

**Winton Woods Board Of Education**  
**Minutes**  
**Regular Meeting – July 23, 2018**

The Winton Woods Board of Education met in Regular Session on Monday, July 23, 2018 in the Media Center of Winton Woods High School, 1231 W. Kemper Road, Cincinnati, Ohio. President Miranda called the meeting to order at 6:30 p.m.

**ROLL CALL AND PLEDGE OF ALLEGIANCE**

On the roll call the following members were present: Mrs. Paula Kuhn, Mrs. Katrina Rugless, Mr. Jeff Berte, Mrs. Jessica Miranda. Absent Dr. Viola Johnson. Also present were: Mr. Anthony Smith, Superintendent and Mr. Randy Seymour, Treasurer.

**DISTRICT HONORS, RECOGNITIONS AND GIFTS**

**National Underground Freedom Center Art Contest**

Winton Woods High School - The following students won awards in the National Underground Freedom Center Art Contest, a national competition. Their artwork will be displayed at The National Underground Railroad Freedom Center during the awards ceremony on August 10.

Sidney Posey - 3rd place winner and recipient of \$1,000 cash prize. Sidney will attend the reception on August 11.

Mariza Diaz - runner-up and \$100 award recipient.

Princess Dyer - runner-up and \$100 award recipient.

RJ Engleman - runner-up and \$100 award recipient.

**Advanced Placement (AP) Art Exams Special Recognition**

Winton Woods High School - Darion Hassertt received a score of 5 on the AP Art Exam and a 3 on AP Art History this past spring.

**Donations for the "Nutrition is the Mission" Bus**

The Winton Woods Board of Education thanks the following businesses for their generous donations to make the district's "Nutrition is the Mission" bus possible:

*Cummins Sales & Service* - Mr. Kevin Seibert; \$2,891 discount on the completion of the bus

*TMI Electrical Solutions, Inc.* - Mr. Todd Feldhaus; \$2,170 discount for the electrical wiring

*Tuff Shop* - Mr. Dustin Miller - \$5,000 discount for customization

*Vivid Wraps* - Mr. and Mrs. Nick Durante - \$1,000 discount for the wrapping of the bus

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**DISTRICT HONORS, RECOGNITIONS AND GIFTS – (Cont.)**

"Nutrition is the Mission" is a new free lunch mobile vehicle program through which 20,000 meals are expected to be distributed this summer. In addition to the bus, the district's Child Nutrition Department also uses a "Nutrition is the Mission" van to distribute meals. The mobile vehicles make stops to six locations in the community to provide children opportunities to experience free, nutritious meals.

**PUBLIC COMMENTS**

Mr. Brandon Wiers briefly addressed the Board concerning National Merit and National Achievement Scholarships. He was representing the Forest Park Historical Society and Winton Woods Achievement Boosters.

The following briefly addressed the Board concerning student transcripts:

Ms. Aversa Prentosito

Ms. Tina Prentosito

Mr. Dave Prentosito

Ms. Deanna Adams

Mr. Adam Kinman briefly addressed the Board over concerns with the new buildings and the selection of steel erection contractors.

**APPROVAL OF MINUTES**

Regular Meeting – June 25, 2018

Special Meeting – July 9, 2018

**TREASURER'S REPORT**

The Financial Statements for the month of June, 2018 were approved and filed for audit.

**TREASURER'S RECOMMENDATIONS**

**Investments – June, 2018**

**07-74-18** On a motion by Mrs. Rugless, seconded by Mr. Berte to approve the Investment report for June, 2018.

Vote: Mrs. Kuhn, Aye; Mrs. Rugless, Aye; Mr. Berte, Aye; Mrs. Miranda, Aye.

President Miranda declared the motion carried.

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**REPORTS OF THE SUPERINTENDENT**

- (a) School Reports, Upcoming Events
- (b) New Facilities Update – Mr. Steve Denny, Director of Business Affairs and Accountability

**FIRST READ – NEW, REPLACEMENT and REVISED POLICIES**

Revised Policy po4121 - Criminal History Record Check  
Revised Policy po4162 - Drug and Alcohol Testing of CDL License Holders Who Perform Safety Sensitive Functions  
Revised Policy po8400 - School Safety  
Revised Policy po8600.04 - Bus Driver Certification  
Revised Policy po9141 - Business Advisory Council

**SUPERINTENDENT'S RECOMMENDATIONS**

**Personnel Schedules**

**07-75-18** On a motion by Mrs. Kuhn, seconded by Mrs. Rugless to approve the personnel schedules as presented.

**Schedule A – Resignations**

Katelyn Clouser, Intervention Specialist, WWES, effective 07/30/18  
Angela Gehr, Special Education Supervisor, effective 07/31/18  
Gary Lumpkin, Special Education Assistant, WWHS, effective 07/31/18  
Aaron Schmits, Teacher, WWIS, effective 07/31/18  
Jana Wylds, Intervention Specialist, WWMS, effective 07/31/18

**Schedule B – Personnel Employment – Certificated Staff**

New Hires:

Tyler Arnold, Assistant Principal, WWHS, Per Diem, 07/01/18 – 07/31/18  
Tyler Arnold, Assistant Principal, WWHS, \$94,000, effective 08/01/18  
Claudia Brown, Teacher, WWHS, \$61,048, Effective 08/13/18  
Victoria Crook, Special Education Supervisor, (11 month), Per Diem, 07/01/18 – 07/31/18  
Victoria Crook, Special Education Supervisor, (11 month), \$90,000, effective 08/01/18  
Sally Hahn, Special Education Supervisor, (11 month), Per Diem, 07/01/18 – 07/31/18  
Sally Hahn, Special Education Supervisor, (11 month), \$85,000, effective 08/01/18  
Alyxis Hodge, Teacher, WWIS, \$44,858, effective 08/13/18  
Marisa Hulley, Teacher, WWPS, \$44,858, effective 08/13/18  
Jessica Morris, Teacher, WWIS, \$44,858, effective 08/13/18  
Stephanie Neltner, Teacher, WWPN, \$46,879, effective 08/13/18  
Rachel Pigg, Teacher, WWHS, \$46,879, effective 08/13/18  
Amy Rogers, Teacher, WWIS, \$46,879, effective 08/13/18  
Kelsey Saylor, Teacher, WWES, \$44,858, effective 08/13/18  
Jacob Scott, Teacher, WWHS, \$46,879, effective 08/13/18  
Janet Shoup, Preschool, WWPN, Part-Time, \$25,041.50, effective 08/13/18

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**SUPERINTENDENT’S RECOMMENDATIONS – (Cont.)**

Personnel Schedules – (Cont.)

