



SPECIAL MEETING to conduct business
of the
Regular meeting of the
BOARDS OF TRUSTEES

May 22nd, 2017 at 5:00 p.m.



Columbus Humanities ATA
1333 Morse Rd.
Columbus OH, 43229

1. Call to Order by: Pres. Shears Time: 7:15pm

2. Roll Call:

Pete Shears P Roger Holmes A Jonathan Downes P Pat Cusick P Steve Rockwell P

A. Guests:

Roy Holcomb, Prospective board member; Todd Burger, OCCS, Portia Chisley, CSS, Natalie Revis, Accel _____

3. Approval of Minutes from the March 30th, 2017 Meeting of the Board of Trustees:

Motion by: Rockwell Dissent: _____
Seconded by: Cusick Abstain: 1
Discussion: _____ Passed: Yes
Approved: 3

4. Approval of the current May 22nd 2017 Agenda:

Motion by: Downes Dissent: _____
Seconded by: Rockwell Abstain: _____
Discussion: * Passed: Yes
Approved: 4

- Resolution to modify the order of agenda items, moving Item 11 to follow Item 5.

5. Resolution to Approve any policy updates:

A. Columbus Humanities ATA B. Cornerstone Academy

Motion by: _____ Dissent: _____
Seconded by: _____ Abstain: _____

May 22nd 2017

Discussion: _____ *

Passed: _____

Approved: _____ 4 _____

*Ms. Long read the policy changes to all present. Policies are on file at both schools.

-Extending conflict of interest to cover sponsors as well. Board member must disclose if a relation is employed by sponsor organization.

-Admission and lottery standards now allow employees to gain preference for admissions.

-Testing time cannot exceed 2% of total instructional time.

-No longer required to submit plan for make-up plan to state.

-Suspensions cannot carry over from one year to the next.

-Lindsay law have to educate kids about heart failure prior to physical activities.

-Students with diabetes.

-If family is denied free or discounted lunch, there is now an appeal process.

-Expulsion and suspension policy: While student is out on out of school suspension, should students receive instruction. President Shears will sign policy for adoption of not providing instruction.

Resolution by board to approve all amendments as listed and authorize Pres. Shears to approve.

Motion by: __Downes_____

Dissent: _____

Seconded by: __Cusick_____

Abstain: _____ 1 _____

Discussion: _____ *

Passed: _____ Yes _____

Approved: _____ 3 _____

11. Financial Update and review of Federal Entitlements:

Accel Schools Accountant

Natalie Revis

A. ODE 5yr Forecast – Resolution form to be signed and submitted to ODE

a. CHATA: FTE is shown but not enrollment numbers. A loss is shown FY 19, 20, 21 due to increased payment for Principal Debt Retirement to pay off debt. Is the growth in FTE realistic? Was building inspection results included in the forecast? Certain maintenance projects were included at this time.

b. CA: is approaching full enrollment. The board would like to start planning for the step of the school.

*Resolutions for approval of Five Year forecasts were signed and approved on separate document, which is attached with this document

B. FY18 Annual Budget Package

a. CHATA: Note that the third line of the Header in packet provided needs to be amended to state FY2018.

b. Cornerstone

Resolution to approve FY2018 Budget as presented for CHATA.

Motion by: __Downes_____

Dissent: _____

Seconded by: __Rockwell_____

Abstain: _____

Discussion: _____

Passed: _____ Yes _____

Approved: _____ 4 _____

Resolution to approve FY2018 Budget as presented for Cornerstone with expected amendment for modular costs.

May 22nd 2017

Motion by: ___Rockwell_____
Seconded by: ___Downes_____
Discussion: _____
Approved: _____4_____

Dissent: _____
Abstain: _____
Passed: _____Yes_____

Old Business:

6. Updates by Principals:

Cornerstone Academy

Natalee Long

Written report submitted. FTE 686 Enrollment 673 FY18 enrollment at 736 currently. 91 is still PI goal. ITBS scores showed that students progressed appropriately through grade.

Columbus Humanities ATA

Alexander Adams

Written report submitted. FTE 504 Enrollment 504 Art Walk was a successful event for students and for marketing. Re-enrollment at 90% with 575 being the target.

*Resolution to approve the purchase of 10 laptops and 50 Chromebooks at \$17,340 using Title 1 funds for purchase.

Motion by: ___Rockwell_____
Seconded by: ___Downes_____
Discussion: _____
Approved: _____4_____

Dissent: _____
Abstain: _____
Passed: _____Yes_____

*Board adopts the ODE Special Education model for Policy and Procedures.

Motion by: ___Downes_____
Seconded by: ___Rockwell_____
Discussion: _____
Approved: _____4_____

Dissent: _____
Abstain: _____
Passed: _____Yes_____

7. Updates by RVP:

Accel Schools

Natalee Long

Resolution to approve the proposal maximum of \$11,000 submitted on 5/22/2017 by Affordable Choice Lighting for Lighting maintenance for Cornerstone Academy.

Motion by: ___Cusick_____
Seconded by: ___Rockwell_____
Discussion: _____
Approved: _____4_____

Dissent: _____
Abstain: _____
Passed: _____Yes_____

Board reviewed the proposal from S.A Comunale CO. Inc for dry valve replacement. Accel is working to consolidate insurance for multiple schools and are negotiating food service contract for Cornerstone Academy. Does this include board insurance? Ms. Long to research answer.

May 22nd 2017

Building assessment for Cornerstone was submitted to board by email. CHATA building assessment received 5/22/2017, will be sent to board.

Resolution to adopt the policy binders as of 5/22/2017 containing all policies and amendments for each school.

Motion by: Rockwell Dissent: _____

Seconded by: Downes Abstain: _____

Discussion: * Passed: Yes

Approved: 4

Board discussed the possibility of policy binder being available online

8. Updates by Authorizers and others:

Ohio Council of Community Schools Lenny Schafer or Rep. Todd Burger

Written report submitted and emailed. Site visit to CHATA 5/23/2017. All outstanding compliance issues must be resolved by June 31 2017. All board certification due by June 30

Charter School Specialists Dave Cash or Rep. Portia Chisley

written report submitted. Visiting CA 5/23/2017 to review compliance.

9. Resolution to approve the review of the bank reconciliations for March 2017:

A. Columbus Humanities ATA

B. Cornerstone Academy

Motion by: Downes Dissent: _____

Seconded by: Rockwell Abstain: _____

Discussion: _____ Passed: Yes

Approved: 4

10. Resolution to approve the review of the financials for March 2017:

A. Columbus Humanities ATA

B. Cornerstone Academy

Motion by: Rockwell Dissent: _____

Seconded by: Downes Abstain: _____

Discussion: _____ Passed: Yes

Approved: 4

11. Financial Update and review of Federal Entitlements:

Accel Schools Accountant

Natalie Revis

A. ODE 5yr Forecast – Resolution form to be signed and submitted to ODE

B. FY18 Annual Budget Package

*Moved to follow item 5.

May 22nd 2017

New Business:

12. Board Business:

1. Audit- Not available
2. Marketing
3. Board Resolution – Cornerstone 10 year

Resolution of the board to recognize and extend the board's appreciation for Natalee Long's work for Cornerstone Academy and arranging the 10 year Anniversary celebration.

4. Building Maintenance Inventory – CHATA/Cornerstone
5. School Computer Status – IT Maintenance
6. Board Member Recruitment – Board Member HB2 Training
7. Recognition – