

Fremont City Schools  
AGENDA  
Fremont Middle School  
1250 North Street  
March 6, 2017  
Board Meeting 5:30 P.M.

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call: Ms. Chapman\_\_ Ms. Garza\_\_Mr. Gorobetz\_\_ Ms. Laird\_\_ Mr. Price\_\_
- IV. Approve or amend and sign minutes of the regular meeting held February 21, 2017.
- |                  |                 |                   |             |
|------------------|-----------------|-------------------|-------------|
| Ms. Chapman_____ | Ms. Garza _____ | Mr. Gorobetz_____ | App _____   |
|                  | Ms. Laird _____ | Mr. Price_____    | Disa _____  |
|                  |                 |                   | Other _____ |
- V. Recognition of Visitors
- The Learning & Liberty Foundation of FCS Tracy Lytle &  
and Old Fort Banking Co. Grades 3, 4 and 5 Students of the Month Sue Brickner
- VI. First Hearing of the Public  
A Fremont City School District citizen, recognized by the Chair, may speak on any issue, during the Recognition of Visitors and Hearing of the Public Sessions, but the Chair may limit remarks pursuant to the debate regulations of *Robert's Rules of Order* and Fremont City School District Policy.
- VII. Report of the Treasurer
- VIII. Recommendations of the Treasurer Pages 1-2
- IX. Legislative Liaison Report
- X. Committee Reports
- Policy Alex Gorobetz
- XI. Old Business
- XII. New Business
- XIII. Report of the Superintendent
- ESSA Update
  - Representative Reineke Visit
  - Athletic Update Chad Berndt
- XIV. Recommendations of the Superintendent of Schools Pages 3-10
- XV. Second Hearing of the Public
- XVI. Board Member Communications and Information Requests
- XVII. Adjournment:
- |                  |                 |                   |             |
|------------------|-----------------|-------------------|-------------|
| Ms. Chapman_____ | Ms. Garza _____ | Mr. Gorobetz_____ | App _____   |
|                  | Ms. Laird _____ | Mr. Price_____    | Disa _____  |
|                  |                 |                   | Other _____ |

**VIII. RECOMMENDATIONS OF THE TREASURER**

**A. FINANCIAL MATTERS**

**ITEM 1. Consider approval of supplemental appropriations**

It is recommended that the following change be made to permanent appropriations that were approved on September 19, 2016.

		<u>From</u>	<u>Inc./Dec.</u>	<u>To</u>
018-9707	Otis Principal Account	\$ 3,700.00	\$ 3,500.00	\$ 7,200.00
019-9017	Lutz Walmart Giving Grant	\$ 0.00	\$ 1,675.00	\$ 1,675.00
401-9723	Auxiliary Services	\$ 441,804.03	\$ (1,553.94)	\$ 440,250.09
536-9016	Title 1 Sub A	\$ 6,431.88	\$ (6,431.88)	\$ 0.00

**ITEM 2. Consider approval of fund-to-fund transfer(s)**

It is recommended that the following fund-to-fund transfer(s) be approved:

300-9100 Athletics Pre-Sale to 300-0000 Athletics \$ 3,790.00

Ms. Chapman \_\_\_\_\_ Ms. Garza \_\_\_\_\_ Mr. Gorobetz \_\_\_\_\_ App \_\_\_\_  
 Ms. Laird \_\_\_\_\_ Mr. Price \_\_\_\_\_ Disa \_\_\_\_  
 Other \_\_\_\_

**ITEM 3. Consider invoice order approval**

It is recommended that the following then-and-now invoice be approved (see attached-Exhibit A). These expenditures are from the Athletics Fund.

<u>Vendor</u>	<u>Purchase Order</u>	<u>Date</u>	<u>Amount</u>
Team IP	90094	2/16/2017	\$ 4,255.00

Ms. Chapman \_\_\_\_\_ Ms. Garza \_\_\_\_\_ Mr. Gorobetz \_\_\_\_\_ App \_\_\_\_  
 Ms. Laird \_\_\_\_\_ Mr. Price \_\_\_\_\_ Disa \_\_\_\_  
 Other \_\_\_\_

**VIII. RECOMMENDATIONS OF THE TREASURER**

**A. FINANCIAL MATTERS (cont.)**

**ITEM 4. Consider approval of resolution accepting the amounts and rates as determined by the budget commission**

It is recommended that the Board approves a resolution accepting the amounts and rates as determined by the budget commission and authorizing the necessary tax levies and certifying them to the county auditor.

**Schedule A**

**SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX  
 APPROVED BY BUDGET COMMISSION AND COUNTY AUDITOR’S ESTIMATED  
 TAX RATES**

Fund	Approved by Amount Budget Commission Inside 10 M. Limitation	Amount to be derived from Levies outside 10 M. Limitation	County Auditor Estimate of tax Rate to be Levied	
			Inside 10 M. Limit	Outside 10 M Limit
General Fund	\$2,525,465	\$10,309,941	4.20	27.90
Bond Retirement Fund		\$ 1,262,733		2.10
Permanent Improvement Fund		\$ 780,540		1.35
<b>TOTAL</b>	\$2,525,465	\$12,353,214	4.20	31.35

**Schedule B**

**Levies Outside 10 Mill Limitation, Exclusive of Debt Levies**

	Maximum Rate Authorized To be levied	Co. Auditor’s Est. Of Yield of Levy (Carry to Schedule A)
Current Expense Levy Authorized by voters on 1976 & Prior for a continuing period of time	<b>23.00</b>	<b>\$8,278,699</b>
Current Expense Levy Authorized by voters on, for a continuing period of time	<b>4.90</b>	<b>\$2,031,242</b>
Permanent Improvement Levy authorized by voters on Nov 4, 2008 For a continuing period of time	<b>1.35</b>	<b>\$ 780,540</b>
Bond Retirement Levy authorized by voters on Nov 4, 2008 For a period not to exceed 28 years.	<b>2.10</b>	<b>\$ 1,262,733</b>

Ms. Chapman \_\_\_\_\_ Ms. Garza \_\_\_\_\_ Mr. Gorobetz \_\_\_\_\_ App \_\_\_\_  
 Ms. Laird \_\_\_\_\_ Mr. Price \_\_\_\_\_ Disa \_\_\_\_  
 Other \_\_\_\_

**XIV. RECOMMENDATIONS OF THE SUPERINTENDENT**

**A. PERSONNEL MATTERS**

**ITEM 1. Consider approval of the following resignation**

Resignation  
Certified Staff: Linda Overstreet  
Counselor  
Reason: Retirement  
Effective: June 1, 2017

**ITEM 2. Consider approval of the following appointments**

A. Appointment for the 2016-2017 school year:

Certified Staff Substitute: Courtney Ebert

B. Appointments for the 2016-2017 school year:

Name: Patricia Smith  
Classified Staff: Cook (LR-1.02)  
Account: General  
Salary: Step 1, 3 hrs/day @ \$13.16/hr effective March 7, 2017

Support Staff Substitutes: Marsha Gurley and Jaliya Lindsey

**ITEM 3. Consider approval of the following supplemental contracts**

A. Appointments for the 2016-2017 school year:

<u>Name</u>	<u>Building</u>	<u>Duty</u>	<u>Amount</u>
Alysha Nye	Ross	Business Manager Spring Musical M-0 (1/2 stipend)	\$347.50
Ashley Wharton	Ross	Business Manager Spring Musical M-0 (1/2 stipend)	\$347.50

**ITEM 4. Consider approval of resolution for supplemental duty positions**

It is recommended that the following resolution be approved for adoption:

**NOW, THEREFORE, BE IT RESOLVED:**

Section 1. The supplemental duty positions set forth in Section 2 of this resolution have been offered to those employees of the Fremont City Schools who have a license issued under O.R.C. 3319.22, and no such employees who are qualified to fill the positions have accepted them, and the positions have then been advertised or otherwise made available to any individuals with such a license who are qualified to fill them and who are not employed by the Board, and no such persons have applied for and accepted the positions.

**XIV. RECOMMENDATIONS OF THE SUPERINTENDENT**

**A. PERSONNEL MATTERS (cont.)**

**ITEM 4. Consider approval of resolution for supplemental duty positions (cont.)**

Section 2. The Board hereby employs the following non-certified persons to perform the listed supplemental duties at the stated rate of pay for the 2017-2018 school year:

<u>Name</u>	<u>Building</u>	<u>Duty</u>	<u>Amount</u>
William Jones	Ross	Varsity Asst Track Coach	Volunteer
Kari Lennon	Ross	Head Volleyball Coach C-0	\$4,866.00
Dejsha Pettiford	Ross	Varsity Asst Track Coach	Volunteer

Note: Supplemental contracts for 2017-2018 reflect the payment charts in the FEA contract for 2015-2018. The 2016-2017 payment charts are subject to change due to the salary and insurance re-opener in the Spring.

Section 3. The Board President, Superintendent and Treasurer are authorized to execute supplemental duty contracts with the person identified in Section 2 of this resolution.

Section 4. The Board finds that the resolution has been adopted in accordance with all legal requirements including O.R.C. Sec. 121.22.

**ITEM 5. Consider approval of the following special event worker**

It is recommended that the Board approves the following special event worker for winter 2016 athletic events:

**Ross High School Events  
 (Basketball, Diving, Swimming, Wrestling)**

<u>Name</u>	<u>Position</u>	<u>Rate</u>
Jenny Ou (student)	Videographer Basketball	\$15.00

**ITEM 6. Consider approval of the following special event worker**

It is recommended that the Board approves the following special event worker for 2017 winter tournament athletic events:

Nicole Kulasa

**ITEM 7. Consider approval of the following special event workers**

It is recommended that the Board approves the following special event workers for the spring musical at Ross High School:

<u>Name</u>	<u>Position</u>	<u>Rate</u>
Scott Havice	Technical Assistant	\$300.00
Jeffrey Wright	Technical Assistant	\$150.00

**XIV. RECOMMENDATIONS OF THE SUPERINTENDENT**

**A. PERSONNEL MATTERS (cont.)**

**ITEM 8. Consider approval of the following student teacher mentor**

It is recommended that the Board approves the following student teacher mentor for the 2016-2017 school year to be paid from Lourdes University through the General Fund:

Nancy Sloma \$100.00

**ITEM 9. Consider approval of summer seasonal mowers/maintenance**

It is recommended that the Board approves the hiring of Dennis Fahle and Theodore Overmyer for the 2017 summer mowers/maintenance @ \$9.88 per hour not to exceed 29.5 hours per week effective April – November 2017.

Ms. Chapman \_\_\_\_\_ Ms. Garza \_\_\_\_\_ Mr. Gorobetz \_\_\_\_\_ App \_\_\_\_  
Ms. Laird \_\_\_\_\_ Mr. Price \_\_\_\_\_ Disa \_\_\_\_  
Other \_\_\_\_

**B. FACILITIES MATTERS**

**ITEM 10. Consider approval of naming the Ross High School wrestling facility the Voggenthaler-Dowell Wrestling Complex**

It is recommended that the Board approves naming the Ross High School wrestling facility the *Voggenthaler-Dowell Wrestling Complex*. A plaque will hang above the entry door and inside of the wrestling facility noting this recognition.

Ms. Chapman \_\_\_\_\_ Ms. Garza \_\_\_\_\_ Mr. Gorobetz \_\_\_\_\_ App \_\_\_\_  
Ms. Laird \_\_\_\_\_ Mr. Price \_\_\_\_\_ Disa \_\_\_\_  
Other \_\_\_\_

**C. OPERATIONS MATTERS**

**ITEM 11. Consider approval of contract with Lakefront Lines for transportation**

It is recommended that the Board approves the contract with Lakefront Lines for transportation of band students to the Ohio State University and Columbus Zoo on May 22, 2017, for a clinical training session for a total cost of \$3,876.00. This is a Casino Fund expenditure.

Ms. Chapman \_\_\_\_\_ Ms. Garza \_\_\_\_\_ Mr. Gorobetz \_\_\_\_\_ App \_\_\_\_  
Ms. Laird \_\_\_\_\_ Mr. Price \_\_\_\_\_ Disa \_\_\_\_  
Other \_\_\_\_

**XIV. RECOMMENDATIONS OF THE SUPERINTENDENT**

**D. OTHER MATTERS**

**ITEM 12. Consider approval of the 2017-2018 calendar**

It is recommended that the calendar (option \_\_\_\_\_) for the 2017-2018 school year be approved (see attached).

**ITEM 13. Consider approval of adoption of resolution for a Calamity Day Alternative Make-up Plan**

**WHEREAS**, the Fremont City School District Board of Education desires that students have learning opportunities even when schools are closed for any of the reasons specified in section 3313.482 of the Ohio Revised Code;

**WHEREAS**, section 3313.482 authorizes a board of education to file an annual plan with the Ohio Department of Education to provide online learning opportunities for students in lieu of attendance on such days of closure;

**NOW THEREFORE BE IT, AND IT IS, HEREBY RESOLVED** that the Fremont City School District Board of Education hereby approves the following plan and authorizes its filing with the Ohio Department of Education.

**PLAN FOR ALTERNATIVE MAKE-UP OF CALAMITY DAYS**

Pursuant to Ohio Revised Code section 3313.482, the Board of Education of Fremont City Schools hereby authorizes the following plan to allow students of the district to access and complete classroom lessons in order to fulfill up to a maximum of the number of hours that are the equivalent of three school days because of the closing of schools for any of the reasons specified in section 3313.482.

1. This plan is submitted, pursuant to approval of the Board of Education.
2. This plan includes the written consent of the teachers' employee representative as designated under division (B) of section 4117.04. Such consent is on file in the official file of the Board of Education and is hereby incorporated into this plan as if specifically rewritten.
3. Each classroom teacher shall develop a sufficient number of lessons for each course taught by that teacher with such lessons requiring, in the judgment of the teacher, an amount of time equal to or greater than the number of hours that are the equivalent of three school days in such teacher's class. The lessons will be developed by November 1<sup>st</sup> and updated as necessary.
4. The teacher shall designate the order in which the lessons are to be distributed via "Blizzard Bags". The district will not be using on-line lessons.
5. As soon as practicable after an announced school closure authorized under section 3313.482, staff members designated by the appropriate administrator shall make the designated lessons available via blizzard bags. Each lesson shall be distributed for each course that was scheduled to meet on the day of the school closing.
6. Each student enrolled in a course for which a lesson is distributed shall be granted a two-week period from the date of distribution to complete the lesson. If the student does not complete the lesson within this time period, the student will receive an incomplete or failing grade unless a reason sufficient to the teacher is provided.

Ms. Chapman \_\_\_\_\_ Ms. Garza \_\_\_\_\_ Mr. Gorobetz \_\_\_\_\_ App \_\_\_\_\_  
Ms. Laird \_\_\_\_\_ Mr. Price \_\_\_\_\_ Disa \_\_\_\_\_  
Other \_\_\_\_\_

**XIV. RECOMMENDATIONS OF THE SUPERINTENDENT**

**D. OTHER MATTERS (cont.)**

**ITEM 14. Consider approval of adoption of resolution regarding the Every Student Succeeds Act (ESSA)**

**WHEREAS**, the federal Every Student Succeeds Act (ESSA) was signed into law on December 10, 2015, to give states and local school districts the flexibility to incorporate new measures of quality and success into their educational accountability systems; and

**WHEREAS**, on February 12, 2017, the Ohio Department of Education (ODE) released a draft overview of its plan for complying with the provisions of ESSA; and

**WHEREAS**, the Fremont City School District hosted nine (9) community meetings to give citizens an opportunity to review Ohio’s draft plan and allow participants to share their thoughts about the plan. In addition, nine (9) building principals held building-level meetings to share Ohio’s draft plan with educators; and

**WHEREAS**, approximately 80 community members participated in the community meetings and approximately 300 educators attended building-level meetings; and

**WHEREAS**, the feedback from these meetings includes the following:

- Reduce the number of state assessments and only test what is mandated by the federal law;
- Provide more detailed student data on Ohio’s state assessments and provide that information in a timely manner so data can be used for instructional and curricular purposes;
- Develop an accountability system that is more balanced and does not put an emphasis on standardized test scores;
- Create a more descriptive rating system that appropriately defines the achievement and progress of students.
- Allow school districts to develop local indicators of excellence that reflect the quality of their schools and include as a rating on the report card;
- Revise the current graduation system so it is not based so heavily on standardized test scores;
- Eliminate the retention component of the Third Grade Reading Guarantee; and
- Address students with disabilities within the ESSA plan. Students identified with disabilities who cannot perform at the same level as their peers should not be expected to pass grade level state testing even with accommodations. Their testing should be aligned to their Individualized Education Plans.

**NOW, THEREFORE** on behalf of the citizens of our community, we are asking our state education policymakers to consider our request to include the aforementioned changes in ODE’s plan for complying with ESSA and to give Ohio citizens a stronger voice with the development of statewide education policies.

Ms. Chapman \_\_\_\_\_ Ms. Garza \_\_\_\_\_ Mr. Gorobetz \_\_\_\_\_ App \_\_\_\_\_  
Ms. Laird \_\_\_\_\_ Mr. Price \_\_\_\_\_ Disa \_\_\_\_\_  
Other \_\_\_\_\_



XIV. **RECOMMENDATIONS OF THE SUPERINTENDENT**

D. **OTHER MATTERS (cont.)**

ITEM 15. **Consider approval of revised Policy AC-Nondiscrimination (First Reading)**

It is recommended that the Board of Education approves revised Policy AC – Nondiscrimination (see attached).

