar law of another state or political subdivision of another state, that involves the operation of a commercial motor vehicle without a valid commercial driver's license with the proper class or endorsement for the specific vehicle group being operated for the passengers or type of cargo being transported;

5. violation of R.C. 4506.03 (i.e., commercial driver's license or temporary instruction requirements) or a substantially similar municipal ordinance or county or township resolution, or of any similar law of another state or political subdivision of another state, that involves the operation of a commercial motor vehicle without a valid commercial driver's license being in the person's possession;

6. violation of R.C. 4511.33 (i.e., driving in marked lanes) or R.C. 4511.34 (i.e., space between moving vehicles) or any municipal ordinance or county or township resolution substantially similar to either of those sections, or any substantially similar law of another state or political subdivision of another state;

7. violation while operating a commercial motor vehicle of a law of the state, any municipal ordinance, any county or township resolution, or any substantially similar law of another state or political subdivision of another state which prohibits texting while driving or using a handheld mobile device (except when a person is texting or using a mobile device to contact law enforcement or other emergency services);

8. violation of any other law of this state or ordinance or resolution relating to traffic control, other than a parking violation, that is determined to be a serious traffic violation by the United States Secretary of Transportation and the Director designates such by rule; and

D. no railroad crossing violations during the last year (i.e., twelve (12) month period);

E. **(X)** not received any violations that render the bus driver uninsurable by the District's Fleet Insurance Carrier;

F. ~~**( )** _____ **[other].**~~

The records obtained from the semi-annual records check will also be maintained for a minimum of six (6) years.

If a school bus driver has any of the above-referenced violations, s/he will be disqualified from operating a school bus. The bus driver will also be notified that his/her school bus certification will be reviewed by the Superintendent and his/her employment as a school bus driver may be terminated.

If a school bus driver has an interruption in driving a school bus or school van for a period of one (1) year or longer, s/he will not be permitted to resume operating a school bus or school van until a copy of the school bus driver's complete driving record has been obtained.

No driver who is convicted of a traffic violation or has his/her commercial driver's license (CDL) suspended will be permitted to operate a school bus or school van until the driver files a written notice of the conviction or suspension. Such written notice must be immediately filed with the Superintendent or administrator in charge of transportation, irrespective of whether the traffic violation occurred while operating a Board-owned vehicle or a private vehicle or during school or non-school hours. Failure to file the required written notice of conviction or suspension will result in the revocation of the driver's certificate and/or disciplinary action, up to and including termination.

Further, no bus driver will be permitted to drive a school bus or school van unless s/he meets all other requirements contained in the rules adopted by the Ohio Department of Education prescribing qualifications of drivers of school buses and other student transportation. In addition, no bus driver will be permitted to drive a school bus or school van unless:

A. information pertaining to the bus driver has been submitted to the Ohio Department of Education, including the name of the Board, name of the bus driver, driver license number, date of birth, date of hire, status of physical evaluation and status of

training; and

B. a criminal records check, including information from the Federal Bureau of Investigation, has been completed and received by the Superintendent.

School Bus Aides

Similar to other applicants, satisfactory BCII and FBI reports are required prior to the hiring of an individual as a school bus aide for pre-school and special needs children. In addition, the administrator in charge of transportation will obtain an updated, satisfactory BCII/FBI report for each school bus aide every six (6) years. Satisfactory shall be defined by the same standards applied to other non-certified public school employees. Such records shall also be maintained for a minimum of six (6) years.

Current Employees Licensed by the Ohio Department of Education

Non-teaching employees who are also licensed by the Ohio Department of Education (e.g., aides with a permit, paraprofessionals with a license, and those individuals who do not hold a valid educator's license but who are employed by the Board under a student activity permit) who engage in conduct unbecoming the teaching profession under certain specific circumstances set forth in Policy 8141 and/or who it is determined have pled guilty to or have been convicted of any offense enumerated under R.C. 3319.39(B)(1), including a judicial finding for intervention in lieu of conviction and/or participation in a pre-trial diversion program relating to any of the offenses listed therein and described above, are subject to the mandatory State reporting requirements in addition to an action by the Board to terminate their employment.

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Book	Administrative Guideline Manual
Section	Vol. 36, No. 2 - January 2018
Title	Vol. 36, No. 2 - January 2018 DELETE IMPORTANT NOTICE OF EMPLOYEES' RIGHT TO DOCUMENTATION OF HEALTH COVERAGE
Number	ag4421A
Status	From Neola

~~4421A **IMPORTANT NOTICE OF EMPLOYEES' RIGHT TO DOCUMENTATION OF HEALTH COVERAGE**~~

~~The Health Insurance Portability and Accountability Act of 1996 (HIPAA) limits the circumstances under which coverage may be excluded for medical conditions present before the employee enrolls. Under the law, a pre-existing condition exclusion generally may not be imposed for more than twelve (12) months (eighteen (18) months for a late enrollee after the enrollment date). The twelve (12) month (or eighteen (18) month) exclusion period may be reduced by a new employee's prior health coverage. A new employee is entitled to a certificate from his/her former health insurance provider that will show evidence of the person's prior health coverage.~~

~~To obtain a certificate, the employee should complete the attached form and return it to:~~

~~(Insert Name of Entity:) _____~~

~~(Insert Address:) _____~~

~~For additional information contact:~~
~~(Insert Telephone Number) _____~~

~~The certificate must be provided promptly. The employee should keep a copy of this completed form. S/He may also request certificates for any dependents (including a spouse) who were enrolled under the employee's health coverage.~~

~~The _____ will be responsible for providing a Certificate of Health Insurance Coverage (Form 4421A F1) to an employee when:~~

A. ~~s/he no longer is covered by the District's plan;~~

B. ~~s/he is no longer covered under COBRA;~~

C. ~~s/he requests a certificate no later than twenty four (24) months after cessation of coverage.~~

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Book	Administrative Guideline Manual
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Title	Vol. 36, No. 2 - January 2018 Revised ADMISSION TO THE DISTRICT
Number	ag5111
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Adopted	November 19, 2007
Last Revised	April 10, 2017

5111 - **ADMISSION TO THE DISTRICT**

Qualifying for Admission

Students who qualify for admission to District schools, in accordance with Board of Education Policy 5111, shall be accepted when the following documents have been submitted:

A. a birth certificate or other appropriate documentary evidence

   Acceptable forms of documentation include: foreign birth certificate; religious, hospital, or physician's certificate showing date of birth; entry in a family bible; baptismal record; adoption record; affidavit from a parent; previously verified school records; or other documents permitted by law.

B. court orders allocating parental rights and responsibilities or other documents allocating custody or guardianship, if applicable

C. proof of residency consisting of a deed, building permit, rental agreement, tax statement, voter registration card, or completion of Form 5111 F2a or Form 5111 F2bb

   Acceptable forms of documentation include: telephone bills, utility bills, mortgage or lease agreements, parent affidavits, rent payment receipts, a copy of a money order made for payment of rent, or letter from a parent's employer that is written on company letterhead to establish residency.

D. proof of immunization and/or statutory exception

E. a power of attorney designating the student's grandparent(s) as attorney-in-fact (Form 5111 F7) or a caretaker authorization affidavit (Form 511 F8) executed by the student's grandparent(s) that provides the grandparent(s) with whom a student resides, authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the student's educational progress (also see Form 5111 F9)

Except in the case of a homeless child (see Policy 5111.01) or a child residing in a domestic violence shelter, no child shall be admitted to school in the District until proof of residency has been provided and proof of immunization is addressed in accordance with Policy 5320 and AG 5320. If a birth certificate is not available, the parent is to complete Form 5111 F3 and submit the documentary evidence called for therein. If the principal does not receive the child's birth certificate or one (1) of the acceptable alternatives to a birth certificate within fourteen (14) calendar days of the date of the child's enrollment, or the document appears of be inaccurate or suspicious, the principal shall notify the law enforcement agency where the student resided and the Wadsworth Police Department **[local law enforcement agency]** that the child may be a missing child. If there is a court order or decree allocating parental rights and responsibilities and designating who will be the resident parent and legal custodian, such order or decree must be submitted within fourteen (14) days of admission. If there is a court order or decree for custody or guardianship to other than a parent, a copy of the order or decree must be submitted within fourteen (14) days of admission. If all of these required documents are not received within that time, the student should be presumed to be a missing child (See AG 5215).

Students presented for enrollment without a birth certificate or appropriate substitute, court orders allocating parental rights and responsibilities, or a grandparent power of attorney or caretaker authorization **(X)** will ~~( ) may~~ be admitted under temporary enrollment for a period of fourteen (14) days, unless extended by the principal. Parents are to be so informed at the time of admission. (See Policy 5111.03 and AG 5111.03 - Children and Youth in Foster Care.)

A child who is placed in a foster home or residential facility (i.e., a group home for children, children's crisis care facility, children's residential center, residential parenting facility that provides twenty-four (24) hour child care, county children's home, or district children's home) will not be denied admission solely because the child does not present a birth certificate, comparable certification, or other comparable document upon registration. Such protected child will be admitted under temporary enrollment for a period of up to ninety (90) days to present the required documentation. The protected child and/or the child's parent, guardian, or custodian will be so informed at the time of the child's initial admission.

The sending school shall be contacted within twenty-four (24) hours of the student's entry into the school and requested to send all appropriate records.

If the sending school indicates no record of the student's attendance, or the records are not received within fourteen (14) calendar days of the date of request, or if the student does not present a certification of birth or other documentary evidence, the principal shall immediately notify the law enforcement agency where the student resided and the Wadsworth Police Department **[local law enforcement agency]** that s/he may be a missing child.

A student who is living in the District under the care of a shelter for victims of domestic violence will not be denied admission because of delay in the forwarding of school records.

Immunization requirements are to be in accordance with AG 5320.

A student who has recently been either discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, will not be admitted until the following records required to be released by DYS have been received by the Superintendent:

A. an updated copy of the student's school transcript;

B. a report of the student's behavior while in DYS custody;

C. the student's current Individualized Education Program (IEP), if an IEP has been developed for the child; and

D. a summary of the institutional record of the child's behavior.

The Superintendent shall keep such records confidential and may release them only as provided in State law regarding the privacy of a student's records and the Family Educational Rights and Privacy Act (FERPA) since the records are not considered public records for the purposes of required disclosure under Ohio public records law. The Superintendent will consider the records in determining the appropriate educational assignment of the student, including, but not limited to whether the student will be assigned to an alternative school in the District.

Homeless Students

Homeless students shall have equal access to the same free and appropriate education provided to all other students of the School District and will be enrolled in accordance with the requirements of Federal law. Students meeting the Federal definition of "homeless" will be immediately enrolled in the School District and assigned to a school building in accordance with the procedure set forth below, even if the homeless student cannot produce all of the documentation otherwise required for enrollment (including proof of residency and/or immunization, a birth certificate, and copies of previous school records). Parent(s) or guardian(s) of homeless students must provide contact information in case of an emergency. (See Policy 5111.01 and AG 5111.01 - Homeless Students.)

Transferring Grades/Credit

Students in grades K-8 transferring from another district must submit an official transcript in order for the grades earned by the student to be recorded on the student's official transcript in this District. High school students transferring from another school district must submit an official transcript from the sending school in order for the student to receive credit for course work and to have the grades earned for completed coursework recorded on the student's official transcript in this District. Report cards will not be considered sufficient evidence for granting credit toward graduation.

Verifying Medical Conditions Qualifying a Student for Tuition-Free Admission in the District

Prior to admission and annually thereafter, parent(s) seeking admission for a school aged child under R.C. 3313.64(F)(3) because of a medical condition that may require emergency medical treatment shall:

A. submit Form 5111 F5 as Verification of regular employment at a location within the District during school hours;

B. submit Form 5111 F6, or a written statement on the physician's letterhead, describing the child's medical condition and certifying that the condition is such that there is a substantial likelihood that it may require emergency medical attention;

C. submit Form 5341 F1 Emergency Medical Authorization;

D. submit a current copy of the child's I.E.P. or 504 Accommodation Plan, if applicable.

If the student is admitted under this section, then the normal admission procedures shall apply.

Admission to the District Pursuant to a Power of Attorney or Caretaker Authorization Affidavit

If an individual indicates that s/he is attempting to enroll the child pursuant to a power of attorney or caretaker authorization affidavit, the School District official should:

A. verify that the individual attempting to enroll the child is the grandparent of the child;

B. verify that the child currently resides with the individual;

C. request that a copy of the power of attorney or caretaker authorization be produced.

This document should be provided in addition to those documents that are required to be produced by any and all other individuals who are seeking to enroll a child in the School District.[1]

D. review the power of attorney to verify that the document:

1. is identical in form and content to the form set forth in R.C. 3109.53 (see sample Power of Attorney Form 5111 F7).

2. is properly completed and executed by the child's:

a. parent(s), guardian, or custodian granting the power of attorney (i.e., both parents or the parent who is the residential parent and legal custodian of the child) and

b. grandparent who is designated as attorney in fact.

3. is duly notarized by an Ohio Notary Public.

4. has been filed with the juvenile court of the county in which the grandparent resides and/or any other court having jurisdiction over the child.

a. if possible, have the individual provide a time-stamped copy of the power of attorney in order to demonstrate that it has been duly filed within five (5) days of the creation of the document.

b. in addition, have the individual produce a copy of the receipt showing that notice of the creation of the document has been sent to the parent of the child who is not the residential parent and legal custodian. This receipt should be produced unless the power of attorney was created by both parents, or the non-residential parent's parental rights have been terminated, s/he cannot be located by reasonable efforts, or s/he is prohibited from receiving a notice of relocation.

E. review the caretaker authorization affidavit to verify that the document:

1. is identical in form and content to the form set forth in R.C. 3109.66 (see sample Caretaker Authorization Form 5111 F8).

2. is properly completed and executed by the child's grandparent.

3. is duly notarized by an Ohio Notary Public.

4. has been filed with the juvenile court for the county in which the grandparent resides and/or any other court having jurisdiction over the child.

If possible, have the individual provide a time-stamped copy of the caretaker authorization affidavit in order to demonstrate that it has been duly filed within five (5) days of the creation of the document.

5. request that the individual provide additional proof of residency in the School District, if necessary.

F. verify whether the child is currently serving a suspension or expulsion from a previous school district.[2]

G. verify that the power of attorney or caretaker authorization affidavit was not executed for the purpose of enrolling the child in the School District so that the child may participate in the academic programs or interscholastic athletic programs of the School District (language should be included in document).

Safe at Home/Address Confidentiality

If a parent (or adult student), presents information to the District certifying that the parent (or adult student), his/her child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program administered by the Secretary of State, the District shall use the address designated by the Secretary of State to serve as the student's address for enrollment purpoes. The District shall place a copy of any certification provided by the paret in the enrollment files.

Provision of District and Building Report Card

The school official responsible for admitting students shall give the Parent of each student who qualifies for admission to school in the District, or to the student if the student is at least eighteen (18) years old, a copy of the District's most recent report card showing the grade of the District and the grade of the building the student will attend.