**Schedule D – Personnel Employment – Certificated and Non-Certificated – Supplemental 2017-2018 Contract Year**

Supplemental: Student Teacher Mentor 2017-2018 School Year

Diane Nolan, \$50

Sarah Todd, \$30

Summer Programs: Preschool and Kindergarten Jump Start – Up to 7 Hours

***Certificated \$28/hr***

Rebecca Dennis

Emily Neltner

Shawna Talley

Nicole Gierzack

Stephanie Neltner

Sarah Todd

Courtney Hickey

Emily Perkins

Ashley White

Kelly Kennedy

Sabrina Raisch

Kerry Flether

Katie Padilla

***Non-Certificated***

Denise Bryant, \$18.08/hr

Diana DeWeese, \$19.32/hr

Heidi Rasmussen, \$18.93/hr

**Schedule E – Leaves**

Maria Gillespie, Teacher, CB, 06/15/18 – 11/13/18, F.M.L.A.

Vote: Mrs. Kuhn, Aye; Mrs. Rugless, Aye; Mr. Berte, Aye; Mrs. Miranda, Aye.

President Miranda declared the motion carried.

**Revised Job Description – Student Resource Coordinator**

**07-76-18** On a motion by Mr. Berte, seconded by Mrs. Rugless to approve the revised job description for the position of Student Resource Coordinator as recommended. (Attached)

Vote: Mrs. Kuhn, Aye; Mrs. Rugless, Aye; Mr. Berte, Aye; Mrs. Miranda, Aye.

President Miranda declared the motion carried.



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**SUPERINTENDENT'S RECOMMENDATIONS – (Cont.)**

**Ohio Association of Public School Employees Winton Woods Chapter No. 271**

**07-77-18** On a motion by Mrs. Kuhn, seconded by Mr. Berte to approve the Ohio Association of Public School Employees Winton Woods Chapter No. 271 contract for July 1, 2018 through June 30, 2020. (Copy available from the Human Resources Office)

Vote: Mrs. Kuhn, Aye; Mrs. Rugless, Aye; Mr. Berte, Aye; Mrs. Miranda, Aye.

President Miranda declared the motion carried.

**Code of Conduct for the 2018-2019 School Year**

**07-78-18** On a motion by Mrs. Rugless, seconded by Mrs. Kuhn to approve the Code of Conduct for the 2018-2019 school year as presented. (Attached)

Vote: Mrs. Kuhn, Aye; Mrs. Rugless, Aye; Mr. Berte, Aye; Mrs. Miranda, Aye.

President Miranda declared the motion carried.

**Replacement and Revised Board Policies**

**07-79-18** On a motion by Mrs. Kuhn, seconded by Mrs. Rugless to approve the replacement and revised board policies as presented. (Available from the office of the Superintendent)

Replacement Policy po7530.02 - Staff Use of Personal Communication Devices

Revised Policy po5111 - Eligibility of Resident\_Nonresident Students

Revised Policy po5112 - Entrance Requirements

Revised Policy po7530 - Lending of Board-Owned Equipment

Revised Policy po7542 - Access to District Technology Resources and\_or Information Resources from Personal Communication Devices

Vote: Mrs. Kuhn, Aye; Mrs. Rugless, Aye; Mr. Berte, Aye; Mrs. Miranda, Aye.

President Miranda declared the motion carried.

**BOARD OF EDUCATION REPORT**

- Legislative Report
- Great Oaks Report

**COMMENTS FROM MEMBERS OF THE BOARD OF EDUCATION AND  
SUPERINTENDENT**

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**COMMENTS TO THE BOARD OF EDUCATION FROM THE ASSOCIATIONS**

**WWTA REPRESENTATIVE** – absent

**OAPSE REPRESENTATIVE** – absent

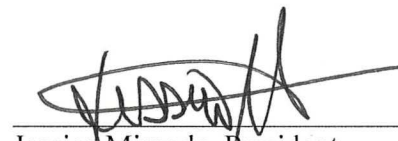
**ADJOURNMENT**

There being no further business, President Miranda declared the meeting adjourned at 7:41 p.m.

**ATTEST:**

  
\_\_\_\_\_  
Randy Seymour, Treasurer

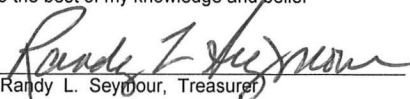
**APPROVED:**

  
\_\_\_\_\_  
Jessica Miranda, President

WINTON WOODS CITY SCHOOLS  
Bank Reconciliation Statement  
June 2018 (Year to Date)

Fund Balance			Book Balance		Bank Balance	
001	General Fund	\$19,436,866.64	Beginning Balance	\$148,421,914.05	Fifth Third Bank	\$1,022,695.04
002	Bond Retirement	2,328,904.49			Petty Cash	0.00
003	Permanent Improvement	332,383.83	Plus: Receipts	98,467,296.97	Food Service-Drawer	0.00
004	Building	10,082,700.69	Less: Expenditures	(158,271,791.56)	Athletic-Gate	0.00
006	Lunchroom	626,011.96				
007	Special Trust	85,627.26				
010	Classroom Facilities	55,007,458.14				
018	Public School Support	34,253.70	Ending Balance	88,617,419.46	Total	1,022,695.04
019	Local Grants	94,788.87				
022	District Agency	0.00				
034	Classroom Facilities Maintenance	390,816.58	Outstanding Warrants:			
200	Activity Fund	40,986.31				
300	Athletic Fund	65,157.16	Fifth Third Bank	177,811.20	Investments:	
401-9018	Auxillary Services - JPIL	84,943.44			Star Ohio	8,382,732.30
439-9018	Early Childhood Education	0.00			Star Ohio - Building Local	2,794,062.51
451-9018	Connectivity	0.00			Star Ohio - Building State	5,607,322.74
461-9018	HSTW	0.00			Meeder Investments	12,504,969.16
516-9018	IDEA-B FY18	5,742.22			Meeder Invest (Building)	58,483,333.91
536-9018	Title I School Improvement FY18	0.00				87,772,420.62
536-9218	Title I School Improvement Sub A FY18	0.00				
551-9018	Title III LEP FY18	0.00				
551-9218	Title III Immigrant FY18	0.00				
572-9018	Title I FY18	0.00				
587-9018	ESCE IDEA-B FY18	176.82				
590-9018	Title II-A Improving Teacher Quality FY18	601.35	Total	177,811.20		
599-9018	Title IV-A	0.00				
			Book Adjustments		Bank Adjustments	
					EZPay Account	
					Food Service	0.00
					General Acct	115.00
					EZPay In-Transit	115.00
			Total	0.00	Total	115.00
Total Fund Balance		88,617,419.46	Book Balance	88,617,419.46	Bank Balance	1,022,695.04
Plus: outstanding warrants		177,811.20	Plus: outstanding warrants	177,811.20	Plus: investments	87,772,420.62
		0.00	Plus: book adjustments	0.00	Plus: bank adjustments	115.00
Adjusted Fund Balance		<u>\$88,795,230.66</u>	Adjusted Book Balance	<u>\$88,795,230.66</u>	Adjusted Bank Balance	<u>\$88,795,230.66</u>

