

CLARK-SHAWNEE LOCAL SCHOOL DISTRICT  
Clark County, Ohio  
BOARD OF EDUCATION MEETING  
April 23, 2024  
7:00 p.m. Regular Meeting  
Clark-Shawnee Local Administrative Building

**AGENDA**

**I. OPENING**

**A. Call to Order**

**B. Roll Call**     \_\_\_DeHart   \_\_\_Galbreath   \_\_\_Garrett   \_\_\_Page   \_\_\_Pierce

**C. Pledge of Allegiance**

**D. Acceptance of Agenda**

***Motion by:***

\_\_\_Mr. DeHart   \_\_\_Mr. Galbreath   \_\_\_Mrs. Garrett   \_\_\_Dr. Page   \_\_\_Mrs. Pierce

***Second by:***

\_\_\_Mr. DeHart   \_\_\_Mr. Galbreath   \_\_\_Mrs. Garrett   \_\_\_Dr. Page   \_\_\_Mrs. Pierce

***Roll Call:***

\_\_\_Mr. DeHart   \_\_\_Mr. Galbreath   \_\_\_Mrs. Garrett   \_\_\_Dr. Page   \_\_\_Mrs. Pierce

**II. REQUEST AND CONCERNS OF THE GENERAL PUBLIC**

**Reminders Concerning Public Participation**

The Board welcomes and encourages the public to communicate with the Board on educational issues and school matters of community interest. The Board values public comment on such matters and seeks to provide the public with a meaningful opportunity to express points relative to such matters. Please note that the purpose of public participation is to give the public an opportunity to provide such comments, but the purpose is not for the Board to respond to any such comments. The Board will take all comments that are of an appropriate nature relative to educational issues and school matters of community interest under advisement and will respond in a manner the Board deems appropriate.

Please be advised that public participation may not be repetitive, obscene, and/or comments that constitute a true threat. Any such comments may be interrupted, warned, or terminated by the Board's presiding officer, and the Board's presiding officer may seek removal of any participant who does not observe reasonable decorum.

Also please be advised that public participation may not exceed three (3) minutes in length per participant. If you have a comment and/or question after the public participation period has closed, please submit your comment/question to the board in writing. Individuals desiring to participate in the public participation period must register on the sign-in sheet prior to the start of the meeting.

### III. ROUNDTABLE

#### E. Presentation–Greater Springfield Partnership

Mr. Horton Hobbs IV will give a presentation to the board regarding Project Volt.

#### F. Springfield-Clark CTC Update

Mr. Ben Galbreath will update the Board of Education members on the activities of the Career Technology Center.

#### G. Superintendent Update

Mr. Brian Kuhn, Superintendent, will provide an update to the Board of Education.

### Administrative Reports/Action Items

*The following items have been reviewed by the board members prior to the meeting. Discussion will be limited, but board action is required.*

### IV. TREASURER’S REPORT

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#### ACCEPTANCE OF CONSENT CALENDAR – FINANCIAL

Action by the Board of Education in “Acceptance of Consent Calendar” at this point of the agenda means that items H through L are adopted by one single motion unless a member of the board or the Superintendent requests that any such item be removed from the “Consent Calendar” and voted upon separately.

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#### **Motion by:**

Mr. DeHart     Mr. Galbreath     Mrs. Garrett     Dr. Page     Mrs. Pierce

#### **Second by:**

Mr. DeHart     Mr. Galbreath     Mrs. Garrett     Dr. Page     Mrs. Pierce

- H. Signing of the Minutes of the Previous Meeting
- I. Treasurer’s Report and Condition of the Funds
- J. Monthly Bills and Allowance of those that are in Order
- K. Appropriations Modification

**L. Fund Transfers**

Permission to transfer \$327,824.00 from Fund 001-0000 to Fund 003-0000

Permission to contract with Carol Riggle, CPA, GAAP

**Roll Call:**

\_\_\_Mr. DeHart \_\_\_Mr. Galbreath \_\_\_Mrs. Garrett \_\_\_Dr. Page \_\_\_Mrs. Pierce

**V. LOCAL SUPERINTENDENT’S REPORT**

**ACCEPTANCE OF CONSENT CALENDAR – PERSONNEL**

Action by the Board of Education in “Acceptance of Consent Calendar” at this point of the agenda means that items M through N are adopted by one single motion unless a member of the board or the Superintendent requests that any such item be removed from the “Consent Calendar” and voted upon separately.

**Motion by:**

\_\_\_Mr. DeHart \_\_\_Mr. Galbreath \_\_\_Mrs. Garrett \_\_\_Dr. Page \_\_\_Mrs. Pierce

**Second by:**

\_\_\_Mr. DeHart \_\_\_Mr. Galbreath \_\_\_Mrs. Garrett \_\_\_Dr. Page \_\_\_Mrs. Pierce

**M. Employment**

Contract Renewals—Administrative

<u>Administrator/Supervisor</u>	<u>Current Contract (Expiring)</u>	<u>Contract Eligibility (Proposed)</u>
Mr. Adam Billet	3 of 3	3-year
Mr. Christopher Campbell	3 of 3	3-year
Mrs. Tracy Engel	2 of 2	3-year
Mrs. Melissa Jewell	3 of 3	3-year
Mr. Eric Lennartz	3 of 3	3-year
Mr. Chad Mossing	3 of 3	3-year
Miss Jenna Potts	2 of 2	3-year
Mrs. Amanda Shaffer	3 of 3	3-year
Miss Alexis Staffan	3 of 3	3 year

Recommendation: To renew the above contracts as presented.

Support Staff

Mrs. April Schipper as a preschool aide on a limited contract for the 2023-2024 school year effective April 18, 2024.

Recommendation: To employ the above individual provided all statutory requirements are met, i.e. certification, background checks, etc. and recommendations are found to be satisfactory.

**N. Non-Paid Leave**

Mrs. Jodie Noffke, Bus Driver, is requesting 6.5 days of non-paid medical leave beginning on the afternoon of April 15, 2024 through April 23, 2024.

Mrs. Wendy Shaffer, Teacher at Shawnee ES, is requesting non-paid leave on/around September 20-23, 2024.

Recommendation: To approve the above requests.

**Roll Call:**

\_\_\_Mr. DeHart \_\_\_Mr. Galbreath \_\_\_Mrs. Garrett \_\_\_Dr. Page \_\_\_Mrs. Pierce

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**ACCEPTANCE OF CONSENT CALENDAR – MISCELLANEOUS**

Action by the Board of Education in “Acceptance of Consent Calendar” at this point of the agenda means that items O through V are adopted by one single motion unless a member of the board or the Superintendent requests that any such item be removed from the “Consent Calendar” and voted upon separately.

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**Motion by:**

\_\_\_Mr. DeHart \_\_\_Mr. Galbreath \_\_\_Mrs. Garrett \_\_\_Dr. Page \_\_\_Mrs. Pierce

**Second by:**

\_\_\_Mr. DeHart \_\_\_Mr. Galbreath \_\_\_Mrs. Garrett \_\_\_Dr. Page \_\_\_Mrs. Pierce

**O. Service Agreement–Natural Gas Provider**

To contract with NRG Business Marketing, LLC. for natural gas service, to commence on July 1, 2025, and to conclude on June 30, 2027.

Recommendation: To approve the above service agreement in accordance with participation in the Southwest Ohio EPC bid process authorized on November 28, 2023.

**P. Ohio High School Athletic Association Membership**

The Board of Education is required to pass an annual resolution to authorize membership in the Ohio High School Athletic Association.

Recommendation: To authorize membership in the Ohio High School Athletic Association for Shawnee High School & Shawnee Middle School for the 2024-2025 school year.

**Q. GAAP Report Preparation**

Mr. Thomas Faulkner, Treasurer, is requesting the service of Carol M. Riggle, CPA to perform the annual GAAP report at a cost of \$6,500.00.

Recommendation: To approve the above request.

**R. Program Participation Approval**

IDEA-B & Early Childhood IDEA

IDEA-B and Early Childhood IDEA money comes to our district as a result of the number of handicapped students enrolled. These funds are used to pay for excess costs associated with educating these children. A proposal will be submitted to the State Department of Education for participation in this program.

Title I

Title I money comes to our district as a result of the number of economically disadvantaged students enrolled in the district. These funds are used for reading remediation and a math coach in grades K through four.

Title II-A

Title II-A money comes to the district as a result of the number of economically disadvantaged students enrolled in the district and student enrollment. These funds are used to hire additional teachers to reduce class sizes and for school improvement initiatives.

Recommendation: To approve the above Title programs for the 2024-2025 school year.

**S. Approval Of Board Policies**

Mr. Brian Kuhn, Superintendent, is recommending approval of the following board policies: 0100, 2623, 2623.02, 3120.04, 3140, 4124, 4140, 5310, 8600, 8600.04, 8640, 8650, & 8660. [Reference Exhibit A]

Recommendation: To approve the above policies.

**T. Approval of 2024-2025 Student Handbooks**

Mr. Brian Kuhn, Superintendent, is recommending approval of the following student handbooks for the 2024-2025 school year.