"Parent" means either of the biological or adoptive parents of the student, except:

A. "Parent" means the residential parent as designated by a court when the parents are divorced, their marriage has been dissolved or annulled, or the parents are living separate and apart pursuant to a legal separation, except that:

   When the parents are no longer married and have a shared parenting plan, "Parent" still means either parent.

B. When a court has granted legal custody of the student to an individual other than the biological or adoptive parent, or to an agency, "Parent" means the individual or agency with legal custody.

C. When a court has appointed a guardian for the student, "Parent" means the court-appointed guardian. A "guardian ad litem," however, is not the "Parent."

D. "Parent" means the student's grandparent when the District enrolls the student pursuant to a grandparent power of attorney or a grandparent caretaker authorization affidavit.

If the District is unable to identify the parent of a homeless student at the time of admission, or the parent does not accompany the student, the District shall provide a copy of the report card to the student and to the person who accompanies the student.

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[1]Request that the individual provide additional proof of residency in the School District, if necessary. This additional proof of residency may consist of reasonable evidence such as a deed, building permit, rental agreement, tax statement, voter registration card, etc.

[2]Similar to other children seeking enrollment in the School District, the School District, after offering an opportunity for hearing, may temporarily deny admittance to a child if s/he has been suspended or expelled under Ohio law and the period of suspension or expulsion has not expired.

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Book	Administrative Guideline Manual
Section	Ready for Production
Title	Copy of VIDEO SURVEILLANCE AND ELECTRONIC MONITORING
Number	ag7440.01
Status	
Adopted	March 24, 2009

7440.01 - **VIDEO SURVEILLANCE AND ELECTRONIC MONITORING**

Purpose and Scope

This guideline governs the implementation of video surveillance and electronic monitoring systems on school property, and in school buildings and school buses.

Board Policy 7440.01 and this guideline do not apply to District and parentally-created video recordings of school events (e.g., plays, music performances, athletic contests, graduation, Board meetings), video recordings used for instructional purposes and made with the consent of all parties recorded, video recordings made of individual teachers for the purpose of improving classroom instruction, or surveillance (covert or otherwise) undertaken by law enforcement officers.

Definitions:

A. **Covert Surveillance** – surveillance conducted by means of hidden devices, without notice to the individuals being monitored.

B. **Personally Identifiable Information** – all information about a student other than directory information, which is defined in R.C. 3319.321(B)(1).

C. **Video Recording** – a videotape, CD, DVD, disk, hard drive, or other device used to store information (whether in printed format, on film, by digital/electronic means or otherwise) from a video surveillance/electronic monitoring system.

D. **Video Surveillance/Electronic Monitoring System** – a video, physical, or other mechanical, electronic or digital surveillance/electronic monitoring system or device that is permanently installed and enables continuous or periodic video recording, observing or monitoring of individuals on school premises, and in school buildings and school buses. This includes an audio device, thermal imaging technology or any other component associated with recording the image of an individual.

E. **Portable Video Cameras** – portable video cameras that may be carried by an individual and/or body-worn video cameras.

Approval

Before a video surveillance/electronic monitoring system is installed in a school building or on school premises, the building director must provide to the Superintendent a report describing the circumstances that indicate the necessity of having surveillance at the site (e.g., the safety and property concerns). The report should outline the less intrusive/invasive means that have been considered and the reason why they are not effective. The report should also identify proposed locations of the video surveillance/electronic monitoring equipment and whether portable video cameras will be used.

Placement of Video Surveillance/Electronic Monitoring Equipment

The building director, subject to review by the Superintendent, is responsible for authorizing the locations where video surveillance/electronic monitoring equipment is installed and operated. The building director must approve any changes in the locations of the equipment.

Video surveillance/electronic monitoring equipment may not ordinarily be used inside a classroom, laboratory, or other area utilized as a classroom or study space. Absent extraordinary circumstances, video surveillance/electronic monitoring equipment may not be operated in areas where there is a reasonable expectation of privacy by staff or students and where appropriate confidential or private activities/functions are routinely carried out (e.g., rest rooms, locker rooms, private offices, conference/meeting rooms,

and/or staff lounges.) Any exception to this rule must first be authorized by the Superintendent on grounds that no other supervision option is feasible and that the need is pressing and outweighs the privacy interest of the students or other persons likely to be observed. Surveillance of such locations may not be authorized on an ongoing basis.

Video surveillance/electronic monitoring equipment must be installed in a way that it only monitors those spaces that have been identified as requiring video surveillance – i.e., video cameras should not be directed to look through the windows of adjacent buildings, or onto adjacent property. Viewing areas off-campus, into neighboring property, into vehicles, or into any other areas where there is a reasonable expectation of privacy is prohibited. ~~Absent express written authorization from the Superintendent, no sound is to be monitored or recorded in connection with the video surveillance/electronic monitoring system.~~

Notice of Surveillance

Parents will be informed whenever a school decides to install video surveillance/electronic monitoring systems.

Students, faculty, and staff must be informed at the beginning of each year that the school is using video surveillance/electronic monitoring equipment to observe, monitor and/or record the behavior and activity of all persons on school property or grounds, or participating in school functions.

Each building or area in which video surveillance/electronic monitoring system is occurring shall have clearly written signs posted at conspicuous locations informing persons that the buildings and grounds may be under video surveillance. Signs shall be conspicuous enough in size so that a reasonable person would be able to view the contents of the sign and have reasonable and adequate warning that surveillance is, or may be, in operation. The signs must provide contact information of the building director or a designated staff person who is responsible for answering questions about the video surveillance/electronic monitoring system. Any exception to the Notice requirement, such as for a time-limited specific investigation into criminal conduct, must be authorized by the Superintendent on the grounds that covert surveillance is essential to the success of the investigation and the need outweighs the privacy interests of the persons likely to be observed. Covert surveillance may not be authorized on an ongoing basis.

Operation of Video Surveillance/Electronic Monitoring Equipment

Video surveillance/electronic monitoring equipment may be used to monitor and/or record behavior and activity of all persons on school property or grounds.

Although constant, real-time monitoring may not always be possible, it is expected that video images will be monitored on a scheduled basis.

Real-time viewing shall be limited to the building director or his/her designees (e.g., security personnel, other administrators, and secretarial staff responsible for providing visitors with access to the building). Under certain circumstances, the building director or Superintendent may contact local law enforcement to view the District's real-time video surveillance/electronic monitoring feeds. Circumstances warranting a review should be limited to instances where an incident is reported/observed or to investigate a potential crime or violation of Board Policy or the Student Code of Conduct.

If information is not viewed for law enforcement, school or public safety purpose – it should be routinely erased according to a standard schedule. If information is viewed for law enforcement, school or public safety purposes, it must be retained for a minimum of one (1) year. Prior to destruction of it, the building director should contact the Superintendent and/or Board Counsel.

Each building director is responsible for the proper implementation and control of video surveillance/electronic monitoring system installed and operating in his/her building and premises. A periodic audit by the building director of random images from the video surveillance/electronic monitoring system shall be conducted to verify that the equipment is operating properly and has not been blocked, moved or altered and that the images captured by the system are not inclusive of areas prohibited by this guideline or Board policy.

Only a designated employee or agent of the Board can install and operate video surveillance/electronic monitoring equipment. Building directors who have video surveillance/electronic monitoring equipment installed and operated on their campuses are responsible for adhering to a strict maintenance program – including image refocusing and lens cleaning.

Use of Video Recordings

Information obtained through video surveillance/electronic monitoring shall be used exclusively for the purpose set out in policy – i.e., to enhance security for students, staff and visitors, and to assist in the detection and deterrence of criminal activity (theft/vandalism) and/or violations of Board policy or the Student Code of Conduct. Video recordings may be used by the Board/administration as evidence in any legal or disciplinary actions, and for inquiries and proceedings related to law enforcement. The video surveillance system/electronic monitoring will not ordinarily be used to monitor staff performance, but any evidence unintentionally obtained through its general use may be used in internal employment or labor-related investigations. Information shall not be retained or used for purposes other than those sanctioned by Board policy.

Any remote monitoring system must protect the integrity of the video surveillance system and include a system utilizing passwords or other identifiers to gain access. Monitoring shall only be conducted by authorized school or District administrators and designees (e.g., police officials). Likewise, network connected systems must not be openly accessible on the Internet; rather, they must be operated behind the District's firewall and password protected.

Misuse or abuse of the video surveillance/electronic monitoring system shall not be tolerated and will be addressed on a case-by-case basis by the Board and Superintendent.

Viewing of Recordings

Authorized users of video surveillance/electronic monitoring system shall be approved by the Superintendent or building director. Only individuals with a legitimate educational interest in the video recording shall be designated as authorized users. As such, video recordings may only be viewed by the building director/designee or individual authorizing the video surveillance/electronic monitoring systems installation, by parents and students (see below), or School District staff with a direct involvement with the recorded content of the specific video recording, or employees or agents responsible for the technical operation of the system (for technical purposes only).

Authorized users shall receive training regarding proper use of the video surveillance/electronic monitoring system equipment, rules regarding privacy, and Board policy. Authorized users shall restrict system use to that for which it is intended (i.e., maintenance of individual safety and property conservation).

Video recordings will be viewed by authorized users on a random basis and/or when problems are brought to the attention of the building director or another administrator.

Video monitors used to view video recordings should not be located in a position that enables public viewing.

Any student (or parent of a minor student), employee or member of the public that is recorded by a video surveillance/electronic monitoring system has a general right of access to review the video if it will not result in or constitute an unauthorized release of another student's personally identifiable information. Access to an individual's own personal information may depend upon whether any other confidential or privileged information can be reasonably severed. Confidential or private information can be reasonably severed from the recording for viewing purposes if the District is able, without undue hardship or expense, to utilize a copy of the recording and digitally "black out" or "blur" the images of the other individuals who appear on the video. The original recording may not be altered in any manner. If an employee facing any disciplinary action, s/he may authorize his/her (union) representative or other advocate to also view the video recording.

An individual may be refused permission to review a video recording where to allow it would:

A. be an unreasonable invasion of a third party's personal privacy;

B. give rise to a concern for the safety of a third party;

C. constitute an unauthorized disclosure of student personally identifiable information under State and/or Federal law; or

D. interfere with or compromise a law enforcement investigation/matter.

If an individual is prohibited from reviewing a video recording, the building director will view it and report to the person what is contained on the recording.

Retention, Secure Storage, Access to and Disposal of Video Recordings

~~Video recordings, when not is use, shall be stored in a locked, fire resistant cabinet or room, in an area to which students and the public do not normally have access. The recordings must be clearly and properly labeled and entered into a storage log.~~

Access to and viewing of video recordings is limited to authorized personnel. The building director is responsible for maintaining a proper audit trail for all video recordings (i.e., logs must be maintained of all instances of access to, and use of, recorded material – the log must document the person accessing the recording, the date and time of access, and the purpose). The building director shall approve requests for access to recorded and stored video images. The building director may authorize the viewing of recorded images in the event of an ongoing law enforcement investigation, and incident involving property damage or loss, or for other reasons deemed appropriate.

All video recordings to be taken off-site must be signed out by the requestor and the building director. When returned, the requestor who originally signed the recording out and the building director shall sign the recording back in. All video surveillance/electronic monitoring recording media shall be considered legal evidence and treated as confidential or as directed by Board Counsel. Release

of original video recordings to individuals or outside agencies may only occur pursuant to subpoena or court order after the same has been reviewed by Board Counsel.

Original video recordings shall never be edited or manipulated in any manner. When video recordings are requested by any law enforcement agency as part of an ongoing investigation, a duplicate may be provided for that purpose. The original media shall be protected from accidental overwrite or erasure during the duplicating process. Nothing in his paragraph prohibits the redaction of personally identifiable information from duplicated media when mandated by FERPA.

Video recordings may never be sold publicly, viewed or distributed in any other fashion except as provided for by Board policy and this guideline, and consistent with State and Federal law.

Video surveillance/electronic monitoring recordings shall be retained, stored and destroyed, including storage log books, pursuant to the District's Records Retention Schedule.

Video recordings, scheduled to be destroyed must be securely disposed of in such a way that the personal information cannot be reconstructed or retrieved (e.g., shredding, burning, magnetically erasing the personal information).

Covert Surveillance

Because covert surveillance is highly privacy-invasive, it may only be used as a last resort in limited case-specific circumstances, and in a time-limited manner (i.e., it must be the only available option under the circumstances and the benefits derived from the personal information obtained far outweigh the violation of privacy of the individuals observed).

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Book	Administrative Guideline Manual
Section	Ready for Production
Title	Vol. 36, No. 2 - January 2018 New BUSINESS ADVISORY COUNCIL
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9141 - **BUSINESS ADVISORY**

Businesses are important partners who can help shape the educational experiences of all students in Ohio schools. Businesses can partner with schools to share news about job trends and opportunities, as well as economic changes that will affect jobs. They can play a role in District curriculum development and help create new opportunities for students, such as work-based learning experiences.

Purpose of a Business Advisory Council

Business advisory councils foster cooperation among schools, businesses and the communities they serve. This work ensures that the work of educators aligns with the needs of businesses. This cooperation can make a local education system more aware of the local labor market; promote work-based experiences within businesses; and help students prepare for successful learning and employment opportunities.

Business advisory councils include regional business leaders who are familiar with business and industry needs. Members partner with District leaders to plan and carry out the council's work.

Roles of a Business Advisor Council

A. advise the District on changes in the economy and job market and the area in which future jobs are most likely to be available;

B. advocate for the employment skills most critical to business and industry and the development of curriculum to teach these skills;

C. aid and support the District by offering suggestions for developing a working relationship among businesses, labor organizations and educators;

D. identify new and emerging careers;

E. offer recommendations on needed knowledge, skills and competencies;

F. offer recommendations on needed knowledge, skills and competencies;

G. offer work-based learning opportunities;

H. and make recommendations on the facilities and equipment needed to teach work-based skills.

~~[ ] [OPTION #1]~~

[X] The Board of Education

~~OR~~

~~[ ] Superintendent~~

shall appoint the business advisory council members and the District's contact representative.

Business advisory council membership should be representative of the District, be available to attend meetings and participate in council activities, and have a sincere interest in making a positive contribution to District/council ventures.

