

**LIBERTY UNION-THURSTON BOARD OF EDUCATION
REGULAR MEETING**

Monday, November 13, 2017 - 7:00 P.M.
Liberty Union - Thurston Schools District Office

ROLL CALL:

Caryl Caito	<u>Present</u>
Shaun Hochradel	<u>Present</u>
John Hutton	<u>Present</u>
Shawn Shook	<u>Present</u>
John Walter	<u>Present</u>

PLEDGE OF ALLEGIANCE

PRINCIPAL UPDATE

- A. **Mrs. Linda Rainey**, Elementary School Principal
- B. **Mr. Tim Turner**, Middle School Principal
- C. **Mr. Matt Gallatin**, High School Principal

RECOGNITION:

STUDENTS OF THE MONTH: Drew Blevins - 10th Gr & Haley Lewellen - 10th Gr

PUBLIC PARTICIPATION AT BOARD MEETINGS

File: KD (Also BDDH)

REFRESHMENTS

DISCUSSION AND APPROVAL OF THE MINUTES

108-17 Motion by Caryl Caito, seconded by Shawn Shook, to approve the minutes of the Regular Meeting of the Liberty Union - Thurston Board of Education held on October 16, 2017, as printed. Caito, yes; Hochradel, yes; Hutton, yes; Shook, yes; Walter, yes. Motion carried.

MONTHLY FINANCIAL STATEMENTS

109-17 Motion by Shaun Hochradel, seconded by John Hutton, to approve Monthly Financial items as stated below. Hochradel, yes; Hutton, yes; Shook, yes; Walter, yes; Caito, yes. Motion carried.

- A. **TREASURER’S FINANCIAL REPORT:** Approved.
 - 1. **MONTHLY BANK RECONCILIATION**
 - 2. **TREASURER’S MONTHLY FINANCIAL REPORT**
- B. **BILLS:** Approved.
- C. **STUDENT ACTIVITY MONTHLY APPROPRIATIONS:** Approved.

<u>FUND</u>	<u>AMOUNT</u>
018	\$ 4,112.29
200	10,016.71
300	30,533.85
Total Changes	\$44,662.85

- D. **DONATIONS:** Approved.

<u>Amount</u>	<u>Donor</u>	<u>Fund</u>
\$ 285.00	Scott Williamson	MS Principal
5,000.00	Ed Sands Foundation	Leader-in-Me
150.00	Ohio FFA Forestry Award	FFA
250.00	Fairfield County Antique	FFA
2,500.00	LUY Boys Basketball Assoc	Athletic Dept
50.00	Miscellaneous	MS Cheer
10.00	Miscellaneous	Vocal
2,089.50	Misc: Amy's Army	Football
250.00	Athletic Booster Club for Concessions	Boys Golf
250.00	Athletic Booster Club for Concessions	Cross Country
1,607.90	Misc: Amy's Army	Volleyball
400.00	MS Principal's Acct	Jr Hi Volleyball
150.00	LUY Volleyball Acct	Jr Hi Volleyball
* 700.00	Trumpet with hard case	Band
* 600.00	Trumpet with soft case	Band
* 500.00	Trumpet with plastic case	Band
\$16,145.40	Total	-
* 3 Trumpets for a total of \$1800 given to the Liberty Union Marching Lions in honor of Karl Cohen (class of 1949) given by Doug Weakley (class of 1959).		

E. DONATIONS: Approved.

<u>Amount</u>	<u>Donor</u>	<u>Fund</u>
* * \$2,000.00	Sherry Looney, The Loon Crew	FFA
\$2,000.00	Total	-
* * 2000 Ford Expedition - per Blue Book Value		

NEW BUSINESS - FINANCIAL

110-17 Motion by John Hutton, seconded by Shawn Shook, to approve the Financial item(s) listed below. Hutton, yes; Shook, yes; Walter, yes; Caito, yes; Hochradel, yes. Motion carried.

ADDITION TO CLASSIFIED RATE-OF-PAY: The Superintendent recommends and requests approval to adjust the rate of pay per day for substitute Bus Aides: (Effective 2017-2018 school year)

Per Hour

	<u>Bus Aide</u>
2017-2018	\$9.25
2018-2019	\$9.50
2019-2020	\$9.75

Approved.

NEW BUSINESS - PERSONNEL

111-17 Motion by Caryl Caito, seconded by Shawn Shook, to approve the Personnel item(s) listed below. Shook, yes; Walter, yes; Caito, yes; Hochradel, yes; Hutton, yes. Motion carried.

- A. 1) RESIGNATION:** School Resource Office, **Andrew Patton**, has submitted his resignation effective October 26, 2017; approved.
- 2) RESIGNATION:** Freshman Boys Basketball Coach, **Ryan Snyder**, has submitted his resignation; approved.
- B. CERTIFIED SUBSTITUTE LIST:** Request approval of the November, 2017, Certified Substitute List from the Fairfield County Educational Service Center; approved.

C. CLASSIFIED SUBSTITUTE LIST: Request approval of the November, 2017, Classified Substitute List with the addition of the following name(s):

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Classification</u>
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Quilliam, Maria	2256 Canal Rd NE Baltimore, Ohio 43105	740-974-7045	Food Services
Howell, Marilyn	9717 Snyder Church Rd Baltimore, Ohio 43105	740-862-8388 740-503-6213	Bus Aide @ \$9.25 / Hr

Approved.

D. EMPLOY PERSONNEL: The superintendent requests and recommends approval to hire the following:

Name: Kate Silver
Position: Handicapped Aide
Rate: \$17.19 (Schedule A - Level 6 as needed)
Effective: October 20, 2017

Approved.

E. SUPPLEMENTAL POSITIONS / CONTRACTS - The following personnel are recommend by the Superintendent for approval.

<u>Name</u>	<u>Supplemental Position</u>	<u>Level</u>	<u>Step</u>	<u>Salary</u>
Oswood, Carlette	Var Cheerleading Coach	4	0	\$1,336.37
Romine, Troy	JV Cheerleading Coach	5	0	1,102.51
LaBelle, John	Freshman Boys Basket Coach	4	3	1,770.69
Moore, Bill	Girls Basket Coach		Volunteer	

NEW BUSINESS - OTHER

PERMANENT IMPROVEMENT LEVY - Discussion: Jim Barber, II and Rick Ellas were part of the discussion.

NEW BUSINESS - OTHER

112-17 Motion by Shawn Shook, seconded by Caryl Caito, to approve New Business - Other items (policies) as printed below. Caito, yes; Hochradel, yes; Hutton, yes; Shook, yes; Walter, yes. Motion carried.

A. BOARD POLICIES: The following policies were discussed and reviewed at the October 16, 2017, Regular Board of Education meeting.

1) File: BFCA (Also CHB) BOARD REVIEW OF REGULATIONS BUSINESS ADVISORY COUNCIL TO THE BOARD

~~The Board reviews regulations developed by the administration to implement policy. The Board revises or nullifies such regulations only when they are inconsistent with policies adopted by the Board or when they are not in the best interest of the District.~~
The Board shall appoint a Business Advisory Council whose membership and organization shall be determined by the Board.

~~The Board's approval of regulations is accomplished by the same procedure established for the adoption of policies.~~ **The Board and council adopt and file with the Ohio Department of Education, a plan under which the council advises and provides recommendations to the Board on matters specified by the Board, including, but not necessarily limited to, the delineation of employment skills, the development of curriculum to instill these skills, changes in the economy and in the job market and the types of employment in which future jobs are most likely to be available. This council also makes suggestions for developing a working relationship among businesses, labor organizations and educational personnel.**

The council meets with the Board at least quarterly.

