

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

August 8, 2011 - 7:00 P.M.

Liberty Union High School Library

ROLL CALL:	Art Brate	<u>Present</u>
	Judith Cosgray	<u>Present</u>
	Shaun Hochradel	<u>Present</u>
	John Hutton	<u>Present</u>
	Mike Raver	<u>Present</u>

PLEDGE OF ALLEGIANCE

PUBLIC PARTICIPATION AT BOARD MEETINGS File: KD (Also BDDH)

DISCUSSION AND APPROVAL OF THE MINUTES:

087-11 Motion by John Hutton, seconded by Shawn Hochradel, to approve the minutes of the Regular Meeting of the Liberty Union-Thurston Board of Education held on July 11, 2011, as printed. Brate, yes; Cosgray, yes; Hochradel, yes; Hutton, yes; Raver, yes. Motion carried.

OLD BUSINESS:

088-11 Motion by Shaun Hochradel, seconded by Mike Raver, to approve the Old Business - Policies as printed below: Cosgray, yes; Hochradel, yes; Hutton, yes; Raver, yes; Brate, yes. Motion carried.

A. INTEGRATED PEST MANAGEMENT (ECG, EGC-R-1, ECG-R-2)

File: ECG

INTEGRATED PEST MANAGEMENT (IPM)

The Board is committed to providing students with a safe learning environment free of pests, pesticides and other harmful chemicals through adoption of an integrated pest management policy. The goals of the District's integrated pest management program are to:

1. provide the healthiest learning environment possible by preventing unnecessary exposure of students and staff to toxic pesticides;
2. promote safer alternatives to chemical pesticides while preventing economic and health damage caused by pests;
3. ensure that clear and accurate notification concerning the use of pesticides is given so that measures may be taken to prevent and address pest problems effectively without endangering the health of those within the school building and
4. reduce the need for reliance on chemical pesticides.

The Board directs the administration to develop regulations that detail cost-effective strategies that reduce the use of pesticides that pose health risks to students and staff. The regulations must include procedures for the identification of pests and conditions that attract pests, prevention and monitoring techniques, education and training, approved least toxic chemical use and pre-notification of chemical use.

Parents of minor students, adult students and staff enrolled or employed at the school may request to receive prior notification of scheduled service visits by pesticide businesses in which pesticides may be applied, or of scheduled pesticide applications by licensed school employees.

In order to keep the facilities and grounds safe, the administration may investigate a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential exposure to students and staff.

[Adoption date: September 10, 2001]
[Reviewed: December 13, 2010]
[Revised: August 8, 2011]

LEGAL REFS.: 29 CFR 1910.1030
Comprehensive Environmental Response, Compensation and Liability Act, 42 USC 9601 et seq.
Public Employment Risk Reduction Act; ORC 4167.01 et seq.
ORC 921.01; 921.06; 921.16; 921.18
OAC 901:5-11-4 and 5-11-15

CROSS REFS.: EB, Safety Program
EBAA, Reporting of Hazards
EBBC, Bloodborne Pathogens
EBC, Emergency / Safety Plans

GBE, Staff Health and Safety
 ING, Animals in the Schools

File: ECG-R-1

INTEGRATED PEST MANAGEMENT
 (Site Plan)

The District’s Integrated Pest Management (IPM) program applies to school personnel involved in developing and implementing IPM activities for non-agricultural uses. Persons responsible for developing implementing IPM activities shall:

Comprehensive Site Assessment

Conduct a comprehensive site assessment that identifies the:

1. conditions producing or that could produce the pest problem, including pest entry spots;
2. type and extent of pest activity, which may be determined through the use of monitoring devices and
3. potential impacts of pets on humans, domestic animals and the environment.

Service Plan Determination

1. measures that aid in long term prevention, elimination of control of pests;
2. priorities for pest control and elimination;
3. whether chemical control is necessary to prevent, eliminate or control pests and
4. the most effective measures, application products and methods to control pests while minimizing exposure to humans, domestic animals and the environment.

Ongoing Monitoring and Assessment

Establish with the entity contracted with for pest management services, a strategy, schedule and specific recommendations for ongoing site monitoring and assessment to resolve short and long term control or elimination of pest problems.

Evaluation and Re-assessment

Evaluate the results of implementing the IPM activity in accordance with the time frame agreed upon with the contracted entity for pest management services. The evaluation includes re-assessment of the site and considers whether:

1. correction of conditions was completed and effective;
2. methods used to prevent, control or eliminate pests at the site were effective;
3. risks of exposure to humans, domestic animals and the environment were sufficiently minimized and
4. other measurers, products or methods should be chosen for future pest management and control.

[Adoption: August 8, 2011] - NEW

File: ECG-R-2

INTEGRATED PEST MANAGEMENT
 (Use of Pesticides)

The following guidelines are used by District staff and contractors when pesticides or alternative pest-control products are used.

Pesticide Use when School Is not in Session

Pesticides will be applied on or in classroom buildings only if they are applied for the longer of four hours or the minimum time specified on the pesticide’s label:

1. prior to the beginning of the school day;
2. after the school day has concluded or
3. when school is not in session under the school calendar established by the Board.

Pesticide Use when School Is in Session

Pesticides will only be applied on or in classroom buildings when school is in session provided that:

1. persons other than the applicator and necessary school staff are not scheduled to be in treatment area during treatment, and for the longer of four hours or the minimum time specified on the pesticide’s label, as measured from the time the pesticide application is complete and
2. the entrance to the area where the pesticide is applied is posted with a sign including the following:
 - A. the sign shall measure at least eight and one half inches by 11 inches and
 - B. the sign is printed with letters at least 1 inch in height stating: “Pesticide Treatment Area. Do not enter before (date and time when re-entry is permitted).”

Exempted Pesticides

The pesticide being used is one of the following and is applied in strict accordance with the label instructions:

1. manufactured paste or gel balls;
2. paraffin-based rodent control product placed in industry-identified, tamper-resistant bait stations;
3. termite baiting stations;
4. rodenticides placed in wall voids or other areas that are inaccessible to humans and domestic animals;
5. disinfectants, sanitizers, germicides and anti-microbial agents or
6. dusts used in unoccupied areas of the structure.

Pesticide Documentation

Except for the exempt pesticides, if one of the above conditions is met, the following information is provided to the school’s contact person for pesticide applications as soon as practicable following the application:

1. date and time pesticide was applied;
2. treatment area;
3. target pests;
4. brand name and EPA registration number of pesticide applied and
5. if applied under the rules for application when school is in session, the time or conditions for re-entering the treatment area as specified by the label, if specified.

Prior Notifications

The District will develop a plan where parents or guardians of minor students, adult students, faculty and staff who are enrolled or employed may request and receive prior notifications of scheduled service visits by businesses in which pesticides may be applied or scheduled pesticide applications by licensed school employers.

The District’s plan for prior notification includes:

1. the method of notification as determined by the school, which may include but not be limited to email and listserv methods and;
2. if special circumstances prevent prior notification, notification will be made as soon as possible and the notice shall explain the reasons why advance notice was not provided.

Exempt pesticides need not comply with the notice requirements.

District Contact, Records and Documentation

The District designates an employee as contact person for pesticide application. The District maintains records and documentation of pesticide applications for inspection during normal school hours.

1. records provided to the designated contact person are maintained for one year after application and
2. documentation that the requested notifications were made in compliance with the IPM plan is also maintained.

[Adoption: August 8, 2011] - NEW

B. HOME INSTRUCTION (IGCF, IGCF-R)

File: IGCF

HOME INSTRUCTION

The County Superintendent may excuse from compulsory school attendance, for not more than one school year at a time, any school-age child who is being instructed at home in accordance with the State Board of Education rules in the Ohio Administrative Code.

The child being instructed at home must be instructed by an individual with one of the following qualifications:

1. a high school diploma;
2. a certificate of high school equivalence;
3. standardized test scores that demonstrate high school equivalence or
4. other credentials found appropriate by the County Superintendent.

Lacking the above, the home teacher must work under the direction of a person holding a baccalaureate degree.

Any request to be excused must be made in writing by the parent(s) and must contain the information required by the Ohio Administrative Code.

The County Superintendent shall approve the home instruction request, unless he/she determines that the information required by the Ohio Administrative Code has not been provided or unless he/she has substantial evidence that the minimum educational requirements of the Ohio Administrative Code have not been met, despite the fact that the required information has been provided by the parent(s)/guardian.

If the County Superintendent intends to deny the request for home instruction, he/she notifies the parent(s) / guardian within 14 calendar days and informs the parent(s)/guardian of the reasons for the intent to deny the request and of the parent(s)'/guardian’s right to a due process hearing before the County Superintendent.

