

GARFIELD HEIGHTS BOARD OF EDUCATION
GARFIELD HEIGHTS, OHIO

RECORD OF PROCEEDINGS
Minutes – Regular Board Meeting
December 17, 2018

The Board of Education of the Garfield Heights City School District met special session on Monday, December 17, 2018 at the Garfield Heights Board of Education Offices, 5640 Briarcliff Dr., Garfield Heights, Ohio 44125 at 6:00 p.m. with Mr. Gary Wolske, President of the Board, presiding.

ROLL CALL

Present: Mr. Wolske, Mrs. Kitson, Mrs. Chamberlin, Mr. Dobies, Mr. Juby
Absent:

RECOMMEND ADOPTION OF AGENDA AS PRESENTED

Moved by Mr. Juby, seconded by Mrs. Kitson to approve the agenda as adopted.

Ayes: Juby, Kitson, Chamberlin, Dobies, Wolske
Nays: None

MOMENT OF SILENT REFLECTION & PLEDGE OF ALLEGIANCE

READING & APPROVAL OF MINUTES

Moved by Mr. Juby, seconded by Mrs. Chamberlin to approve the following minutes:

Minutes from the Regular Board Meeting of November 19, 2018

Ayes: Juby, Chamberlin, Dobies, Kitson, Wolske
Nays: None

BOARD PRESIDENT'S REPORT

Good evening, welcome to tonight's Board meeting. My report is very brief. First I would like to thank the negotiating teams from both the Board and GHTA on completing contract talks and getting ratification from both groups. Secondly, on behalf of the entire Board, I would like to wish everyone a very happy Holiday Season.

COMMITTEE REPORTS:

Cuyahoga Valley Career Center – Christine A. Kitson
Student Activities - Joseph Juby

Winter season has begun. Boys basketball, girls' basketball, girls bowling, boys bowling, and wrestling are all off to great starts. Ice Hockey is continuously fighting the numbers battle. Our girls bowling team recently placed 3rd out of 12 teams at the Padua tournament.

Recent purchases include: hockey league dues, bowling league fee, new middle school wrestling singlets, remainder of football reconditioning, basketball practice jerseys, wrestling supplies, fall banquet supplies, girls' basketball shorts, and cheerleading pompoms.

Legislative Liaison – Gary Wolske

City Liaison – Robert A. Dobies Sr.

Policy Liaison – Christine A. Kitson & Joan Chamberlin

PRESENTATION

Liz Kosta from the Department of Teaching and Learning presented the following:

State requirements for students in grades K-3. Four main areas were discussed; Kindergarten Readiness Assessment (KRA), Reading Improvement Plans (RIMP), Third grade fall Ohio State Test (OST), and Third Grade Reading Guarantee (TGRG).

The Kindergarten Readiness Assessment must be administered to every kindergarten student by November 1st and entered into a database called Kready. Teachers in kindergarten and preschool analyze the results to monitor their curriculum and drive their instructional intervention groups. The language and literacy portion of the KRA assessment is used to determine what students are on track or not on track and will need a Reading Improvement Plan. If students are not on track, the plan will outline the student's reading deficiencies, the interventions the student will receive, and the tool to monitor the student's progress. Students in grades K-3 are benchmarked in September to determine if they are on track or not on track and are in need of a RIMP.

The Ohio State Test AIR was administered to our 3rd grade students on October 23rd and the results were given to the district on December 10th. 17% of our third grade students who received a 700 or higher are proficient. 48% of our third grade students who received a 677 or higher or a 45 on the subscore have the requirements for the Third Grade Reading Guarantee.

The 52% of our students who did not meet the requirements for the TGRG will undergo intensive interventions throughout their third grade year and have a schedule of alternative assessments approved by the state to assess their promotion to fourth grade for the 2019-2020 school year. Our goal is to ensure all students in third grade are promoted by the end of the school year to fourth grade based on the criteria for Third Grade Reading Guarantee.

RECOGNITIONS/COMMENDATIONS

SUPERINTENDENT'S REPORT

REMARKS FROM THE PUBLIC REGARDING AGENDA ITEMS

REPORTS & RECOMMENDATIONS OF THE TREASURER:

Moved by Mr. Juby, seconded by Mrs. Chamberlin to approve the financials for November 2018, as presented in Exhibit "A".

Ayes: Juby, Chamberlin, Dobies, Kitson, Wolske

Nays: None

Moved by Mr. Juby, seconded by Mrs. Chamberlin to approve the Athletic Department Budget for the 18/19 school year as presented in Exhibit B.

Ayes: Juby, Chamberlin, Dobies, Kitson, Wolske

Nays: None

Moved by Mr. Juby, seconded by Mrs. Chamberlin to approve Resolution No. 2018-29, a resolution authorizing the transfer of \$ 119,105.00 from the General Fund (001) to the Athletic Fund (300-926A).

Ayes: Juby, Chamberlin, Kitson, Wolske

Nays: None

Abstain: Dobies

RECOMMENDATIONS OF THE BOARD OF EDUCATION:

Moved by Mr. Juby, seconded by Mrs. Kitson to approve holding the organizational meeting on January 7, 2019 at 12:00 p.m. and appoint Gary Wolske as the President Pro-Tempore for that meeting until such time as a new president is appointed.

Ayes: Juby, Kitson, Chamberlin, Dobies, Wolske

Nays: None

Moved by Mr. Juby, seconded by Mrs. Kitson to approve the date of to hold the 2019-2020 Budget Hearing on January 7, 2019 at 12:15 p.m. at the Board of Education, 5640 Briarcliff Dr., Garfield Heights, OH 44125.

Ayes: Juby, Kitson, Chamberlin, Dobies, Wolske

Nays: None

RECOMMENDATIONS OF THE SUPERINTENDENT TO THE BOARD:

PERSONNEL:

Moved by Mr. Juby, seconded by Mrs. Chamberlin to approve the Employee Leaves as presented in Exhibit "C".

Ayes: Juby, Chamberlin, Dobies, Kitson, Wolske

Nays: None

Moved by Mr. Juby, seconded by Mrs. Chamberlin to accept the resignation of Tina Lewis-Thompson, PT Vehicle Driver effective November 9, 2018.

Ayes: Juby, Chamberlin, Dobies, Kitson, Wolske

Nays: None

Moved by Mr. Juby, seconded by Mrs. Chamberlin to accept the supplemental resignation of Meghan Neluna, Elmwood Intramural Supervisor, effective December 21, 2018.

Ayes: Juby, Chamberlin, Dobies, Kitson, Wolske

Nays: None

Moved by Mr. Juby, seconded by Mrs. Chamberlin to accept the resignation of Manolito Fryer, PT Vehicle Driver, effective December 14, 2018.

Ayes: Juby, Chamberlin, Dobies, Kitson, Wolske
Nays: None

Moved by Mr. Juby, seconded by Mrs. Chamberlin to approve the qualified contract(s) for the 2018-2019 school year as follows:

<u>Name</u>	<u>Position</u>	<u>Degree</u>	<u>Days</u>	<u>Step</u>
Terrence Roscoe Sr. (eff: 12/04/18)	Intervention Manager – WF	M/Lvl.3	185	5

Ayes: Juby, Chamberlin, Dobies, Kitson, Wolske
Nays: None

Moved by Mr. Juby, seconded by Mrs. Chamberlin to approve the classified contract(s) for the 2018-2019 school year as follows:

<u>Name</u>	<u>Position</u>	<u>Hours</u>	<u>Exp.</u>
Breanna Williams (eff: TBD pending student monitor permit)	Building Asst. (1B) - ML	3	0
Kenyatta Pelham (eff: 12/10/18)	General Café (1C) - Floater	6	0

Ayes: Juby, Chamberlin, Dobies, Kitson, Wolske
Nays: None

Moved by Mr. Juby, seconded by Mrs. Chamberlin to approve the following classified transfer/change of assignments for the 2018-2019 school year as follows:

<u>Name</u>	<u>Previous Position</u>	<u>New Position</u>	<u>Step</u>
Tiarra McCurry (eff: 12/10/18)	PT Vehicle Driver (3E)	Bus Driver (4E)	0
Laurie Nenadovich (eff:12/18/18)	Cafeteria Manager Sub (4C)	Cafeteria Manager (4C)	8
Sheena Ivory* (eff: 11/12/18)	PT Vehicle Driver (3E)	Bus Driver (4E)	0

*This was approved at the 11/19/18 Board meeting under the name of Sheena Moore, which was a clerical error.

Ayes: Juby, Chamberlin, Dobies, Kitson, Wolske
Nays: None

Moved by Mr. Juby, seconded by Mrs. Chamberlin to approve the Athletic Supplemental Positions as presented below:

Basketball:

Kenneth Pride - Head Boys Basketball Coach - Grade 7
 Jeffrey Green - Assistant Girls Basketball Coach - JV
 Demetrius Johnson - Assistant Boys Basketball Coach - HS
 James Sever - Assistant Boys Basketball Coach - HS
 Matthew Politsky - Volunteer Basketball Coach - HS

Step Team:

Ashley Turner - Head Coach – HS

Ayes: Juby, Chamberlin, Dobies, Kitson, Wolske
 Nays: None

Moved by Mr. Juby, seconded by Mrs. Chamberlin to approve the following classified substitute(s) for the 2018-2019 school year:

Carmen Gilberry - Cafeteria and Housekeeping
 Manolito Fryer - PT Vehicle Driver and Bus Aide

Ayes: Juby, Chamberlin, Dobies, Kitson, Wolske
 Nays: None

POLICY:

Moved by Mr. Juby, seconded by Mrs. Kitson to approve the first reading of the proposed board policies as presented in Exhibit "D".

Ayes: Juby, Kitson, Chamberlin, Dobies, Wolske
 Nays: None

CONTRACTS:

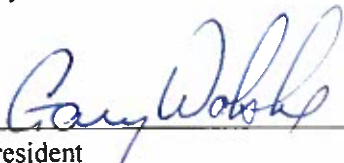
MISCELLANEOUS:

ANNOUNCEMENT OF NEXT BOARD MEETING:


Board of Education Regular Meeting –TBD
 5640 Briarcliff Dr.
 Garfield Heights, Ohio 44125

Moved by Mr. Juby, seconded by Mrs. Kitson to adjourn the meeting at 6:39 p.m.

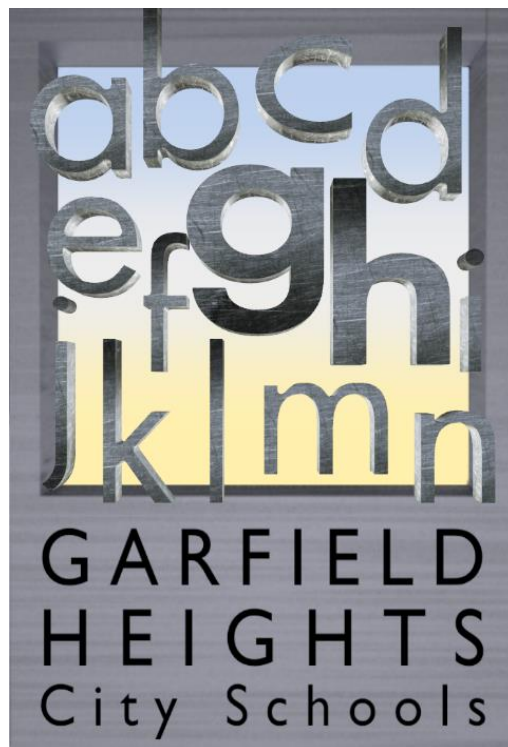
Ayes: Juby, Kitson, Chamberlin, Dobies, Wolske
 Nays: None



 President



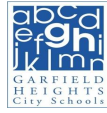
 Treasurer



Financial Report

November 30, 2018

Garfield Heights City Schools



Forecast Comparison - General Operating Fund - November 2018



November 2018 Estimate	November 2018 Actuals	November 2017 Actuals	Variance-Month Actuals to Estimate	Explanation of Material Variance (Greater than 5%)
------------------------	-----------------------	-----------------------	------------------------------------	--

Revenue:

