

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

July 11, 2011 - 7:00 P.M.

Liberty Union High School Library

- 1. **ROLL CALL:**
 - Art Brate _____
 - Judith Cosgray _____
 - Shaun Hochradel _____
 - John Hutton _____
 - Mike Raver _____

2. **PLEDGE OF ALLEGIANCE**

3. **PUBLIC HEARING:** Public comment will be solicited by the Board, regarding the retire-rehire request of District Family & Consumer Sciences Teacher, **Candace Berry**, who retired June 30, 2011, and proposes to return to the same position September 1, 2011. Board action on Ms. Berry’s retire-rehire request is scheduled for August 8, 2011, at the regular meeting of the LU-T Board of Education, at 7:00 p.m. in the high school library.

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

All meetings of the board and board-appointed committees are open to the public. Delegations or individuals are welcome at board meetings, subject to the following regulations designed to expedite deliberations and provide for full consideration of problems and questions:

- A. Establish appointment to present communications or petitions to the board three working days before the board meeting.
- B. Submit communications in writing at the time of requesting an appointment so that they may be duplicated and given to board members in the agenda materials.
- C. Limit presentations to 30 minutes with additional time to be granted by a vote of the majority of the Board. Each individual will be allotted three minutes until the total time of 30 minutes is used.
- D. Only upon the request of the board members will communications from the public be read aloud at the board meetings. These communications will be read by the board president, unless it is in violation of board policy. Such violation will be determined through consultation between the board president or treasurer and the superintendent.
- E. Each person addressing the Board shall give his/her name, address, and who they represent. If several people wish to speak, each person is allotted three minutes until the total time of 30 minutes is used. During that period, no person may speak twice until all who desire to speak have had the opportunity to do so. Persons desiring more time should follow the procedure of the Board to be placed on the regular agenda. The period of public participation may be extended by a vote of the majority of the Board.
- F. The board will take questions and problems under advisement and issue responses after due deliberations, usually at the next meeting.
- G. If questions or problems relate to personnel, the Board will go into executive session to receive such presentations.

Board agendas are available to all those who attend board meetings. The section on the agenda for public participation shall be indicated. Noted in each agenda shall be a short paragraph outlining the board policy on public participation at board meetings.

[Adoption date: January 10, 2000] [Revised: October 9, 2000] [Revised: April 9, 2001]

LEGAL REFS.:	ORC	121.22	CROSS REFS.:	BCE, Board Committees
		3313.20		BD, School Board Meetings
				BDDB, Agenda Format
				BDDC, Agenda Preparation and Dissemination

5. **DISCUSSION AND APPROVAL OF THE MINUTES:**

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

June 13, 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>absent</u>
Mike Raver	<u>present</u>

PLEDGE OF ALLEGIANCE

RECOGNITION

- A. STUDENTS OF THE MONTH: Jessica McCormick & Travis Runyon, Jr.**
- B. STATE SCIENCE FAIR PARTICIPANT: Ethan Schmelzer**
- C. STATE SCIENCE FAIR PARTICIPANT: Autumn Fickel**
- D. STATE SCIENCE FAIR PARTICIPANT: Alex Carrico**
- E. HIGH SCHOOL CHORALE: Superior Rating at State OMEA Competition, Emily Fisher, Director**
- F. HIGH SCHOOL BAND: Superior Rating at State OMEA Competition, Ben Fisher, Director**
- G. BOYS TRACK TEAM: MSL Co-Champions, Krista Azeltine, Coach**
- H. STATE TRACK & FIELD PARTICIPANT: Garrett Mathias**
- I. STATE TRACK & FIELD PARTICIPANT: Nick Richardson**
- J. BASEBALL MSL Co-Players-of-the-Year: Landon Hutchison**
- K. ALL-OHIO BASEBALL & MSL Co-Player-of-the-Year: Shane Snyder**
- L. VARSITY GIRLS SOFTBALL TEAM: State Runner-Up, Bill Putnam, Coach**
- M. ALL-OHIO SOFTBALL SELECTION: Megan VanAlmsick**
- N. ALL-OHIO SOFTBALL SELECTION & MSL Player-of-the-Year: Sarah Klopfer**

REFRESHMENTS: Served by the Liberty Union Food Services Department

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

DISCUSSION AND APPROVAL OF THE MINUTES:

068-11 Motion by Mike Raver, seconded by Shaun Hochradel, to approve the minutes of the Regular Meeting of the Liberty Union-Thurston Board of Education held on May 9, 2011, as printed. Brate, yes; Cosgray, yes; Hochradel, yes; Hutton, **absent**; Raver, yes. Motion carried.

MONTHLY FINANCIAL STATEMENTS

069-11 Motion by Shaun Hochradel, seconded by Art Brate, to approve Monthly Financial items as stated below: Cosgray, yes; Hochradel, yes; Hutton, **absent**; Raver, yes; Brate, 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	\$ 3,909.07
200	4,161.60
300	11,892.81
Total Changes	\$19,963.48

D. DONATIONS

<u>Amount</u>	<u>Donor</u>	<u>Fund</u>
\$ 500.00	Amy's Army: Special Education	M S Principal
75.00	5 th Gr Science: Jaycee Crouch	M S Principal
20.00	Misc: Jaycee Crouch	M S Principal
667.00	Misc: Molly Holtman	H S Principal
100.00	Rose Cocanour	FFA
129.50	LU Elem Boosters-Rewards	Elem Store
48.00	Misc: Read-a-Thon	H S Library
351.00	Misc: Pennies for Patients	5 th Gr Science
500.00	Bingo	Boys Track
\$2,390.50	Total	

NEW BUSINESS: FINANCIAL

070-11 Motion by Judith Cosgray, seconded by Mike Raver, to approve the New Business: Financial items listed below: Hochradel, yes; Hutton, **absent**; Raver, yes; Brate, yes; Cosgray, yes. Motion carried.

A. SCHOOL BUS PURCHASE - DECLARING URGENT NECESSITY FOR BUS PURCHASE, VAIVING COMPETITIVE BIDDING, AND AUTHORIZING THE PURCHASE OF A BUS:

WHEREAS, the Board of Education of the Liberty Union-Thurston Local School District (the "District") Received a \$25,000 grant from the Ohio Department of Education for the purchase of a handicapped accessible school bus, and the District has a recognized need for a new handicapped accessible school bus, which has an estimated total cost of \$87,000; and

WHEREAS, one of the conditions of the grant is that the funds must be spent by the end of September, 2011; and

WHEREAS, the Board is a member of the Metropolitan Educational Council ("MEC") and purchases supplies and materials through the MEC, including school buses in the past; and WHEREAS, the MEC bus bid process for 2010/2011 has concluded, but contacts were made to the participating vendors that had provided pricing to determine if a bus could be obtained at the same price provided for the 2010/2011 year, and can provide a bus at the same price that meets the District's needs and will be available during September if the order is placed soon; and

WHEREAS, the purchase of school buses is subject to the competitive bidding requirements of Ohio Revised Code Section 3313.46, unless an urgent necessity exists and is declared by the Board to waive the requirements, and if the competitive bidding process is used for this purchase, the bus cannot be ordered, received, and paid for prior to the Ohio Department of Education deadline for use of the grant funds; and

WHEREAS, the Superintendent recommends that the Board exercise the authority granted by the Ohio Revised Code and waive competitive bidding for the purchase of the handicapped accessible school, so that it can be purchased using the \$25,000 of grant funds received from the Ohio Department of Education prior to the deadline for the expenditure of those funds; and be available to the District for use as soon as possible for the 2011/2012 school year;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Liberty Union-Thurston Local School District as follows:

1. Based upon the Superintendent's recommendation with respect to the procurement of a new handicapped accessible school bus, using grant funds received from the Ohio Department of Education, the Board declares an urgent necessity, pursuant to the authority granted to the Board in Ohio Revised Code Section 3313.46, and waives competitive bidding for the purchase of a new 61 passenger HDC bus that meets the District's needs.

- 2. The Board authorizes the Superintendent, working with District staff, to proceed with the purchase of the new bus from Center City International, at the prices provided by the vendor to the MEC for the 2010/2011 school year.

B. CONSTRUCTION CONTRACTS - ACCEPTING WITHDRAWAL OF ELECTRICAL BIDS AND AWARDING CONTRACTS FOR THE ADMINISTRATION BUILDING PROJECT:

WHEREAS, bids were received on May 17, 2011, for the building trades packages for the new administration building (the "Project"); and
 WHEREAS, the apparent low bid for the electrical contract was submitted by M. G. Abbott, Inc. in the amount of \$85,490, and the bidder withdrew its bid by a writing dated May 18, 2011, because it had omitted a significant quantity of work; and
 WHEREAS, the second apparent low bidder for the electrical contract, Hi-Tech Electrical Contractor, LLC, also submitted a written withdrawal of its bid in the amount of \$89,500 because it had omitted a significant quantity of work from its bid and
 WHEREAS, the Architect has reviewed the information relating to both bid withdrawals and recommends that the Board accept withdrawal of these two bids; and
 WHEREAS, the Architect met with representatives of the apparent low bidder for each bid package for the Project, for the Project, reviewed the bid to verify that the bidder had included the work, equipment, and materials specified in the amount, evaluated the experience and qualifications of the bidder to perform the specified work, and prepared the attached letter of recommendation dated June 9, 2011, recommending that the contracts for the work be awarded to the following contractors, each of which has been evaluated and determined to be the lowest responsible bidder for the specified work, including the alternate items listed:

CONTRACT CONTRACTOR BASE BID ALTERNATES TOTAL CONTRACT:

General Trades Drummond Construction Inc.	- \$ 324,800.00	Not Applicable	\$ 324,800.00
Plumbing Crawford mechanical Services	- \$ 33,900.00	Not Applicable	\$ 33,900.00
HVAC Command Heating, Inc.	- \$ 51,696.00	Not Applicable	\$ 51,696.00
Electrical Ingle-Barr Inc.	- \$ 93,000.00	Not Applicable	\$ 93,000.00

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Liberty Union-Thurston Local School District as follows:

- 1. Based upon the recommendation of the Architect, the Board accepts the withdrawal of the electrical bids submitted by M. G. Abbott and Hi-Tech Electrical Contractors, LLC.
- 2. Based upon the recommendation of the Architect, the Board awards the contracts for the building trades packages work to each of the contractors listed above, in the total amount stated, including the alternates noted in the chart, as the lowest responsible bidder for the specified work.
- 3. The Board President or his designee, the Superintendent, and the Treasurer are authorized to sign, as required, a Contract between the Board and each of the contractors listed above and any related documents.

C. PARTICIPATION IN NATIONAL SCHOOL LUNCH PROGRAM - The Board of Education approved participation in the National School Lunch Program as required for authorization of qualifying meal reimbursement.

D. ESTABLISH SCHOOL MEAL PRICES - The Cafeteria Supervisor, Treasurer and Superintendent recommend the following meal prices to start the 2011/2012 school year.

The approved student lunch price for all three buildings is five cents higher than the previous year.

Student Reduced Price Breakfast:	Free
Student Reduced Price Lunch:	\$0.40
Student Breakfast (all Buildings):	1.10
Student Elementary School Lunch:	2.20
Student Middle School & High School Lunch:	2.45
Adult Breakfast:	1.50
Adult Lunch:	3.00

E. DAIRY BIDS - Annually, the LU-T District, through membership in the Metropolitan Education Council, bids for milk. The United Dairy bid, through MEC, is the lowest bid, and is

recommended by the Food Service Supervisor to provide dairy products for the school cafeteria during the 2011/2012 school year. Approved.

F. BREAD BIDS - Annually, the LU-T District, through membership in the Metropolitan Education Council, bids for bread. In addition, the Food Service Supervisor received a bid from Heiner’s Bakery. The Food Service Supervisor recommends Heiner’s Bakery to provide bread needs for the school cafeteria during the 2011/2012 school year. Approved.

G. PURCHASED SERVICE AGREEMENTS

1) **SERVICE PROVIDER:** Approved: **Waste Management of Ohio, Inc.**
CONTRACT PERIOD: August 1, 2011 through July 31, 2012
SERVICE PROVIDED: Waste Removal
COST: \$150.00 per 8-Yard Container per Month
NOTE: One container per building; Additional for Football Season)

2) **SERVICE PROVIDER:** Approved: **Eastland-Fairfield Career & Technical Schools**
CONTRACT PERIOD: June - August, 2011
SERVICE PROVIDED: Ohio Graduation Test Remediation Instruction
COST: \$50 per student
 Note: The total cost per student is \$75; students will be responsible for \$25 of the fee.

