

CLARK-SHAWNEE LOCAL SCHOOL DISTRICT
Clark County, Ohio
BOARD OF EDUCATION MEETING
AUGUST 8, 2024
Clark-Shawnee Administrative Office
6:30 P.M.

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. C.T.C. Update

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

F. Assistant Superintendent Update

Mr. Adam Billet, Assistant Superintendent, will provide an update to the Board of Education.

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. FINANCIAL SECTION

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 O are accepted by one single motion unless a member of the board or the Superintendent requests that 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**

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. Transfer from General Fund to Permanent Improvement Fund

Mr. Tom Faulkner, Treasurer, is requesting permission to transfer \$327,824.00 from the General Fund to the Permanent Improvement Fund upon receipt of the District's tax settlement.

Recommendation: To approve the above request.

L. Repayment of Advancement

Mr. Thomas Faulkner, Treasurer, is requesting permission to repay the advance from the Athletic Fund 300 9599 to the General Fund 001 0000 in the amount of \$100,000 - advance approved in June of 2024.

Recommendation: To approve the above request.

M. Acceptance of Donation

Mr. Thomas Faulkner, Treasurer, is requesting permission to accept a \$2,000.00 donation from the Ohio High School Athletic Association to assist the Athletic Department with the purchase of equipment, payment of officials, transportation costs, and purchase of uniforms.

Recommendation: To approve the above request.

N. Permission to raise the mileage rate from \$0.655 to \$0.67 (IRS Reimbursement Rate) effective 08/01/2024

O. School Fees--2024-2025 School Year

Elementary School—K-6

- \$60.00 General Fee
- \$10.00 Choir Fee
- \$10.00 Band Fee

Middle School—7-8

- Reference Exhibit B

High School—9-12

- Reference Exhibit C

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 P through T are accepted by one single motion unless a member of the board or the Superintendent requests that 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*

P. Resignations

Support Staff

Ms Cortney Allen, Aide, has submitted a letter of resignation effective at the end of the current contract year.

Ms Rose Cain, Aide, has submitted a letter of resignation effective July 30, 2024.

Mr. Charles Harshman, Technology Helper, has submitted a letter of resignation effective July 9, 2024.

Mrs. Roengruedee Nave, Custodian, has submitted a letter of resignation effective at the end of the current contract year.

Recommendation: To approve the above resignations.

Q. Employment

Support Staff

Ms. Shelby Holmes as ILP Aide (four days per week) for the 2024-2025 school year. [Current Assignment: Shawnee MS/HS]

Ms. Allysen Jewell as Preschool Aide for the 2024-2025 school year. [Current Assignment: Shawnee ES].

Mr. Cole McNeal-Harding as an Evening Custodian effective July 30, 2024. [Current Assignment: HS/MS]

Ms Rachel Sheets as Hostess for the 2024-2025 school year. [Current Assignment: Shawnee ES]

Ms Rachel Sheets as Latchkey Aide and Hostess for the 2024-2025 school year. [Current Assignment: Shawnee ES]

Ms. Cameo Wilson as Aide for the 2024-2025 school year. [Current Assignment: Shawnee ES]

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

Certified Additional Duty

Mrs. Whitney Adams as Department Chair, English for the 2024-2025 school year.

Mrs. Whitney Adams as Co-Lead Teacher, High School for the 2024-2025 school year.

Mr. Rick Meeks as Co-Lead Teacher, High School for the 2024-2025 school year.

Mrs. Elizabeth Allen as Department Co-Chair, Science for the 2024-2025 school year.

Mrs Kristin Meeks as Department Co-Chair, Science for the 2024-2025 school year.

Mrs Stephanie Caraway as Department Chair, Spanish/Electives for the 2024-2025 school year.

Ms Sarah Carter as Power of the Pen Advisor for the 2024-2025 school year.

Ms Carolyn Collins as Grade Level Lead, 8th Grade for the 2024-2025 school year.

Mr. Jeffrey Collins as Department Co-Chair, Math for the 2024-2025 school year.

Mr. Brian Ebersold as Department Co-Chair, Math for the 2024-2025 school year.

Mrs Ashley Hill as Middle School Musical Head for the 2024-2025 school year.

Ms Stephanie Lange as Middle School Musical Head for the 2024-2025 school year.

Ms Stephanie Lange as High School Vocal Head for the 2024-2025 school year.

Mrs. Darcy Leis as Instructional Technology Lead (HS/MS) for the 2024-2025 school year.

Mrs. Darcy Leis as Lead Teacher, Middle School for the 2024-2025 school year.

Mrs Darcy Leis as Power of the Pen Advisor for the 2024-2025 school year.

Mrs. Annette Lloyd as Grade Level Lead, 7th Grade for the 2024-2025 school year.