1.010 - General Property Tax (Real Estate)	\$ -	\$ -	\$ -	\$ -	
1.020 - Public Utility Property Tax	\$ -	\$ -	\$ -	\$ -	
1.035 - Unrestricted Grants-in-Aid	\$ 1,964,900	\$ 1,957,513	\$ 1,910,778	\$ (7,387)	
1.040 - Restricted Grants-in-Aid	\$ 65,000	\$ 64,695	\$ 53,408	\$ (305)	
1.050 - Property Tax Allocation	\$ 105,000	\$ 107,774	\$ 131,214	\$ 2,774	
1.060 - All Other Operating Revenues	\$ 35,000	\$ 35,787	\$ 19,885	\$ 787	
1.070 - Total Revenue	\$ 2,169,900	\$ 2,165,769	\$ 2,115,285	\$ (4,131)	

Other Financing Sources:

2.050 - Advances In	\$ -	\$ -	\$ -	\$ -	
2.060 - All Other Financing Sources	\$ -	\$ -	\$ -	\$ -	
2.080 Total Revenue and Other Financing Sources	\$ 2,169,900	\$ 2,165,769	\$ 2,115,285	\$ (4,131)	

Expenditures:

3.010 - Personnel Services	\$ 1,876,000	\$ 1,904,159	\$ 1,834,858	\$ (28,159)	First of the winter supplementals paid
3.020 - Employees' Retirement/Insurance Benefits	\$ 775,000	\$ 758,199	\$ 737,273	\$ 16,801	
3.030 - Purchased Services	\$ 706,000	\$ 934,223	\$ 876,730	\$ (228,223)	Utility payments were incurred twice this month due to timing of when due.
3.040 - Supplies and Materials	\$ 48,000	\$ 60,419	\$ 68,193	\$ (12,419)	Diesel fuel payments included two months of billings
3.050 - Capital Outlay	\$ -	\$ -	\$ 3,696	\$ -	
4.055 - Debt Service Other	\$ -	\$ -	\$ -	\$ -	
4.300 - Other Objects	\$ 20,000	\$ 9,777	\$ 14,365	\$ 10,223	
4.500 - Total Expenditures	\$ 3,425,000	\$ 3,666,777	\$ 3,535,115	\$ (241,777)	

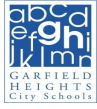
Other Financing Uses:

5.010 - Operating Transfers-Out	\$ -	\$ -	\$ -	\$ -	
5.020 - Advances Out	\$ -	\$ -	\$ -	\$ -	
5.050 - Total Expenditures and Other Financing Uses	\$ 3,425,000	\$ 3,666,777	\$ 3,535,115	\$ (241,777)	

Surplus/(Deficit) for Month

	\$ (1,255,100)	\$ (1,501,008)	\$ (1,419,830)	\$ (245,908)	
--	----------------	----------------	----------------	--------------	--

Garfield Heights City Schools



Forecast Comparison - General Operating Fund - July to June 2019



	FYTD 19 Estimate	FYTD 19 Actuals	FYTD 18 Actuals	Variance- Current FYTD Actual to Estimate	Explanation of Material Variance than 5%)	(Greater
Revenue:						
1.010 - General Property Tax (Real Estate)	\$ 6,813,700	\$ 6,813,732	\$ 6,879,764	\$ 32		
1.020 - Public Utility Property Tax	\$ 406,000	\$ 406,050	\$ 385,498	\$ 50		
1.035 - Unrestricted Grants-in-Aid	\$ 9,999,900	\$ 10,026,268	\$ 9,723,160	\$ 26,368		
1.040 - Restricted Grants-in-Aid	\$ 328,500	\$ 330,202	\$ 438,950	\$ 1,702		
1.050 - Property Tax Allocation	\$ 1,387,600	\$ 1,390,443	\$ 1,473,055	\$ 2,843		
1.060 - All Other Operating Revenues	\$ 484,200	\$ 497,345	\$ 577,461	\$ 13,145		
1.070 - Total Revenue	\$ 19,419,900	\$ 19,464,040	\$ 19,477,888	\$ 44,140		
Other Financing Sources:						
2.050 - Advances In	\$ 328,324	\$ 328,324	\$ 170,312	\$ -		
2.060 - All Other Financing Sources	\$ -	\$ -	\$ -	\$ -		
2.080 Total Revenue and Other Financing Sources	\$ 19,748,224	\$ 19,792,364	\$ 19,648,200	\$ 44,140		
Expenditures:						
3.010 - Personnel Services	\$ 10,195,000	\$ 10,174,189	\$ 9,982,508	\$ 20,811		
3.020 - Employees' Retirement/Insurance Benefits	\$ 3,846,000	\$ 3,876,316	\$ 3,620,729	\$ (30,316)		
3.030 - Purchased Services	\$ 3,470,000	\$ 3,531,146	\$ 3,794,291	\$ (61,146)		
3.040 - Supplies and Materials	\$ 582,500	\$ 640,887	\$ 470,136	\$ (58,387)	Estimates are expected to come back to actuals due to timing of expenditures incurred.	
3.050 - Capital Outlay	\$ 83,500	\$ 220,890	\$ 359,984	\$ (137,390)	Various expenditures will be reclassified to other funds	
4.055 - Debt Service Other	\$ -	\$ -	\$ 133,514	\$ -		
4.300 - Other Objects	\$ 330,200	\$ 303,896	\$ 270,956	\$ 26,304	Actuals are expected to come back to estimates due to timing of expenditures incurred.	
4.500 - Total Expenditures	\$ 18,507,200	\$ 18,747,324	\$ 18,632,118	\$ (240,124)		
Other Financing Uses:						
5.010 - Operating Transfers-Out	\$ -	\$ -	\$ -	\$ -		
5.020 - Advances Out	\$ -	\$ -	\$ -	\$ -		
5.050 - Total Expenditures and Other Financing Uses	\$ 18,507,200	\$ 18,747,324	\$ 18,632,118	\$ (240,124)		
Surplus/(Deficit) FYTD	\$ 1,241,024	\$ 1,045,040	\$ 1,016,082	\$ (195,984)		

Garfield Heights City Schools



Revenue Analysis Report - General Operating Fund Only - FY19



2018-2019	Local Revenue				Federal	State Revenue			Non-Operating*	Total Revenue
	Taxes		Interest	Other Local		Unrestricted Grants-in-Aid	Property Tax Allocation	Restricted Grants-in-Aid		
	Real Estate	Personal Property								
July	3,943,000	-	9,207	23,494	-	1,960,093	-	66,591	-	6,002,385
August	2,870,732	406,050	5,255	174,462		2,055,203		66,576	328,324	5,906,602
September			9,958	29,218		2,061,429	1,282,622	66,574		3,449,801
October	-	-	-	209,965		1,992,029	47	65,766	-	2,267,807
November	-	-	-	35,787		1,957,513	107,774	64,695	-	2,165,769
December										
January										
February										
March										
April										
May										
June										
Totals	\$6,813,732	\$406,050	\$24,420	\$472,926	\$0	\$10,026,267	\$1,390,443	\$330,202	\$328,324	\$19,792,364
% of Total	34.43%	2.05%	0.12%	2.39%	0.00%	50.66%	7.03%	1.67%	1.66%	

*Non-Operating Revenue includes advances in, and refund of prior year expenditures.

Garfield Heights City Schools



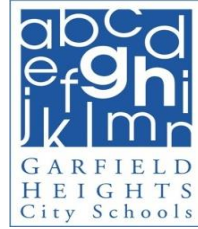
Expenditure Analysis Report - General Operating Fund - FY19



2018-2019	Salaries	Benefits	Services	Supplies	Equipment	Other	Non-Operating*	Total Expenses
July	1,892,516	739,928	802,621	211,502	-	82,960	-	3,729,527
August	2,658,098	808,108	605,201	184,747	8,422	198,494	-	4,463,070
September	1,840,747	811,948	599,118	69,625	124,581	5,850	-	3,451,869
October	1,878,669	758,133	589,983	114,594	87,887	6,826	-	3,436,092
November	1,904,159	758,199	934,223	60,419	-	9,777	-	3,666,777
December								-
January								-
February								-
March								-
April								-
May								-
June								-
TOTALS	\$10,174,189	\$3,876,316	\$3,531,146	\$640,887	\$220,890	\$303,907	\$0	\$18,747,335
% of Total	54.27%	20.68%	18.84%	3.42%	1.18%	1.62%	0.00%	

**Non-Operating expenses include advances and transfers out.*

Garfield Heights City Schools

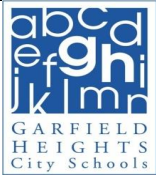


November 30, 2018

FINSUMM Financial Summary

Fund	Fund Name	Beginning Balance 7/1/2018	Monthly Receipts	Fiscal Year To Date Receipts	Monthly Expenditures	Fiscal Year To Date Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
001	General Fund	\$1,078,458.00	\$2,165,769.00	\$19,792,364.00	\$3,666,777.00	\$18,747,326.00	\$2,123,496.00	\$1,994,276.00	\$129,220.00
002	Bond Retirement	\$3,283,865.00	\$77,193.00	\$2,015,739.00	\$101,040.00	\$274,254.00	\$5,025,350.00	\$0.00	5,025,350.00
003	Permanent Improvement	\$186,224.00	\$0.00	\$71,074.00	\$79,948.00	\$126,945.00	\$130,353.00	\$504,365.00	(374,012.00)
004	Building Fund	\$103,558.00	\$2,725.00	\$13,625.00	\$0.00	\$26,025.00	\$91,158.00	\$1,351,807.00	(1,260,649.00)
006	Food Service	\$1,458,612.00	\$242,224.00	\$609,610.00	\$398,496.00	\$861,022.00	\$1,207,200.00	\$273,534.00	933,666.00
007	Special Trust	\$25,001.00	\$0.00	\$750.00	\$500.00	\$10,212.00	\$15,539.00	\$6,650.00	8,889.00
008	Endowment Trust	\$100,665.00	\$193.00	\$919.00	\$500.00	\$500.00	\$101,084.00	\$0.00	101,084.00
009	Uniform Supplies	(\$7.00)	\$615.00	\$4,935.00	\$5,166.00	\$40,033.00	(\$35,105.00)	\$17,400.00	(52,505.00)
014	Rotary - Internal Services	\$75,364.00	\$5,039.00	\$7,146.00	\$1,905.00	\$1,905.00	\$80,605.00	\$2,314.00	78,291.00
018	Public School Support	\$6,311.00	\$752.00	\$7,024.00	\$2,490.00	\$10,229.00	\$3,106.00	\$8,731.00	(5,625.00)
019	Other Grants	\$55,897.00	\$0.00	\$2,050.00	\$23,260.00	\$143,333.00	(\$85,386.00)	\$30,939.00	(116,325.00)
022	District Agency	\$22,184.00	\$0.00	\$260.00	\$0.00	\$0.00	\$22,444.00	\$0.00	22,444.00
024	Employee Benefits Self Insurance	\$186,407.00	\$0.00	\$0.00	\$39,274.00	(\$79,756.00)	\$266,163.00	\$2,090,464.00	(1,824,301.00)
034	Classroom Facilities Maintenance	\$768,054.00	\$0.00	\$104,111.00	\$10,754.00	\$60,110.00	\$812,055.00	\$1,002,918.00	(190,863.00)
200	Student Managed Funds	\$10,151.00	\$511.00	\$19,379.00	\$677.00	\$9,787.00	\$19,743.00	\$12,481.00	7,262.00
300	District Managed Funds	\$11,040.00	\$13,649.00	\$41,667.00	\$42,973.00	\$132,335.00	(\$79,628.00)	\$24,498.00	(104,126.00)
401	Auxiliary Services	\$104,443.00	\$147,115.00	\$326,398.00	\$37,765.00	\$203,454.00	\$227,387.00	\$250,273.00	(22,886.00)
439	Public School Preschool	(\$1.00)	\$0.00	\$26,380.00	\$6,792.00	\$74,186.00	(\$47,807.00)	\$7.00	(47,814.00)
440	Entry Year Programs	\$183.00	\$0.00	\$0.00	\$0.00	\$0.00	\$183.00	\$0.00	183.00
451	OneNet (Data Communication)	\$9,083.00	\$0.00	\$4,500.00	\$0.00	\$0.00	\$13,583.00	\$0.00	13,583.00
452	Schoolnet Professional Development	\$9.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9.00	\$0.00	9.00
461	Vocational Education Enhancements	\$3,199.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,199.00	\$0.00	3,199.00
463	Alternative Schools	\$334.00	\$0.00	\$0.00	\$0.00	\$0.00	\$334.00	\$0.00	334.00
499	Miscellaneous State Grants	\$992.00	\$0.00	\$21,798.00	\$0.00	\$7,200.00	\$15,590.00	\$9,685.00	5,905.00
506	Race to the Top	\$604.00	\$0.00	\$0.00	\$0.00	\$0.00	\$604.00	\$0.00	604.00
516	IDEA-B	\$146.00	\$3,000.00	\$196,947.00	\$208,688.00	\$765,452.00	(\$568,359.00)	\$432,485.00	(1,000,844.00)
533	Title IID Technology	\$76.00	\$0.00	\$0.00	\$0.00	\$0.00	\$76.00	\$0.00	76.00
536	Title I - School Improvement Part A	\$93.00	\$5,076.00	\$79,694.00	\$0.00	\$88,509.00	(\$8,722.00)	\$817.00	(9,539.00)
572	Title I - Disadvantaged Children	(\$549,843.00)	\$28,323.00	\$489,331.00	\$95,592.00	\$506,266.00	(\$566,778.00)	\$185,942.00	(752,720.00)
573	Title V	\$2,074.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,074.00	\$34.00	2,040.00
584	Drug Free School	\$7,777.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,777.00	\$0.00	7,777.00
587	Preschool Handicap	\$0.00	\$3,000.00	\$3,950.00	\$1,928.00	\$7,962.00	(\$4,012.00)	\$0.00	(4,012.00)
590	Title II-A - Improving Teacher Quality	\$40.00	\$11,122.00	\$29,575.00	\$20,571.00	\$91,904.00	(\$62,289.00)	\$19,639.00	(81,928.00)
599	Miscellaneous Federal Grants	\$3,378.00	\$0.00	\$8,047.00	\$1,715.00	\$13,168.00	(\$1,743.00)	\$3,956.00	(5,699.00)
	Grand Totals (ALL Funds)	\$6,954,371.00	\$2,706,306.00	\$23,877,273.00	\$4,746,811.00	\$22,122,361.00	\$8,709,283.00	\$8,223,215.00	\$486,068.00