~~Before issuance, District wide regulations are properly titled and coded as appropriate to subject and in conformance with the codification system selected by the Board. Those officially approved by the Board are so marked; all others appearing in the manual are considered approved, provided that they are in accordance with the accompanying Board policy.~~ **Meetings of the Business Advisory Council to the Board fall under the auspices of the Open Meetings Act (Sunshine Law).**

[Adoption date: January 10, 2000] [Reviewed: October 11, 2010]
[Revised: October 9, 2017]

LEGAL REFS.: **ORC 121.22 (B)**

3313.174

3313.82

3313.821

CROSS REFS.: BCE, Board Committees

BCF, Advisory Committees to the Board

BCFB, Family and Civic Engagement Committee

NOTE: The Board and the council shall file a joint statement by March 1 of each year describing how the district and its council have fulfilled their responsibilities under RC 3313.82 and 3313.821.

2) **File: BFCAA (Also CHBA) BOARD REVIEW OF REGULATIONS
BUSINESS ADVISORY COUNCIL TO THE BOARD**

Pursuant to R.C. 3313.82, R.C. 3313.821, and applicable law, the Fairfield County Educational Service Center ("ESC") shall appoint a business advisory council ("BAC") and the ESC shall determine the membership and organization of the BAC.

It is recommended that the ESC keep the membership and organization simple with the ESC Superintendent serving as the BAC chairperson.

The BAC shall advise and provide recommendations to the ESC on matters specified by the ESC including, but not necessarily limited to, the delineation of employment skills and the development of curriculum to instill these skills; changes in the economy and in the job market, and the types of employment in which future jobs are most likely to be available; and suggestions for developing a working relationship among businesses, labor organizations, and educational personnel.

Liberty Union - Thurston Local School District ~~For those school districts with whom~~ the ESC has entered into an agreement under R.C. 3313.843 and/or R.C. 3313.845 to receive any services from the ESC, the ESC is willing and able to serve as the school district's business advisory council and represent the business of the school district provided that a joint agreement is entered into between the school district and ESC appointing the BAC to serve as the school district's business advisory council under the terms and conditions agreed upon by the school district and ESC.

~~For those joint vocational school districts and/or cooperative education school districts that are not required to appoint their own business advisory councils as a matter of law, the ESC is willing and able to allow such school districts to participate in the BAC to the extent permitted by law and agreed upon by and between the joint vocational/cooperative education school district and the ESC.~~

The BAC and ESC shall develop a plan by which the BAC shall advise the ESC of at least those matters specified in this policy. This plan shall be filed with the Ohio Department of Education.

The BAC shall meet with the ESC at least quarterly.

The BAC and ESC shall file a joint statement, not later than the first day of March of each school year, describing how the BAC and ESC have fulfilled their responsibilities.

As a public body of the ESC, the BAC shall comply with all applicable provisions of the Ohio Open Meetings Act and Ohio Public Records Act.

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[Adoption date: November 13, 2017]

LEGAL REFS.: ORC 121.22 (B)

3313.174

3313.82

3313.821

CROSS REFS.: BCE, Board Committees

BCF, Advisory Committees to the Board

BCFB, Family and Civic Engagement Committee

NOTE: The Board and the council shall file a joint statement by March 1 of each year describing how the district and its council have fulfilled their responsibilities under RC 3313.82 and 3313.821.

3) **File: DECA ADMINISTRATION OF FEDERAL GRANT FUNDS**

The Board accepts Federal funds, which are available, provided that there is a specific need for them and that the required matching funds are available. The Board intends to administer Federal grant awards efficiently, effectively and in

compliance with all requirements imposed by law, the awarding agency and the Ohio Department of Education (ODE) or other applicable pass-through entity.

The Board directs the Treasurer to develop, monitor, and enforce effective financial management systems and other internal controls over federal awards that provide reasonable assurances that the District is managing the awards in compliance with all requirements for federal grants and awards. Systems and controls must meet all requirements of Federal law and regulation, including the Uniform Guidance issued by the U.S. Office of Management and Budget (OMB) and any applicable state requirements, and shall be based on best practices.

All individuals responsible for the administration of a federal grant or award shall be provided sufficient training to carry out their duties in accordance with all applicable requirements for the federal grant or award.

The financial management systems and internal controls must provide for:

1. identification of all Federal funds received and expended and their program source;
2. accurate, current, and complete disclosure of financial data in accordance with Federal requirements;
3. records sufficient to track the receipt and use of funds;
4. effective control and accountability over assets to assure they are used only for authorized purposes and
5. comparison of expenditures against budget.

In addition, written procedures must be established for cash management and for determining the allowability of costs, as required by the Uniform Guidance.

At a minimum, the financial management systems and internal controls will address the following areas:

1. Allowability

Costs charged by the school system to a Federal grant must be allowed under the individual program and be in accordance with the cost principles established in the Uniform Guidance, including how charges made to the grant for personnel are to be determined. Costs will be charged to a Federal grant only when the cost is:

- A. reasonable and necessary for the program;
- B. in compliance with applicable laws, regulations, and grant terms;
- C. allocable to the grant;
- D. adequately documented and
- E. consistent with District policies and procedures that apply to both federally-funded and non-Federally funded activities.

Internal controls will be sufficient to provide reasonable assurance that charges to Federal awards for personnel expenses are accurate, allowable, and properly allocated and documented. Controls will include time and effort reporting in accordance with Uniform Guidance and the requirements of ODE or other applicable pass-through-entity.

2. Cash Management and Fund Control

Payment methods must be established in writing that minimize the time elapsed between the draw-down of Federal funds and the disbursement of those funds. Standards for funds control and accountability must be met as required by the Uniform Guidance for advance payments and in accordance with the requirements of ODE or other applicable pass-through-entity.

3. Procurement

The District will follow the procurement standards outlined in previous OMB guidance during the grace periods established. Effective with July 1, 2018 fiscal year, the District will comply with the federal procurement standards established through the Uniform Guidance.

4. Conflict of Interest and Mandatory Disclosures

The District complies with the requirements of State law and the Uniform Guidance for conflicts of interest and mandatory disclosures for all procurements with federal funds.

Each employee, board member, or agent of the school system who is engaged in the selection, award, or administration of a contract supported by a federal grant or award and who has a potential conflict of interest must disclose that conflict in writing to the Treasurer. The Treasurer discloses in writing any potential conflict of interest to ODE or other applicable pass-through-entity.

A conflict of interest would arise when the covered individual, any member of his/her immediate family, his/her partner, or an organization, which employs or is about to employ any of those parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for a contract. A covered individual who is required to disclose a conflict will not participate in the selection, award, or administration of a contract supported by a federal grant or award.

Covered individuals will not solicit or accept any gratuities, favors, or items from a contractor or a party to a subcontractor for a Federal grant or award. Violations of this rule are subject to disciplinary action.

The Treasurer discloses in writing to ODE or other applicable pass-through-entity in a timely manner all violations of Federal criminal law involving fraud, bribery, or gratuities potentially effecting any Federal award. The Treasurer fully addresses any such violations promptly and notifies the Board accordingly.

5. Equipment and Supplies Purchased with Federal Funds

Equipment and supplies acquired with Federal funds will be used, managed, and disposed of in accordance with applicable State and Federal requirements. Property records and inventory systems shall be sufficiently maintained to account for and track equipment that has been acquired with Federal funds.

6. Accountability and Certifications

All fiscal transactions must be approved by the Treasurer/designee who can attest that the expenditure is allowable and approved under the Federal program. The Treasurer submits all required certifications.

7. Monitoring and Reporting Performance

The Treasurer will establish sufficient oversight of the operations of Federally supported activities to assure compliance with applicable federal requirements and to ensure that program objectives established by the awarding agency are being achieved. The District submits all reports as required by Federal or State authorities.