Mr. Matthew Looney as Quiz Bowl Advisor for the 2024-2025 school year.

Ms Marlo Mitch as HS Student Council Advisor for the 2024-2025 school year.

Mr. Rick Meeks as Department Chair, History for the 2024-2025 school year.

Mrs. Stacy Mercer as Department Chair, Special Education for the 2024-2025 school year.

Mr. Darren Morrison as Football, Co-Assistant Coach for the 2024-2025 school year.

Mr. Rex Plymale as Weightroom Co-Monitor, Spring for the 2023-2024 school year.

Mrs. Allyson Radel as Nation Honor Society Co-Chair for the 2024-2025 school year.

Ms Benda Vinson as Freshman Co-Facilitator for the 2024-2025 school year.

Mr. William Henderson as Freshman Co-Facilitator for the 2024-2025 school year.

Mr. Matthew Warrington as Weightroom Co-Monitor, Spring for the 2023-2024 school year.

Mrs. Megan Wright as Yearbook Advisor for the 2024-2025 school year.

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

Additional Duty (Support Staff)

The following supplemental positions for the pupil activity programs in the Clark-Shawnee Local School District were first offered to those employees of the District who are licensed individuals and no such employee applied and was qualified to fill the position such that the position was accepted by any such employee. The Board then advertised the position as available to any licensed individual who is qualified to fill it and who is not employed by the Board, and no such person has applied for and accepted the position. Thus, the Board resolved to employ the following non-licensed individuals to fill the following supplemental position.

Mrs. Joyce Aills as National Honor Society Co-Advisor for the 2024-2025 school year.

Ms. Amanda Cattell as Volleyball, Middle School Coach for the 2024-2025 school year.

Ms. Lily Franklin as Volleyball, Middle School Coach for the 2024-2025 school year.

Mr. Shane Hannon as Golf, Varsity Boys Coach for the 2024-2025 school year

Ms. Tiffany Grooms as Soccer, Girls High School Assistant Coach for the 2024-2025 school year.

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

Nonrenewal of Certified Supplemental Contracts

Nonrenewal of the following Certified Supplemental Contracts for the 2024-2025 school year.

Mr. Rex Plymale
Mr. Matthew Warrington

Weightroom, Co-Monitor Spring
Weightroom, Co-Monitor Spring

Recommendation: To nonrenew the above certified supplemental contracts for the 2024-2025 school year.

Substitutes – Certified

Ms Anna Carney as long term substitute teacher for the 2024-2025 school year.

Mr. Logan Griffith as a Long-Term Substitute Teacher for the 2024-2025 school year at Class I, Step 0 and stretch pay and benefits through the end of the current contract year. [Current Assignment: Shawnee HS]

Ms Sarah Vose as long term substitute teacher for the 2024-2025 school year.

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

Clark County Substitute Teaching List

Clark County Educational Service Center Substitute Teacher List as approved by the Clark County ESC Board during their regular board meetings throughout the 2024-2025 school year.

Recommendation: To approve the use of substitute teachers approved by the Clark County Educational Service Center for the 2024-2025 school year.

Support Staff- Substitute

Ms. Lee Abston as Substitute Bus Driver for the 2024-2025 school year.

Ms. Karla Cottenmyre as a Substitute Bus Driver for the 2024-2025 school year.

Ms. Valarie Crews as Substitute Bus Driver for the 2024-2025 school year.

Ms. Nichole Hoelscher as Substitute Bus Driver for the 2024-2205 school year.

Ms. Terra Howard as Substitute Bus Driver for the 2024-2025 school year.

Mr. Jason Mattern as Substitute Bus Driver for the 2024-2025 school year.

Mr. Mark Myers as Substitute Bus Driver for the 2024-2025 school year.

Mr. Steven Williams as Long-Term Substitute Bus Driver for the 2024-2025 school year at Step 5 of the Bus Driver Salary Schedule.

Recommendation: To employ the above individuals as substitutes on an as-needed basis provided all statutory requirements are met, i.e. certification, background checks, etc. and recommendations are found satisfactory.

Volunteer—Certified

Mr. Bryan Szekacs as Football, Varsity Volunteer Coach for the 2024-2025 school year.

Mr. Richard Walker as volunteer athletic trainer for the 2024-2025 school year.

Recommendation: To approve the above volunteers.

R. Non-Paid Leave Requests

Mrs. Jodie Noffke, Driver, is requesting non-paid medical leave from August 13, 2024 through August 31, 2024.

Mrs. Amanda Roe, Aide at Shawnee Elementary, has requested cancellation of her previously approved non-paid leave scheduled for September 11-13, 2024.

Recommendation: To approve the above requests.

S. Contract Modification

To modify the contract of Mrs. Beth Appis, Aide, from 5.5 to 7 hours per day.