I hereby certify the foregoing to be correct to the best of my knowledge and belief

  
Randy L. Seymour, Treasurer

# WINTON WOODS CITY SCHOOLS

## General Fund Receipts

June 30, 2018

	<u>Estimated Revenue</u>	<u>% of Revenue</u>	<u>Revenue MTD</u>	<u>Revenue FYTD</u>	<u>Percentage Received</u>
<b>Local:</b>					
Real Estate Taxes	\$23,200,000	46.53%	\$0	23,239,784	100.17%
Personal Property	0	0.00%	0	0	0.00%
Tuition (1)	2,630,000	5.27%	97,982	2,759,565	104.93%
Interest	150,000	0.30%	17,802	389,429	259.62%
Student Fees	25,000	0.05%	120	21,248	84.99%
Rental Fees	225,000	0.45%	20,452	208,299	92.58%
Other (2)	887,500	1.78%	153,219	1,008,290	113.61%
<b>Total Local Revenue</b>	<u>27,117,500</u>	<u>54.38%</u>	<u>289,573</u>	<u>27,626,614</u>	<u>101.88%</u>
<b>State:</b>					
Foundation Fund	18,275,000	36.65%	1,476,025	18,411,764	100.75%
Homestead & Rollback	2,800,000	5.62%	0	2,798,552	99.95%
Other (3)	1,442,000	2.89%	148,544	1,207,407	83.73%
<b>Total State Revenue</b>	<u>22,517,000</u>	<u>45.16%</u>	<u>1,624,568</u>	<u>22,417,724</u>	<u>99.56%</u>
<b>Federal:</b>					
Other (4)	230,000	0.46%	0	287,247	124.89%
<b>Total Federal Revenue</b>	<u>230,000</u>	<u>0.46%</u>	<u>0</u>	<u>287,247</u>	<u>124.89%</u>
<b>GRAND TOTAL</b>	<u><u>\$49,864,500</u></u>	<u><u>100.00%</u></u>	<u><u>\$1,914,142</u></u>	<u><u>50,331,584</u></u>	<u><u>100.94%</u></u>

(1) Includes summer school, special education, regular classes, and open enrollment

(2) Includes all other receipts not otherwise classified

(3) Includes catastrophic and tangible reimbursement

(4) Includes Medicaid and e-rate reimbursement



**WINTON WOODS CITY SCHOOLS**  
**General Fund Expenditures by Object**  
**June 30, 2018**

	Appropriation <u>+ Carry Over</u>	% Total <u>Appr.</u>	Expended <u>MTD</u>	Expended <u>FYTD</u>	Encumbered <u>FYTD</u>	<u>Balance</u>	<u>% Spent</u>
Personal Services (100)	\$27,804,000	51.81%	\$2,253,433	\$27,155,254	\$0	\$648,746	97.67%
Fringe Benefits (200)	9,518,050	17.74%	725,549	9,219,948	127	297,975	96.87%
Purchased Services (400)	12,538,727	23.37%	1,083,622	10,920,676	82,204	1,535,847	87.75%
Materials & Supplies (500)	1,964,849	3.66%	85,995	1,647,295	13,071	304,483	84.50%
Capital Outlay - New (600)	812,320	1.51%	12,535	664,410	0	147,910	81.79%
Other (800)	754,100	1.41%	12,829	585,287	4,500	164,313	78.21%
Transfers/Advances (900)	270,000	0.50%	0	20,000	0	250,000	7.41%
<b>Total</b>	<u>\$53,662,046</u>	<u>100.00%</u>	<u>\$4,173,964</u>	<u>\$50,212,869</u>	<u>\$99,901</u>	<u>\$3,349,275</u>	<u>93.76%</u>

**Object Numbers:**

- 100 - Employees' salaries and wages - includes payment for sick leave, personal business leave, holiday pay, etc.
- 200 - Retirement, insurance coverage, workers' comp. fringe benefits
- 400 - Purchased services - utilities, postage, repairs, insurance, driver training, lease/purchase, mileage reimbursement, etc.
- 500 - Instructional supplies and materials, office supplies, textbooks, library books and materials
- 600 - Capital outlay - purchase of new equipment and vehicles
- 800 - Other - election expense, auditor and treasurer fees, audit costs, membership dues, liability insurance
- 900 - Temporary advances to other funds and transfers

**Appropriation Summary:**

FY18 Appropriations	\$53,590,000
FY17 Carryover Encumbrances	<u>72,046</u>
Total Appropriations	\$53,662,046

**WINTON WOODS CITY SCHOOLS**  
**General Fund Expenditures by Function**  
**June 30, 2018**

	Appropriation + Carry Over	% Total Appr.	Expended MTD	Expended FYTD	Encumbered FYTD	Balance	% Spent
Regular (1100)	\$23,284,126	43.39%	\$2,084,964	\$22,441,459	\$6,229	\$836,438	96.41%
Special (1200)	9,443,012	17.60%	543,719	8,791,647	8,680	642,685	93.19%
Pupils (2100)	3,298,978	6.15%	274,294	3,115,539	216	183,223	94.45%
Instructional Staff (2200)	2,805,390	5.23%	242,958	2,569,416	8,310	227,663	91.88%
Board of Education (2300)	237,900	0.44%	31,158	220,379	12,140	5,382	97.74%
School Adm. (2400)	4,104,489	7.65%	323,688	3,940,583	252	163,654	96.01%
Fiscal Services (2500)	1,525,155	2.84%	90,723	1,328,944	5,772	190,439	87.51%
Business Services (2600)	297,080	0.55%	36,301	265,112	5,191	26,777	90.99%
Oper. of Plant (2700)	3,719,881	6.93%	242,090	3,324,267	11,235	384,379	89.67%
Pupil Trans. (2800)	2,636,300	4.91%	200,919	2,461,996	4,026	170,278	93.54%
Central Support Services (2900)	855,000	1.59%	59,869	755,422	1,500	98,078	88.53%
Community Services (3000)	31,500	0.06%	313	29,992	0	1,508	95.21%
Extracurricular (4000)	957,600	1.78%	30,168	883,592	0	74,008	92.27%
Capital Outlay (5000)	195,635	0.36%	12,801	64,522	36,350	94,763	51.56%
Contingencies and Transfers (7000)	270,000	0.50%	0	20,000	0	250,000	7.41%
<b>Total</b>	<b>\$53,662,046</b>	<b>100.00%</b>	<b>\$4,173,964</b>	<b>\$50,212,869</b>	<b>\$99,901</b>	<b>\$3,349,276</b>	<b>93.76%</b>

**Functions:**

**Instruction (1100 – 1200):** Instruction includes the activities directly dealing with the teaching of pupils or the interaction between teacher and pupil. Teaching may be provided for pupils in a school, in a classroom, in another location, such as in a home or hospital, and through other approved media such as television, radio, telephone and correspondence.