Garfield Heights City Schools

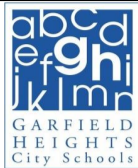


Record of Advances for 2018/2019



INITIAL ADVANCE INFORMATION						ADVANCE RETURN	
Date Approved	Board Resolution	FROM Fund	TO Fund	Fund Name	Amount	Date Returned	Amount
7/18/2018	2018-20	001	019-916A	Students of Promise	\$53,524.00	8/31/2018	\$53,524.00
7/18/2018	2018-20	001	439-9018	Public School Preschool	\$33,800.00	8/31/2018	\$33,800.00
7/18/2018	2018-20	001	516-9018	Title VI-B	\$140,000.00	8/31/2018	\$140,000.00
7/18/2018	2018-20	001	536-918I	Titile I Sub A	\$76,800.00	8/31/2018	\$76,800.00
7/18/2018	2018-20	001	587-9018	Preschool Handicap	\$3,000.00	8/31/2018	\$3,000.00
7/18/2018	2018-20	001	590-9018	Title II-A	\$21,200.00	8/31/2018	\$21,200.00
TOTAL Advances for 2017-2018					\$328,324.00		\$328,324.00
Advances Outstanding							\$0.00

Garfield Heights City Schools



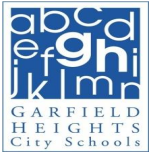
Approved Grant Funds for 2018/2019



This report is a listing of all grant funds authorized and received throughout the 2018/2019 fiscal year.

Fund	Description	Authorized Amount	Non-Public Authorized Amount	Monthly Amount Received	Amount Received Project-To-Date
<u>State Grants</u>					
439/9019	Public School Preschool	\$80,000.00	\$0.00	\$0.00	\$11,655.00
451/9019	Data Communications	\$0.00	\$0.00	\$0.00	\$4,500.00
<u>Auxiliary Services</u>					
401/9019	Trinity	\$0.00	\$0.00	\$0.00	\$152,510.00
401/9619	St. Benedict	\$0.00	\$0.00	\$0.00	\$172,460.00
	Total State Funds	\$80,000.00	\$0.00	\$0.00	\$341,125.00
<u>Federal Grants</u>					
516/9019	IDEA-B Special Education	\$1,007,792.00	\$0.00	\$3,000.00	\$76,229.00
536/9191	Title I School Improvement Part A	\$0.00	\$0.00	\$0.00	\$79,694.00
572/9019	Title I	\$1,499,129.00	\$0.00	\$28,323.00	\$608,809.00
587/9019	Preschool Special Education	\$17,767.00	\$0.00	\$3,000.00	\$3,950.00
590/9019	Title II-A Improving Teacher Quality	\$214,832.00	\$0.00	\$11,122.00	\$29,575.00
599/9019	Title IV-A Student Supp/Academic Enrich	\$116,966.00	\$0.00	\$8,047.00	\$8,047.00
	Total Federal Funds	\$2,856,486.00	\$0.00	\$53,492.00	\$806,304.00

Garfield Heights City Schools



Cash Reconciliation



November 30, 2018

FINSUM Balance \$8,709,283.00

Bank Balance:

Key Bnk - Property Tax/Foundation Receipts	\$	607,753.00	
PNC - General	\$	174,303.00	
JP MorganChase - Payroll	\$	(11,999.00)	
			\$ 770,057.00

Investments:

STAR Ohio		5,718,512.00	
Red Tree		2,309,855.00	
PNC-Sweep		4,068.00	
Citizens-Sweep		113,086.00	
		<hr/>	
			\$ 8,145,521.00

Change Fund:

HS School Store		50.00	
HS Library		50.00	
High School Athletics		1,050.00	
			\$ 1,150.00

Less: Outstanding Checks-PNC Bank (General Fund) (207,445.00)

Adjustments		0.00
In Transits		0.00

Bank Balance \$ 8,709,283.00

Unreconcilable Difference \$ -

Garfield Heights City Schools

November 30, 2018



Appropriation Summary

Fund	FYTD Appropriated	Prior FY Carryover Encumbrances	FYTD Expendable	FYTD Actual Expenditures	MTD Actual Expenditures	Current Encumbrances	FYTD Unencumbered Balance	FYTD Percent Exp/Enc
001 General Fund	\$45,331,655.00	\$514,032.00	\$45,845,687.00	\$18,747,326.00	\$3,666,777.00	\$1,994,276.00	25,104,085.00	45.24%
002 Bond Retirement	\$4,581,640.00	\$0.00	4,581,640.00	\$274,254.00	\$101,040.00	\$0.00	4,307,386.00	5.99%
003 Permanent Improvement	\$260,507.00	\$0.00	260,507.00	\$126,945.00	\$79,948.00	\$504,365.00	(370,803.00)	242.34%
004 Building Fund	\$26,100.00	\$0.00	26,100.00	\$26,025.00	\$0.00	\$1,351,807.00	(1,351,732.00)	0.00%
006 Food Service	\$2,105,000.00	\$16,886.00	2,121,886.00	\$861,022.00	\$398,496.00	\$273,534.00	987,330.00	53.47%
007 Special Trust	\$15,000.00	\$19,150.00	34,150.00	\$10,212.00	\$500.00	\$6,650.00	17,288.00	49.38%
008 Edowment Trust	\$500.00	\$500.00	1,000.00	\$500.00	\$500.00	\$0.00	500.00	50.00%
009 Uniform Supplies	\$60,000.00	\$3,369.00	63,369.00	\$40,033.00	\$5,166.00	\$17,400.00	5,936.00	90.63%
014 Rotary - Internal Services	\$66,000.00	\$0.00	66,000.00	\$1,905.00	\$1,905.00	\$2,314.00	61,781.00	6.39%
018 Public School Support	\$24,500.00	\$3,500.00	28,000.00	\$10,229.00	\$2,490.00	\$8,731.00	9,040.00	67.71%
019 Other Grants	\$264,324.00	\$188.00	264,512.00	\$143,333.00	\$23,260.00	\$30,939.00	90,240.00	65.88%
022 District Agency	\$23,000.00	\$8,408.00	31,408.00	\$0.00	\$0.00	\$0.00	31,408.00	0.00%
024 Employee Benefits	\$400,000.00	\$138,769.00	538,769.00	(\$79,756.00)	\$39,274.00	\$2,090,464.00	(1,471,939.00)	0.00%
034 Classroom Facilities Maintenance	\$625,200.00	\$0.00	625,200.00	\$60,110.00	\$10,754.00	\$1,002,918.00	(437,828.00)	0.00%
200 Student Managed Funds	\$57,000.00	\$619.00	57,619.00	\$9,787.00	\$677.00	\$12,481.00	35,351.00	38.65%
300 District Managed Funds	\$222,050.00	\$276.00	222,326.00	\$132,335.00	\$42,973.00	\$24,498.00	65,493.00	70.54%
401 Auxiliary Services	\$524,499.00	\$78,247.00	602,746.00	\$203,454.00	\$37,765.00	\$250,273.00	149,019.00	75.28%
439 Public School Preschool	\$115,190.00	\$7.00	115,197.00	\$74,186.00	\$6,792.00	\$7.00	41,004.00	64.41%
451 OneNet (Data Communication)	\$18,000.00	\$0.00	18,000.00	\$0.00	\$0.00	\$0.00	18,000.00	0.00%
499 Miscellaneous State Grants	\$0.00	\$0.00	0.00	\$7,200.00	\$0.00	\$9,685.00	(16,885.00)	#DIV/0!
516 IDEA-B	\$1,190,517.00	\$19,989.00	1,210,506.00	\$765,452.00	\$208,688.00	\$432,485.00	12,569.00	98.96%
536 Title I - School Improvement Part A	\$106,629.00	\$33,334.00	139,963.00	\$88,509.00	\$0.00	\$817.00	50,637.00	63.82%
572 Title I - Disadvantaged Children	\$1,853,191.00	\$84,292.00	1,937,483.00	\$506,266.00	\$95,592.00	\$185,942.00	1,245,275.00	35.73%
587 Preschool Handicap	\$37,685.00	\$0.00	37,685.00	\$7,962.00	\$1,928.00	\$0.00	29,723.00	21.13%
590 Title II-A - Improving Teacher Quality	\$261,864.00	\$3,194.00	265,058.00	\$91,904.00	\$20,571.00	\$19,639.00	153,515.00	42.08%
599 Miscellaneous Federal Grants	\$0.00	\$5,000.00	5,000.00	\$13,168.00	\$1,715.00	\$3,956.00	(12,124.00)	342.48%
Totals	\$58,170,051.00	\$929,760.00	\$59,099,811.00	\$22,122,361.00	\$4,746,811.00	\$8,223,181.00	\$28,754,269.00	51.35%

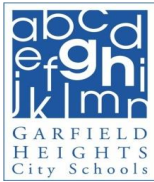
Garfield Heights City Schools



**Check Register for Checks > \$4,999.99
November 2018**



Vendor	Amount	Fund	Description
Connect	\$ 18,813.00	001	1st quarter core service payment
HPS-LLC	\$ 113,562.00	006	Food Service Equipment
NEORS	\$ 12,271.00	001	Oct Sewer Monthly Billings
Renhill	\$ 41,340.00	001	Substitute Services
Illuminating Company	\$ 86,771.00	001	Oct Electric Monthly Billings
Dairymans	\$ 9,948.00	006	Milk and Juice Purchases
Educational Service Center	\$ 33,022.00	516	OOD Tuition
PNC Bank	\$ 8,472.00	Various	Various credit card services
Suburban Health Consortium	\$ 470,105.00	024	Employee Health Care for November
Amazon.Com, LLC	\$ 9,735.00	Various	Classroom/Maintenance Supplies
ABA Outreach Services	\$ 19,434.00	001	Support for Severe Behavior Students
Accurate Refrigeration	\$ 5,778.00	006	Middle School Freezer Repair
Cambium Learning, Inc.	\$ 7,683.00	516/019	LETRS and DIBELS Learning Supports
Connect	\$ 18,836.00	001	2nd quarter core service payment
G & G Inc	\$ 20,599.00	401	Chromebook for St. Benedict
Gordon Food Service	\$ 65,301.00	006	Food Purchases
Ohio Bureau of Workers Comp	\$ 14,785.00	Various	Workers Comp Payments
PSI Affiliates	\$ 30,315.00	001/572	Health Services/Title I tutoring services
Renhill	\$ 22,207.00	001	Substitute Services
Star Therapy	\$ 25,674.00	001	Occupational Therapy Services
Universal Oil	\$ 10,163.00	001	Diesel Gas
Fisher & Phillips, LLP	\$ 6,545.00	001	Legal Fees
LEAP	\$ 107,100.00	516	Tuition for placed students
PSI Affiliates	\$ 38,541.00	401/516	Non Public Schools Health Serv/Intervention Serv.
Riddell/All American	\$ 8,837.00	300	Football Helmut Reconditioning
Suburban School Transportation	\$ 8,058.00	001	Transportation special needs students
Illuminating Company	\$ 76,561.00	001	Nov Electric Monthly Billings
Key Government Finance	\$ 69,706.00	003	Lease Purchase CPA HVAC
ABA Outreach Services	\$ 22,610.00	001	Support for Severe Behavior Students
Brewer-Garrett	\$ 6,218.00	034	HVAC Services
Dairymans Milk Company	\$ 13,050.00	006	Milk & Juice Purchases
Euclid Glass	\$ 19,468.00	034	Security Door Installation at the High School
Gordon Food Service	\$ 82,493.00	006	Food Purchases
NEORS	\$ 7,631.00	001	Nov Sewer Monthly Billings
Re-Ed Access	\$ 9,768.00	516	OOD Tuition
Steve Sports	\$ 5,361.00	300	BBK & Wrestling Supplies
Zenith Systems	\$ 15,252.00	034/003	Camera Replacement and Support
JP Morgan Chase	\$ 1,062,173.00	Various	November #1 Payroll
JP Morgan Chase	\$ 1,003,451.00	Various	November #2 Payroll