Recommendation: To approve the above contract modification.

T. Personnel-Rates of Pay

To establish rates for the following positions for the 2024-2025 school year:

- Bus Driver Sit Time—Paid at individual driver’s regular hourly rate
- Certified Tutor—Hourly Rate—\$28.00/hour
- Classified Tutor—Hourly Rate equivalent to Aide—Step 0
- Snow Removal—Hourly Rate equivalent to Summer Help—Step 10
- Substitute Teachers--\$95.00/day
- Substitute Classified--\$13.57/hour
- Substitute Custodian Hourly Rate for Current Contracted Support Staff Employee--Employee’s Rate of Pay at time-and-a-half
- Substitute Custodian Hourly Rate for Current Contracted Certified Staff Employee--\$29.52/hour
- Substitute Bus Drivers--Step 0 of Bus Driver Salary Schedule

- Substitute Aide Specialized Assignment—Aide Specialized Assignment Salary Schedule Step 0

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

Roll Call:

___Mr. DeHart ___Mr. Galbreath ___Mrs. Garrett ___Dr. Page ___Mrs. Pierce

ACCEPTANCE OF CONSENT CALENDAR – RESOLUTIONS/MISCELLANEOUS

Action by the Board of Education in “Acceptance of Consent Calendar” at this point of the agenda means that items U through Y are accepted 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

U. Approval of Contract—Solid Blend

Mr. Brian Kuhn, Superintendent, is requesting permission to contract with Solid Blend for water treatment of the HVAC system at Shawnee MS/HS.

Recommendation: To approve the contract with Solid Blend.

V. Approval of Service Agreement with the Clark County ESC and Risen Christ Lutheran School

Approval of a Service Agreement for FY 2025 with the Clark County ESC and Risen Christ Lutheran School related to the employment of a Title I Teacher using the Nonpublic Title I allocation.. [Reference Exhibit C]

Recommendation: To approve the Service Agreement.

W. Approval of Technical Changes to Board Policies

Mr. Brian Kuhn, Superintendent, recommends the Board approve technical changes to Board Policies—1422, 1623, 1662, 2260, 2260.01, 2266, 3122, 3123, 3362, 4122, 4123, 4362, & 5517. The technical change updates the Compliance Officers to reflect Mr. Billet’s title of Assistant Superintendent and updated phone number & address accordingly.

Recommendation: To approve the technical changes to the above board policies.

X. Authorization for Purchases Under Board Policy 6233

To allow for purchases up to \$5,000.00 per academic year to support the culture and climate of the district as outlined in Board Policy 6233.

Recommendation: To approve the authorization.

Y. Notice of Board Meetings

September 26, 2024	Administrative Office	6:30 PM
October 24, 2024	Shawnee MS/HS Media Center	6:30 PM
November 21, 2024	Administrative Office	6:30 PM
December 19, 2024	Administrative Office	6:30 PM
January 9, 2025	Administrative Office	6:30 PM

Roll Call:

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

Z. 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*

Roll Call:

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

TIME IN: _____

TIME OUT: _____

AA. Report Section





1. Financial Report
2. Meeting Minutes
3. Exhibit A: Shawnee MS Proposed Fee Schedule
4. Exhibit B: Shawnee HS Proposed Fee Schedule
5. Exhibit C: Service Agreement with CCECS and Risen Christ School

Brian Kuhn
Superintendent
August 8, 2024

General Fees Maintenance

From this screen, you can display, add, change and delete general fees.

Add General Fee

	Fee Code ▲	Grade Year	Gender	Fee Text	Fee Amount	AD	WD	Acct Code	Active
 	05			General Fee	\$30.00			001-1790-1001-000000-004	<input checked="" type="checkbox"/>
 	06			Student Device Fee	\$40.00			001-1790-9024-000000-004	<input checked="" type="checkbox"/>





































Show Active Only

Course Fees Maintenance

From this screen, you can display, add, change and delete data pertaining to Course Fees.