**Pupils (2100):** Activities which are designed to assess and improve the well-being of pupils and to supplement the teaching process. e.g., Pupil personnel, guidance, health, psychological, speech and audiology, attendance, graduation and student assembly services.

**Instructional Staff (2200):** Activities associated with assisting the instructional staff with the content and process of providing learning experiences for pupils. e.g., Curriculum development, staff training, ed. aides and media services.

**Board of Education (2300):** Activities concerned with establishing policy in connection with operating the District.

**School Administration (2400):** Activities concerned with administrative responsibility e.g., Supt. & Principal offices.

**Fiscal (2500):** Activities associated with the financial operations of the District. e.g., Treasurer's office.

**Business (2600):** Activities concerned with directing & managing service areas. e.g., Business Manager's office.

**Operation of Plant (2700):** Activities concerned with keeping the physical plant open, comfortable and safe for use and keeping buildings and equipment in an efficient working condition. e.g., Maintenance & custodial areas.

**Transportation (2800):** Activities concerned with the conveyance of students to and from school and to activities.

**Statistical Services (2900):** Activities, other than general administration, which support each of the other instructional and supporting services programs. e.g., Personnel and technology.

**Community Services (3200):** Payments made by the District to support activities that do not directly relate to providing education for pupils in the District.

**Extracurricular Activities (4000):** Subject matter and/or activities not provided in regular classes. Generally, participation is not required and credit is not given.

**Capital Outlay (5000):** Improvements to the District buildings & land.

**Contingencies (7000):** To be used for unanticipated emergencies.

**Appropriation Summary:**

FY18 Appropriations	\$53,590,000
FY17 Carryover Encumbrances	72,046
<b>Total Appropriations</b>	<b>\$53,662,046</b>

# WINTON WOODS CITY SCHOOLS

Year To Date Summary as of  
June 30, 2018

FUND	Beginning Balance	FYTD Revenues	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
001 General	\$19,318,152	\$50,331,584	\$50,212,869	\$19,436,867	\$99,901	\$19,336,965
<b>Special Revenue Funds:</b>						
018 Public School Support	38,421	40,688	44,855	34,254	1,494	32,760
019 Other Grants	81,651	32,271	19,133	94,789	415	94,374
034 Classroom Facilities Maint.	104,703	288,857	2,743	390,817	0	390,817
300 District Managed Activity	66,572	299,169	300,584	65,157	6,260	58,897
401 Auxiliary Services	48,311	372,026	335,394	84,943	27,393	57,551
439 Preschool Education	0	112,000	112,000	0	0	0
451 Data Communication	0	10,800	10,800	0	0	0
461 Vocational Ed Enhancements	0	8,000	8,000	0	0	0
499 Miscellaneous State Grants	0	0	0	0	2,195	(2,195)
516 IDEA	5,824	939,863	939,944	5,742	0	5,742
536 Title I School Improvement	255	81,678	81,932	0	38,580	(38,580)
551 Limited English Proficiency	288	129,445	129,734	0	6,306	(6,306)
572 Title I	392	1,204,945	1,205,337	0	12,725	(12,725)
587 IDEA Early	293	20,101	20,217	177	0	177
590 Title II-A	410	124,781	124,589	601	0	601
599 Miscellaneous Federal Grants	0	24,218	24,218	0	66,669	(66,669)
<b>Debt Service Funds:</b>						
002 Bond Retirement	65,054,999	35,726,864	98,452,958	2,328,904	0	2,328,904
<b>Capital Projects Funds:</b>						
003 Permanent Improvement	672,301	639,828	979,745	332,384	0	332,384
004 Building	10,647,858	126,092	691,250	10,082,701	688,163	9,394,538
010 Classroom Facilities	51,572,374	5,943,620	2,508,536	55,007,458	5,252,647	49,754,811
007 Special Trust	87,920	44,099	46,391	85,627	494	85,133
<b>Agency Funds:</b>						
200 Student Activity	45,374	42,797	47,184	40,986	0	40,986
022 District Agency	0	19,900	19,900	0	0	0
<b>Enterprise Funds:</b>						
006 Food Services	675,819	1,903,670	1,953,477	626,012	63,543	562,469
<b>Total</b>	<u>\$148,421,914</u>	<u>\$98,467,297</u>	<u>\$158,271,792</u>	<u>\$88,617,419</u>	<u>\$6,266,785</u>	<u>\$82,350,635</u>



TO: WWCSO Board of Education  
 FROM: Randy Seymour, Treasurer  
 DATE: June 30, 2018  
 SUBJECT: June Investments

The Treasurer requests official approval of the following investments of interim funds made June 30, 2018.

	<u>Investments</u>	<u>Interest</u>	<u>Interest Rate</u>	
<b>General Fund:</b>				
Money Markets:				
<b>Star Ohio</b>	\$8,382,732	\$14,393	1.97%	
<b>Meeder Investments</b>	12,504,969	2,812	various	
<b>5th/3rd</b>	<u>1,022,695</u>	<u>597</u>	0.20%	Includes earnings credit
	21,910,397	17,802		
<b>Building Fund:</b>				
<b>Local Share:</b>				
Money Markets:				
<b>Star Ohio</b>	2,794,063	6,387	1.97%	
<b>Meeder Investments</b>	<u>58,483,334</u>	<u>10,125</u>	various	
	61,277,396	16,512		
<b>Building Fund:</b>				
<b>State Share:</b>				
Money Markets:				
<b>Star Ohio</b>	<u>5,607,323</u>	<u>52,156</u>	1.97%	
	5,607,323	52,156		
<b>Total</b>	<u>\$88,795,116</u>	<u>\$86,470</u>		



**WINTON WOODS CITY SCHOOL DISTRICT  
JOB DESCRIPTION**

**JOB TITLE:** Student Resource Coordinator

**REPORTS TO:** Director of Student Services, ~~Special Education/Fine and Practical Arts~~

**FLSA STATUS:** Exempt

**Board approved** 11/23/2009

**GENERAL DESCRIPTION**

To facilitate academic growth of the students by providing support services to administration, teachers, parents and students. This is a management level employee as defined in Section 4117.01 of the Ohio Revised Code and is excluded from any employee collective bargaining unit or contract under Ohio Revised Code Sections 4117.01 through 4117.23.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following: Other duties may be assigned.