3) **SERVICE PROVIDER:** Approved: **Ohio School Boards Association**
CONTRACT PERIOD: August 1, 2011 - July 31, 2012
SERVICE PROVIDED: Policy Revision Service
COST: \$650

4) **SERVICE PROVIDER:** Approved: **New Horizons Youth & Family Center**
CONTRACT PERIOD: July 1, 2011 - June 30, 2012
SERVICE PROVIDED: 420 Hours of Counseling Services (½ MS, ½ Ele.)
COST: \$23,100

5) **SERVICE PROVIDER:** Approved: **New Horizons Youth & Family Center**
CONTRACT PERIOD: July 1, 2011 - June 30, 2012
SERVICE PROVIDED: Teen-Screen Depression Screening (HS/MS)
COST: \$1000
NOTE: The United Way will provide \$10,400 in matching funds in order to implement this program.

H. ADD SUBSTITUTE CATEGORY - Approved the addition of a substitute pay category as requested, to provide for “Health Aide” substitutes who possess a “RN” license.
 In order to match the substitute teacher pay scale, which also requires a degree, the recommended rate of pay approved is \$10.50 per hour beginning Fiscal Year 2012.

I. END OF FISCAL YEAR BALANCE PROCEDURES - Approved the Treasurer request to transfer accounts as necessary to close the financial books for the end of the 2011 fiscal year.

J. PERMANENT APPROPRIATIONS FY 2012: Approved.

LIBERTY UNION-THURSTON SCHOOLS FY 2012 PERMANENT APPROPRIATIONS					
GOVERNMENTAL FUND TYPES					
Fund Class / Name	Fund No / SCC		Total Approp	Adj	New Approp
General Fund Class					
General Fund	001		\$12,400,000.00	\$0.00	\$12,400,000.00
Special Revenue Class					
Public School Support	018		\$ 72,000.000	\$0.00	\$ 72,000.00
Local Rotary	019		0.00	0.00	0.00
Classroom Fac. Maint.	034		307,000.00	0.00	307,000.00
Athletics	300		300,000.00	0.00	300,000.00

E.M.I.S.	432		0.00	0.00	0.00
Data Comm.	451		0.00	0.00	0.00
Ed Jobs	504		307,594.46	0.00	307,594.46
Race to the Top	506		25,000.00	0.00	25,000.00
IDEA PART B	516		225,000.00	0.00	225,000.00
Title II D	533		0.00	0.00	0.00
Title I	572		124,000.00	0.00	124,000.00
Title II A	590		84,000.00	0.00	84,000.00
Total Special Revenue Class			\$1,444,594.46	\$0.00	\$1,444,594.46
Debt Service Fund Class					
Bond Retirement Fund	002		\$1,065,000.00	\$0.00	\$1,065,000.00
Capital Project Fund Class					
Perm. Imp.	003		\$ 225,000.00	\$0.00	\$ 225,000.00
Building Fund	004		2,275,000.00	\$0.00	2,275,000.00
Cl. Build - State	010-9000		5,300,000.00	\$0.00	5,300,000.00
Cl. Build - Local	010-9001		3,000,000.00	\$0.00	3,000,000.00
Proprietary Fund Types					
Enterprise Fund Class					
Food Service Fund			\$475,000.00	\$0.00	\$475,000.00
Internal Service Fund					
Special Rotary Fund	014		35,000.00	0.00	35,000.00
Employee Benefits Fund	024		1,700,000.00	0.00	1,700,000.00
Total Internal Services			\$1,735,000.00	\$0.00	\$1,735,000.00
Fiduciary Fund Type					
Trust Fund Class					
Custodial Refresh. Fund	022		\$ 40,000.00	\$0.00	\$ 40,000.00
Student Activity Fund	200		120,000.00	0.00	120,000.00
Total Trust Fund Class			\$160,000.00	\$0.00	\$160,000.00
Agency Funds					
South Central Ins Co	026		\$38,000,000.00	\$0.00	\$38,000,000.00
Total Appropriation: All Fund Types			\$66,079,594.46	\$0.00	\$66,079,594.46

NEW BUSINESS - PERSONNEL

071-11 Motion by Shaun Hochradel, seconded by Mike Raver, to approve the New Business - Personnel items listed below: Hutton, **absent**; Raver, yes; Brate, yes; Cosgray, yes; Hochradel, yes. Motion carried.

- A. EMPLOY READING SPECIALIST** - Approved employment of the following candidate:
 Name: **Paula Connor**
 Position: Reading Specialist Trainer
 Compensation: \$50 per Hour (Estimated 200 Hours of Training)
 Contract Period: One Year
 Starting Date: September 1, 2011

This will be paid from Reading Recovery Rotary; recommend approval.

- B. SUPPLEMENTAL CONTRACT POSTIONS** - Approved the following candidates for supplemental positions as listed below:

<u>NAME</u>	<u>POSITION</u>	<u>LEVEL</u>	<u>STEP</u>	<u>SALARY</u>
Renee Mangette	Jr Hi Cross Country	4	8	\$2,487.10
Renee Mangette	M S Student Council	8	0	346.31
Renee Mangette	LPDC	6	9	1,542.63
Lisa Feyko	LPDC	6	9	1,542.63
Joe Muck	6 th Gr Outdoor Ed	8	10	818.54
Kevin Yates	6 th Gr Outdoor Ed	8	1	346.31
Britt Tisdale	Flag Corps Advisor	6	3	1,038.92
Jay Fant	Band Assistant	3	11	3,651.94
Debbie Young	Jr Class Advisor	6	1	½ 393.53
Lisa Feyko		6	5	½ 645.39
Cathy Poston	Honor Society Advisor	8	4	503.72
Debbie Young	Knowledge Bowl Coach	6	11	1,794.49

Ashleigh Miller	H S Student Council	8	0	346.31
Erin Rodriguez	M S Model U N Advisor	8	2	503.72
Erin Rodriguez	Spelling Bee Advisor	8	2	503.72
Tonya Ransbottom	6 th Gr Outdoor Ed	8	0	346.31
Kevin King	Co-Science Fair Chair	8	2	½ 251.86
Holly Lavender			½ 330.57	
Renee Mangette	Varsity Girls Track	2	4	3,274.16

- C. **CLASSIFIED SUBSTITUTE LIST:** Approved the substitute list for June, 2011, with the addition of the following name(s).

<u>Name</u>	<u>Address</u>	<u>Classification</u>
Chris Turner	1533 Deer Run Pl, Lancaster, Oh	Bus Driver
Dan Roshon	401 E Market St, Baltimore, Oh	Maint Helper
Kyle Hobbs	2877 Bickel Church Rd, Baltimore, OH	Maint Helper

- D. **RETIREMENT / RESIGNATION** - Approved **Mr. Edmond A LeBlanc**, high school science teacher, retirement/resignation as submitted, effective at the end of the current contract (August, 2011).