~~[END OF OPTION #1]~~

~~[ ] [OPTION #2]~~

~~The Board of Education has entered into an agreement with the _____ Educational Service Center so that the ESC's business advisory council will represent the businesses of the District. Regular updates from the council shall be reviewed by the Board.~~

~~Business advisory council membership should be representative of the District, be available to attend meetings and participate in council activities, and have a sincere interest in making a positive contribution to ESC/District/council ventures.~~

~~[ ] [END OF OPTION #2]~~

Members may be selected from:

A. local or regional businesses and industries;

B. workforce development or economic development groups or organizations;

C. local chambers of commerce;

D. local business or industry associations;

E. other organizations with unique knowledge of the local economy or business environment, such as higher education institutions;

F. the appointing Board of Education or ESC Governing Board (at least one member); and

G. School District leadership teams.

The business advisory council will document its practices in a written description of how the council will work. The description should include:

A. mission statement;

B. member appointment and terms of service;

C. appointment of officers and responsibilities of each office;

D. council's meeting schedule;

E. process the council will use to provide public notice of all meetings;

F. process for taking and recording minutes of each council meeting;

G. procedures for appointment of council subcommittees, if applicable;

H. procedures for appointment of council subcommittees, if applicable;

I. process for reporting to the Board on a quarterly basis;

J. schedule for review and revision of description of operations of the council.

This description outlines the council's purpose and guides its management by defining the council's responsibilities and limitations as well as expectations for its members.

Conflicts of Interest

The maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by members of the Business Advisory Council (in accordance with Policy 3133, Policy 4113, and Policy 1130) is essential to ensure the proper performance of school business as well as to earn and keep public confidence in the School District.

Council Activity

The District contact, working with the members of the business advisory council, shall decide the manner in which meetings are conducted, the way decisions are recorded, the process for developing the required plan and joint statement, and other activities of the business advisory council.

Frequency of Meetings

Ohio law requires each business advisory council to meet at least once per quarter.

Business Advisory Council Plan

The council in conjunction with the

(X) Board

~~( ) ESC Governing Board~~

shall develop a written plan. The plan should be revised and updated annually. At minimum, the plan must address how the business advisory council will make recommendations on these items:

A. delineating employment skills and developing curriculum to instill these skills;

B. changes in the economy and job market, and the types of employment in which future jobs are most likely to be available;

C. developing a working relationship among business, labor and education personnel.

The business advisory councils may consider incorporating these elements into their plans:

A. the schedule of required joint meetings of the Board and the business advisory council for the year; (State law requires meetings between the council and the board at least quarterly.)

B. a schedule, as determined appropriate, of additional meetings of the business advisory council or of council subcommittees;

C. data analysis or other information that describes changes in the economy and job market and the types of employment in which future jobs are most likely to be available;

Data may also focus on student skills or deficiencies and other information that informs the plan.

D. a needs assessment, based on data analysis, that identifies business community needs as well as students' educational needs;

The latter includes the academic, nonacademic, and employment skills and knowledge students must have to succeed in higher education and careers. Needs might include such things as improving awareness of job opportunities, and improving certain skills among students.

E. a schedule and description of events, activities or programs conducted by the business advisory council to address the identified business or student needs.

While the law does not prescribe specific events, activities or programs may include:

1. Job Fairs or Conferences: A gathering of business representatives and employees in a location that allows students and families to learn about business activities and job opportunities in the School District or region.

2. Job Shadowing: Organized opportunities through which students can shadow employees of businesses to understand the nature of the business and job.

3. Internships, cooperative training, work-based learning opportunities or employment for students: Organized opportunities through which students perform work over an extended time in a business setting to fully understand the nature of a job and how to do it. This can include unpaid as well as paid work; including full-time, part-time or summer employment.

4. Mentoring and tutoring programs for students: Programs through which employers provide opportunities for employees to serve as mentors and tutors to students, helping improve academic skills as well as social, emotional, and workplace and employability skills.

5. Career Counseling and Exploration: This can include helping students learn to use the OhioMeansJobs suite of tools and services. It could also include other career exploration activities or training for District employees on career counseling strategies.

6. Promoting student commitment to being drug free. This could include activities that raise awareness for students not only about the dangers of drug and alcohol use, but also how the use of drugs and alcohol negatively impacts workplace safety and productivity. Focus on how the commitment to remain drug free is a win-win situation for both employers and employees. If possible, provide examples to illustrate the point.

7. Promoting the use of the OhioMeansJobs Readiness Seal. This could include activities that raise awareness by employers and students of the seal and help students gain and demonstrate competencies included as part of the seal. It could also include training for employers on how to rate students on the various competencies required for the seal.

8. Informing curriculum design and development: This could include any of the following:

    a. reviewing curriculum materials for technical content accuracy

    b. reviewing curriculum materials for technical content accuracy

    c. helping the District obtain instructional materials

    d. identifying employability skills

    e. donating or otherwise helping the District acquire equipment or facilities for specialized training needs

    f. encouraging and promoting secondary and postsecondary connections

    g. recommending technical resource personnel

    h. using OhioMeansJobs K-12 to show desired employability skills for in-demand jobs

    i. supporting a school's application for STEM designation

    j. offering recommendations to implement career pathways

9. Engaging educators: This could include activities that provide teachers and other District personnel with information and experiences relative to the businesses in the community. It could include activities like teacher externships and other learning opportunities for educators.

F. Publicizing and communicating local economy and job information: This would include activities designed to inform students, educators and the community about changes to the local economy and which jobs will be most in demand. Activities could include:

1. developing and implementing a local marketing plan for in-demand careers;

2. arranging for meetings between chambers of commerce or business roundtables to discuss economic development in the area;

3. preparing and sharing reports and information on employment trends from the U.S. and Ohio Bureau of Labor Statistics;

4. inviting representatives from postsecondary and the workforce development community to meetings to discuss the future of jobs in the area;

5. using OhioMeansJobs K-12 to show in-demand jobs both throughout Ohio and in the local community.

G. Fostering collaboration, beyond the Council, among business, labor and education personnel. Activities could include:

1. broadly engaging local businesses to support the community's education system and participate in activities specified in the plan;

2. soliciting input from businesses on the work of the business advisory council.

Plans shall be filed annually with the Ohio Department of Education. The Department will coordinate the submission of annual plans through its Security Application for Enterprise (SAFE) web portal.

Submitting a Joint Statement

The council and its **(X)** District Board

~~or~~

~~[ ] ESC Governing Board~~

shall issue a joint statement by March 1st each year. This statement should report progress on work they outlined in the council's plan for that year, summarize actions taken and actions pending, and specify how the council and board have fulfilled their respective responsibilities under the law.

A. meetings conducted by the council;

B. the council's plan and implementation progress;

C. brief summaries of specific activities the council conducted;

D. the nature of the council's advice and recommendations, if any, on needed employment skills and curriculum development to instill those skills;

E. The nature of the council's advice and recommendations, if any, on economic and job market changes and the types of employment in which future jobs are most likely to be available; and

F. the nature of the council's advice and suggestions, if any, for developing working relationships among businesses, labor organizations and educational personnel.

Business Advisory Councils in Ohio Schools, Developed by the Ohio Department of Education and the Governor's Office of Workforce Transformation, 2017

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Last Modified by Andrew Hill on March 1, 2018

NEOLA of OHIO
TEMPLATES

NEOLA, Inc.

SPECIAL RELEASE – JANUARY 2018

TECHNOLOGY COLLECTION - PHASE IV (OHIO)

OVERVIEW AND COMMENTS

District-Specific Material

Although the proposed policies included in this collection have been thoughtfully prepared and reviewed by NEOLA's legal counsel for statutory compliance, it is the responsibility of each district to decide which policies and the specific language to include in its own unique policy collection. If the district makes changes, or substitutes in its entirety policies or other materials of the district's own drafting, those materials should be reviewed by the district's legal counsel to verify compliance. NEOLA does not review district-specific edits to update materials or District-specific policies for statutory compliance.

If the District chooses to adopt a (New) policy or guideline or incorporate District-specific material into an existing policy or guideline other than what has been proposed by NEOLA, then the District agrees to hold NEOLA harmless for those District-specific edits and acknowledges that NEOLA's warranty for legal challenges to that District-specific language in that policy or guideline will not be in effect. In addition, NEOLA retains ownership of the text from the original policy template that remains in a policy to which District-specific material has been added. District-specific materials include the following:

A. Materials from the District's existing materials that the District requests be incorporated during the drafting process;

B. (New) materials that the District develops in their entirety and exclusive of NEOLA; and

C. Revisions or deletions that substantively depart from NEOLA's templates.

EOLA of OHIO
TEMPLATES

Policy 7543 – Utilization of the District's Website and Remote Access to the District's Network (Revised)

Several additional resources have been added to the list of resources that could be accessed on the District's network.

Revisions have been made to the list of possible standards and regulations to which each individual granted remote access privileges must comply.

ADMINISTRATIVE GUIDELINES

AG 7530A – Personal Use of District Equipment/Supplies/Facilities (Revised)

The section that was previously titled "Copy Machines" has been re-titled "Copiers/Printers" and appropriate edits have been made throughout.

AG 7530B - Security Procedures for Technology Resources (as Defined in Bylaw 0100) (Revised)

Reference to the definition of Technology Resources in Bylaw 0100 was added in the title of this guideline.

An option to assign the responsibility of maintaining up-to-date licenses and related records to a staff member has been modified under "A" so that the option addresses for "apps and web services" in addition to "software".

AG 7540B - Technology Director (New)

This new guideline provides a structure for outlining specific responsibilities and functions for an individual serving in the role of Technology Director.

AG 7540C - Technology Governance Committee (New)

This new guideline provides suggestions and a structure for a Technology Governance Committee, if so desired.

Further, NEOLA does not recommend the use or incorporation of District-specific materials. NEOLA will, at the request of the District, incorporate District-specific materials into the licensed materials, with the implicit understanding that the District bears all risks associated with the District's decision to request that such District-specific materials be incorporated. NEOLA reserves the right to, but is not obligated to, advise the District to seek its own legal review of District-specific materials.

This Special Release includes:

POLICIES

Policy 7530 – Lending of Board-Owned Equipment (Revised)

The 3rd option on page 2 has been revised to make it clearer that Technology Resources assigned to a staff member may be used off school property, but, if they are and if they have Personally Identifiable Information about students and/or staff saved/uploaded/stored on the Technology Resource, then it is the responsibility of the staff member to have the device locked down so that an unauthorized individual cannot access the device if it lost or misplaced.

Policy 7530.02 – Staff Use of Personal Communication Devices (Revised)

Reference to the definition of Personal Communication Devices in Bylaw 0100 was added in the first paragraph, and any references throughout the policy to Personal Communication Devices have been changed to "PCDs."

"GPS-navigation destinations set or modified" was added to the list smartphone uses that should be completed before driving.

Policy 7542 – Access to District Technology Resources and/or Information Resources From Personal Communication Devices (Revised)

An optional opening paragraph is provided so that the Board can differentiate between use of its business network and its guest network if both of these have been established.

There is a reference to the definitions in Bylaw 0100 for Personal Communication Devices, Technology Resources, and Information Resources when these terms are first mentioned in either Option #1 or in Option #2. The reference to Bylaw 0100 will be a link so that the reader can toggle to the bylaw and read the definition if s/he desires to do so.

NEOLA of OHIO
TEMPLATES

FORMS

Form 7540.03 F1 – Student Technology Acceptable Use and Safety Agreement (Replacement)

Form 7540.04 F1 – Staff Technology Acceptable Use and Safety Agreement (Replacement)

COMMENTS

Electronic Access to Management Documents

If you are interested in finding out more about NEOLA's system for producing the District's policies, guidelines, and forms as well as other documents such as handbooks and negotiated agreements on the Internet, ask your NEOLA representative for a demonstration in your office. All that is required is that you have a computer and access to the Internet.

Reviewing Board Minutes

A feature of your subscription to the Update Service is the review of your District's Board minutes to identify action that results in new policy or revision to existing policy. If such action has been taken and copies of the related materials have not been submitted to the Coshocton Office, the District will be contacted and additional information regarding the action will be requested. Please take advantage of this valuable service by sending copies of your Board minutes to the Coshocton Office for review.

_____ SCHOOL DISTRICT

DISPOSITION OF NEW/REVISED/REPLACEMENT POLICIES FOR BOARD ADOPTION

TECH PHASE IV – JANUARY 2018

* 1 = drafted by District staff
* 2 = if the material was a work for hire, that is, material the District paid someone else to develop but from whom the District purchased the rights to publish
* 3 = if the material is copyrighted to someone else from whom the District has secured permission to publish the material

Policy Number	Date Adopted	District-Specific Edits (*1, 2, or 3)	Date Tabled	Date Rejected
7530				
7530.02				
7542				
7543				

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Book	Policy Manual
Section	Ready for Production
Title	Phase IV Technology Update - January 2018 Revised LENDING OF BOARD-OWNED EQUIPMENT
Number	po7530
Status	
Adopted	November 19, 2007

7530 - **LENDING OF BOARD-OWNED EQUIPMENT**

[ ] ~~No item of Board-owned equipment shall be loaned for non-school~~district ~~school use off~~ District ~~school property. If equipment is required for the use of those granted permission to use District facilities, it may be loaned in accordance with Board of Education policy on the use of school facilities.~~

[X] The Board of Education believes that Board-owned equipment is a valuable resource that may be loaned for community use under certain conditions only, provided that such use does not infringe on the original and necessary purpose of the equipment or interfere with the District's educational program ~~of the District~~.
The Board may lend specific items of equipment on the written request of the user and approval granted by

(X) the Superintendent

~~( ) the Board~~

~~( ) and only when such equipment is unobtainable elsewhere.~~

The user of Board-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return. The use of Board-owned equipment off District~~school~~ property is subject to the same rules and conditions of use that are in effect when the equipment is used on District~~school~~ property.

[X] District equipment may be removed from District property by students or staff members and/or Board members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The consent of the

(X) principal, director, supervisor and/or

(X) Superintendent

is required for such removal.

[X] Individuals authorized to use Board-owned equipment off District~~school~~ property are prohibited from ~~may not allow~~ allowing anyone else to use the equipment (e.g., spouses, children, relatives, friends, etc. may not use Board-owned equipment, which is approved~~sanctioned~~ for use by a specific person).

[X] A Board employee may use authorized Board-owned Technology Resources~~technology including~~:

~~( ) cellular telephones;~~

~~( ) personal digital assistants ("pdas");~~

~~( ) laptop computers; and~~

~~( ) other technology devices~~

for school use off of District~~school~~ property. District Technology Resources (as defined in Bylaw 0100) ~~devices owned by the Board~~ may contain personally identifiable information ("PII") about ~~District~~ students and/or staff. Federal and State laws prohibiting disclosure of such PII~~personally identifiable information~~ apply to electronic records stored on ~~technology devices~~ District Technology Resources. Board employees must ~~are advised to~~ exercise caution when ~~transferring~~ saving/uploading/storing PII on mobile/portable storage devices (e.g., external hard drives, CDs/DVDs, USB thumb/flash drives, etc.), including mandatory encryption of the device, and when accessing PII that is stored on the District's network or contracted cloud-storage.~~personally identifiable information onto~~

~~disks, flash drives, and other technology devices~~. A Board employee who loses or misuses student or staff PII ~~personally identifiable information~~ will be subject to disciplinary action, ~~as determined by the Board.~~

[X] Personal use of Board-owned equipment or facilities by staff or students will be in accordance with the Superintendent's administrative guidelines.

[X] Removal of Board-owned equipment from District property for personal use is prohibited by staff or students.