- Implements policies adopted by the Board of Education.
- Assists parents, teachers, students and administrators in identifying student behavior, discipline or safety problems, which may impair academic growth.
- Assists parents, students, and teachers and administrators in crisis interventions and management of antisocial, inappropriate or unsafe behavior.
- Keeps abreast of growing needs and problems of the communities of the Winton Woods City Schools. May recommend policies, procedure and programs to address needs.
- Serves as ombudsman for school district with various police and judicial agencies and maintains good lines of communication to promote workable solutions for student behavior. Provides documentation of student conduct when requested by court in school related matters.
- Talks with students individually to assist them in times of crisis.
- Visits individual homes to conduct school business and to build rapport.
- Acts as liaison between central administration and building principals in matters concerning discipline and attendance.
  - A. Sends expulsion warning letters at request of administrators.
  - B. Schedules suspension appeal and expulsion hearings.
  - C. Attends suspension appeal and expulsion hearings to provide information regarding student discipline and juvenile court proceedings.

D. Maintains records and documentation of suspension appeal and expulsion hearings.

E. Schedules expulsion appeal hearings before the Board of Education.

- Assists Treasurer's Office:
  - A. Verifies residence of students attending school out-of-district.
  - B. Files SF-14 forms to collect payments for identified non-handicapped students.
- Serves as attendance officer for the school district and performs those duties as defined in sections 3321.14 through 3321.23 of the Ohio Revised Code.
- Assists school personnel to ensure that students attending school meet requirements of sections 3313.64 of the Ohio Revised Code (sections dealing with where student may legally attend school).
- Assists school personnel in implementing drug policy and procedures established by the Board of Education.
- Assist school personnel in implementing child abuse policy and produces established by the Board of Education.
- Keeps abreast of school law as it applies to specific juvenile cases.
- Assists high school personnel with security at athletic events and extracurricular events.
- Assists the Transportation Department in carrying out student discipline policies adopted by the Board of Education. This may include the periodic transporting of students from buses to their homes and/or filing legal charges against students with local law enforcement agencies.
- Assists principals and school staff in carrying out student discipline policies adopted by the Board of Education. This may include the periodically transporting of students from school to their homes and/or filing legal charges against students with local law enforcement agency on behalf of the District.
- Provides documentation of student conduct when requested by juvenile court or the district legal counsel.
- Provides district representation in court proceedings requiring district testimony.
- Maintains status as Crisis Prevention Institute instructor and conducts CPI training when requested.
- Conducts safe school audits, makes recommendation to the district to promote safety in schools.
- Serves as liaison between district and alternative education programs used by the district.
- Accepts other duties assigned by the District Compliance Officer.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **OTHER SKILLS AND ABILITIES**

Ability to apply knowledge of current research and theory based on school objectives. Ability to establish and maintain effective working relationships with students, peers, parents and community. Ability to speak clearly and concisely in written or oral communication. Ability to use computers where applicable. Ability to perform duties with awareness of all district requirements and Board of Education policies.

## **PHYSICAL DEMANDS**

The Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, or hear. The employee is frequently required to use hands to finger, handle or feel, reach with hands and arms. The employee occasionally is required to climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*



# WINTON WOODS CITY SCHOOLS STUDENT CODE OF CONDUCT

## THE WARRIOR WAY

The Winton Woods City School District is committed to helping our students achieve their highest potential! That begins with making sure that we maintain a safe and orderly environment.

### Be **RESPECTFUL**

- Students are expected to treat all others (i.e. peers, staff members, community members) with respect and dignity at all times.

### Be **RESPONSIBLE**

- Students are expected to be responsible for their actions at all times.

### Be **SAFE**

- Students are expected to abide by all guidelines to ensure that a safe environment is maintained.

Our schools will work diligently to make sure that:

- students are well aware of behavior expectations
- expected behaviors are clearly defined
- meaningful relationships are built to nurture a supportive environment
- high academic and behavioral expectations are in place for all students.

To ensure that ALL students meet our expectations, we have supports that can be implemented to help our students succeed. These include (but are not limited to):

- Parent conferences
- Behavior interventions
- Referral to site-based therapist/agencies
- Behavior plans
- Schedule modifications
- Social Skills training
- Rewards

We encourage parents to be highly involved early in the process to help to maximize the success of their child. A strong partnership between school and home is a critical component to student success.



## Steps Following Student Misbehavior

When the Principal finds that a student has committed an offense, the Principal or another school administrator will:

1. Investigate the incident, including meeting with the student and any others involved to allow them to explain the situation
2. Notify the family if a corrective strategy is used
3. Send a letter to the family if the corrective strategy is an assignment to an alternative program or location outside of the child's normal classroom assignment

## PREFACE

The items in this Code are applicable to all students when properly under the authority of school personnel during a school activity, function or event whether on property owned, rented or otherwise used or maintained by the Winton Woods City School District Board of Education or property owned, rented or maintained by another party. Additionally, the provisions of this Code shall apply to students if the prohibited act(s) takes place:

- while on properties immediately adjacent to school property
- while in the line of sight of school property
- on school transportation
- on the student's way to or from school
- if the act otherwise affects the operation of the schools.

This Student Code of Conduct also applies to misconduct occurring off of property owned or controlled by the Winton Woods City School District Board of Education but is connected to activities or incidents that have occurred on property owned or controlled by the Winton Woods City School District Board of Education and misconduct by a student, regardless of location, directed at a district official or employee, or property of a district official or employee.

Behavior infractions have been broken into categories based on the severity of the offense.

**Category I** offenses are considered minor. These offenses are handled at the school personnel level.

**Category II** offenses are more severe. Staff personnel may choose corrective strategies for offenses that are considered in Category II based upon severity.

**Category III** offenses are severe offenses that are considered major level. All Category III offenses must be handled at the administrative level.

### **Definition of Terms for Category 1 Offenses \***

*In most instances, Category I infractions will be corrected by the teacher or supervising adult in the setting where the misbehavior occurs. If a pattern of these offenses persists, consultation to set up a corrective plan may be necessary, and students may be referred to an administrator. When there is a high incidence of Category I offenses in a specific setting, administrators will provide, or arrange for, consultation and support to teachers, students or parents/caregivers to assist with creating positive behavior in that setting.*

## **Cheating / Plagiarism**

Students are expected to do their own work. Students must not use, submit or attempt to obtain data or answers dishonestly, by deceit or by means other than those authorized by the teacher. Examples of acts of cheating/plagiarism include any appropriation, literary theft, falsification, counterfeiting, piracy, fraud or unsupervised possession of any federal-, state- or district-mandated tests.

Plagiarism includes, but is not limited to, copying word for word from references such as books, magazines, research materials or the Internet. This includes any violation of the Winton Woods City Schools' Student Testing Code of Conduct, which may result in disciplinary action and an invalidation of test scores.