ITEM 16. **Consider approval of revised Policy ACA/ACAA-Nondiscrimination on the Basis of Sex/Sexual Harassment (First Reading)**

It is recommended that the Board of Education approves revised Policy ACA/ACAA – Nondiscrimination on the Basis of Sex/Sexual Harassment (see attached).

ITEM 17. **Consider approval of revised Regulation ACA-R/ACAA-R-Nondiscrimination on the Basis of Sex/Sexual Harassment Grievance Procedures (First Reading)**

It is recommended that the Board of Education approves revised Regulation ACA-R/ACAA-R – Nondiscrimination on the Basis of Sex/Sexual Harassment Grievance Procedures (see attached).

ITEM 18. **Consider approval of revised Policy AFC-2-Evaluation of Professional Staff (First Reading)**

It is recommended that the Board of Education approves revised Policy AFC-2 – Evaluation of Professional Staff (see attached).

ITEM 19. **Consider approval of revised Policy GCN-2-Evaluation of Professional Staff (First Reading)**

It is recommended that the Board of Education approves revised Policy GCN-2 – Evaluation of Professional Staff (see attached).

ITEM 20. **Consider approval of revised Policy IIBH-District Websites (First Reading)**

It is recommended that the Board of Education approves revised Policy IIBH – District Websites (see attached).

ITEM 21. **Consider approval of revised Policy JEC-School Admission (First Reading)**

It is recommended that the Board of Education approves revised Policy JEC – School Admission (see attached).

ITEM 22. **Consider approval of revised Policy JECAA-Admission of Homeless Students (First Reading)**

It is recommended that the Board of Education approves revised Policy JECAA – Admission of Homeless Students (see attached).

**XIV. RECOMMENDATIONS OF THE SUPERINTENDENT**

**D. OTHER MATTERS (cont.)**

**ITEM 23. Consider approval of revised Regulation JECAA-R-Admission of Homeless Students (First Reading)**

It is recommended that the Board of Education approves revised Regulation JECAA-R – Admission of Homeless Students (see attached).

**ITEM 24. Consider approval of revised Policy JFCF-Hazing and Bullying (First Reading)**

It is recommended that the Board of Education approves revised Policy JFCF – Hazing and Bullying (see attached).

**ITEM 25. Consider approval of revised Regulation JFCF-R-Hazing and Bullying (First Reading)**

It is recommended that the Board of Education approves revised Regulation JFCF-R – Hazing and Bullying (see attached).

**ITEM 26. Consider approval of revised Policy JFG-Interrogation of Students (First Reading)**

It is recommended that the Board of Education approves revised Policy JFG – Interrogations of Students (see attached).

**ITEM 27. Consider approval of revised Regulation JFGA-R-Search and Seizure (First Reading)**

It is recommended that the Board of Education approves revised Regulation JFGA-R – Search and Seizure (see attached).

**ITEM 28. Consider approval of revised Policy JHCB-Immunizations (First Reading)**

It is recommended that the Board of Education approves revised Policy JHCB – Immunizations (see attached).

**ITEM 29. Consider approval of revised Policy JO-Student Records (First Reading)**

It is recommended that the Board of Education approves revised Policy JO – Student Records (see attached).

**ITEM 30. Consider approval of revised Regulation JO-R-Student Records (First Reading)**

It is recommended that the Board of Education approves revised Regulation JO-R – Student Records (see attached).

Ms. Chapman \_\_\_\_\_ Ms. Garza \_\_\_\_\_ Mr. Gorobetz \_\_\_\_\_ App \_\_\_\_\_  
Ms. Laird \_\_\_\_\_ Mr. Price \_\_\_\_\_ Disa \_\_\_\_\_  
Other \_\_\_\_\_

**XIV. RECOMMENDATIONS OF THE SUPERINTENDENT**

**D. OTHER MATTERS (cont.)**

**ITEM 31. Consider approval of donations**

It is recommended that the Board approves the following donations:

<u>Donor:</u>	<u>Item:</u>	<u>Value:</u>	<u>Donated To:</u>
Dr. Kelly & Deborah Randall	Digital Piano	\$3,000.00	Fremont Ross High School Band Department
Brenda Fisher	Supplies for Speech & Debate Tournament	\$1,151.31	Fremont Ross High School Speech & Debate Team
NAACP – Fremont Branch	14 Books	\$200.00	FCS Elementary School Libraries
Anonymous	Cash	\$75.00	Atkinson Elementary School Men with Manners Club
Sue Moxley	Drug-Free Ribbons, Buttons, Stickers, Prizes	N/A	Atkinson Elementary School
Roy & Ann Roth	Misc. Campus Wear Items & 4 Winter Coats	\$120.00 N/A	Atkinson Elementary School
Fremont Exchange Club	7 Emergency Care Bags (Bags with Blanket/ Stuffed Animal/Book)	N/A	Croghan, Lutz & Washington Elementary Schools
Steve & Brianne Harder	Misc. Campus Wear Items	N/A	Washington Elementary School
Ms. Chapman _____ Ms. Laird _____	Ms. Garza _____ Mr. Price _____	Mr. Gorobetz _____	App ____ Disa ____ Other ____

**Resolution for Executive Session (O.R.C. 121.22)**

**WHEREAS**, as a public board of education, the Fremont City School District Board of Education may hold an executive session only after a majority of a quorum (or, in the case of item O, below, a unanimous quorum) of this board determines by a roll call vote to hold such a session and only at a regular or special meeting for the sole purpose of the consideration of any of the following matters:

- A. To consider the appointment of a public employee or official.
- B. To consider the employment of a public employee or official.
- C. To consider the dismissal of a public employee or official.
- D. To consider the discipline of a public employee or official.
- E. To consider the promotion of a public employee or official.
- F. To consider the demotion of a public employee or official.
- G. To consider the compensation of a public employee or official.
- H. To consider the investigation of charges or complaints against a public employee, official, licensee, or student.
- I. To consider the purchase of property for public purposes.
- J. To consider the sale of property at competitive bidding.
- K. To confer with an attorney for the Board concerning disputes involving the Board that are the subject of pending or imminent court action.
- L. To prepare for, conduct, and/or review negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.
- M. To consider matters required to be kept confidential by federal law or regulations or state statutes.
- N. To discuss details relative to the security arrangements and emergency response protocols for the Board.
- O. To discuss confidential information related to an application for economic development assistance, or negotiations with other political subdivisions related to the application, as executive session is necessary to protect interests of the applicant or related expenditure of public funds. (Unanimous vote required.)

**NOW, THEREFORE, BE IT RESOLVED** that the Fremont City School District Board of Education does hereby declare its intention to hold an executive session on items \_\_\_\_\_ as listed above.

Ms. Chapman \_\_\_\_\_ Ms. Garza \_\_\_\_\_ Mr. Gorobetz \_\_\_\_\_ App \_\_\_\_\_  
Ms. Laird \_\_\_\_\_ Mr. Price \_\_\_\_\_ Disa \_\_\_\_\_  
Other \_\_\_\_\_

**EXHIBIT A**

**Bill To:**

**Fremont City Schools**  
 Fremont City Schools  
 500 W. State Street  
 Fremont, OH 43420

Spann, Kim  
 Phone: 419-334-5451  
 Fax: 419-332-4051

**Vendor:**

600139  
 TEAM IP  
 701 NW FEDERAL HWY  
 SUITE 301  
 STUART, FL 34994  
 Attn: CUSTOMER SERVICE

Phone: (000)000-0000  
 Fax:

**PURCHASE ORDER**

90094

Page: 1

Release Method: Hard Copy

Release Date: 02/16/2017

Fiscal Date: 02/15/2017

Need By Date: n/a

Print Date: 02/16/2017

**Ship To:**

FREMONT SCHOOLS ATHLETIC DEPARTMENT  
 SHIPPING & RECEIVING - BEHIND ROSS H.S  
 1100 NORTH STREET  
 FREMONT, OH 43420  
 MARTIN, STEPHANIE

Phone: 419-334-5425  
 Fax:

**Purchase Order Comments:**

**Requisition Numbers:** 13769

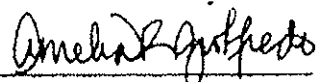
Vendor Item	QTY	UOM	Description	Unit Price	Total Price
	1	Each	Sectional Swim T-Shirt	\$4,255.00	\$4,255.00
Deliver To: MARTIN, STEPHANIE					
					Sub Total: \$
					4,255.00
					Total: \$
					4,255.00

Account Code Summary		
Account Code	Account Description	Amount
02245908499300		\$4,255.00

**Terms and Conditions:**

It is hereby certified that the above amount required to meet the contract agreement, obligation, payment or expenditure for the above has been lawfully appropriated or authorized or directed for such purpose and is in the treasury or in process or collection to the credit of Funds of the Board of Education free from any obligation to certification now outstanding.

Tax Exempt 51319381  
 Fed ID 34-6400533



**Treasurer Board of Education**

# FREMONT CITY SCHOOLS 2017-2018 CALENDAR

## OPTION A

AUGUST (3)					AUGUST EVENTS		JANUARY EVENTS		JANUARY (17)					
M	T	W	TH	F					M	T	W	TH	F	
	1	2	3	4	23 District In-Service		1 New Year's Day		1	2	3	4	5	
7	8	9	10	11	24 Professional Day		4 Teacher Work Day* – No School		8	9	10	11	12	
14	15	16	17	18	25 Building In-Service		5 Professional Day* – No School		15	16	17	18	19	
21	22	23	24	25	28 Teacher Work Day		8 School Resumes		22	23	24	25	26	
28	29	30	31		29 Students' First Day (Gr 1-12)		15 MLK Day – No School		29	30	31			
					31 Kindergarten Students' First Day		*See note below							
SEPTEMBER (20)					SEPTEMBER EVENTS		FEBRUARY EVENTS		FEBRUARY (19)					
M	T	W	TH	F					M	T	W	TH	F	
				1								1	2	
4	5	6	7	8	4 Labor Day – No School		8 Ross Parent Conf. 3:15-6:45		5	6	7	8	9	
11	12	13	14	15	5 Preschool Students' First Day		15 FMS Parent Conf. 3:15-6:45		12	13	14	15	16	
18	19	20	21	22	28 Ross Parent Conf. 3:15-6:45		19 Presidents' Day – No School		19	20	21	22	23	
25	26	27	28	29					26	27	28			
OCTOBER (22)					OCTOBER EVENTS		MARCH EVENTS		MARCH (20)					
M	T	W	TH	F					M	T	W	TH	F	
2	3	4	5	6	5 Professional Day – No School							1	2	
9	10	11	12	13	12 FMS Parent Conf. 3:15-6:45				5	6	7	8	9	
16	17	18	19	20	20 1 <sup>st</sup> Nine Weeks End (38 Days)		16 3 <sup>rd</sup> Nine Weeks End (48 Days)		12	13	14	15	16	
23	24	25	26	27	31 Elem Parent Conf. 3:45-7:15		29 Spring Break Begins		19	20	21	22	23	
30	31						30 Good Friday		26	27	28	29	30	
NOVEMBER (20)					NOVEMBER EVENTS		APRIL EVENTS		APRIL (18)					
M	T	W	TH	F					M	T	W	TH	F	
		1	2	3	2 Elem Parent Conf. 3:45-7:15		1 Easter Day		2	3	4	5	6	
6	7	8	9	10	3 Parent Conf. – No School All Buildings		5 School Resumes		9	10	11	12	13	
13	14	15	16	17	22 Thanksgiving Break Begins				16	17	18	19	20	
20	21	22	23	24	23 Thanksgiving Day				23	24	25	26	27	
27	28	29	30		27 School Resumes				30					
DECEMBER (16)					DECEMBER EVENTS		MAY EVENTS		MAY (22)					
M	T	W	TH	F					M	T	W	TH	F	
				1							1	2	3	4
4	5	6	7	8	22 2 <sup>nd</sup> Nine Weeks End (43 Days)		14 Professional Day – No School		7	8	9	10	11	
11	12	13	14	15	24 Christmas Eve		25 Seniors' Last Day		14	15	16	17	18	
18	19	20	21	22	25 Winter Break Begins		25 Preschool Students' Last Day		21	22	23	24	25	
25	26	27	28	29	25 Christmas Day		28 Memorial Day – No School		28	29	30	31		
					31 New Year's Eve									
JUNE (1)					JUNE EVENTS		MAY (22)		MAY (22)					
M	T	W	TH	F					M	T	W	TH	F	
				1			1 Mandatory Graduation Practice						1	
							1 Students' Last Day (K-11)		4	5	6	7	8	
							1 4 <sup>th</sup> Nine Weeks End (49 Days)		11	12	13	14	15	
							3 Graduation 2:00 p.m.		18	19	20	21	22	
							4 Teacher Work Day		25	26	27	28	29	
<b>Makeup Days Beyond June 1<sup>st</sup> will be June 4-15, 2018</b>														

Ross, Croghan, Hayes, Lutz, Washington – PD Day on 01/04; Teacher Work Day on 01/05  
 FMS, Atkinson, Otis, Stamm – Teacher Work Day on 01/04; PD Day on 01/05

**FREMONT CITY SCHOOLS  
2017-2018 CALENDAR**

**OPTION B**

AUGUST (3)					AUGUST EVENTS	JANUARY EVENTS	JANUARY (17)					
M	T	W	TH	F			M	T	W	TH	F	
	1	2	3	4	23 District In-Service	1 New Year's Day		1	2	3	4	5
7	8	9	10	11	24 Professional Day	4 Teacher Work Day* – No School	8	9	10	11	12	
14	15	16	17	18	25 Building In-Service	5 Professional Day* – No School	15	16	17	18	19	
21	22	23	24	25	28 Teacher Work Day	8 School Resumes	22	23	24	25	26	
28	29	30	31		29 Students' First Day (Gr 1-12)	15 MLK Day – No School	29	30	31			
					31 Kindergarten Students' First Day	<b>*See note below</b>						
SEPTEMBER (20)					SEPTEMBER EVENTS	FEBRUARY EVENTS	FEBRUARY (19)					
M	T	W	TH	F			M	T	W	TH	F	
				1						1	2	
4	5	6	7	8	4 Labor Day – No School	8 Ross Parent Conf. 3:15-6:45	5	6	7	8	9	
11	12	13	14	15	5 Preschool Students' First Day	15 FMS Parent Conf. 3:15-6:45	12	13	14	15	16	
18	19	20	21	22	28 Ross Parent Conf. 3:15-6:45	19 Presidents' Day – No School	19	20	21	22	23	
25	26	27	28	29			26	27	28			
OCTOBER (22)					OCTOBER EVENTS	MARCH EVENTS	MARCH (21)					
M	T	W	TH	F			M	T	W	TH	F	
			5	6	5 Professional Day – No School					1	2	
9	10	11	12	13	12 FMS Parent Conf. 3:15-6:45		5	6	7	8	9	
16	17	18	19	20	20 1 <sup>st</sup> Nine Weeks End (38 Days)	16 3 <sup>rd</sup> Nine Weeks End (48 Days)	12	13	14	15	16	
23	24	25	26	27	31 Elem Parent Conf. 3:45-7:15	30 Good Friday	19	20	21	22	23	
30	31					30 Spring Break Begins	26	27	28	29	30	
NOVEMBER (20)					NOVEMBER EVENTS	APRIL EVENTS	APRIL (16)					
M	T	W	TH	F			M	T	W	TH	F	
		1	2	3	2 Elem Parent Conf. 3:45-7:15	1 Easter Day	2	3	4	5	6	
6	7	8	9	10	3 Parent Conf. – No School All Buildings	9 School Resumes	9	10	11	12	13	
13	14	15	16	17	22 Thanksgiving Break Begins		16	17	18	19	20	
20	21	22	23	24	23 Thanksgiving Day		23	24	25	26	27	
27	28	29	30		27 School Resumes		30					
DECEMBER (15)					DECEMBER EVENTS	MAY EVENTS	MAY (22)					
M	T	W	TH	F			M	T	W	TH	F	
				1				1	2	3	4	
4	5	6	7	8	21 2 <sup>nd</sup> Nine Weeks End (42 Days)	14 Professional Day – No School	7	8	9	10	11	
11	12	13	14	15	22 Winter Break Begins	25 Preschool Students' Last Day	14	15	16	17	18	
18	19	20	21	22	24 Christmas Eve	28 Memorial Day – No School	21	22	23	24	25	
25	26	27	28	29	25 Christmas Day	31 Seniors' Last Day	28	29	30	31		
					31 New Year's Eve							
	JUNE EVENTS					JUNE (3)						
	M	T	W	TH	F		M	T	W	TH	F	
					1	Nine Weeks Periods End:						
						10/20/17 38 Days					1	
						12/21/17 42 Days	4	5	6	7	8	
						03/16/18 48 Days	11	12	13	14	15	
						06/05/18 50 Days	18	19	20	21	22	
						1 Mandatory Graduation Practice	25	26	27	28	29	
						3 Graduation 2:00 p.m.						
						5 Students' Last Day (K-11)						
						5 4 <sup>th</sup> Nine Weeks End (50 Days)						
						6 Teacher Work Day						
						<b>Makeup Days Beyond June 5<sup>th</sup> will be June 6-20, 2018</b>						

Ross, Croghan, Hayes, Lutz, Washington – PD Day on 01/04; Teacher Work Day on 01/05  
 FMS, Atkinson, Otis, Stamm – Teacher Work Day on 01/04; PD Day on 01/05

## NONDISCRIMINATION

The Board's policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability or military status.