Upon substantial evidence of cessation of home instruction in accordance with the Ohio Administrative Code, the County Superintendent notifies the parent(s) of the intent to revoke the excuse and of the parent(s)' / guardian’s right to a due process hearing before the County Superintendent.

LEGAL REF.: ORC 3321.04
OAC Chapter 3301-34

CROSS REFS.: JECBC, Admission of Students from Non-chartered or Home Schooling
JEG, Exclusions and Exemptions from School Attendance

[Adoption date: January 10, 2000]
[Revised: November 14, 2005]
[Reviewed: August 8, 2011]

File: IGCF-R

HOME SCHOOL INSTRUCTION

The Board recognizes and appreciates the individual's right of choice. In particular, the Board recognizes the right of parents and students to select educational options other than attendance as enrolled students in the District. In the case of home instruction this option is subject to the following regulations:

1. The Board operates under State Board of Education Rules for Excuses from Compulsory Attendance for Home Education, Ohio Administrative Code Regulations, which provide for the right of home instruction and imposes requirements that must be fulfilled by the parent(s) and student(s) electing this option. All applications for home instruction must be made through the Fairfield County Schools office.
- 2) Students in grades 7-12 who are excused from attendance at school by reason of home instruction in accordance with the State Board of Education Regulations may enroll in the District on a part-time basis. Such students, who maintain enrollment in at least two "core" academic courses, are eligible to participate in any of the student services, programs or activities of the District. (Note: Students participating in school athletic programs or teams must also comply with all Ohio High School Athletic Association guidelines, including eligibility regulations and bylaws.)
3. Students applying for home instruction or returning to the District from home instruction must follow normal enrollment guidelines.
4. Once a high school student has been approved (through the Fairfield County Schools office) for home instruction, a letter will be sent outlining the procedures for returning to the Liberty Union-Thurston Schools.
5. Home educated students will be permitted to take achievement/ability tests normally given at each grade. This will be done cost-free to the student and must be done during the regular testing cycle. It is the responsibility of the parents or guardians to make the appropriate arrangements with the school. The District will not pay for standardized testing outside the District. A student can take tests such as the PSAT, PLAN, etc. normally given at the local schools. This will be done at the same cost charged Liberty Union High School students.
6. When a student enrolls in the District after being on home instruction, the following will be used to determine appropriate grade placement:

K-8: Placement will be made by the building principal based upon:

- A. the child's most recent annual academic assessment report;
- B. requiring the child to take any or all of the nationally normed standardized achievement tests that are regularly scheduled for District students of similar age;
- C. other evaluation information that may include interviews with the child and/or parents and
- D. age-appropriate grade level.

9-12: Placement will be based upon the following criteria:

Placement into a grade (e.g., 10th) and subject e.g., English) will be made according to:

- A. age appropriateness;
- B. the results of a review of the academic assessment report provided by the parent and
- C. other evaluation information as deemed necessary by the District (may include interviews with the child and/or parents).

A home schooling review team made up of the principal, head counselor and teacher will review the material and make the decision concerning placement.

To enter Liberty Union High School, the parent/guardian must provide an academic assessment report for each class taken. This should include, but is not limited to:

- A. a portfolio of work done
- B. examples of tests and test scores
- C. resources and books used in class
- D. samples of the student's work
- E. standardized test scores demonstrating the student's ability
- F. course of study
- G. the number of hours devoted to each subject area
- H. grades from previous school

Four weeks advance notice is needed to review the assessment report to make proper grade and subject placement.

7. The District may require the student to take any or all of the nationally normed standardized achievement tests that are regularly scheduled for District students of similar age.
8. All home instruction courses will be given a grade of P/F (Pass/Fail).
9. All students graduating from Liberty Union-Thurston High School must pass the 9th grade proficiency test and meet requirements as specified in Board policy. Beginning with the Class of 2007, all students graduating must pass the Ohio Graduation Test (OGT).
10. Transcripts will denote home instruction with P/F grades and "credits" assigned.
11. Athletic eligibility will be determined by OHSAA guidelines and District athletic policy.
12. Students can enroll only at the beginning of each semester.
13. A GPA will be established only for award purposes, including but not limited to Valedictorian / Salutatorian, Distinguished Scholar, Ohio Academic Scholarship, etc., after two consecutive semesters of attendance at Liberty Union High School prior to the second semester of the student's

- senior year.
- 14. Academic eligibility for the National Honor Society will be established only after two consecutive semesters prior to the end of the semester preceding the time nominations for induction are made.
- 15. This policy will be applicable to all students receiving home instruction.

[Approval date: January 10, 2000]
 [Revised: August 8, 2011]

C. ADMINISTERING MEDICINES TO STUDENTS (JHCD, JHCD-R-1, JHCD-R-2, JHCD-R-3)

File: JHCD

ADMINISTERING MEDICINES TO STUDENTS

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. If possible, all medication should be given by the parent(s)/guardian at home. If this is not possible, it is done in compliance with the following:

1. Only employees of the Board who are either
 - a) Licensed health professionals
 - b) Administrators
 - c) Teachers
 and have completed a drug administration program conducted by a licensed health professional are considered to be “appointed” by the Board, can administer prescription drugs to students.
2. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensation of medications. The drug must be received in the container in which it was dispensed by the prescribing physician, or others licensed to prescribe medication.
3. Written permission must be received from the parent(s)/guardian of the student, requesting that the school nurse or an appropriate person comply with the physician’s order.
4. The school nurse or other designated individual must receive and retain a statement which complies with State law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.
5. The parent(s)/guardian must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
6. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute “gross negligence or wanton or reckless misconduct.”
7. No person employed by the Board is required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Inhalers for Asthma

Students have the right to possess and use a metered-dose inhaler or a dry-powder to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student’s school is a participant.

In order for a student to possess the inhaler, he/she must have written approval from the student’s physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

Epinephrine Auto-injectors

Students are permitted to carry and use an epinephrine auto-injector (epi-pen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an epi-pen extends to any activity, event or program sponsored by the student’s school or activity, event or program in which the school participates.

Student possession of an epi-pen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent. Written approval must be on file with the principal and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student.

[Adoption date: January 10, 2000] [Revised: August 14, 2006]
 [Revised: April 9, 2007] [Revised: July 14, 2008]
 [Revised: August 8, 2011]

LEGAL REFS.: ORC 2305.23; 2305.231
 3313.64; 3313.712; 3313.713; 3313.716; 3313.718
 3314.03; 3314.141
 OAC 3301-35-06

CROSS REFS.: EBBA, First Aid
 JFCH, Alcohol Use by Students
 JFCI, Student Drug Abuse

File: JHCD-R-1

ADMINISTERING MEDICINES TO STUDENTS
(General Regulations)

Students needing medication are encouraged to receive the medication at home, if possible.

Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.

1. The person or persons designated to administer medication receives a written request, signed by the parent(s) having care or charge of the student, that the drug be administered to the student.
2. Each person designated to administer medication receives a statement, signed by the physician or other person licensed to prescribe medication, which includes all of the following information:
 - A. the name and address of the student;
 - B. the school and class in which the student is enrolled;
 - C. the name of the drug and the dosage to be administered;
 - D. the times or intervals at which each dosage of the drug is to be administered;
 - E. the date on which the administration of the drug is to begin;
 - F. the date on which the administration of the drug is to cease;
 - G. any severe adverse reactions which should be reported to the physician and one or more telephone numbers at which the person who prescribed the medication can be reached in case of an emergency and
 - H. special instructions for administration of the drug, including sterile conditions and storage.
3. The parent(s) agree to submit a revised statement signed by the physician who prescribed the drug to the person designated to administer medication if any of the information provided by the person licensed to prescribe medication as described above changes.
4. The person authorized to administer the drug receives a copy of the statement described above.
5. The drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescribing physician or other licensed professional.

The person designated by the Board establishes a location in each school building for the storage of drugs to be administered. All such drugs shall be stored in that location in a locked storage place. Drugs which require refrigeration may be kept in a refrigerator in a place not commonly used by students.

No person who has been authorized by the Board to administer a drug and has a copy of the most recent statement which was given to him/her prior to administering the drug is liable for administering or failing to administer the drug, unless such person acts in a manner which constitutes "gross negligence or wanton or reckless misconduct."

A person employed by the Board is not required to administer a prescribed drug to a student unless a Board regulation establishes a requirement; furthermore, the Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Board policy and regulations regarding dispensation of medication must be formally adopted by the Board and may be changed, modified or revised only by action of the Board.