Working Schedule: Default Schedule ▼ Reload Screen







Add Course Fee

	Course Code	Course Name	Course Section	Fee Code	Fee Text	Fee Amount	AD	WD	Acct Code	Active
 	3082	A CAPELLA CHOIR		3082	A CAPELLA CHOIR	\$30.00			300-1634-9470-000000-004	<input checked="" type="checkbox"/>
 	1003	ADVANCED FRESHMAN COMP/LIT		1003	ADV FRESHMEN COMP & LIT	\$11.00			001-1720-1001-000000-004	<input checked="" type="checkbox"/>
 	1008	ADVANCED SOPHOMORE COMP/LIT		1008	ADV SOPHOMORE COMP & LIT	\$11.00			001-1720-1001-000000-004	<input checked="" type="checkbox"/>
 	1065	ANAT./PHYS. (1st sem)		1065~4	ANAT/PHYS	\$36.00			001-1710-1001-130000-004	<input checked="" type="checkbox"/>
 	1063	APPLIED CHEMISTRY		1063	APPLIED CHEMISTRY	\$40.00			001-1710-1001-130000-004	<input checked="" type="checkbox"/>
 	3041	BASIC ART 1		3041~22	BASIC ART I	\$30.00			001-1710-1001-020000-004	<input checked="" type="checkbox"/>
 	1069	BIOLOGY		1069~5	BIOLOGY	\$30.00			001-1710-1001-130000-004	<input checked="" type="checkbox"/>
 	3049	CERAMICS & SCULPTURE		3049~24	CERAMICS & SCULPTURE 1	\$30.00			001-1710-1001-020000-004	<input checked="" type="checkbox"/>
 	1064	CHEMISTRY I		1064~3	CHEMISTRY	\$40.00			001-1710-1001-130000-004	<input checked="" type="checkbox"/>
 	4001	COLOR GUARD		4001	COLOR GUARD	\$60.00			300-1635-9440-000000-004	<input checked="" type="checkbox"/>
 	3059	COMPUTER DESIGN		3059~28	COMPUTER DESIGN I	\$24.00			001-1710-1001-020000-004	<input checked="" type="checkbox"/>
 	3050	CRAFTS AND CRAFT MAKING		3050	CRAFTS AND CRAFTMAKING	\$30.00			001-1710-1001-020000-004	<input checked="" type="checkbox"/>
 	1021	CREATIVE WRITING		1021	CREATIVE WRITING	\$20.00			001-1790-1001-000000-004	<input checked="" type="checkbox"/>
 	2021	DIGITAL PHOTOGRAPHY		2021	DIGITAL PHOTOGRAPHY	\$24.00			001-1710-1001-020000-004	<input checked="" type="checkbox"/>
 	3042	DRAWING & PAINTING		3042~1	DRAWING & PAINTING	\$30.00			001-1710-1001-020000-004	<input checked="" type="checkbox"/>
 	3015	ENGINEERING DESIGN		3015	ENGINEER DESIGN	\$40.00			001-1790-1001-000000-004	<input checked="" type="checkbox"/>
 	1072	ENVIRONMENTAL SCIENCE		1072~10	ENVIRONMENTAL SCIENCE	\$30.00			001-1710-1001-130000-004	<input checked="" type="checkbox"/>
 	3072	FITNESS FOR LIFE		3072	FITNESS FOR LIFE	\$10.00			001-1790-1001-000000-004	<input checked="" type="checkbox"/>

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Student Information > Management > School Administration > Fees				Course	Fee	AD	WD	Acct Code	Active
Administration > Course Fees	Course Code	Course Name	Section	Fee Code	Fee Text	Amount			
	1076	FORENSICS		1076	FORENSICS	\$30.00		001-1710-1001-130000-004	<input checked="" type="checkbox"/>
	3080	HEALTH II		3080	HEALTH II	\$10.00		001-1790-1001-000000-004	<input checked="" type="checkbox"/>
	4007	JAZZ ENSEMBLE		4007	JAZZ ENSEMBLE	\$60.00		300-1635-9440-000000-004	<input checked="" type="checkbox"/>
	1009	JUNIOR LIT/COMP		1009	JUNIOR LIT & COMP	\$13.00		001-1720-1001-000000-004	<input checked="" type="checkbox"/>
	8247	LEAN SIX SIGMA		8247	LEAN SIX SIGMA	\$20.00		001-1790-1001-000000-004	<input checked="" type="checkbox"/>
	3098	MARCHING BAND		3098	MARCHING BAND	\$60.00		300-1635-9440-000000-004	<input checked="" type="checkbox"/>
	1080	METEOROLOGY		1080	METEOROLOGY	\$20.00		001-1710-1001-130000-004	<input checked="" type="checkbox"/>
	1081	NATURAL DISASTERS		1081	NATURAL DISASTERS	\$20.00		001-1710-1001-130000-004	<input checked="" type="checkbox"/>
	2067	NUTRITION AND WELLNESS		2067	NUTRITION AND WELLNESS	\$36.00		001-1790-1001-000000-004	<input checked="" type="checkbox"/>
	2059	ON YOUR OWN		2059	INTRO TO FAM CONSUMER SCI	\$24.00		001-1790-1001-000000-004	<input checked="" type="checkbox"/>
	3079	ORCHESTRA		3079~1	ORCHESTRA	\$30.00		300-1635-9450-000000-004	<input checked="" type="checkbox"/>
	2061	PERSONAL FINANCIAL MANAGEMENT		2061	PER FINANCIAL MANAGE I	\$10.00		001-1790-1001-000000-004	<input checked="" type="checkbox"/>
	1067	PHY SCIENCE		1067	PHYSICAL SCIENCE	\$30.00		001-1710-1001-130000-004	<input checked="" type="checkbox"/>
	1066	PHYSICS (1st semester)		1066	PHYSICS (1st Semester)	\$30.00		001-1710-1001-130000-004	<input checked="" type="checkbox"/>
	XSC-PHY1-CS	PHYSICS 1		XSCPHY1	PHYSICS (1st Semester)	\$30.00		001-1710-1001-130000-004	<input checked="" type="checkbox"/>
	2060	PRINCIPLES OF FOODS		2060~1	PRINCIPLES OF FOODS	\$36.00		001-1790-1001-000000-004	<input checked="" type="checkbox"/>
	1013	SENIOR COMP & LIT		1013	SENIOR COMP & LIT A	\$14.00		001-1720-1001-000000-004	<input checked="" type="checkbox"/>
	1007	SOPHOMORE COMP/LIT		1007	SOPHOMORE COMP & LIT	\$11.00		001-1720-1001-000000-004	<input checked="" type="checkbox"/>
	1091	SPANISH 1		1091~34	SPANISH I	\$5.00		001-1790-1001-000000-004	<input checked="" type="checkbox"/>
	XFL-SPA1111-SIN	SPANISH 1111		XFLSPA11	ELEMENTARY SPANISH	\$5.00		001-1790-1001-000000-004	<input checked="" type="checkbox"/>
	1093	SPANISH 2		1093	SPANISH 2	\$5.00		001-1790-1001-000000-004	<input checked="" type="checkbox"/>
	1094	SPANISH 3		1094~39	SPANISH 3	\$5.00		001-1790-1001-000000-004	<input checked="" type="checkbox"/>
	1095	SPANISH 4		1095	SPANISH 4	\$5.00		001-1790-1001-000000-004	<input checked="" type="checkbox"/>