## **Disobedience/Disrespect**

Students are expected to do what school adults tell them to do. School adults include administrators, teachers, Instructional Assistants (IAs), secretaries, security personnel, custodians, bus drivers, lunchroom workers, and school volunteers, etc. Students must not argue with adults. If students do not obey the instructions and/or directions a school adult gives them, the behavior will be considered disobedient or disrespectful.

## **Disruptive Behavior**

Students are expected to follow school-wide behavioral expectations and abide by classroom rules, routines and procedures. Students must not interrupt the learning of others or behave in a manner that causes disruption to the school environment. If a teacher or other school adult is prevented from starting an activity or lesson, or has to stop what he or she is doing to try to stop the student's behavior, the behavior is considered disruptive. For example, if a student causes a disruption in the classroom by talking, making noises, throwing objects, play fighting, horseplay, or otherwise distracting one or more classmates, the student is engaging in disruptive behavior.

## **Electronic Communication Devices**

*(A school's Positive School Culture Committee may choose to develop a more specific plan related to electronic devices.)*

Electronic communication devices must be turned off during school hours. Electronic devices may be brought to school only in accordance with the school's policy.

## **Fraud/False Identification**

Students are expected to be honest. Students must not trick, or cause someone to be tricked, by not telling the truth. Students must not sign or give a name other than their own. Students should be able to show identification or verify their identity when requested.

## **Gambling**

Students must not play games of cards, chance or dice for money or other items, except if such games are played at a school-sponsored activity for educational purposes.

## **Inappropriate Communication**

Students are expected to speak respectfully to others. Examples of inappropriate communication include put-downs, or making fun of or negatively talking about a person or their family.

## **Tobacco/Smoking**

Students are expected to protect their own health and safety, and the health and safety of others. Students must not possess, smoke or use any kind of tobacco product or associated paraphernalia.

- a. On school grounds and area immediately adjacent to school grounds, during and immediately before or after school hours
- b. On school ground at any other time when the school is being used by a group
- c. Off school grounds at a school activity, function or event
- d. On a school bus or at a bus stop

## **Truancy, Tardiness or Class Cutting**

a. Truancy - Students are expected to comply with the provision of the Ohio Revised Code regarding school attendance. Truancy is absence from school for reasons other than those provided by law. The following are the only legal excuses for absence from school:

- (1) Personal illness
- (2) Illness in the family

- (3) Quarantine in the home
- (4) Death of a relative
- (5) Observance of a religious holiday
- (6) Any other reason which has been approved by the school prior to the absence.

Absences without legitimate excuse for more than ten (10) consecutive days or at least fifteen (15) total school days in any one quarter or semester may result in the suspension or denial of temporary driving permit or driver license by the Registrar of Motor Vehicles.

b. Tardiness

Tardiness is defined as arriving late to school or to class without acceptable reason.

c. Class Cutting

Class cutting is defined as absence from an assigned class without an acceptable reason.

In the state of Ohio, children between the ages of 6-18 are of compulsory school age and are required to attend school. In addition, children who begin kindergarten at age 5 become subject to the compulsory education laws of the State. There are consequences for students and their parent/legal guardian if children do not attend school regularly.

### **Violation of School Uniform Policy**

The uniform requirements pertain to all schools and can be reviewed in the student hand books, which are distributed to students at the beginning of each school year or at the time of enrollment.

Administrative action may be required if an individual's apparel violates the district uniform requirements or his or her appearance causes considerable distraction among students and staff to the extent that their presence, adversely compromises the integrity and/or safety of the learning environment.

*\*A Category I Offense could be upgraded to a Category II or Category III Offense, depending on the nature of the offense or chronic Category I offenses.*

### **Definition of Terms for Category II Offenses \***

*Teachers or supervising adults may choose corrective strategies for Category II infractions including, but not limited to, referral to school administrators. Students who commit, attempt to commit, aid or abet the commission of, conspire to commit, or participate in any manner even if not completed in the commission of any of the offenses designated in this section will be required to participate in activities designed to prevent repetition of the offenses.*

### **Counterfeit Materials**

Students may use only real United States currency (money). Students cannot use school property or equipment to create, or attempt to create, counterfeit currency to any other type of counterfeit materials. Students must not knowingly possess counterfeit materials.

### **Damaging/Destruction of Property**

Students must be respectful and take care of school property. Students should not cause or attempt to cause damage, destroy or misuse school property or anything that belongs to someone else. Examples of this behavior include (*but not be limited to*) writing in school textbooks or library books, ruining bulletin boards, damaging desks or computer equipment including laptops, tablets and e-readers, intentionally clogging the plumbing system, breaking light bulbs or fixtures, or spray-painting surfaces.



## **Depictions of Prohibited Conduct**

Students must not make, reproduce or distribute videos, images, sound recordings or other mediums that show behavior prohibited by the Code of Conduct on school property or at school events, including using school-owned or personal electronic devices (i.e., laptops, iPads, tablets, e-readers, cell phones, or video or still cameras). Depictions of such conduct on social networking sites such as Facebook, MySpace, YouTube or any other similar Web sites are prohibited. Any representations of prohibited behavior must be immediately turned over to the principal or the principal's designee. Reproduction and distribution of these items will result in disciplinary action.

## **Fighting**

Conflicts must be resolved peacefully. Students must not physically fight with another person. Retaliation is not a defense to fighting. Students should attempt to retreat from any act of aggression from another and to seek help from school personnel.

## **Fireworks**

Students must obey the law regarding fireworks. Students must not bring to school or possess, handle, transmit, conceal or use any fireworks (poppers, firecrackers, rockets, sparklers, smoke bombs or other types) while at school.

## **Gang Activity**

Students should associate with peers and adults who engage in safe, respectful and responsible behavior. Students must not participate in gang activity. Gangs are defined as groups of two or more students and/or adults who organize for the purpose of engaging in activities that threaten the safety of the general public, compromise the general community order, and/or interfere with the school district's educational mission.

Gang activities include:

- A. Wearing or displaying any clothing, jewelry, colors or insignia that intentionally identifies the student as a member of a gang or otherwise symbolizes support of a gang.
- B. Using any word, phrase, written symbol or gesture that intentionally identifies a student as a member of a gang or otherwise symbolizes support of a gang. A student may not display gang affiliation on his or her school notebooks, textbooks or personal items.
- C. Engaging in activity or discussion promoting gangs by two or more persons.
- D. Recruiting students for gangs or anti-social behavior.

## **Harassment/Intimidation/Bullying/Stalking**

All communication in the school is to be conducted with respect. Students must not use words (written, verbal, electronic), gestures, photographic images, drawings or any form of communication to intimidate, harass, bully or threaten harm to another person based on race, gender, religious beliefs, nationality, disability or sexual orientation. Appropriate discussions of these issues, in the classroom or other school settings, are encouraged.