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Last Modified by Andrew Hill on March 9, 2018

Book	Policy Manual
Section	Ready for Production
Title	Copy of STAFF USE OF PERSONAL COMMUNICATION DEVICES
Number	po7530.02
Status	
Adopted	October 14, 2013

7530.02 - **STAFF USE OF PERSONAL COMMUNICATION DEVICES**

Use of personal communication devices ("PCDs") (as defined in Bylaw 0100) has become pervasive in the workplace. For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads like ~~and similar~~ devices), electronic readers ("e-readers"; e.g., Kindles like ~~and similar~~ devices), cell phones (e.g., ~~mobile/cellular telephones,~~ smartphones~~, telephone paging devices~~), and/or other web-enabled devices of any type. Whether the PCD is Board-owned and assigned to a specific employee, or personally-owned by the employee (regardless of whether the Board pays the employee an allowance for his/her use of the device, the Board reimburses the employee on a per use basis for their business-related use of his/her PCD, or the employee receives no remuneration for his/her use of a personally-owned PCD), the employee is responsible for using the device in a safe and appropriate manner.

Safe and Appropriate Use of Personal Communication Devices, Including Cell Phones

In situations where job responsibilities include regular driving and accepting of business calls, the employee should consider the use of hands-free equipment to facilitate the provisions of this policy.

Using a cell phone or other PCD while operating a vehicle is strongly discouraged. Employees should plan their work accordingly so that calls are placed, text messages/instant messages/e-mails read and/or sent, GPS-navigation destination set/modified, and/or the Internet browsed either prior to traveling or while on rest breaks. In the interest of safety for both Board employees and other drivers, employees are required to comply with all applicable laws while driving (including any laws that prohibit texting or using a cell phone or other PCD while driving).

Employees may not use a PCD in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

Duty to Maintain Confidentiality of Student Personally Identifiable Information - Public and Student Record Requirements

Employees are subject to all applicable policies and guidelines pertaining to protection of the security, integrity and availability of the data stored on their PCDs.

Cellular and wireless communications, including calls, text messages, instant messages, and e-mails sent from PCDs, may not be secure. Therefore, employees should use discretion in relaying confidential information, particularly as it relates to students.

Additionally, cellular/wireless communications, including text messages, instant messages and e-mails sent and/or received by a public employee or school official using his/her PCD may constitute public records if the content of the message concerns District business, or an education record if the content includes personally identifiable information about a student. Cellular/wireless communications that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 – Public Records. Cellular/wireless communications that are student records should be maintained pursuant to Policy 8330 – Students Records. Finally, cellular/wireless communications and other electronically stored information (ESI) stored on the staff member's PCD may be subject to a Litigation Hold pursuant to Policy 8315 – Information Management. Staff are required to comply with District requests to produce copies of cellular/wireless communications in their possession that are either public records or education records, or that constitute ESI that is subject to a Litigation Hold.

At the conclusion of an individual's employment (whether through resignation, nonrenewal, or termination), the employee is responsible for verifying all public records, student records and ESI subject to a Litigation Hold that are maintained on the employee's PCD are transferred to the District's custody (e.g., server, alternative storage device). The District's IT department/staff is available to assist in this process. Once all public records, student records and ESI subject to a Litigation Hold are transferred to the District's custody, the employee is required to delete the records/ESI from his/her PCD. The employee will be required to sign a

document confirming that all such records/information has been transferred to the District's custody and deleted from his/her PCD before the Board will issue any final compensation that is owed to the employee.

Similarly, if an employee intends to dispose of, or otherwise stop using, a personally-owned PCD on which s/he has maintained public records, student records and/or ESI that is subject to a Litigation Hold, the employee must transfer the records/ESI to the District's custody before disposing of, or otherwise ceasing to use, the personally-owned PCD. The employee is responsible for securely deleting such records/ESI before disposing of, or ceasing to use, the personally-owned PCD. Failure to comply with these requirements may result in disciplinary action.

If a PCD is lost, stolen hacked or otherwise subjected to unauthorized access, the employee must immediately notify the Superintendent so a determination can be made as to whether any public records, students records and/or ESI subject to a Litigation Hold has been compromised and/or lost. The Superintendent shall determine whether any security breach notification laws may have application to the situation. Appropriate notifications will be sent unless the records/information stored on the PCD was encrypted.

It is suggested that employees lock and password protect their PCDs when not in use.

Employees are responsible for making sure no third parties (including family members) have access to records and/or information, which is maintained on a PCD in their possession, that is confidential, privileged or otherwise protected by state and/or federal law.

Privacy Issues

Except in emergency situations or as otherwise authorized by the Superintendent or as necessary to fulfill their job responsibilities, employees are prohibited from using PCDs to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, ( ) (X) gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Personal Use of PCDs While at Work

Board employees may carry PCDs with them while at work, but are subject to the following restrictions:

A. Excessive use of a PCD for personal business during work hours is considered outside the employee's scope of employment and may result in disciplinary action.

B. Employees are personally and solely responsible for the care and security of their personally-owned PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, personally- owned PCDs brought onto its property, or the unauthorized use of such devices.

Potential Disciplinary Action

Violation of this policy may constitute just cause for disciplinary action up to and including termination. Use of a PCD in any manner contrary to local, State or Federal laws may also result in disciplinary action up to and including termination.

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Legal Ohio Revised Code 4511.204

Last Modified by Andrew Hill on March 9, 2018

Book	Policy Manual
Section	Ready for Production
Title	Phase IV Technology Update - January 2018 Revised ACCESS TO DISTRICT TECHNOLOGY RESOURCES AND/OR INFORMATION RESOURCES FROM PERSONAL COMMUNICATION DEVICES
Number	po7542
Status	
Adopted	October 14, 2013

7542 - **ACCESS TO DISTRICT TECHNOLOGY RESOURCES AND/OR INFORMATION RESOURCES FROM PERSONAL COMMUNICATION DEVICES**

For purposes of this policy, "personal communication device" (PCD) includes computers, tablets (e.g., iPad-like devices), electronic readers ("e-readers"; e.g., Kindle-like devices), cell phones, smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc.), ~~( ) telephone paging devices (e.g., beepers or pagers),~~ [NOTE: END OF OPTION] and/or other web-enabled devices of any type.

[X] The Board of Education provides both a guest network and business network. The business network is a secure network for the conduct of official District business. Access to the business network requires prior approval and authorization by the District. The guest network is a CIPA-compliant non-secured network provided for use by ~~students,~~ parents, and other visitors while on school property. Only Board-approved communication devices and authorized users may access the business network. Any non-Board-approved communication devices or non-authorized users must be pre-approved by the Superintendent.

~~**[ ] [OPTION #1]**~~

~~The Board of Education prohibits individuals from using their personal communication devices (PCDs) to access the District's technology resources (e.g., networks, servers, projectors, printers, etc.) Technology and/or Information Resources (as defined in Bylaw 0100) while on-site at a District facility. For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), Cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), **( )** telephone paging devices (e.g., beepers or pagers), **( )** and/or other web-enabled devices of any type.~~

~~**[ ]** Exceptions to this policy must be approved in advance, in writing, by the Superintendent.~~

~~**[END OF OPTION #1]**~~

~~**[ ] [OPTION #2]**~~

The Board of Education permits

(X) employees,

(X) students,

(X) Board members,

(X) guests,

(X) , as well as

(X) contractors,

(X) vendors,

(X) agents,

to use their ~~personal communication devices (~~"PCDs"~~)~~ to wirelessly access the District's ~~technology resources (guest or business networks, servers, projectors, printers, etc.)~~ Technology and/or Information Resources (as defined in Bylaw 0100) while they are

on-site at any District facility. **(X)** Access to the business/guest network shall require authentication.

~~For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phone (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, etc.), ( ) and/or other web-enabled devices of any type.~~

[X] If the user wants to access the ~~District's technology resources~~ District's Technology and/or Information Resources through a hard-wired connection, the user's PCD must first be checked by the Director of Technology to verify it meets the established standards for equipment used to access the network.

The Director of Technology **(X)** is charged with developing or~~, ( ) is directed to develop~~ the necessary standards for connecting PCDs to the District's Technology and Information Resources~~technology resources~~. The standards shall be available upon request.

The standards shall be designed and enforced to minimize the Board's exposure to damages, including, but not limited to, the loss of Confidential ~~sensitive District data~~ Data/Information, illegal access to Confidential Data/Information~~confidential data,~~ damage to the District's intellectual property, damage to the District's public image/reputation, and damage to the District's critical internal systems, from unauthorized use.

The use of PCDs must be consistent with the established standards for appropriate use as defined in Policy 7540.03 and AG 7540.03 - Student ~~Education~~ Technology Acceptable Use and Safety, Policy 7540.04 and AG 7540.04 - Staff ~~Education~~ Technology Acceptable Use and Safety, Policy 5136 and AG 5136 - Personal Communication Devices, Policy 7530.02 - Staff Use of Personal Communication Devices. When an individual connects to and uses the District's ~~technology resources~~ Technology and/or Information Resources, s/he must agree to abide by all applicable policies, administrative guidelines and laws (e.g., the user will be presented with a "splash screen" that will set forth the terms and conditions under which s/he will be able to access the District's Technology and/or Information Resource(s)~~technology resource(s),~~ the user will need to accept the stated terms and conditions before being provided with access to the specified technology resource(s)).

In order to comply with the Children's Internet Protection Act ("CIPA"), the Board has implemented technology protection measures that protect against (e.g., filter or block") access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors. The Board also utilizes software and/or hardware to monitor online activity to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors.

Any user who violates the established standards and/or the Board's Acceptable Use policy, or who accesses the District's Technology and/Information Resources~~technology resources~~ without authorization may be prospectively denied access to the District's Technology and/or Information Resources~~technology resources~~. If the violation is committed by a contractor, vendor or agent of the District, the contract may be subject to cancellation. Further disciplinary action may be taken if the violation is committed by a student or employee.

The owner of a PCD bears all responsibility and assumes all risk of theft, loss, or damage to, or misuse or unauthorized use of the device while it is on Board property. This provision applies to everyone, regardless of their affiliation or connection to the District.

[END OF OPTION #2]

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Last Modified by Andrew Hill on March 9, 2018

Book	Policy Manual
Section	Ready for Production
Title	Phase IV Technology Update - January 2018 Revised UTILIZATION OF THE DISTRICT'S WEBSITE AND REMOTE ACCESS TO THE DISTRICT'S NETWORK
Number	po7543
Status	

7543 - **UTILIZATION OF THE DISTRICT'S WEBSITE AND REMOTE ACCESS TO THE DISTRICT'S NETWORK**

Parents, students, staff/employees and community members are encouraged to a~~A~~ccess to the District's ~~W~~website (_____www.wadsworth.k12.oh.us_____) is encouraged.

The following resources are~~shall~~ be available on the District's website:

A. (X) links to school websites

B. (X) School/District Departments

C. **(X)** the District's calendar ~~of events~~

D. **(X)** (gradebook program)

E. **(X)** (required State report)

F. **(X)** Board agendas and minutes

G. information concerning the District's Anti-Discrimination Policies and Procedures, including Section 504/ADA complaint procedures

H. summary of all reported bullying incidents (updated twice a year)

I. required Forms

J. employment and Volunteer Opportunities

K. resources for additional information during an crisis/emergency situation

L. contact Info

M. _____ ~~[e.g., School Choice Options]~~

N. ~~( )~~ _____

~~The Board encourages employees, p~~Parents, students, staff/employees and community members should ~~to~~ check the District's website regularly for changes to these resources and for the addition of other resources. Some resources may require a user name and password, or a login procedure due to the personally identifiable nature of the information provided through that resource (e.g., the gradebook program and e-mail system). If a user name and password, or login procedure, is necessary to access a resource, the user should contact the applicable school or department for access.~~information shall be provided on the website explaining who is eligible for a user name and password, how to obtain a user name and password, and detailed instructions concerning the login process.~~

Access to the District Network Through a Server

~~**[NOTE: Please choose one (1) of the following options.]**~~

~~**Option #1**~~

~~[ ] Board members~~

~~[ ] District employees~~

~~[ ] Students~~

~~( ) , as well as~~

~~( ) contractors,~~

~~( ) vendors,~~

~~( ) agents~~

~~of the District, are not permitted to use their personally-owned or District-owned computers or workstations~~

~~( ) and/or web-enabled devices of any type~~

~~to remotely (i.e. away from District property or facilities) access the District's server and connect to the District's Nnetwork.~~

~~[ ] Any exceptions to this policy must be approved in advance, in writing, by the Superintendent.~~

~~**[END OF OPTION #1]**~~

~~**Option #2**~~

~~[ ] Board members~~

~~[ ] District employees~~

~~[ ] Students~~

~~( ) , as well as~~

~~( ) contractors,~~

~~( ) vendors,~~

~~( ) agents~~

~~of the District,~~Individuals that are granted access~~-~~are permitted to use their personally-owned or District-owned computers or workstations

~~( ) and/or web-enabled devices of any type~~

to remotely (i.e. away from District property and facilities) access the District's server and thereby connect to the District's ~~N~~network. This policy is limited to remote access connections that are used to do work on behalf of or for the benefit of the District, including, but not limited to, reading or sending e-mail and reviewing District-provided intranet web resources ~~**( ) and completing assigned coursework**~~.

Each individual granted remote access privileges pursuant to this policy must adhere to the following standards and regulations:

A. his/her ~~device~~ computer/device must have active on it~~, at the minimum, the~~ an anti-virus program with the latests updates from the manufacturer~~software specified in the District's standards for remote access and connection.~~

B. ( ) the individual may only access the ~~N~~network using his/her assigned user name and password.

   The individual is prohibited from ~~must not~~ allowing other persons, including friends and family members, to use his/her user name and password to log into the ~~N~~network. The user may not go beyond his/her authorized access.

C. ( ) his/her device may not be connected to any other network at the same time s/he is connected to the ~~N~~network, with the exception of personal networks that are under the complete control of the user

D. ~~the individual may not access non-District e-mail accounts (e.g. Hotmail, Gmail, Yahoo, AOL, and the like) or other external resources while connected to the Network.~~

E. ( ) his/her device may not, at any time while the individual is using remote access to connect to the ~~N~~network, be reconfigured for the purpose of connecting to another (an additional) network~~split tunneling or dual homing.~~

F. use of the ~~N~~network, whether conneced directly or remotely, is contingent upon the individual abiding by the terms and conditions of the ~~District~~Board's ~~Network and Internet~~ Technology Acceptable Use and Safety policy and guidelines Users may be required to sign the applicable agreement Form (7540.03 F1 or Form 7540.04 F1) prior to being permitted to use remote access.

~~[ ] Users are required to sign the applicable agreement form (Form 7540.03 F1 or Form 7540.04 F1) prior to being permitted to use remote access.~~

Additional standards and regulations for remotely accessing and connecting to the District network shall be developed and published in AG 7543 - Standards and Regulations for Remote Access and Connection.