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	Course Code	Course Name	Course Section	Fee Code	Fee Text	Fee Amount	AD	WD	Acct Code	Active
 	4002	SYMPHONIC BAND		4002~1	SYM BAND	\$60.00			300-1635-9440-000000-004	<input checked="" type="checkbox"/>
 	3083	SYMPHONIC CHOIR		3083~2	SYM CHOIR	\$30.00			300-1634-9470-000000-004	<input checked="" type="checkbox"/>
 	2020	VIDEOGRAPHY		2020	VIDEOGRAPHY	\$24.00			001-1740-1001-000000-004	<input checked="" type="checkbox"/>

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44 Records Displayed

[Back To Top](#)

Miscellaneous Fees Maintenance

From this screen, you can display, add, change and delete data pertaining to miscellaneous fees.

Add Misc Fee








	Fee Code ▲	Fee Text	Fee Amount	Acct Code	Active
 	AD	ADJUSTMENT	\$1.00	001-1790-1001-000000-004	<input checked="" type="checkbox"/>
 	APT	AP CALC TEST	\$110.00	018-1690-9104-000000-004	<input checked="" type="checkbox"/>
 	APT1	AP ENG LITERATURE TEST	\$110.00	018-1690-9104-000000-004	<input checked="" type="checkbox"/>
 	APT2	AP ENG LANGUAGE TEST	\$110.00	018-1690-9104-000000-004	<input checked="" type="checkbox"/>
 	APT3	AP MICROECONOMICS TEST	\$110.00	018-1690-9104-000000-004	<input checked="" type="checkbox"/>
 	CL10	10 Class Fees	\$10.00	200-1636-9827-000000-004	<input checked="" type="checkbox"/>
 	CL11	11 Class Fees	\$10.00	200-1636-9826-000000-004	<input checked="" type="checkbox"/>
 	CL12	12 Class Fees	\$10.00	200-1636-9825-000000-004	<input checked="" type="checkbox"/>
 	CL9	09 Class Fees	\$10.00	200-1636-9828-000000-004	<input checked="" type="checkbox"/>
 	CREDIT	CC+ CREDIT HOUR FEE	\$41.64	018-1690-9104-000000-004	<input checked="" type="checkbox"/>
 	CTC	FEES OWED	\$1.00	001-1790-1001-000000-004	<input checked="" type="checkbox"/>
 	DEVICE	Damage/Loss of Laptop	\$1.00	001-1790-9024-000000-004	<input checked="" type="checkbox"/>
 	LF	LIBRARY FINE	\$1.00	001-1790-1001-000000-004	<input checked="" type="checkbox"/>
 	LL	LOST LIBRARY BOOK	\$1.00	001-1790-1001-000000-004	<input checked="" type="checkbox"/>
 	LT	LOST TEXTBOOK	\$1.00	001-1790-1001-000000-004	<input checked="" type="checkbox"/>
 	LUNCH	Past Due Lunchroom	\$1.00	001-1559-0000-000000-004	<input checked="" type="checkbox"/>
 	MB	MARCHING BAND	\$60.00	300-1635-9440-000000-004	<input checked="" type="checkbox"/>
 	OTHER	FEES OWED ANOTHER SCHOOL	\$1.00	001-1790-1001-000000-004	<input checked="" type="checkbox"/>
 	PE	LOST PE LOCK	\$6.00	001-1790-1001-000000-004	<input checked="" type="checkbox"/>
 	PF	PARKING FEE	\$20.00	018-1690-9104-000000-004	<input checked="" type="checkbox"/>
 	PR	SCHOOL PROPERTY FEE	\$1.00	001-1790-1001-000000-004	<input checked="" type="checkbox"/>
 	RE	REBINDING FEE	\$10.00	001-1790-1001-000000-004	<input checked="" type="checkbox"/>
 	SEL	ON-LINE CLASS FEE	\$1.00	018-1690-9104-000000-004	<input checked="" type="checkbox"/>
 	TB	TEXTBOOK	\$1.00	001-1790-1001-000000-004	<input checked="" type="checkbox"/>