The Board does not discriminate on the basis of legally acquired genetic information.

The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means including the use of electronic communications devices, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual.

Employees or students who engage in discrimination of another employee or student shall be subject to disciplinary action.

Permission, consent or assumption of risk by an individual subjected to discrimination does not lessen the prohibition contained in this policy.

No one shall retaliate against an employee or student because he/she files a grievance; assists or participates in an investigation, proceeding or hearing regarding the charge of discrimination of an individual; or because he/she has opposed language or conduct that violates this policy.

**The Board designates the following individual to serve as the District's compliance officer/civil rights coordinator:**

<b>Title:</b> Susan King, Director of Human Resources	Abby Abernathy, Director of Student Services
<b>Address:</b> 500 W. State St. Suite A	500 W. State St. Suite A
<b>Phone number:</b> 419-334-5433	419-334-5464
<b>Email:</b> kings@fremontschools.net	abernathya@fremontschools.net

**The name, title, and contact information of this individual is annually published in District handbooks and on the District website.**

**The compliance officer is responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address any inquires or complaints regarding discrimination/retaliation or denial of equal access in a prompt and equitable manner.**



**Reports and Complaints of Unlawful Discrimination/Harassment**

**All persons associated with the District, including, but not limited to, the Board, administration, staff, students and third parties are encouraged to promptly report incidents of unlawful discrimination/harassment.**

**The Board has developed complaint procedures, which are made available to every member of the school community. The Board also has identified disciplinary penalties, which may be imposed on the offender(s).**

**Matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible.**

[Adoption date: June 6, 2016]

**Revised:**

LEGAL REFS.: Civil Rights Act, Title VI; 42 USC 2000d et seq.  
Civil Rights Act, (Amended 1972), Title VII; 42 USC 2000e et seq.  
Education Amendments of 1972, Title IX; 20 USC 1681 et seq.  
Executive Order 11246, as amended by Executive Order 11375  
Equal Pay Act; 29 USC 206  
Genetic Information Nondiscrimination Act of 2008; 42 USC 2000ff et seq.  
Rehabilitation Act; 29 USC 794  
Individuals with Disabilities Education Act; 20 USC 1400 et seq.  
Age Discrimination in Employment Act; 29 USC 623  
Immigration Reform and Control Act; 8 USC 1324a et seq.  
Americans with Disabilities Act Amendments Act of 2008; 42 USC 12101 et seq.  
Ohio Const. Art. I, Section 2  
ORC Chapter 3323  
Chapter 4112  
OAC 3301-35-02

CROSS REFS.: ACA, Nondiscrimination on the Basis of Sex  
ACAA, Sexual Harassment  
ACB, Nondiscrimination on the Basis of Disability  
EDE, Computer/Online Services (Acceptable Use and Internet Safety)  
GBA, Equal Opportunity Employment  
GBO, Verification of Employment Eligibility  
IGAB, Human Relations Education  
IGBA, Programs for Students with Disabilities  
JB, Equal Educational Opportunities  
JFC, Student Conduct (Zero Tolerance)  
JFCEA, Gangs  
JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)  
Staff Handbooks  
Student Handbooks

CONTRACT REFS.: Teachers' Negotiated Agreement  
Support Staff Negotiated Agreement

**RECODED AS ACA/ACAA**  
**NONDISCRIMINATION ON THE BASIS OF SEX**

~~The U.S. Department of Education has published regulations for implementing Title IX of the Education Amendments of 1972, which prohibits sex discrimination in federally assisted education programs.~~

~~Title IX states, in part: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal financial assistance.”~~

~~The Board ensures compliance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 and the regulations promulgated through the U.S. Department of Education.~~

[Adoption date:]

LEGAL REFS.: Civil Rights Act, Title VI; 42 USC 2000d et seq.  
Civil Rights Act, Title VII; 42 USC 2000e et seq.  
Education Amendments of 1972, Title IX; 20 USC 1681 et seq.  
Executive Order 11246, as amended by Executive Order 11375  
Equal Pay Act; 29 USC 206  
Ohio Const. Art. I, Section 2  
ORC Chapter 4112

CROSS REFS.: AC, Nondiscrimination  
ACAA, Sexual Harassment  
ACB, Nondiscrimination of the Basis of Disability  
GBA, Equal Opportunity Employment  
IGDJ, Interscholastic Athletics  
IIAA, Textbook Selection and Adoption  
JB, Equal Educational Opportunities  
JFC, Student Conduct (Zero Tolerance)  
JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)  
Staff Handbooks  
Student Handbooks

## NONDISCRIMINATION ON THE BASIS OF SEX/ SEXUAL HARASSMENT

**The U.S. Department of Education has published regulations for implementing Title IX of the Education Amendments of 1972, which prohibits sex discrimination in federally assisted education programs.**

**Title IX states, in part: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal financial assistance.”**

**The Board ensures compliance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 and the regulations promulgated through the U.S. Department of Education.**

All persons associated with the District, including, but not limited to, the Board, the administration, the staff, and the students, **and third parties** are expected to conduct themselves at all times so as to provide an atmosphere free from **sex discrimination and sexual harassment**. **Sex discrimination and sexual harassment**, whether verbal or nonverbal, occurring inside or outside of District buildings, on other District-owned property or at school-sponsored social functions/activities, is illegal and unacceptable and will not be tolerated. **The District may have an obligation to investigate and/or respond to sexual harassment occurring off school grounds, when the harassment creates a hostile environment within the school setting.** Any person who engages in sexual harassment while acting as a member of the school community is in violation of this policy.

**The District takes measures to eliminate harassment, prevent its recurrence and address its effects, and will implement interim measures as deemed necessary.**

Definition of Sexual Harassment: Unwelcome sexual advances, requests for sexual favors or other verbal, **nonverbal**, or physical conduct of a sexual nature may constitute sexual harassment when:

1. submission to such conduct is made, either explicitly or implicitly, a term or condition of a person’s employment or ~~educational development~~ **status in a class, educational program or activity;**
2. submission to, or rejection of, such conduct by an individual is used as the basis for employment or education decisions affecting such individual or
3. such conduct has the purpose or effect of unreasonably interfering with an individual’s work or educational performance ~~or~~ **by creating an intimidating, hostile or offensive environment, or by interfering with one’s ability to participate in or benefit from a class or educational program or activity.**

**Sexual violence is a form of sexual harassment and refers to physical sexual acts perpetrated against a person's will, or where a person is incapable of giving consent. Examples of sexual violence include but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.**

**Sexual harassment includes gender-based harassment, which refers to unwelcome conduct based on an individual's actual or perceived sex, (including harassment based on gender identity and nonconformity with sex stereotypes), and not necessarily involving conduct of a sexual nature.**

Examples of sexual harassment-type conduct may include, but are not limited to, unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; **grooming**; repeated sexual jokes, flirtations, advances or propositions; verbal abuse of a sexual nature; graphic verbal commentary relating to an individual's body, sexual prowess or sexual deficiencies; coerced sexual activities; any unwanted physical contact; sexually suggestive or obscene comments or gestures; or displays in the workplace of sexually suggestive or obscene objects or pictures. Whether any act or comment constitutes sexual harassment-type conduct is often dependent on the individual recipient.

**All of these types of harassment are considered forms of sex discrimination prohibited by Title IX.**

**The Board has developed informal and formal discrimination and harassment complaint procedures. The procedures provide for impartial investigation free from conflicts of interest. The Board also has identified disciplinary measures that may be imposed upon the offender. Nothing in this policy or procedure prevents an individual from pursuing action through State and/or Federal law, contacting law enforcement, or from filing a complaint with the United States Department of Education, Office of Civil Rights, the Ohio Civil Rights Commission or the Equal Employment Opportunity Commission.**

~~The Grievance Officer: The Board directs the Superintendent to appoint one or more sexual harassment grievance officers who are~~  
**The Board designates the following individual to serve as the District's Title IX Coordinator:**

<b>Title:</b> Susan King, Director of Human Resources	Abby Abernathy, Director of Student Services
<b>Address:</b> 500 W. State St. Suite A	500 W. State St. Suite A
<b>Phone number:</b> 419-334-5433	419-334-5464
<b>Email:</b> kings@fremontschools.net	abernathya@fremontschools.net

**The Title IX Coordinator serves as the grievance officer and coordinates the District's efforts to comply with and carry out responsibilities under Title IX, including any complaint under Title IX. He/She is vested with the authority and responsibility for investigating all sexual harassment complaints in accordance with the procedures set forth in the accompanying regulation and staff and student handbooks.**

**Confidentiality/Retaliation**

Sexual harassment matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible, **consistent with the Board's legal obligations to investigate**. Although discipline may be imposed against the accused upon a finding of guilt, ~~retaliation is prohibited~~ **the District prohibits retaliation for an individual's participation in, and/or initiation of a sex discrimination/sexual harassment complaint investigation, including instances where the complaint is not substantiated. The District takes reasonable steps to prevent retaliation and takes strong responsive action if retaliation occurs.**

~~The Board has developed complaint procedures, which are made available to every member of the school community. The Board has also identified disciplinary penalties, which could be imposed on the offenders.~~

[Adoption date: June 6, 2016]

**Revised:**

LEGAL REFS.: Civil Rights Act, Title VI; 42 USC 2000d et seq.  
Civil Rights Act, Title VII; 42 USC 2000e et seq.  
Education Amendments of 1972, Title IX; 20 USC 1681 et seq.  
Executive Order 11246, as amended by Executive Order 11375  
Equal Pay Act; 29 USC 206  
Ohio Const. Art. I, Section 2  
ORC Chapter 4112

CROSS REFS.: AC, Nondiscrimination  
GBA, Equal Opportunity Employment  
GBD, Board-Staff Communications (Also BG)  
GBH, Staff-Student Relations (Also JM)  
IGDJ, Interscholastic Athletics  
JB, Equal Educational Opportunities  
JFC, Student Conduct (Zero Tolerance)  
JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)  
JHG, Reporting Child Abuse  
Staff Handbooks  
Student Handbooks

CONTRACT REFS.: Teachers' Negotiated Agreement  
Support Staff Negotiated Agreement

## **NONDISCRIMINATION ON THE BASIS OF SEX/SEXUAL HARASSMENT GRIEVANCE PROCEDURES**

~~All sexual harassment complaints are investigated in accordance with the following procedure:~~  
**The Board has created informal and formal discrimination and harassment grievance procedures, providing for a prompt and impartial investigation free of conflicts of interest. All students and District employees are required to fully cooperate when asked to participate in an investigation.**

**Members of the school community and third parties are encouraged to promptly report incidents of sex discrimination or sexual harassment. Complaints may be filed with any District employee, or directly with the Title IX Coordinator. District employees are required to report these incidents to the Title IX Coordinator upon becoming aware of an incident, and failure to do so may result in disciplinary action.**

**Complaints of sex discrimination or sexual harassment must be filed within 180 calendar days of the alleged incident, as delays in filing complaints can make it difficult to investigate. Both the informal and formal grievance procedures are completed within 60 days of the date the incident was reported to the Title IX Coordinator, unless extenuating circumstances exist. Periodic updates are made as appropriate during the investigation.**

**The Title IX Coordinator determines whether or not, by “a preponderance of the evidence,” the alleged victim’s allegations are true. “A preponderance of the evidence” means that evidence must show the alleged discrimination/sexual harassment was more likely than not to have occurred.**

**Pending the final outcome of an informal or formal investigation, the District institutes interim measures to protect the alleged victim and informs him/her of available support services. Interim measures may include, but are not limited to: a District-enforced no contact order, schedule changes, academic modifications for the alleged victim, and/or school counseling for the alleged victim. These measures should ensure the alleged victim continues to have equal access to all education programs and activities and the safety of all students is protected.**

**If any of the named officials are the accused or are the alleged victim, the Board designates an alternate investigator and retains final decision-making authority.**

**All matters involving sexual harassment complaints remain confidential to the extent possible.**

### Informal Procedure for Addressing Complaints

An informal grievance procedure can be used when the Title IX Coordinator deems it appropriate and/or when the parties involved (alleged victim and accused) agree that an informal process is appropriate and sufficient. The informal process is not used when the alleged discrimination or harassment may constitute sexual violence or any other criminal act.

The Title IX Coordinator gathers enough information during the informal process to understand and resolve the complaint. The Title IX Coordinator proposes an informal solution based on this fact-gathering process, which may include, but not be limited to: requiring the accused to undergo training on harassment/discrimination, requiring all students and staff to undergo such training, and instituting protective mechanisms for the alleged victim.

Either party has the right to terminate the informal procedure at any time and pursue a remedy under the formal grievance procedure.

### Formal Procedure for Addressing Complaints

While the formal grievance procedure may serve as the first step toward the resolution of a charge of sex discrimination or sexual harassment, it also is available when the informal procedure fails to resolve the complaint.

~~1. Any member of the school community who believes that he/she has been subjected to sexual harassment shall report the incident(s) to the appropriate grievance officer.~~

~~2. The grievance officer~~ **Through the formal grievance procedure, the Title IX Coordinator** attempts to resolve the **complaint**~~problem through the following process in the following way::~~

- ~~1.A.~~ The ~~grievance officer~~ **Title IX Coordinator** promptly confers with the charging party/**alleged victim** in order to obtain a clear understanding of that party's statement of the alleged facts. The statement is put in writing by the ~~grievance officer~~ **Title IX Coordinator** and signed by the charging party/**alleged victim** as a testament to the statement's accuracy.
- ~~2.B.~~ The ~~grievance officer~~ **Title IX Coordinator** meets with the charged party in order to obtain his/her response to the complaint. The response is put in writing by the ~~grievance officer~~ **Title IX Coordinator** and signed by the charged party as a testament to the statement's accuracy.



- 3.C. The ~~grievance officer~~ **Title IX Coordinator** holds as many meetings with the parties and witnesses (if any) as are necessary to gather facts. The dates of meetings and the facts gathered are all put in writing. **The investigation is adequate, reliable, impartial and prompt, and allows both parties an equal opportunity to present witnesses and other evidence.**
- 4.D. **At the conclusion of the investigation, the Title IX Coordinator prepares a written report summarizing: the evidence gathered during the investigation and whether the allegations were substantiated; whether any Board policies or student or employee codes of conduct were violated; any recommendations for corrective action. The investigation report indicates if any measures must be instituted to protect the alleged victim. Such measures may include, but are not limited to extending any interim measures taken during the investigation. The report also informs the alleged victim of available support services, which at a minimum includes offering school counseling services if the alleged victim is a student.**

Notice of Outcome

**Both the alleged victim and the accused are provided written notice of the outcome of the complaint.**

~~On the basis of the grievance officer's perception of the problem, he/she will:~~

- ~~1) bring both parties together and attempt to resolve the matter informally through conciliation or~~
- ~~2) formally notify the parties by certified mail of his/her official action relative to the complaint.~~

*~~(Choose one of the following two paragraphs)~~*

~~**The outcome is final and binding.**~~

**OR**

~~3-~~If either party disagrees with the decision of the ~~grievance officer~~ **Title IX Coordinator**, he/she may appeal to the Superintendent/~~designee~~. After reviewing the record made by the ~~grievance officer~~ **Title IX Coordinator**, the Superintendent/~~designee~~ may attempt to gather further evidence necessary to decide the case and to determine appropriate action to be taken. The decision of the Superintendent/~~designee~~ is final.

**Disciplinary Action**

**Any disciplinary action is carried out in accordance with Board policies, student and employee codes of conduct, State and Federal law, and, when applicable, the negotiated agreement. When recommending discipline, the Title IX Coordinator considers the totality of the circumstances involved, including the ages and maturity levels of those involved. The Title IX Coordinator and the Superintendent determine if a recommendation for expulsion for an accused student or discharge for an accused employee should be made. If this recommendation is made and a hearing is required, the hearing shall be held in accordance with Board policy, State law and/or the negotiated agreement. Both the parties shall have an equal right to attend the hearing, have a representative and parent (if student) present, present evidence, and question witnesses.**

~~If any of the named officials are the charged or charging party, the Board designates an alternate investigator and retains final decision-making authority.~~

~~All matters involving sexual harassment complaints remain confidential to the extent possible.~~

[Adoption date: June 6, 2016]

**Revised:**

EVALUATION OF PROFESSIONAL STAFF  
(Administrators Both Professional and Classified)

Application

This policy shall apply to all persons employed by the Board in a position requiring licensure as an administrator. This definition excludes school counselors, but includes professional pupil services personnel and administrative specialists (or equivalent positions) who spend less than 50% of their time teaching or otherwise working directly in the presence of students.

This policy shall also apply to all persons employed in positions not requiring administrative licensure, but whose job duties enable them to be considered either a “supervisor” or “management level employee” as defined in Ohio Revised Code (RC) 4117.01.