**Investment Report
November 30, 2018**



<u>FINANCIAL INSTITUTION</u>	<u>INVESTMENT TYPE</u>	<u>COST</u>	<u>MARKET VALUE</u>	<u>YIELD RATE</u>	<u>MATURITY DATE</u>
Citizens Bank	Public Super NOW	\$ 6,785.51	\$ 6,785.51	0.00	N/A
Citizens Bank	Municipal Money Market	\$ 106,300.16	\$ 106,300.16	0.00	N/A
PNC Bank	Business Perf Money Market	\$ 4,068.32	\$ 4,068.32	1.10	N/A
Red Tree Investment	Money Mkt Fund	\$ 8,124.11	\$ 8,124.11	2.12	N/A
Red Tree Investment	Agency Note	\$ 90,000.00	\$ 89,439.39	1.30	24-May-19
Red Tree Investment	Agency Note	\$ 94,672.25	\$ 93,962.98	1.00	19-Jul-19
Red Tree Investment	Agency Note	\$ 90,000.00	\$ 87,744.69	1.42	27-Jul-20
Red Tree Investment	Agency Note	\$ 100,000.00	\$ 97,708.60	1.50	28-Aug-20
Red Tree Investment	U.S. Treasury Bill	\$ 227,305.83	\$ 227,770.84	2.42	25-Apr-19
Red Tree Investment	U.S. Treasury Bill	\$ 296,287.99	\$ 296,347.20	2.49	30-May-19
Red Tree Investment	Certificate of Deposit	\$ 99,700.00	\$ 98,516.20	2.07	13-Oct-20
Red Tree Investment	Certificate of Deposit	\$ 109,890.00	\$ 108,038.15	2.27	28-Oct-20
Red Tree Investment	Certificate of Deposit	\$ 75,000.00	\$ 72,085.12	1.76	17-Jun-21
Red Tree Investment	Certificate of Deposit	\$ 114,827.50	\$ 114,979.99	3.30	15-Nov-21
Red Tree Investment	U.S. Agency Note	\$ 589,789.57	\$ 589,888.49	2.14	06-Dec-18
Red Tree Investment	Commercial Paper	\$ 118,562.67	\$ 119,575.20	2.48	22-Jan-19
Red Tree Investment	Commercial Paper	\$ 295,695.00	\$ 298,125.00	2.50	25-Feb-19
Red Tree Investment	Accrued Interest	\$ -	\$ 1,698.60		
STAROhio	State Pool	\$ 5,718,512.00	\$ 5,718,512.00	2.32	N/A

Total Investment Amount

\$ 8,145,520.91	\$ 8,139,670.55
------------------------	------------------------

November 2019

FYTD 2019

Interest

Interest

General Fund	\$ 33,167.00	\$ 57,587.06
Food Service	1,918.00	\$ 8,817.48
Auxiliary Services-Trinity	31.00	\$ 292.54
Auxiliary Services-St. Benedict	164.00	\$ 807.82
Blaugrund Scholarship	193.00	\$ 724.83
	\$ 35,473.00	\$ 68,229.73

Garfield Heights City Schools



Legal Fees Analysis Report - FY19



	General	Board of Revision	GHTA	OAPSE	Personnel	Cell Tower	Lighting Energy Project	Lease-Purchase Legal	Totals
July	\$1,423	\$271	\$15,252	\$31	\$1,333				\$18,310
August	\$6,045	\$4,320	\$7,192	\$155	\$8,487	\$547	\$858		\$27,604
September	\$2,511	\$31	\$5,518		\$4,850				\$12,910
October	\$2,108	\$3,751	\$4,402		\$2,132			\$29,750	\$42,143
November	\$2,046	\$1,240	\$1,996		\$1,263				\$6,545
December									\$0
January									\$0
February									\$0
March									\$0
April									\$0
May									\$0
June									\$0
TOTALS	\$14,133	\$9,613	\$34,360	\$186	\$18,065	\$547		\$29,750	\$107,512

**Garfield Hts. Athletic Department
2018-2019 Budget (HS/MS)**

EXPENDITURES

1. Home sporting event costs	\$71,450.00
2. Tournament fees, entry fees, and league dues	\$13,075.00
3. Uniforms (new & replace)	\$19,500.00
4. Medical Supplies	\$3,525.00
5. Port-a-Potties	\$5,500.00
6. Re-conditioning (FB/HK)	\$15,000.00
7. Sport Banquets, banners and awards	\$4,500.00
8. Professional development	\$5,000.00
9. Weight room supplies and repairs	\$4,000.00
10. Game Day Operations/Supplies/Repairs	\$19,500.00

TOTAL: \$161,050

Projected gate receipts for 2018-2019 school year

FALL SEASON

Varsity football	\$13,500.00
JV football	\$800.00
Freshmen football	\$1000.00
Varsity and JV volleyball	\$1,700.00
Varsity boys soccer	\$1,000.00
Varsity girls soccer	\$1,100.00
Fall middle school sports	\$900.00

WINTER SEASON

Varsity and JV boys basketball	\$15,500.00
Varsity and JV girls basketball	\$2,700.00
Wrestling	\$400.00
Ice Hockey	\$800.00
Winter middle school sports	<u>\$2,500.00</u>

TOTAL PROJECTED REVENUE \$41,900.00

TOTAL EXPENDITURES	\$161,050
PROJECTED GATE RECEIPTS FOR 2018-2019	<u>\$41,900</u>
NECESSARY FUNDS NEEDED	\$119,150

COST TO RUN HOME HS AND MS SPORTING EVENTS

VFB -	\$1,605.00	x	4	=	\$6,420.00
JVFB -	\$400.00	x	5	=	\$2,000.00
FFB -	\$390.00	x	4	=	\$1,560.00
VSC (B&G)-	\$400.00	x	15	=	\$6,000.00
V&JVVB -	\$540.00	x	11	=	\$5,940.00
BBK -	\$1,415.00	x	10	=	\$14,150.00
GBK -	\$760.00	x	12	=	\$9,120.00
IH -	\$490.00	x	6	=	\$2,940.00
WR -	\$620.00	x	1	=	\$620.00
VBB-	\$110.00	x	12	=	\$1,320.00
JV&FBB -	\$120.00	x	12	=	\$1,440.00
VSB-	\$110	x	12	=	\$1,320.00
JVSB -	\$60.00	x	12	=	\$720.00
M.S. FALL				=	\$7,500.00
M.S. WINTER				=	\$8,900.00
M.S. SPRING				=	\$1,500.00

TOTAL: \$71,450.00

1) INDIVIDUAL SPORT TOURNAMENT FEES (HS/MS)

XC-	\$200.00	x	7	=	\$1,400.00
HK-	\$700.00	x	1	=	\$700.00
WR-	\$300.00	x	5	=	\$1,500.00
BW-	\$150.00	x	2	=	\$300.00
TF-	\$200.00	x	5	=	\$1,000.00
TN-	\$150.00	x	1	=	\$150.00
Middle School league dues				=	\$2,500.00
Middle School tournament fees				=	\$1,000.00
Fall assignor's fee					\$800
Winter assignor's fee					\$1,500
Spring assignor's fee					\$600
Hudl viewing and film exchange					\$1,400
Metroparks cross country permits					\$150
HS and MS AD email list serves					\$75
TOTAL:					\$13,075.00

2) Uniforms (new sets) replacement plan

2014-2015

Football home jerseys 80
Football away jerseys 80
Football gold pants 80
Boys and girls track warm-ups 70
MS cheerleading 15
MS boys cross country uniforms 20
MS girls cross country uniforms 20
MS girls basketball warmup tops 15
MS boys basketball warmup tops 15

2015-2016

Girls soccer home tops and bottoms 30
Girls soccer away tops and bottoms 30
Basketball cheerleading 12
Football blue pants 80
Baseball gray pants 20
Baseball white tops 20
MS softball uniforms 20
MS wrestling warmup tops 25
MS girls soccer home and away uniforms 25
MS boys soccer home and away uniforms 25

2016-2017

Girls basketball home tops and bottoms 12
Girls basketball away tops and bottoms 12
Girls basketball warm-ups 15
Wrestling warm-ups 25
Baseball blue tops 20
MS baseball uniforms 20

2017-2018

Boys and girls cross country tops and bottoms 22
Boys soccer home tops and bottoms 30
Boys soccer away tops and bottoms 30
Boys basketball uniforms home and away 18 each
Wrestling singlets 30
Baseball gray/white pants 20
Softball tops and bottoms 30
Boys track uniforms 40

Girls track uniforms 40
MS wrestling singlets 30
MS football home tops 40
MS football away tops 40

2018-2019

Football cheerleading 14
Girls soccer uniforms 25
Volleyball uniforms 20
Wrestling shorts 30
Baseball tops 20
Track warmups 60
MS wrestling singlets 30
MS girls basketball uniforms 20
MS boys basketball uniforms 20

2019-2020

MS cheerleading uniforms 20
MS girls basketball warmup tops 15
MS boys basketball warmup tops 15

2020-2021

Football home tops 80
Football gold pants 80

*The uniform replacement plan is subject to change based on immediate needs. Most years teams are able to push the uniform purchase back to the following year. Individual replacement uniforms are purchased through the general athletic funds.