- Shawnee Elementary School
- Shawnee Middle School
- Shawnee High School
- Shawnee Athletic Handbook

Recommendation: To approve the above student handbooks for the 2024-2025 school year.

**U. Approval of Student Activities**

Mrs. Sherry Akers, MS Counselor, is requesting permission to establish the Middle School Builders Club for the 2023-2024 school year.

Mr. Jeff Collins, HS Teacher, is requesting permission to establish a Pickleball Club (“Picklers”) for the 2023-2024 school year.

Recommendation: To approve the above requests.

**V. Approval of Student Trip**

Mrs. Darcy Leis, Power of the Pen Advisor, is requesting permission for the Power of the Pen Qualifiers to travel to the state competition at Ashland University on May 16-17, 2024. [Reference Exhibit B]

**Roll Call:**

\_\_\_Mr. DeHart \_\_\_Mr. Galbreath \_\_\_Mrs. Garrett \_\_\_Dr. Page \_\_\_Mrs. Pierce

**W. Executive Session**

**Motion by:**

\_\_\_Mr. DeHart \_\_\_Mr. Galbreath \_\_\_Mrs. Garrett \_\_\_Dr. Page \_\_\_Mrs. Pierce

**Second by:**

\_\_\_Mr. DeHart \_\_\_Mr. Galbreath \_\_\_Mrs. Garrett \_\_\_Dr. Page \_\_\_Mrs. Pierce

**TIME IN:** \_\_\_\_\_

**TIME OUT:** \_\_\_\_\_

**X. Report Section**

1. Meeting Minutes
2. Financial Data
3. Discipline Reports
4. EXHIBIT A: Board Policies
5. EXHIBIT B: Power of the Pen Trip Details

Mr. Brian Kuhn  
Superintendent  
April 23, 2024

Book	Policy Manual
Section	Policies Recommended for the BOE (42.2 Winter 2024 Update)
Title	DEFINITIONS
Code	po0100
Status	
Adopted	July 19, 1994
Last Revised	November 15, 2016

## 0100 - **DEFINITIONS**

Whenever the following items are used in these bylaws, policies and administrative guidelines, they shall have the meaning set forth below:

### **Administrative Guideline**

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

### **Agreement**

A collectively negotiated contract with a recognized bargaining unit.

### **Apps and Web Services**

Apps/web services are software (i.e., computer programs) that support the interaction of personal communication devices (as defined in Bylaw 0100, above) over a network, or client-server applications in which the user interface runs in a web browser. Apps/web services are used to communicate/transfer information/data that allow students to perform actions/tasks that assist them in attaining educational achievement goals/objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps/web services also are used to facilitate communication to, from and among and between, staff, students, and parents.

### **Board**

The Board of Education.

### **Bylaw**

Rule of the Board for its own governance.

### **Classified Employee**

An employee who provides support to the District's program and whose position does not require a professional license.

### **Compulsory School Age**

A child between six (6) and eighteen (18) years of age or a child under six (6) years of age who has been enrolled in kindergarten unless at any time the child's parent or guardian, at the parent's or guardian's discretion and in consultation with the child's teacher and principal, formally withdraws the child from kindergarten.

**District**

The School District.

**Due Process**

The safeguards to which a person is entitled in order to protect his/her rights.

**Educational Service Center Superintendent [LOCAL]**

The Superintendent of Schools for the Clark County Educational Service Center Schools.

**Full Board**

Authorized number of voting members entitled to govern the District.

**Information Resources**

The Board defines Information Resources to include any data/information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-ROMs/DVDs, web sites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting or retrieving electronic communications.

**May**

This word is used when an action by the Board or its designee is permitted but not required.

**Meeting**

Any prearranged discussion of the Board's public business by a majority of Board members.

**Parent**

The natural, adoptive, or surrogate parents or the party designated by the courts as the legal guardian or custodian of a student. Both parents will be considered to have equal rights unless a court of law decrees otherwise. When a student is the subject of a power of attorney or caretaker authorization affidavit executed by the student's grandparent(s), the term parents shall also refer to the grandparent designated as the attorney-in-fact under the power of attorney or the grandparent who executed the affidavit.

Although the grandparent is authorized to provide consent in all school related matters and to obtain from the school district educational and behavioral information about the student, the power of attorney does not preclude the parent, guardian or custodian of the child from having access to all school records pertinent to the child.

Likewise, although the grandparent is authorized to provide consent in all school related matters and to discuss with the school district the student's educational progress, the caretaker authorization affidavit does not preclude the parent, guardian or custodian of the child from having access to all school records pertinent to the child.

R.C. 3313.64, 3109.52, 3109.65

**Personal Communication Devices**

Personal communication devices ("PCDs") include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, and/or other web-enabled devices of any type.

### **Policy**

A general, written statement by the governing board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

### **President**

The chief executive officer of the Board. (~~See Bylaw 0170~~)(See Bylaw 0173 - Board Officers)

### **Principal**

The educational leader and head administrator of one (1) or more District schools. In policy and administrative guidelines, implies delegation of designated responsibilities to appropriate members of his/her staff.

### **Professional Staff Member**

An employee who implements or supervises one (1) or more aspects of the District's program and whose position requires a professional credential from the Division of Teacher Education and Licensing.

### **Relative**

The mother, father, sister, brother, spouse, parent of spouse, child, grandparents, grandchild, or dependent in the immediate household as defined in the negotiated, collectively-bargained agreement.

### **Secretary**

The chief clerk of the Board of Education.

### **Shall**

This word is used when an action by the Board or its designee is required. (The word "will" or "must" signifies a required action.)

### **Student**

A person who is officially enrolled in a school or program of the District.

### **Superintendent**

The chief executive officer of the School District. In policy, implies delegation of responsibilities to appropriate staff members.

### **Technology Resources**

The Board defines Technology Resources to include computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, SLR and DSLR cameras, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

Textbook

This word is used to describe the learning material duly adopted and required as standard work for the study of a particular subject. It may be bound and printed with a hard or soft cover, or it may be electronic, e.g., computer software, interactive videodisc, magnetic media, CD ROM, computer courseware, on-line service, electronic medium, or other means of conveying information.

**Treasurer**

The chief fiscal officer of the District.

**Vice-President**

The Vice-President of the Board of Education. ~~(See Bylaw 0170)~~(See Bylaw 0173 - Board Officers)

**Voting**

A vote at a meeting of the Board of Education. The law requires that Board members must be physically present in order to have their vote officially recorded in the Board minutes. R.C. 3313.18, 3313.20

Citations to Ohio Statute are noted as R.C. (Revised Code). Citations to Rules of the State Board of Education are noted as A.C. (Administrative Code). Citations to the Federal Register are noted as FR, to the Code of Federal Regulations as C.F.R., and to the United States Code as U.S.C.

Revised 8/00  
Revised 11/16/04

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**Last Modified by Norm Burkhardt on February 23, 2024**

Book	Policy Manual
Section	Policies Recommended for the BOE (42.2 Winter 2024 Update)
Title	STUDENT ASSESSMENT AND ACADEMIC INTERVENTION SERVICES
Code	po2623
Status	
Adopted	July 19, 1994
Last Revised	March 21, 2017

### **2623 - STUDENT ASSESSMENT AND ACADEMIC INTERVENTION SERVICES**

The Board of Education shall assess student achievement and needs in all program areas in compliance with State law and the rules adopted by the State Board of Education. The purpose of such assessments will be to determine the progress of students and to assist them in attaining student performance objectives and the educational achievement goals of this District.

The Board shall administer the State-mandated tests (e.g., diagnostic assessments and achievement tests) to students at the times designated by the State Board of Education. The Board may, for medical reasons or other good cause, excuse a student from taking a State-mandated test on the date scheduled, but any such test shall be administered to such excused student not later than nine (9) days following the scheduled date. The Board shall annually report, not later than June 30th, the number of students who have not taken one (1) or more of the State-mandated tests to the State Board of Education.

The District shall require that all appropriate staff have knowledge of the prescribed standards of ethical assessment practice and shall monitor the assessment practices for compliance with these standards. These duties shall include:

- A. communicating standards of ethical assessment practice;
- B. communicating security procedures for assessment;
- C. establishing procedures for reviewing assessment materials and procedures and assessment preparation materials and procedures;
- D. establishing channels of communication that allow teachers, other educators, students, parents, and other members of the community to voice concerns about assessment practices;
- E. establishing written procedures for investigating complaints, allegations, and/or concerns about assessment practices, protecting the rights of an individual, the integrity of an assessment, and the results of an assessment.

The Board shall provide academic intervention services in pertinent subject areas to students who score below the proficient level in reading, writing, mathematics, social studies, or science achievement test, or who do not demonstrate academic performance at their grade level based on the results of a diagnostic assessment.

At least annually, staff members will assess the academic achievement and learning needs of each student. Procedures for such assessments may include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs, and physical examinations.

The Superintendent shall develop a program of testing that includes:

- A. administration of State-mandated tests (e.g., diagnostic assessment and achievement tests), at no cost to students, in accordance with the provisions of A.C. 3301-13-02;
- B. performance-based tests at appropriate grade levels to measure achievement of performance objectives in composition, mathematics, science, social studies, and reading;
- C. District or teacher-made achievement or performance tests;
- D. tests of mental ability;
- E. norm referenced achievement tests.