NEW BUSINESS - OTHER

072-11 Motion by Art Brate, seconded by Judith Cosgray, to approve the New Business - Other items listed below: Raver, yes; Brate, yes; Cosgray, yes; Hochradel, yes; Hutton, **absent**. Motion carried.

- A. **MIDDLE SCHOOL FINANCIAL LITERACY INSTRUCTION** - Recent legislation requires public schools in Ohio to provide instruction in the middle school to address “financial literacy.”

The LU-T Board approved a three-week cross-curricular immersion unit planned for eighth-grade students for the 2011/2012 school year.

Curriculum topics will include: Getting a Job, Basic Banking, Electronic Banking, Budgets, Loans, Credit, and Taxes.

- B. **GIRLS’ BASKETBALL TRIP PROPOSAL** - At the May 9th Board meeting, Head Girls’ Basketball Coach, David May, provided information regarding a proposed trip to take girls’ basketball team members to a basketball tournament at Disney World in December, 2012. The Board approved the trip as requested.

- C. **ATHLETIC DEPARTMENT STUDENT HANDBOOK** - Approved the student athletic participation handbook as requested.

No changes in the 2011/2012 handbook have been made.

POLICY REVIEW: The following policies of the Board of Education have been reviewed by the Policy Committee, and are presented in “draft” form for review by the entire Board. The policies, including any revisions, will be placed on the July 11, 2011, meeting agenda for formal approval.

- A. **INTEGRATED PEST MANAGEMENT (ECG, EGC-R-1, ECG-R-2)**
- B. **HOME INSTRUCTION (IGCF, IGCF-R)**
- C. **ADMINISTERING MEDICINES TO STUDENTS (JHCD, JHCD-R-1, JHCD-R-2, JHCD-R-3)**
- D. **ANIMALS IN THE SCHOOLS (ING, ING-R)**
- E. **FOOD SALE STANDARDS (EFF)**
- F. **DISTRICT WELLNESS POLICY (EFG-E)**
- G. **PAY-TO-PARTICIPATE FEES (IGDE)**
- H. **FAMILY & CIVIC ENGAGEMENT (BCFB, BCFB-E)**

INFORMATION

- A. "RACE TO THE TOP" COMMITTEE:** Holly Lavender, Member 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.

GO INTO EXECUTIVE SESSION:

072-11 Motion by Shaun Hochradel, seconded by Mike Raver, to go into Executive Session at 9:09 p.m. Brate, yes; Cosgray, yes; Hochradel, yes; Hutton, **absent**; Raver, yes. Motion carried.

RETURN FROM EXECUTIVE SESSION:

073-11 Motion by Mike Raver, seconded by Judith Cosgray, to return from Executive Session at 10:28 p.m. Cosgray, yes; Hochradel, yes; Hutton, **absent**; Raver, yes; Brate, yes. Motion carried.

NEXT REGULAR MEETING: The next Board of Education Meeting will be held on Monday, July 11, 2011, at 7:00 p.m. at the Liberty Union Land Lab.

ADJOURN:

074-11 Motion by Shaun Hochradel, seconded by Judith Cosgray, to adjourn at 10:29 p.m. Hochradel, yes; Hutton, **absent**; Raver, yes; Brate, yes; Cosgray, yes. Motion carried.

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

June 30, 2011

6:00 P.M. - High School Library

If you need to use the elevator to go to the library on the second floor of the high school, please call the District Office at 862-4171.

ROLL CALL:

Art Brate	<u>present</u>
Judith Cosgray	<u>present</u>
Shaun Hochradel	<u>present</u>
John Hutton	<u>absent</u>
Mike Raver	<u>present</u>

PLEDGE OF ALLEGIANCE

PUBLIC PARTICIPATION AT BOARD MEETINGS

File: KD (Also BDDH)

NEW BUSINESS PERSONNEL:

075-11 Motion by Raver, seconded by Hochradel, to approve the New Business Other items as printed below. Brate, yes; Cosgray, yes; Hochradel, yes; Hutton, **absent**; Raver, yes. Motion carried.

A. EMPLOY FOREIGN LANGUAGE TEACHER

Approved the employment the following candidate as requested:

NAME:	Megan L. Gonzalez
POSITION:	High School Foreign Language Teacher
UNIVERSITY:	Ohio University
DEGREE:	Bachelor's Degree
LICENSE:	Spanish Education K-12
SALARY:	\$34,158.27 (5 yr. - Step 1)

STARTING DATE: 26-Aug-11

B. RESIGNATION

Approved the resignation of Vocational Agriculture Teacher, **Laura Hornbeck**, effective July 1, 2011.

NEXT REGULAR MEETING: The next regular meeting of the Liberty Union-Thurston Board of Education will be held on Monday, July 11, 2011, at 7:00 p.m. in the outdoor classroom at the elementary school site.

ADJOURN

076-11 Motion by Hochradel, seconded by Brate to adjourn at 6:20 p.m. Cosgray, yes; Hochradel, yes; Hutton, **absent**; Raver, yes; Brate, yes. Motion carried.

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

Thursday, July 7, 2011

Elementary School Library

10:30 a.m.

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)

NEW BUSINESS PERSONNEL

077-11 Motion by John Hutton, seconded by Shaun Hochradel, to approve the New Business Other items as printed below. Brate, yes; Cosgray, yes; Hochradel, yes; Hutton, yes; Raver, yes. Motion carried.

A. EMPLOY PHYSICS/MATHEMATICS TEACHER: Approved to employ the following candidate as requested:

NAME: **Jerry W. Jacobs**
 POSITION: High School Physics / Mathematics Teacher
 UNIVERSITY: Bowling Green State University / Ashland University
 DEGREE: Bachelor's Degree
 LICENSE: Physics & Mathematics 7-12; Elementary Comprehensive 1-8
 SALARY: \$51,158.71 (5 yr. - Step 13)
 STARTING DATE: August 26, 2011

B. EMPLOY TEACHER: Approved the following candidate for employment:

NAME: **Lisa J. Ruff**
 POSITION: High School Intervention Specialist
 UNIVERSITY: Ohio University
 DEGREE: Master's Degree (Special Education)
 LICENSE: Intervention Specialist Mild - Moderate K-12
 Middle School Education - Math/Science
 Reading K - 12
 SALARY: \$42,501.08
 STARTING DATE: August 26, 2011

NEXT REGULAR MEETING: The next regular meeting of the Liberty Union-Thurston Board of Education will be held on Monday, July 11, 2011, at 7:00 p.m. in the high school library.