Procedures

1. General Requirements

The Superintendent shall implement a program of regular evaluation for all administrative personnel, which includes the following elements:

- A. The evaluation process shall fairly measure the administrator’s effectiveness in performing the duties set forth in his/her job description.
- B. A written evaluation document shall be produced for each evaluation. Each administrator shall be evaluated at least once annually.
- C. The evaluation shall be conducted by the Superintendent/designee (such designation may be oral or written) prior to the Board’s consideration of contract renewal or nonrenewal. The Superintendent shall review the results of the evaluation process with the Board.

2. Specific Requirements for Building Principals/Assistant Principals

In addition to the above, procedures for evaluation of District building principals and assistant principals will be based upon comparable principles as set forth in the policy adopted by the Board for evaluation of teachers pursuant to RC 3319.111, but tailored to address the duties and responsibilities of building principals and assistant principals, and the environment in which they work. **The District will implement the State mandated Ohio Principal Evaluation System.** ~~The Superintendent is authorized to develop administrative guidelines for the procedural and substantive evaluation of building principals and assistant principals consistent with this policy and State law.~~

### Evaluation Instruments

The Superintendent may, in his/her discretion, utilize a single evaluation instrument for all administrative positions, instruments particularized for each position, or a combination of both types of instruments.

Evaluation instruments shall be developed and/or utilized by the Superintendent as he/she may determine in his/her professional judgment, and may be modified from time to time by the Superintendent, in an exercise of such professional judgment. Specific Board approval of the evaluation instruments or modifications to such instruments shall not be required.

### Basis for Evaluation

Evaluations may be based upon the direct formal observations of the administrator, but may also consider information or incidental observations and other relevant information, which is within the knowledge of or brought to the attention of the evaluation. Out-of-school conduct may be considered if such conduct impairs the individual's effectiveness as an administrator or as a role model for students and staff.

### Observations and Conferences

A pre-evaluation conference may be conducted if deemed necessary or advisable by the evaluator.

Formal observations may be made of the administrator, either announced or unannounced, but shall not be a required element of the evaluation process. Whether formal observations are appropriate to the position shall be determined by the evaluator on a case-by-case basis.

A final written evaluation report shall be produced in a manner deemed appropriate by the evaluator. This evaluation report may be combined with the evaluation instruments, or may be a separate document. The evaluation report shall be signed and dated by the administrator and the evaluator at the conclusion of the post-evaluation conference. The signature of the administrator shall not necessarily indicate that he/she agrees with the evaluator's comments or conclusions, but only that he/she has been made aware of such comments or conclusions. A copy of the evaluation report shall be provided to the administrator.

The final evaluation report of an administrator in the last year of his/her contract shall include the Superintendent's intended recommendation to the Board concerning the renewal or nonrenewal of the contract.

### Number and Timing of Evaluations

#### 1. Administrator Not in Final Year of Contract

An administrator not in the final year of his/her contract shall be evaluated at least once during the school year. A written copy of the evaluation report shall be provided to the administrator no later than the end of the administrator's contract year as defined by the administrator's annual salary notice.

#### 2. Administrator in Final Year of Contract

An administrator whose contract is due to expire at the conclusion of the current school year shall have at least one preliminary evaluation and one final evaluation during such year. A written copy of the preliminary evaluation report shall be provided to the administrator at least 60 days prior to any Board action on the renewal or nonrenewal of the administrator's contract. A written copy of the final evaluation report shall be provided to the administrator at least five days prior to any Board action on the renewal or nonrenewal of the administrator's contract.

### Meeting with the Board

Written notice of the right to have such a meeting with the Board shall be provided in accordance with law to each administrator whose contract is expiring at the conclusion of the current school year.

Following such notification, if an administrator requests a meeting with the Board, he/she shall be granted a meeting with the Board in executive session prior to the Board's action on his/her contract.

### Legal Effect

This policy and the procedures contained herein shall not create a legal expectancy of continued employment or a property interest in continued employment, and shall not be deemed a part of any individual administrator's contract or otherwise a contractual obligation of the Board.

To the extent that any of the procedures contained herein exceed the requirements of State law, such procedures shall not be construed as a precondition to contract nonrenewal, and shall not prevent the Board from proceeding with a contract nonrenewal, which otherwise satisfies the minimum requirements of State law.

[Adoption date: July 16, 2012]

[Re-adoption date: April 15, 2013]

[Re-adoption date: June 6, 2016]

**Revised:**

LEGAL REFS.: ORC 3319.02; 3319.03; 3319.04; 3319.111; 3319.16; 3319.17; 3319.171;  
3319.22  
OAC 3301-35-05

CROSS REFS.: AF, Commitment to Accomplishment  
GBL, Personnel Records

EVALUATION OF PROFESSIONAL STAFF  
(Administrators Both Professional and Classified)

Application

This policy shall apply to all persons employed by the Board in a position requiring licensure as an administrator. This definition excludes school counselors, but includes professional pupil services personnel and administrative specialists (or equivalent positions) who spend less than 50% of their time teaching or otherwise working directly in the presence of students.

This policy shall also apply to all persons employed in positions not requiring administrative licensure, but whose job duties enable them to be considered either a “supervisor” or “management level employee” as defined in Ohio Revised Code (RC) 4117.01.

Procedures

1. General Requirements

The Superintendent shall implement a program of regular evaluation for all administrative personnel, which includes the following elements:

- A. The evaluation process shall fairly measure the administrator’s effectiveness in performing the duties set forth in his/her job description.
- B. A written evaluation document shall be produced for each evaluation. Each administrator shall be evaluated at least once annually.
- C. The evaluation shall be conducted by the Superintendent/designee (such designation may be oral or written) prior to the Board’s consideration of contract renewal or nonrenewal. The Superintendent shall review the results of the evaluation process with the Board.

2. Specific Requirements for Building Principals/Assistant Principals

In addition to the above, procedures for evaluation of District building principals and assistant principals will be based upon comparable principles as set forth in the policy adopted by the Board for evaluation of teachers pursuant to RC 3319.111, but tailored to address the duties and responsibilities of building principals and assistant principals, and the environment in which they work. **The District will implement the State mandated Ohio Principal Evaluation System. The Superintendent is authorized to develop administrative guidelines for the procedural and substantive evaluation of building principals and assistant principals consistent with this policy and State law.**

### Evaluation Instruments

The Superintendent may, in his/her discretion, utilize a single evaluation instrument for all administrative positions, instruments particularized for each position, or a combination of both types of instruments.

Evaluation instruments shall be developed and/or utilized by the Superintendent as he/she may determine in his/her professional judgment, and may be modified from time to time by the Superintendent, in an exercise of such professional judgment. Specific Board approval of the evaluation instruments or modifications to such instruments shall not be required.

### Basis for Evaluation

Evaluations may be based upon the direct formal observations of the administrator, but may also consider information or incidental observations and other relevant information, which is within the knowledge of or brought to the attention of the evaluation. Out-of-school conduct may be considered if such conduct impairs the individual's effectiveness as an administrator or as a role model for students and staff.

### Observations and Conferences

A pre-evaluation conference may be conducted if deemed necessary or advisable by the evaluator.

Formal observations may be made of the administrator, either announced or unannounced, but shall not be a required element of the evaluation process. Whether formal observations are appropriate to the position shall be determined by the evaluator on a case-by-case basis.

A final written evaluation report shall be produced in a manner deemed appropriate by the evaluator. This evaluation report may be combined with the evaluation instruments, or may be a separate document. The evaluation report shall be signed and dated by the administrator and the evaluator at the conclusion of the post-evaluation conference. The signature of the administrator shall not necessarily indicate that he/she agrees with the evaluator's comments or conclusions, but only that he/she has been made aware of such comments or conclusions. A copy of the evaluation report shall be provided to the administrator.

The final evaluation report of an administrator in the last year of his/her contract shall include the Superintendent's intended recommendation to the Board concerning the renewal or nonrenewal of the contract.



### Number and Timing of Evaluations

1. Administrator Not in Final Year of Contract

An administrator not in the final year of his/her contract shall be evaluated at least once during the school year. A written copy of the evaluation report shall be provided to the administrator no later than the end of the administrator's contract year as defined by the administrator's annual salary notice.

2. Administrator in Final Year of Contract

An administrator whose contract is due to expire at the conclusion of the current school year shall have at least one preliminary evaluation and one final evaluation during such year. A written copy of the preliminary evaluation report shall be provided to the administrator at least 60 days prior to any Board action on the renewal or nonrenewal of the administrator's contract. A written copy of the final evaluation report shall be provided to the administrator at least five days prior to any Board action on the renewal or nonrenewal of the administrator's contract.

### Meeting with the Board

Written notice of the right to have such a meeting with the Board shall be provided in accordance with law to each administrator whose contract is expiring at the conclusion of the current school year.

Following such notification, if an administrator requests a meeting with the Board, he/she shall be granted a meeting with the Board in executive session prior to the Board's action on his/her contract.

### Legal Effect

This policy and the procedures contained herein shall not create a legal expectancy of continued employment or a property interest in continued employment, and shall not be deemed a part of any individual administrator's contract or otherwise a contractual obligation of the Board.

To the extent that any of the procedures contained herein exceed the requirements of State law, such procedures shall not be construed as a precondition to contract nonrenewal, and shall not prevent the Board from proceeding with a contract nonrenewal, which otherwise satisfies the minimum requirements of State law.

[Adoption date: July 16, 2012]

[Re-adoption date: April 15, 2013]

[Re-adoption date: June 6, 2016]

**Revised:**

LEGAL REFS.: ORC 3319.02; 3319.03; 3319.04; 3319.111; 3319.16; 3319.17; 3319.171;  
3319.22  
OAC 3301-35-05

CROSS REFS.: AF, Commitment to Accomplishment  
GBL, Personnel Records

## DISTRICT WEBSITES

District websites and school Web pages provide opportunities to engage students, impact student learning and interact with the community. District websites:

1. give the Board opportunities to communicate its mission, goals, policies and plans with the community;
2. allow individual schools to provide current and complete information to its community at large;
3. give the community a means to communicate effectively with the Board and staff;
4. create expanded means for student expression;
5. provide avenues for teachers to help students meet high standards of performance and
6. provide opportunities for staff to communicate with students.

The technology coordinator is responsible for maintaining the District's websites in accordance with the directives provided by the Superintendent. The principal/designee of each school shall ensure that the school's Web page is maintained in such a way that the community receives current and accurate information.

The District may elect to have its websites serve additional purposes related to its educational mission. These include, but are not limited to:

1. publishing a student newspaper;
2. posting teacher—created class information or
3. publishing appropriate student class work.

When a school allows student publications on its Web page, the purpose of including such publications shall be clearly identified in that section of the page. These publications shall be consistent with the District's mission, goals, policies, programs and activities. All publications shall meet established District requirements related to student print publications and be in accordance with State and Federal law related to student expression.

Accessibility of Website

**The District is committed to ensuring the accessibility of its website for students, parents, and members of the community, including individuals with disabilities, except where doing so would impose an undue burden or create a fundamental alteration.**

Advertising or Sponsorships

Any use of advertising or sponsorships that appear on the District's website must be approved by the Superintendent/designee. Use must be consistent with District policies and guidelines for other District publications.

The Board directs the Superintendent to develop regulations to implement all the provisions of this policy. These regulations shall address staff and student privacy and content standards for website publications.

[Adoption date: June 6, 2016]

**Revised:**

LEGAL REFS.: Family Educational Rights and Privacy Act; 20 USC 1232g et seq.  
Children's Internet Protection Act; 47 USC 254(h)(5)(b)(iii); (P.L. 106-554,  
HR 4577, 2000, 114 Stat 2763)  
**Individuals with Disabilities Education Act; 20 USC 1400 et seq.**  
**Rehabilitation Act of 1973; 29 USC 794**  
**Americans with Disabilities Act Amendments Act of 2008; 42 USC 12101**  
**et seq.**  
ORC 149.43  
3313.20  
OAC 3301-35-04; 3301-35-06

CROSS REFS.: **AC, Nondiscrimination**  
**ACB, Nondiscrimination on the Basis of Disability**  
EDE, Computer/Online Services (Acceptable Use and Internet Safety)  
IGDB, Student Publications  
JO, Student Records  
KBA, Public's Right to Know  
KJ, Advertising in the Schools

## SCHOOL ADMISSION

The District provides free education to District residents between the ages of five through 21 who do not possess a diploma. Students who do not legally qualify as residents may be required to pay tuition as established by law and Board policy.

A student is considered a resident of the District if he/she resides with a parent, a grandparent with either power of attorney or caretaker authorization affidavit or a person or government agency with legal custody whose place of residence is within the boundaries of the District. Parents, and grandparents with either power of attorney or caretaker authorization affidavit, may be required to present legal proofs of residence.

New entrants at all grade levels are required to present at the time of enrollment a birth certificate or other document as evidence of birth, a certified copy of any child custody order or decree, proof of having received or being in the process of receiving required immunizations and copies of those records pertaining to him/her, which are maintained by the school most recently attended. A protected child, as defined by State law, may not be denied admission to the school solely because the child does not present a birth certificate or comparable document upon registration. A protected child or parent, guardian or custodian of the child must present this documentation within 90 days after the child's initial entry into the school. **The District immediately enrolls homeless students and foster students and assists in obtaining the necessary enrollment documents.**

In addition, students released from the Department of Youth Services (DYS), just prior to requesting admission to the District, may not be admitted until the Superintendent has received all required documents provided by DHS. Forwarded documents are:

1. an updated copy of the student's transcript;
2. a report of the student's behavior in school while in DHS custody;
3. the student's current Individualized Education Program, if developed, and
4. a summary of the institutional record of the student's behavior.

DYS has 14 days to send the documents to the Superintendent.

[Adoption date: June 6, 2016]

**Revised:**

LEGAL REFS.: ORC 2151.33;  
2152.18(D)(4)  
3109.52 through 3109.61; 3109.65 through 3109.76;  
3109.78; 3109.79; 3109.80  
3313.48; 3313.64; 3313.67; 3313.671; 3313.672  
3317.08  
3321.01  
OAC 3301-35-04(F)

CROSS REFS.: AFI, Evaluation of Educational Resources  
IGBA, Programs for Students with Disabilities  
JECB, Admission of Nonresident Students  
JEE, Student Attendance Accounting (Missing and Absent Children)  
JHCA, Physical Examinations of Students  
JHCB, Immunizations  
JO, Student Records

## ADMISSION OF HOMELESS STUDENTS

The Board believes that all school-aged students, including homeless students **and unaccompanied youth**, have a basic right to equal educational opportunities. Accordingly, the District must enroll each homeless student **or unaccompanied youth** in the District in the school determined to be in the student's best interest. A homeless student is defined as an individual who lacks fixed, regular and adequate nighttime residence including:

1. a ~~“doubling up”~~ or sharing the housing with ~~another family~~ **other people** due to loss of housing, economic hardship or a similar reason;
2. living in a motel, hotel, trailer park or campground due to the lack of alternative adequate accommodations;
3. living in emergency or transitional shelters;
4. abandonment in hospitals;
5. ~~awaiting foster care placement;~~
- 5.6. a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- 6.7. living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; ~~and~~
- 7.8. migratory students: **living in circumstances described above and**
8. **an unaccompanied youth who is homeless and not in the physical custody of a parent or guardian.**

In compliance with the McKinney-Vento Homeless Assistance Act, the District must make school placement determinations on the basis of the best interest of the student. ~~To the extent feasible, The District presumes that keeping the homeless students child or youth are kept in the school of origin is in the child or youth's best interest, unless doing so is contrary to the wishes request of the student's parent or guardian, or the unaccompanied youth. When considering the school of best interest, the District considers student centered factors related to the homeless child or youth's best interest including factors related to the impact of mobility on achievement, education, health and safety of the child or youth and gives priority to the homeless child or youth's parent or guardian or the unaccompanied youth.~~

To the extent feasible, The District complies with a request made by a parent(s) regarding school placement regardless of whether the student lives with the homeless parent(s) or is temporarily residing elsewhere.

The Board ensures that:

1. it reviews and revises Board policies and regulations to eliminate barriers to the **identification**, enrollment, retention and success in school of homeless students **including barriers to enrollment and retention due to outstanding fees or fines, or absences;**
2. the District does not segregate homeless ~~students~~ **children or youth** into separate schools or separate programs within a school, based on the student's status as homeless;
3. it appoints a District liaison, **able to carry out their duties**, who ensures that homeless students **are identified and** enroll and succeed in school **and ensures the liaison is trained in compliance with law;**
4. **it provides training opportunities for staff on identifying and serving homeless students;**
5. **homeless children or youth are immediately enrolled even if the child or youth is unable to produce records normally required for enrollment such as previous academic records, records of immunization and other required health records, proof of residency of other documentation, or if the student has missed application or enrollment deadlines during any period of homelessness;**
- 6.4. homeless ~~students~~ **children or youth** are provided with education, nutrition and transportation services that are at least comparable to the services provided to nonhomeless students ~~and~~
7. **homeless students and unaccompanied youth meeting the relevant eligibility criteria do not face barriers to accessing academic and extra-curricular activities including: magnet school; summer school; career and technical education; advanced placement; online learning and charter school programs.**

The liaison **carries out all duties required by law**, ensures compliance with the subgrant and coordinates services for homeless students with local social service agencies and programs, including those funded under the Runaway and Homeless Youth Act.