[Adoption date: August 8, 2011]

File: JHCD-R-2

ADMINISTERING MEDICINES TO STUDENTS
(Use of Asthma Inhalers)

In order for a student to possess and use an inhaler, he/she must have written approval from the student's physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

1. The student's name and address;
2. The name of the medication contained in the inhaler;
3. The date the administration of the medication is to begin;
4. The date, if known, that the administration of the medication is to cease;
5. Written instructions which outline the procedures school personnel should follow in the event that the asthma medication does not produce the expected relief from the student's asthma attack;
6. Any severe adverse reactions that may occur to the student using the inhaler that should be reported to the physician;
7. Any severe reactions that may occur to another student for whom the inhaler is not prescribed, should he/she receive a dose of the medication;
8. At least one emergency telephone number for contacting the physician;
9. At least one emergency telephone number for contacting the parent, guardian or other person having care or charge of the student in an emergency and
10. Any other special instructions from the physician.

In no circumstances will the District, any member of the Board or any Board employee be liable for injury, death or loss of person or property when a District employee prohibits a student from using an inhaler because the employee believes, in good faith, that the required written approvals have not been received by the principal. Additionally, liability cannot accrue because the employee permits the use of an inhaler

when the employee believes, in good faith, that the written approval(s) have been received by the appropriate authority.

[Adoption date: August 8, 2011]

File: JHCD-R-3

ADMINISTERING MEDICINES TO STUDENTS
(Use of Epinephrine Auto-injectors)

Student possession of an epi-pen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent. Written approval must be on file with the principal and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student.

The prescriber’s written approval must specify at least the following information:

1. student’s name and address;
2. names and dose of the medication contained in the auto-injector;
3. the date the administration of the medication is to begin and, if known, the date the administration of the medication is to cease;
4. acknowledgement that the prescriber has determined that the student is capable of possessing and using the epi-pen appropriately and has provided the student with training in the proper use of the epi-pen;
5. circumstances in which the epi-pen should be used;
6. written instructions that outline procedures school personnel should follow if the student is unable to administer the medication or the medication does not produce the expected relief from the student’s anaphylaxis (allergic response);
7. any severe reaction that:
 - A. the student may experience that should be reported to the prescriber or
 - B. that may occur to another student for whom the medication is not prescribed, if that student receives a dose of the medication;
8. at least one emergency telephone number each for contacting the prescriber and the parent and
9. any other special instructions from the prescriber.

Whenever a student is administered epinephrine at school or at an activity, event or program sponsored by the school or in which the school is a participant, a school employee must immediately request assistance from an emergency medical service provider. Request for medical assistance applies whether the student self-administers the medication or a school employee administers it to the student.

The Board and District employees are not liable in damages in a civil action for injury, death or loss to person or property allegedly arising if:

1. a school employee prohibits a student from using an epi-pen because he/she has a good faith belief that the conditions for carrying and using the medication have not been satisfied;
2. a school employee permits a student to carry and use an epi-pen because of the good faith that the conditions have been satisfied or
3. in instances in which a student is rightfully permitted to carry an epi-pen, the medication is used by a student for whom it was not prescribed.

All immunities granted to schools under the sovereign immunity law or any other law apply.

[Adoption date: August 8, 2011]

D. ANIMALS IN THE SCHOOLS (ING, ING-R)

File: ING

ANIMALS IN THE SCHOOLS

Recognizing there are many tools that can be used to provide a variety of productive learning experiences for students, the Board supports the concept of using animals as an educational tool.

Prior to any use of animals in the schools, the administration should contact appropriate organizations or authorities, regarding resource materials and suggested learning activities that may be available to help students increase their understanding of the animal world.

All animal use in school buildings is consistent with health and safety policies established by the District. The administration is responsible for developing regulations for the care and control of the animals.

Service Animals

In compliance with Federal law, the Board permits the use of service animals in the schools for those individuals with qualified disabilities.

[Approval date: September 10, 2001]

[Revised: August 8, 2011]

- LEGAL REFS.: Individuals with Disabilities Education Act; 20 USC 1400 et seq.
 Rehabilitation Act of 1973; 29 USC 794
 Americans with Disabilities Act Amendments Act of 2008; 42 USC 12101 et seq.
 28 CFR 35.136(d)
 ORC Chapter 3323
 Chapter 4112

CROSS REFS.: AC, Nondiscrimination

ABC, Nondiscrimination on the Basis of Disability
 EBC, Emergency / Safety Plan
 JFG, Interrogations and Searches

[Adoption date: September 10, 2001
 [Revised: August 8, 2011]

File: ING-R

ANIMALS IN THE SCHOOLS

Prior to bringing any animal(s) into the schools, other than service animals, the building principal approves the use of the animal(s) for teaching or training of students in accordance with the following regulations:

1. Non-human primates, rabies vector species (including raccoons, bats, skunks, coyotes or foxes), wolves or wolf-dog hybrids, aggressive or unpredictable animals, stray animals with unknown health and vaccination history, venomous or toxin-producing spiders, insects, reptiles and amphibians, dogs, cats and ferrets that are under 16 weeks of age and dogs, cats or ferrets that are not current on rabies vaccinations are not permitted in the school building under any circumstances.
2. Ferrets, reptiles, amphibians, chicks, ducklings and hatching eggs are not permitted in classrooms with children under five years of age.
3. In addition to all other requirements in this policy, it is permissible for the class to have one or more animals as classroom pets under the following conditions:
 - A. no one is allergic to the animal;
 - B. proper examinations and immunizations have been given by a veterinarian;
 - C. arrangements have been made for housing the animal safely, comfortably, cleanly and in a manner that does not disrupt the classroom environment;
 - D. arrangements have been made for the proper care of the animal when school is not in session and
 - E. rules have been established for the handling and treatment of the animal.
4. When live animals are to be used as part of a study, prior approval of the building principal is required and the following rules apply:
 - A. A science teacher or other qualified adult supervisor assumes primary responsibility for the purposes and conditions of the study;
 - B. Studies involving animals have clearly defined objectives;
 - C. All animals used in the studies must be acquired in accordance with law;
 - D. The comfort of the animal used in the study is highly regarded and
 - E. When animals are kept on school premises over weekends or vacations periods, adequate housing must be provided and a qualified individual must be assigned care and feeding responsibilities.
5. When animals are used as part of an experiment, such as dissection in a science course, the building principal / designee notifies parents so that individuals who find such activity unpleasant or objectionable may be given a different assignment.
6. Animal cages and containers are equipped with properly fitting lids and are free from excessive accumulation of animal waste.
7. Hand washing facilities are available and immediately used when animals are handled.
8. Animals are not permitted to roam in the school building, except for therapy animals or animals used for other human assistance.
9. Animals are not permitted on surfaces where food or drink is prepared or consumed.
10. All animal feed is tightly sealed and labeled in containers separate from human food.

In compliance with Federal law, the Board permits the use of service animals in the schools for those individuals with qualified disabilities. Service animals must:

1. Be on a harness, leash or other tether or be under the control of the handler either through voice commands, signals or other means;
2. be housebroken and
3. be up-to-date on vaccinations.

In the rare case the animal is aggressive or disruptive and not house-broken, the school may exclude the animal.

[Adoption date: September 10, 2001]
 [Revised: July 9, 2007]
 [Revised: August 8, 2011]

E. FOOD SALE STANDARDS (EFF)

File: EFF

FOOD SALE STANDARDS

The Board of Education shall provide cafeteria facilities in all school facilities where space and facilities permit, and will provide food service for the purchase and consumption of lunch and breakfast for all students. The Board shall annually encumber the funds needed to operate the program.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as the fiscal management of the program. In addition, as required by law, a food safety program that is based on the principles of the Hazard Analysis and Critical Control Point (ACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service program staff and other authorized persons.

The Food Service Supervisor shall approve and implement nutrition standards governing the types of food and beverages that may be sold on the premises of its schools and shall specify the time and place each type of food or beverage may be sold. In adopting such standards, the Food Service Supervisor shall:

- A. consider the nutritional value of each food or beverage;
- B. consult with a dietitian licensed under Revised Code Chapter 4759, a dietetic technician registered by the commission on dietetic registration, or a school nutrition specialist certified or credentialed by the school nutrition association; and
- C. consult and incorporate to the maximum extent possible the dietary guidelines for Americans jointly developed by the United States Department of Agriculture (USDA) and the United States Department of Health and Human Services.