Show Active Only

General Fees Maintenance

From this screen, you can display, add, change and delete general fees.

Add General Fee

	Fee Code ▲	Grade Year	Gender	Fee Text	Fee Amount	AD	WD	Acct Code	Active
 	CL FEE 7	07		7TH GRADE CLASS FEE	\$10.00			200-1636-9840- 000000-040	<input checked="" type="checkbox"/>
 	CL FEE 8	08		8TH GRADE CLASS FEE	\$10.00			200-1636-9840- 000000-040	<input checked="" type="checkbox"/>
 	DEVICE			STUDENT DEVICE FEE	\$40.00			001-1790-9024- 000000-040	<input checked="" type="checkbox"/>
 	FEES			SCHOOL FEES	\$60.00			001-1720-1001- 000000-040	<input checked="" type="checkbox"/>

Show Active Only

Course Fees Maintenance

From this screen, you can display, add, change and delete data pertaining to Course Fees.

Working Schedule: Default Schedule ▼ Reload Screen

Add Course Fee









	Course Code	Course Name	Course Section	Fee Code	Fee Text	Fee Amount	AD	WD	Acct Code	Active
 	Art 1	Art 1		980 A	Lab Fee	\$10.00			001-1710-1001-020000-040	<input checked="" type="checkbox"/>
 	Art II	Art II		980 B	Lab Fee	\$10.00			001-1710-1001-020000-040	<input checked="" type="checkbox"/>
 	4001	Color Guard		4001	Color Guard Fee	\$60.00			300-1635-9440-000000-004	<input checked="" type="checkbox"/>
 	932-2	Intro Biology & Dissection 2		933	Lab Fee	\$10.00			001-1710-1001-130000-040	<input checked="" type="checkbox"/>
 	932-1	Intro Biology & Dissection I		932	Lab Fee	\$10.00			001-1710-1001-130000-040	<input checked="" type="checkbox"/>
 	3098	Marching Band		3098	Marching Band Fee	\$60.00			300-1635-9440-000000-004	<input checked="" type="checkbox"/>
 	952 (3rd)	MS Band 3rd Period		850	Band Fee	\$10.00			300-1635-9440-000000-004	<input checked="" type="checkbox"/>
 	952 (4th)	MS Band 4th Period		750	Band Fee	\$10.00			300-1635-9440-000000-004	<input checked="" type="checkbox"/>
 	962 (3rd)	MS Choir 3rd Period		760	Choir Fee	\$10.00			300-1634-9470-000000-004	<input checked="" type="checkbox"/>
 	962 (4th)	MS Choir 4th Period		860	Choir Fee	\$10.00			300-1634-9470-000000-004	<input checked="" type="checkbox"/>
 	950	Strings		950	MS Strings	\$10.00			300-1635-9450-000000-004	<input checked="" type="checkbox"/>

Show Active Only

Miscellaneous Fees Maintenance

From this screen, you can display, add, change and delete data pertaining to miscellaneous fees.