"Achievement test" means "a test, aligned with the Ohio academic content standards and model curriculum, designed to measure a student's level of knowledge or skill in a specific subject area that is expected at the end of a designated grade and/or is required as part of the Ohio graduation requirement."

"Alternate assessment" means "the use of an assessment instrument, other than the Ohio achievement tests or diagnostic assessments, that meets the requirements of all applicable Federal and State laws and A.C. 3301-13-03."

"Diagnostic assessment" means "an assessment aligned with Ohio academic content standards and model curriculum, designed to measure student comprehension of academic content and mastery of related skills for a relevant subject area at each grade level, kindergarten through three, as defined in R.C. 3301.079."

"~~End-of-course exams~~~~Ohio graduation tests~~" means "the college and work ready assessments selected by the Department of Education and Workforce and the Chancellor of Higher Education that ~~are achievement tests~~, aligned with academic content standards and model curriculum ~~and curriculum~~, designed to measure a student's level of academic achievement ~~expected at the end of the tenth grade in writing, reading, mathematics, social studies, and science.~~"

"Performance standards" means "a score adopted by the State Board of Education indicative of a particular level of academic achievement at a designated grade for each achievement test or alternate assessment."

"~~State-mandated assessments or Statewide tests~~" means "an achievement assessment prescribed under section 3301.0710 of the Revised Code or an end-of-course examination under section 3301.0712 of the Revised Code ~~any assessment that is provided by the Ohio Department of Education (ODE) for use in all participating schools in the State.~~"

The Superintendent shall develop:

- A. procedures for the regular collection of student performance data;
- B. a plan for the design of classroom-based intervention services to meet the instructional needs of individual students as determined by the results of diagnostic assessments; and
- C. procedures for using student performance data to evaluate the effectiveness of intervention services and, if necessary, to modify such services.

For any student who failed to demonstrate at least a score at the proficient level on an achievement test during the preceding school year, the Board shall provide appropriate intervention services commensurate with the student's test performance in each such test area, including intensive prevention, intervention, or remediation required under R.C. 3301.0711, 3301.0715, 3313.608, or R.C. 3313.6012.

The Board shall require that:

- A. by June 30 each year, parents are provided with the score of any State-mandated assessment or test administered to their student;

Results will be sent via mail or email or, alternatively, will be posted to a secure portal that families can access on the District's or school's website. R.C. 3313.6029

- B. data regarding individual test scores be entered on the student's cumulative record, where it will be subject to the Board's student records policy;
- C. the aggregate results of each school-wide, program-wide, and District-wide test be made part of the public record.

Summer remediation services shall meet the following conditions:

- A. the remediation methods are based on reliable educational research
- B. testing will be conducted before and after students participate in the program to facilitate monitoring results of the remediation services
- C. the parents of participating student will be involved in programming decisions
- D. the services will be conducted in a school building or community center and not on an at-home basis

The Board shall keep records for each student including the following:

- A. a unique State student identification code or a student data verification code as required in accordance with R.C. 3301.0714(D)(2)
- B. a list or designation of which tests are required and which tests are not required
- C. a list or designation of which tests, required or not required, are taken and which are not taken at each test administration period
- D. score for each test taken, required or not
- E. whether each student attained the requisite performance standard designated for each required test
- F. what if any tests must still be taken
- G. whether or not intervention must be provided
- H. for each test required for graduation, the date passed must be recorded on the student's transcript

No information shall be on the student's transcript for a test not passed.

When a student who has taken State-mandated tests in one (1) school leaves that school to enroll in another school, the school previously attended shall provide, immediately upon request by a school official from the enrolling school, all applicable records set forth above.

For each student required to be offered intervention services, the Board shall involve the student's parent or guardian and classroom teacher in developing the intervention strategy, and shall offer to the parent or guardian the opportunity to be involved in the intervention services.

During the school year following the year in which the tests prescribed by R.C. 3301.0710(A)(1) are administered to any student, the Board shall provide appropriate intervention services, commensurate with the student's test performance, including any intensive prevention, intervention, or remediation

required under R.C. 3301.0711, 3301.0715, 3313.608 or R.C. 3313.6012, in any skill in which the student failed to demonstrate at least a score of proficient level on an achievement test.

Except as authorized by State law, the Board shall not use any student's failure to attain a specified score on any State-mandated test as a factor in any decision to deny the student promotion to a higher grade level.

All identified students with disabilities in the School District shall be considered for participation in the State-mandated testing. The extent of the student's participation shall be determined by the IEP Team.

Accordingly, the student's IEP shall require that **the students** take:

- A. the required assessments in the same manner as other students;
- B. the required assessments with accommodations appropriate for **the student's** disability; or
- C. an alternate assessment that has been approved by the State Department of Education.

To the extent possible, and in accordance with law, a student with disabilities shall not be excused from taking a required assessment unless no reasonable accommodation can be made to enable the student to take the assessment.

The Superintendent shall implement administrative guidelines that comply with the State Department's regulations with regard to the administration of the State-mandated tests including the reporting of results.

Program evaluations will be reviewed and updated every five (5) years. A schedule for such will be developed and implemented by the Superintendent.

After July 1, 2017, no student will spend more than two percent (2%) of the school year taking state assessments, including the Ohio graduation tests, college and work ready assessment systems, and any District-wide assessment for all students in a specified subject area or grade level. Students will not spend more than one percent (1%) of the school year on diagnostic or practice assessments to prepare for the above assessments. Students with disabilities are exempt from this requirement, as are related diagnostic assessments for students who failed the English language arts achievement assessment, substitute examinations, or examinations to identify a gifted student.

This policy shall be reviewed and updated annually.

Revised 2/20/96  
Revised 1/00  
Revised 4/16/02  
Revised 5/18/04  
Revised 10/16/07  
Revised 11/18/08  
Revised 12/18/12

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Legal                                   A.C. 3301-13, 3301-35  
  R.C. 3301.079, .0710, .0711, .0712, .0714, .0715, .0729  
  R.C. 3313.608, 3313.608(D), 3313.6012, 3313.6029

Cross References                   po2623.02 - THIRD GRADE READING GUARANTEE

**Last Modified by Norm Burkhardt on February 23, 2024**

Book	Policy Manual
Section	Policies Recommended for the BOE (42.2 Winter 2024 Update)
Title	THIRD GRADE READING GUARANTEE
Code	po2623.02
Status	
Adopted	December 18, 2012
Last Revised	October 17, 2023

## 2623.02 - THIRD GRADE READING GUARANTEE

All students entering the third grade are expected to demonstrate a certain level of competency in reading before advancing to the fourth grade.

In accordance with State law, the Superintendent shall develop a program for the annual assessment of the reading skills of each student at the end of first, second, and third grade and identify those students who are reading below their grade level. Each student's classroom teacher shall be involved in the assessment and identification of those students who are reading below grade level. The assessment may be administered electronically using live, two-way video and audio connections whereby the teacher administering the assessment may be in a separate location from the student.

The District shall provide intervention services to students whose assessments show that they are failing to make satisfactory progress toward attaining the academic standards for their grade level.

### Definitions

"On track" means any student who is reading at or above the student's grade level based on previous end-of-year standards expectations by September 30th.

"Not on track" means any student who is not reading below the student's grade level based on previous end-of-year standards expectations by September 30th.

### Assessment of Reading Skills Program

- A. Diagnostic assessments in reading, as approved by the Ohio Department of Education and Workforce (DEW), shall be given by September 30th of each year for students in grades one (1) through three (3) kindergarten through Grade Three (3), with the exception of students with significant cognitive disabilities or other disabilities as authorized by the DEW on a case-by-case basis. For kindergarten students, the kindergarten readiness assessment shall be administered not earlier than the first day of July of the school year and not later than the 20th day of instruction for that school year November 1st, except the language and readiness skills portion of the assessment shall be administered by September 30th. For students enrolled in first, second, or third grade, the diagnostic assessments in reading shall be administered at least once annually (R.C. 3313.608, 3313.0715).

The District shall administer each applicable diagnostic assessment to any student who transfers into the District or into a different new school within the District who did not take a diagnostic assessment at the student's previous school during the current school year unless the student is excused from taking the assessment as provided for in the preceding paragraph. The diagnostic assessment(s) shall be administered within thirty (30) days of transfer (R.C. 3313.0715).

After the administration of any diagnostic assessment, the District shall provide to each student's parent a copy of the student's completed diagnostic assessment, the results of such assessment, and any other accompanying documents used during the administration of the assessment. The preceding documents and information shall be included in any reading improvement and monitoring plan(s) developed with respect to the student. The District shall also submit to the DEW the results of the diagnostic assessments administered pursuant to this section, **except the results of the kindergarten readiness assessment shall be submitted to the Department of Children & Youth.**

B. Diagnostic assessment results shall be translated to DEW's definitions of "on track" and "not on track". The District shall make the final determination regarding whether a student is "on track" or "not on track".