No food or beverage may be sold on any school premises except in accordance with the standards approved by the board which are outlined in the wellness policy. NOTE: fundraisers by school sponsored organizations outside the regular school day are exempt from these standards; and interscholastic athletic events are exempt at all times.

Meals sold by the school may be purchased by students and staff members and community residents in accordance with administrative guidelines established by the Superintendent. Meals may be made available, free of charge, to senior citizens who are serving as volunteers to the District.

The operation and supervision of the food-service program shall be the responsibility of the Food Service Supervisor. In accordance with Federal law, the Food Service Supervisor shall take such actions as are necessary to obtain a minimum of two (2) food safety inspections per school year, which are conducted by the State or local governmental agency responsible for food safety inspections. The report of the most recent inspection will be posted in a publicly visible location, and a copy of the report will be available upon request.

Any surplus funds from the National School Lunch Program and ala carte sales shall be used to reduce the cost of the service to students or to purchase cafeteria equipment.

No foods or beverages, other than those associated with the District's food-service program, are to be sold during food-service hours. The District shall serve only nutritious food in accordance with the nutritional standards adopted by the Board. Foods and beverages in competition with the District's food-service program may only be sold one hour before or after a meal period begins and ends (or in accordance with the Food For Sale policy).

COMPETITIVE FOOD SALES

The Food Services Department will comply with the provisions set forth in Federal law regarding sale of competitive food and foods of minimal nutritional value.

The Food Services Department shall be the sole provider of food and beverage items sold in all school until one (1) hour following the last lunch period, at which time other school organizations may begin to see foods and beverage items in accordance with the Board's wellness policy, guidelines and with principal approval.

The food and beverages to be sold must be in accordance with the District's approved nutrition standards and the District's wellness policy and guidelines.

The Food Service Supervisor is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report regarding the District's compliance with the standards to the Superintendent. Such findings shall be presented to the Board of Education at one of its regular meetings annually.

[Adoption date: September 10, 2001]

[Revised: August 8, 2011]

LEGAL REFS.: ORC 3313.814

F. DISTRICT WELLNESS POLICY (EFG-E)

Note: Additional changes required through recent legislation.

File: EFG-E

WELLNESS POLICY RECOMMENDATIONS
(March, 2011)

COMMITTEE MEMBERSHIP:

1. The committee met in March 2011, to evaluate the implementation of policy changes, and to consider additional recommendations. Building principals and the food service supervisor are responsible for implementation and monitoring of the wellness policy.

NUTRITION EDUCATION GOALS:

1. Health classes will continue to emphasize projects and assignments involving family input and participation.
2. The District website will include health and nutrition information.

PHYSICAL ACTIVITIES:

1. The current practice of physical fitness testing in physical education classes will continue.
2. Body mass index evaluations will be completed annually for students in kindergarten and grades three, five and nine. Results will be reported to parents, and kept in individual health files, and aggregate results to the Ohio Department of Health, as required.
3. A program has been implemented at the elementary by the school nurse. Efforts to expand the program will be explored.
4. Encourage student walking and bicycle riding activities through physical education classes. Create walking incentive rewards.
5. Develop a district transportation plan which would encourage student walking and/or bicycling to and from school.

STAFF WELLNESS:

1. Fitness classes will continue to be offered.
2. Disease management and wellness programs will be provided through the district health care plan. Employees will receive monthly updates via email.
3. A weight loss program will be offered for staff if there is enough interest to create a class. Community members will be invited to participate.

SCHOOL LUNCH PROGRAM:

1. The food service department will continue to seek ways to increase servings of fresh fruits and vegetables.
2. School meals will continue to be prepared following USDA (reimbursable) regulations.
3. New menu options will be offered in an attempt to increase participation.
4. The Food Service Department will attempt to exceed timelines for nutritional changes which are outlined in SB 210.

SCHOOL BREAKFAST PROGRAM:

1. All buildings now have school breakfast programs. Efforts to increase the number of breakfast menu items will be undertaken in the coming year.

Foods Available on Campus:

1. Provide through the food service program an affordable access for all students to the varied and nutritious foods they need to be healthy and to learn well.
2. Sell or serve food and beverages to students that will meet the nutritional recommendation of the current United States Department of Agriculture (USDA) Dietary Guidelines for Americans.
3. Serve to students all available foods that take into consideration the promotion of student health and well-being.
4. Prepare and distribute through the food service division to staff, parents, and after-school program personnel a list of snack items that comply with the current USDA Dietary Guidelines for Americans.
5. Follow the beverage standards as contained in Senate Bill 210.
6. Follow the District Packaged Snack Nutrition Standards:
 - a. Limit calories to 250.
 - b. Limit fat to thirty-five percent (35%) of total calories (excluding nuts and seeds).
 - c. Limit saturated fat to no more than ten percent (10%) of total calories.
 - d. Limit sugars, excluding fruits and vegetables, to thirty-five percent (35%) of weight.
 - e. Limit sodium to 250 mg.
 - f. Eliminate Trans Fat.

COMMUNITY HEALTH:

1. The possibility of a community health fair will be explored, possibly, coinciding with other school or community events.

CLASS PARTIES / BIRTHDAY TREATS / REWARD INCENTIVES:

1. Provide information to parents at the beginning of the school year, as well as reminders throughout the year, encouraging a voluntary program of healthy snacks, and portion limitation for these special events.
2. Work with room-mothers to provide healthy alternatives and portion limitation for organized parties.

SNACK MACHINES:

1. Candy and gum have been removed from snack machines.
2. Additional baked and low-fat alternative snacks will be included in snack machines.

BEVERAGE MACHINES:

Elementary School: Water, flavored water, 8 ounces or less of 100% fruit juice, and 100% fruit juice/water blend with no added sweeteners and containing no more than 160 calories per 8 ounces are available to students.

Middle School: Water and flavored water, 10 ounces or less of 100% fruit juice, and 100% fruit juice/water blend with no added sweeteners and containing no more than 160 calories per 8 ounces are available to students.

High School: Water, flavored water, 12 ounces or less of 100% fruit juice, and 100% fruit juice/water blend with no added sweeteners and containing no more than 160 calories per 8 ounces are available to students. Additional drinks may include 12 ounces or less of any beverage that contains no more than 66 calories per 8 ounces, or any size of a beverage that contains no more than 10 calories per 8 ounces. The latter may include caffeinated beverages and beverages with added sweeteners, carbonation, or artificial flavoring. Students will be encouraged to voluntarily limit soda purchase to one per day. Only diet soda is available. New beverage machines will be required for the 2011/2012 school year to comply with smaller portion requirements (12 oz). Federal law prohibits the sale of carbonated beverages during meal times.

CONCESSIONS, ETC.:

Request that booster groups, etc. voluntarily include some low-fat alternatives.

TOBACCO:

1. Continue to follow current policy:
 - a. No student tobacco use at any time;
 - b. Staff may not use tobacco in buildings at any time;
 - c. Visitors may not use tobacco in buildings or at athletic events at any time.
2. Designate specific outdoor smoking areas for staff members in each building.
3. Promote anti-tobacco student programs.
4. Provide quit-tobacco programs through the Department of Health.

FUNDRAISING:

1. No fundraising sales which are primarily candy-oriented.

[Adoption date: March 13, 2006]
 [Revised: April 13, 2009]
 [Revised: August 8, 2011]

[Revised: May 12, 2008]
 [Revised: April 12, 2010]

G. PAY-TO-PARTICIPATE FEES (IGDE)

File: IGDE

PAY-TO-PARTICIPATE FEES

The Liberty Union-Thurston Local Schools have implemented a pay-to-participate program for the purpose of reducing the cost to the General Fund of operating co-curricular and extra-curricular activities.

A paid participation fee DOES NOT guarantee a student “playing time” in scrimmages or contests. The control and direction for the sport/activity will remain the responsibility of the coordinator/coach.

The pay-to-participate program will be reviewed annually.

PAYMENT

1. Students are not permitted to participate in contests (including scrimmages) until the payment is received, or arrangements for payment have been made..
2. Payment may be made in the form of cash, check or money order, payable to “Liberty Union-Thurston Schools.”
3. In cases of hardship, the parent/guardian must develop an acceptable payment plan with the Director of Athletics or Principal, prior to the student’s participation in any scrimmages or contests.
4. Parents may reduce the amount of their child’s sports participation fee in \$5 increments, up to a maximum of \$20 per season, by working in the Athletic Booster concession stand. Credit earned for concession stand work must be completed prior to the season where credit will be used.

FEE REFUNDS

1. **ELIGIBILITY:** No refund of pay-to-participate fees will be issued if a student becomes academically ineligible. If the student is only eligible for a portion of the season, the entire fee must be paid, in order to participate.
2. **INJURY:** The participation fee will be refunded if a student suffers a physician-documented season-ending injury before the first game or performance. No refund will be given for season-ending injury during or after the first official contest.
3. **QUITTING:** No refund will be issued for students who quit an activity.
4. **DISMISSAL:** No refund will be issued for students who are dismissed from the team/group.

2011-2012 PAY-TO-PARTICIPATE FEES

SCHOOL-SPONSORED ATHLETIC PROGRAMS: Students in grades seven through twelve will pay \$80, per person, per sport. There is no cap or family limit.

HIGH SCHOOL BAND:	\$35	FLAG OR MAJORETTE CORPS:	\$20
KNOWLEDGE BOWL:	\$20	HIGH SCHOOL CHORUS:	\$25
HIGH SCHOOL VOCAL ENSEMBLE:	\$25		

[Adopted:	April 11, 2005]	[Revised:	July 10, 2006]
[Reviewed:	May 14, 2007]	[Revised:	April 14, 2008]
[Reviewed:	April 13, 2009]	[Reviewed:	April 12, 2010]
[Reviewed:	August 8, 2011]		

Liberty Union Athletic Department
Informed Consent Agreement Packet



Parents and student athletes - keep pages 1-4 of this packet for your files.
Complete page 5 of this booklet, sign and return to the athletic department.

ATHLETIC AND EXTRA-CURRICULAR RULES OF PARTICIPATION
LIBERTY UNION - THURSTON LOCAL SCHOOL DISTRICT

Students participating in extra-curricular activities are in a select group. You are some of the Liberty Union's very best! Students who participate in extra-curricular activities make a major commitment in terms of time and energy to the team or group, to the school and to yourself. It is the intent of the Board of Education and staff that this experience be as positive for you and other students as possible; therefore, certain standards of conduct are expected. The following rules have been adopted for high school and junior high school athletic, music and all other extra-curricular activities.

A. General

1. Participants will be advised in writing of all rules and regulations by their coach(es) prior to their participation.
2. The individual activity season is defined as all phases of student participation beginning with any organized pre-season conditioning / activity until the conclusion of participation with their presence at the designated activity awards program.
3. These rules become effective at the time of signing and remain in effect one year from the day of signing, and they apply 24 hours a day 7 days a week during the sports season. Cumulative offenses will be for grades 7-8 and then 9-12 accumulative.
4. Students who become members of extra-curricular activities are expected to avoid gatherings and activities which may lead to a violation of existing rules or cause undue criticism of the team / organization of which they are members.

B. Substance Use / Possession / Abuse Rules

Participants shall not possess, use, transmit, conceal, sell or show evidence of illegal use of narcotics, alcohol, drugs or drug paraphernalia. Tobacco and tobacco products are prohibited, regardless of the age of the participant. Use of any substance legal or illegal in such a manner as to cause intoxication is also prohibited. A student who has been found to have been present at a location where legal or illegal substances have been used illegally will be subject to disciplinary actions.

Disciplinary action will be determined by the type of offense and such action will be based upon the number of rule violations that the student has had previously. All students violating the alcohol, legal or illegal controlled substance provision of these rules will be recommended for counseling.

Administrative Guidelines

A participation day is defined as any day the activity is in season according to OHSAA rules and in which a practice, contest or performance is or may be scheduled. For the purpose of athletics, participation days will extend from one sport season to another. The following will be observed:

1. Tobacco - (offenses will accumulate on a year by year period)
A **first offense** will result in a five (05) day denial of participation with the student continuing to practice. The athlete will miss at least one athletic contest.
The **second offense** will result in denial of participation a minimum of 20 participation days with the student continuing to practice. The athlete will miss at least four (04) athletic contests.

On the **third accumulative offense**, the student athlete will be denied the privilege of participation in athletics at Liberty Union - Thurston Local Schools.

2. Use or Possession of Alcohol / Narcotics or other legal or illegal substances
 - a. **First Offense:** For the **first offense**, the student athlete will be given the option of:
 - 1) Being denied participation for 15 participation days and within five calendar days having an appointment with a Certified Chemical Dependency Counselor (or at an agency certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services) for a chemical dependency assessment and then follow the recommendations of the counselor. (If treatment is recommended, it must be with an Ohio Certified Chemical Dependency Counselor.) The student shall submit to weekly urine drug tests for the next six (06) weeks if requested by the Athletic Director at the parents' expense. The athlete will miss at least two athletic contests. OR
 - 2) Denial of participation in interscholastic athletics for the remainder of the current season and the next athletic season in which the athlete participates.
 - b. **Second Offense:** For the **second offense**, the student athlete will be denied participation in athletics for the remainder of the current season and the next athletic season in which the athlete participates.
 - c. **Third Offense:** On the **third accumulative offense**, the student athlete will be denied the privilege of participation in athletics at Liberty Union - Thurston Local Schools.
 - d. Use of alcohol / narcotics or other substances prior to or during athletic practice or contests - the student shall be denied participation for a period of 15 to 90 days as recommended by the athletic director with input from the head coach.
 3. Selling or Distribution of Other Substances

A **first offense** for selling or distributing harmful legal or illegal substances will result in denial of participation not to exceed 90 days.
 4. Repeated violations of these rules will be cumulative in grades 7 and 8 and then 9-12.
 5. Supervisors are authorized and encouraged to investigate any allegations of substance use or other violation of this policy.
- C. Violation of any one or more of the following rules may result in immediate denial of participation from the activity for as long as 90 days. If a violation of these rules occurs, the supervisor will notify the Athletic Director who will inform the parents / guardians of the action taken as well as any other pertinent information.
1. Malicious damage to school or private property
 2. Theft of school or privately owned property
 3. Insubordination or disrespect toward staff members
 4. Harassment / Menacing - No student shall harass, threaten, menace, or verbally abuse another student or school employee for any reason including ethnic, racial and / or sexual harassment.
 5. Verbal or Physical Actions - A student shall not use verbal / written profanity / profane gestures or obscene language at school or at a school activity. Possession of obscene publications or materials is strictly prohibited.
- D. The student participant is entirely responsible for any and all uniform items, equipment, and / or materials issued to him / her during their participation as a member of an organization or activity. If items issued are lost, stolen, or damaged, the participant is financially responsible for their replacement. Each participant's sport fee must be paid before an athlete may participate in an athletic contest / game. No awards will be given nor will participation at the awards banquet be

permitted if uniform items / equipment are not returned. All fees must be paid in order to receive student awards, and / or participate at the designated banquet. Also, student participants are required to attend their banquet - failure to attend without a valid prior excuse will result in loss of all awards that would have normally been given to the student. Emergency situations will be considered on an individual basis.

- E. A student who quits an activity after selections have been made must turn in all uniforms and equipment to the advisor of that activity immediately upon quitting the activity.
- F. All student participants are also subject to the guidelines and penalties found in the Student-Parent Handbook.
 1. PRACTICE FOR ACTIVITIES - Practice for activities or organizations after school **MUST BE SUPERVISED BY A FACULTY MEMBER**. Practices will generally not last longer than two hours. If it is necessary to move classroom furniture for a practice, the room shall be put back in order before leaving. Precaution should be taken to see that all lights are off and doors and windows are locked before the faculty advisor leaves the area.
 2. Absence or tardiness from school all or part of the day of meeting, practices, or performances eliminates the student from participation in the activity that day, evening, or weekend unless excused for a medical appointment or excused by the principal / athletic director for other extraordinary reasons. For the health, safety, and welfare of the student and the student body an ill student should remain at home.

G. **TEAM APPEARANCE**

Team Appearance (Uniforms)

At all times when a student is participating in an athletic meet, match, game or other event that is governed by the Ohio High School Athletic Association ("OHSAA") rules, the athlete shall comply with OHSAA and the Liberty Union - Thurston Local School District ("district") rules governing uniforms. For purposes of this rule, "participating" shall mean once the athlete puts on the school uniform for the meet, match, game or other event. When participating in a school-operated / sponsored athletic event, members of district athletic teams may wear only uniforms and warm-up clothing provided by Liberty Union. Athletes should also wear the same style shoes and socks, as approved by the Head Coach.