COST PER SPORTING EVENT EXPENSES 2017-2018

FALL SPORTS

A. <u>Football (HS/MS)</u>	V	JV	F	MS
1. Gameworkers				
a. Tick Sellers	1@65 1@45	1@40	1@40	n/a
b. Tick Takers	1@60 1@50	n/a	n/a	n/a
c. Announcer	1@50	n/a	n/a	n/a
d. Clock	1@50	1@40	1@35	n/a
e. Statistician	1@50	n/a	n/a	n/a
f. Film	1@50	n/a	n/a	n/a
g. xtra seller	1@40	n/a	n/a	n/a
h. xtra taker	1@40	n/a	n/a	n/a
i. Event Mgr	2@50	1@40	1@35	n/a
TOTALS:	(600)	(120)	(110)	
2. Security	V	JV	F	MS
a. Regular	4@120	1@120	1@120	n/a
b. Auxiliary	2@100	n/a	n/a	1@80
TOTALS:	(680)	(120)	(120)	(80)
3. Officials	V	JV	F	MS
	5@65	4@40	4@40	3@35
TOTALS:	(325)	(160)	(160)	(105)
TOTAL PER HOME EVENT:	(1,605)	(400)	(390)	(185)

B. <u>Soccer (HS/MS)</u>	V	JV	MS
1. Gameworkers			
a. Tick Sell/Tak	1@40	n/a	
b. Clock	1@50	1@35	
c. Event Mgr.	1@50	1@35	1@35
TOTALS	(140)	(70)	
2. Security	V and JV		
a. Regular	1@120	1@100	
TOTALS	(120)		

3. Officials	V	V-B (JV)	
a. Head Ref	1@60	2@40	2@35
b. side ref	2@40		
TOTALS	(140)	(80)	

TOTAL PER HOME EVENT: (400) (250)

C. <u>Volleyball (HS/MS)</u>	V	JV	F	MS (7/8)
1. Gameworkers				
a. Tick Sell/Tak	1@40			1@35
b. Clock	1@30	1@25	1@20	1@40/60 C&S
c. Scorer	1@40			1@40/60 C&S
d. Event Mgr.	1@30	1@25	1@20	1@40
e. Line Judge	2@50	25		n/a
TOTALS	(240)	(75)	(40)	
2. Security	V	JV	F	MS (7/8)
a. Regular	1@120			n/a
3. Officials	2@80	40		1@45
<u>TOTAL PER HOME EVENT: (540)</u>				<u>(200)</u>

WINTER SPORTS

A. <u>Boys' BBK (HS/MS)</u>	V	JV	F	MS
1. Gameworkers	(TRIPLE HEADERS)			
a. Tick Sell	1@50			1@35
b. Tick Mgr	1@60			
b. Tick Taker	2@35			n/a
c. Event Mgr	2@50	1@70		1@40
d. Scorer	1@75			1@40/60 C&S
e. Clock	1@75 (20/25/30)			1@40/60 C&S
f. Announcer	1@50			n/a
TOTALS:	(550)			(155)
2. Security	V	JV	F	MS
a. Regular	3@120			
b. Auxiliary	2@100			1@100
TOTALS:	(560)			(72)
3. Officials	V	JV	F	MS
	3@60	2@45	2@35	2@60
TOTALS	(180)	(90)	(70)	
4. Away games	Scorer 1@75 Event Manager 1@50			
TOTALS	(125)			
TOTAL PER HOME EVENT:	(1,415) TRIPLE HEADER			(347)

B. <u>Girls' BBK (HS/MS)</u>	V	JV		MS
1. Gameworkers				
a. Tick Sell/Tak	1@50			1@35
b. Event Mgr	1@50			1@40
c. Scorer	1@55			1@40/60 C&S
d. Clock	1@55			1@40/60 C&S
e. Announcer	1@50			
TOTAL:	(260)			(155)
2. Security	V	JV		MS
a. Regular	1@120			
b. Auxiliary	1@100			1@72
TOTALS	(220)			
3. Officials	V	JV		MS
	3@60	2@45		2@60
TOTALS	(180)	(90)		(120)
4. Away Games	JV/V – Scorer 1@50 EM 1@50			
TOTAL PER HOME EVENT:	(760 – V/JV)			(347)

C. <u>Wrestling (HS/MS)</u>	V	JV	MS
1. Gameworkers			
a. Tick Sell/Tak	1@50		1@35
b. Event Mgr	1@50		1@40
c. Clock	2@40		1@40
TOTAL:	(180)		(140)
2. Security	V	JV	MS
a. Regular	1@120		
b. Auxiliary	1@80		
TOTALS	(200)		
3. Officials	V	JV	MS
	1@60 Dual		1@40
	2@120 Tri		
TOTALS	(240)		
<u>TOTAL PER EVENT:</u>	<u>(Tri-620)</u>		<u>(245)</u>

D. <u>Ice Hockey (HS)</u>	Vonly
1. Gameworkers	
a. Tick Sell	1@50
b. Tick Taker	1@35
c. Ev Mgr/Film	1@50
d. Penalty Box	1@35
TOTAL:	(170)
2. Security	
a. Regular	1@120
3. Officials	<u>2@75.00</u>
4. Away EM	1@50

TOTAL PER EVENT: (490.00)

SPRING SPORTS

A. <u>Baseball (HS/MS)</u>	V	JV	F	MS
1. Umpire Fees	2@55	1@60	1@60	1@50
B. <u>Softball (HS/MS)</u>	V	JV		MS
1. Umpire Fees	2@55	1@60		1@50

11) GAME DAY OPERATIONS

552	soccer socks boys and girls (\$12)
83	1 track discus
32	1 track shot
450	100 pairs navy socks – HS and MS baseball and softball
375	15 replacement MS/HS baseball pant (\$25)
105	baseball and softball scorebooks
255	tennis competition shirts
597	3 team baseball bats
245	1 team softball bat
1,541	baseball hats
576	baseball game balls (6x96)
468	softball game balls (6x78)
42	event staff contracts
300	replacement JV basketball shorts (15)
288	hockey socks (24 pair)
360	wrestling headgear (10)
2,552	8 new football helmets (\$319)
544	16 replacement football practice pants
270	12 replacement girdles
70	7 basketball scorebooks
50	2 wrestling scorebooks
69	3 sets basketball nets
780	60 practice basketball jerseys
272	17 wrestling knee pads
1,123	girls and boys basketball game balls (\$51.50)
556	4 cases wrestling mat tape (\$139)
141	soccer practice jerseys
225	3 attendance policy signs
58	P2P envelopes
288	volleyball game shorts
144	12 pom poms
90	5 volleyball scorebooks
200	200 mouth pieces
789	8 replacement football jerseys
380	10 game volleyballs
136	volleyball net antenna
300	100 football practice belts
2,400	30 game footballs (\$80)
1,260	6 replacement shoulder pads (\$210)

TOTAL \$18,966

GENERAL ATHLETIC EQUIPMENT/REPAIRS/SUPPLIES

- ALL SPORTS – athletic website, high rise camera, coaching shirts, water bottles, coolers, water jugs, office supplies, gym and field banners, barrier covers, cones, agility and training equipment, gym CD player and receiver, flags, team run through, portable and mounted scoreboards, replacement uniforms, meeting refreshments
- FOOTBALL – practice jerseys, practice pants, mouth pieces, replacement helmets and pads, belts, sideline numbers, down markers, goal post pads, girdles, game balls, equipment bags, practice equipment, travel bags, MS practice equipment
- GOLF - golf course fees
- VOLLEYBALL – scorebooks, game balls, net antenna, nets, ball carts
- SOCCER – home and away game socks, corner flags, game balls, practice balls, portable goals, soccer goals, nets, travel bags, MS practice equipment
- BASKETBALL – game balls, practice balls, practice jerseys, shooting machine, practice dummies, sideline chairs, scorebooks, MS practice equipment
- WRESTLING – mat tape, mat cleaner, head gear, knee pads, scorebooks, scale, weight assessments, wrestling mats
- HOCKEY - replacement pads, hockey pucks, game socks, travel bags
- BASEBALL – indoor balls, game balls, practice balls, team bats, team hats, scorebooks, practice equipment
- SOFTBALL – indoor balls, game balls, scorebooks, practice equipment, indoor bases, pitching machine, team bats
- TRACK AND FIELD – replacement spikes, spike wrenches, shot put, discus, batons, indoor hurdles, starting blocks, field pant, measuring wheel

Major Future purchases when the budget dictates

New covers for the barrier dividers

Record boards

Basketball shooting machine

Employee Leaves

<i>Last</i>	<i>First</i>	<i>Bldg</i>	<i>Type</i>	<i>Date Out</i>	<i>Date Back</i>	<i>Notes</i>
Angello	Carolyn	Cert-EW	Intermittent Medical LOA	12/9/2018	12/8/2019	Intermittent Medical LOA (FMLA)
Gehring	James	Cert-EW	Paid Admin LOA	11/30/2018	12/11/2018	Paid Administrative LOA
Harris	Mary	Admin-EW	Medical LOA	12/12/2018	6-8 weeks	Medical LOA (FMLA)
Majors	Dawn	Cert-MS	Intermittent Medical LOA	11/12/2018	11/11/2019	Intermittent Medical LOA (FMLA)
Merda	Paul	Cert-HS	Intermittent Medical LOA	11/21/2018	11/20/2019	Intermittent Medical LOA (FMLA)
Pullen	Amy	Cert-EW	Intermittent Medical LOA	12/4/2018	12/3/2019	Intermittent Medical LOA for Family Member (FMLA)
Ramos	Nicole	Cert-MS	Maternity LOA	3/13/2019	August, 2019	Maternity LOA (FMLA)
Sauer	Christopher	Admin-MS	Intermittent Medical LOA	11/15/2018	11/14/2019	Intermittent Medical LOA for Family Member (FMLA)
Sauer	Kelly	Cert-LC	Intermittent Medical LOA	11/15/2018	11/14/2019	Intermittent Medical LOA for Family Member
Skerl	Lisa	Cert-MS	Intermittent Medical LOA	11/21/2018	11/20/2019	Intermittent Medical LOA (FMLA)
Warren	Melanie	Cert-HS	Medical LOA	12/19/2018	1/9/2019	Medical LOA

AUTHORIZED SIGNATURES
(Use of Facsimile Signatures)

~~The Treasurer's signature is used on checks, drafts, warrant checks, vouchers and other orders on public funds deposited in designated depositories.~~

The Treasurer authorizes ~~these~~ designated depositories to honor any instrument bearing ~~the Treasurer's~~ **an authorized** facsimile signature in a form as he/she may designate and to charge the same to the account as fully as though it bore a manually written signature.

A facsimile signature includes, but is not limited to, the reproduction of any authorized signature by a copper plate or a photographic, photostatic or mechanical device. **Written notice of the adoption of a facsimile signature is provided to the depositories. The notice includes a description of the device to be used and a sample of the facsimile signature. Written approval must be received from the depository before the facsimile signature can be used.** ~~The Treasurer must notify the designated depositories, in writing, a description of the device used to produce the facsimile signature and a sample of the signature.~~

The Board purchases a surety bond to protect the loss of any public funds.

[Adoption date:]

LEGAL REFS.: ORC 9.10 through 9.12; 9.14
1306.06

THIS IS A REQUIRED POLICY

STAFF-STUDENT RELATIONS

The relationship between the District's staff and students must be one of cooperation, understanding and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity.

Staff members should strive to secure individual and group discipline, and should be treated with respect by students at all times. By the same token, staff members should extend to students the same respect and courtesy that they, as staff members, have a right to demand.

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Excessive informal and/or social involvement with students is prohibited. Such conduct is not compatible with professional ethics and, as such, will not be tolerated.

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines.

1. Staff members shall not make derogatory comments to students regarding the school, its staff and/or other students.
2. The exchange of purchased gifts between staff members and students is discouraged.
3. Staff-sponsored parties at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.
4. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
5. Staff members shall not associate with students at any time in any situation or activity that could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
6. Dating between staff members and students is prohibited.
7. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
8. Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
9. Staff members shall not send students on personal errands.

10. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
11. Staff members shall not attempt to diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance.
12. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.

(Permissive language)

Social Media Networking Websites

1. District staff ~~who have a presence on social networking websites~~ are prohibited from posting data, documents, photographs or inappropriate information on any ~~website~~ **social media platform** that might result in a disruption of classroom activity **or that violates State or Federal law relating to staff and student privacy**. The Superintendent/designee has full discretion in determining when a disruption of classroom activity has occurred.
2. District staff are prohibited from providing personal social ~~networking website~~ **media** passwords to students.
3. Fraternalization between District staff and students via the internet, personal email accounts, **text messaging**, personal social ~~networking websites~~ **media** and other modes of virtual technology is also prohibited.
4. Access of personal social ~~networking websites~~ **media** during school hours is prohibited.

Violation of the prohibitions listed above will result in staff and/or student discipline in accordance with State law, Board policies and regulations, the staff and student codes of conduct and handbooks and/or staff negotiated agreements. Nothing in this policy prohibits District staff and students from the use of education websites and/or use of social ~~networking websites~~ **media** created for curricular, cocurricular or extracurricular purposes.

[Adoption date:]

File: GBH (Also JM)

LEGAL REF.: ORC 3313.20

CROSS REFS.: GBC, Staff Ethics
GBCA, Staff Conflict of Interest
GBCB, Staff Conduct
GBI, Staff Gifts and Solicitations
IIBH, District Websites
JFC, Student Conduct (Zero Tolerance)
JG, Student Discipline
JHF, Student Safety
JHG, Reporting Child Abuse
JL, Student Gifts and Solicitations
JO, Student Records
KBA, Public's Right to Know
Staff Handbooks
Student Handbooks

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

NOTE: The success or failure of the instructional program is influenced heavily upon the relationship between staff and students. Boards are encouraged to use this policy as a tool in which to set the parameters for the relationship between staff and students. Specific provisions may be added, modified or removed.