A student who ceases to be homeless may continue to receive services until the end of the period of time for which the service was originally intended to be provided, which may be the end of the school year or the end of a program cycle.



**Information about a homeless child or youth's living situation is part of the student education record and is not considered directory information.**

The District complies with the Ohio Department of Education's Plan and State and Federal laws for the education of homeless students.

[Adoption date: June 6, 2016]

**Revised:**

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.  
42 USC Sections 11431 et seq.  
ORC 9.60 through 9.62  
3313.64(F)(13)  
OAC 3301-35-02; 3301-35-04; 3301-35-06

CROSS REFS.: AC, Nondiscrimination  
JB, Equal Educational Opportunities  
**JEC, School Admission**  
**JHCB, Immunizations**  
**JO, Student Records**

ADMISSION OF HOMELESS STUDENTS  
(Enrollment Dispute Resolution Process)

The District is committed to facilitating the timely resolution of disputes regarding the educational placement of homeless children and youth. The process may address issues concerning: **eligibility**, enrollment, transfer of records, transportation, comparable services, guardianship, medical records, residency, school of origin/school of choice issues along with any related homeless education concerns.

Should a dispute arise over school selection or enrollment in a school, the parents, guardians and unaccompanied youth may initiate the resolution process directly at the school they choose or with the District homeless liaison. Written and/or oral communication may be provided to support their views. Students are provided with all services for which they are eligible while the dispute is being resolved.

Disputes should be resolved at the District level, rather than the school level. The District makes the resolution process as informal and accessible as possible, allowing for impartial and complete review.

Written documentation from the District is complete, as brief as possible, simply stated and provided in a language the parent, guardian or unaccompanied youth can understand.

The following steps are taken when a dispute arises over school selection or enrollment in a school:

1. The District provides the parent/guardian **or unaccompanied youth** with a written explanation of the school's decision regarding school selection or enrollment.
2. The District informs the parent/guardian **or unaccompanied youth** in writing of their right to appeal the decision.
3. Should the dispute continue, the District refers the parent/guardian **or unaccompanied youth** to the local **District** homeless liaison who shall review the complaint and issue an opinion in writing to the parent/guardian **or the unaccompanied youth**.
4. Should the dispute continue, the local **District** homeless liaison assists the involved parties in presenting the situation to the Ohio Department of Education homeless education coordinator.
5. The state homeless education coordinator recommends a decision for distribution to the parent/**guardian or unaccompanied youth**, local Superintendent and District liaison.
6. Should the dispute continue, the final appeal is made to the State Superintendent of Public Instruction for review and disposition.

[Adoption date: June 6, 2016]

**Revised:**

## HAZING AND BULLYING (Harassment, Intimidation and Dating Violence)

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices or electronic means, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the ~~Superintendent~~**principal**/designee and appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written summary of all reported incidents and post the summary on the District's website, to the extent permitted by law.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

[Adoption date: June 6, 2016]

**Revised:**

LEGAL REFS.: Children's Internet Protection Act; 47 USC 254 (h)(5)(b)(iii);  
(P.L. 106-554, HR 4577, 2000, 114 Stat 2763)  
ORC 117.53  
2307.44  
2903.31  
3301.22  
3313.666; 3313.667  
3319.073; 3319.321

CROSS REFS.: AC, Nondiscrimination  
**ACA, Nondiscrimination on the Basis of Sex**  
**ACAA, Sexual Harassment**  
EDE, Computer/Online Services (Acceptable Use and Internet Safety)  
IGAE, Health Education  
IIBH, District Websites  
JFC, Student Conduct (Zero Tolerance)  
JFCEA, Gangs  
JFCK, Use of Electronic Communications Equipment by Students  
JG, Student Discipline  
JHG, Reporting Child Abuse  
JO, Student Records  
Student Handbooks

## HAZING AND BULLYING (Harassment, Intimidation and Dating Violence)

The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials.

### School Personnel Responsibilities and Complaint Procedures

Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, up to and including suspension and/or expulsion from school. Hazing, bullying and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District email accounts and/or computers; on school-provided transportation or at any official school bus stop.

Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyberbullying”), such as the following:
  - A. posting slurs on websites, social networking sites, blogs or personal online journals;
  - B. sending abusive or threatening emails, website postings or comments and instant messages;

- C. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
  - D. using websites, social networking sites, blogs or personal online journals, emails or instant messages to circulate gossip and rumors to other students.
6. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

#### Teachers and Other School Staff

Teachers and other school staff who witness acts of hazing, bullying and/or dating violence, as defined above, promptly notify the building principal/designee of the event observed, and promptly file a written incident report concerning the events witnessed.

Teachers and other school staff who receive student or parent reports of suspected hazing, bullying and/or dating violence promptly notify the building principal/designee of such report(s). If the report is a formal, written complaint, the complaint is forwarded to the building principal/designee no later than the next school day. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he/she prepares a written report of the informal complaint that is forwarded to the building principal/designee no later than the next school day.

#### Complaints

##### 1. Formal Complaints

Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation, bullying and/or dating violence. The reports should be written. Such written reports must be reasonably specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.

2. Informal Complaints

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

3. Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of hazing, bullying and/or dating violence.

4. False Complaints

Students are prohibited from deliberately making false complaints of harassment, intimidation or bullying. Students found responsible for deliberately making false reports of harassment, intimidation or bullying may be subject to a full range of disciplinary consequences.

Intervention Strategies

1. Teachers and Other School Staff

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of hazing, bullying and/or dating violence in other interactions with students.

School personnel may find opportunities to educate students about harassment, hazing, intimidation and bullying and help eliminate such prohibited behaviors through class discussions, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of harassment, hazing, intimidation or bullying.

2. Administrator Responsibilities

A. Investigation

The principal/designee is notified of any formal or informal complaint of suspected harassment, hazing, intimidation or bullying. Under the direction of the building principal/designee, all such complaints are investigated promptly. A written report of the investigation is prepared when the investigation is complete. The report includes findings of fact, a determination of whether acts of hazing, bullying and/or dating violence were verified, and when prohibited acts are verified, a recommendation for intervention, including disciplinary action, is included in the report. Where appropriate, written witness statements are attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint is limited as is appropriate in view of the anonymity of the complaint. Such limitation of the investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

**When hazing and/or bullying is based on race, color, national origin, sex, or disability, and the behavior creates a hostile environment, the hazing and bullying investigation is suspended while the applicable nondiscrimination grievance procedures are implemented.**

B. Nondisciplinary Interventions

When verified acts of hazing, bullying and/or dating violence are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of the behavior, its prohibition and their duty to avoid any conduct that could be considered harassing, hazing, intimidating and/or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring some cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.



C. Disciplinary Interventions

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action.

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed only after a hearing before the Board, a committee of the Board or an impartial hearing officer designated by the Board in accordance with Board policy. This consequence is reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

Allegations of criminal misconduct are reported to law enforcement, and suspected child abuse is reported to Child Protective Services, per required time lines.

Report to the Custodial Parent or Guardian of the Perpetrator

If, after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building principal/designee notifies the custodial parent or guardian of the perpetrator, in writing, of that finding. If disciplinary consequences are imposed against such student, a description of such discipline is included in such notification.

Strategies are developed and implemented to protect students from new or additional harassment, intimidation or bullying, and from retaliation following reporting of incidents.

Reports to the Victim and His/Her Custodial Parent or Guardian

If, after investigation, acts of bullying or hazing against a specific student are verified, the building principal/designee notifies the custodial parent/guardian of the victim of the finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator.

Bullying matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

School administrators shall notify both the custodial parents or guardians of a student who commits acts of harassment, intimidation, bullying and/or dating violence and the custodial parents or guardians of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by law.

Police and Child Protective Services

In addition to, or instead of, filing a complaint through this policy, a complainant may choose to exercise other options including, but not limited to, filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of State law or common law that may apply.

The District must also investigate incidents of hazing, bullying and/or dating violence for the purpose of determining whether there has been a violation of District policy or regulations, even if law enforcement and/or the public children's services are also investigating. All District personnel must cooperate with investigations by outside agencies.

[Adoption date: June 6, 2016]

**Revised:**

## INTERROGATION OF STUDENTS

The Board is committed to protecting students from harm that may or may not be directly associated with the school environment but also recognizes its responsibility to cooperate with law enforcement and public children's services agencies.

When law enforcement or other authorities arrive at the school and wish to interview a student or investigate an alleged violation of law, they must contact the building administrator indicating the nature of their investigation and their desire to question a student or students.

### Investigation of Child Abuse/Neglect by a Public Children's Services Agency or Law Enforcement Agency

Every Board official and employee who, in connection with his/her position, knows or suspects child abuse or neglect must immediately report that knowledge or suspicion to a public children's services or law enforcement agency in accordance with Board policy.

At the request of the building administrator, an official of a public children's services agency or law enforcement agency may interview a student on school property during school hours in order to investigate a claim of child abuse/neglect involving such student or a member of the student's family. If neither the student nor a member of his/her family is the subject of the child abuse/neglect investigation, such agency should contact the student during non-school hours and investigate the matter off school property, if at all possible, unless the alleged child abuse took place on school property and/or involves an emergency situation.

If the student (or a member of his/her family) is the subject of a child abuse/neglect investigation, or the student is being interviewed regarding alleged child abuse that took place on school property or involves an emergency, the building administrator shall attempt to contact the parent/guardian prior to questioning, and he/she will remain in the room during questioning unless compelling reasons for exclusion are provided by the agency.

If an agency investigating child abuse/neglect indicates that the parent/guardian is believed to be the perpetrator, the building administrator will not contact either parent/guardian prior to the interview. The building administrator will remain in the room during questioning unless compelling reasons for exclusion are provided by the agency.

### Investigations of Violations of Law by Law Enforcement Agencies

Such agencies should contact a student during non-school hours and investigate alleged violations of the law off school property if at all possible. An investigation can take place immediately on school property during school hours at the request of the building administrator if the alleged violation of law took place on school property or in emergency situations.

Before the student(s) is (are) questioned as a witness to or suspect in an alleged violation of law, the building administrator shall attempt to **notify the parent/guardian of the student to be interviewed by the law enforcement officials before questioning begins, unless extenuating circumstances dictate that this not be done. The building administrator shall remain in the room during the questioning unless compelling reasons for exclusion are provided by the agency.** ~~contact the parent/guardian prior to questioning and shall remain in the room during the questioning unless compelling reasons for exclusion are provided by the agency.~~

#### Notification and Release of Records

Attempts to notify the parent/guardian regarding investigations of child abuse/neglect and other law enforcement investigations should be documented diligently.

No person other than an employee of the Board shall be permitted to interview a student in the school, except with the approval of the principal. The principal shall give such approval only when he/she is convinced that the interview is for the welfare of the child, or in the interest of justice, and shall be presented as the same. Each principal shall use their discretion as to which designated representative shall be present during the interviewing process.

When an authorized law enforcement officer or public children's services agency removes a student, the building administrator shall notify the parent/guardian and the Superintendent.

No school official may release personally identifiable student information in education records to the police or public children's services agency without prior written permission of the parent/guardian, a lawfully issued subpoena, or a court order.

[Adoption date: June 6, 2016]

**Revised:**

LEGAL REFS.: U.S. Const. Amend. IV  
ORC 3313.20

CROSS REFS.: JF, Student Rights and Responsibilities  
JHG, Reporting Child Abuse

## SEARCH AND SEIZURE

Pursuant to Board policy, the following guidelines shall be used when school administrators have reason to suspect that an illegal or dangerous substance or object or stolen property may be in the possession of a student:

1. All requests or suggestions for the search of a student or his/her possessions shall be directed to the principal or the person in charge of the students while out of the District.
2. Wherever possible, before conducting the search, the building administrator shall notify the student, request his/her consent to the inspection if other than his/her locker, and inform the student that he/she may withhold consent. When requesting consent, the building administrator shall do so, whenever possible, outside the presence of any law enforcement officers. Such consent, if offered, shall be given voluntarily and with the knowledge that it could have been withheld. The principal shall conduct the search, however, with or without the consent.
3. Wherever possible, an adult third party shall be present at any search of a student or his/her possessions.
4. The principal may conduct a student search upon reasonable suspicion to suspect the presence of an illegal or dangerous substance or object, or anything contraband under school rules.
5. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student, whether during a student search or otherwise.
6. Wherever possible, the student shall be present at any search of his/her possessions.
7. The principal is responsible for the prompt recording of each student search. The record shall be in writing and shall include the reasons for the search, the persons present, the objects found, and the disposition made of them, and shall be kept in a secure location in his/her office.
8. **The Board permits building administrators to search any unattended bag for safety and identification purposes. Once the administrator has determined the identity of the owner and that no safety or security issues exist, any subsequent searches of the item are based upon reasonable suspicion.**

9. 8. Whenever the search is prompted by the reasonable suspicion that possession of a substance or object immediately threatens the safety and health of the student or others, the principal shall act with as much speed and dispatch as is required to protect persons and property in the school while keeping clearly in mind the student's rights and the potential consequences of inappropriate or hasty action.
10. 9. Whenever possible, the number of law enforcement officers present for any search on school property shall be limited to as few as are necessary.

### Reasonable Suspicion

As used in this section, reasonable suspicion for a search means reasonable grounds sufficient to cause an adult of normal intellect to believe that the search of a particular person, place, or thing will lead to the discovery of evidence that the student:

1. has violated or is violating a rule or behavioral norm contained in the student handbook;
2. has violated or is violating a particular law or
3. possesses an item or substance which presents an immediate danger of physical harm or illness to students and staff or District property.

### Lockers and Other Storage Areas Provided for Student Use

1. All lockers and other storage areas provided for student use remain the property of the District. These lockers and storage areas are subject to inspection, access for maintenance, and search pursuant to these guidelines. A student using the locker or storage area has, by statute, no expectation of privacy in that locker or storage area or the contents contained therein (See Form 5771 F1). No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal. Unapproved locks will be removed and destroyed.
2. The principal may search student lockers and storage areas and the contents contained therein at any time for any justifiable reason.
3. The principal may, at any time, request assistance of the law enforcement agency having jurisdiction over the facilities of the District. The law enforcement officer must have probable cause, however, to conduct a search of the lockers and storage areas and the contents contained therein.

### Desks and Other Storage Areas

A desk or any other storage area in the school provided for student use, as well as the contents contained therein, may be searched when the principal has reasonable suspicion for a search.

### Vehicles

1. Any vehicle brought on District premises by a student may be searched when the principal has reasonable suspicion to justify the search. Whenever possible, before conducting a search of a student's automobile, the building administrator shall notify the student, request his/her consent for the inspection of his/her automobile, and inform the student that he/she may withhold consent. The building administrator may conduct an automobile search in the absence of consent when the administrator has reasonable suspicion to justify the search. The building administrator may also conduct an automobile search absent consent if the administrator can see items sitting in plain view in the car that clearly constitute illegal drugs or contraband.
2. One of the conditions for granting permission for a student to bring a student-operated vehicle onto school premises is written consent by the student driver, the owner of the vehicle, and the parent of the student to allow search of that vehicle. Refusal by any of the parties to provide or allow access to a vehicle at the time of a search request shall be cause for terminating the privilege without further hearing.
3. Searches of vehicles of staff members or visitors shall be conducted by law enforcement personnel.

### Student

1. The personal search of a student may be conducted by the principal when he/she has reasonable suspicion for a search of that student. Authorized searches of the student's person are:
  - A. the student's pockets;
  - B. purses, briefcases or any other object in the possession of the student;
  - C. a pat down of the exterior of the student's clothing and the removal of any item identified and
  - D. removal of an article of exterior clothing such as a jacket.
2. Strip searches are to be conducted only by law enforcement personnel, and may only be justified by probable cause.

3. Personal searches should be conducted in a private room by a person of the same gender as the student and designated by the principal. At least one but not more than three additional staff members of the same gender as the student being searched shall witness but not participate in the search.

At the request of the student to be searched, an additional person of the same gender as the student designated by the student, and then reasonably available on school premises, shall witness the search. The student's parents shall be notified of the search as soon as reasonably possible.

#### Use of Breath-Test Instruments

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever he/she has individualized reasonable suspicion to believe the student has consumed an alcoholic beverage.

#### Use of Dogs

The Board has authorized the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property under the following conditions:

1. The presence of the dogs on school property must be authorized, in advance, by the Superintendent or be pursuant to a court order or warrant.
2. The dog must be handled by a law enforcement officer or a contracted person specially trained to safely and competently work with the dog.
3. The dog is represented by the sheriff or chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices.
4. The dog will be allowed to examine a student's possessions, including vehicles.
5. The dog may be allowed to examine school property such as lockers as permitted by the building principal. Any limitation as to areas of school property to be examined by the dog shall be established by the principal at the time the use of dogs is authorized.

#### Method of Search

The scope of any search should be limited by the reasonable suspicion that motivated the search. If an item is found that leads to reasonable suspicion that additional, correlated items may also exist, the search may be extended. If the initial search produces no evidence of contraband, there should be no extension of the search based on simple curiosity.