1. T-shirts and other garments worn under the school uniform must comply with OHSAA rules, shall only be the school's color and must match the team uniform. Other adornment is not part of a team concept. NO logos or words may appear on an athlete's shorts / pants across the seat of the pants. We are a team sports school and our appearance should reflect this status.
2. During school district team practices athletes shall be subject to the district student code of conduct, including, but not limited to the Student Dress Code and Grooming Guidelines. Each Head Coach will decide on proper attire for their athletes.
3. All new sports team clothing / apparel purchases are to be pre-approved by the athletic director through the Head Coach.
4. NO logos, other than specific Liberty Union School logos may be worn while at a competition.
5. Students may wear clothing items during practice sessions which may display other logos as long as the items conform to our school's dress and appearance code as found in the student-parent handbook or do not violate team training rules as developed by the head coach for each sport.
6. Any questions regarding this policy will be handled on a case-by-case basis by the Athletic Director.
7. Each Head Coach will decide when a team member is to be in a uniform and will decide when a team member is to be in travel attire.
8. ALL team apparel is to be pre-approved by the athletic director and principal through the Head Coach.

H. FAMILY & CIVIC ENGAGEMENT (BCFB, BCFB-E and EBFB-E-2)

Note: OSBA is recommending deletion of this policy.

File: BCFB

~~FAMILY AND CIVIC ENGAGEMENT COMMITTEE~~

~~The Board / designee appoints a family and civic engagement committee, whose membership and organization, includes parents, community representatives, health and human service representatives, business representatives and any other representatives identified by the Board / designee.~~

~~The family and civic engagement committee must work with local county family and children first councils to recommend qualifications and responsibilities that should be included in the job description for school family and civic engagement coordinators.~~

~~The committee develops a five year family and civic engagement plan and provides annual progress reports on the development and implementation of the plans. The plan and progress reports must be submitted to the county family and children first council.~~

~~Finally, the committee must provide recommendations on matters specified by the Board. Meetings of the committee fall under the auspices of the Open Meetings Act. (Sunshine Law)~~

[Adoption date: August 9, 2010]
 [Deleted: August 8, 2011]

LEGAL REFS.: ORC 121.22 (B)
 3313.821

CROSS REFS.: BCE, Board Committees
 IGBL, Parental Involvement

File: BCFB-E

~~FAMILY AND CIVIC ENGAGEMENT COORDINATOR JOB DESCRIPTION:~~

~~Public schools in Ohio are required to establish a job description for a Family and Civic Engagement Coordinator position.~~

~~REPORTS TO: Superintendent~~

~~TRAINING QUALIFICATIONS:~~

- ~~● Valid Ohio Pupil Services or Administrative Certificate / License~~
- ~~● Current License to practice social work / administration issued by the State of Ohio~~
- ~~● Successful experience in public schools preferred~~
- ~~● Experience and knowledge of current trends in social work~~

~~REQUIRED SKILLS AND ABILITIES:~~

- ~~● Communication Skills: Must be able to read, analyze and interpret information relevant to the position, including being able to speak to small and large groups of people, and to communicate clearly and concisely both orally and in writing.~~
- ~~● Leadership Ability: Must be able to provide the appropriate direction and guidance to achieve the vision and mission of the district.~~
- ~~● Reasoning Ability: Must be able to define problems, collect data, and establish facts and draw valid conclusions.~~
- ~~● Must be able to transport between buildings, districts and cities.~~

~~PERSONAL QUALIFICATIONS:~~

- ~~● Demonstrates enthusiasm and a sincere desire to aid and assure the safety of all students.~~
- ~~● Demonstrates professional tact, diplomacy and presentation with administrators, staff, teachers, parents and the community.~~
- ~~● Is conscientious and assumes responsibility for own work performance.~~
- ~~● Anticipates problems and unforeseen events.~~
- ~~● Demonstrates an ability to make decisions when required.~~
- ~~● Possesses good health, high moral character and good attendance record.~~
- ~~● Serves as a role model for students in the belief in and practice of ethical principles and democratic values, while maturing as a responsible, intelligent human being~~
- ~~● Participates in appropriate professional organizations and their activities.~~

~~JOB GOAL: _____~~

- ~~● Working with local agencies, businesses, and the district leadership team and in partnership with The Family and Children First Council, The Engagement Coordinator will work to help students resolve personal, emotional, and social problems that interfere with their adjustments to school and their capacity to benefit to the fullest from the education offered them.~~

~~DUTIES and RESPONSIBILITIES:~~

- ~~1. Works with, and / or in the interest of, individual students and resolve those personal, social or emotional maladjustments related to their educational and social progress.~~
- ~~2. Work with parents, the district leadership team, Family and children First Council and their membership in resolving their child's problem(s) and their knowledge and use of available resources.~~

- ~~3. Establish a collaborative Family and Civic Engagement Team (FCE), linked to the District Leadership Team (DLT), with interdependent working relationships among all stakeholders that enables the team to plan together effectively and efficiently.~~
- ~~4. Keeps appropriate records / files or cases and other professional activities.~~
- ~~5. Serve as a member on the I.A.T. or I.E.P. teams when appropriate.~~
- ~~6. Help develop / present appropriate in services to staff dealing with issues, which impact learning.~~
- ~~7. Continues professional development.~~
- ~~8. Facilitate the process of designing, refining and managing parent family recruitment, support and engagement.~~
- ~~9. Provide annual progress reports on the development and implementation of the FCE plan.~~
- ~~10. Responsible for writing, monitoring, and revising the FCE plan.~~
- ~~11. Performs other assignments, duties or responsibilities assigned by the superintendent.~~

[Adoption date: August 9, 2010]
 [Deleted: August 8, 2011]
 LEGAL REFS.: ORC 121.22 (B)
 3313.821
 CROSS REFS.: BCE, Board Committees
 IGBL, Parental Involvement

File: BCFB-E-2

FAMILY AND CIVIC ENGAGEMENT COMMITTEE RESOLUTION

Public school district boards of education are required to appoint members to a Family and Civic Engagement Committee. The following committee members are recommended:

WHEREAS, in accordance with the requirements of Ohio Revised Code Section 3313.821(B), each board / designee shall determine the membership and organization of its family and civic engagement team, provided that it shall include parents, community representatives, health and human service representatives, business representatives identified by the board:

THEREFORE BE IT RESOLVED, that the following persons are appointed to the Liberty Union – Thurston Local School District Family and Civic Engagement Team representing the entity indicated next to their names, with each to serve until a successor shall be duly appointed, unless he or she resigns, is removed from office or is otherwise disqualified from serving as member of the team, to take his or her respective seat on the team immediately upon such appointment.

<u>Group or Entity Representing</u>	<u>Name of Member</u>	<u>Entity</u>
Board Representative		
Community	Bill Putnam, Jr	
Health and Human Services: (Health, Safety, and Wellness, Mental and Behavioral Health, Substance Abuse, etc.	Becky Edwards	Executive Dir / Fair Co
Business	Christa Grover	
School District	Paul Mathews	
Parents	Amy Sharb	
	Susan Wagner	
	Ellen Bell	

RESOLVED FURTHER, that the members of the Liberty Union – Thurston Local School District Family and Civic Engagement Team are, and each acting alone is, hereby authorized to do and perform any and all such acts as such members shall deem necessary or advisable, to carry out the purposes and intent of Ohio Revised Code Section 3313.821.

It is hereby certified by the undersigned that the foregoing resolution was duly passed by the Liberty Union – Thurston Local School District Board of Education on the 9th day of August, 2010, in accordance with the laws and by-laws governing the Board and that said resolution has been duly recorded in the minutes of the Board and is in full force and effect.

 – School Board President

 Superintendent

 Date

 Date

[Adoption date: August 9, 2010]
 [Deleted: August 8, 2011]
 LEGAL REFS.: ORC 121.22 (B)
 3313.821
 CROSS REFS.: BCE, Board Committees
 IGBL, Parental Involvement

I. POLICY REVIEW: All policies in Sections G, H and I were reviewed and approved as reviewed with the following approved revisions:

1) PERSONNEL RECORDS - FILE: GBL

The Superintendent develops and implements a comprehensive and efficient system of personnel records. The Superintendent is hereby designated as the employee directly responsible for the personnel records system. The following guidelines govern such records.

1. Personnel files contain records and information relative to compensation, payroll deductions, evaluations and such information as may be required by the state or federal government or considered pertinent by the Superintendent. Anonymous material or material from an unidentified source is not placed in a staff member's file.
2. A personnel file for each employee is accurately maintained in the District office in accordance with administrative regulations incorporating the requirements set forth under the Ohio Privacy Act for the protection of employees. Employees will be notified whenever personal information concerning them is placed in their file.
3. Ohio law requires that all public records be promptly prepared and made available for inspection to any member of the general public at all reasonable times during regular business hours. Upon request, the Superintendent is required to make copies available at cost, within a reasonable period of time.
4. The public has access to all records in the personnel file with the following exceptions:
 - A. Medical records
 - B. Records pertaining to adoption, probation or parole proceedings
 - C. Trial preparation records
 - D. Confidential law enforcement investigatory records
 - E. Social security number
 - F. Records of which the release is prohibited by Ohio or Federal law
5. The District is required to keep reports of investigations of teacher misconduct in the employee's personnel file, unless it is determined that the report does not warrant taking action against the employee.
6. Each employee has the right, upon written request, to review the contents of his/her own personnel file.