Any user who violates this policy may be denied remote access and connection privileges.

[END OF OPTION #2]

Any employee who violates this policy may be disciplined, up to and including termination; any **(X)** contractor**(X)** vendor **(X)** agent who violates this policy may have his/her contract with the District terminated; and **(X)** any student who violates this policy may be disciplined up to and including suspension or expulsion.

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Last Modified by Andrew Hill on March 9, 2018

_____ **SCHOOL DISTRICT**

DISPOSITION OF NEW/REVISED/REPLACEMENT
GUIDELINES FOR APPROVAL

TECH PHASE IV – JANUARY 2018

* 1 = drafted by District staff
* 2 = if the material was a work for hire, that is, material the District paid someone else to develop but from whom the District purchased the rights to publish
* 3 = if the material is copyrighted to someone else from whom the District has secured permission to publish the material

Guideline Number	Date Approved	District-Specific Edits (*1, 2, or 3)	Date Rejected
7530A			
7530B			
~~7540B~~			
~~7540C~~			

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Book	Administrative Guideline Manual
Section	Ready for Production
Title	Phase IV Technology Update - January 2018 Revised PERSONAL USE OF DISTRICT EQUIPMENT/SUPPLIES/FACILITIES
Number	ag7530A
Status	

7530A - **PERSONAL USE OF DISTRICT EQUIPMENT/SUPPLIES/FACILITIES**

Board Policy 7530 requires that limits be placed on staff and student use of District equipment and facilities. The following guidelines describe the nature and extent of such use.

TELEPHONES

A. ~~( ) District telephones are not to be used for personal calls except for a bona fide emergency~~.

B. **(X)** Staff members may use ~~the~~ District telephones to make brief, local (nontoll) calls provided such calls are made during free time.

( ) and are not for conducting a private business.

Except in emergencies, local calls should be limited to two (2) or three (3) minutes.

C. ~~( ) No long-distance calls are to be made without the permission of the _____. If such calls are made, time and charges are to be recorded by the caller and submitted together with the payment to the _____.~~

D. ~~( ) Telephones are not to be used with computer modems without the approval of _____.~~

COPIERS/PRINTERS~~Y MACHINES~~

A. **(X)** District copiers and printers may not be used for nonschool purposes.

B. ~~( ) Staff members may use a District copier/printer to make **( ) single ( ) no more than** _____ copies of personal documents provideding such copying/printing done on free time.~~

C. ~~With the permission of the _____, a staff member may make multiple copies of one or more documents for a fee of $._____ per page~~

~~( ) which includes the cost of paper.~~

~~( ) with the staff member providing his/her own paper.~~

~~The number of copies is to be recorded and submitted, together with the fee payment, to _____.~~

FAX MACHINES

A. ~~( ) District fax machines may not be used for nonschool purposes.~~

B. ~~( ) Staff members may use a District fax machine provideding s/he pays the telephone charges.~~

C. ~~( ) With the permission of the _____, a staff member may receive faxes of one (1) or more documents for a fee based upon the cost of the call.~~

D. **( )** A staff member may also receive faxes of one or more documents for a fee of $1.00~~.~~_____ per page

(X) which includes the cost of paper.

~~( ) with the staff member providing his/her own paper.~~

The number of pages~~copies~~ is to be recorded and submitted, together with the fee payment, to Treasurer's Office.

TECHNOLOGY RESOURCES~~COMPUTERS~~

A. ~~( ) District~~ Technology Resources (~~as defined in Bylaw 0100~~)~~computers and printers may not be used for personal reasons.~~

B. **(X)** ~~A~~District Technology Resources~~PC~~ may be used for personal reasons provided~~ing~~ such use has been approved by principal/director/supervisor and takes place during a staff member's free time.

~~( ) and is limited to ____ hours per week.~~

C. ~~( ) Staff members are to provide their own mobile/portable storage devicecomputer disks ( ) and printer paper.~~

D. ~~( ) Staff members shall be charged $ _____ per hour of computer time to help defray the cost of servicing and maintenance.~~

~~( ) and the cost of printer paper.~~

FACILITIES/EQUIPMENT/SUPPLIES

A. ~~( ) Staff members may not use any of the District's equipment or supplies for personal reasons.~~

B. **(X)** Staff members may use District facilities provided~~ing~~ they follow the guidelines established in AG 7510A - Use of District Facilities.

C. ~~( ) Staff members shall~~

~~( ) be exempt from rental fees established for the facility they wish to use.~~

~~( ) pay the rental fee established for the facility they wish to use.~~

D. ~~( ) Staff members may use District equipment only with the written approval of the~~ **~~[person responsible for the equipment]~~** ~~Superintendent or Business Manager.~~

~~( ) and upon payment of the fee established for such use.~~

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Last Modified by Andrew Hill on March 9, 2018

Book	Administrative Guideline Manual
Section	Ready for Production
Title	Phase IV Technology Update - January 2018 Revised SECURITY PROCEDURES FOR TECHNOLOGY RESOURCES (as defined in Bylaw 0100)
Number	ag7530B
Status	

7530B - **SECURITY PROCEDURES FOR TECHNOLOGY RESOURCES (as defined in Bylaw 0100)**

A. Identification:

1. **(X)** Each District Technology Resource shall have ~~A~~ a label that states~~with~~ the District's name and an identification number~~ will be placed on each piece of equipment~~.

2. ~~( ) In addition, indelible ink shall be used to write the following information on each District Technology Resource piece of equipment and software:~~

   ~~District, school name, and special funding, if applicable.~~

3. **(X) The Technology Department shall maintain** a ~~R~~records~~ of the identification number, serial number, model, etc. for each District Technology Resource~~piece of audiovisual equipment shall be maintained in _____~~.

4. **(x)** The Instruction and Professional Development, Student Services and Technology Departments shall maintain up-to-date software licenses and related records concerning software/applications used in the District, including the course or program in which it is used.~~Records on each piece of software, organized by title and course or program, shall be maintained in the _____~~.

B. Use of District Technology Resources~~Hardware and Software~~:

~~All~~ District Technology Resources, regardless of whether they ~~audiovisual equipment and software to be used~~ will be used ~~either~~ on ~~in the~~ District property or off-school premises, must ~~shall~~ be checked out through the Technology Department. (See Form 7530B F1.) District Technology Resources shall~~Use of equipment and software may~~ not be used for the purpose of copying materials in violation of copyright laws or in a manner inconsistent with applicable policies and guidelines that address its use. (See Policy 7530.01, Policy 7540.01, Policy 7540.02, Policy 7540.04, and AG 2531, AG 7540, AG 7540.01A, AG 7540.01B, AG 7540.02, AG 7540.04, and AG 7540.05.)

The person signing the request Form 7530B F1 is responsible for the condition of the District Technology Resource~~equipment/software~~ until it is checked back in.

Students are ~~should~~ not to use District Technology Resources~~audiovisual equipment or software~~ without first receiving appropriate training.~~a staff member or approved volunteer being present.~~

~~[ ] In special circumstances, students may be allowed to use District Technology Resources equipment/software, without supervision when the teacher incharge deems it appropriate desirable and the student has provded himself/herself respopnsible.~~

X[ ] Where an exceptional instructional need is demonstrated, permission to use District Technology Resources~~equipment and software~~ off ~~the~~ school premises shall be granted by the principal after consulting Director of Technology [Technology Director]~~(media coordinator)~~. (Use Form 7530B F1.) The use of District Technology Resources~~owned equipment and/or software~~ off school property is subject to the same rules and conditions of use that are in effect when the equipment is used on school property. Individuals authorized to use District Technology Resources~~owned equipment~~ off school property are prohibited from~~may not~~ allowing anyone else to use the resource~~equipment~~ (e.g., spouses, children, relatives, friends, etc. may not use District Technology Resources that are ~~owned equipment, which is sanctioned~~ approved for use by a specific person).

~~Exceptional instructional needs include, but are not limited to:~~

1. ~~( ) increasing teacher proficiency in the operation of equipment or enlarging knowledge of particular software/application necessary for classroom instruction;~~

2. ~~( ) producing/preparing instructional materials or classroom lessons;~~

3. ~~( ) developing new or additional applications of District Technology Resourcesthe computer or software;~~

4. ~~( ) allowing students to do homework assignments or self-tutoring.~~

C. Requests for Personal Use:

Personal use of District Tehnology Resources~~equipment and software~~, including computers and peripherals, by students, staff, **( ) Board members** and**( ) District residents** shall be in accordance with Policy 7530 and the accompanying guidelines.

Requests to use District Technology Resources~~audiovisual equipment and software~~ for personal use off school premises will require written permission from _____ the Technology Department _____. If permission is granted, the use of District Technology Resources~~the equipment and/or software~~ is limited to the reason identified in the initial request; any other use is strictly prohibited and could result in future denials of request to use District Technology Resources~~the equipment and/or software~~.

1. ~~Staff members must fill out Form 7530B F1 and submit it to the _____ for approval at least _____ in advance of the intended use.to the _____.~~

2. ~~( ) Staff members requesting District Technology Resourcesequipment and software for personal use may do so no more than _____ times. They will be responsible for arranging safe transportation and housing for District Technology Resources equipment and software used off school premises and will accept responsibility for any damages.~~

3. ~~Students must receive permission from their instructor, based on a legitimate instructional purpose, prior to completing Form 7530B F1 and submitting it to the _____. A request must be submitted to the _____ for approval at least _____ prior to the intended use.~~

4. ~~( ) District residents and Board members, who are not staff members, may use District Technology Resources audiovisual equipment and software on school premises while the ITmedia staff is present or in conjunction with a request for building use. Residents,including Board members, may use District Technology Resourcesaudiovisual equipment and materials off District premises only in exceptional cases as determined by the _____. They must complete Form 7530B F1 and submit it to the _____ for approval at least _____ in advance of the intended use.~~

5. ~~( ) All requests will be maintained in by the individual school IT staffmedia center and a copy sent to the _____.~~

6. ~~( ) All requests will be maintained in the central office by _____.~~

Users arewill be responsible for arranging safe transportation and housing for District Technology Resources ~~equipment and software~~ used off school premises.

The borrower will not be held responsible if repair is required as a result of equipment malfunction or unavoidable circumstances but will be responsible for damages resulting from negligence. In no instance, should an attempt be made to repair District Technology Resources~~equipment or software~~. The defective item should be returned to the _____ Technology Department _____ as is with a written description of the problem/malfunction. The District will repair the equipment and, if appropriate, bill the user.

D. ~~Staff Services:~~

~~ITMedia staff will instruct the user on the correct operation of District Technology Resourcesequipment and software prior to the user receiving the item/equipmentmaterial. The _____ will designate appropriate staff to assist in moving and setting up District Technology Resources equipment and software for instructional purposes on school premises.~~

~~ITMedia staff may assist other staff members in obtaining materials for instructional use by video taping or audio recordingtaping within copyright guidelines.~~

E. ~~Equipment~~ Inventory and Repair of District Technology:

All District Technology Resources~~audiovisual software and hardware~~ will be inventoried ~~at the end of each school year~~at the time o of purchase and/or deployment. The Technology Department shall maintain ~~A~~an accurate inventory of all District Technology Resources.~~computers and other audio visual equipment in the District will be maintained by _____~~.~~ The _____ ~~I~~inventory ~~of computers, other audiovisual equipment, and software~~ will also be maintained in the school or department in which they are located (X) and in an online database.

If a District Technology Resource~~piece of equipment or software~~ requires repair, it will be sent to the Technology Department. An "out for repair" file is to contain information~~a repair card~~ detailing the characteristics of the problem, date the repair was requested, and the repairer. ~~Subsequently, repair information including type of repair, date repaired, and the cost shall be recorded on the repair card and filed in the _____~~.

F. Report of Loss:

If any District Technology Resource~~equipment or software~~ is lost, the school principal, ~~and the~~ Director of Technology and the Superintendent shall be notified. The principal should notify police, if deemed appropriate. A complete inventory of all other District Technology Resources~~equipment and/or software~~ located in the same area as the lost items shall be taken. Inventory records~~cards~~ for all missing equipment/software shall be kept in a separate file for use in giving information to the police and/or the insurance company.

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Last Modified by Andrew Hill on March 9, 2018

OHIO HIGH SCHOOL ATHLETIC ASSOCIATION
4080 ROSELEA PLACE ~ COLUMBUS, OHIO 43214

CONFIRMATION OF
TOURNAMENT SITE AGREEMENT

This ***CONFIRMATION OF TOURNAMENT SITE AGREEMENT*** is executed this _**1st**_ day of _**Feb.**__, 201**8**_ by and between the Ohio High School Athletic Association, dba the Northeast District (hereinafter "DAB"), and _**Wadsworth High School**__, located at _**625 Broad Street, Wadsworth, OH 44281**_____ (hereinafter ("SCHOOL-"DISTRICT"[1]). {School Site Address @ Location of Event}

Whereas, District has previously indicated its desire to host certain tournament events throughout the 2017-2018 school year; and

Whereas, as the fall/winter/spring tournaments are about to begin, tournament site selections have been made by the DAB and District's site has been chosen to host one or more of these tournament events; and

Whereas, all terms and conditions of the Tournament Site Agreement have been agreed to-- except the dates of the events and the financial terms of this license;

Now therefore, in order to confirm the terms of the ***Tournament Site Agreement*** and to identify the times, dates and financial terms of that agreement, the parties hereto agree as follows:

1. LICENSE

a. DISTRICT agrees to license the premises known as _**Wadsworth High School**_____, located at _**625 Broad Street, Wadsworth, OH 44281**_____ (hereinafter the "Facilities").
{Address of Event}
b. This license includes, but is not limited to the competition area, public areas, spectator stands, locker room(s), parking areas and press areas for the purpose of presenting the OHSAA SECTIONAL, DISTRICT (circle one) Tournament in the Sport of—List Specific Sport __**Girls Basketball**_____.
c. The OHSAA Tournament Site Agreement General Terms and Conditions 2017-2018 are incorporated herein as if fully rewritten.
d. The times and dates for these tournament events are listed below.

Feb. 22, 2018 (7:00 p.m.)	

2. LICENSE FEE

As and for further consideration of the Tournament Site Agreement, DAB agrees to pay District the license fee of _____ ($_____) per day/per event.