C. If the diagnostic assessment shows that a student is "not on track" to be reading at grade level by the end of the year, the parent will be notified, in writing, of the following:

1. that the school has identified the student as having a substantial deficiency in reading
2. a description of current services provided to the student
3. a description of proposed supplemental instructional services and supports that will be provided to the student that are designed to remediate the identified areas of reading deficiency
4. that the statutorily prescribed assessment is not the sole determinant of promotion and that additional evaluations and assessments are available to the student to assist parents and the District in knowing when a student is reading at or above grade level and ready for promotion
5. that the student will be retained in the third grade if the student does not attain a score in the statutorily prescribed level on the third grade English Language Arts assessment unless the student is exempt as delineated below, and
6. a statement that connects the child's proficiency level in reading to long-term outcomes of success related to proficiency in reading

D. For each student identified to be "not on track", the District shall:

1. provide intensive reading instruction services and regular diagnostic assessments immediately following the identification of a reading deficiency until the development of a reading improvement and monitoring plan;

The intervention services shall be aligned with the science of reading as defined under State law and include research-based reading strategies that have been shown to be successful in improving reading among low-performing readers and instruction targeted to the student's identified reading deficiencies.

2. develop a reading improvement and monitoring plan (RIMP) within sixty (60) days of learning of the reading deficiency, ~~which will be provided until the student achieves the required level of skill in reading for the child's current grade level;~~

The District shall involve the student's parent/guardian and classroom teacher in developing the plan.

3. assign a teacher who has at least one (1) year of teaching experience and satisfies one (1) or more of the following criteria:
  - a. holds a reading endorsement and has attained a passing score on the corresponding assessment, as applicable

- b. has obtained a master's degree with a major in reading
- c. was rated "most effective" for reading instruction consecutively for the most recent two (2) years based on assessments of student growth measures developed by a vendor and that is on the list of DEW-approved student assessments
- d. was rated "above expected value added" in reading instruction, as determined by criteria established by the DEW, for the most recent consecutive two (2) years
- e. has earned a passing score on a DEW-approved rigorous test of principles of scientifically research-based reading instruction
- f. holds an educator license for teaching grades pre-kindergarten through three (3) or four (4) through nine (9) issued on or after July 1, 2017

The District may alternatively assign a teacher with less than one (1) year of teaching experience, provided the teacher meets at least one (1) of the criteria (a-f) set forth above and the teacher is assigned a qualified teacher mentor. The student also may receive reading intervention or remediation services from a duly licensed speech-language pathologist.

Finally, nothing in this Policy shall prevent a teacher, other than a student's classroom teacher (i.e., teacher of record), from providing the requisite reading intervention or remediation services to the student, so long as the assigned teacher has at least one (1) year of teaching experience, satisfies at least one (1) of the criteria (a-f) set forth above, and both the classroom teacher and the building principal agree to the assignment. Such an assignment must be documented in the student's reading improvement and monitoring plan.

### **Reading Improvement and Monitoring Plan (RIMP)**

A reading improvement and monitoring plan will be provided until the student achieves the required level of skill in reading for the student's current grade level. The RIMP developed for students identified as "not on track" shall include:

- A. identification of the student's specific reading deficiency;
- B. a description of ~~proposed~~ supplemental instructional services and support that will be provided to the student to remediate the identified reading deficiencies;
- C. opportunities for the student's parent/guardian to be involved in the instructional services and support;
- D. a process to monitor the implementation of the student's instructional services and support;
- E. a reading curriculum during regular school hours that assists students to read at grade level, provides scientifically based and reliable assessments, and provides initial and ongoing analysis of each student's reading progress;
- F. a statement that if the student does not attain at least the equivalent level of achievement designated under ~~pursuant to R.C. 3301.0710(A)(3)~~ on the assessment prescribed to measure skill in English language arts expected by the end of third grade, the student may be retained in third grade; and
- G. high-dosage tutoring opportunities aligned with the student's classroom instruction through a State-approved vendor on the list of high-quality tutoring vendors, or a locally approved opportunity that aligns with high-dosage tutoring best practices. High-dosage tutoring shall include additional instruction time of at least three (3) days per week or at least fifty (50) hours over thirty-six (36) weeks.

Beginning with the 2024-2025 school year, the District will utilize evidence-based reading intervention programs that focus on intensive, explicit, and systematic instruction in phonetic awareness, phonics, vocabulary, fluency, comprehension, and writing from a list developed by the DEW. The District will not use and will not seek a waiver to use the three-cuing approach to teach students in grades pre-kindergarten to five (5) who have a RIMP except as permitted by law.

### **Reporting Requirements**

All assessment results and determinations shall be compiled and maintained by the District. The District shall comply with all reporting requirements of Ohio's Third Grade Reading Guarantee.

### **Promotion/Retention**

No student shall be promoted to the fourth grade who does not attain at least the equivalent level of achievement designated by R.C. 3310.0710(A)(3) on the assessment prescribed to measure skill in English language arts (ELA) expected at the end of third grade unless the student is excused from taking the assessment pursuant to R.C. 3301.0711(C), or one (1) of the following applies:

- A. the student is an English Learner who has been enrolled in United States schools for less than three (3) full school years and has had less than three (3) years of instruction in English as a second language program; or
- B. the student is a child with a disability entitled to special education and related services under R. C. Chapter 3323 and the student's individualized education program (IEP) exempts the student from retention under State law; or
- C. the student demonstrates an acceptable level of performance on an alternative standardized reading assessment as determined by the Ohio Department of Education and Workforce (DEW); or
- D. all of the following apply:
  - 1. The student is a child with a disability entitled to special education and related services under R.C. Chapter 3323.
  - 2. The student has taken the third grade English language arts achievement assessment, as prescribed.
  - 3. The student's IEP or Section 504 Plan shows that the student has received intensive remediation in reading for two (2) school years, but still demonstrates a deficiency in reading.
  - 4. The student previously was retained in any of grades kindergarten to three (3).
- E. the student received intensive remediation for reading for two (2) school years but still demonstrates a deficiency in reading and was previously retained in any of grades kindergarten to three (3); ~~or~~

Any such student shall continue to receive intensive reading instruction in grade four (4). The instruction shall include an altered instructional day that includes specialized diagnostic information and specific research-based reading strategies that have been successful in improving reading among low-performing readers. ~~;~~ ~~or~~
- F. a student's parent or guardian, in consultation with the student's reading teacher and building principal, requests that the student, regardless of if the student is reading at grade level, be promoted to fourth grade. Any such student will continue to receive intensive reading instruction in the same manner as a student retained until the student is able to read at grade level.

A student retained under the provisions of the Third Grade Reading Guarantee and this policy shall be considered for mid-year promotion if that student demonstrates that the student is reading at or above grade level, in accordance with the provisions of Policy 5410 - Promotion, Academic Acceleration,

Placement, and Retention. Such action shall be considered in consultation with the parent/guardian and the Student Intervention Team and with the concurrence of the building **principal** administrator.

### **Intensive Remediation Services**

Remediation services for students on reading improvement and monitoring plans shall be aligned with the science of reading as defined by State law and include research-based reading strategies that have been shown to be successful in improving reading among low-performing readers.

If a student is retained by the Third Grade Reading Guarantee, the student must be provided intense remediation services until the student is able to read at grade level. The remediation services must include intense interventions and consist of at least ninety (90) minutes of reading instruction daily.

The District shall provide the option for students to receive reading intervention services from one (1) or more providers other than the District. Both the District and the DEW have the authority to screen and approve such providers.

Interventions for students who have been retained may include:

- A. small group instruction;
- B. reduced student-teacher ratios;
- C. more frequent progress monitoring;
- D. tutoring or mentoring;
- E. transition classes containing third and fourth grade students;
- F. summer reading camp; or
- G. extended school day, week, or year.

Intensive remediation services shall be targeted to the student's identified reading deficiency.

Nothing in this policy shall prevent the District from assigning a teacher to teach reading to any student who is an English Learner and has been in the United States for three (3) years or less, or to a student who has an individualized education program ("IEP"), if that teacher holds a DEW-approved alternative credential or has successfully completed DEW-approved training that is based on principles of scientifically research-based reading instruction.

This policy shall be reviewed and updated periodically as necessary.

Revised 12/17/13

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A.C. 3301-13, 3301-35

R.C. 3301.079, .0710, .0711, .0714, .0715

R.C. 3313.608, 3313.608(D), 3313.6012, 3313.6028

**Last Modified by Norm Burkhardt on February 28, 2024**

Book	Policy Manual
Section	Policies Recommended for the BOE (42.2 Winter 2024 Update)
Title	EMPLOYMENT OF SUBSTITUTES
Code	po3120.04
Status	
Adopted	July 19, 1994
Last Revised	April 21, 2020

### 3120.04 - **EMPLOYMENT OF SUBSTITUTES**

The Board of Education recognizes the need to procure the services of substitutes in order to continue the operation of the schools as a result of the absence of regular personnel.

The Superintendent shall recommend and the Board shall approve substitutes to replace temporarily absent regular staff members and fill new positions. Substitute teachers whose license limits them to teach for only one (1) semester in a class will be approved by the Board before the start of each semester. Employment of substitute teachers may be terminated when their services are no longer required.