Items Found

Anything found in the course of a search which is evidence of a student violation of school rules or Federal/State laws may be seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal until it is presented at the hearing. It may also be turned over to any law enforcement officer after proper notation and receipt.

(Approval date: June 6, 2016)

**Revised:**

## IMMUNIZATIONS

In order to minimize the spread of preventable illnesses in schools and provide students with a healthier learning environment, the Board requires immunizations in compliance with State law and the Ohio Department of Health for each student unless the parent(s) file an objection. The Board may also require tuberculosis examinations in compliance with law.

The following documents will be accepted as evidence of a student's immunization history, provided they comply with state requirements and contain the date when each immunization was administered.

1. an official school record from any school
2. a record from any public health department
3. a certificate signed by a licensed physician

Students eligible for kindergarten and students new to the District must present written evidence of similar immunizations, or written evidence to indicate that they are in the process of receiving immunizations, to be completed no later than the day of entrance. **The District will immediately enroll homeless students and foster students and assist in obtaining necessary immunization records.** Students failing to complete immunizations within 14 days after entering are not permitted to return to school; however, an extension can be granted by the District pursuant to the Ohio Revised Code.

The District maintains an immunization record for each student, available in writing to parents upon request.

A report of the immunization status of the students in each school shall be sent each year to the Ohio Department of Health by the principal or designee on the report forms provided by the Ohio Department of Health.

[Adoption date: June 6, 2016]

[Re-adoption date: October 3, 2016]

**Revised:**

LEGAL REFS.: ORC 3313.67; 3313.671; 3313.71; 3313.711  
3701.13

CROSS REFS.: JEC, School Admission  
**JECOA, Admission of Homeless Students**  
JHCA, Physical Examinations of Students  
JHCC, Communicable Diseases

## STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or the student in compliance with law, and yet be guarded as confidential information.

The Superintendent is responsible for the proper administration of student records in keeping with State law and federal requirements and the procedures for the collection of necessary information about individual students throughout the District.

Upon request, all records and files included in the student's cumulative file are available to parent(s) or the student (if he/she is over 18 years of age). This request must be in writing and is granted within seven calendar days. No records are to be removed from the school. A principal, teacher or other qualified school personnel must be present to explain any of the tests or other material.

All rights and protections given to parents under law and this policy transfer to the student when he/she reaches age 18 or enrolls in a postsecondary school. The student then becomes an "eligible student."

The District uses reasonable methods to identify and authenticate the identity of parents, students, school officials and any other parties to whom the agency or institution discloses personally identifiable information from education records.

The District provides notice to parents and eligible students annually, in accordance with the procedures set forth under administrative regulations, of the rights held by parents and eligible students under law and this policy. It is the intent of the District to limit the disclosure of information contained in the student's education records except:

1. by prior written consent;
2. as directory information and
3. under other limited circumstances, as enumerated under administrative regulations.

The following rights exist:

1. the right to inspect and review the student's education records;
2. the right, in accordance with administrative regulations, to seek to correct parts of the student's education records, including the right to a hearing if the school authority decides not to alter the records according to the parent(s)' or eligible student's request;
3. the right of any person to file a complaint with the U.S. Department of Education if the District violates relevant Federal law, specifically the Family Educational Rights and Privacy Act and
4. the right to acquire information concerning the procedure which the parent(s) or eligible student should follow to obtain copies of this policy, the locations from which these copies may be obtained, as well as any fees to be charged for such copies. \*(See administrative regulations.)

The District proposes to designate the following personally identifiable information contained in a student's education records as "directory information."

1. student's name
2. student's address
3. telephone number(s)
4. student's date and place of birth
5. participation in officially recognized activities and sports
6. student's achievement awards or honors
7. student's weight and height, if a member of an athletic team
8. major field of study
9. dates of attendance ("from and to" dates of enrollment)
10. date of graduation

The above information is disclosed without prior written consent, except when the request is for a profit-making plan or activity or when the parent/eligible student has informed the Board that any or all such information should not be released without their prior written consent- **or when disclosure is otherwise prohibited by law.**

Administrative regulations set forth a procedure for annual notification to parents and eligible students of the District's definition of directory information. Parents or eligible students then have two weeks in which to advise the District in writing, in accordance with such regulations, of any or all items which they refuse to permit as directory information about that student.

To carry out their responsibilities, school officials have access to student education records for legitimate educational purposes. The District uses the criteria set forth under administrative regulations to determine who are "school officials" and what constitutes "legitimate educational interests."

Other than requests as described above, school officials release information from, or permit access to, a student's education records only with the prior written consent of a parent or eligible student, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure in certain limited circumstances outlined under administrative regulations.

The District maintains, in accordance with administrative regulations, an accurate record of all requests to disclose information from, or to permit access to, a student's education records and of information disclosed and access permitted.

[Adoption date: June 6, 2016]

**Revised:**

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.  
Family Educational Rights and Privacy Act; 20 USC Section 1232g  
Health Insurance Portability and Accountability Act; 29 USC 1181 et seq.  
ORC 111.41; 111.42; 111.43; 111.46; 111.47; 111.99  
149.41; 149.43  
1347.01 et seq.  
3317.031  
3319.32; 3319.321; 3319.33  
3321.12; 3321.13  
3331.13

CROSS REFS.: AFI, Evaluation of Educational Resources  
EHA, Data and Records Retention  
IL, Testing Programs  
**JECOA, Admission of Homeless Students**  
KBA, Public's Right to Know  
KKA, Recruiters in the Schools

## STUDENT RECORDS

1. Each student's official school records include the following.
  - A. Records to be retained permanently
    - 1) name and address of parent(s)
    - 2) verification of date and place of birth
    - 3) dates and record of attendance
    - 4) course enrollment and grades
    - 5) test data
    - 6) date of graduation or withdrawal
  - B. Records of verifiable information to be retained during the student's school career
    - 1) medical/health data
    - 2) individual psychological evaluation (gathered with written consent of parent(s))
    - 3) individual intelligence tests, tests for learning disabilities, etc., (~~counselor-administered~~)
    - 4) other verifiable information to be used in educational decision making
2. Maintaining student records
  - A. Transcripts of the scholastic record contain only factual information. The District confines its record keeping to tasks with clearly defined educational ends.
  - B. Items listed under 1-A are retained for 100 years. Those listed under 1-B are retained during the student's enrollment and destroyed after graduation unless the school code imposes other restrictions.
  - C. Teacher and staff comments on student records are confined to matters related to student performance. Value judgments are excluded from the record.
  - D. Student records are considered as current educational and/or therapeutic tools and are available for use as such.

The following definitions of terms pertain to this statement of policy.

Student — any person who attends or has attended a program of instruction sponsored by the Board.

Eligible student — a student or former student who has reached age 18 or is attending a postsecondary school.

Parent — either natural parent of a student, unless his/her rights under the Family Educational Rights and Privacy Act (FERPA) have been removed by a court order, a guardian or an individual acting as a parent or guardian in the absence of the student's parent(s).

Dates of attendance—means the period of time during which a student attends or attended an educational agency or institution. Examples of dates of attendance include an academic year, a spring semester or a first quarter. The term does not include specific daily records of a student's attendance at an educational agency or institution.

Education records — any records (in handwriting, print, tapes, film or other medium) maintained by the District, an employee of the District or an agent of the District that are related to a student, except:

1. a personal record kept by a school staff member that meets the following tests:
  - A. it is in the sole possession of the individual who made it;
  - B. it is used only as a personal memory aid and
  - C. information contained in it has never been revealed or made available to any other person, except the maker's temporary substitute;
2. an employment record which is used only in relation to a student's employment by the District (employment for this purpose does not include activities for which a student receives a grade or credit in a course);
3. alumni records which relate to the student after he/she no longer attends classes provided by the District and the records do not relate to the person as a student and
4. peer-graded papers before they are collected and recorded by a teacher.

Personally Identifiable Information — any data or information which makes the subject of a record known, including the student's name, the student's or student's family's address, the name of the student's parent or other family members, a personal identifier such as a student's Social Security number or a biometric record, other indirect identifiers, such as the student's date of birth, place of birth or mother's maiden name, other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

### ANNUAL NOTIFICATION

Within the first three weeks of each school year, the District publishes in a notice to parents and eligible students their rights under State and Federal law and under this policy. The District also sends home with each student a bulletin listing these rights; the bulletin is included with a packet of material provided to parents or eligible students when the students enroll during the school year.

The notice includes:

1. the right of a parent(s) or eligible student to inspect and review the student's education records;
2. the intent of the District to limit the disclosure of information contained in a student's education records, except: (1) by the prior written consent of the student's parent(s) or the eligible student, (2) as directory information or (3) under certain limited circumstances, as permitted by law;
3. the right of a student's parent(s) or an eligible student to seek to correct parts of the student's education records which he/she believes to be inaccurate, misleading or in violation of student rights; this right includes a hearing to present evidence that the records should be changed if the District decides not to alter them according to the parent(s)' or eligible student's request;
4. the right of any person to file a complaint with the Department of Education if the District violates FERPA and
5. the procedure that a student's parent(s) or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.



An administrator arranges to provide translations of this notice to non-English-speaking parents in their native language.

LOCATIONS OF EDUCATION RECORDS

*(Required)*

*(Hypothetical)*

TYPES	LOCATION	CUSTODIAN
<u>Cumulative School Records</u>	Principals' Offices	Principals
<u>Cumulative School Records</u> (Former Students)	Central Office	Chief Archivist
<u>Health Records</u>	Principals' Offices	Principals
<u>Speech Therapy Records</u> <u>Psychological Records</u>	Principals' Offices	Principals
<u>School Transportation</u> <u>Records</u>	School Bus Garage	Director of Pupil Transportation
<u>Special Test Records</u>	Principals' Offices	Principals
<u>Occasional Records</u> (Student education records not identified above; such as those in the Superintendent's office, in the school attorney's office, or in the personal possession of teachers)	Principals' Offices	Principals

PROCEDURE TO INSPECT EDUCATION RECORDS

Parents or eligible students may inspect and review education records to which they are entitled to have access upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. (See the schedule of fees for copies.)

Since a student's records may be maintained in several locations, the school principal may offer to collect copies of records or the records themselves from locations other than a student's school, so that they may be inspected at one site. If parents and eligible students wish to inspect records where they are maintained, school principals accommodate their wishes.

Parents or eligible students should submit to the student's school principal a written request, which identifies as precisely as possible the record or records that he/she wishes to inspect.

The principal (or other custodian) contacts the parent(s) of the student or the eligible student to discuss how access is best arranged (copies at the exact location or records brought to a single site).

The principal (or other custodian) makes the needed arrangements as promptly as possible and notifies the parent(s) or eligible student of the time and place where the records may be inspected. This procedure must be completed within 45 days or earlier after the receipt of the request for access.

If for any valid reason, such as working hours, distance between record location sites or health, a parent(s) or eligible student cannot personally inspect and review a student's education records, the District arranges for the parent(s) or eligible student to obtain copies of the records. (See information below regarding fees for copies of records.)

When records contain information about students other than a parent(s)' child or the eligible student, the parent(s) or eligible student may not inspect and review the records of the other students.

#### FEES FOR COPIES OF RECORDS

The District does not deny parents or eligible students any rights to copies of records because of the following published fees. When the fee represents an unusual hardship, it may be waived, in part or entirely, by the records custodian. The District reserves the right to make a charge for copies, such as transcripts, which it forwards to potential employers or to colleges and universities for employment or admissions purposes. The District may deny copies of records (except for those required by law) if the student has an unpaid financial obligation to the District.

Federal law requires the District to provide copies of records for the following reasons:

1. when the refusal to provide copies effectively denies access to a parent(s) or eligible student;
2. at the request of the parent(s) or eligible student when the District has provided the records to third parties by the prior consent of the parent(s) or eligible student or

3. at the request of the parent(s) or eligible student when the District has forwarded the records to another district in which the student seeks or intends to enroll.

The fee for copies provided under Federal law may not include the costs for search and retrieval. This fee is \_\_\_ per page (actual copying cost less hardship factor).

The fee for all other copies such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience is **five cents** per page (actual search, retrieval copying cost and postage, if any).

### DIRECTORY INFORMATION

The District proposes to designate the following personally identifiable information contained in a student's education record as "directory information"; it discloses that information without prior written consent, except that directory information is not released for a profit-making plan or activity **or when disclosure is otherwise prohibited by law**. Such information includes:

1. student's name
2. student's address
3. telephone number(s)
4. student's date and place of birth
5. participation in officially recognized activities and sports
6. student's achievement awards or honors
7. student's weight and height, if a member of an athletic team
8. major field of study
9. dates of attendance ("from and to" dates of enrollment)
10. date of graduation

Within the first three weeks of each school year, the District publishes the above list, or a revised list, of the items of directory information that it proposes to designate as directory information. For students enrolling after the notice is published, the list is given to the student's parent(s) or to the eligible student at the time and place of enrollment.

After the parents or eligible students have been notified, they have two weeks in which to advise the District in writing (a letter to the Superintendent's office) of any or all of the items which they refuse to permit the District to designate as directory information about that student.

At the end of the two-week period, each student's records are appropriately marked by the record custodians to indicate the items that the District designates as directory information about that student. This designation remains in effect until it is modified by the written direction of the student's parent(s) or the eligible student.

### USE OF STUDENT EDUCATION RECORDS

To carry out their responsibilities, school officials have access to student education records for legitimate educational purposes. The District uses the following criteria to determine who are school officials. An official is a person:

1. duly elected to the Board;
2. certificated by the state and appointed by the Board to an administrative or supervisory position;
3. certificated by the state and under contract to the Board as an instructor;
4. employed by the Board as a temporary substitute for administrative, supervisory or teaching personnel for the period of his/her performance as a substitute;
5. employed by, or under contract to, the Board to perform a special task such as a secretary, a treasurer, Board attorney or auditor for the period of his/her performance as an employee or contractor or
6. a contractor, consultant, volunteer or other party to whom an agency or institution has outsourced institutional services or functions may be considered a school official provided that the outside party:
  - A. performs an institutional service or function for which the District would otherwise use employees;
  - B. is under the direct control of the District with respect to the use and maintenance of education records and
  - C. abides by the legal requirements governing the use and redisclosure of personally identifiable information from education records.

School officials who meet the criteria listed above have access to a student's records if they have a legitimate educational interest in those records. A "legitimate educational interest" is the person's need to know in order to perform:

1. an administrative task required in the school employee's position description approved by the Board;
2. a supervisory or instructional task directly related to the student's education or
3. a service or benefit for the student or the student's family such as health care, counseling, student job placement or student financial aid.

NOTE: The District must use reasonable methods to ensure that school officials obtain access to only those education records in which they have legitimate educational interests. A district that does not use physical or technological access controls to records must ensure that its administrative policy for controlling access to education records is effective and that it remains in compliance with the legitimate educational interest requirement.

The District releases information from or permits access to a student's education records only with a parent's or an eligible student's prior written consent, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure under the following conditions:

1. when students seek or intend to enroll in another school district or a postsecondary school. The District makes reasonable attempts to notify the parent or eligible student at their last known address unless the disclosure is initiated by the parent or eligible student or unless the District's annual notification includes notice that the District forwards education records to other education entities that request records in connection with a student's transfer or enrollment. Upon request, the District provides copies of the records and an opportunity for a hearing (upon the condition that the student's parents be notified of the transfer, receive a copy of the record and have an opportunity for a hearing to challenge the content of the record);
2. when certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the District;
3. when parties who provide, or may provide, financial aid for which a student has applied or received, need the information to:
  - A. establish the student's eligibility for the aid;
  - B. determine the amount of financial aid;

- C. establish the conditions for the receipt of the financial aid or
  - D. enforce the agreement between the provider and the receiver of financial aid;
4. if a State law adopted before November 19, 1974, required certain specific items of information to be disclosed in personally identifiable form from student records to state or local officials;
  5. when the District has entered into a written agreement or contract for an organization to conduct studies on the District's behalf to develop tests, administer student aid or improve instruction;
  6. when accrediting organizations need those records to carry out their accrediting functions;
  7. when parents of eligible students claim the student as a dependent;
  8. when it is necessary to comply with a judicial order or lawfully issued subpoena; the District makes a reasonable effort to notify the student's parent(s) or the eligible student before making a disclosure under this provision, except when a parent is party to a court proceeding involving child abuse or neglect or dependency, and the order is issued in the context of that proceeding;
  9. if the disclosure is an item of directory information and the student's parent(s) or the eligible student has not refused to allow the District to designate that item as directory information for that student;
  10. the disclosure is in connection with a health and safety emergency;
  11. the disclosure concerns sex offenders and other individuals required to register under section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. 14071, and the information was provided to the educational agency or institution under 42 U.S.C. 14071 and applicable federal guidelines and
  12. to an agency caseworker or other representative of a state or local child welfare agency when the agency is legally responsible for the care and protection of the child. Information obtained will not be disclosed by the agency to any other agency or individual, unless they are engaged in addressing the education needs of the child and authorized by the agency to have access and the disclosure is consistent with the State laws applicable to protecting the confidentiality of the student's education records.

The District discloses personally identifiable information from an education record to appropriate parties, including parents, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

When deciding whether to release personally identifiable information in a health or safety emergency, the District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the District determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

The District records the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:

1. the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure and
2. parties to whom the District disclosed the information.