Northeast District Athletic Board

By: Larry Acker, Secretary

_____

Signature

_____

Facility or Site of Event

By:___**Brad Musgrave**_____

Tourney Manager –Print Name

_____

Tourney Manager--Signature

Its:___**Athletic Director**_____

[CEO,CFO or AD, Administrator -Signature

OHIO HIGH SCHOOL ATHLETIC ASSOCIATION
4080 ROSELEA PLACE ~ COLUMBUS, OHIO 43214

CONFIRMATION OF TOURNAMENT SITE AGREEMENT

This ***CONFIRMATION OF TOURNAMENT SITE AGREEMENT*** is executed this _**8th**_ day of _**Feb.**__, 201**8**_ by and between the Ohio High School Athletic Association, dba the Northeast District (hereinafter "DAB"), and _**Wadsworth High School**__, located at _**625 Broad Street, Wadsworth, OH 44281**_____ (hereinafter ("SCHOOL-"DISTRICT"[1]). {School Site Address @ Location of Event}

Whereas, District has previously indicated its desire to host certain tournament events throughout the 2017-2018 school year; and

Whereas, as the fall/winter/spring tournaments are about to begin, tournament site selections have been made by the DAB and District's site has been chosen to host one or more of these tournament events; and

Whereas, all terms and conditions of the Tournament Site Agreement have been agreed to-- except the dates of the events and the financial terms of this license;

Now therefore, in order to confirm the terms of the ***Tournament Site Agreement*** and to identify the times, dates and financial terms of that agreement, the parties hereto agree as follows:

1. LICENSE

a. DISTRICT agrees to license the premises known as _**Wadsworth High School**_____, located at _**625 Broad Street, Wadsworth, OH 44281**_____ (hereinafter the "Facilities").
{Address of Event}
b. This license includes, but is not limited to the competition area, public areas, spectator stands, locker room(s), parking areas and press areas for the purpose of presenting the OHSAA SECTIONAL, DISTRICT (circle one) Tournament in the Sport of—List Specific Sport __**Boys Basketball**_____.
c. The OHSAA Tournament Site Agreement General Terms and Conditions 2017-2018 are incorporated herein as if fully rewritten.
d. The times and dates for these tournament events are listed below.

Feb. 28, 2018 (7:00 p.m.)	

2. LICENSE FEE

As and for further consideration of the Tournament Site Agreement, DAB agrees to pay District the license fee of _____ ($_____) per day/per event.

Northeast District Athletic Board

By: Larry Acker, Secretary

_____

Signature

Facility or Site of Event

By:___**Brad Musgrave**_____

Tourney Manager –Print Name

_____

Tourney Manager--Signature

Its:___**Athletic Director**_____

[CEO,CFO or AD, Administrator -Signature

OHIO HIGH SCHOOL ATHLETIC ASSOCIATION
4080 ROSELEA PLACE ~ COLUMBUS, OHIO 43214

CONFIRMATION OF TOURNAMENT SITE AGREEMENT

This ***CONFIRMATION OF TOURNAMENT SITE AGREEMENT*** is executed this 17 day of Jan., 2018 by and between the Ohio High School Athletic Association, dba the Northeast District (hereinafter "DAB"), and Wadsworth High School, located at 625 Broad St., Wadsworth, OH 44281 (hereinafter ("SCHOOL-"DISTRICT"). {School Site Address @ Location of Event}

Whereas, District has previously indicated its desire to host certain tournament events throughout the 2017-2018 school year; and

Whereas, as the fall/winter/spring tournaments are about to begin, tournament site selections have been made by the DAB and District's site has been chosen to host one or more of these tournament events; and

Whereas, all terms and conditions of the Tournament Site Agreement have been agreed to– except the dates of the events and the financial terms of this license;

Now therefore, in order to confirm the terms of the ***Tournament Site Agreement*** and to identify the times, dates and financial terms of that agreement, the parties hereto agree as follows:

1. **LICENSE**

   a. DISTRICT agrees to license the premises known as Wadsworth High School located at 625 Broad St., Wadsworth, OH 44281 (hereinafter the "Facilities"). {Address of Event}

   b. This license includes, but is not limited to the competition area, public areas, spectator stands, locker room(s), parking areas and press areas for the purpose of presenting the OHSAA (SECTIONAL / DISTRICT (circle one) Tournament in the Sport of—List Specific Sport Wrestling.

   c. The OHSAA Tournament Site Agreement General Terms and Conditions 2017-2018 are incorporated herein as if fully rewritten.

   d. The times and dates for these tournament events are listed below.

Feb. 24, 2018	

2. **LICENSE FEE**

   As and for further consideration of the Tournament Site Agreement, DAB agrees to pay District the license fee of _____ ($_____) per day/per event.

Northeast District Athletic Board

By: Larry Acker, Secretary

_____

Signature

_____

Facility or Site of Event

By: Sam Brandenburg

Tourney Manager –Print Name

Tourney Manager–Signature

Its: Brad A Musgrave - AD

[CEO,CFO or AD, Administrator -Signature

HOBSONS

Sales Order Form

50 E Business Way
Suite 300
Cincinnati, OH 45241
www.hobsons.com

Sold To: Wadsworth High School
Name: Michele Evans
Address: 625 Broad St,Wadsworth, OH 44281-2399
Email: mevans@wadsworthschools.org
Phone: (330) 335-1315
Naviance ID: *25490uspu*

Hobsons Contact:
Name: Autumn Lengle
Email: autumn.lengle@hobsons.com
Phone: (703) 859-7338

Order Date: February 27, 2018

Valid Until: 5/31/2018
Quote Number: Q240419
Contract Start Date: 5/14/2018
Contract End Date: 5/13/2021
Contract Term (In Months): 36
Currency: USD

Purchase Order:
Payment Term: Net 30

Product or Service	Quantity	Unit	Start Date	Term (In Months)	Sub-Total
Naviance eDocs	400	SrEnrollment	5/14/2018	36	1,650.00
Naviance for High School	1,550	Enrollment	5/14/2018	36	10,695.00

Total Price:	12,345.00

Notes: *(if applicable)*	Subscription to Naviance eDocs is based on enrollment of Senior class only.
Comments:	All figures quoted are exclusive of sales tax. Split payments as follows: July 2018: $4,115 July 2019: $4,115 July 2020: $4,115

Please complete or update the following information:

Account Contacts	Name	Email Address
Primary	Michele Evans	mevans@wadsworthschools.org
Billing	Michele Evans	mevans@wadsworthschools.org

Payment Method:		
	Purchase Order #	***Paying by credit or debit card?***
	Check	Credit Card #
	Wire Transfer #	Card Holder Name: Expiration Date (MM/YY): Billing Zip Code: Security Code: Country:

CEEB Code:	365275

Unless separate invoice and payment terms are specified, Hobsons will issue invoices once per year, with the first taking place upon execution of the order form and then annually thereafter throughout the term of the contract.

The services are delivered in accordance with applicable terms that can be found at https://succeed.naviance.com/auth/signin?tos=1#/tos. By signing below, you agree to be bound by such terms and that such terms are made a part of this contract.

Please complete the contact and payment information as indicated, then sign below to indicate your acceptance. By signing this contract, you are stating that you are authorized by your institution to make this purchase. If a Purchase Order is required for payment to be issued, please indicate below. If you have selected professional services, travel expenses for on-site professional services will be billed separately following your session(s).

_____ *Yes, a Purchase Order is required. It will be sent to Hobsons by* _____.

Upon execution by Authorized Signatory, Client hereby agrees to the Terms of Service which will become effective together with this Order Form as of the Signature Date below.

Signature	Printed Name and Position	Signature Date

Purchase Order & Order Forms:
Naviance, Inc.
50 E. Business Way, Suite 300
Cincinnati, OH 45241

Remit To:
Naviance, Inc.
P.O. Box 504571
St. Louis, MO 63150-4571

IF YOU CHOOSE TO FAX, THEN PLEASE CLICK ON THE 'SIGN ON PAPER' BUTTON FOLLOWED BY 'PRINT AND FAX' BUTTON AND FAX YOUR SIGNED ORDER FORM TO THE NUMBER PROVIDED ON THE COVERPAGE OF THE DOWNLOADED DOCUMENT

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR

(BOARD OF EDUCATION)
Revised Code, Secs. 5705.34-5705.35

The Board of Education of the WADSWORTH CITY School District, MEDINA County, Ohio, met in _____ session on the _____ day of _____
(Regular Or Special)
20___, at the office of _____ with the following members present:

_____

_____

_____

_____

_____

Mr./Mrs. _____ moved the adoption of the following Resolution:

WHEREAS, This Board of Education in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing July 1st, **2018**

and

WHEREAS, The Budget Commission of MEDINA County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill tax limitation; therefore, be it

RESOLVED, By the Board of Education WADSWORTH CITY School District, MEDINA County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said School District the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

SCHEDULE A

SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION AND COUNTY AUDITOR'S ESTIMATED TAX RATES

FUND	Amount to Be Derived from Levies Outside 10 M. Limitation	Amount Approved by Budget Com-mission Inside 10 M. Limitation	County Auditor's Estimate of Tax Rate to be Levied	
			Inside 10 M. Limit	Outside 10 M. Limit
	Column II	Column IV	V	VI
General Fund	$20,360,100	$3,555,300	5.10	63.20
Library Fund (Bond) 2000	$348,500			0.50
For Improvement				
Bond Retirement Fund 1997	$2,230,900			3.20
Bond Retirement Fund 2008	$4,113,000			5.90
TOTAL	$27,052,500	$3,555,300	5.10	72.80

SCHEDULE B

LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES

FUND	Maximum Rate Authorized to Be Levied	Co. Auditor's Est. of Yield of Levy (Carry to Schedule A, Column II)
GENERAL FUND:		
Current Expense Levy authorized by voters on ,1976 for not to exceed CONT. years.	29.20	$5,097,500
Current Expense Levy authorized by voters on November 8, 1977 for not to exceed CONT. years.	4.50	$785,600
Current Expense Levy authorized by voters on November 2, 1982 for not to exceed CONT. years.	4.90	$1,524,300
Current Expense Levy authorized by voters on May 5, 1987 for not to exceed CONT. years.	6.90	$2,416,500
Current Expense Levy authorized by voters on November 5, 1996 for not to exceed CONT. years.	6.90	$3,627,500
Current Expense Levy authorized by voters on February 4, 2003 for not to exceed CONT. years.	5.90	$3,738,800
Current Expense Levy authorized by voters on November 8, 2011 for not to exceed CONT. years.	4.90	$3,169,900
Levy authorized by voters on for not to exceed years.		
Fund: Levy authorized by voters on ,20 for not to exceed years.		

and be it further

RESOLVED, That the Clerk of this Board be and he is hereby directed to certify a copy of this Resolution to the County Auditor of Said County.

Mr./Mrs. _____ seconded the Resolution and the roll being called upon its adoption the vote resulted as follows:

Mr./Mrs. _____

Mr./Mrs. _____

Mr./Mrs. _____

Mr./Mrs. _____

Mr./Mrs. _____

Adopted the _____ day of _____ ,20 _____.

_____

Treasurer of the Board of Education of the

_____ School District,

_____ County, Ohio

CERTIFICATE OF COPY
ORIGINAL ON FILE

The State of Ohio, _____ County, ss.

I, _____, Treasurer of the Board of Education of the

_____School District, in said County, and in whose custody the Files and Records of said Board are required by the Laws of the State of Ohio to be kept, do hereby certify that the foregoing is taken and copied from the original _____

_____

_____

now on file with said Board, that the foregoing has been compared by me with said original document, and that the same is a true and correct copy thereof.

WITNESS my signature, this _____ day of _____, 20_____

_____
Treasurer of the Board of Education of the

_____ School District,

_____ County, Ohio.

No. _____

BOARD OF EDUCATION,

_____
SCHOOL DISTRICT,

_____ County, Ohio.

RESOLUTION
ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR

(Board of Education)

Adopted _____, 20 ___

_____
Treasurer

Filed _____, 20 ____

_____
County Auditor

By _____
Deputy

Fund # Fund Description	Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance	Bank Code
001 0000 GENERAL FUND:	13,581,066.76	11,692,313.12	40,743,992.20	3,501,448.68	28,956,962.68	25,368,096.28	2,630,846.59	22,737,249.69	
001 9001 GENERAL FUND: ADVERTISING /FACILITIES ACCOUNT	20,240.63	19,176.36	26,283.36	0.00	0.00	46,523.99	18,736.00	27,787.99	
TOTAL FOR Fund 001 - GENERAL:	13,601,307.39	11,711,489.48	40,770,275.56	3,501,448.68	28,956,962.68	25,414,620.27	2,649,582.59	22,765,037.68	
002 0000 BOND RETIREMENT SERIES 98,99,00 ISSUES	2,594,271.58	921,640.00	2,348,407.01	0.00	2,104,160.24	2,838,518.35	0.00	2,838,518.35	
002 9300 BOND RETIRE LIBRARY 2001	419,935.14	144,000.00	424,087.51	0.00	366,719.03	477,303.62	0.00	477,303.62	
002 9400 BOND RETIRE: 2008 BONDS ($65,650,000)	1,945,883.11	1,699,270.00	17,924,803.60	0.00	16,895,125.02	2,975,561.69	0.00	2,975,561.69	
TOTAL FOR Fund 002 - BOND RETIREMENT:	4,960,089.83	2,764,910.00	20,697,298.12	0.00	19,366,004.29	6,291,383.66	0.00	6,291,383.66	
003 900C COMMUNITY CENTER ENTERPRISE FUND	117,946.71	272.00	272.00	0.00	0.00	118,218.71	1,000.00	117,218.71	
003 900S SUMMA HOSPITAL ENTERPRISE FUND	39,650.22	0.00	0.00	0.00	6,195.00	33,455.22	2,257.00	31,198.22	
TOTAL FOR Fund 003 - PERMANENT IMPROVEMENT:	157,596.93	272.00	272.00	0.00	6,195.00	151,673.93	3,257.00	148,416.93	
004 0000 CONSTRUCTION FUND	685,316.39-	0.00	0.00	318,484.00	1,334,835.46	2,020,151.85-	189,644.11	2,209,795.96-	
004 900C BUILDING FUND: CITY OF WADS. COMM. CENTER	2,110,197.91	0.00	0.00	0.00	3,805,489.55	1,695,291.64-	169,476.72	1,864,768.36-	
TOTAL FOR Fund 004 - BUILDING:	1,424,881.52	0.00	0.00	318,484.00	5,140,325.01	3,715,443.49-	359,120.83	4,074,564.32-	
006 0000 FOOD SERVICES	900,763.39	76,890.69	495,629.29	73,614.39	481,974.58	914,418.10	319,883.91	594,534.19	
006 9001 FOOD SERVICE FEDERAL AWARD:	0.00	45,343.86	237,778.46	38,467.24	293,849.99	56,071.53-	0.00	56,071.53-	
TOTAL FOR Fund 006 - FOOD SERVICE:	900,763.39	122,234.55	733,407.75	112,081.63	775,824.57	858,346.57	319,883.91	538,462.66	