ADJOURN

078-11 Motion by Mike Raver, seconded by Art Brate to adjourn at 10:47 a.m. Cosgray, yes; Hochradel, yes; Hutton, yes; Raver, yes; Brate, yes. Motion carried.

Motion by _____, seconded by _____, to approve the minutes of the Regular Meeting of the Liberty Union-Thurston Board of Education held on June 13, 2011, the Special Meeting of the Liberty Union-Thurston Board of Education held on June 30, 2011, and the Special Meeting of the Liberty Union-Thurston Board of Education held on July 7, 2011, as printed above. Brate, _____; Cosgray, _____; Hochradel, _____; Hutton, _____; Raver, _____.

6. OLD BUSINESS: The following revisions to existing policies and new policies are recommended by the Ohio School Boards Association and the LU-T Policy Committee. The policies were reviewed at the June 13, 2011, meeting and are now recommended for approval.

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

Note: Includes a requirement for a comprehensive site assessment and service plan

File: ECG

INTEGRATED PEST MANAGEMENT (IPM)

~~**(RECOMMENDED BY HEALTH COUNCIL — 3/2008)**~~

The Liberty Union-Thurston Local School District recognizes that maintenance of a safe, clean and healthful environment for students and staff is essential to learning. It is the goal of the district to provide safe and effective, pest control while protecting students, staff, the environment and district properties and assets. The district adopts a least hazardous integrated pest management (IPM) policy. It is the policy of the district to focus and develop long term pest prevention methods and give non-chemical methods first consideration when selecting appropriate control measures. The full range of alternatives will be considered, giving preference to non-chemical methods and then chemicals that pose the least hazard to people and the environment.

Pest Management Objectives

Pests will be controlled to protect the health and safety of the students and staff; to maintain a productive learning environment; and to maintain the integrity of the school buildings and grounds. Pest control will be economically feasible over the long term and efficacious. The maintenance supervisor shall ensure the district follows IPM procedures so as to use the most appropriate and least hazardous method of control. Sanitary measures shall be enforced and buildings regularly cleaned and repaired in order to prevent infestations, minimize the use of pesticides and eliminate routine spraying.

Elements of the Least Hazardous IPM Policy

1. Identifying and monitoring pests to determine pest population levels and identify decisions and practices that could affect pest populations.
2. Setting of action levels to determine when vegetation or a pest population at a specific site cause(s) unacceptable economic or medical damage wherein corrective action should be taken.
3. Modifying and/or eliminating pest habitats to deter pest populations and minimize pest infestations.
4. Considering use of a range of potential treatments for the pest problem including physical, horticultural and biological methods of pest control.
5. Using chemical controls only as a last resort and only those chemicals that pose the least possible hazard to people and the environment.

IPM Coordinator

The maintenance supervisor shall coordinate the IPM program. The IPM coordinator shall be educated in the principles and practice of least hazardous IPM and be responsible for:

1. Oversight for the successful implementation of the program consistent with this policy and coordinate all district efforts to adopt IPM.

- ~~2. Overall program management and providing proposed regulations or procedures and products for use in managing pest populations.~~
- ~~3. Determining the action level that triggers treatment to prevent pest numbers from reaching the injury level.~~
- ~~4. Posting warning signs for pesticide applications.~~
- ~~5. Record keeping guidelines for any chemical pesticide application.~~
- ~~6. Education and training for IPM personnel.~~
- ~~7. Optional: A list of approved procedures and products.~~

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: _____, 2008]

[Revised: _____]

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

NOTE: This policy was originally required by Jarod’s Law, but is no longer required after the repeal of Jarod’s Law by HB1 (2009). It is a good idea for districts to include language in their policy manuals if they engage in integrated past management activities and/or use of pesticides in the schools. Because policy language is no longer required, districts also have the option of filing this language as an inter-district plan or procedure.

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 pests 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 measures, products or methods should be chosen for future pest management and control.**

[Adoption: _____, _____] - NEW

NOTE: This regulation is no longer required, but it represents the procedure for setting an integrated pest management (IPM) standard. Districts engaging in IPM activities should either include a policy and regulation in their board policy manual or develop an internal plan/procedure for IPM activities. This regulation assists districts in developing a plan that complies with the Ohio Administration Code.

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: _____, _____] - NEW

NOTE: This regulation is no longer required, but districts are required to have a procedure or plan in place if they use pesticides in the schools. This regulation assists districts in developing a plan that complies with the Ohio Administrative Code.

B. HOME INSTRUCTION (IGCF, IGCF-R)

Note: Review of this policy was requested by parents of two students, who are seeking consideration for part-time options for home-schooled students.

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]

[Revised:] - **NO CHANGES**

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 who are excused from attendance at school by reason of home instruction in accordance with the State Board of Education Regulations will be deemed to have withdrawn from enrollment in the District during the period of home instruction. Such students will not be eligible to participate in any of the student services, programs or activities of the District including, but not limited to:
 - A. attendance at the Liberty Union-Thurston Schools on a part-time basis;
 - B. participation in school-sponsored athletic programs or teams (Ohio High School Athletic Association eligibility rules require that students must attend the school in which they are enrolled before they can participate.) and
 - C. participation in school-sponsored co-curricular activities or programs.
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:] - **NO CHANGES**

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

Note: Recent legislation requires additional staff training and additional safeguard procedures.

ADMINISTERING MEDICINES TO STUDENTS

(Version 1)

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 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.**
- ± 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 pharmacist, prescribing physician, or others licensed to prescribe medication.
2. ~~Emergency medications such as Albuterol inhalers and EpiPens may be carried by students who have completed self-administration training and have authorization from their physician. Students are required to notify school personnel when they self-administer medication. The Ohio Revised Code requires parents to provide the school with a back-up Epi-pen if the student is carrying his/her own Epi-pen.~~
3. Written permission must be received ~~annually~~ 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 ~~Ohio~~ **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.**
8. ~~The school nurse or other designated individual is authorized to administer non-prescription medications to students with a parent's consent by phone or in writing. The non-prescription medication must be provided by the parent/guardian in the original container clearly labeled with dosage instructions and brought to the school by the parent/guardian or other designated adult. Dosage must be within recommended dosage instructions on package label for age and weight. Medication must be current as to expiration date. The parent/guardian must agree to notify the school nurse in writing if any of the information regarding over-the-counter medication changes.~~
Whenever an Epi-pen is used at school, a school employee must notify emergency personnel (dial 911).