[Adoption date: October 9, 2017]

LEGAL REFS.: ORC 9.314
117.101; 117.43
3313.33; 3313.46
3319.04
5705.39; 5705.41; 5705.412
2 C.F.R. Part 200

CROSS REFS.: BBFA, Board Member Conflict of Interest
BCC, Qualifications and Duties of the Treasurer
DI, Fiscal Accounting and Reporting
DID, Inventories
DJ, Purchasing
DJC, Bidding Requirements
DJF, Purchasing Procedures
DK, Payment Procedures
EF/EFB, Food Services Management/Free and Reduced-Price Food Services
GBCA, Staff Conflict of Interest
IGBJ, Title I Programs

NOTE: The Uniform Grant Guidance (Uniform Guidance) issued by the U.S. Office of Budget and Management and Budget (OBMB) effects certain federal funds districts receive. The guidance replaces requirements found in eight previous OMB circulars. The new rules are in effect for new or noncompeting continuation grants awarded by OBMB on or after December 26, 2014.

Districts are required to have written policies and/or procedures for the management of funds subject to the Uniform Guidance. The new rules are outlined in the Code of Federal Regulations (CFR) 200 and emphasize the need for strong financial management systems and other internal controls aimed at controlling fraud, waste and abuse. Internal controls should be in compliance with guidance in the Standards for Internal Control in the Federal Government issued by the comptroller general of the United States or the Internal Control Integrated Framework issued by the Committee of Sponsoring Organizations of the Treadway Commission.

This policy is intended to establish the board's expectations and standards for financial management and other internal controls necessary to meet its obligations when receiving federal grant awards. This policy is not sufficient, alone, to serve as the written controls required by the Uniform Guidance. It must be supplemented with written procedures that should be developed by the Treasurer.

Districts may choose to delay implementation of the Uniform Guidance procurement requirements outlined in 2 CFR 200.317 – 200.326 through the end of the 2017-2018 fiscal year. If you are utilizing this grace period this must be clearly documented in your internal procurement policies and also should be reflected in this policy.

[Adoption date: **October 9, 2017**]

4) **File: DI - FISCAL ACCOUNTING AND REPORTING**

The District's accounting system is in conformance with the Uniform School Accounting system as prescribed by the Auditor of State for the use of school districts, **Federal funds also are accounted for in conformance with the Uniform Guidance issued by the U.S. Office of Management and Budget and any applicable State requirements.** The Treasurer is responsible for receiving and properly accounting for all funds of the District.

The financial records must be adequate to:

1. guide the making or deferring of purchases, the expansion or curtailing of programs and the controlling of expenses;
2. ensure that data is immediately available and in such form that routine summaries can be readily made;
3. serve as a guide to budget estimates for future years and to hold expenditures to the amounts appropriated and
4. show that those in charge have handled funds within limitations established by law and in accordance with Board policy.

The Board receives monthly financial statements from the Treasurer which show receipts, disbursements, appropriations, encumbrances, balances, ~~assets and liabilities~~. The Treasurer makes all other financial reports required by law or by State **or Federal** agencies and submits them to the proper authorities.

The Treasurer provides the Board with any other financial management reports that the Board determines necessary.

Financial records are permanent; the supporting documents may be destroyed only in compliance with the provisions of ~~Ohio~~ **State** law and in compliance with specifications of the District's records commission, the Auditor of State and the Ohio Historical ~~Society~~ **Connection**.

[Adoption date: January 10, 2000] [Reviewed: December 13, 2010]
[Reviewed: November 12, 2012] [Revised: **October 9, 2017**]

LEGAL REFS.: ORC 117.101; 117.38; 117.43
149.01 through 149.43
3301.07
3313.29; 3313.32
3315.04
Chapter 1347
Chapter 5705
2 C.F.R. Part 200

CROSS REF.: DECA, Administration of Federal Grant Funds93EHA,
Data and Records Retention

5) **File: DJF - PURCHASING PROCEDURES**

Moneys under the jurisdiction of the Board may not be expended except upon a warrant drawn against a specific appropriation and against a specific fund. Therefore, no contract or purchase order for the expenditure of money will be made unless there is attached to it a certificate of the Treasurer certifying that the amount required to meet the contract or purchase order has been appropriated and is in the treasury, or is in the process of collection, and is free from previous encumbrance.

Any contract or purchase order issued without such a certificate attached is void, except as the law allows later issuance within 30 days of the certificate and except that, if the amount involved is less than \$1,000 **3,000**, the Treasurer may authorize it to be paid without the ratification or affirmation of the Board. Under certain conditions, the law also allows the Treasurer to issue blanket certification, subject to limitations of time and amount as set by law.

Purchasing procedures are designed to ensure the best possible price for the desired products and services. Procedures for purchasing are developed to require that all purchases are made on properly approved purchase orders and that, for items not put up for bid, price quotations are solicited.

~~In compliance with the State Use Law, the Board directs the administration to determine if products and services needed by the District may be purchased from the Ohio Industries for the Handicapped. If applicable, the District will purchase products and/or services from the OIH.~~

Special arrangements may be made for ordering perishable and emergency supplies.

All purchases for property and services made using Federal funds are conducted in accordance with all applicable Federal, State and local laws and regulations, the Uniform Guidance, and the District's written policies and procedures.

[Adoption date: January 10, 2000] [Reviewed: December 13, 2010]
[Reviewed: November 12, 2012] **[Revised: November 13, 2017]**

LEGAL REFS.: ORC 3313.46
3327.08
5705.41; 5705.412; 5705.44; ~~5705.45~~

2 C.F.R. Part 200

CROSS REFS.: DECA, Administration of Federal Grant Funds

DJ, Purchasing

DJC, Bidding Requirements

6) **File: DJF-R - PURCHASING PROCEDURES**

General

1. The Board designates the Superintendent as the Purchasing Agent.
2. ~~Only the No~~ persons designated by the Board may commit the system District to a purchase **without the appropriate certificate of the availability of funds.**
3. The materials, equipment, supplies and/or services to be purchased are of the quality required to serve the function in a satisfactory manner, as determined by the requisitioner and the Superintendent.
4. It is the responsibility of the requisitioner to provide an adequate description as ~~required by the Superintendent~~ **of the item(s) purchased**, so that the ~~latter~~ **purchasing agent** may be able to prepare the specifications and to procure most expeditiously and economically the desired commodity and/or service. A source of supply should be included on requisitions for specialty or unusual items.
5. ~~It is the responsibility of the Superintendent to make alternate suggestions to the requisitioner if in the judgment of the Superintendent, the specification would~~ **No requisitioner shall knowingly** restrict competition or otherwise preclude the most economical purchase of the required items. ~~In the case of disagreement, either party may refer the matter in accordance with established procedure.~~
6. When a low bidder proposes an alternate as equal to that specified, it is the responsibility of the ~~Superintendent~~ **Treasurer** to determine whether the proposed substitution is in fact, an equal. Such decision is based on his/her evaluation and that of the requisitioner. **In the case of disagreement between the requisitioner and the Treasurer, either party may refer the matter to the Superintendent.**

Requisitions

1. **The District establishes a standardized requisition procedure to allow authorized representatives to submit requests for the purchase of materials and supplies.**
2. The following are designated as "requisitioner;" that is, they are authorized to issue requisitions against stipulated segments of budgetary appropriations: the Superintendent, administrative assistants, directors, supervisors and building principals. Each requisitioner is responsible for limiting his/her requisitions to the appropriate amounts.
3. ~~Only District approved methods or~~ forms ~~provided by the Superintendent~~ are used for requisitioning.
3. ~~Standard supply lists of commonly used items are jointly developed for all categories or groups of supplies by the Superintendent.~~
4. ~~Items not specifically included on standard lists are requisitioned on the regular requisition forms.~~
5. ~~The number of requisitions are kept to a minimum. They are submitted to conform with the purchasing schedule established by the Superintendent.~~
6. ~~Requisitions are prepared in triplicate, with the yellow copy to be retained by the requisitioner.~~
- 7 4. A requisition, to be considered appropriate for processing, meets the following requirements:
 - A. contains adequate information and

B. is approved by and bears the signature of an authorized requisitioner.

8 5. All approved requisitions are submitted to the Superintendent **Treasurer**.