The District is required to permit the Ohio Department of Education (ODE) to have access to personally identifiable information about a student if ODE needs the information to:

1. notify the District or school attended in the District of threats or descriptions of harm included in the student's response to an achievement test question;
2. verify the accuracy of the student's achievement test score or
3. determine whether the student satisfies the alternative conditions for a high school diploma.

District officials may release information from a student's education records if the student's parent(s) or the eligible student gives his/her prior written consent for the disclosure. The written consent must include at least:

1. a specification of the records to be released;
2. the reasons for the disclosure;
3. the person or the organization or the class of persons or organizations to whom the disclosure is to be made;
4. the parent(s) or student's signature and
5. the date of the consent and, if appropriate, a date when the consent is to be terminated.

The District uses reasonable methods to identify and authenticate the identity of parents, students, school officials and any other parties to whom the agency or institution discloses personally identifiable information from education records. The student's parent(s) or the eligible student may obtain a copy of any records disclosed under this provision.

The District does not release information contained in a student's education records, except directory information, to any third parties, except its own officials, unless those parties agree that the information is not redisclosed, without the parent(s)' or eligible student's prior written consent.

#### RECORDS OF REQUESTS FOR ACCESS AND DISCLOSURES MADE FROM EDUCATION RECORDS

The District maintains an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of information it discloses and access it permits, with some exceptions listed below. This record is kept with, but is not a part of, each student's cumulative school records. It is available only to the record custodian, the eligible student, the parent(s) of the student or to federal, state or local officials for the purpose of auditing or enforcing federally supported educational programs.

The record includes:

1. the name of the person who or agency which made the request;
2. the interest which the person or agency has in the information;
3. the date on which the person or agency made the request;
4. whether the request was granted and, if it was, the date access was permitted or the disclosure was made and
5. in the event of a health and safety emergency, the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure and the parties to whom the agency or institution disclosed the information.

The District maintains this record as long as it maintains the student's education record.

The records do not include requests for access or information relative to access which has been granted to parent(s) of the student or to an eligible student; requests for access or access granted to officials of the District who have a legitimate educational interest in the student; requests for, or disclosures of, information contained in the student's education records if the request is accompanied by the prior written consent of a parent(s) or eligible student or if the disclosure is authorized by such prior consent or for requests for, or disclosures of, directory information designated for that student.



## PROCEDURES TO SEEK TO CORRECT EDUCATION RECORDS

Parents of students or eligible students have a right to seek to change any part of the student's records which they believe is inaccurate, misleading or in violation of student rights.

For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" is used to describe a record that is inaccurate, misleading or in violation of student rights. The term "correct" is used to describe a record that is accurate, not misleading and not in violation of student rights. Also, in this section, the term "requester" is used to describe the parent(s) of a student or the eligible student who is asking the District to correct a record.

To establish an orderly process to review and correct the education records for a requester, the District may make a decision to comply with the request for change at several levels in the procedure.

First-level decision. When a parent of a student or an eligible student finds an item in the student's education records that he/she believes is inaccurate, misleading or in violation of student rights, he/she should immediately ask the record custodian to correct it. If the records are incorrect because of an obvious error and it is a simple matter to make the record change at this level, the records custodian makes the correction. If the records are changed at this level, the method and result must satisfy the requester.

If the custodian cannot change the records to the requester's satisfaction, or the records do not appear to be obviously incorrect, he/she:

1. provides the requester a copy of the questioned records at no cost;
2. asks the requester to initiate a written request for the change and
3. follows the procedure for a second-level decision.

Second-level decision. The written requests to correct a student's education records through the procedure at this level should specify the correction that the requester wishes the District to make. It should at least identify the item the requester believes is incorrect and state whether he/she believes the item:

1. is inaccurate and why;
2. is misleading and why and/or
3. violates student rights and why.

The request is dated and signed by the requester.

Within two weeks after the records custodian receives a written request, he/she:

1. studies the request;
2. discusses it with other school officials (the person who made the record or those who may have a professional concern about the District's response to the request);
3. makes a decision to comply or decline to comply with the request and
4. completes the appropriate steps to notify the requester or moves the request to the next level for a decision.

If, as a result of this review and discussion, the records custodian decides the records should be corrected, he/she effects the change and notifies the requester in writing that he/she has made the change. Each such notice includes an invitation for the requester to inspect and review the student's education records to make certain that the records are in order and the correction is satisfactory.

If the custodian decides the records are correct, he/she makes a written summary of any discussions with other officials and of his/her findings in the matter. He/She transmits this summary and a copy of the written request to the Superintendent.

Third-level decision. The Superintendent reviews the material provided by the records custodian and, if necessary, discusses the matter with other officials such as the school attorney or the Board (in executive session). He/She then makes a decision concerning the request and completes the steps at this decision level. Ordinarily, this level of the procedure should be completed within two weeks. If it takes longer, the Superintendent notifies the requester in writing of the reasons for the delay and indicates a date on which the decision will be made.

If the Superintendent decides the records are incorrect and should be changed, he/she advises the record custodian to make the changes. The record custodian advises the requester of the change as he/she would if the change had been made at the second level.

If the Superintendent decides the records are correct, he/she prepares a letter to the requester, which includes:

1. the District's decision that the records are correct and the basis for the decision;
2. a notice to the requester that he/she has a right to ask for a hearing to present evidence that the records are incorrect and that the District grants such a hearing;
3. advice that the requester may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense and

4. instructions for the requester to contact the Superintendent or his/her designee to discuss acceptable hearing officers, convenient times and a satisfactory site for the hearing. (The District is not bound by the requester's positions on these items but may, as far as feasible, arrange the hearing as the requester wishes.)

Fourth-level decision. After the requester has submitted (orally or in writing) his/her wishes concerning the hearing officer, the time and place for the hearing, the Superintendent, within a week, notifies the requester when and where the District will hold the hearing and whom it has designated as the hearing officer.

At the hearing, the hearing officer provides the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education records are incorrect as shown in the requester's written request for a change in the records (second level).

Within one week after the hearing, the hearing officer submits to the Superintendent a written summary of the evidence submitted at the hearing. Together with the summary, the hearing officer submits his/her recommendation, based solely on the evidence presented at the hearing, that the records should be changed or remain unchanged.

The Superintendent prepares the District's decision within two weeks of the hearing. That decision is based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. The District's decision is based solely on the evidence presented at the hearing. The Superintendent may overrule the hearing officer if he/she believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the District's decision, the Superintendent takes one of the following actions.

1. If the decision is that the District changes the records, the Superintendent instructs the records custodian to correct the records. The records custodian corrects the records and notifies the requester as in the context of the second-level decision.
2. If the decision is that the District does not change the records, the Superintendent prepares a written notice to the requester, which includes:
  - A. the District's decision that the records are correct and will not be changed;
  - B. a copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the District's decision and
  - C. advice to the requester that he/she may place in the student's education records an explanatory statement that states the reasons why he/she disagrees with the District's decision and/or the reasons he/she believes the records are incorrect.

Final administrative step in the procedure. When the District receives an explanatory statement from a requester after a hearing, it maintains that statement as part of the student's education records as long as it maintains the questioned part of the records. The statement is attached to the questioned part of the records and whenever the questioned part of the records is disclosed, the explanatory statement is also disclosed.

[Adoption date: June 6, 2016]

**Revised:**

**FREMONT CITY BOARD OF EDUCATION**

**Regular Meeting**

**SUMMARY**

**February 21, 2017**

Roll Call:

- MOTION 28-17      APPROVAL OF MINUTES**  
Regular Meeting held February 6, 2017 and Special Meeting held February 15, 2017
- MOTION 29-17      ADMINISTRATIVE ACTION – ITEM 1**  
Item 1 – Approval of contract with OSBA
- MOTION 30-17      FINANCIAL MATTERS – ITEM 1**  
Item 1 – Approval of January Financial Report
- MOTION 31-17      PERSONNEL MATTERS – ITEMS 1, 2, 3, 4, 5, 6, 7, AND 8**  
Item 1 – Approval of resignations  
Item 2 – Approval of appointments  
Item 3 – Approval of supplemental contracts  
Item 4 – Approval of special event worker  
Item 5 – Approval of special event workers  
Item 6 – Approval of special event workers  
Item 7 – Approval of status changes  
Item 8 – Approval of leave of absence
- MOTION 32-17      OPERATIONS MATTERS – ITEMS 9, 10, 11, 12, 13, AND 14**  
Item 9 – Approval of purchase of mobile carts from Tierney  
Item 10 – Approval of purchase of desktop computers from Computer Man  
Item 11 – Approval of purchase of laptop computers and accessories from StrictlyTech  
Item 12 – Approval of purchase of Surface Pro devices from CDW-G  
Item 13 – Approval to enter into agreement with W.W. Williams  
Item 14 – Approval of contract with Lakefront Lines for transportation
- MOTION 33-17      OTHER MATTERS – ITEMS 15, 16, 17, 18, 19, 20, AND 21**  
Item 15 – Approval of Ross High School swim team to the OHSAA state swim competition in Canton, Ohio  
Item 16 – Approval of Ross High School wrestling team to the OHSAA state wrestling tournament in Columbus, Ohio  
Item 17 – Ratify the Ross High School wrestling team trip to the Washington Court House Invite in Washington Court House, Ohio  
Item 18 – Approval of adoption of resolution for Music in Our Schools Month  
Item 19 – Approval of adoption of resolution for Youth Art Month  
Item 20 – Approval of adoption of resolution for Women’s History Month  
Item 21 – Approval of donations
- MOTION 34-17      ADJOURNMENT**

**Fremont City Schools  
Board of Education  
Regular Meeting Minutes  
February 21, 2017**

The Fremont City Board of Education of the Fremont City School District, in Sandusky County, Ohio met on Tuesday, February 21, 2017, at 5:35 p.m. at the Fremont Middle School, 1250 North Street, Fremont, Ohio.

Board President Shantel Laird presiding

Pledge of Allegiance

Roll Call:	Shantel Laird, Board President	Present
	Alex Gorobetz, Board Vice-President	Present
	Jolene Chapman	Present
	Maria D. Garza	Present
	Thomas Price	Present

**MOTION 28-17      APPROVAL OF MINUTES**

Ms. Chapman, seconded by Ms. Garza made the motion to approve or amend and sign the minutes of the regular meeting held February 6, 2017 and the special meeting held February 15, 2017.

**Ayes: Chapman, Garza, Gorobetz, Price, Laird**

**Motion carried. 5-0**

**RECOGNITION OF VISITORS**

There were no visitors. Dr. McCaudy highlighted some of the activities that have been taking place at the Elementary Schools and shared some pictures from those activities.

On Friday, February 10, 2017, Atkinson Elementary School hosted its first Father-Daughter Dance. There were about 150 children that attended the dance and they were accompanied either by their father, their grandfather, their uncle or a special male figure. They had dance contests, Limbo, nail painting and a photo booth at the dance. They provided lots of fun for everybody that was in attendance. In addition, there were flowers available for the adults to purchase for their very, very special dates. The dance was a huge success and Atkinson plans to host this event in future years. Dr. McCaudy thanked Principal, Chris Ward, his staff and the Atkinson PTO for organizing this just absolutely, lovely event.

Dr. McCaudy announced that recently, Atkinson and Otis Elementary Schools started a new club called The M&M Club, which stands for Men with Manners. The M&M Club Meetings are held monthly and the participating students are required to wear dress pants, dress shirts, ties and nice shoes on the club meeting days. The Club teaches 4<sup>th</sup> and 5<sup>th</sup> grade boys topics such as manners, respect, careers, how to treat women, parents and adults, how to tie a tie and topics in those areas. More specific topics include the importance of how to do a handshake, eye contact, holding doors for others, allowing others to sit down first, restaurant etiquette, and the importance of respecting and helping those who may need help especially, the elderly or disabled people. In May, both schools will be teaming up with a local restaurant to celebrate the students' hard work and they will also get to learn and use proper table etiquette. They are very proud of the male students who signed up for this club. Dr. McCaudy thanked the advisors, Mr. Ward and Mr. Curran at Atkinson and Mr. Schwartz and Mr. Melter at Otis, for initiating such a great club and being positive role models for those male students.

**RECOGNITION OF VISITORS (cont.)**

Dr. McCaudy announced that last month, Washington Elementary School students collected new socks to donate to the Liberty Center. Socks are the number one donation needed by homeless shelters during the winter months. Prior to delivering the socks to The Liberty Center, the students used the socks that they had collected to have their indoor snowball fight. The students not only had fun with their sock snowball fight, they also collected 270 pairs of socks for The Liberty Center. There are only 120 students at Washington Elementary so that means each family donated 2 to 3 pairs of socks. That was a wonderful, wonderful charity event and they are very proud of the Washington students.

Lastly, Dr. McCaudy announced that Hayes Elementary School 5<sup>th</sup> grade teacher, Mrs. French, has started a Typing Boot Camp. This is a class to help prepare students with their keyboarding skills for testing, classroom projects, and just general exposure to typing. The Boot Camp is held after school two days per week and they currently have 25 students in grades 3 through 5 that attend on a regular basis. She thanked Mrs. French for providing this extra help to the kids and for obviously teaching them with lessons that they will use for the rest of their lives.

Dr. McCaudy introduced Chad Berndt, Athletic Director, who provided an update on the winter sports season and Intramural Program.

Mr. Berndt began with the Elementary update. They have just concluded their Inaugural Elementary Basketball League. This is something that was just initiated this year. It was widely successful and they had over 180 students in grades 4 through 5. Both male and female students participated in the elementary basketball league. It culminated this past Saturday in the championship games that pitted Stamm Boys I against Stamm Boys II. In the end, Stamm II defeated Stamm I by a score of 33-12 to capture the first annual traveling trophy. The girls' team was Stamm versus Hayes, and Stamm ended up on the winning side of that one as well and they are taking home their traveling trophy. Overall it was a wonderful success not only in terms of what the actual sport and coaches taught them, but some of the things that happened off the course as well. He shared a quick story about a Stamm student that showcased the power of that program and the influences it is having on the youth and mentioned that it was just one of the many stories that kind of go along with the Intramural league that they created this past year. It amplifies what they are trying to do with grades 4 all the way through 12. They are trying to reaffirm what it means to be a student athlete and try to get to them early enough so that they can try to influence them into making the right decisions and know what they do in the classroom, ultimately impacts what they do in the athletic field. That in its self is a testament to what they are doing as a district with the athletic side.

Mr. Berndt announced that before he gave an update on the high school accomplishments that they have experienced on the athletic field, he wanted to talk about some of things that happened off the court. He thinks that it is important in the grand scheme of things because what they try to do through athletics is try to teach their kids what it means to be outstanding students and stewards in the community. One of the things that happened this past winter out of all the athletes that were participating, over a third of them will receive or have received the All Academic Award through the Three Rivers Athletic Conference. In order to receive this award, a student athlete must have a 3.0 GPA for that quarter in which they are competing. They must be a previous varsity letter winner and they must be winning a varsity letter in that sport during that season so there is three different criteria that the students must meet. Unfortunately, many of the students will meet the academic portion but they either have not lettered previously or they are not lettering in that current sport so it is kind of a disqualifier. There would have been several students eligible, had the academics been the only criteria but, there are over a third of the students that are competing this winter that will receive that award.

**RECOGNITION OF VISITORS (cont.)**

In addition to that, the athletic teams joined with some of the leadership kids in order to do a lot of service projects this past winter. He feels that this is a testament to their athletes and one of the more successful winter seasons that they have had since he became the Athletic Director.

The Girls' basketball program finished the season with a 12-10 regular season record. This was the first winning season since 2004 for the Lady Giant Basketball program. They will travel to Toledo Start High School tomorrow night and play Anthony Wayne in the first round of the OHSAA Tournaments. The Boys' Basketball team is currently sitting at 6-15 with one game left to play and that will be against Toledo St. Francis on Friday evening. Despite that record, they have played a lot of underclassmen so hopefully that record will improve in the upcoming years once they get some varsity experience. The Wrestling team won the league title. This is the first league title since 1988 that the wrestling program has won. That is a testament to them. It is only the second league title that they have won since joining TRAC aside from the three championships that the Girls' swim team has brought home. Lastly, the Swim and Dive Program continues to excel like they have almost every year since he has been at Fremont City Schools. The Girls' and Boys' teams finished 2<sup>nd</sup> and 3<sup>rd</sup> respectively, in the Three Rivers Athletic Conference this year. They ended up winning the sectional title two weeks ago. They sent 18 swimmers and 4 divers to the District Meet this past Saturday where, 8 of those individuals were able to advance on to the State Championships this upcoming weekend in Canton. Those students are: Alexis Prenzlin, MaKennah Fitzgerald, AnnMarie Moses, Olivia DeRodes, Andrew Evans, Tate Williams, Jared Fox and Dylan Weisenauer. They have a lot to be proud of as an Athletic Department and as a District as these students represent the District on and off the court.