*The popularity of social ~~networking websites~~ **media** is yet another concern for districts. These sites add another layer of responsibility and accountability to the relationship between staff and students. The language suggested in this section is permissive, meaning that boards may or may not choose to include this language in the policy.*

NOTIFICATION ABOUT SEX OFFENDERS

~~Megan's State Law~~ requires certain ~~sexual predators and~~ sex offenders to register with the sheriff in ~~the county of their residence~~ **accordance with law**. In some circumstances the sheriff notifies the Superintendent that a ~~sexual predator or habitual sex offender~~ **sex offender subject to community notification** ~~has moved into the area~~ **is residing, employed or attending school within the geographical region of the District**.

If the Superintendent receives information from the sheriff concerning a ~~sexual predator or habitual~~ sex offender subject to community notification, the Superintendent disseminates the information regarding the ~~sexual predator or habitual~~ sex offender **subject to community notification** to employees whose duties include supervision of or responsibility for students. Employees who receive the information are instructed to promptly notify the Superintendent if the ~~sexual predator or habitual~~ sex offender **subject to community notification** is observed in the vicinity of the school. The Superintendent notifies the local law enforcement agency if, in the judgment of the Superintendent, the presence of the ~~sexual predator or habitual~~ sex offender **subject to community notification** appears to be without a legitimate purpose or otherwise creates concern for the safety of the students. ~~The law enforcement agency evaluates the situation and takes whatever action it deems appropriate. The law enforcement agency informs the Superintendent of any action taken and may provide advice regarding any additional action that the Superintendent should consider taking.~~

If the Superintendent receives information from the sheriff concerning a ~~sexual predator or habitual~~ sex offender subject to community notification, the Superintendent may inform parents, guardians and adult students that he/she has received notice that a ~~sexual predator or habitual~~ sex offender **subject to community notification** is residing, **employed or attending school** within the **geographical region of the District** and that certain information concerning the offender is public record and is open to inspection at the office of the sheriff with whom the offender has registered.

~~With juvenile sex offenders, the Superintendent's notification duties are the same as with adult offenders. The Superintendent provides a copy of the county sheriff's sexual offender notice to his/her staff so that they are aware of the juvenile offender's information and photograph. The Superintendent must then notify parents that the school has received notice that a juvenile sex offender is attending school (or if an adult offender, working or attending school) in the District, and direct parents who want more information to the county sheriff's office.~~

If the Superintendent receives information from the sheriff concerning a ~~sexual predator or habitual~~ sex offender subject to community notification, he/she shall not release any other information and shall direct any inquiries to the office of the sheriff with whom the offender has registered.

File: JHH

[Adoption date:]

LEGAL REFS.: 42 USC 14071
 ORC 149.43
 2151.355
 2152.83; 2152.84
 Chapter 2950
 OAC 109:5-2

CROSS REFS.: GBQ, Criminal Records Check
 JO, Student Records

NOTE: THIS IS A REQUIRED POLICY

STAFF-STUDENT RELATIONS

The relationship between the District's staff and students must be one of cooperation, understanding and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity.

Staff members should strive to secure individual and group discipline, and should be treated with respect by students at all times. By the same token, staff members should extend to students the same respect and courtesy that they, as staff members, have a right to demand.

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Excessive informal and/or social involvement with students is prohibited. Such conduct is not compatible with professional ethics and, as such, will not be tolerated.

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines.

1. Staff members shall not make derogatory comments to students regarding the school, its staff and/or other students.
2. The exchange of purchased gifts between staff members and students is discouraged.
3. Staff-sponsored parties at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.
4. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
5. Staff members shall not associate with students at any time in any situation or activity that could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
6. Dating between staff members and students is prohibited.
7. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
8. Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
9. Staff members shall not send students on personal errands.

File: JM (Also GBH)

10. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
11. Staff members shall not attempt to diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance.
12. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.

(Permissive language)

Social Media Networking Websites

1. District staff ~~who have a presence on social networking websites~~ are prohibited from posting data, documents, photographs or inappropriate information on any ~~website~~ **social media platform** that might result in a disruption of classroom activity **or that violates State or Federal law relating to staff and student privacy**. The Superintendent/designee has full discretion in determining when a disruption of classroom activity has occurred.
2. District staff are prohibited from providing personal social ~~networking website~~ **media** passwords to students.
3. Fraternalization between District staff and students via the internet, personal email accounts, **text messaging**, personal social ~~networking websites~~ **media** and other modes of virtual technology is also prohibited.
4. Access of personal social ~~networking websites~~ **media** during school hours is prohibited.

Violation of the prohibitions listed above will result in staff and/or student discipline in accordance with State law, Board policies and regulations, the staff and student codes of conduct and handbooks and/or staff negotiated agreements. Nothing in this policy prohibits District staff and students from the use of education websites and/or use of social ~~networking websites~~ **media** created for curricular, cocurricular or extracurricular purposes.

[Adoption date:]

File: JM (Also GBH)

LEGAL REF.: ORC 3313.20

CROSS REFS.: GBC, Staff Ethics
GBCA, Staff Conflict of Interest
GBCB, Staff Conduct
GBI, Staff Gifts and Solicitations
IIBH, District Websites
JFC, Student Conduct (Zero Tolerance)
JG, Student Discipline
JHF, Student Safety
JHG, Reporting Child Abuse
JL, Student Gifts and Solicitations
JO, Student Records
KBA, Public's Right to Know
Staff Handbooks
Student Handbooks

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

NOTE: The success or failure of the instructional program is influenced heavily upon the relationship between staff and students. Boards are encouraged to use this policy as a tool in which to set the parameters for the relationship between staff and students. Specific provisions may be added, modified or removed.

*The popularity of social ~~networking websites~~ **media** is yet another concern for districts. These sites add another layer of responsibility and accountability to the relationship between staff and students. The language suggested in this section is permissive, meaning that boards may or may not choose to include this language in the policy.*

STAFF HEALTH AND SAFETY

Through its overall safety program and various policies pertaining to school personnel, the Board attempts to ensure the safety of employees during their working hours and assist them in the maintenance of good health.

All employees are expected to observe commonly recognized practices that promote the health and safety of school personnel.

Bus drivers will have an annual physical examination in compliance with State law. The results of all such examinations are filed with the Superintendent.

Employees who are required by State or Federal law to have respiratory protection are required to have two physical examinations. The first examination must take place prior to the individual's wearing a respirator. The second examination must take place after the individual's exposure to any hazardous material (within 30 days if it is a one-time exposure, and at least annually if it is ongoing exposure).

The Board may require an individual examination of an employee whenever, in its judgment, it is necessary to protect the health and safety of students or other employees. Whenever the Board requires an employee to submit to a physical examination other than those required by law, the Board assumes the cost of the examination. All health examinations required of employees are made by one of the physicians approved for this purpose by the Board.

Any genetic information acquired as a result of individual examinations will be handled in accordance with Federal law.

Workers' Compensation

In case of injury while pursuing duties in keeping with the employee's contract, the employee may be eligible for payment of medical expenses under the Workers' Compensation Act of Ohio.

Any employee who is injured while at work should immediately report such injury to the central office and request the necessary forms to make application for payment under this act.

The injured employee may be requested to undergo chemical testing, as established by law and administrative regulation. The employee must prove that the injury was not proximately caused by the employee being intoxicated, under the influence of a controlled substance not prescribed by the employee's physician or under the influence of marihuana (marijuana). The results of, or the employee's refusal to submit to, any of the requested chemical tests may affect the employee's eligibility to receive workers' compensation benefits.

[Adoption date:]

LEGAL REFS.: Asbestos School Hazard Abatement Act; 20 USC 4011 et seq.
Asbestos Hazard Emergency Response Act; 15 USC 2641 et seq.
Comprehensive Environmental Response, Compensation and Liability Act;
42 USC 9601 et seq.
Genetic Information Nondiscrimination Act of 2008; 42 USC 2000ff et seq.
ORC 3313.643; 3313.71; 3313.711
3327.10
4113.23
4123.01 et seq.
4123.35
4123.54

CROSS REFS.: EB, Safety Program
EBBC, Bloodborne Pathogens
EEACD, Drug Testing for District Personnel Required to Hold a
Commercial Driver's License
GBCB, Staff Conduct
GBP, Drug-Free Workplace
GBQ, Criminal Records Check
GCBC, Professional Staff Fringe Benefits
GDDB, Support Staff Fringe Benefits
Staff Handbooks

NOTE: This category is for statements on staff physical and mental health examination requirements, the board's commitment to assisting employees in the maintenance of good health, its concern with occupational safety and so on.

Language regarding the handling of genetic information has been added in compliance with the Genetic Information Nondiscrimination Act of 2008. Additional language should be added to all medical request forms and is available upon request.

Observe the cross-references. Health insurance plans for employees are properly coded under Fringe Benefits for the appropriate category of staff.

File: GBE

House Bill (HB) 523 (2016) created a medical marijuana program. The medical marijuana program is primarily outlined in Ohio Revised Code (RC) Chapter 3796. Under this chapter marijuana means marihuana as defined in RC 3719.01. HB 523 also updated the workers' compensation drug testing provisions and here the terminology used is "marihuana."

THIS IS A REQUIRED POLICY

STAFF HEALTH AND SAFETY

Workers' Compensation Benefits Eligibility – Chemical Testing

Under Ohio's Workers' Compensation Law, every employee who is injured in the course of employment is entitled to benefits, if necessary, to compensate him/her for lost work time, payment for medical, nursing and hospital services, medicines and funeral expenses, unless the injury was proximately caused by the employee being intoxicated, under the influence of a controlled substance not prescribed by the employee's physician or under the influence of marihuana (marijuana).

Testing Procedures

An injury is deemed to have been proximately caused by the employee being intoxicated or under the influence of a controlled substance not prescribed by the employee's physician or under the influence of marihuana (marijuana) if any of the following apply.

1. Within eight hours of the injury, the employee's blood alcohol level tests equal to or greater than .08%*.
2. Within eight hours of the injury, the employee's breath alcohol level tests equal to or greater than .08g/210L*.
3. Within eight hours of the injury, the employee's urine alcohol level tests equal to or greater than .11g/100 ml*.
4. Within 32 hours of the injury, the employee tests above both the following levels established for an enzyme multiplied immunoassay technique (EMIT) screening test and above the following levels established for a gas chromatography/mass spectrometry test, or in the alternative, above the levels established for a gas chromatography/mass spectrometry (GC/MS) test alone as follows, for substances not prescribed by a physician or marihuana (marijuana):
 - A. for amphetamines, 1000 ng/ml of urine for the EMIT test and 500 ng/ml of urine for the GC/MS test;
 - B. for cannabinoids, 50 ng/ml of urine for the EMIT test and 15 ng/ml of urine for the GC/MS test;
 - C. for cocaine, including crack cocaine, 300 ng/ml of urine for the EMIT test and 150 ng/ml of urine for the GC/MS test;
 - D. for opiates, 2000 ng/ml of urine for the EMIT test and 2000 ng/ml of urine for the GC/MS test and

- E. for phencyclidine, 25 ng/ml of urine for the EMIT test and 25 ng/ml of urine for the GC/MS test.
- 5. The employee, through a chemical test administered within 32 hours of the injury, is determined to have barbiturates, benzodiazepines, methadone or propoxyphene in the employee's system that tests above levels established by laboratories certified by the U.S. Department of Health and Human Services (HHS).
- 6. The employee refuses to submit to a requested chemical test.

Legal Protections

All testing will be conducted by a qualified, federally certified testing laboratory or a laboratory that meets or exceeds HHS standards for laboratory certification selected by the Board, and any positive test result will be confirmed by a medical review officer.

Confidentiality

All test results will remain confidential as between the employee, the Board and the Bureau of Workers' Compensation.

*This represents the minimum testing level used to establish intoxication under current State law prohibiting the operation of a motor vehicle while intoxicated, otherwise known as the State "OMVI" law.

(Approval date:)

THIS IS A REQUIRED REGULATION

DRUG-FREE WORKPLACE

The Board endeavors to provide a safe workplace for all employees, realizing that the use/abuse of drugs and alcohol can endanger the health, safety and well-being of the nonuser, as well as the user.

Because of the Board's commitment to provide a safe workplace, no employee shall unlawfully manufacture, distribute, dispense, possess or use any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol or any other controlled substance, as defined in State and/or Federal law, in the workplace. The Board also prohibits the use and possession of legally acquired medical marijuana in the workplace.