9 6. After a purchase order has been issued by the Treasurer's office, the number of the purchase order is recorded on the requisition.

10 7. After processing, the original copy of the requisition is filed in the office of the Superintendent **Treasurer**.

Purchase Orders

1. Purchase orders are prepared by the appropriate person and include the following essentials:

A. a specification which adequately describes to the supplier the characteristics and the quality standards of the item required;

B. a firm, quoted, net-delivered price, whenever possible (unit prices are shown);

C. clear delivery instruction, including place and time;

~~D. signature of the Superintendent;~~

~~E D.~~ appropriate account code number **or appropriation code** and

~~F E.~~ the Treasurer's certificate of available revenue and appropriation.

2. Purchase orders **use an identifiable tracking system established by the District contain the appropriate number of copies to meet District needs** are numbered and prepared in sets of four copies each to be used as follows:

~~A. original to vendor;~~

~~B. copy 2 filed numerically by purchase order number;~~

~~C. copy 3 sent to the accounting office for encumbrance and later filed alphabetically by vendor and~~

~~D. copy 4 returned to requisitioner, to be returned after certification as to receipt in proper quantity and satisfactory condition. (This copy is filed with the claim form by claim number.)~~

~~3. Verbal confirmation orders subject to subsequent confirmation by a written purchase order may be issued only in cases in which a bona fide emergency situation exists which can be handled only by this procedure:~~

~~A. whenever possible, a purchase order number should be given to the supplier and~~

~~B. a confirming requisition is issued immediately, marked "confirmation" indicating the purchase order number, if one was given.~~

Purchasing Cut Off Date

~~As of April 10 of each year, no purchase orders shall be approved or encumbered for normal educational or operational supplies and equipment, except for the lunchroom account, select maintenance supplies and student activities. This allows the Treasurer to complete payment on encumbrances of the current fiscal year.~~

~~Emergency requisitions will be approved by the Superintendent on a limited basis only. Preplanning by both the staff and the administration for purchasing will keep emergency purchasing from April 10 thru June 30 at a minimum.~~

[Adoption date: January 10, 2000]

[Reviewed: December 13, 2010]

[Reviewed: November 12, 2012]

[Revised: November 13, 2017]

7) **File: DN - SCHOOL PROPERTIES DISPOSAL PROCEDURE**

The Board believes that the efficient administration of the District requires ~~the~~ disposition of property and goods no longer necessary for the maintenance of the educational program or ~~the~~ operation of the District.

The Board recognizes that most unused property of the District has value and that it may be practical to retain such property for a period of time. Once property is no longer needed for school purposes currently or in the future, it should be slated for disposal at the superintendent's discretion. State law governs the retention and method of disposal of the Board's property. **Property and goods purchased with Federal funds also are subject to the disposal requirements outlined in the Uniform Guidance issued by the U.S. Office of Management and Budget.** Therefore, the Board follows the procedures required by the various statutes governing the disposal of real or personal property.

The Board follows the procedures set forth in State **and Federal** law for the disposal of real or personal property at the minimum dollar value set forth in the statute on the date the Board decides to dispose of the property. The Board is required to offer its real property for sale to all community schools, **and** college-preparatory boarding schools, **STEM and Steam schools** for the period of time set forth in law. High-performing community schools, as defined by State law, are given **first** priority. If the high-performing community school is not interested in buying the property, the Board ~~will~~ proceeds with offers to purchase from other start-up community schools operating in the District, **and** college-preparatory boarding schools, **STEM and STEAM schools** located within the territory of the District. If no community school, ~~or~~ college-preparatory boarding school, **STEM or STEAM school** is interested in buying the property, the

Board ~~can~~ **may** sell its real or personal property at a public auction, ~~and~~ following specific statutory requirements if the property exceeds \$10,000 in value. If this ~~amount~~ **statutory threshold** is changed by the legislature, the Board and administration's responsibility changes automatically to reflect the new minimum statutory dollar value.

The Board directs the periodic review of all District property and authorizes the disposition by sale, donation, trade or discard of any property not required for school purposes.

The District complies with State law regarding the sale or lease of unused ~~District property~~ **school facilities** to high-performing community schools, community schools, ~~and~~ college-preparatory boarding schools, **STEM and STEAM schools**.

Disposal of Property Valued at Less than the Dollar Value Set Forth in State Law

For the disposal of property, which is not governed by **Federal law**, the Ohio Revised Code or administrative regulations, the administration is required to follow these procedures:

1. The Superintendent determines that the value of the property is less than the value set forth in State ~~and~~ **Federal law** **when applicable**. The property is valued pursuant to a reasonable method as determined by the Superintendent.
2. The Board is notified when real or personal property is no longer needed for school purposes and directs that the property be sold.
3. The Superintendent sells the property to a start-up community school or by bids, general sale, negotiated sale or by trade as determined by the Superintendent or the Board on an individual basis.

[Adoption date: January 10, 2000]

[Revised: July 9, 2007]

[Reviewed: December 13, 2010]

[Revised: March 13, 2017]

[Revised: November, 2017]

LEGAL REFS.: ORC 131.09
3313.17; 3313.37; 3313.40; 3313.41; 3313.411; 3313.413
3314.051
5705.10

2 C.F.R. Part 200

CROSS REFS.: **DECA, Administration of Federal Grant Funds**

FL, Retirement of Facilities

8) **File: EBBA - FIRST AID**

The school nurse develops guidelines for the emergency care of any student or staff member who is injured or becomes ill at school or while engaged in a school-sponsored activity. The guidelines are reviewed by the Board ~~its designee~~ prior to implementation.

The guidelines provide for at least one person in each building to have special training in first aid.

The District provides employee automated external defibrillator (AED) training in accordance with State law.

In the case of an emergency involving a student, the emergency medical authorization form is followed and efforts are made to contact the parent/guardian.

[Adoption date: January 10, 2000]

[Reviewed: December 13, 2010]

[Reviewed: December 10, 2012]

[Revised: November 13, 2017]

LEGAL REFS.: ORC 2305.23
3301.56
313.6021
3313.6023
~~3313.60~~; 3313.712
3313.717

OAC ~~3301-27-01; 3301-27-02; 3301-35-03(D)~~

3301-35-06

CROSS REFS.: **EB, Safety Program**

EBBC, Bloodborne Pathogens

EBC, Emergency Management and Safety Plans

IGD, Co-curricular and Extra-curricular Activities

JHCD, Administering Medicines to Students

Emergency Medical **Authorization** Form

Staff Handbooks

9) **File: EBBA-R - FIRST AID**

1. A school nurse or other trained persons **is are** responsible for administering first aid **and emergency care** in each building. Although each nurse is assigned a school or group of schools for providing regular nursing services, a nurse is subject to call from any school if needed. An emergency medical service will be called in case of serious illness or injury.
2. The parents of all students are asked to sign and submit an emergency medical authorization form which indicates the procedure they wish to have followed in the event of a medical emergency involving their child. The forms are kept readily accessible in the health center of each school.
3. Only emergency care and first aid are provided. A physician or nurse provides training for first-aid treatment and emergency care for various types of illness and injury. Use of medications is limited to topical applications as directed by a physician for certain types of injuries or to such medication as might have been officially authorized for an individual child.
4. In cases in which the nature of an illness or an injury appears serious, the parent(s) are contacted and the instructions on the student's emergency card are followed. In extreme emergencies, arrangements may be made for a student's immediate hospitalization whether or not the parent(s) can be reached.
5. No elementary student who is ill or injured is sent home alone. Junior and senior high students may be sent home if the illness is minor and the parents, who have authorized such dismissal on the emergency medical forms, have been informed in advance.
6. Board-approved procedures are followed to guard against athletic injuries and to provide care and emergency treatment for injured athletes. Coaches ~~and trainers~~ meet all requirements of the State Board of Education.