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:]

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

Note: This policy must be accompanied by regulations formally adopted by the Board of Education which enumerate in more specific terms the requirements of ORC Section 3313.713.

Beginning July 1, 2010, House Bill (HB) 1 of 2009 permits only employees of the school board who are a licensed health professionals, or who have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the board, to administer prescription drugs to students in school districts.

The law grants school boards the continued authority to outright prohibit any employee, including licensed health professionals from administering any prescription drugs to students, or to prohibit administration of drugs that require certain procedures, such as injections.

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:] - NEW

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.

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:] - NEW

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

Note: Adds service animals as permissible; need to review “pets” clause.

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.

~~There are a variety of ways animals can be used in school including:~~

- 1. ~~scientific instruction;~~
- 2. ~~classroom pets;~~
- 3. ~~school mascots;~~
- 4. ~~search dogs;~~
- 5. ~~guide dogs.~~

Prior to any use of animals **in the schools**, the administration should contact **appropriate** organizations or **authorities such as the State Veterinary Association or the State Wildlife Society**, 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:]

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

Note: Although the Americans with Disabilities Act restricts school districts from being responsible for the care of service animals, such as providing food or water, or for taking the animals on walks or restroom breaks, this task should be considered carefully prior to the district refusing to provide such services.

Service animals can perform a wide variety of functions, including guiding persons who are blind or have low vision; alerting individuals who are deaf or hard of hearing to sounds; warning persons about impending seizures or other medical conditions; performing a variety of tasks for persons with psychiatric disabilities; and picking up items, opening doors, flipping switches, providing physical support and pulling wheelchairs for individuals with mobility disabilities.

The right to bring a service animal in the school is not and should not become a special education issue, and should not, in most circumstances become part of the IEP.

Although in most cases service animals are dogs, there are rare occasions where miniature horses may qualify as a service animal.

File: ING-R

ANIMALS IN THE SCHOOLS

Prior to bringing any animal(s) into the schools, other than service animals, the building administrators principal must approve 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. ~~Students are to be instructed not to bring personal pets to school at any time for any purpose.~~
- 2- 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. ~~the animal is not venomous or vicious;~~
 - B. A. no one is allergic to the animal;
 - C. B. proper examinations and immunizations have been given by a veterinarian;
 - D. C. arrangements have been made for housing the animal safely, comfortably, cleanly and in a manner that does not disrupt the classroom environment;
 - E. D. arrangements have been made for the proper care of the animal when school is not in session and
 - F. E. rules have been established for the handling and treatment of the animal.
- 5- ~~The issue should be current, significant and relevant to the students and the teacher.~~
3. 4. ~~Whenever~~ 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 ~~must~~ assumes primary responsibility for the purposes and conditions of the study.
 - B. Studies involving animals ~~should~~ 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** ~~should be of paramount importance.~~
 - 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.
4. 5. **When** If animals are ~~to be~~ used as part of an experiment, such as dissection in a science course, the ~~teacher~~ **building principal / designee** ~~should~~ **notify** 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:]

E. FOOD SALE STANDARDS (EFF)

Note: Additional guidelines required through recent legislation.

File: EFF

FOOD SALE STANDARDS

Through its food service program, the Board has a responsibility to encourage students to form healthful eating habits. Many students tend to eat non nutritious or “junk” foods, which contribute to tooth decay, obesity, diabetes and heart disease. The Board enforces standards governing the types of food sold in the schools and the time and place at which each type of food is sold. These standards are based on the following guidelines.

- 1. The types of food sold in the schools are determined as to their potential to contribute significantly to the daily nutritional needs of students and to enhance the District’s nutrition philosophy and nutrition education curriculum.
- 2. The time of day and place for the sale of food to students must be consistent with the nutrient intake needs and eating patterns of students and compatible with class schedules for schools within the District. Separate standards may be established for the types of food to be sold to staff members and for special or extracurricular events. The following restrictions should be enforced:
 - A. Vending machines offering foods or beverages which do not meet the nutritional standards established by the District may not be operated during the school lunch period.
 - B. School fund raising activities, such as bake sales, may not be held during the school lunch period.
- 3. Annually, the food service coordinator reviews and recommends to the Board the types of foods to be sold as part of the school lunch program.

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:]

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, 2010 2011)**

COMMITTEE MEMBERSHIP:

- 1. The committee met in March 2010 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. Nutrition information, suggestions and guidelines will be provided to students through announcements, signs on vending machines, etc.
- 3 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 **1, 3, 5, 7, and 9, three, five and nine.** ~~with~~ **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.
- 4 5. Develop a district transportation plan which would encourage student walking and/or bicycling to and from school. ~~through the Safe Routes to School Program. Walking to and from school will be encouraged.~~

STAFF WELLNESS:

1. Fitness classes ~~may~~ **will continue to** be offered ~~if there is enough interest.~~
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 ~~tried~~ **offered in an attempt in order** 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 student participation,** ~~and to try different~~ 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 med 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 a ~~large~~ **other school or** community events, such as the "Amy's Army" walk will be explored.

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. ~~Snack machine vendors will be replaced for the 2010/2011 school year. Machines will be stocked with healthy snacks.~~ **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** and sports drinks only 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** and sports drinks only will be offered in the middle school during the school day 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. juices, sports drinks are available as alternative offerings to the soda currently available.

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 to students. **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: May 12, 2008]

[Revised: April 13, 2009]

[Revised: April 12, 2010]

[Revised:]

G. PAY-TO-PARTICIPATE FEES (IGDE)

Note: No changes to current policy are recommended.

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.

~~2009/2010~~ **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]

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. Additional written rules for a particular sport may also be required by the Head Coach.

I. If there are additional team rules they must be signed by the student athlete and parent / guardian and a copy will be kept on file in the athletic office.

Liberty Union - Thurston Local Schools ATHLETIC DEPARTMENT
INFORMED CONSENT AGREEMENT 2010-2011

Student Name (Print)

Grade 2011-2012

Parent / Guardian Name (Print)

ATHLETIC ACCIDENT INSURANCE STATEMENT

The Liberty Union - Thurston Schools strongly recommend that families of students involved in school athletic activities carry medical accident insurance. This is to protect the family from medical costs in case of an athletic injury. The school recommends that either the student be insured by family medical insurance, or that the family purchase the accident insurance, which is available through the school.