Add Misc Fee

		Fee Code ▲	Fee Text	Fee Amount	Acct Code	Active
		LIBRARY	LIBRARY BOOK/FINE	\$10.00	001-1790-1001-000000-004	●
		LUNCH	Past Due Lunchroom	\$1.00	001-1559-0000-000000-004	●
		MB	MARCHING BAND	\$60.00	300-1635-9440-000000-004	●
		MISC	SCHOOL PROPERTY FEE	\$10.00	001-1720-1001-000000-040	●
		PEN	POWER OF THE PEN	\$50.00	018-1690-9140-000000-040	●

Show Active Only

Book	Policy Manual
Section	Technical Changes Affirmed by the Board
Title	ANTI-HARASSMENT
Code	po5517
Status	
Adopted	July 19, 1994
Last Revised	February 22, 2024

5517 - **ANTI-HARASSMENT**

General Policy Statement

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and gender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community, as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleges or is alleged to have been subjected to unlawful harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

Respondent is the individual who has been alleged to have engaged in unlawful harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

School District community means students and Board employees (i.e., administrators and professional and classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with or seeking to do business with the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

Bullying

Bullying rises to the level of unlawful harassment when one (1) or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal, or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Sexual Harassment covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266.

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes, or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings, or literature placed in the work or educational environment that may reasonably embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities.

- H. Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Giving unwelcome personal gifts such as lingerie that suggests the desire for a romantic relationship.
- J. Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin.
- K. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- L. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- M. Verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class

or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Anti-Harassment Compliance Officers

The following individuals shall serve as the District's Anti-Harassment Compliance Officers (hereinafter, "the Compliance Officers"):

Mr. Adam Billet
~~Middle School Principal~~ Assistant Superintendent
~~1675 E. Possum Road~~ 3680 Selma Road
Springfield, OH 45502
937-717-~~2402~~2401
adam.billet@cslocal.org

Mrs. Amanda Shaffer
PreK-2 Principal
1841 E. Possum Road
Springfield, OH 45502
937-717-2403
Amanda.Shaffer@cslocal.org

The names, titles, and contact information of these individuals will be published annually on the School District's website.

The Compliance Officers are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding harassment.

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

The Compliance Officers shall accept reports of unlawful harassment directly from any member of the School District community or a Third Party or receive reports that are initially filed with an administrator, supervisor, or other District-level official. Upon receipt of a report of alleged harassment, one (1) of the Compliance Officers will contact the Complainant and begin either an informal or formal complaint process (depending on the request of the Complainant or the nature of the alleged harassment) or will designate a specific individual to conduct such a process. The Compliance Officer will provide a copy of this policy to the Complainant and Respondent. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All Board employees must report incidents of harassment that are reported to them to one (1) of the Compliance Officers within two (2) days of learning of the incident.

Any Board employee who directly observes unlawful harassment is obligated, in accordance with this policy, to report such observations to one (1) of the Compliance Officers within two (2) days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, one (1) of the Compliance Officers or a designee must contact the Complainant if age eighteen (18) or older, or the Complainant's parents/guardians if the Complainant is under the age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

Reports and Complaints of Harassing Conduct

Students and all other members of the School District community along with Third Parties are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a report shall file it with one (1) of the Compliance Officers within two (2) days of receiving the report of harassment.

Members of the School District community and Third Parties, which includes students, who believe they have been unlawfully harassed are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior, and/or harassment in accordance with Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior, and/or harassment to one (1) of the Compliance Officers who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be handled in accordance with the grievance process and procedures outlined in Policy 2266. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend the Policy 5517.01 investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266. The Compliance Officer shall keep the Principal informed of the status of the Policy 5517 investigation and provide the Principal with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 grievance process.

Investigation and Complaint Procedure

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any student who believes that they have been subjected to unlawful harassment may seek resolution of the complaint through the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights.

Informal Complaint Procedure

The goal of the informal complaint procedure is to promptly stop inappropriate behavior and to facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint. The informal process is only available in those circumstances where the Complainant and the Respondent mutually agree to participate in it.

Students who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to

participate in the informal process.

The Complainant may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complainants involving a District employee, any other adult member of the School District community, or a Third Party and a student will be formally investigated.

As an initial course of action, if a Complainant feels comfortable and safe in doing so, the individual should tell or otherwise inform the Respondent that the allegedly harassing conduct is unwelcome and must stop. The Complainant should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the Complainant if requested to do so. A Complainant who is uncomfortable or unwilling to directly approach the Respondent about the alleged inappropriate conduct may file an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A Complainant may make an informal complaint, either orally or in writing: 1) to a teacher, other employee, or building administrator in the school the student attends; 2) to the Superintendent or other District-level employee; and/or 3) directly to one (1) of the Compliance Officers.

All informal complaints must be reported to one (1) of the Compliance Officers who will either facilitate an informal resolution as described below or appoint another individual to facilitate an informal resolution.