[Adoption date: January 10, 2000]

[Reviewed: December 13, 2010]

[Reviewed: December 10, 2012]

[Revised: November 13, 2017]

10) **File: GBQ - CRIMINAL RECORDS CHECK**

The Board shall request from Superintendent of the Bureau of Criminal Identification ~~and Investigation~~ (BCI) criminal record checks of candidates under final consideration for employment or appointment in the District. The BCI-criminal records checks include information from the Federal Bureau of Investigation (FBI), **unless the individual can demonstrate that he/she has been a resident of the State for the preceding five years and has previously been subject to a BCI check, in which case only a FBI check is required.**

The Board may employ persons on the condition that the candidate submit to and pass a BCI criminal records check in accordance with State law. Any person conditionally hired who fails to pass a BCI criminal records check is released from employment. Applicants are given a separate written statement informing them that the Board uses a criminal record check as part of the initial hiring process and at various times during the employment career. This notice must be on a separate document which only contains this notice. The applicant's written authorization to obtain the criminal record check will be obtained prior to obtaining the criminal records check.

Prior to taking an adverse action against an applicant or employee (such as declining to employ, reassigning an employee, denying a promotion, suspension, non-renewal or termination) based in whole or in part on a criminal records check, the applicant or employee ~~will be~~ **is** given a written pre-adverse action disclosure statement that includes a copy of the criminal record check and the Federal Trade Commission's notice titled "A Summary of Your Rights Under the Fair Credit Reporting Act."

After taking an adverse action, the applicant or employee ~~will be~~ **is** given a written adverse action notice that includes the name, address and telephone number of BCI, a statement that BCI did not make the decision to take the adverse action and cannot give specific reasons for it, the individual's right to dispute the accuracy or completeness of any information furnished by BCI and the individual's right to an additional free criminal records check from BCI upon request within 60 days.

An applicant for employment may provide a certified copy of a BCI criminal records check to the District in compliance with the State law. The District may accept this criminal records check in place of its own records check if the date of acceptance by the District is within one year after the date of issuance by the BCI.

State law requires subsequent criminal records checks every five years for all school employees except bus drivers. For currently employed bus drivers, a new report is required every six years.

~~Payment for all employee background checks is the responsibility of the employee, except where negotiated agreement indicates otherwise.~~

Any and all information obtained by the Board or persons under this policy is confidential and shall not be released or disseminated. Criminal records checks are not public records for purposes of the Public Records Law. Any applicant not hired because of information received from the records check shall be assured that all records pertaining to such information are destroyed.

Volunteers

~~Background checks for volunteers will be valid for the maximum time period in accordance with O.R.C.~~ The District notifies current and prospective volunteers, who have or will have unsupervised access to students on a regular basis ~~may~~, **that a criminal records check may be conducted** at any time, ~~be subject to a criminal records check (BCH).~~

~~Payment for volunteers will be paid by the LU T Board of Education. Background checks for volunteers will be valid for the maximum time period on accordance with O.R.C.~~

Contractors

Criminal records checks are required for contractors who meet the following four criteria:

- 1) the contractor is an employee of a private company under contract with the District to provide “essential school services”;
- 2) the contractor works in a position involving routine interaction with a child or regular responsibility for the care, custody or control of a child;
- 3) the contractor is not licensed by Ohio Department of Education and
- 4) the contractor is not a bus driver.

[Adoption date: January 10, 2000]	[Revised: September 10, 2001]
[Revised: April 9, 2007]	[Revised: October 13, 2008]
[Revised: August 8, 2011]	[Revised: December 12, 2011]
[Reviewed: December 10, 2012]	[Revised: November 13, 2017]

LEGAL REFS.: Fair Credit Reporting Act 15 U.S.C. Sections 1681 et seq.
 ORC 109.57; 109.572; 109.575; 109.576
 2953.32
 3301.074
 3314.19; 3314.41
 3319.088; 3319.089; 3319.22; 3319.222; 3319.29; 3319.291;
~~3319.302;~~
 3319.303; ~~3319.304;~~ 3319.311; 3319.313; 3319.315; 3319.39;
 3319.391; 3319.392
 3327.10
 OAC ~~3301-27-01~~
 3301-83-06

CONTRACT REFS.: EEAC, School Bus Safety Program
 GBL, Personnel Records
 GCBB, Professional Staff Supplemental Contracts
 GCD, Professional Staff Hiring
 GCPD, Suspension and Termination of Professional Staff Members
 GDBB, Support Staff Pupil Activity Contracts
 GDD, Support Staff Hiring
 GDPD, Suspension and Termination of Support Staff Members
 IIC, Community Instructional Resources (Also KF)
 ICC, School Volunteers
 KBA, Public’s Right to Know
 LEA, Student Teaching and Internships

11) **File: IGA - BASIC CURRICULAR PROGRAM**

Because education is a lifelong process, the educational program provides a curriculum that serves the general academic needs of all students and presents opportunities for individual students to develop specific talents and interests in ~~vocational~~ **career-technical** and other specialized fields and to grow toward independent learning.

The curriculum provides a balanced, integrated and sequentially articulated foundation of understandings, attitudes and knowledge needed for living in a democracy and pursuing a career and life goals. ~~State academic content~~ Standards are established ~~in the areas of science, mathematics, social studies and language arts~~ **according to State law**.

The basic curricular program is viewed as important to the development of intellectual curiosity, critical thinking, problem-solving abilities and aesthetic appreciation, which serves the student during his/her school experiences and throughout life.

The curriculum responds to the wide range of individual differences in student abilities **developmental needs, learning styles, abilities and English proficiency** and learning rates by providing a variety of materials, and curricular adjustments abilities and English proficiency by providing a variety of **courses adapted to the special needs of individual students.**

The curriculum meets or exceeds those requirements established by Ohio law and the Ohio Administrative Code.

[Adoption date: January 10, 2000] **[Revised: November 13, 2017]**

LEGAL REFS.: ORC 3301.07
3313.53; 3313.60; ~~3313.601~~; 3313.604; **3313.6021**
OAC 3301-35-02; **3301-35-03; 3301-35-04; 3301-35-06**

CROSS REFS.: **EBBA, First Aid**
IB, Academic Freedom
INB, Teaching About Controversial Issues

12) **File: IGCH (Also LEC) - COLLEGE CREDIT PLUS**

~~Students meeting district and college eligibility and entrance testing criteria may apply for dual credit (high school and college) for courses offered by the district. Dual enrollment courses are taught by district high school teachers in cooperation with university professors.~~

~~The administrative guidelines contain the following:~~

- ~~1. General information about this option is distributed to all 8th through 11th grade students and parent(s) by March 1.~~
- ~~2. Counseling services are provided to students and parent(s) prior to participation in the program.~~
- ~~3. Information about enrollment options for students must be provided.~~
- ~~4. Information concerning college and high school graduation credit for students enrolled in the program must be offered.~~
- ~~5. Financial responsibilities of the student and District including tuition, books, materials, fees and transportation reimbursement are discussed.~~

~~If a student is expelled from the District, the Board will deny high school credit for college courses taken during the period of the student's expulsion.~~

State law provides for student participation in the College Credit Plus (CCP) program for the purposes of promoting rigorous academic pursuits and exposing students to options beyond the high school classroom. Therefore, eligible 7th through 12th grade students may enroll at any public college/university and any participating non-public college/university on a full- or part-time basis and complete non-sectarian, non-remedial courses for transcribed high school and/or college credit.