Substitutes must possess a valid Ohio professional ~~license, license or substitute teaching license, or pre-service teaching permit~~ license to serve as a substitute. No professional staff member employed in a position for which licensure is required may be paid until evidence of such appropriate licensure for the subject area, grade level, or position, etc. has been received by the Superintendent and transmitted to the Treasurer.

Substitutes also must pass a background check performed by the Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation (see Policy 3121).

Substitutes may be required to undergo a tuberculosis examination in accordance with the law and at the direction of the Ohio Department of Health or the local health department.

In order to retain well-qualified substitutes for service in this District, the Board will offer competitive compensation at a rate set annually by the Board.

A substitute employed for more than sixty (60) days in one (1) specific position will be placed at the minimum salary on the current teachers' salary schedule (e.g. BA/0) and will be eligible for fringe benefits provided to regular teachers, including sick leave.

Casual or daily substitutes shall not earn sick leave nor be paid for days when students are not required to attend school. They are also not entitled to receive notice of non-renewal.

Revised 5/17/05  
 Revised 11/21/06  
 Revised 11/18/08  
 Revised 12/18/12

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Legal R.C. 3307.381(A), 3317.13, 3319.10, 3319.101, 3319.36, 3319.39

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Book	Policy Manual
Section	Policies Recommended for the BOE (42.2 Winter 2024 Update)
Title	TERMINATION AND RESIGNATION
Code	po3140
Status	
Adopted	July 19, 1994
Last Revised	November 20, 2018

## 3140 - **TERMINATION AND RESIGNATION**

### **TERMINATION**

The employment contract of a professional staff member may be suspended and/or terminated in accordance with law, upon a majority vote of the Board of Education, for good and just cause, including disclosing a question to a student on a State-mandated assessment. In such cases, the Board shall abide by due process, statutory procedures, and the applicable terms set forth in any collectively-bargained agreement.

Any professional staff member who fails to maintain a required license, certificate or permit throughout the term of employment will be immediately suspended without pay and such failure is grounds for termination.

Notice of termination shall be given by regular mail with a certificate of mailing, electronic mail with proof of delivery, or other method with proof of delivery.

### **RESIGNATION**

A professional staff member may resign in accordance with law and the applicable terms of any collectively-bargained agreement.

An administrator may resign by filing a written resignation with the Superintendent at least thirty (30) days prior to the effective date of the resignation.

### **Reporting Professional Misconduct**

The Superintendent (or Board President where either the Superintendent and/or Treasurer has engaged in misconduct) will file a report to the Ohio Department of Education, on forms provided by the Department for that purpose, matters of professional misconduct on the part of licensed professional staff members in those specific circumstances set forth in State law and Policy 8141, including a conviction of the professional staff member of certain enumerated crimes and/or for conduct which is determined to be unbecoming to the teaching profession in conjunction with the non-renewal or termination of a professional staff member, or resignation by a professional staff member under threat of same and/or during the course of an investigation of conduct reasonably determined to be unbecoming the teaching profession.

Reports of any investigation regarding whether or not a professional staff member has committed an act or offense for which the Superintendent or Board President is required to make a report to the Ohio Department of Education shall be kept in the personnel file of the professional staff member. Should the

Ohio Department of Education determine that the results of that investigation do not warrant initiating an action suspending, revoking, or otherwise limiting that professional staff member's license or permit, the report(s) of any investigation will be moved to a separate public file.

Revised 10/16/07  
Revised 11/18/08  
Revised 11/17/09

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R.C. 3319.39

R.C. 3319.02, 3319.15, 3319.16, 3319.31, 3319.39, 3319.151, 3319.161,  
3319.313

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Book	Policy Manual
Section	Policies Recommended for the BOE (42.2 Winter 2024 Update)
Title	EMPLOYMENT CONTRACT
Code	po4124
Status	
Adopted	July 19, 1994
Last Revised	April 21, 2020

#### 4124 - **EMPLOYMENT CONTRACT**

The Board of Education requires for the mutual protection of the District and the classified staff member that every newly employed person in a classified position including regular hourly rate and per diem classified staff sign an initial employment contract for a period of not more than one (1) year.

The employment contract shall include the term for which employment is contracted, the salary, and such other matters as may be necessary to a full and complete understanding of the contract. In order to ensure employment, the applicant must sign the contract and abide by the policies of the Governing Board which pertain to the applicant/him/her.

If classified staff are rehired, their three (3) subsequent contracts shall be for a period of two (2) years each. At the end of the third of these two (2) year contracts, if the classified staff member is renewed, it will be under a continuing contract.

Notice of the Board's intention not to re-employ a classified staff member shall be given on or before the first day of June. Notice shall be given by regular mail with a certificate of mailing, electronic mail with proof of delivery, or other method with proof of delivery.

Annual salary notices for the succeeding contract year shall be provided to classified staff no later than the first day of July.

Salaries provided to classified staff by contract may not be reduced unless such reduction is part of a uniform plan affecting the nonteaching employees of the entire District.

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Legal R.C. 3319.081, 3319.082, 3319.083

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Book	Policy Manual
Section	Policies Recommended for the BOE (42.2 Winter 2024 Update)
Title	TERMINATION OR RESIGNATION
Code	po4140
Status	
Adopted	July 19, 1994
Last Revised	November 20, 2018

#### 4140 - **TERMINATION OR RESIGNATION**

The employment of a classified staff member may, upon a majority vote of the Board, be suspended and/or terminated for violation of Board policies and in accordance with the criteria and procedures set forth in the Ohio Revised Code, as appropriate.

Notice of the Board's intention to terminate a classified staff member shall be given by regular mail with a certificate of mailing, electronic mail with proof of delivery, or other method with proof of delivery.

Any classified employee who fails to maintain a required license, certificate or permit throughout the term of employment will be immediately suspended without pay and such failure is grounds for termination.

A classified staff member under contract may resign by filing a written resignation with the Treasurer or the Superintendent at least thirty (30) days prior to the effective date of the resignation, unless an earlier date is permitted by the Board.

A resignation, once accepted by the Board, may not then be rescinded.

#### **Reporting Professional Misconduct**

The Superintendent will file a report to the Ohio Department of Education, on forms provided by the Department for that purpose, matters of professional misconduct on the part of certain classified 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), in those specific circumstances set forth in State law and Policy 8141, including a conviction of the staff member of certain enumerated crimes and/or in conjunction with the non-renewal or termination of a licensed staff member, or resignation by a licensed staff member under threat of same and/or during the course of an investigation, for conduct which is determined to be unbecoming to the teaching profession. Reports of any investigation regarding whether or not a licensed classified staff member has committed an act or offense for which the Superintendent is required to make a report to the Ohio Department of Education shall be kept in the personnel file of the classified staff member. Should the Ohio Department of Education determine that the results of that investigation do not warrant initiating an action suspending, revoking, or otherwise limiting that classified employee's license or permit, the report(s) of any investigation will be moved to a separate public file.

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A.C. 3301-73-21

R.C. 3319.081, 3319.31, 3319.313, 3319.39

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Book	Policy Manual
Section	Policies Recommended for the BOE (42.2 Winter 2024 Update)
Title	HEALTH SERVICES
Code	po5310
Status	
Adopted	July 19, 1994
Last Revised	June 20, 2023

### 5310 - **HEALTH SERVICES**

The Board of Education may require students of the District to submit to periodic health examinations to:

- A. protect the school community from the spread of communicable disease;
- B. verify that each student's participation in health, safety, and physical education courses meets the student's individual needs;
- C. verify that the learning potential of each child is not lessened by a remediable physical disability.

The District may provide or require parents to provide:

- A. general physical examinations for athletics;
- B. dental examinations;
- C. tests for communicable disease;
- D. vision and/or audiometric screening;
- E. scoliosis tests.

The Board shall directly notify the parents of students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any nonemergency, invasive physical examination or screening is scheduled or expected to be scheduled for students if the examination or screening is: (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of a specific student, or other students.

The term 'invasive physical examination' means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

Unless the physical examination or screening is permitted or required by an applicable State law, parents may refuse to allow the Board to administer a nonemergency, invasive physical examination or screening upon written notification to the Board within three (3) days after receipt of the Board's annual public notice.

### **Concussion**

Any student who has been removed from a physical education class, athletic practice, or competition by a teacher, coach, or referee because the student is exhibiting signs, symptoms, or behaviors consistent with having sustained a concussion or head injury shall not be permitted to return to any physical education class, athletic practice, or competition for which the teacher, coach, or referee is responsible on the same day the student is removed. Thereafter, the student shall not be permitted to return to the activity for which the teacher, coach, or referee is responsible until both of the following occur:

- A. The student's condition is assessed by (1) a physician; (2) a licensed healthcare professional authorized by the Board, in accordance with requirements set forth in R.C. 3313.539(E)(2), to assess such a student; or (3) a licensed health care professional, each of whom must meet the minimum education requirements established by rules adopted under R.C. 3707.521 by the professional's licensing agency.
- B. The student receives written clearance that it is safe to return to physical education class, athletic practice, or competition from the physician or the licensed healthcare professional who assessed the student's condition.

### **Provision of Feminine Hygiene Products**

The District shall provide access to free feminine hygiene products in all school buildings.