Harassment, intimidation, bullying or stalking means any repeated written, verbal, graphic or physical act that a student or group of students exhibit toward another particular student or students, including within a dating relationship, or toward school personnel and the behavior both:

- A. Causes mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of personal property, and
- B. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student/school personnel.

## **Inappropriate Touching / Horseplay**

Any behavior that presents a risk of physical harm to others or to the property of others and serves no reasonable or educational purpose. This includes inappropriate touching, hands on behaviors, horseplay, or physical contact.



### **Obstruction of Administrator/Teacher from Duties**

A student shall not prevent, obstruct or delay a teacher, administrator or other school official from performing his/her assigned duties and carrying out corrective action.

### **Profanity or Obscenity**

Students are expected to use appropriate language. Students must not verbally, electronically or by written words, photographs or drawings direct profanity to anyone in the school environment. Students must not insult anyone by obscene gestures.

### **Repeated Acts of Misconduct**

A student shall not repeatedly engage in any acts of misconduct specified in the foregoing Rules of Conduct.

### **Sale or Distribution of Unauthorized Materials**

A student shall not possess, distribute, use or sell unauthorized materials or products on school property.

### **Sexual Harassment & Misconduct**

Sexual harassment is behavior which includes any unwanted, unsolicited sexual advance or sexually oriented behavior made by a person who knows or should reasonably know that such attention is unwanted and is objectionable. Sexual harassment may include, but is not limited to, unnecessary touching or petting, suggestive or other sexually aggressive remarks, leering at a person's body, demands for sexual favors, or compromising invitations. Sexual harassment may also include but is not limited to the creation of an intimidating, hostile, and offensive work or study environment by engaging in sexual, offensive and/or inappropriate behavior.

Students must respect themselves and the privacy of others. Students must not act or behave in an unacceptable way by touching or making reference to, verbally or in writing, their private body parts or those of another person. Included in sexual misconduct are actions involving touching of a sexual nature, with or without consent of the other party.

### **Stealing or Possession of Stolen Property**

Students must use only their own belongings unless explicit permission from the owner is given to borrow an item. Students must not take anything that does not belong to them. Students must not have anything that they know, or have reason to know, has been stolen. Students must not use school-owned or personal equipment to conduct illegal activity.

### **Trespassing / Leaving School Property**

Students must stay in designated areas of the school to which they have been assigned. Leaving School Property or assigned area prior to dismissal time without official permission (e.g., leaving the building or class without permission) is prohibited. Students must have permission from a building administrator, or be escorted by a parent/caregiver or emergency contact person, to enter a building other than their own or to leave their assigned building.

Students must not return to any school while assigned to the alternative placement, or under expulsion or removal, except with permission from a building administrator and under escort by a parent/caregiver or emergency contact person.

## **Violent Disorderly Conduct**

Students must solve problems peacefully. Violence and threats of violence disrupt the learning process. Students must not use violence, or threats of violence, force or bodily harm, against staff, students or property.

*\*A Category II Offense could be upgraded to a Category III Offense, depending on the circumstances or chronic behaviors.*

## **Definition of Terms for Category III Offenses**

*The principal, finding a student has committed, attempted to commit, aided or abetted the commission of, conspired to commit, or participated in any manner even if not completed in the commission of any of the following offenses will be subject to the consequences including suspension or expulsion.*

## **Alcohol and Drugs/Harmful Intoxicants**

Students must not bring harmful intoxicants, alcohol or illegal drugs to school or school activities. Students must not use, be under the influence of, or buy or sell harmful intoxicants, alcohol or illegal drugs. This section also applies to any substance made to look like, or represented to be a harmful intoxicant, illegal drugs or alcohol and any related paraphernalia.

Parents/Guardians are permitted to bring prescribed or over-the-counter medication; however, secured in nurses' station and administered by authorized school personnel with the authorization and supervision of their doctor. Prescribed or over-the-counter medication is for the student's use only. A student must not sell or give prescribed or over-the-counter medication to anyone at school.

In grades 9-12, with parent's and administrator's permission, a student may keep over-the-counter medication in a secure location and access that medication, if needed, through an administrator's designee.

## **Breaking and Entering**

Students must stay out of locked or private areas. Students must not force their way into places or onto property where they do not belong. Examples of such property include lockers belonging to other students and staff, science labs and supply cabinets.

## **Dangerous Weapons**

Students must keep dangerous objects out of school. Students must not possess, handle, transmit or use as a dangerous weapon an instrument capable of harming another person. Dangerous weapons include but are not limited to:

A. Knives — Students must not possess, handle, transmit, conceal or use knives. Students violating the prohibition against knives may be assigned to an Alternative to Expulsion program for up to one year. A student may be expelled for up to one calendar year.

NOTE: State law gives the Superintendent the option to expel a student for up to one calendar year for bringing a knife onto school property, into a school vehicle, or to a school-sponsored event.

B. Defensive Weapons — Students must not possess chemical Mace, pepper gas or like substances; or stun guns/Tasers.

C. Other Items — Students must not possess items such as razors, box cutters, hammers, baseball bats, chains, tattoo paraphernalia, bullets or any other items that can be considered a weapon or can be used as a weapon. School supplies (i.e., compass, scissors, pens, etc.) must not be used as a weapon.

## **Extortion**

Students must accept “no” for an answer when making a request of another person. Extortion means getting money or a promise by using threat or force. Students must not make a person do anything he or she does not want to do by using threat or force.

## **False Fire Alarms or Bomb Reports/Tampering with Fire Alarm System**

Students must obey laws regarding fire safety. Students must not set off a fire alarm at any time unless there is an emergency. Destroying or damaging a fire alarm is prohibited. Students must not make bomb threats, either written or verbal, against any school building. Tampering with the fire alarm means setting off the squeal alarm or the actual alarm when there is not an emergency.

## **Firearm Look-Alikes**

Students must not possess, transmit or conceal any item that resembles a firearm. Firearm look-alikes can propel an object or substance with force by spring load or air pressure (i.e., toy guns, cap guns, BB guns, pellet guns).

## **Firearms**

Students must not possess, handle or transmit, conceal or use a firearm. Students violating the firearms prohibition must be expelled in accordance with State and Federal law (e.g., educated in a placement other than the school of attendance) for one calendar year. Firearms are any weapon (including starter guns) that will, or are designed to or may readily be converted to, expel a projectile by explosion (gunpowder, magazine clip) including the frame or receiver of any weapon and any firearm mufflers or silencers or any destructive devices (as defined in 18 USCA Section 921), which include any explosives, incendiary or poisonous gas bombs, grenades, rockets having a propellant charge of more than four ounces, missiles having an explosive or incendiary charge of more than four ounces, missiles having an explosive or incendiary charge of more than one quarter ounce, mines or devices similar to any of the devices described above.