Dr. McCaudy commented that Mr. Berndt is there almost every night until at least 10:00 p.m. and that also includes the weekends. He then added the Intramural Program which takes up his Saturday mornings. She wanted to thank him for a very successful athletic season and for the very successful Intramural Program as well. They have talked about growing the Intramural Program in the District. She told him that he will need to be thinking about adding some coordinators because he will not be able to continue to enhance the Intramural programming himself. She does not know how he would have the time to do that. Mr. Berndt commented that it would be tough. Dr. McCaudy thanked him for going above and beyond the call of duty which he does anyway, but for also adding in the Intramural Program.

**FIRST HEARING OF THE PUBLIC**

A Fremont City School District citizen, recognized by the Chair, may speak on any issue, during the Recognition of Visitors and Hearing of the Public Sessions, but the Chair may limit remarks pursuant to the debate regulations of *Robert's Rules of Order* and Fremont City School District Policy.

- None

**MOTION 29-17      ADMINISTRATIVE ACTION – ITEM 1**

Mr. Gorobetz, seconded by Ms. Chapman, made the motion to approve administrative action Item 1.

**ITEM 1.      Approval of contract with OSBA**

It is recommended that the Board enters into a contract with the Ohio School Boards Association (OSBA) for the purpose of conducting an employment search for the position of Superintendent of Fremont City Schools.

**Ayes: Gorobetz, Chapman, Garza, Price, Laird**  
**Motion carried. 5-0**



**REPORT OF THE TREASURER**

- None

**RECOMMENDATIONS OF THE TREASURER**

**MOTION 30-17      FINANCIAL MATTERS – ITEM 1**

Ms. Chapman, seconded by Mr. Price, made the motion to approve financial matters – Item 1.

**ITEM 1.      Approval of the January financial report**

It is recommended that the January financial report be approved (copy on file at Birchard Public Library).

**Ayes: Chapman, Price, Garza, Gorobetz, Laird**

**Motion carried. 5-0**

**LEGISLATIVE LIAISON REPORT**

Ms. Laird wanted to confirm with everyone that the date is set for March 20, 2017, to meet with Mr. Reineke. She thinks they have a lot to be excited about with this. She knows that there have been a lot of hot topics with Education legislation. This District tends to be trendsetter and Fremont City Schools is the first to do a lot of really good things and she thinks they are among one of the first Districts to facilitate and host this kind of a discussion. It will give them an opportunity to educate the community and educate the students and that; will impact their lives as well. She is looking forward to it.

**COMMITTEE REPORTS**

- Mrs. King reported on the Health and Wellness Committee Meeting which met on February 2, 2017.

**OLD BUSINESS**

- None

**NEW BUSINESS**

- None

**REPORT OF THE SUPERINTENDENT**

- None

**RECOMMENDATIONS OF THE SUPERINTENDENT**

**MOTION 31-17      PERSONNEL MATTERS – ITEMS 1, 2, 3, 4, 5, 6, 7, AND 8**

Ms. Garza, seconded by Ms. Chapman, made the motion to approve personnel matters – Items 1, 2, 3, 4, 5, 6, 7, and 8.

**RECOMMENDATIONS OF THE SUPERINTENDENT**

**MOTION 31-17      PERSONNEL MATTERS – ITEMS 1, 2, 3, 4, 5, 6, 7, AND 8 (cont.)**

**ITEM 1.      Approval of the following resignations**

Resignation  
 Classified Staff:      Connie Coleman  
    Secretary  
    Reason:      Retirement  
    Effective:      June 1, 2017

Resignation  
 Classified Staff:      Paula Schepflin  
    Ross Spring Musical Business Manager  
    Reason:      Resignation  
    Effective:      February 8, 2017

**ITEM 2.      Approval of the following appointments**

A. Appointments for the 2016-2017 school year:

Certified Staff Substitutes: Mindy Price and Danielle Slaughter

B. Appointments for the 2016-2017 school year:

Support Staff Substitutes: Dylan Jagodzinski, Lia Martin, Mindy Price and Danielle Slaughter

**ITEM 3.      Approval of the following supplemental contracts**

A. Appointments for the 2016-2017 school year:

<u>Name</u>	<u>Building</u>	<u>Duty</u>	<u>Amount</u>
Ashly Dickman	Ross	9 <sup>th</sup> grade Softball coach F-0	\$2,781.00
Jacob Wasiniak	FMS	M.S. Track coach G-0 ¾ stipend	\$1,824.75

**ITEM 4.      Approval of the following special event worker**

It is recommended that the Board approves the following special event worker for 2016/2017 winter athletic events:

**Ross High School Events  
 (Basketball, Diving, Hockey, Swimming, Wrestling)**

<u>Name</u>	<u>Position</u>	<u>Rate</u>
Franklin Scott (student)	Scorebook Freshman Basketball	\$10.00

**RECOMMENDATIONS OF THE SUPERINTENDENT**

**MOTION 31-17      PERSONNEL MATTERS – ITEMS 1, 2, 3, 4, 5, 6, 7, AND 8 (cont.)**

**ITEM 5.      Approval of the following special event workers**

It is recommended that the Board approves the following special event workers for 2016/2017 spring athletic events:

<b>Ross High School Events (Baseball, Softball, Tennis, Track)</b>		
<u>Name</u>	<u>Position</u>	<u>Rate</u>
Jay Bowers	Announcer Baseball	\$25.00
Gregory LaFountain	Tournament Manager Tennis	\$100.00
Bradley Mohr	Scoreboard Operator Baseball/Softball	\$25.00
Lindsay Weickert (student)	Announcer Track	\$25.00
Brenda Widman	Meet Manager Track	\$50.00

**ITEM 6.      Approval of the following special event workers**

It is recommended that the Board approves the following special event workers for 2017 winter tournament athletic events:

William Farrell	Bradley Mohr
Joseph Hershey	Philip Moran
Timberly Kidwell	Mark Sheidler
Mark King	Drew Solander
Stephanie Martin	Lindsay Weickert (student)
Jeffrey McNutt	Chad Berndt (Non-FCS Events Only)

**ITEM 7.      Approval of the following status changes**

It is recommended that the Board approves the status change of Sally Adams from ME+15 degree Step 28 @ \$77,048 to ME+30 degree Step 28 @ \$80,285 effective September 2, 2016.

It is recommended that the Board approves the status change of Deborah Bates from ME degree Step 16 @ \$65,356 to ME+15 degree Step 16 @ \$68,103 effective January 6, 2017.

It is recommended that the Board approves the status change of Katie Gerber from ME degree Step 10 @ \$57,768 to ME+15 degree Step 10 @ \$60,194 effective January 20, 2017.

It is recommended that the Board approves the status change of Kerry Pendry-Wendling from MS degree Step 21 @ \$68,103 to MS+15 degree Step 21 @ \$70,962 effective September 15, 2016.

It is recommended that the Board approves the status change of Julie Villarreal from ME degree Step 21 @ \$68,103 to ME+15 degree Step 21 @ \$70,962 effective February 3, 2017.

**RECOMMENDATIONS OF THE SUPERINTENDENT**

**MOTION 31-17      PERSONNEL MATTERS – ITEMS 1, 2, 3, 4, 5, 6, 7, AND 8 (cont.)**

**ITEM 7.      Approval of the following status changes (cont.)**

It is recommended that the Board approves the status change of Sara Shanahan from Cook (LR-1.02) Step 1 @ \$13.16 per hour, 3 hours a day at Washington Elementary School to Cook (LR-1.02) Step 1 @ \$13.16 per hour, 4 hours a day at Ross High School effective February 2, 2017.

**ITEM 8.      Approval of the following leave of absence**

Leave of absence  
Classified Staff: Beth Shilling  
Custodian  
Reason: Personal  
Effective: January 27, 2017 – pending doctor release

**Ayes: Garza, Chapman, Gorobetz, Price, Laird**  
**Motion carried. 5-0**

**MOTION 32-17      OPERATIONS MATTERS – ITEMS 9, 10, 11, 12, 13, AND 14**

Mr. Gorobetz, seconded by Ms. Garza, made the motion to approve operations matters – Items 9, 10, 11, 12, 13, and 14.

Ms. Garza asked a question about Item 10. She mentioned that she knows that they are a local company, but wanted to know if they were the best deal. Dr. McCaudy responded that Computer Man was the best deal. They actually had two quotes from local businesses. One was from Computer Man for \$17,602 and the second quote was from Great Lakes for \$18,174. Out of all the quotes that they received on those particular desktop computers, Computer Man was the best quote.

**ITEM 9.      Approval of purchase of mobile carts from Tierney**

It is recommended that approval be granted to purchase three (3) mobile carts with a total of 30 Chromebooks per cart from Tierney for a total cost of \$26,396.10 to be used at Fremont Ross High School for educational purposes. This is a Casino Fund expenditure.

**ITEM 10.      Approval of purchase of desktop computers from Computer Man**

It is recommended that approval be granted to purchase desktop computers from Computer Man for a total cost of \$17,602.00 to be used as staff technology replacements. This is a Casino Fund expenditure.

**RECOMMENDATIONS OF THE SUPERINTENDENT**

**MOTION 32-17      OPERATIONS MATTERS – ITEMS 9, 10, 11, 12, 13, AND 14 (cont.)**

**ITEM 11.      Approval of purchase of laptop computers and accessories from StrictlyTech**

It is recommended that approval be granted to purchase laptop computers and accessories from StrictlyTech for a total cost of \$47,213.24 to be used as staff technology replacements. This is a Casino Fund expenditure.

**ITEM 12.      Approval of purchase of Surface Pro devices from CDW-G**

It is recommended that approval be granted to purchase Surface Pro devices from CDW-G for a total cost of \$38,821.00 to be used as staff technology replacements. This is a Casino Fund expenditure.

**ITEM 13.      Approval to enter into agreement with W.W. Williams**

It is recommended that approval be granted to enter into an agreement with W.W. Williams to repair a 1997 Jacobson mower that is used District-wide for a total cost of \$12,202.32. This is a General Fund expenditure.

**ITEM 14.      Approval of contract with Lakefront Lines for transportation**

It is recommended that the Board approves the contract with Lakefront Lines for transportation of student athletes to Canton McKinley High School in Canton, Ohio on February 23-25, 2017, for the OHSAA state swim competition for a total cost of \$3,300.00. This is a Casino Fund expenditure.

**Ayes: Gorobetz, Garza, Chapman, Price, Laird**  
**Motion carried. 5-0**

**MOTION 33-17      OTHER MATTERS – ITEMS 15, 16, 17, 18, 19, 20, AND 21**

Mr. Price, seconded by Mr. Gorobetz, made the motion to approve other matters – Items 15, 16, 17, 18, 19, 20, and 21.

**ITEM 15.      Approval of Ross High School swim team to the OHSAA state swim competition in Canton, Ohio**

It is recommended that the Board approves the Ross High School swim team's overnight trip to Canton, Ohio in order to compete in the OHSAA state swim competition at Canton McKinley High School, February 23-25, 2017.

**RECOMMENDATIONS OF THE SUPERINTENDENT**

**MOTION 33-17      OTHER MATTERS – ITEMS 15, 16, 17, 18, 19, 20, AND 21 (cont.)**

**ITEM 16.      Approval of Ross High School wrestling team to the OHSAA state wrestling tournament in Columbus, Ohio**

It is recommended that the Board approves the Ross High School wrestling team's overnight trip to Columbus, Ohio in order to compete in the OHSAA state wrestling tournament at the Schottenstein Center, March 9-11, 2017.

**ITEM 17.      Ratify the Ross High School wrestling team trip to the Washington Court House Invite in Washington Court House, Ohio**

It is recommended that the Board ratifies the Ross High School wrestling team's overnight trip to Washington Court House, Ohio in order to compete in the Washington Court House Invite at Washington Court House High School in Washington Court House, Ohio, February 10-11, 2017.

**ITEM 18.      Approval of adoption of resolution for Music in Our Schools Month**

It is recommended that the following resolution be approved for adoption:

**WHEREAS**, the study of music contributes to young people's development through heightened skills in listening, reading, self-expression, and creativity; and

**WHEREAS**, music education in the schools includes a broad range of types of music and active musical experiences; and

**WHEREAS**, music and the other arts significantly enhance the morale and quality of the school environment; and

**WHEREAS**, it is stated objective of the public school to prepare children for a productive role in our society; and

**WHEREAS**, the National Association for Music Education has designated March 2017 as Music in Our Schools Month; and

**WHEREAS**, Ohio's Governor John Kasich has officially declared March 2017 as Music In Our Schools Month encouraging all Ohioans to support the arts by attending local school sponsored concerts and performances.

**NOW, THEREFORE, BE IT RESOLVED** that the Fremont City School District Board of Education endorses the observance of Music In Our Schools Month as an opportunity to support the purposes and practices of music education and encourages teachers, parents, students, and all citizens to participate.

**ITEM 19.      Approval of adoption of resolution for Youth Art Month**

It is recommended that the following resolution be approved for adoption:

**WHEREAS**, the study of art contributes to young people's development of self-esteem, appreciation of the work of others, self-expression, cooperation with others, and learning skills; and

**RECOMMENDATIONS OF THE SUPERINTENDENT**

**MOTION 33-17      OTHER MATTERS – ITEMS 15, 16, 17, 18, 19, 20, AND 21 (cont.)**

**ITEM 19.      Approval of adoption of resolution for Youth Art Month (cont.)**

**WHEREAS**, art education in the schools includes a broad range of types of art and active art experiences; and

**WHEREAS**, art education significantly enhances the morale and quality of the school environment; and

**WHEREAS**, it is the stated mission of the objective of the public school to prepare children for a productive role in our society; and

**WHEREAS**, the Ohio Art Education Association has designated March 2017 as Youth Art Month.

**NOW, THEREFORE, BE IT RESOLVED** that the Fremont City School District Board of Education endorses the observation of Youth Art Month as an opportunity to support the purposes and practices of art education and encourages teachers, parents, students, and all citizens to participate.

**ITEM 20.      Approval of adoption of resolution for Women’s History Month**

It is recommended that the following resolution be approved for adoption.

**WHEREAS**, the Congress of the United States and the Legislature of Ohio have designated the month of March as Women’s History Month; and

**WHEREAS**, proclaiming annually, March as Women’s History Month and encourages the District schools to commemorate the occasion in meaningful student activities, programs, and in the arts that demonstrate learning and understanding of the role women have played and are playing in every sphere of our nation’s life; and

**WHEREAS**, women constitute a significant part of the labor force and business leadership essential to the economic development of the United States.

**NOW, THEREFORE, BE IT RESOLVED** that the Fremont City School District Board of Education hereby recognizes that March 2017 is Women’s History Month and urges all parents, students and employees to thank them for their special efforts.

**ITEM 21.      Approval of donations**

It is recommended that the Board approves the following donations:

<u>Donor:</u>	<u>Item:</u>	<u>Value:</u>	<u>Donated To:</u>
St. John’s Lutheran Church	Gloves & Scarves	N/A	Fremont City Schools

**RECOMMENDATIONS OF THE SUPERINTENDENT**

**MOTION 33-17      OTHER MATTERS – ITEMS 15, 16, 17, 18, 19, 20, AND 21 (cont.)**

**ITEM 21.      Approval of donations (cont.)**

Gonya-Hull Game Feed/ Christopher Hull Awards Foundation	Cash	\$3,384.36	Fremont Ross Athletic Department
Carmeuse Lime and Stone	Cash	\$400.00	Atkinson Elementary School
Dorothy Downing	Hats, Gloves & Scarves	\$112.00	Atkinson Elementary School
Walmart (Jada Price)	Cash to Purchase Winter Apparel	\$1,675.00	Lutz Elementary School

**Ayes: Price, Gorobetz, Chapman, Garza, Laird  
Motion carried. 5-0**

**SECOND HEARING OF THE PUBLIC**

- None

**BOARD MEMBER COMMUNICATIONS AND INFORMATION REQUESTS**

**Ms. Chapman** - None

**Mr. Price** – He congratulated all of the athletes and the 4<sup>th</sup> and 5<sup>th</sup> grade Intramural teams. He had heard about that from Bob Gross. His daughter was on the winning Stamm team and he had wanted to make sure he knew that. He congratulated the swim and wrestling teams for a great season.

**Ms. Garza** – She thanked Chad Berndt for the underlying account of making athletics an incentive for academic achievement.

**Mr. Gorobetz** – He thanked Chad Berndt for the great job on the Intramural Program.

**Ms. Laird** – She thanked Dr. McCaudy and everyone that was involved in preparing them for Mr. Reineke’s upcoming visit. She really appreciates their time and knows that it was a lot of extra work for them and she realizes that. She thinks that it is important for the community and wanted to thank them all very much. She really appreciates the creativity and the heart that goes into the extra programs that they get to see like the Intramural, Father-Daughter Dance and the M&M Club. It is just wonderful and she loves seeing the programs. All of them are great, but she really loves seeing the ones that highlight a male role model in a child’s life and the impact that it makes. She thinks that they give them that here in this District, and for many of those young children; it might be the only one that they have. She really appreciates the extra time to interest them at such great length.



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**MOTION 34-17     ADJOURNMENT**

Ms. Chapman seconded by Ms. Garza, made the motion to adjourn the regular board meeting at 5:58 p.m.

**Ayes: Chapman, Garza, Gorobetz, Price, Laird  
Motion carried. 5-0**

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**APPROVED:**

\_\_\_\_\_  
**President**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Treasurer**