The Board directs the Superintendent/designee to develop and establish the necessary administrative guidelines to ensure that the CCP program is operating in accordance with State requirements.

[Adoption date: January 10, 2000] [Revised: May 10, 2010]
[Reviewed: November 14, 2011] [Reviewed: January 14, 2013]
[Revised: November 13, 2017]

LEGAL REFS.: **ORC 3313.5314**
Chapter 3365
OAC 3333-1-65 through 3333-1-65-11
3301-83-01 (C)
~~ORC 3365.01-3365.09~~
~~OAC 3301-44-01 thru 3301-44-08~~

CROSS REF.: **IGBM, Credit Flexibility**
IGCD, Educational Options (Also LEB)

13) **File: IGCH-R (Also LEC-R) - COLLEGE CREDIT PLUS**

The District is required to notify all 8th ~~6th~~ through 11th grade students and their parents about the ~~post-secondary enrollment options~~ **College Credit Plus (CCP) program through multiple, easily accessible resources** by ~~March 1~~ **February** of each school year in which the student wishes to enroll. **The notice includes all information required by State law. The District promotes the CCP program on the District website, including details of current agreements with partnering colleges.**

Student and/or parent(s) are required to ~~inform the Board or designee of intent~~ **submit written notice** to participate **to the principal** by ~~March 31~~ **April 1** of the year in which the student wishes to enroll **and may submit written notice as early as February 15.**

Failure to inform the principal of intent to participate by the April 1 deadline shall result in the student having to secure written permission from the principal in order to participate in the program. If the principal denies a student's request for written permission, the student may appeal to the Superintendent. The Superintendent's decision is final. of the student to inform the Board or designee of intent to participate shall result in the Superintendent determining the student's participation.

The District holds an annual informational session between October 1 and February 15 to which partnering colleges located within 30 miles of the school (or the closest college if none are located within 30 miles) are invited. The informational session includes information on benefits and consequences of participation in CCP, and outlines any changes or additions to program requirements.

The District is required to provide counseling services to students prior to their participation in the program. Counseling services are to include but not be limited to:

- ~~1. grade status as locally determined~~ **program eligibility;**
- ~~2. acceptance by college/university~~ **any necessary financial arrangements for tuition, textbooks and fees;**
- ~~3. options required by ORC~~ **process of granting academic credits;**
- ~~4. financial arrangements for fees related to tuition, books and materials~~ **criteria for any transportation aid;**
- ~~5. process of granting academic credits~~ **available support services;**
- ~~6. criteria for transportation aid~~ **scheduling;**
- ~~7. available support services~~ **the effect of the grade attained in the course being included in the student's grade-point average, if applicable;**
- ~~8. scheduling~~ **consequences of failing or not completing a course under the program, including the effect on the student's ability to complete District graduation requirements;**
- ~~9. consequences of failing or not completing a course~~ **benefits to the student of successfully completing a course under the program, including the ability to reduce the overall cost of, and the amount of time required for, a college education;**
- ~~10. the effect of program participation on student's ability to complete District graduation requirements~~ **academic and social responsibilities of students and parents relative to this program;**
- ~~11. academic and social responsibilities of students and parents relative to this program~~ **information about and encouraging the use of college counseling services;**
- ~~12. information and encouragement of college counseling services~~ **the standard program information packet developed by the Ohio Board of Regents;**
- ~~13. encouragement of all students exhibiting the ability to consider this program.~~

If the District ~~does not~~ receive notification of acceptance from the college within a reasonable time after application is made, the District shall contact the college. **The District develops both a 15-credit hour and a 30-credit hour model course pathway for courses offered under CCP in consultation with a partnering college. Each pathway must include courses, which once completed, apply to at least one degree or professional certification offered at the college. The pathways may be organized by desired major or career path, or may include various core courses required for a degree or professional certification by the college. The pathways are published among the school's official list of course offerings for participant selection. No participant is required to enroll only in courses included in a model pathway.**

~~The student may opt to receive college credit only or both college and high school credit. The student must designate his/her chosen option at the time of enrollment.~~ **The District implements a policy for awarding grades and calculating class standing for CCP courses that is equivalent to the school's policy for other advanced standing programs or District-designated honors courses. Any grade weighting or class standing enhancements applicable to advanced standing programs or District-designated honors courses are similarly applied to CCP courses.**

Student Enrollment

To participate in CCP, a student must apply to, and be accepted by, a participating college in accordance with the college's established procedures for admission. The student also must meet the college's and relevant academic program's established standards for admission, enrollment and course placement, including any course specific capacity limits. The student and his/her parent also must sign a form acknowledging receipt of the required counseling and understanding of their responsibilities under the program.

The student may opt to receive college credit only or both college and high school credit. The student must designate his/her choice at the time of enrollment.

If a student completes a college/university course, the Board shall award him/her appropriate credit toward high school graduation if, at the time of enrollment, he/she elects to receive credit for courses toward fulfilling the graduation requirements.

High school credit awarded for courses successfully completed counts toward graduation requirements and subject area requirements.

- A 1.** The Board awards comparable credit for the course/courses completed at the college/university.
- B 2.** If no comparable course is offered, the Board grants an appropriate number of **elective** credits **in a related area**.
- C 3.** Any disputes between the student and the Board regarding high school credits granted for a course may be appealed to the **State Ohio Board Department** of Education (**ODE**) **by the student. ODE's decision on these matters is final.**
- D 4.** The student's records must show evidence of successful completion of each course and the high school credits awarded. **The record must indicate that the credits were earned as a participant in CCP, and include the name of the college at which the credits were earned. The grades and credits for courses completed during summer term must be included on the student's high school transcript in the fall for that school year.**
- E 5.** Credits earned ~~under the post-secondary enrollment program~~ **through CCP** are included in the student's grade-point average. College credits count as the equivalent District grade. If the District has a weighted grading system, ~~the high school principal/designee determines the equivalent District grade for the college grade~~ **CCP courses are treated in the same way as other advanced standing program or honors course.**

High School/College Enrollment

1. A 9th grade student may not receive credit toward high school graduation for ~~more than the equivalent of four academic school years~~ **A student who enrolls in CCP for the first time in:**
 - A. Grades 7, 8 or 9 may receive credit toward high school graduation for up to the equivalent of four academic school years.**
 - ~~2 B.~~ A 10th grade student may ~~not~~ receive credit toward high school graduation for ~~more than~~ **up to** the equivalent of three academic school years.
 - ~~3 C.~~ An 11th grade student may ~~not~~ receive credit toward high school graduation for ~~more than~~ **up to** the equivalent of two academic school years.
 - ~~4 D.~~ A 12th grade student may ~~not~~ receive credit toward high school graduation for ~~more than~~ **up to** the equivalent of one academic school year.
- ~~5 2.~~ Proportionate reductions are made for any student who enrolls in the program during the course of a school year.
- ~~6 3.~~ ~~Students must attend school on a full-time basis. This may include a combination of high school courses and post-secondary courses. Fulltime status is the equivalency of five or more Carnegie Units. For the purpose of this program, an academic year begins with the summer term. The maximum number of credits that may be earned during the academic year is the total of the high school courses and college courses. The total may not exceed 30 college credit hours per academic year.~~
- ~~7 4.~~ ~~The maximum number of Carnegie units that may be earned during the academic year is the total of the high school courses and college courses; the total may not exceed the number of courses for full-time status. College courses for which three semester hours are earned are awarded one credit toward high school graduation credit. Fractional credits are awarded proportionally.~~
- ~~8.~~ ~~The conversion of courses for high school graduation credit earned through successful completion of college courses is as follows: college courses for which five semester hours (7.5 quarter hours) are earned shall be awarded one Carnegie unit.~~
- ~~9.~~ ~~Student schedules must be approved by the high school guidance department; to insure that the student is meeting yearly requirements that will lead to a high school diploma.~~