Fund # Fund Description	Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance	Bank Code
009 0000 UNIFORM SCHOOL SUPPLIES FUND	16,404.68	49,887.00	58,436.30	1,640.64	7,668.18	67,172.80	13,674.05	53,498.75	
TOTAL FOR Fund 009 - UNIFORM SCHOOL SUPPLIES:	16,404.68	49,887.00	58,436.30	1,640.64	7,668.18	67,172.80	13,674.05	53,498.75	
010 900L OSFC LOCAL SHARE	6,258,328.37	0.00	0.00	0.00	25,788.34	6,232,540.03	79,970.22	6,152,569.81	
010 900Q OSFC: QSCB BONDS (ISHAM / VALLEY VIEW)	543,055.88-	0.00	0.00	0.00	0.00	543,055.88-	83,823.35	626,879.23-	
010 900S OSFC STATE SHARE	210,539.42-	0.00	0.00	0.00	111,337.34	321,876.76-	13,906.79	335,783.55-	
TOTAL FOR Fund 010 - CLASSROOM FACILITIES:	5,504,733.07	0.00	0.00	0.00	137,125.68	5,367,607.39	177,700.36	5,189,907.03	
011 0000 VOCATIONAL EDUCATION CUSTOMER SERVICE FUND	118,835.23	42.34	16,728.47	3,839.19	17,337.54	118,226.16	23,368.52	94,857.64	
TOTAL FOR Fund 011 - ROTARY-SPECIAL SERVICES:	118,835.23	42.34	16,728.47	3,839.19	17,337.54	118,226.16	23,368.52	94,857.64	
013 900C COMMUNITY CENTER/WHS OPERATING FUND	16,505.49	272.00	272.00	4,500.00	26,517.82	9,740.33-	18,657.74	28,398.07-	
TOTAL FOR Fund 013 - RECREATION:	16,505.49	272.00	272.00	4,500.00	26,517.82	9,740.33-	18,657.74	28,398.07-	
014 0000 FOUR CITIES CAREER TECH COMPACT FUND	62,706.08	0.00	159,997.10	17,887.51	190,753.30	31,949.88	15,611.66	16,338.22	
014 9001 FOUR CITIES: FIRST PROGRAM (NORTON)	36,978.08-	0.00	36,978.10	0.00	0.00	0.02	0.00	0.02	
TOTAL FOR Fund 014 - ROTARY-INTERNAL SERVICES:	25,728.00	0.00	196,975.20	17,887.51	190,753.30	31,949.90	15,611.66	16,338.24	
018 973C FOUR CITY CTA COMPACT DIRECTORS FUND	2.31	0.00	0.00	0.00	0.00	2.31	0.00	2.31	
018 974A CENTRAL OFFICE ADMINISTRATORS FUND	4,445.33	0.00	322.68	0.00	105.69	4,662.32	102.85	4,559.47	
018 974B DISTRICT SPIRIT COMMITTEE FUND	5,952.50	0.00	116.00	0.00	0.00	6,068.50	5,175.00	893.50	

Fund # Fund Description Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance	Bank Code
018 974C CENTRAL INTERMEDIATE PRINCIPAL FUND								
18,146.74	767.25	15,877.83	7,861.76	19,078.60	14,945.97	12,833.78	2,112.19	
018 974T TRANSPORTATION 018 ACCOUNT								
632.59	87.69	617.96	0.00	65.50	1,185.05	375.50	809.55	
018 975F FRANKLIN SCHOOL PRINCIPAL'S FUND								
4,591.65	557.00	12,997.83	648.50	7,549.70	10,039.78	10,750.89	711.11-	
018 976I ISHAM SCHOOL PRINCIPAL'S FUND								
4,974.61-	563.00	17,956.41	201.41	11,177.55	1,804.25	3,333.51	1,529.26-	
018 977L LINCOLN SCHOOL PRINCIPAL'S FUND								
9,507.41	219.78	9,358.93	511.57	8,590.22	10,276.12	2,546.51	7,729.61	
018 978O OVERLOOK SCHOOL PRINCIPAL'S FUND								
7,838.10	429.65	18,427.29	300.04	16,596.83	9,668.56	3,821.36	5,847.20	
018 979V VALLEY VIEW PRINCIPAL'S FUND								
7,351.71	12.00	4,124.14	134.68	4,274.08	7,201.77	1,583.79	5,617.98	
018 980D WMS: DOLLARS FOR DENIM PAY IT FORWARD								
490.32	0.00	820.00	0.00	727.36	582.96	150.00	432.96	
018 980M WADSWORTH MIDDLE SCHOOL PRINCIPAL FUND								
4,399.96	145.00	11,326.16	803.41	9,336.36	6,389.76	7,381.05	991.29-	
018 981D WHS: DOLLARS FOR DENIM PAY IT FORWARD								
1,465.04	0.00	1,734.00	0.00	500.00	2,699.04	0.00	2,699.04	
018 981H HIGH SCHOOL PRINCIPAL'S FUND								
2,891.92	417.00	21,275.76	576.49	21,921.76	2,245.92	10,271.81	8,025.89-	
TOTAL FOR Fund 018 - PUBLIC SCHOOL SUPPORT:								
62,740.97	3,198.37	114,954.99	11,037.86	99,923.65	77,772.31	58,326.05	19,446.26	
019 9017 TECH PREP: NURSING - EQUIPMENT								
249.60	0.00	0.00	0.00	249.60	0.00	0.00	0.00	
019 9024 TECH PREP: FIRE, ATH/HLTH TRAINING, NURSING								
1,213.25	0.00	0.00	0.00	35.74	1,177.51	0.00	1,177.51	
019 9101 MHJ GRANT:C. JOHNSON READING STRATEGIES THAT								
349.22	0.00	0.00	0.00	0.00	349.22	0.00	349.22	
019 9106 LUKE ENG GRANT: MAKERS SPACE V.V.								
0.00	6,000.00	6,000.00	0.00	0.00	6,000.00	125.46	5,874.54	

Fund # Fund Description Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance	Bank Code
019 9107 MHJ GRANT: STEM CAMP								
7,980.67-	0.00	33,112.95	0.00	25,377.28	245.00-	0.00	245.00-	
019 9108 STEM CAMP LOCAL GRANTS / DONATIONS								
22,874.48	0.00	5,170.00	0.00	28,044.48	0.00	0.00	0.00	
019 9109 ALCOA STEM CLUB GRANT FY2017								
4,517.10	0.00	0.00	0.00	4,517.10	0.00	0.00	0.00	
019 9114 BELIEVE IN OHIO GRANT WHS (FY2016)								
858.71	0.00	100.00	0.00	322.59	636.12	183.65	452.47	
019 9131 DEPARTMENT OF NATURAL RESOURCE - GRANT								
500.00	0.00	0.00	0.00	0.00	500.00	0.00	500.00	
019 917M MCDAC GRANT FY 2017								
6,512.41	0.00	0.00	0.00	6,512.41	0.00	0.00	0.00	
019 918M MCDAC FY 2018 GRANT								
0.00	0.00	58,590.75	6,551.37	44,653.07	13,937.68	873.63	13,064.05	
019 9202 SPECIAL ED WORKFORCE: SCHROCK FY 2012								
1,810.68	0.00	0.00	0.00	0.00	1,810.68	0.00	1,810.68	
019 9308 ISHAM WEATHER CLINICAL RESEARCH GRANT								
1,336.17	0.00	0.00	0.00	375.88	960.29	124.12	836.17	
019 9404 TECH PREP: NETWORKING TECHNOLOGY								
2,835.34	0.00	0.00	0.00	0.00	2,835.34	0.00	2,835.34	
019 9407 TECH PREP: ATHLETIC, HEALTH CARE GRANT								
5,653.10	0.00	0.00	0.00	0.00	5,653.10	0.00	5,653.10	
019 9501 WMS PRINCIPALS GROUP: JACKSON								
1,585.06	0.00	1,275.00	154.68	384.63	2,475.43	2,090.32	385.11	
019 9604 TECH PREP: FY06 AUTOMOTIVE TECH PREP								
2,435.00	0.00	0.00	0.00	0.00	2,435.00	0.00	2,435.00	
019 9605 TECH PREP: FY06 WEB PROGRAMING TECH PREP								
1,170.45	0.00	0.00	0.00	42.77	1,127.68	0.00	1,127.68	
019 9803 TECH PREP: MARKETING - BARBERTON								
4,000.00	0.00	0.00	0.00	0.00	4,000.00	0.00	4,000.00	
019 9804 WMS: CARE TEAM AFTER SCHOOL PROGRAM								
141.12-	0.00	8,000.00	0.00	4,735.00	3,123.88	3,265.00	141.12-	

Fund # Fund Description	Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance	Bank Code
019 9806 TECH PREP: FY08 MARKETING WADSWORTH	1,004.49	0.00	0.00	0.00	0.00	1,004.49	0.00	1,004.49	
019 9901 TECH PREP: FY09 J VANKIRK COMPUTER TRAINING	383.08	0.00	0.00	0.00	0.00	383.08	0.00	383.08	
019 9905 LOWES GRANT--VALLEY VIEW	268.81	0.00	0.00	0.00	121.60	147.21	146.37	0.84	
TOTAL FOR Fund 019 - OTHER GRANT:	51,435.16	6,000.00	112,248.70	6,706.05	115,372.15	48,311.71	6,808.55	41,503.16	
020 0000 BEAR CUB ACADEMY	95,206.82	23,967.39	138,697.60	25,068.63	172,645.92	61,258.50	20,095.70	41,162.80	
TOTAL FOR Fund 020 - SPECIAL ENTERPRISE FUND:	95,206.82	23,967.39	138,697.60	25,068.63	172,645.92	61,258.50	20,095.70	41,162.80	
022 901H JOHN AUL MEMORIAL	61.99	0.00	0.00	0.00	0.00	61.99	0.00	61.99	
022 9090 L & J FUND ORIGINAL CONTRIBUTIONS	5,760.47	0.00	8,491.43	728.00	3,387.62	10,864.28	0.00	10,864.28	
022 9091 L & J FUND: FIELD TRIP FUND	8,474.91	0.00	10,000.00	1,250.00	4,296.74	14,178.17	7,390.69	6,787.48	
022 9512 OHSAA TOURNAMENT: BOYS BASKETBALL	79.41	1,547.00	1,547.00	0.00	0.00	1,626.41	1,350.00	276.41	
022 9513 OHSAA TOURNAMENT: BOYS SOCCER	146.65-	0.00	7,393.00	180.00	5,711.21	1,535.14	20.00	1,515.14	
022 9516 OHSAA TOURNAMENT: FOOTBALL	0.00	0.00	27,091.00	0.00	1,704.93	25,386.07	0.00	25,386.07	
022 9528 OHSAA TOURNAMENT: WRESTLING	699.53	3,996.00	7,158.00	4,454.32	4,753.00	3,104.53	3,274.00	169.47-	
022 9532 OHSAA TOURNAMENT: GIRLS BASKETBALL	92.38	0.00	0.00	330.00	330.00	237.62-	620.00	857.62-	
022 9533 OHSAA TOURNAMENT: GIRLS SOCCER	656.98	1,157.00	5,623.00	300.00	31,017.52	24,737.54-	2,997.20	27,734.74-	
022 9536 OHSAA TOURNAMENT: GIRLS LACROSSE	45.36	0.00	0.00	0.00	0.00	45.36	0.00	45.36	

Fund # Fund Description Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance	Bank Code
TOTAL FOR Fund 022 - DISTRICT AGENCY:								
15,724.38	6,700.00	67,303.43	7,242.32	51,201.02	31,826.79	15,651.89	16,174.90	
024 0000 WCSD EMPLOYEE BENEFITS INSURANCE FUND								
80,744.10	16,178.36	115,066.28	15,168.86	151,720.50	44,089.88	104,647.49	60,557.61-	
TOTAL FOR Fund 024 - EMPLOYEE BENEFITS SELF INS.:								
80,744.10	16,178.36	115,066.28	15,168.86	151,720.50	44,089.88	104,647.49	60,557.61-	
029 0000 FRANK H. CLOSE SCHOLARSHIP FUND								
182.60	0.00	0.00	0.00	0.00	182.60	0.00	182.60	
029 9001 BERNADINE H. KOVALCHIN SCHOLARSHIP FUND								
41,529.14	0.00	0.00	0.00	3,000.00	38,529.14	3,000.00	35,529.14	
029 9002 MARK SCHERBA MEMORIAL SCHOLARSHIP								
1.66	0.00	0.00	0.00	0.00	1.66	0.00	1.66	
029 9005 KAHL, WILLIAM SR AND RUTH WHS SCHOLARSHIP								
2,784.59	2,000.00	2,000.00	0.00	630.00	4,154.59	2,122.00	2,032.59	
029 9006 MACKEY SCHOLARSHIP								
23,057.60	0.00	0.00	0.00	0.00	23,057.60	0.00	23,057.60	
029 9007 DANIEL VAN AUKEN SCHOLARSHIP FUND								
25,568.11	0.00	0.00	0.00	1,289.64	24,278.47	571.99	23,706.48	
029 9008 DAVID SLADKY SCHOLARSHIP FUND								
10,453.35	0.00	0.00	0.00	0.00	10,453.35	0.00	10,453.35	
029 9009 GEORGE ZITO SCHOLARSHIP								
0.00	0.00	2,355.00	0.00	0.00	2,355.00	0.00	2,355.00	
TOTAL FOR Fund 029 - EDUCATION FOUNDATION FUND:								
103,577.05	2,000.00	4,355.00	0.00	4,919.64	103,012.41	5,693.99	97,318.42	
034 0000 CLASSROOM FACILITIES MAINTENANCE FUND								
1,991,458.41	0.00	0.00	0.00	170,521.80	1,820,936.61	0.00	1,820,936.61	
TOTAL FOR Fund 034 - CLASSROOM FACILITIES MAINT.:								
1,991,458.41	0.00	0.00	0.00	170,521.80	1,820,936.61	0.00	1,820,936.61	
071 0000 SALES TAX: PERM. IMPROVEMENTS FUND								
1,753,787.12	0.00	1,659,980.59	0.00	1,036,864.66	2,376,903.05	0.00	2,376,903.05	
TOTAL FOR Fund 071 - CAPITAL GRANTS:								
1,753,787.12	0.00	1,659,980.59	0.00	1,036,864.66	2,376,903.05	0.00	2,376,903.05	

Fund # Fund Description Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance	Bank Code
200 907H WEB PROGRAMMING AND DESIGN								
2,289.68	0.00	0.00	174.92	2,039.82	249.86	248.88	0.98	
200 908H ROTARY INTER-ACT: YOUTH ROTARY CLUB								
70.99	0.00	0.00	0.00	0.00	70.99	0.00	70.99	
200 909H CADD STUDENT ACTIVTY ACCOUNT								
1.00	888.00	888.00	0.00	0.00	889.00	0.00	889.00	
200 910W CLASS OF 2010								
215.44	0.00	0.00	0.00	0.00	215.44	0.00	215.44	
200 911W CLASS OF 2011								
20.00	0.00	0.00	0.00	0.00	20.00	0.00	20.00	
200 912W CLASS OF 2012								
20.00	0.00	0.00	0.00	0.00	20.00	0.00	20.00	
200 913W CLASS OF 2013								
156.48	0.00	0.00	0.00	0.00	156.48	0.00	156.48	
200 914H S.A.D.D. WADSWORTH HIGH SCHOOL								
192.38-	0.00	0.00	0.00	0.00	192.38-	0.00	192.38-	
200 914M TAGG - WADSWORTH MIDDLE SCHOOL								
1,355.81	0.00	0.00	0.00	0.00	1,355.81	227.00	1,128.81	
200 914W CLASS OF 2014:								
122.04	0.00	0.00	0.00	0.00	122.04	0.00	122.04	
200 915W CLASS OF 2015								
198.07	0.00	0.00	0.00	0.00	198.07	0.00	198.07	
200 916H LATIN CLUB								
2.60	0.00	0.00	0.00	0.00	2.60	0.00	2.60	
200 916W CLASS OF 2016								
1,368.72-	0.00	0.00	0.00	0.00	1,368.72-	0.00	1,368.72-	
200 917H H.S. SCIENCE CLUB								
309.68	0.00	0.00	0.00	0.00	309.68	0.00	309.68	
200 917W CLASS OF 2017								
1,909.44	0.00	1,575.00	0.00	0.00	3,484.44	1,043.00	2,441.44	
200 918H ACADEMIC CHALLENGE								
1,809.47	0.00	0.00	0.00	721.00	1,088.47	151.00	937.47	