If a document is not disclosed to the employee because it is determined by a physician, psychiatrist or psychologist to be likely to have an adverse effect upon the employee, the document will be released to the designated medical authority. Requests are made to the Superintendent and scheduled for a time convenient for the parties involved.
7. Employees may make written objections to any information contained in the file. Any written objection must be signed by the staff member and becomes part of the employee's personnel file after the appeal procedure outlined in the Ohio Revised Code. The appeal procedure permits any employee who disputes the accuracy, relevance, timeliness or completeness of information maintained in his/her file to compel the District to investigate the current status of the information.
8. Personnel records should be reviewed only within the confines of the Superintendent's office or the Board's office.

[Adoption date: January 10, 2000]

[Revised: April 9, 2007]

[Revised: August 8, 2011]

REFS.: ORC 9.01; 9.35
149.41; 149.43
1347.01 et seq.
3317.061
3319.311; 3319.314
4113.23
OAC 3301-35-03(A)(10)

CROSS REF.: KBA, Public's Right to Know

CONTRACT REFS.: Certificated Staff Negotiated Agreement
Classified Staff Negotiated Agreement

2) CRIMINAL RECORD CHECK - FILE: GBQ

The Board shall request from the Bureau of Criminal Identification and Investigation criminal record checks of candidates under final consideration for employment or appointment in the District if the candidates are responsible for the care, custody or control of students.

The Board may employ persons responsible for the care, custody or control of students on the condition that the candidate submit to and pass a BCII criminal record check in accordance with the Ohio Revised Code. Applicants are given a separate written statement informing them that the Board may use 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 record 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 record check, the applicant or employee will be given a written pre-adverse action disclosure statement which will include a copy of the criminal record check and the Federal Trade Commission’s notice entitled “A Summary of Your Rights Under the Fair Credit Reporting Act.”

After taking an adverse action, the applicant or employee will be given a written adverse action notice which includes the name, address and telephone number of BCII, a statement that BCII 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 BCII and the individual’s right to an additional free criminal record check from BCII upon request within 60 days. Any person conditionally hired who fails to pass a BCII criminal background check shall be released from employment.

An applicant for employment may provide a certified copy of a BCII criminal background check to the District in compliance with the Ohio Revised Code. The District may accept this background check in place of its own background check if the date of acceptance by the District is within one year after the date of issuance by the BCII.

For bus driving applicants, a BCII, county or local law enforcement agency records check is required. For currently employed bus drivers, a new report is required every six years.

Volunteers

Background checks for volunteers will be valid for the maximum time period in accordance with O.R.C. Current and prospective volunteers of extra-curricular activities, who have or will have unsupervised access to children on a regular basis may, at any time, be subject to a criminal record check (BCII).

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

Payment for all employee background checks is the responsibility of the employee, except where negotiated agreement indicates otherwise. Payment for volunteers will be paid by the LU-T Board of Education.

[Adoption date: January 10, 2000]
 [Revised: September 10, 2001]
 [Revised: April 9, 2007]
 [Revised: October 13, 2008]
 [Revised: August 8, 2011]

LEGAL REFS.: Fair Credit Reporting Act 15 U.S.C. Sections 1681 et seq.
 ORC 109.57;109.572
 2953.32
 3319.291; 3319.311; 3319.313; 3319.315; 3319.39
 OAC 3301-83-06

CONTRACT REFS.: GBL, Personnel Records
 GCD, Professional Staff Hiring
 GCPD, Suspension and Termination of Professional Staff Members
 GDD, Support Staff Hiring
 GDPD, Suspension and Termination of Support Staff Members
 IIC, Community Instructional Resources (Also KF)
 ICC, School Volunteers
 LEA, Student Teaching and Internships

3) PROFESSIONAL STAFF LEAVES AND ABSENCES - FILE: GCBD

A leave of absence is a period of extended absence from duty by a staff member, for which written request has been made and formal approval has been granted by the Board. The Board provides a plan for considering leaves and absences for its staff members in accordance with State and Federal law and Board policies.

Compensation, if any, during leaves of absence depends upon the type of leave. Deductions are made in salaries for absence in accordance with regulations developed by the administration and approved by the Board.

Depending on the type of leave and when the group insurance policy permits, an employee may continue to participate in Board-approved insurance programs, provided that the employee pays the entire premium for these benefits.

A staff member terminates his/her affiliation with the Board if, at the expiration of the specified period of leave, he/she declines the position that is offered to him/her. Assuming his/her contract has not expired during a leave of absence, an employee holds the same contract status upon returning to duty as was held on the date on which the leave began.

[Adoption date: January 10, 2000]
 [Revised: September 10, 2001]
 [Revised: August 8, 2011]
 LEGAL REFS.: Family and Medical Leave Act; 29 USC 2611 et seq.
 ORC 124.38
 3313.20; 3313.211
 3319.08; 3319.09; 3319.13; 3319.131; 3319.14; 3319.143
 CONTRACT REF.: Certificated Staff Negotiated Agreement

MONTHLY FINANCIAL STATEMENTS

089-11 Motion by Judith Cosgray, seconded by John Hutton, to approve Monthly Financial items as stated below. Hochradel, yes; Hutton, yes; Raver, yes; Brate, yes; Cosgray, yes. Motion carried.

A. TREASURER’S FINANCIAL REPORT

- 1. MONTHLY FUNDS BALANCE**
- 2. RECEIPT OF FUNDS**
- 3. STATUS OF APPROPRIATIONS**
- 4. MONTHLY BANK RECONCILIATION**

B. BILLS

C. STUDENT ACTIVITY MONTHLY APPROPRIATIONS

<u>FUND</u>	<u>AMOUNT</u>
018	\$ 68.50
200	545.00
300	7,885.35
Total Changes	\$8,498.85

D. DONATIONS

<u>Amount</u>	<u>Donor</u>	<u>Fund</u>
\$ 383.35	Daniel Shook	Girls Soccer
2,000.00	Misc: 5-K Race	Cross Country
\$2,383.35	Total	

NEW BUSINESS: FINANCIAL

090-11 Motion by Shaun Hochradel, seconded by Art Brate, to approve the New Business - Financial items listed below: Hutton, yes; Raver, yes; Brate, yes; Cosgray, yes; Hochradel, yes. Motion carried.

A. SERVICE PROVIDER: Movie Licensing, USA

CONTRACT PERIOD: August 23, 2011 - August 22, 2012
 SERVICE PROVIDED: Public Performance Site License to Exhibit Motion Pictures
 COST: \$1,021.25

B. 2012 REVISED APPROPRIATIONS

LIBERTY UNION THURSTON SCHOOLS				
FY 2012 Revised Appropriations				8/8/11 R
Governmental Fund Types				
Fund Class / Name	Fund No / SCC	Total Approp	ADJ	NEW Approp
<u>General Fund Class</u>				
General Fund	001	\$12,400,000.00	\$0.00	\$12,400,000.00
<u>Special Revenue Class</u>				
Public School Support	018	\$ 72,000.00	\$ 10,435.47	\$ 82,435.47
Local Rotary	019	0.00	249.85	249.85
Classroom Fac Maint	034	307,000.00	266,373.24	573,373.24
Athletics	300	300,000.00	131,001.40	431,001.40
Ed Jobs	504	307,594.46	0.00	307,594.46
Race to the Top	506	25,000.00	16,775.93	41,775.93
OPAPP	506-9190	0.00	24,545.45	24,545.45
IDEA Part B	516	225,000.00	3,084.43	228,084.43
Title I	572	124,000.00	54,813.34	178,813.34