All such products shall be intended for use on school premises.

Each school shall determine where feminine hygiene products are to be kept.

Revised 11/19/02

Revised 1/10/06

Revised 12/17/13

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A.C. 3301-35-03 (D)

R.C. 2305.231, 3707.521, 3313.50, 3313.68 et seq., 3313.539

20 U.S.C. 1232(h)

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Book	Policy Manual
Section	Policies Recommended for the BOE (42.2 Winter 2024 Update)
Title	TRANSPORTATION
Code	po8600
Status	
Adopted	July 19, 1994
Last Revised	October 17, 2023

## 8600 - **TRANSPORTATION**

~~The~~It is the policy of the Board of Education ~~will~~to provide transportation for those students whose distance from their school makes this service necessary within the limitations established by State law. Such laws and rules shall govern any question not covered by this policy.

School buses ~~and vehicles other than school buses~~ shall be purchased, housed, and maintained by the Board for the transportation of resident students between their home areas and the schools of the District to which they are assigned or to their nonpublic or community schools. The Superintendent may substitute smaller buses for reasons of economy or efficiency of operation.

All resident students are eligible for transportation to and from school.

Transportation of eligible vocational or special education children between their home areas and schools outside the District shall be arranged through the use of Board-owned vehicles, through cooperation with other districts, through commercial carriers, and/or by other means in the most efficient and economical manner. The governing authority of a community school shall provide or arrange for transportation free of charge for any eligible special education student enrolled in the community school for whom the student's individualized education program specifies transportation.

Transportation to and from school shall be provided for each student residing in the District and attending a State-chartered nonpublic school on the same basis as established for resident students as set forth above, subject to the following limitation. Transportation will only be provided if it requires thirty (30) minutes or less of direct travel by a school bus during normal travel times as measured from the school building to which the student would be assigned in the District. Transportation shall be provided each day in which the nonpublic school is open with students in attendance (excluding Saturdays and Sundays except by agreement between the entities entered into by July 1st in any year). Chartered nonpublic school students who are transported by the Board may be assigned to ride on buses upon which resident students are also assigned. Notwithstanding the above, the District will provide transportation as a related service to students with disabilities who live in the District and attend a nonpublic school if the School District is provided with supporting documentation from the child's individualized education program ("IEP") or an individual service plan ("ISP") developed by the county board of developmental disabilities pursuant to ~~R.C.~~RC 5126.41 for county residents who receive supported living services.

Furthermore, transportation to and from school shall be provided for each native student (i.e., student entitled to attend school in the District under R.C. 3313.64 or R.C. 3313.65) attending a chartered community school for each day in which the school is open and students are in attendance (excluding Saturdays and Sundays except by agreement between the entities entered into by July 1st each year). However, if that community school is located outside the District, the Board will only provide transportation if it requires thirty (30) minutes or less of direct travel by a school bus during normal travel times as measured from the school building to which the student would be assigned in the

District. Native students attending an approved community school located within the District will be provided transportation on the same basis as established for resident students set forth above. Students transported to an approved community school may be assigned to ride on buses upon which resident students are also assigned.

Transportation of eligible nonpublic or community school children between their home areas and schools shall be arranged through the use of District-owned vehicles, through cooperation with other districts, through commercial carriers, and/or by other means in the most efficient and economical manner. The Board will not provide or arrange for transportation of students enrolled in kindergarten through eighth grade using mass transit system vehicles unless the Board and the community/nonpublic school have entered into an agreement authorizing this mode of transportation which is approved by both entities in advance. Students enrolled in ninth grade or above may be transported on vehicles operated by a mass transit system provided that the route does not require more than one (1) transfer.

Upon receipt from the community/nonpublic school of the official start and end times of school for the upcoming year, the District will develop and provide a transportation plan ~~that~~ which includes transportation routes and schedules for eligible students. The plan will be provided within sixty (60) days after receiving the start and end time, or when possible, by the first day of August in the event the Board is not notified of start and end times by the deadline of April 1st. For eligible students who enroll after July 1st but before the start of the school year, a transportation plan will be developed within fourteen (14) business days after receiving a request for transportation. The transportation plan provided to community/nonpublic schools pursuant to this policy and State law is tentative and subject to change.

The Superintendent may determine that it is impractical to transport a student to a community or nonpublic school after considering the factors enumerated under State law. The determination for payment-in-lieu of transportation will be made at least thirty (30) calendar days prior to the District's first day of student instruction, or no later than fourteen (14) calendar days if a student is enrolled less than thirty (30) days prior to the first day of instruction or after the start of the school year, and must be formalized through a resolution passed by the Board at its next scheduled meeting. If transportation is determined to be ~~impractical~~ impracticable, the Board will issue a letter to the student's parent/guardian, the community or nonpublic school, and the Department of Education & Workforce ("DEW") detailing the reason(s) why the determination was made. Parent(s)/guardians shall be provided payment-in-lieu of transportation at the amount established by State law unless otherwise directed by action of the ~~DEW~~ Department of Education. Parents/guardians may authorize the community or nonpublic school where their student is enrolled to act on their behalf at any time after requesting transportation.

The Board will not be required to provide transportation for any native student enrolled in a community school if the Board has entered into an agreement with the governing authority of the community school that designates the community school as responsible for providing or arranging the transportation of the District's native students to and from the community school and is certified by the ~~DEW~~ Department of Education as having met certain requirements established by State law. The governing authority of a community school must provide or arrange for transportation in a manner that is comparable to the transportation that the District provides or arranges for its native students of the same grade level and distance from school who are enrolled in the District. Also, the governing authority must provide or arrange for the transportation under such agreement free of charge for each of its enrolled students who are eligible to be transported in accordance with R.C. 3327.01 or who would otherwise be transported by the District under the District's transportation policy. If the Board enters into an agreement with the governing authority regarding the transportation of the District's native students, the ~~DEW~~ Department of Education shall make payments to the community school in accordance with the terms of the agreement for each student actually transported.

Likewise, the Board is not required to provide transportation for any native student enrolled in an approved community school if the governing authority of the community school submits a written notification to the Board, by a date prescribed by the ~~DEW~~ Department of Education, stating that the governing authority will accept responsibility for providing or arranging for the transportation of the District's native students to and from the community school. The governing authority's unilateral acceptance of the responsibility to provide transportation must cover the entire school year and shall remain in effect for subsequent school years unless the governing authority submits written notification to the Board relinquishing the transportation responsibility. However, the governing authority cannot

relinquish the transportation responsibility before the end of the school year and shall submit such notice by a date prescribed by the ~~DEW Department of Education~~ in order to allow the District a reasonable period of time to prepare for the transportation of its native students enrolled in the community school. If the governing authority unilaterally accepts the transportation responsibility, the ~~DEW Department of Education~~ shall make payments to the community school for each student actually transported calculated in accordance with existing State law governing the calculation of transportation payments to the District from the State and any rules implemented by the ~~DEW Department of Education~~ and that otherwise would be paid to the District.

The Board is not required to provide transportation to students enrolled in a chartered nonpublic or community school that has offered to provide transportation in lieu of the District providing it.

The Board is not responsible for providing transportation to students who receive transportation from an educational service center participating in the Pupil Transportation Pilot Program.

Bus routes shall be established so that an authorized bus stop is available within reasonable walking distance of the home of every transported resident student, but not more than one-half (1/2) mile for students in grades PK through eight (8). The Board shall approve the bus routes and time schedule annually no more than ten (10) days after the start of the school year. The Superintendent is authorized to make any necessary changes in the approved route ~~and shall inform the Board at the next regular meeting~~. Students receiving transportation will be delivered to school no sooner than thirty (30) minutes before the start of school and will be picked up no later than thirty (30) minutes after dismissal.

The Board authorizes the installation and use of video recording devices in ~~the school buses~~ **and vehicles other than school buses** to assist the drivers in providing for the safety and well-being of the students while on ~~the vehicle~~ **a bus**.

The Board authorizes the use of a **school vehicle other than a school bus (e.g., a van)** ~~van~~ designed to carry nine (9) passengers or less plus a driver instead of a school bus to transport students to a chartered nonpublic or community school if all of the following apply:

- A. the number of students in the vehicle does not exceed nine (9);
- B. the District regularly transports students to that chartered nonpublic or community school;
- C. the driver has a valid driver's license, is accustomed to driving the vehicle, and meets statutory and administrative requirements **to drive that vehicle** ~~for a bus or motor van driver (with the exception of having a commercial driver's license)~~;
- D. the driver may not stop on the roadway to load or unload passengers;
- E. the driver and all passengers are expected to comply with State laws regarding child and occupant restraint devices and safety while in the motor vehicle.

**School vehicles other than school buses** ~~vans~~ will be inspected not less than two (2) times each year by a qualified mechanic who will determine whether the **vehicle** ~~van~~ is safe to transport students.

### **Transporting Homeless Students**

Students meeting the Federal definition of homeless will be transported from their temporary place of residence to their school of assignment, at the request of the parent, guardian, or unaccompanied minor, to the same extent as all other students of the District and consistent with this Policy. If the homeless student's temporary residence is located outside the boundaries of the District, the Liaison for Homeless Children will coordinate with the Director of Transportation to contact the district in which the student temporarily resides to arrange for joint transportation of the student and to seek inter-district agreement on a method for apportioning the cost of such joint transportation. In no event will a homeless student be denied enrollment based on issues related to student transportation.