WADSWORTH CITY SCHOOL DISTRICT
Financial Report by Fund
FINANCIAL SUMMARY DETAIL

Fund # Fund Description Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Bank Fund Balance Code
200 918W CLASS OF 2018 1,058.16	405.00	4,363.00	0.00	1,500.00	3,921.16	33,071.00	29,149.84-
200 919H SPEECH AND DEBATE TEAM 3,401.52-	409.00	15,752.55	1,027.00	10,424.17	1,926.86	12,539.00	10,612.14-
200 919W CLASS OF 2019 1,449.40	0.00	30.10	0.00	0.00	1,479.50	0.00	1,479.50
200 920H N. H. S. 112.24-	0.00	555.50	0.00	703.30	260.04-	35.00	295.04-
200 920W CLASS OF 2020 1,477.75	0.00	0.00	0.00	0.00	1,477.75	0.00	1,477.75
200 921H F.C.C.L.A. 1,010.21	0.00	0.00	0.00	0.00	1,010.21	0.00	1,010.21
200 921W CLASS OF 2021 397.87	0.00	0.00	0.00	0.00	397.87	0.00	397.87
200 922H PEP CLUB 272.63	0.00	0.00	0.00	0.00	272.63	0.00	272.63
200 922W CLASS OF 2022 875.38	0.00	0.00	0.00	0.00	875.38	35.08	840.30
200 923H INTERNATIONAL CLUB (FOREIGN LANGUAGES) 2,460.43	0.00	4,060.25	0.00	341.49	6,179.19	763.81	5,415.38
200 924C CENTRAL INTERMEDIATE STUDENT COUNCIL 3,969.09	332.10	2,788.10	148.42	3,764.89	2,992.30	1,099.00	1,893.30
200 924H STUDENT COUNCIL 11,554.73	0.00	20,814.50	406.00	12,225.75	20,143.48	11,926.74	8,216.74
200 924I ISHAM STUDENT COUNCIL 680.99	0.00	0.00	0.00	0.00	680.99	0.00	680.99
200 924M WADSWORTH MIDDLE STUDENT COUNCIL 400.46	560.52	560.52	0.00	0.00	960.98	247.50	713.48
200 926H D. E. C. A. 272.35-	446.00	4,178.00	509.55	3,404.24	501.41	11,493.78	10,992.37-
200 928H C.B.I.P. 179.82	0.00	0.00	0.00	0.00	179.82	0.00	179.82

Fund # Fund Description Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance	Bank Code
200 931H MEDIA COMMUNICATIONS WHS								
566.76	0.00	0.00	0.00	0.00	566.76	0.00	566.76	
200 945H AUTOMOTIVES								
495.53	0.00	702.00	0.00	592.00	605.53	0.00	605.53	
200 946H CARPENTRY								
2,157.32	0.00	0.00	0.00	0.00	2,157.32	75.00	2,082.32	
200 952C MIDDLE SCHOOL DRAMA/ MUSICAL CLUB								
6,212.20	0.00	8,994.00	0.00	9,172.15	6,034.05	1,989.53	4,044.52	
TOTAL FOR Fund 200 - STUDENT MANAGED ACTIVITY:								
38,352.22	3,040.62	65,261.52	2,265.89	44,888.81	58,724.93	74,945.32	16,220.39-	
300 0000 WHS ATHLETICS								
29,190.12-	14,193.34	160,815.97	9,008.07	152,264.52	20,638.67-	52,608.56	73,247.23-	
300 900A WHS ATHLETICS: BENEFIT GAMES/COMM SERVICE								
0.00	0.00	8,350.45	6,158.00	8,349.50	0.95	0.00	0.95	
300 900H WHS BAND UNIFORM REPLACEMENT								
59,186.81	0.00	0.00	0.00	0.00	59,186.81	0.00	59,186.81	
300 900R WHS ATHLETICS-ROTARY								
969.82	1,153.00	34,040.96	1,325.00	34,242.00	768.78	52,783.13	52,014.35-	
300 902H WHS JOURNALISM / BRUIN FUND								
1,548.96	0.00	8,902.00	1,210.00	3,963.45	6,487.51	8,982.76	2,495.25-	
300 910H WHS DRAMA FUND								
10,633.54	2,842.00	12,442.52	2,330.01	12,544.87	10,531.19	14,472.67	3,941.48-	
300 911M WMS FISHING CLUB								
157.36	0.00	0.00	0.00	0.00	157.36	0.00	157.36	
300 917H WHS MUSIC-INSTRUMENTAL								
682.87	0.00	500.00	516.00	516.00	666.87	0.00	666.87	
300 918H WHS MUSIC-VOCAL GENERAL CHOIR								
2,165.25	5,051.00	42,474.18	1,137.91	33,145.80	11,493.63	18,220.83	6,727.20-	
300 918M WMS VOCAL MUSIC STUDENT ACTIVITY ACCOUNT								
3,506.14	5,100.00	47,442.00	0.00	34,729.25	16,218.89	28,248.10	12,029.21-	
300 918S WHS SHOW CHOIR								
420.57	590.00	2,143.70	0.00	0.00	2,564.27	3,746.88	1,182.61-	

Fund # Fund Description Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Bank Fund Balance Code
300 9511 ATHLETIC CAMPS: BASEBALL							
3,917.01	0.00	0.00	397.39	5,344.77	1,427.76-	1,692.60	3,120.36-
300 9512 ATHLETIC CAMPS: BOYS BASKETBALL							
15,132.35	0.00	0.00	476.97	8,794.46	6,337.89	1,189.64	5,148.25
300 9513 ATHLETIC CAMPS: B SOCCER							
300.00	0.00	0.00	0.00	0.00	300.00	0.00	300.00
300 9516 ATHLETIC CAMPS: FOOTBALL							
23,605.85	220.00	28,943.00	604.22	47,669.62	4,879.23	3,832.37	1,046.86
300 9523 ATHLETIC CAMPS: CROSS COUNTRY							
1,025.65	0.00	0.00	0.00	0.00	1,025.65	0.00	1,025.65
300 9528 ATHLETIC CAMPS: WRESTLING							
698.14	64.00	779.00	18.07	2,826.34	1,349.20-	3,191.66	4,540.86-
300 9532 ATHLETIC CAMPS: GIRLS BASKETBALL							
21,590.73	0.00	7,500.00	1,252.09	13,029.46	16,061.27	2,311.77	13,749.50
300 9534 ATHLETIC CAMPS: SOFTBALL CAMP							
741.78	0.00	0.00	0.00	0.00	741.78	0.00	741.78
300 9535 ATHLETIC CAMPS: VOLLEYBALL							
6,993.23	0.00	0.00	0.00	2,675.94	4,317.29	475.00	3,842.29
300 9544 ATHLETIC CAMPS: GIRLS GOLF FUND							
995.00	0.00	0.00	0.00	0.00	995.00	0.00	995.00
300 9546 ATHLETIC CAMPS: GIRLS TENNIS							
2,866.43	0.00	70.00	0.00	953.50	1,982.93	862.00	1,120.93
300 9553 ATHLETIC CAMPS: CHERLEADING							
2,993.55-	0.00	8,466.83	0.00	3,404.86	2,068.42	231.89	1,836.53
300 9555 ATHLETIC CAMPS: WMS CHEER							
1,692.45	0.00	116.50-	0.00	223.13	1,352.82	0.00	1,352.82
300 988H WHS YEARBOOK/WHISPERER FUND							
22,262.94	90.00	3,796.00	29.96	6,385.75	19,673.19	11,790.61	7,882.58
TOTAL FOR Fund 300 - DISTRICT MANAGED ACTIVITY:							
148,909.21	29,303.34	366,550.11	24,463.69	371,063.22	144,396.10	204,640.47	60,244.37-
401 9017 AUX SERVICES FY17: SACRED HEART							
19,279.65	0.00	0.00	0.00	19,279.65	0.00	0.00	0.00

Fund # Fund Description Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance	Bank Code
401 9018 AUX SERVICES FY 2018 SACRED HEART								
0.00	107,020.82	221,619.13	16,485.03	137,973.08	83,646.05	73,733.23	9,912.82	
TOTAL FOR Fund 401 - AUXILIARY SERVICES:								
19,279.65	107,020.82	221,619.13	16,485.03	157,252.73	83,646.05	73,733.23	9,912.82	
432 9090 EMIS SUBSIDY OHIO DEPT OF EDUCATION								
0.00	0.00	0.00	0.00	0.00	0.00	663.00	663.00-	
TOTAL FOR Fund 432 - MANAGEMENT INFORMATION SYSTEM								
0.00	0.00	0.00	0.00	0.00	0.00	663.00	663.00-	
451 9018 ONE NET FY 2018								
0.00	0.00	7,200.00	0.00	0.00	7,200.00	0.00	7,200.00	
TOTAL FOR Fund 451 - DATA COMMUNICATION FUND:								
0.00	0.00	7,200.00	0.00	0.00	7,200.00	0.00	7,200.00	
499 9017 OHIO CAREER COUNSELING GRANT: FY2017								
42,085.00	0.00	320.23	1,999.00-	10,271.01	32,134.22	3,754.78	28,379.44	
TOTAL FOR Fund 499 - MISCELLANEOUS STATE GRANT FUN								
42,085.00	0.00	320.23	1,999.00-	10,271.01	32,134.22	3,754.78	28,379.44	
516 9017 IDEA-B FED GRANT FY 2017								
8,736.61	0.00	0.00	0.00	140,796.97	132,060.36-	0.00	132,060.36-	
516 9018 IDEA-B FED GRANT FY 2018								
0.00	0.00	413,321.16	68,493.12	455,351.52	42,030.36-	25,761.56	67,791.92-	
TOTAL FOR Fund 516 - IDEA PART B GRANTS:								
8,736.61	0.00	413,321.16	68,493.12	596,148.49	174,090.72-	25,761.56	199,852.28-	
524 9017 CARL PERKINS: FY 2017								
0.00	0.00	0.00	0.00	21,295.96	21,295.96-	0.00	21,295.96-	
524 9018 CARL PERKINS FY 2018								
0.00	0.00	21,295.96	13,653.59	65,014.34	43,718.38-	0.00	43,718.38-	
TOTAL FOR Fund 524 - VOC ED: CARL D. PERKINS - 198								
0.00	0.00	21,295.96	13,653.59	86,310.30	65,014.34-	0.00	65,014.34-	
572 9017 TITLE ONE FY 2017								
0.00	170,087.54	170,087.54	0.00	170,087.54	0.00	0.00	0.00	
572 9018 TITLE I: FY 2018								
0.00	170,087.54-	124,630.15	29,984.27	201,059.08	76,428.93-	0.00	76,428.93-	

Fund # Fund Description Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance	Bank Code
TOTAL FOR Fund 572 - TITLE I DISADVANTAGED CHILDRE								
0.00	0.00	294,717.69	29,984.27	371,146.62	76,428.93-	0.00	76,428.93-	
590 9017 IMPRV. TEAC. QUALITY: FY 2017								
0.00	0.00	0.00	0.00	32,213.67	32,213.67-	0.00	32,213.67-	
590 9018 IMPRV. TEAC. QUALITY GRANT								
0.00	0.00	61,937.07	6,984.30	47,184.30	14,752.77	0.00	14,752.77	
TOTAL FOR Fund 590 - IMPROVING TEACHER QUALITY:								
0.00	0.00	61,937.07	6,984.30	79,397.97	17,460.90-	0.00	17,460.90-	
GRAND TOTALS:								
31,138,882.23	14,846,516.27	66,138,494.86	4,185,436.26	58,144,362.56	39,133,014.53	4,175,578.69	34,957,435.84	

WADSWORTH CITY SCHOOL DISTRICT
MONTHLY FINANCIAL UPDATE
FEBRUARY 2018

General Fund
Budget to Actual Report

	FY 2018 Budget	FY 2018 Actual to Date	Variance	Variance %	Target %
Beginning Cash Balance	**$ 13,601,307**	**$ 13,601,307**			
Total Revenue	**$ 49,673,946**	**$ 40,770,276**	**$ (8,903,670)**	**82.1%**	66.7%
Expenditures:					
Salaries and Wages	$ 26,011,511	$ 16,787,812	$ (9,223,699)	64.5%	65.38%
Employee Fringe Benefits	$ 9,575,968	$ 6,352,898	$ (3,223,070)	66.3%	66.7%
Purchased Services	$ 6,507,973	$ 4,050,817	$ (2,457,156)	62.2%	66.7%
Supplies and Materials	$ 1,893,595	$ 980,129	$ (913,466)	51.8%	66.7%
Capital Outlay	$ 681,815	$ 528,059	$ (153,756)	77.4%	66.7%
HB 264 Payments	$ -	$ -	$ -		
Other	$ 468,297	$ 231,904	$ (236,393)	49.5%	66.7%
Transfers/ Advances out	$ 147,000	$ 25,343	$ (121,657)	17.2%	66.7%
Total Expenditures	**$ 45,286,159**	**$ 28,956,963**	**$ (16,329,196)**	**63.9%**	66.7%
Revenue over (under) Expenditures	**$ 4,387,787**	**$ 11,813,313**			
Ending Cash Balance	**$ 17,989,094**	**$ 25,414,620**			
Encumbrances		**$ 2,630,847**			69.75%
Available Unencumbered Balance		**$ 22,783,773**			

Financial Summary - All Funds

Cash Flow Summary:

Total Revenue Current Month All Funds	**$ 14,846,516.27**
Total Expenditures Current Month All Funds	**$ 4,185,436.26**
Total Month End Cash Balance	**$ 39,133,014.53**

Appropriation Summary:

Total Appropriations Current Year All Funds	**$ 81,138,132.68**
Prior Fiscal Year Carryover Encumbrances	**$ 2,993,081.95**
Total Available All Funds	**$ 84,131,214.63**
Fiscal Year To Date Expenses All Funds	**$ 58,144,362.56**
Fiscal Year To Date % expended All Funds	**69.1%**