The Board's informal complaint procedure is designed to provide students who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the Complainant, informal resolution may involve, but not be limited to, one (1) or more of the following:

- A. Advising the Complainant about how to communicate the unwelcome nature of the behavior to the Respondent.
- B. Distributing a copy of this anti-harassment policy as a reminder to the individuals in the school building or office where the Respondent works or attends.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer/designee is directed to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. If the Complainant is dissatisfied with the informal complaint process, the Complainant may proceed to file a formal complaint. And, as stated above, either party may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or the Complainant, from the outset, elects to file a formal complaint, or the CO determines the allegations are not appropriate for resolution through the informal process, the formal complaint process shall be implemented.

The Complainant may file a formal complaint, either orally or in writing, with a teacher, principal, or other District employee at the student's school, one (1) of the Compliance Officers, the Superintendent, or another District official who works at another school or at the District level. Due to the sensitivity surrounding complaints of unlawful harassment, timelines are flexible for initiating the complaint

process; however, individuals should make every effort to file a formal complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District employee at the student's school, Superintendent, or other District official, either orally or in writing, about any complaint of harassment, that employee must report such information to one (1) of the Compliance Officers within two (2) business days.

Throughout the course of the process, the Compliance Officer should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation including, but not limited to, a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the Compliance Officer should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions deemed appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, a Compliance Officer/designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation. The Principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Simultaneously, a Compliance Officer will inform the Respondent that a formal complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including the Board's Anti-Harassment policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the Compliance Officer/designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer or designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used. The Compliance Officer may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within ten (10) school days of receiving the report of the Compliance Officer/designee, the Superintendent must either issue a written decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered and such additional investigation must be completed within ten (10) school days. At the conclusion of the additional investigation, the Superintendent shall issue a written decision as described above.

The decision of the Superintendent shall be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the student alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the Compliance Officer/designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that is learned or provided during the course of the investigation.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment/retaliation by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action, up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a report, formal complaint testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person from making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in the imposition of disciplinary sanction/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any school teacher or school employee who knows or suspects that a child with a disability under the age of twenty-one (21) or that a child under the age of eighteen (18) has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

State law defines certain contact between a teacher and a student as "sexual battery." If the Compliance Officer or a designee has reason to believe that the Complainant has been the victim of criminal conduct as defined in Ohio's Criminal Code, such knowledge should be immediately reported to local law enforcement.

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer's or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Allegations Involving Conduct Unbecoming the Teaching Profession/Suspension

The Superintendent will report to the Ohio Department of Education, on forms provided for that purpose, matters of misconduct on the part of licensed professional staff members convicted of sexual battery, and will, in accordance with Policy 8141, suspend such employee from all duties that concern or involve the care, custody, or control of a child during the pendency of any criminal action for which that person has been arrested, summoned and/or indicted in that regard.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and harassment, in general, will be age and content appropriate.

Retention of Investigatory Records and Materials

The Compliance Officer(s) is responsible for overseeing the retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but not be limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law (e.g., R.C. 3319.321) – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

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Revised 8/00
Revised 12/18/01
Revised 1/10/06
Revised 11/17/09
Revised 12/17/13
Revised 11/15/16
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Revised 7/16/18
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Revised 12/16/21
T.C. 2/22/24

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Legal

R.C. 4112.02

20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)

20 U.S.C. 1681 et seq.

29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967

29 U.S.C. 794, Rehabilitation Act of 1973, as amended

42 U.S.C. 1983

42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq.

42 U.S.C. 6101, The Age Discrimination Act of 1975

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

National School Boards Association Inquiry and Analysis - May, 2008

Last Modified by Norm Burkhardt on August 3, 2024

Book	Policy Manual
Section	Policies Recommended for the BOE (Personal Communication Devices)
Title	PERSONAL COMMUNICATION DEVICES
Code	po5136
Status	
Adopted	May 19, 2009
Last Revised	January 9, 2018

5136 - **PERSONAL COMMUNICATION DEVICES**

For purposes of this policy, "personal communication device" (PCD) includes computers, tablets (e.g., iPad-like devices), electronic readers ("e-readers"; e.g., Kindle-like devices), cell phones, smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc.), and/or other web-enabled devices of any type.

Students may use PCDs before and after school, ~~during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment,~~ during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited.

Students may not use PCDs on school property or at a school sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the Principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day or until a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

The use of PCDs that contain built-in cameras (i.e., devices that take still or motion pictures, whether in a digital or other format) is prohibited in classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and Principal are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one- or two-way audio communication technology (i.e., technology that allows a person off-site to

listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag or on the student's person without express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag or on a student's person shall be submitted, in writing, to the Principal. The District representative shall notify the parent(s), in writing, whether such request is denied or granted within five (5) days.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The Principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 - Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD, recording device, or other device with one- or two-way audio communication technology in violation of this policy is required to report the violation to the Principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

Revised 12/18/12

Last Modified by Brian Kuhn on August 8, 2024