### **Travel Times for the Transportation of Children with Disabilities**



Book	Policy Manual
Section	Policies Recommended for the BOE (42.2 Winter 2024 Update)
Title	BUS DRIVER CERTIFICATION
Code	po8600.04
Status	
Adopted	July 19, 1994
Last Revised	July 16, 2018

### 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 and Workforce ("DEW") prior to allowing the school bus driver to operate a school bus or school vehicle 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 DEW 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) 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);

E. not received any violations that render the bus driver uninsurable by the District's Fleet Insurance Carrier

The records obtained from the annual records check will be maintained for a minimum of ten (10) years.

A driver having any of the above-referenced violations will be disqualified from operating a bus. The driver will also be notified that the driver's his/her school bus certification will be reviewed by the Superintendent and the driver's 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 their his/her commercial driver's license (CDL) suspended will be permitted to operate a school bus or school vehicle 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 vehicle van for a period of one (1) year or longer, the school bus drivers/he will not be permitted to resume operating a school bus or school vehicle 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 vehicle 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 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 the employee/he/she has been a resident of this state for the five (5) year 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 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 vehicle/van unless the bus driver/s/he meets all other requirements contained in the rules adopted by the DEW 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 vehicle/van unless:

- A. information pertaining to the bus driver has been submitted to the DEW Ohio Department of Education, including the name of the Board, name of the bus driver, driver's 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.

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

Drivers of school buses, vans, or other school vehicles, who are school buses or vans employed by entities other than the District and who are not subject to DEW rules, 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 the School District a school district, who drives a bus or vehicle/van owned by the District District, must give satisfactory and sufficient bond.

Revised 10/16/07  
Revised 3/18/08

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

Cross References po8600 - TRANSPORTATION  
po8640 - TRANSPORTATION FOR NON-ROUTINE TRIPS  
po8650 - TRANSPORTATION BY VEHICLES OTHER THAN SCHOOL BUSES

Last Modified by Norm Burkhardt on February 23, 2024

Book	Policy Manual
Section	Policies Recommended for the BOE (42.2 Winter 2024 Update)
Title	TRANSPORTATION FOR NON-ROUTINE TRIPS
Code	po8640
Status	
Adopted	July 19, 1994
Last Revised	May 17, 2005

### 8640 - TRANSPORTATION FOR ~~NON-ROUTINE~~ ~~FIELD AND OTHER DISTRICT-SPONSORED TRIPS~~

~~The~~ It shall be the policy of the Board of Education ~~shall~~ to use school buses and/or vehicles other than school buses (e.g., vans) ~~regular or special purpose school vehicles~~ for transportation of passengers for purposes other than regularly scheduled routes to and from school (e.g., on field trips and other District-sponsored trips) ~~trips~~.

The transportation for all field trips and other District-sponsored trips is to be by vehicles owned or approved by the District and driven by approved drivers. Exceptions must have the approval of the Superintendent.

Transportation may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes.

All field trips shall be supervised by members of the staff. All other District-sponsored trips shall be supervised by either staff members or adults from the sponsoring organization. Any time students are on the vehicle, at least one (1) sponsor, chaperone, or staff member is expected to ride in the vehicle as well as to supervise students upon return to the District and while they are waiting for rides home.

All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the staff member or sponsor by the parent, in writing or in person, to allow an exception.

District students not affiliated with the trip activity, nondistrict students, and/or children of preschool age shall not be permitted to ride on the trip vehicle. without prior approval of the principal.

No student is allowed to drive on any trip. An exception may be made by the principal on an individual basis provided the student's parent(s) provides written authorization and release from liability using Form 5515 F2 - Parental Authorization and Release From Liability Form. and does not transport any other student. and does not transport any other student without the parent(s) of the student to be transported in such vehicle providing written authorization and release from liability using Form 5515 F2 - Parental Authorization and Release From Liability Form. In addition, the parent(s) of the approved student driver must provide written authorization for the student to transport others and release from liability using Form 5515 F2 - Parental Authorization and Release From Liability Form.

The Superintendent shall prepare administrative guidelines consistent with this policy.

Legal

A.C. 3301-83-16

R.C. 3327.08, 3327.13, 3327.14, 3327.013

Cross References

po8600 - TRANSPORTATION

po8600.04 - BUS DRIVER CERTIFICATION

po8650 - TRANSPORTATION BY VEHICLES OTHER THAN SCHOOL BUSES

po8660 - INCIDENTAL TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE

**Last Modified by Norm Burkhardt on February 23, 2024**

Book	Policy Manual
Section	Policies Recommended for the BOE (42.2 Winter 2024 Update)
Title	TRANSPORTATION BY VEHICLES OTHER THAN SCHOOL BUSES
Code	po8650
Status	
Adopted	November 21, 2006
Last Revised	October 17, 2023

### 8650 - ~~TRANSPORTATION BY VEHICLES OTHER THAN SCHOOL BUSES~~~~SCHOOL VAN~~

~~It is the policy of the Board of Education shall to provide transportation to students via Board owned and operated school vehicles other than school buses (hereinafter, "school vehicles")~~ ~~vans~~ when the use of school buses is not reasonable. School ~~vehicles~~ ~~vans~~ shall only be used for the transportation of nine (9) or fewer passengers, not including the driver, in accordance with the original design and construction of the vehicle. Students shall not be transported in larger passenger ~~vehicles~~ ~~vans~~ (e.g., non-conforming extended van-type vehicles) carrying ten (10) passengers or more (particularly twelve (12) to fifteen (15) passenger vans).

Similar to school buses, school ~~vehicles~~ ~~vans~~ shall be purchased, housed, and maintained by the Board for the transportation of resident students between their home areas and the schools of the District to which the students are assigned or to their nonpublic or community schools. However, such use shall generally be limited to preschool children, special needs children, children inaccessible to school buses, ~~and~~ students placed in alternative schools, and children enrolled in nonpublic or community schools in certain circumstances. School ~~vehicles~~ ~~vans~~ may also be used to transport students to and from field trips and/or other Board-approved school-related activities.

The Board authorizes the use of a ~~vehicle~~ ~~van~~ designed to carry nine (9) passengers or less plus a driver instead of a school bus to transport students to a chartered nonpublic or community school if all of the following apply:

- A. the number of students in the vehicle does not exceed nine (9);
- B. the District regularly transports students to a chartered nonpublic or community school;
- C. the driver has a valid driver's license, is accustomed to driving the vehicle, and meets statutory and administrative requirements for a ~~bus or~~ motor van driver (with the exception of having a commercial driver's license);
- D. the driver may not stop on the roadway to load or unload passengers;
- E. the driver and all passengers are expected to comply with State laws regarding child and occupant restraint devices and safety while in the motor vehicle.

~~Individuals who meet statutory requirements to drive a school bus are qualified to drive school vehicles.~~ ~~Vans~~ shall ~~will~~ be inspected not less than two (2) times each year by a qualified mechanic who will determine whether the ~~vehicle~~ ~~van~~ is safe to transport students.

Students who are transported by school ~~vehicle~~ ~~van~~ are expected to conduct themselves in the same manner required of students transported by school bus and shall be subject to all applicable disciplinary rules.

All school **vehiclevan** drivers employed by the Board shall complete the required Ohio School Van Driver training program prior to transporting students, meet all other qualification requirements, and comply with the Ohio Pupil Transportation and Safety Rules and applicable Board policies and guidelines relative to student transportation. No individual shall be employed as a school **vehiclevan** driver if the individual has not received a certificate certifying that the driver is at least twenty-one (21) years of age with a minimum of two (2) years of driving experience, and is qualified physically and otherwise (O.A.C. 3301-83-06(F)) for the position. Only authorized Board employees or contractors employed by an agency that provides services to the Board may operate and transport students via school **vehiclevan**. **VehicleVan** drivers do not need a commercial driver's license.

The Superintendent is responsible for developing and implementing the appropriate administrative guidelines for this policy.

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Legal                                   A.C. 3301-83-19, 3301-83-06(F)  
  R.C. 3327.01, 3327.10, 4511.01, 4511.76

Cross References                   po8600 - TRANSPORTATION  
  po8600.04 - BUS DRIVER CERTIFICATION  
  po8640 - TRANSPORTATION FOR NON-ROUTINE TRIPS  
  po8660 - INCIDENTAL TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE

**Last Modified by Norm Burkhardt on February 23, 2024**

Book	Policy Manual
Section	Policies Recommended for the BOE (42.2 Winter 2024 Update)
Title	INCIDENTAL TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE
Code	po8660
Status	
Adopted	July 19, 1994
Last Revised	December 16, 2014

### 8660 - **INCIDENTAL TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE**

The Board of Education authorizes the incidental transportation by private vehicle of students of the District. ~~This includes occasional transportation for field trips, outings, and the like.~~ Routine and non-routine transportation, however, shall be subject to all requirements listed in A.C.A. 3301-83-19, Board Policy 8600 - Transportation, Board Policy 8640 - Transportation for Non-Routine Trips, Board Policy 8650 - Transportation by Vehicles Other Than School Buses, and relevant administrative guidelines.