Financial Responsibilities

- ~~1.~~ ~~If a student elects to enroll for college credit only, the student is responsible for all costs associated with the course.~~
- ~~2.~~ ~~If a student elects to enroll for the combination high school/college credit, the District is responsible for all costs associated with the course.~~
- ~~3.~~ ~~If a student fails to complete the course due to class drop process or nonattendance, the student or parent(s) are responsible for all costs associated with the course.~~
- ~~4.~~ ~~The following process shall be used to collect all course costs:~~

- A. ~~The District may determine and accept other reasons, including medical reasons, for failure to complete the course.~~
- B. ~~Students enrolled for the combination of high school/college credit are not eligible for financial aid from the college.~~
- C. ~~Upon parent application and determination of need according to the provision of The National School Lunch Act, a student enrolling for the combination of high school and college credit in the program may receive full or partial reimbursement for the necessary costs of transportation between the secondary school which he/she attends and the college/university in which he/she is enrolled.~~
- D. ~~No reimbursement for course costs, transportation costs or District liability are applicable if the student enrolls in a college course while he/she is also a full-time student in the District.~~

Student Eligibility

Students wishing to participate in CCP must meet all statutory eligibility requirements. To be eligible, students must be considered remediation-free on one of the Ohio Revised Code 3345.061(F) assessments. A student scoring within one standard error of measurement below the remediation-free threshold on one of the assessments is considered to have met this eligibility requirement if he/she either has a cumulative high school grade point average of at least 3.0 or receives a recommendation from a school counselor, principal or career-technical program advisor.

Summer Term Eligibility

A student who is scheduled or anticipated to graduate from high school may not participate in CCP for any term beginning after the student's scheduled or anticipated graduation date or in any course offered at a college during a summer term that begins during the student's last quarter of high school.

Financial Responsibilities

1. If a student elects to enroll for college credit only (Option A), the student is responsible for all costs associated with the course.
2. If a student elects to enroll for the combination high school/college credit (Option B), the District is responsible for all costs associated with the course at a public college/university. Students participating in CCP under Option B at a private college may be charged tuition and/or fees unless they are economically disadvantaged.
3. If a student fails a CCP course, the student or parent(s) may be responsible for all costs associated with the course. The District may not seek reimbursement from a student who fails a course if he/she is economically disadvantaged, unless the student has been expelled.
4. Students enrolled for the combination of high school/college credit are not eligible for financial aid from the college.
5. Upon parental application and determination of need, an eligible student, as defined by State law, enrolling for the combination of high school and college credit in the program may receive full or partial reimbursement for the necessary costs of transportation between the secondary school that he/she attends and the college/university in which he/she is enrolled.

Other Considerations

1. A student enrolled in the program follows the District attendance policy, as well as the District code of conduct, for curricular and extra-curricular activities. These policies and codes are applicable during the time the student is attending high school and is on school property for any class or activity.
2. **If a student is expelled from the District, the Board will deny high school credit for college courses taken during the period of the student's expulsion. The Superintendent must send written notice of a student's expulsion to the college where the student is taking courses to receive high school credit. The notice must state the date the expulsion is scheduled to expire and whether the Board has denied high school credit for post-secondary education courses taken during the expulsion. If the expulsion period is extended, the Superintendent must notify the college of the extension. The college may withdraw its acceptance of a student who has been expelled. Unless otherwise authorized by State law, the expelled student is ineligible to enroll in a college under CCP for subsequent college terms during the expulsion period.**
3. The student enrolled in this program must recognize that the master schedule is not altered or adjusted in order to permit enrollment; adjustments to individual schedules may be made by the school administration.
- 3 4. **The District will not deny students the opportunity to participate in extra-curricular activities because of their participation CCP.** The District adheres to the Ohio High School Athletic Association for eligibility to participate in

athletics. In order to be eligible, the student must have passed five courses **that count toward graduation** during the prior grading period. The five courses may be a combination of high school and college courses. **Students also must meet any additional District eligibility requirements.**

[Adopted:	January 10, 2000]	[Revised:	March 13, 2006]
[Reviewed:	November 14, 2011]	[Reviewed:	January 14, 2013]
[Revised:	November 13, 2017]		

14) **File: IGDJ - INTERSCHOLASTIC ATHLETICS**

Participation by students in athletic competition is a privilege subject to Board policies and regulations. While the Board takes great pride in winning, it emphasizes and requires good sportsmanship and positive mental attitude as prerequisites to participation.

The Superintendent and administrative staff schedule frequent conferences with all physical education instructors, coaches and athletic directors to develop a constructive approach to physical education and athletics throughout the District and to maintain a program that is an educational activity.

Interscholastic sports programs are subject to approval by the Board. The building principal is responsible for the administration of the interscholastic athletic program within his/her school. In discharging this responsibility the principal consults with the athletic directors, coaches and physical education instructors on various aspects of the interscholastic athletic program. It is the responsibility of the principal and his/her staff to ensure the proper management of all athletic and physical education programs and the safety of students and the public.

The Board may require that students pay reasonable fees to participate in inter-scholastic athletics.

Coaches are required to complete all approved course work as specified by State law, the Ohio High School Athletic Association (OHSAA) and the Ohio Department of Education in order to qualify to serve as coaches.

In the conduct of interscholastic athletic programs, the rules, regulations and limitations outlined by the Ohio High School Athletic Association (OHSAA) **and State law** must be followed. It is the responsibility of the District's voting delegate to OHSAA to advise the management team of all pending changes in OHSAA's regulations.

Eligibility requirements for participating in athletic programs must conform to regulations of the OHSAA. They include the requirements that a student have the written permission of his/her parent(s) and shall have been determined as physically fit for the chosen sport by a licensed physician.

All students participating in interscholastic athletics must be covered by insurance. This insurance may be available for purchase through the District. If parent(s) choose not to purchase insurance provided by the District, the parent(s) must sign a waiver ensuring that private coverage is provided.

As character building is one of the major objectives of interscholastic athletics, the athlete assumes responsibility for regulating his/her personal life in such ways as to make him/her a worthy representative of his/her school.

Any student may be suspended from an athletic team practice and competition for a period of time, designated by the principal, for infractions of school rules and regulations or for any other unacceptable conduct in or out of school.

Students in grades 9-12 are ineligible for athletics for the first 50% of the maximum allowable regular season contests in the sports the student participated in during the 12 months immediately preceding the transfer, until the one-year anniversary date of enrollment in the school the student transferred to. If the transfer takes place during the sport season in which a student has participated in a regular season interscholastic contest, the student is ineligible for the remainder of that sports season. Exceptions to the ineligibility provisions are outlined in the OHSAA By-laws.

Resident students in enrolled in community schools are permitted to participate in the District's interscholastic athletics program at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent, and must fulfill the same academic, non-academic and financial requirements as any other participant.

Resident students attending STEM schools are permitted to participate in the District's interscholastic athletics program at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent, and must fulfill the same academic, non-academic and financial requirements as any other participant.

Resident students attending a non-public school are permitted to participate in the District's interscholastic athletic programs at the school to which the student would be

assigned if the non-public school the student is enrolled in does not offer the activity. Students must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same academic, non-academic and financial requirements as any other participant.

Resident students receiving home instruction in accordance with State law are permitted to participate in the District's interscholastic athletic programs at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same academic, non-academic and financial requirements as any other participant.

Foreign exchange students enrolled in a recognized visitor exchange program may be eligible to participate in inter-scholastic athletics in accordance with OHSAA Bylaws.