Title II A	590	<u>84,000.00</u>	<u>10,471.04</u>	<u>94,471.04</u>
Total Special Revenue Class		\$1,444,594.46	\$517,750.15	\$1,962,344.61
<u>Debt Service Fund Class</u>				
Bond Retirement Fund	002	\$1,065,000.00	\$0.00	\$1,065,000.00
<u>Capital Project Fund Class</u>				
Perm Imp	003	\$ 225,000.00	(\$ 81,216.38)	\$ 143,783.62
Building Fund	004	2,275,000.00	(905,149.77)	1,369,850.23
CI Build - State	010-9000	5,300,000.00	(5,128,984.98)	171,015.02
CI Build - Local	010-9001	3,000,000.00	2,597,416.80	5,597,416.80
Proprietary Fund Types				
<u>Enterprise Fund Class</u>				
Food Service Fund	006	\$ 475,000.00	\$45,000.00	\$ 520,000.00
<u>Internal Service Fund</u>				
Special Rotary Fund	014	\$35,000.00	(\$6,979.25)	\$28,020.75
Employee Benefits Fund	024	<u>1,700,000.00</u>	<u>(104,295.30)</u>	<u>1,595,704.70</u>
Total Internal Services		\$1,735,000.00	(\$111,274.55)	\$1,623,725.45
Fiduciary Fund Type				
<u>Trust Fund Class</u>				
Custodial Refresh Fund	022	\$ 40,000.00	\$22,190.97	\$ 62,190.97
Student Activity Fund	200	<u>120,000.00</u>	<u>20,943.02</u>	<u>140,943.02</u>
Total Trust Fund Class		\$160,000.00	\$43,133.39	\$203,133.99
<u>Agency Funds</u>				
South Central Ins Cons	026	<u>38,000,000.00</u>	<u>4,630,807.20</u>	<u>42,630,807.20</u>
Total Appropriations - All Fund Types		\$66,079,594.46	\$1,607,482.46	\$67,687,076.92

NEW BUSINESS - PERSONNEL

091-11 Motion by John Hutton, seconded by Mike Raver, to approve the New Business - Personnel items listed below. Raver, yes; Brate, yes; Cosgray, yes; Hochradel, yes; Hutton, yes. Motion carried.

- A. RE-EMPLOY FAMILY & CONSUMER SCIENCE TEACHER** - A public meeting was held on July 11, 2011, to discuss the re-employment request of **Candace Berry**, Family & Consumer Science Teacher.

Approved to re-hire **Ms. Berry** as follows:

Name: **Candace Berry**
 Position: Family & Consumer Science Teacher
 Hours: Half-Time Position
 Length of Contract: One Year (2011/2012 School Year)
 Salary: \$25,068.68 (M.A. + 30, Step 5)
 Starting Date: September 1, 2011

- B. EXTENDED SERVICE CONTRACT** - Approved the following candidate for an extended service contract for the 2011/2012 school year:

Name: **Candace Berry**
 Position: Family & Consumer Science Teacher
 Service Days: Five
 Salary: \$688.70

- C. EMPLOY HIGH SCHOOL TECHNOLOGY TEACHER** - Approved to employ the following candidate is requested:

Name: **Ken Schaefer**
 Position: High School Technology Teacher
 Hours: Half-Time Position
 University: The Ohio State University
 Degree: Master of Arts in Business Development and Business Education
 License: Career Technical (4 - 12) Integrated Business
 Salary: \$20,463.48 (M.A. - Step 4)
 Starting Date: August 26, 2011

D. SUPPLEMENTAL CONTRACT POSTIONS - Approved the following candidates for supplemental positions as listed.

<u>NAME</u>	<u>POSITION</u>	<u>LEVEL</u>	<u>STEP</u>	<u>SALARY</u>
Marcus Alford	JV Golf	3	0	\$1,888.94
John Phillips	H S Golf	Volunteer		
Eric Valentine	H S Football	Volunteer		

E. CERTIFIED SUBSTITUTE LIST: Approved the substitute teacher list for August, 2011, as nominated by the Fairfield County Superintendent.

F. SUMMER THIRD-GRADE READING INTERVENTION - Approved the following candidate as recommended by the Elementary School Principal to provide required third-grade reading intervention:

Name: **Kelley Savage**
 Hours: Ten Hours (Total)
 Dates of Service: August 22 - 26, 2011
 Compensation: \$20 per Hour

G. EMPLOY CLASSROOM AIDES FOR HANDICAPPED STUDENTS: The following candidates were approved for employment to fill classroom aide positions in the middle / high school:

- 1) Name: **Libby Compton**
 Position: Classroom Aide for Handicapped Students
 Hours: 6 ¾ hrs Daily when School is in Session
 Step: 3
 Compensation: \$15.65 per Hour
 Starting Date: August 31, 2011

- 2) Name: **Geoffrey Burnside**
 Position: Classroom Aide for Handicapped Students
 Hours: 7 ¾ hrs Daily when School is in Session
 Step: 2
 Compensation: \$15.47 per Hour
 Starting Date: August 31, 2011

NEW BUSINESS: OTHER

092-11 Motion by John Hutton, seconded by Shaun Hochradel, to approve the New Business - Other items listed below. Brate, yes; Cosgray, yes; Hochradel, yes; Hutton, yes; Raver, yes. Motion carried.

A. ELEMENTARY SCHOOL WORKBOOK & LAB FEES - Approved student lab fees and workbook resale fees for the 2011/2012 school year as follows:

<u>Kindergarten</u>		<u>Grade One</u>	
Chair Bags	\$ 8.00	Math Journals / Home Links	\$34.00
Supplies	13.00	Writing Dictionary	2.00
Computer Fee	<u>2.00</u>	2 Binders	4.00
Total	\$23.00	Computer Fee	<u>2.00</u>
		Total	\$42.00
<u>Grade Two</u>		<u>Grade Three</u>	
Math Workbook	\$21.00	Math Journal	\$13.00
Weekly Reader	5.00	Math Buckle Down	10.00
Computer Fee	<u>2.00</u>	Folders	2.50
Total	\$28.00	Time for Kids	4.50
		National Geographic (Weaver & Calderwood ONLY)	4.50
<u>Grade Four</u>		Student Planner (Weaver & Calderwood ONLY)	2.00
Math Journal	\$20.00	Computer Fee	<u>2.00</u>
Binder	10.00	Total - Weaver & Calderwood	\$38.50
Story Works	7.00	Total - Byers & Savage	\$32.00
Student Planner	2.00		
Science Fee	3.00		
Computer Fee	<u>2.00</u>		

Total	\$44.00		
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- B. STUDENT HANDBOOKS** - Copies of student handbooks for the 2011/2012 school year have been provided for board members to review. Principals were available to provide information about revisions to the handbooks.
Approved student handbooks for the 2011/2012 school year as requested.
- C. STAFF HANDBOOKS** - Copies of staff handbooks for the 2011/2012 school year have been provided for board members to review. Principals were available to provide information about revisions to the handbooks.
Approved staff handbooks for the 2011/2012 school year as requested.
- D. OHIO SCHOOL BOARDS ASSOCIATION CAPITAL CONFERENCE** - The OSBA Capital Conference will be held in Columbus, November 13 - 16, 2011.
The LU-T Board of Education selected one delegate, **Shaun Hochradel**, and one alternate, **Judith Cosgray**, to attend the conference and to vote on OSBA issues.
- E. SCHOOL TRANSPORTATION RELEASE:** Approved the request of Lisa Wadsworth, 5123 Reynoldsburg Baltimore Rd, to release her children, Madison Wadsworth 8th grade and Garrett Wadsworth 7th grade, to Pickerington Schools for transportation purposes to St. Pius School during the 2011/2012 school year.

INFORMATION

- A. "RACE TO THE TOP" COMMITTEE** - Members of the District Race to the Top Committee provided an update.
- B. CONSTRUCTION PROJECT UPDATE** - Architect, **Joe Schappa**, provided an update on the progress of the high school renovation and new middle school construction.

EXECUTIVE SESSION - An executive session was requested for the purpose of addressing parent concerns which have been previously forwarded in writing to the Board of Education, and also to consider the employment of a public employee.

GO INTO EXECUTIVE SESSION:

093-11 Motion by Mike Raver, seconded by John Hutton, to go into Executive Session at 8:45 p.m. Cosgray, yes; Hochradel, yes; Hutton, yes; Raver, yes; Brate, yes. Motion carried.

RETURN FROM EXECUTIVE SESSION:

094-11 Motion by John Hutton, seconded by Shaun Hochradel, to return from Executive Session at 9:59 p.m. Hochradel, yes; Hutton, yes; Raver, yes; Brate, yes; Brate, yes. Motion carried.

NEXT REGULAR MEETING: The next Board of Education Meeting will be held on Monday, September 12, 2011, at 7:00 p.m. at the Liberty Union High School Library.

ADJOURN:

095-11 Motion by Mike Raver, seconded by Art Brate, to adjourn at 10:00 p.m. Hutton, yes; Raver, yes; Brate, yes; Cosgray, yes; Hochradel, yes. Motion carried.

President

Attest