NOTE: Federal law requires the Superintendent to expel a student for one calendar year if the student brings a firearm onto school property, into a school vehicle, or to a school- sponsored event.

## **Physical Assault**

Students must get help when needed to solve problems nonviolently. Students must not physically attack another person. Hitting, kicking, shoving or otherwise causing physical pain or harm to another person is considered physical assault.

## **Robbery**

Students must not take another person’s property. Students must not take or attempt to take from another person any property by force or threat of force.

## **Serious Bodily Injury**

Students must not contribute to or cause bodily injury to themselves or others that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or bodily capability.

## **Sexting**

Students are prohibited from engaging in sexting, which means sending sexually explicit images through electronic media, such as text messaging.

**Sexual Assault**

Students must protect the safety, and respect the rights, of others. Students must not sexually attack nor sexually abuse another person.

**Starting a Fire**

Students must protect the safety of themselves and others. Students must not start, or help to start, a fire that may harm any person or property. Students must not create, set off, attempt to set off, or possess matches / lighters / combustible material or other fire starting materials on school property.



# STEPS FOR CORRECTIVE ACTION

## Category I

Category I offenses are managed at the school personnel level. The choices below are the possible result for a Category I infraction (These are not intended to be the only choices or sequential).

- Parent Contact
- Apology
- Loss of privileges
- Detention (i.e. before school, after school, during lunch/recess)
- Reteach behavioral expectations
- Lunch detail
- Restitution
- Reflective Activity
- Time out

## Category II

Staff personnel may choose corrective strategies for offenses that are considered in Category II. The choices are the possible result for a category II infraction (These are not intended to be the only choices or sequential).

- *Any Category 1 Corrective Strategy*
- Detention (i.e. before school, after school, during lunch/recess)
- Office Referral
- Alternative School Assignment (ASA)
- Suspension
- Suspension with a possible recommendation for expulsion
- Referral to counseling agency
- Establish a behavior plan
- Establish a check in /check out system with a staff member
- File charges with local police department

## Category III

Category III offenses are considered major offenses and are managed at the school administration level. The incidents require a mandatory office referral to school administration. The choices are the possible result for a category III infraction (These are not intended to be the only choices or sequential).

- Alternative Discipline Placement (ADP)
- Suspension
- Suspension with a Recommendation for Expulsion, referred to Superintendent's Office
- File charges with local police department

## **Suspension**

- a. A student shall be given written notification of the intention to suspend him/her and the reason(s) for the intended suspension by the administrator.
- b. The pupil shall be provided an opportunity to appear at an informal hearing before the principal or assistant principal to challenge the reasons for the intended suspension or otherwise to explain his/her actions. A student shall be given an opportunity to challenge the charges and give his/her side of the story.
- c. The administrator shall make the decision to suspend or not to suspend, and shall notify the student orally of that decision.
- d. If the student is suspended, the administrator shall notify the parents, guardian or custodian of the pupil and the Treasurer of the Board of Education in writing within one school day of the suspension.
- e. A pupil, parent, guardian, or custodian has the right to appeal a suspension or intent to suspend. A written statement requesting an appeal of a suspension or intent to suspend is to be sent to the Pupil Service Department, 8 Enfield St., Cincinnati, Ohio 45218. Students have the right to be represented at an appeal hearing.

## **Expulsion**

- a. The superintendent is the only school administrator who may expel a pupil.
- b. A principal may recommend to the superintendent in writing that a given student be expelled. This recommendation shall contain the reason(s) for the recommended expulsion.
- c. The superintendent (or designee) shall notify the pupil and parent, guardian or custodian in writing of the intention to expel the pupil.
- d. The superintendent or designee shall conduct the hearing at the appointed time and place. The purpose of the hearing shall be for both sides to give their side of the story.
- e. The superintendent shall make the decision to expel or not to expel following the hearing and shall notify the parent, guardian or custodian and the Treasurer of the Board of Education of that decision in writing within one school day. A copy of the parental notification shall be sent to the principal.
- f. A pupil, parent, guardian, or custodian has the right to appeal a suspension or intent to suspend. A written statement requesting an appeal of an expulsion or intent to expel is to be sent to the Winton Woods City Schools Board of Education, 1215 W. Kemper Rd. Cincinnati, OH 45240.  
A pupil or his/her parent, guardian or custodian may appeal the expulsion to the Board of Education. The Board of Education may hear the appeal itself or it may appoint a designee. The pupil or parent, guardian or custodian may be represented in all such appeal proceedings and shall be granted a hearing before the Board of Education or its designee, which may be in executive session upon the request of the pupil, parent, guardian, custodian or representative.
- g. A verbatim record shall be made of the hearing.
- h. The Board of Education or its designee may act only after a hearing is held. The Board or its designee may affirm, reverse, vacate or modify the expulsion.
- i. The action of the Board or its designee on the expulsion must be made in a public meeting.
- j. The Treasurer shall promptly notify the pupil, parent, guardian, custodian or representative in writing of the Board's decision or the designee's decision.
- k. The decision of the Board of Education or its designee may be further appealed to the Court of Common Pleas under O.R.C. Chapter 2506.
- l. Upon expulsion from school, the pupil shall be withdrawn from school and will be required to re-enroll.

## **Alternative Programs (Project Success and Project Success Plus)**

Winton Woods City Schools can provide alternative programming in lieu of out-of-school suspension and out-of-school expulsion. The alternative programs are called Project Success (Grades 7 – 12) and Project Success Plus (Grades 2 – 6). The assignments of students to the program are the decision of the superintendent or designee.

## **Alternative Discipline Assignments for Students with Disabilities**

All federal and state laws, Board policies and administrative procedures must be followed in recommending assignments to

Alternative Discipline for students with disabilities on Individual Education Programs (IEPs) or Section 504 Plans.

### **Emergency Removal from School**

Emergency removal can occur only for the following reasons:

- If the student's presence in school poses a danger to people or property
- If the student is an ongoing threat of disruption

Emergency removal requires communication between school officials and the student's family (parent or guardian or, if necessary, other adult family members). At the time of the removal, the family will be contacted in person or by telephone to explain the reason for the removal and to request a meeting. In addition, a letter with the explanation and meeting request will be sent to the family and a copy will be given to the student.

- Emergency removal **can last no longer than 3 days for each incident.**
- The removal can be for a shorter time. The student **will return to school after a scheduled meeting is completed with the family, the principal and the referring staff member.** A face-to-face meeting is preferred, but a telephone conference is allowed if necessary.

BOE-Approved 1-22-18

BOE-Approved \_\_\_\_\_