A student receiving home instruction in accordance with State law who is not entitled to attend school in the District may be authorized by the Superintendent to participate in interscholastic athletic programs offered by a school of the District. The activity must be one the district that student is entitled to attend does not offer.

A student attending a nonpublic school located in the District who is not entitled to attend school in the District may be authorized by the Superintendent to participate in an extracurricular activity offered by a school of the District that is interscholastic athletics or interscholastic contests or competitions in music, drama or forensics when:

1. the activity is one the school the student is enrolled does not offer;
2. the student is not participating in the activity in the student's district of residence;
3. the superintendent of the student's district of residence certifies the student has not participated in any extracurricular activity that is interscholastic athletics or interscholastic contests or competitions in music, drama or forensics in the district for that school year and
4. the Superintendent and the superintendent of the student's district of residence mutually agree in writing to allow the student to participate in the activity.

[Approval date: January 10, 2000]	[Revised: September 10, 2001]
[Revised: February 9, 2004]	[Revised: October 14, 2013]
[Revised: March 13, 2017]	[Revised: November 13, 2017]

LEGAL REFS.: ORC 2305.23; 2305.231
 3313.537; **3313.5310**; 3313.5311; 3313.5312; 3313.5314;
 3313.539; 3313.66; 3313.661; 3313.664
 3315.062
 3319.303
 3321.04
 3707.52
 OAC Chapter 3301-27

CROSS REF.: IGCH, College Credit Plus (Also LEC)
 IGD, Co-curricular and Extra-curricular Activities
 IGDK, Interscholastic Extra-curricular Eligibility
 IKF, Graduation Requirements
 JECBA, Admission of Exchange Students
 JECBC, Admission of Students from Non-chartered or Home
 Schooling
 JGD, Student Suspension
 JGE, Student Expulsion
 JN, Student Fees, Fines and Charges
 Student Handbooks

15) **File: JFG - INTERROGATIONS AND SEARCHES**

The District has responsibility for the control and management of the students during the school day and hours of approved extra-curricular activities. While discharging its responsibility, the administration is to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. The administration has developed regulations to be followed in the case of searches and interrogations.

The right ~~of to inspection of~~ students' school lockers or articles carried upon their persons and ~~the to interrogation of~~ an individual student is inherent in the authority granted school boards. All searches are conducted sparingly and only when such search is reasonably likely to produce anticipated tangible results to preserve discipline and good order and the safety and security of persons and their property. The Board permits building administrators/**designees** to search any unattended bag for safety and identification purposes.

Student lockers are the property of the District, and since random searches have a positive impact on reducing drugs and other criminal activity, the Board to permits

building administrators/**designees** to search any locker and its contents as the administrator/**designee** believes necessary. Such notice will be posted at or near the entrance to the school grounds and at the main entrance to each school building.

The Board directs the Superintendent to authorize the use of dogs trained in detecting the presence of drugs and explosive devices. The dogs may be used to patrol the school facilities and grounds, including the lockers and parking areas. Use of dogs may be unannounced and random. If a trained canine alerts to a particular vehicle, locker or other container, it shall create reasonable suspicion to search that vehicle, locker or container in accordance with this policy.

[Adoption date: January 10, 2000] [Reviewed: October 10, 2011]
 [Reviewed: January 14, 2013] [Revised: December 12, 2016]
[Revised: November 13, 2017]

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

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

16) **File: IJA-R - INTERROGATIONS AND SEARCHES**

Searches of School Property Assigned to a Student: The following rules apply to the search of school property assigned to a student (locker, desk, etc.) and the seizure of items in his/her possession.

1. General housekeeping inspection of school property will be conducted with reasonable notice. Random searches of lockers may be conducted.
2. A search of a desk or other storage space may be conducted when there exists reasonable suspicion for school authorities to believe that the area being searched contains evidence of a crime or violation of school rules.
3. Search of an area assigned to a student should be for a specifically identified item and should be conducted in his/her presence and with his/her knowledge.
4. Items, the possession of which constitutes a crime or violation of school rules, or any other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.

Searches of a Student's Person or Personal Property by School Personnel: Building administrators/**designees** are Permitted to search the person and personal property (purse, ~~knapsack~~, gym bag, etc.) of a student where there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. The following rules apply in such cases.

1. There should be reasonable suspicion to believe that the search will result in obtaining evidence which indicates the student's violation of the law or school rules.
2. Searches of a student's person are conducted by a member of the same sex as the student.
3. Searches are conducted in the presence of another administrator or staff member.
4. Parents of a minor student who is the subject of a search are notified of the search and are given the reason(s) for the search as soon as feasible after completion of the search.
5. When evidence is uncovered indicating that a student may have violated the law, law enforcement officials shall be notified.
6. Strip searches should be discouraged. A substantially higher degree of certainty (more than a reasonable belief) is required prior to conducting such a search. In cases in which school officials believe a strip search is necessary, law enforcement officials should be called to conduct the search.

Searches of Unattended Bags by School Personnel: Building administrators/**designees** are permitted to search any unattended bag found on District property for safety and identification purposes. Once the administrator/**designee** has determined the identity of the owner and that no safety or security issue exists, and any subsequent searches of the item are based upon reasonable suspicion.

Searches of Student Property Law Enforcement Officials: A law enforcement agency is ~~required~~ **must have probable cause prior** to ~~produce a warrant prior~~ to conducting any search of a student's personal property kept on school premises. When the law enforcement officials have reason to believe that any item which might pose an immediate threat to the safety or security of others is kept in a student locker, desk or other storage space, searches may be conducted without a previously issued warrant.

Interrogations by Law Enforcement Officials: The schools have legal custody of students during the school day and during hours of approved extra-curricular activities. It is the responsibility of the school administration to try to protect each student under its control.

Therefore, the following steps shall be taken.

1. The questioning of students by law enforcement agencies is limited to situations where parental consent has been obtained or the school official has made an independent determination that reasonable grounds exist for conducting an interrogation during school hours.
2. Whenever possible, law enforcement officers should contact and/or question students out of school. When it is absolutely necessary for an officer to make a school contact with a student, the school authorities **will** bring the student to a private room and the contact is made out of the sight of others as much as possible.
3. The school principal must be notified before a student may be questioned in school or taken from a classroom.
4. The administration shall attempt to notify the parent(s) of the student to be interviewed by the law enforcement officials before questioning begins, unless extenuating circumstances dictate that this not be done.
5. To avoid possible criticism, a school official requests to be present when an interrogation takes place within the school.
6. When the law enforcement officials remove a student from school, the administration will make an attempt to notify the parent(s).
7. The law enforcement officials should always be notified by the school principal whenever a student is involved in any type of criminal activity. When the principal learns of this involvement, he/she should notify the juvenile officer or detective bureau of the law enforcement agency. The school should not attempt to handle matters which are properly in the realm of the law enforcement agency.

[Adoption date: January 10, 2000]

[Reviewed: October 10, 2011]

[Reviewed: January 14, 2013]

[Revised: December 12, 2016]

[Revised: November 13, 2017]

NEW BUSINESS - INFORMATION:

BOARD POLICY: The following policy is presented for review only and will be placed on the December 11, 2017, agenda for Board consideration:

File: IEE - INDEPENDENT EDUCATIONAL EVALUATION POLICY

NEW BUSINESS - INFORMATION:

NEXT REGULAR BOARD OF EDUCATION MEETING will be held on Monday, December 11, 2017, at 7:00 p.m. in the **Liberty Union District Office**.

ADJOURN

113-17 Motion by Shaun Hochradel, seconded by Shawn Shook, to adjourn at 8:09 p.m. Caito, yes; Hochradel, yes; Hutton, yes; Shook, yes; Walter, yes. Meeting adjourned.

President

Attest