Please check mark Option I or Option II as to which insurance option you are choosing:

Option I I / We have family medical insurance that insures for medical costs associated with accidents or injuries involved in athletic participation. I / We also understand that the Liberty Union - Thurston Local School District nor its employees are responsible for such medical costs when there is no negligence on the part of the employee or school district.

Option II I / We will purchase accident insurance that is available through the school. I / We understand that the Liberty Union - Thurston Local School District nor its employees are responsible for such medical costs when there is no negligence on the part of the employee or school district.

PHOTOGRAPHY / PUBLICATION AGREEMENT

As a school athlete, there is a strong chance that your child's picture and / or name may be used in newspaper articles, television / radio stories, newsletters, brochures, school web pages and other promotional products. By signing this sheet, you are acknowledging that this may happen, and giving your consent.

ATHLETIC CODE OF CONDUCT

AS A STUDENT:

- I understand and agree that participation in athletic activities is a privilege that may be withdrawn for violations of the Athletic Code of Conduct.
I have read the Athletic Code of Conduct and thoroughly understand the consequences that I will face if I do not honor my commitment to the Athletic Code of Conduct.
I understand and realize that there is risk of injury in participating in athletic activities.
I understand this is binding while a student at Liberty Union Junior High School (grades 7-8) or Liberty Union High School (grades 9-12).

AS A PARENT / GUARDIAN / CUSTODIAN:

- I have read the Athletic Code of Conduct and understand the responsibilities of my son / daughter / ward as a participant in athletic activities in the Liberty Union - Thurston Local Schools.
I pledge to promote healthy lifestyles for all student athletes of the Liberty Union - Thurston Local Schools.
I understand and realize that there is an assumed risk of injury involved for my son / daughter / ward as a participant in athletic activities.
I understand this is binding while my son / daughter / ward is a student at Liberty Union Junior High School (grades 7-8) or Liberty Union High School (grades 9-12).

I have read and agree to follow all the rules listed in the training rules, athletic code of conduct and have completed the athletic accident insurance statement. Further, I understand that participation in an extra-curricular activity is a privilege and not a right and as such I recognize that I have a responsibility and an obligation to my supervisors and fellow students to set a good example for my school and community.

(Signature of Student / Participant)

(Signature of Parent / Guardian)

(Date Signed)

Home Phone

Work Phone

Cell Phone

DETACH AND RETURN THIS PAGE

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 8, 2010]
- 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 8, 2010]

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]
 LEGAL REFS.: ORC 121.22 (B)
 3313.821
 CROSS REFS.: BCE, Board Committees
 IGBL, Parental Involvement

Motion by _____, seconded by _____, to approve the Old Business - Policies as printed above. Cosgray, _____; Hochradel, _____; Hutton, _____; Raver, _____; Brate, _____.

7. MONTHLY FINANCIAL STATEMENTS

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	\$ 17,007.41
200	3,375.79
300	29,954.37
Total Changes	\$50,337.57

D. DONATIONS

<u>Amount</u>	<u>Donor</u>	<u>Fund</u>
\$1,500.00	Pepsi	Elementary Principal
1,500.00	Pepsi	Middle School Principal
500.00	Pepsi	Middle School Principal
2,000.00	Pepsi	High School Principal
500.00	Pepsi	Renaissance
1,500.00	Pepsi	Renaissance
250.00	Baltimore Rotary	Renaissance
30.00	LU-TEA: Reimburse for Cake	Middle School Incentive
300.00	Bachman’s Sunny Hill Fruit Farms	FFA
79.00	Misc: Plant Sale	FFA
67.00	Booster Bingo	Football

750.00	Booster Bingo	Softball
250.00	Booster Bingo	Baseball
266.00	Booster Bingo	Swimming
167.00	Booster Bingo	Girls Soccer
366.15	Kroger	High School Yearbook
2,142.66	Kroger	5 th Grade Activity
1,759.82	Sodexo	High School Cheerleading
250.00	VFW of Ohio Charities	Band
0.04	Kroger	High School Yearbook
4,750.00	Misc: 3-on-3 Sponsors	Girls Basketball
500.00	Stephen Glasgow - Scholarship	Athletics
\$19,427.67	Total	

Motion by _____, seconded by _____, to approve Monthly Financial items as stated above. Hochradel, _____; Hutton, _____; Raver, _____; Brate, _____; Cosgray, _____.

8. NEW BUSINESS: FINANCIAL

PURCHASED SERVICE AGREEMENTS

- 1) SERVICE PROVIDER: **Excel Academy**
 CONTRACT PERIOD: 2011/2012 School Year
 SERVICE PROVIDED: Educational Instruction and Related Services (per I.E.P.) for a Special Needs Student
 COST: \$100 per Day - Total of \$18,900
 Recommend approval.

- 2) SERVICE PROVIDER: **Fairfield County Education Service Center**
 CONTRACT PERIOD: 2011/2012 School Year
 SERVICE PROVIDED: Gifted Education Program Coordinator
 COST: \$9,567
 Recommend approval.

- 3) SERVICE PROVIDER: **Colleen Edge**
 CONTRACT PERIOD: 2011/2012 School Year
 SERVICE PROVIDED: Hearing Impaired Interpreting Services for Special Needs Student (per I.E.P.)
 COST: \$31,500 - (\$175 per Day; 180 Days)
 Recommend approval.

- 4) PROVIDER: **Barbara S. Long**
 CONTRACT PERIOD: 2011/2012 School Year
 SERVICE PROVIDED: Elementary School Counseling Services ("Caring Connections" Program)
 12 Hours per Week; 432 Total Hours
 COST: \$17,280
Note: The "Caring Connections" Non-Profit and Sands Foundation will each pay \$5,760, reducing the net LU-T Board cost to \$5,760, which is the same as last year.
 Recommend approval.

- 5) SERVICE PROVIDER: **Pickaway Area Media Center**
 CONTRACT PERIOD: 2011/2012 School Year
 SERVICE PROVIDED: Rental of educational (Media) Materials
 COST: \$5.00 per Request
 Recommend approval.

- 6) SERVICE PROVIDER: **CompManagement**
 CONTRACT PERIOD: January 1, 2012 - December 31, 2012
 SERVICE PROVIDED: Workers Compensation Claims Management
 COST: \$45,848 (Premium Cost) \$1,230 (Enrollment Fee)

Recommend approval.

Motion by _____, seconded by _____, to approve the New Business - Financial items listed above. Hutton, _____; Raver, _____; Brate, _____; Cosgray, _____; Hochradel, _____.