"Workplace" is the site for the performance of any work done in connection with the District. The workplace includes any District building, property, vehicles or Board-approved vehicle used to transport students to and from school or school activities (at other sites off District property) or any school-sponsored or District activity, event or function, such as a field trip or athletic event in which students are under the jurisdiction of District authorities.

As a condition of employment, each employee shall notify his/her supervisor, in writing, of his/her conviction of any criminal drug statute for a violation occurring in the workplace as defined above, not later than five days after such conviction.

Employees are given a copy of the standards of conduct and the statement of disciplinary sanctions and are notified that compliance with the standards of conduct is mandatory. When the District has reasonable suspicion an employee is under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol or any other controlled substance, as defined in State and/or Federal law, the employee may be subject to testing in accordance with prescribed administrative regulations, local, State and Federal law and/or the negotiated agreement and may be considered in violation of this policy. Employees who violate the policy shall be subject to disciplinary proceedings in accordance with prescribed administrative regulations, local, State and Federal law and/or the negotiated agreement, up to and including termination. Any employee in violation of this policy may be required to participate in a drug-abuse assistance or rehabilitation program approved by the Board.

All employees are provided the opportunity to participate in a drug-free awareness program to inform them of requirements, services and penalties.

A list of local drug and alcohol counseling, rehabilitation and re-entry programs and services offered in the community is made available to employees.

[Adoption date:]

File: GBP

LEGAL REFS.: Drug-Free Workplace Act of 1988; 41 USC 701 et seq.;
20 USC 3474, 1221e-3(a)(1)
Drug-Free Campus and Schools Act; 20 USC 3224(a)
ORC 3796.28
4123.01 et seq.; 4123.35; 4123.54

CROSS REFS.: EB, Safety Program
EEACD, Drug Testing for District Personnel Required to Hold a
Commercial Driver's License
GBCB, Staff Conduct
GBE, Staff Health and Safety
GBQ, Criminal Records Check
Staff Handbooks

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

NOTE: House Bill (HB) 523 (2016) created a medical marijuana program; the rules must still be adopted for implementation of the program. HB 523 allows employers to extend drug free workplace policies to include medical marijuana. Districts should review negotiated agreements when updating policies and procedures related to drug free workplaces and testing.

THIS IS A REQUIRED POLICY

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 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 and by November 30 annually reports to the Ohio Department of Education compliance with this requirement through the consolidated school mandate report. If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

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:]

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
3301.68
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

NOTE: The terminology of bullying in this policy also includes harassment and intimidation and is defined as an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. 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.

Violence within a dating relationship is also included in this prohibition against harassment, intimidation and bullying.

The Children's Internet Protection Act added a requirement that effective July 1, 2012, all school districts participating in the E-Rate program must include language in their Internet safety policy regarding the education of minors concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response and to develop an educational plan to implement the program. Helpful resources are available at OnGuardOnline.gov.

HB 116 (The Jessica Logan Act), signed by the Governor on February 2, 2012, requires districts to update Hazing and Bullying policies to include several new requirements by November 2012. The majority of language changes appear in Ohio Revised Code Section (RC) 3313.666.

Senate Bill 216 (2018) enacted RC 3301.68 requiring the Ohio Department of Education (ODE) to establish, distribute and monitor a consolidated school mandate report for school districts. Except where specifically required by law, ODE cannot require a separate report for the items included in the report. Each district must complete and file the report by November 30 annually.

The report must require each district or school to denote “yes” to indicate compliance or “no” to indicate noncompliance with the following prescribed items and to provide any other information that the department requests regarding those items:

- *Training on the use of physical restraint or seclusion on students;*
- *Training on harassment, intimidation, or bullying;*
- *Training on the use of cardiopulmonary resuscitation and an automated external defibrillator;*
- *Training on crisis prevention intervention;*
- *The establishment of a wellness committee;*
- *The reporting of a district’s or school’s compliance with nutritional standards;*
- *Screening for hearing, vision, speech and communications, and health or medical problems and for any developmental disorders of students enrolled for the first time in kindergarten or first grade and*
- *Compliance with interdistrict and intradistrict open enrollment requirements.*

If a district or school denotes “no” on any item it must provide a written explanation to the board within 30 days for why that item was not completed and a written plan of action for accurately and efficiently addressing the problem.

THIS IS A REQUIRED POLICY

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.

(Approval date:)

NOTE: THIS IS A REQUIRED REGULATION

AUTHORIZED SIGNATURES
(Use of Facsimile Signatures)

~~The Treasurer's signature is used on checks, drafts, warrant checks, vouchers and other orders on public funds deposited in designated depositories.~~

The Treasurer authorizes ~~these~~ designated depositories to honor any instrument bearing ~~the Treasurer's~~ **an authorized** facsimile signature in a form as he/she may designate and to charge the same to the account as fully as though it bore a manually written signature.

A facsimile signature includes, but is not limited to, the reproduction of any authorized signature by a copper plate or a photographic, photostatic or mechanical device. **Written notice of the adoption of a facsimile signature is provided to the depositories. The notice includes a description of the device to be used and a sample of the facsimile signature. Written approval must be received from the depository before the facsimile signature can be used.** ~~The Treasurer must notify the designated depositories, in writing, a description of the device used to produce the facsimile signature and a sample of the signature.~~

The Board purchases a surety bond to protect the loss of any public funds.

[Adoption date:]

LEGAL REFS.: ORC 9.10 through 9.12; 9.14
1306.06

THIS IS A REQUIRED POLICY

STAFF-STUDENT RELATIONS

The relationship between the District's staff and students must be one of cooperation, understanding and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity.

Staff members should strive to secure individual and group discipline, and should be treated with respect by students at all times. By the same token, staff members should extend to students the same respect and courtesy that they, as staff members, have a right to demand.

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Excessive informal and/or social involvement with students is prohibited. Such conduct is not compatible with professional ethics and, as such, will not be tolerated.

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines.

1. Staff members shall not make derogatory comments to students regarding the school, its staff and/or other students.
2. The exchange of purchased gifts between staff members and students is discouraged.
3. Staff-sponsored parties at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.
4. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
5. Staff members shall not associate with students at any time in any situation or activity that could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
6. Dating between staff members and students is prohibited.
7. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
8. Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
9. Staff members shall not send students on personal errands.

10. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
11. Staff members shall not attempt to diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance.
12. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.

(Permissive language)

Social Media Networking Websites

1. District staff ~~who have a presence on social networking websites~~ are prohibited from posting data, documents, photographs or inappropriate information on any ~~website~~ **social media platform** that might result in a disruption of classroom activity **or that violates State or Federal law relating to staff and student privacy**. The Superintendent/designee has full discretion in determining when a disruption of classroom activity has occurred.
2. District staff are prohibited from providing personal social ~~networking website~~ **media** passwords to students.
3. Fraternalization between District staff and students via the internet, personal email accounts, **text messaging**, personal social ~~networking websites~~ **media** and other modes of virtual technology is also prohibited.
4. Access of personal social ~~networking websites~~ **media** during school hours is prohibited.

Violation of the prohibitions listed above will result in staff and/or student discipline in accordance with State law, Board policies and regulations, the staff and student codes of conduct and handbooks and/or staff negotiated agreements. Nothing in this policy prohibits District staff and students from the use of education websites and/or use of social ~~networking websites~~ **media** created for curricular, cocurricular or extracurricular purposes.

[Adoption date:]

LEGAL REF.: ORC 3313.20

CROSS REFS.: GBC, Staff Ethics
GBCA, Staff Conflict of Interest
GBCB, Staff Conduct
GBI, Staff Gifts and Solicitations
IIBH, District Websites
JFC, Student Conduct (Zero Tolerance)
JG, Student Discipline
JHF, Student Safety
JHG, Reporting Child Abuse
JL, Student Gifts and Solicitations
JO, Student Records
KBA, Public's Right to Know
Staff Handbooks
Student Handbooks

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

NOTE: The success or failure of the instructional program is influenced heavily upon the relationship between staff and students. Boards are encouraged to use this policy as a tool in which to set the parameters for the relationship between staff and students. Specific provisions may be added, modified or removed.

*The popularity of social ~~networking websites~~ **media** is yet another concern for districts. These sites add another layer of responsibility and accountability to the relationship between staff and students. The language suggested in this section is permissive, meaning that boards may or may not choose to include this language in the policy.*

NOTIFICATION ABOUT SEX OFFENDERS

~~Megan's State Law~~ requires certain ~~sexual predators and~~ sex offenders to register with the sheriff in ~~the county of their residence~~ **accordance with law**. In some circumstances the sheriff notifies the Superintendent that a ~~sexual predator or habitual sex offender~~ **sex offender subject to community notification** ~~has moved into the area~~ **is residing, employed or attending school within the geographical region of the District**.

If the Superintendent receives information from the sheriff concerning a ~~sexual predator or habitual~~ sex offender subject to community notification, the Superintendent disseminates the information regarding the ~~sexual predator or habitual~~ sex offender **subject to community notification** to employees whose duties include supervision of or responsibility for students. Employees who receive the information are instructed to promptly notify the Superintendent if the ~~sexual predator or habitual~~ sex offender **subject to community notification** is observed in the vicinity of the school. The Superintendent notifies the local law enforcement agency if, in the judgment of the Superintendent, the presence of the ~~sexual predator or habitual~~ sex offender **subject to community notification** appears to be without a legitimate purpose or otherwise creates concern for the safety of the students. ~~The law enforcement agency evaluates the situation and takes whatever action it deems appropriate. The law enforcement agency informs the Superintendent of any action taken and may provide advice regarding any additional action that the Superintendent should consider taking.~~

If the Superintendent receives information from the sheriff concerning a ~~sexual predator or habitual~~ sex offender subject to community notification, the Superintendent may inform parents, guardians and adult students that he/she has received notice that a ~~sexual predator or habitual~~ sex offender **subject to community notification** is residing, **employed or attending school** within the **geographical region of the District** and that certain information concerning the offender is public record and is open to inspection at the office of the sheriff with whom the offender has registered.

~~With juvenile sex offenders, the Superintendent's notification duties are the same as with adult offenders. The Superintendent provides a copy of the county sheriff's sexual offender notice to his/her staff so that they are aware of the juvenile offender's information and photograph. The Superintendent must then notify parents that the school has received notice that a juvenile sex offender is attending school (or if an adult offender, working or attending school) in the District, and direct parents who want more information to the county sheriff's office.~~

If the Superintendent receives information from the sheriff concerning a ~~sexual predator or habitual~~ sex offender subject to community notification, he/she shall not release any other information and shall direct any inquiries to the office of the sheriff with whom the offender has registered.

File: JHH

[Adoption date:]

LEGAL REFS.: 42 USC 14071
 ORC 149.43
 2151.355
 2152.83; 2152.84
 Chapter 2950
 OAC 109:5-2

CROSS REFS.: GBQ, Criminal Records Check
 JO, Student Records

NOTE: THIS IS A REQUIRED POLICY

STAFF-STUDENT RELATIONS

The relationship between the District's staff and students must be one of cooperation, understanding and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity.

Staff members should strive to secure individual and group discipline, and should be treated with respect by students at all times. By the same token, staff members should extend to students the same respect and courtesy that they, as staff members, have a right to demand.

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Excessive informal and/or social involvement with students is prohibited. Such conduct is not compatible with professional ethics and, as such, will not be tolerated.

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines.

1. Staff members shall not make derogatory comments to students regarding the school, its staff and/or other students.
2. The exchange of purchased gifts between staff members and students is discouraged.
3. Staff-sponsored parties at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.
4. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
5. Staff members shall not associate with students at any time in any situation or activity that could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
6. Dating between staff members and students is prohibited.
7. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
8. Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
9. Staff members shall not send students on personal errands.

File: JM (Also GBH)

10. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
11. Staff members shall not attempt to diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance.
12. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.

(Permissive language)

Social Media Networking Websites

1. District staff ~~who have a presence on social networking websites~~ are prohibited from posting data, documents, photographs or inappropriate information on any ~~website~~ **social media platform** that might result in a disruption of classroom activity **or that violates State or Federal law relating to staff and student privacy**. The Superintendent/designee has full discretion in determining when a disruption of classroom activity has occurred.
2. District staff are prohibited from providing personal social ~~networking website~~ **media** passwords to students.
3. Fraternalization between District staff and students via the internet, personal email accounts, **text messaging**, personal social ~~networking websites~~ **media** and other modes of virtual technology is also prohibited.
4. Access of personal social ~~networking websites~~ **media** during school hours is prohibited.