This policy does not apply to parents who privately arrange transportation for their own children. No District staff shall organize such arrangements or assist parents in doing so.

Any such incidental transportation must be approved, approved in advance and in writing, writing by the Principal in accordance with the Superintendent's administrative guidelines.

The parent of the participating student will be given, upon request, the name of the driver, the owner of the vehicle, and the description of the vehicle. The District will maintain on file the amount of liability insurance on the vehicle and the name of the insurance company.

No person shall be approved for the incidental transportation of students in a private vehicle who is not an employee of this Board; an approved volunteer; the parent of a student enrolled in this District; and the holder of a currently-valid license to operate a motor vehicle in the State of Ohio.

No person shall be permitted to transport students if the persons/he does not possess and maintain automobile liability and personal injury insurance.

Any private vehicle used for the incidental transportation of students must be owned by the approved driver or the spouse of the approved driver and must conform to the registration requirements of the State.

The responsibility of professional staff members for the discipline and control of students will extend to their incidental transportation of students in a private vehicle. Drivers who are not professional staff members are requested to report student misconduct to the principal.

Expenses incurred by drivers of private vehicles in the course of transporting students will be reimbursed by the Board at the approved mileage rate and upon presentation of evidence of costs for tolls and parking fees.

Revised 5/17/05  
Revised 1/10/06

Legal A.C. 3301-83-19

Cross References po8600 - TRANSPORTATION  
po8640 - TRANSPORTATION FOR NON-ROUTINE TRIPS  
po8650 - TRANSPORTATION BY VEHICLES OTHER THAN SCHOOL BUSES

**Last Modified by Norm Burkhardt on February 23, 2024**



Brian Kuhn &lt;brian.kuhn@cslocal.org&gt;

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## Power of the Pen State Tournament Details

1 message

Darcy Leis <darcy.leis@cslocal.org>

Mon, Apr 17, 2023 at 7:50 AM

To: Brian Kuhn <brian.kuhn@cslocal.org>

Cc: Tom Faulkner <tom.faulkner@cslocal.org>, Adam Billet <adam.billet@cslocal.org>, TERRY JANSSEN <terry.janssen@cslocal.org>

Good morning!

Below are the requested details about the Power of the Pen State Tournament (May 18-19):

First, I believe we are supposed to request permission for our overnight trip; we are hoping to be granted this permission again this year (see attached schedule for details). Terry Janssen and I are attending as coaches, and we will drive up together or separately. We will not be transporting any students. We would like to ask for permission not to use school transportation for this trip.

Other people in attendance: Katie Ault (8th grade writer) and her mom Peggy Ault, Reese Chilcote (8th grade writer) and her mom Nicole Chilcote, Maria Benoy (7th grade writer) and her mom Sara Benoy, and Madilynn Miller (7th grade writer) and her mom Nicki Miller.

The moms are driving their children, and it is my understanding that Maria Benoy is riding up with the Chilcote family and then meeting up with her mom (and dad, too, I think) later on Thursday. The Chilcote and Benoy families made these arrangements.

Each family elected to get their own hotel room, so the only hotel cost to the school this year would be the room that Terry and I are sharing at the Quality Inn Ashland. Each child will room with her own parents unless the parents and children make other arrangements among themselves with full parental permission.

As for supervision, on Thursday, students will be with their parents only or with their parents and Terry and/or me. The only exception might be that we like to have a quick team meeting on Thursday night to review the details and go over some reminders and strategies. Often, the parents do not attend this meeting. The meeting would include Terry, me, and all four writers, ideally. If students attend a social event or workshop on Thursday, at least one of the coaches or chaperones will also be at the event as well.

On Friday, students will be with their parents and Terry and/or me until they are dismissed to the writing rounds after the opening assembly. During writing rounds, students are in academic buildings on campus, and there are hundreds of teachers serving as judges across campus; there are many, many responsible adults supervising writing areas.

After the writing rounds, students will meet up with our chaperones (at least two of them) and head to lunch while Terry finishes judging and I finish organizing and supervising the tournament's student volunteers. As soon as possible, we will all be back together for the afternoon assembly to hear author Justin A. Reynolds (former Power of the Pen writer!) speak.

After this point, chaperones, students, and teachers/coaches will be together as much as possible;

students will not be unsupervised by one of us unless they qualify for the fourth round of writing; then, that/those writer(s) would again be without a Clark-Shawnee chaperone during the writing round but meet back up with one of us immediately following the writing round.

I have submitted a requisition for the \$85 per writer registration fee, and I have also asked the district to pay for five lunch tickets (for the four writers and Terry Janssen) at \$20 each. Unfortunately, we have to order all lunch tickets at once when we register, so I had to include three additional lunch tickets (for the chaperones who wanted lunch) in the requisition, but that \$60 can be paid in cash or by credit card to the district if this is permissible. I tried to pay the \$60 online directly to Power of the Pen to avoid this situation, but the site is not set up to accept partial payments as far as I can tell.

I am also attending the tournament in another official capacity as the program's Western Regional Director, so I am not asking for reimbursement for food or mileage. I'm hoping that the district will pay for the hotel room that Terry and I are sharing; if this is not permissible, please let me know, and I will pay for my half of the room.

Lastly, we have decided not to include any student volunteers on this year's trip. Because of all of the new details and adjustments, it seemed like an unwise choice, especially since this venue is new to us this year.

Thank you for your time!


-Darcy

Shawnee Middle School  
English Language Arts Teacher Grade 7

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# 2023 POWER OF THE PEN STATE TOURNAMENT SCHEDULE OF EVENTS

## Thursday, May 18

Arrival and Rooms/Meals Check-In	Convocation Center Lobby	2 to 8 p.m.
Merchandise Sales	Convocation Center, Heritage Room	2 to 10 p.m.
Creative Writing Workshop	Convocation Center, Alumni Room	4 p.m.
Creative Writing Workshop	Convocation Center, Alumni Room	5:15 p.m.
<i>Choose one session of the creative writing workshop; content is the same in both.</i>		
Building Monitors Meeting	Convocation Center, Faculty Room	4:30 p.m.
Runners' Orientation	Ronk Lecture Hall (Schar Room 138)	5:15 p.m.
<i>Dinner</i>	Convocation Center Dining Hall, Lower Entrance	5:30 to 7:15 p.m.
Book Signing and Book Sales	Convocation Center, Heritage Room	7 to 9 p.m.
Writing Team Registration	Convocation Center, Trustees Room	7 to 9 p.m.
DJ Dance	Convocation Center	7:30 to 10 p.m.

## Friday, May 19

<i>Breakfast</i>	Convocation Center Dining Hall, Lower Entrance	6:30 to 8:30 a.m.
Meals Check-in	Convocation Center Lobby	6:30 to 8:45 a.m.
Writing Team Registration	Convocation Center, Trustees Room	7 to 8:45 a.m.
<i>Teams - with all writers and judges present - must be checked in by 8:45 a.m. in order to participate</i>		
Merchandise Sales	Convocation Center, Heritage Room	7 a.m. to 4:15 p.m.
Runners' Orientation	Ronk Lecture Hall (Schar Room 138)	8:30 a.m.
Opening Assembly	Convocation Center, Alumni Room	8:45 to 9:45 a.m.
Writing Rounds	Dauch, Schar, and Kettering	
	Round 1	10:10 to 10:45 a.m.
	Round 2	10:55 to 11:30 a.m.
	Round 3	11:40 a.m. to 12:15 p.m.
	<b>All Ballots Due</b>	<b>1 p.m.</b>
<i>Lunch (Session 1)</i>	Convocation Center Dining Hall, Lower Entrance	12:25 to 1:10 p.m.
<i>Lunch (Session 2)</i>	Convocation Center Dining Hall, Lower Entrance	1:10 to 2 p.m.
Book Signing and Book Sales	Convocation Center, Heritage Room	12:30 to 2 p.m.
Afternoon Keynote	Convocation Center Upper Level	2:20 to 3:00 p.m.
Announcement of Finalists	Convocation Center Upper Level	3 p.m.
Residence Hall Checkout/Return Keys & Swipe Cards	Convocation Center Lobby	3 to 7:15 p.m.
Book Signing and Book Sales	Convocation Center, Heritage Room	3:15 to 4:30 p.m.
Round 4	Dauch	3:30 to 4 p.m.
Awards Program	Convocation Center Upper Level	4:45 to 6:30 p.m.

*Pick up writing and ballots in the back of the Convocation Center main room after the awards ceremony.*

*Teams that leave after 3 p.m. may go to Room 115 Dauch (the tabroom) to request that their take-home packets be mailed for a pre-paid fee. Packets will be transferred to the back of the Convocation Center main room by approximately 6 p.m. and must be picked up by 6:45 p.m.*

*Coaches of residence hall guests must turn in all keys and swipe cards at the designated table in the Convocation Center Lobby by 7:15 p.m. There is a \$35 fee for lost keys and a \$5 fee for lost swipe cards.*

*Times and locations are subject to change.*