9. NEW BUSINESS - PERSONNEL

- A. **EMPLOY HIGH SCHOOL AGRICULTURE TEACHER:** Approval to employ the following candidate, conditionally, upon obtaining a valid Ohio Teaching License, is requested:

Name: **Jena L. Friesner**
 Position: Vocational Agriculture Teacher
 University: The Ohio State University
 Degree: Bachelor of Science in Agriculture & Extension Education
 License: Application in Process
 Salary: \$31,842.28 (B.A., Step 0)
 Starting Date: August 26, 2011

Recommend approval.

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

Name: **Jena L. Friesner**
 Position: Vocational Agriculture
 Service Days: Fifty
 Salary: \$8,652.50 (\$173.05 x 50)

Recommend approval.

- C. **SUPPLEMENTAL CONTRACT POSTIONS:** The following candidates are recommended for supplemental positions as listed below:

<u>NAME</u>	<u>POSITION</u>	<u>LEVEL</u>	<u>STEP</u>	<u>SALARY</u>
Dan Shirey	Var Asst Football	2-A	0	\$2,235.24
Larry Hoshor	Var Girls Soccer	Volunteer		

Motion by _____, seconded by _____, to approve the New Business - Personnel items listed above. Raver, _____; Brate, _____; Cosgray, _____; Hochradel, _____; Hutton, _____.

10. NEW BUSINESS - OTHER

- A. **MIDDLE SCHOOL WORKBOOK & LAB FEES:** Approval for student lab fees and workbook resale fees for the 2011/2012 school year is requested, as follows:

<u>Grade 5</u>		<u>Grade 6</u>	
Assignment Book	\$ 2.50	Assignment Book	\$ 2.50
Reading Workbook	11.00	Science Lab Fee	5.00
Science Workbook	12.00	Art Lab Fee	3.00
Science Lab Fee	3.00	Computer Printing Fee	1.00
Computer Printing Fee	1.00	Total	\$11.50

Total	\$29.50		
<u>Grade 7</u>		<u>Grade 8</u>	
Assignment Book	\$ 2.50	Assignment Book	\$ 2.50
Junior Scholastic	10.00	Math Workbook	10.00
Science Lab Fee	5.00	Science Workbook	11.00
Computer Printing Fee	1.00	Art Lab Fee	5.00
Total	18.50	Science Lab Fee	5.00
		Computer Printing Fee	1.00
		Total	\$34.50

B. **HIGH SCHOOL WORKBOOK & LAB FEES:** Approval for student lab fees and workbook resale fees for the 2011/2012 school year is requested, as follows:

<u>Subject</u>	<u>Fee</u>	<u>Change from 2010-2011</u>	
Agricultural Science Classes	each \$ 5.00		
Anatomy	25.00		
AP Chemistry	30.00		
AP Physics	30.00		
AP Test	86.00		
AP US History	10.00		
Art I	10.00		
Art II	15.00		
Athletic Participation Fee (per sport)	80.00		
Band Participation Fee	35.00		
Biology	30.00	up	\$5.00
Chemistry I	30.00		
Chorale	25.00		
Symphonic Choir	25.00		
Computer Accounting Workbook	25.50		
Earth Science	20.00		
English 9 & 10	each 8.00		
English 11 & 12	each 5.00		
Ensemble	25.00		
Flag Corps or Majorettes	20.00		
Food & Fitness	25.00		
French II	14.25	down	1.50
French III & IV	8.00		
Industrial Arts I - IV (plus supplies)	5.00		
Instrument Usage Fee (school owned)	15.00		
Issues in Contemporary Society	18.00		
Junior Class Dues	12.00		
Knowledge Bowl Participation Fee	20.00		
Living Today (plus supplies)	20.00		
On Your Own	10.00		
Physical Science	30.00		
Physics	30.00		
Senior Class Dues	15.00		
Student Planner (all students)	5.00		
Spanish I	14.75		
Spanish II	14.10	up	5.85
Spanish III	18.00		
Technology Fee (all student)	10.00		

Motion by _____, seconded by _____, to approve the New Business - Other items listed above. Brate, _____; Cosgray, _____; Hochradel, _____; Hutton, _____; Raver, _____.

11. INFORMATION

A. **POLICY REVIEW:** Board of Education Policies contained in “Section G, Personnel” have been reviewed by the Policy Committee. The policies with recommended revisions are listed below, and will be placed on the August 8, 2011, meeting agenda for formal approval. All other policies in Section G are recommended for re-approval without revision.

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 ODE it is determined that the report does not warrant taking action against the teacher employee.
 If ODE determines no action is warranted, the investigation report must be moved from the employee’s personnel file to a separate public file.
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]

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.

~~Policy will be reviewed in one (1) year.~~

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

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) ~~CERTIFICATED~~ **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 ~~Ohio~~ **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.** ~~An employee holds the same contract status held on the date on which his/her leave began when he/she returns to duty if his/her contract has not expired during the period of the leave of absence.~~

~~Assignments to Charter Schools~~

~~The District must grant a leave of absence of at least three years to each member of its teaching and support staff who is an employee at a charter school. The District must re-instate a former employee after they are discharged from the charter school unless the employee is terminated for a reason for which the Board itself would have sought to terminate the employee. In such cases, the Board may institute termination proceedings in compliance with State law and/or the negotiated agreement.~~

~~Persons employed by the District and assigned to a charter school are considered employees of the District in all respects.~~

[Adoption date: January 10, 2000]
 [Revised: September 10, 2001]

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

B. **“RACE TO THE TOP” COMMITTEE:** Members of the District Race to the Top Committee will provide an update.

C. **CONSTRUCTION PROJECT UPDATE:** Architect, Joe Schappa, will provide an update on the progress of the high school renovation and new middle school construction.

- 12. EXECUTIVE SESSION** - An executive session is 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.
- A. GO INTO EXECUTIVE SESSION:** Motion by _____, seconded by _____, to go into Executive Session at _____ p.m. Cosgray, _____; Hochradel, _____; Hutton, _____; Raver, _____; Brate, _____.
- B. RETURN FROM EXECUTIVE SESSION:** Motion by _____, seconded by _____, to return from Executive Session at _____ p.m. Hochradel, _____; Hutton, _____; Raver, _____; Brate, _____; Brate, _____.
- 13. NEXT REGULAR MEETING:** The next Board of Education Meeting will be held on Monday, August 8, 2011, at 7:00 p.m. at the Liberty Union High School Library.
- 14. ADJOURN:** Motion by _____, seconded by _____, to adjourn at _____ p.m. Hutton, _____; Raver, _____; Brate, _____; Cosgray, _____; Hochradel, _____.