Violation of the prohibitions listed above will result in staff and/or student discipline in accordance with State law, Board policies and regulations, the staff and student codes of conduct and handbooks and/or staff negotiated agreements. Nothing in this policy prohibits District staff and students from the use of education websites and/or use of social ~~networking websites~~ **media** created for curricular, cocurricular or extracurricular purposes.

[Adoption date:]

File: JM (Also GBH)

LEGAL REF.: ORC 3313.20

CROSS REFS.: GBC, Staff Ethics
GBCA, Staff Conflict of Interest
GBCB, Staff Conduct
GBI, Staff Gifts and Solicitations
IIBH, District Websites
JFC, Student Conduct (Zero Tolerance)
JG, Student Discipline
JHF, Student Safety
JHG, Reporting Child Abuse
JL, Student Gifts and Solicitations
JO, Student Records
KBA, Public's Right to Know
Staff Handbooks
Student Handbooks

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

NOTE: The success or failure of the instructional program is influenced heavily upon the relationship between staff and students. Boards are encouraged to use this policy as a tool in which to set the parameters for the relationship between staff and students. Specific provisions may be added, modified or removed.

*The popularity of social ~~networking websites~~ **media** is yet another concern for districts. These sites add another layer of responsibility and accountability to the relationship between staff and students. The language suggested in this section is permissive, meaning that boards may or may not choose to include this language in the policy.*

STAFF HEALTH AND SAFETY

Through its overall safety program and various policies pertaining to school personnel, the Board attempts to ensure the safety of employees during their working hours and assist them in the maintenance of good health.

All employees are expected to observe commonly recognized practices that promote the health and safety of school personnel.

Bus drivers will have an annual physical examination in compliance with State law. The results of all such examinations are filed with the Superintendent.

Employees who are required by State or Federal law to have respiratory protection are required to have two physical examinations. The first examination must take place prior to the individual's wearing a respirator. The second examination must take place after the individual's exposure to any hazardous material (within 30 days if it is a one-time exposure, and at least annually if it is ongoing exposure).

The Board may require an individual examination of an employee whenever, in its judgment, it is necessary to protect the health and safety of students or other employees. Whenever the Board requires an employee to submit to a physical examination other than those required by law, the Board assumes the cost of the examination. All health examinations required of employees are made by one of the physicians approved for this purpose by the Board.

Any genetic information acquired as a result of individual examinations will be handled in accordance with Federal law.

Workers' Compensation

In case of injury while pursuing duties in keeping with the employee's contract, the employee may be eligible for payment of medical expenses under the Workers' Compensation Act of Ohio.

Any employee who is injured while at work should immediately report such injury to the central office and request the necessary forms to make application for payment under this act.

The injured employee may be requested to undergo chemical testing, as established by law and administrative regulation. The employee must prove that the injury was not proximately caused by the employee being intoxicated, under the influence of a controlled substance not prescribed by the employee's physician or under the influence of marihuana (marijuana). The results of, or the employee's refusal to submit to, any of the requested chemical tests may affect the employee's eligibility to receive workers' compensation benefits.

[Adoption date:]

LEGAL REFS.: Asbestos School Hazard Abatement Act; 20 USC 4011 et seq.
Asbestos Hazard Emergency Response Act; 15 USC 2641 et seq.
Comprehensive Environmental Response, Compensation and Liability Act;
42 USC 9601 et seq.
Genetic Information Nondiscrimination Act of 2008; 42 USC 2000ff et seq.
ORC 3313.643; 3313.71; 3313.711
3327.10
4113.23
4123.01 et seq.
4123.35
4123.54

CROSS REFS.: EB, Safety Program
EBBC, Bloodborne Pathogens
EEACD, Drug Testing for District Personnel Required to Hold a
Commercial Driver's License
GBCB, Staff Conduct
GBP, Drug-Free Workplace
GBQ, Criminal Records Check
GCBC, Professional Staff Fringe Benefits
GDDB, Support Staff Fringe Benefits
Staff Handbooks

NOTE: This category is for statements on staff physical and mental health examination requirements, the board's commitment to assisting employees in the maintenance of good health, its concern with occupational safety and so on.

Language regarding the handling of genetic information has been added in compliance with the Genetic Information Nondiscrimination Act of 2008. Additional language should be added to all medical request forms and is available upon request.

Observe the cross-references. Health insurance plans for employees are properly coded under Fringe Benefits for the appropriate category of staff.

File: GBE

House Bill (HB) 523 (2016) created a medical marijuana program. The medical marijuana program is primarily outlined in Ohio Revised Code (RC) Chapter 3796. Under this chapter marijuana means marihuana as defined in RC 3719.01. HB 523 also updated the workers' compensation drug testing provisions and here the terminology used is "marihuana."

THIS IS A REQUIRED POLICY

STAFF HEALTH AND SAFETY

Workers' Compensation Benefits Eligibility – Chemical Testing

Under Ohio's Workers' Compensation Law, every employee who is injured in the course of employment is entitled to benefits, if necessary, to compensate him/her for lost work time, payment for medical, nursing and hospital services, medicines and funeral expenses, unless the injury was proximately caused by the employee being intoxicated, under the influence of a controlled substance not prescribed by the employee's physician or under the influence of marihuana (marijuana).

Testing Procedures

An injury is deemed to have been proximately caused by the employee being intoxicated or under the influence of a controlled substance not prescribed by the employee's physician or under the influence of marihuana (marijuana) if any of the following apply.

1. Within eight hours of the injury, the employee's blood alcohol level tests equal to or greater than .08%*.
2. Within eight hours of the injury, the employee's breath alcohol level tests equal to or greater than .08g/210L*.
3. Within eight hours of the injury, the employee's urine alcohol level tests equal to or greater than .11g/100 ml*.
4. Within 32 hours of the injury, the employee tests above both the following levels established for an enzyme multiplied immunoassay technique (EMIT) screening test and above the following levels established for a gas chromatography/mass spectrometry test, or in the alternative, above the levels established for a gas chromatography/mass spectrometry (GC/MS) test alone as follows, for substances not prescribed by a physician or marihuana (marijuana):
 - A. for amphetamines, 1000 ng/ml of urine for the EMIT test and 500 ng/ml of urine for the GC/MS test;
 - B. for cannabinoids, 50 ng/ml of urine for the EMIT test and 15 ng/ml of urine for the GC/MS test;
 - C. for cocaine, including crack cocaine, 300 ng/ml of urine for the EMIT test and 150 ng/ml of urine for the GC/MS test;
 - D. for opiates, 2000 ng/ml of urine for the EMIT test and 2000 ng/ml of urine for the GC/MS test and

- E. for phencyclidine, 25 ng/ml of urine for the EMIT test and 25 ng/ml of urine for the GC/MS test.
- 5. The employee, through a chemical test administered within 32 hours of the injury, is determined to have barbiturates, benzodiazepines, methadone or propoxyphene in the employee's system that tests above levels established by laboratories certified by the U.S. Department of Health and Human Services (HHS).
- 6. The employee refuses to submit to a requested chemical test.

Legal Protections

All testing will be conducted by a qualified, federally certified testing laboratory or a laboratory that meets or exceeds HHS standards for laboratory certification selected by the Board, and any positive test result will be confirmed by a medical review officer.

Confidentiality

All test results will remain confidential as between the employee, the Board and the Bureau of Workers' Compensation.

*This represents the minimum testing level used to establish intoxication under current State law prohibiting the operation of a motor vehicle while intoxicated, otherwise known as the State "OMVI" law.

(Approval date:)

THIS IS A REQUIRED REGULATION

DRUG-FREE WORKPLACE

The Board endeavors to provide a safe workplace for all employees, realizing that the use/abuse of drugs and alcohol can endanger the health, safety and well-being of the nonuser, as well as the user.

Because of the Board's commitment to provide a safe workplace, no employee shall unlawfully manufacture, distribute, dispense, possess or use any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol or any other controlled substance, as defined in State and/or Federal law, in the workplace. The Board also prohibits the use and possession of legally acquired medical marijuana in the workplace.

"Workplace" is the site for the performance of any work done in connection with the District. The workplace includes any District building, property, vehicles or Board-approved vehicle used to transport students to and from school or school activities (at other sites off District property) or any school-sponsored or District activity, event or function, such as a field trip or athletic event in which students are under the jurisdiction of District authorities.

As a condition of employment, each employee shall notify his/her supervisor, in writing, of his/her conviction of any criminal drug statute for a violation occurring in the workplace as defined above, not later than five days after such conviction.

Employees are given a copy of the standards of conduct and the statement of disciplinary sanctions and are notified that compliance with the standards of conduct is mandatory. When the District has reasonable suspicion an employee is under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol or any other controlled substance, as defined in State and/or Federal law, the employee may be subject to testing in accordance with prescribed administrative regulations, local, State and Federal law and/or the negotiated agreement and may be considered in violation of this policy. Employees who violate the policy shall be subject to disciplinary proceedings in accordance with prescribed administrative regulations, local, State and Federal law and/or the negotiated agreement, up to and including termination. Any employee in violation of this policy may be required to participate in a drug-abuse assistance or rehabilitation program approved by the Board.

All employees are provided the opportunity to participate in a drug-free awareness program to inform them of requirements, services and penalties.

A list of local drug and alcohol counseling, rehabilitation and re-entry programs and services offered in the community is made available to employees.

[Adoption date:]

File: GBP

LEGAL REFS.: Drug-Free Workplace Act of 1988; 41 USC 701 et seq.;
20 USC 3474, 1221e-3(a)(1)
Drug-Free Campus and Schools Act; 20 USC 3224(a)
ORC 3796.28
4123.01 et seq.; 4123.35; 4123.54

CROSS REFS.: EB, Safety Program
EEACD, Drug Testing for District Personnel Required to Hold a
Commercial Driver's License
GBCB, Staff Conduct
GBE, Staff Health and Safety
GBQ, Criminal Records Check
Staff Handbooks

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

NOTE: House Bill (HB) 523 (2016) created a medical marijuana program; the rules must still be adopted for implementation of the program. HB 523 allows employers to extend drug free workplace policies to include medical marijuana. Districts should review negotiated agreements when updating policies and procedures related to drug free workplaces and testing.

THIS IS A REQUIRED POLICY

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 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 and by November 30 annually reports to the Ohio Department of Education compliance with this requirement through the consolidated school mandate report. If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

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:]

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
3301.68
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

NOTE: The terminology of bullying in this policy also includes harassment and intimidation and is defined as an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. 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.

Violence within a dating relationship is also included in this prohibition against harassment, intimidation and bullying.

The Children's Internet Protection Act added a requirement that effective July 1, 2012, all school districts participating in the E-Rate program must include language in their Internet safety policy regarding the education of minors concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response and to develop an educational plan to implement the program. Helpful resources are available at OnGuardOnline.gov.

HB 116 (The Jessica Logan Act), signed by the Governor on February 2, 2012, requires districts to update Hazing and Bullying policies to include several new requirements by November 2012. The majority of language changes appear in Ohio Revised Code Section (RC) 3313.666.

Senate Bill 216 (2018) enacted RC 3301.68 requiring the Ohio Department of Education (ODE) to establish, distribute and monitor a consolidated school mandate report for school districts. Except where specifically required by law, ODE cannot require a separate report for the items included in the report. Each district must complete and file the report by November 30 annually.

The report must require each district or school to denote “yes” to indicate compliance or “no” to indicate noncompliance with the following prescribed items and to provide any other information that the department requests regarding those items:

- *Training on the use of physical restraint or seclusion on students;*
- *Training on harassment, intimidation, or bullying;*
- *Training on the use of cardiopulmonary resuscitation and an automated external defibrillator;*
- *Training on crisis prevention intervention;*
- *The establishment of a wellness committee;*
- *The reporting of a district’s or school’s compliance with nutritional standards;*
- *Screening for hearing, vision, speech and communications, and health or medical problems and for any developmental disorders of students enrolled for the first time in kindergarten or first grade and*
- *Compliance with interdistrict and intradistrict open enrollment requirements.*

If a district or school denotes “no” on any item it must provide a written explanation to the board within 30 days for why that item was not completed and a written plan of action for accurately and efficiently addressing the problem.

THIS IS A REQUIRED POLICY

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.

(Approval date:)

NOTE: THIS IS A REQUIRED REGULATION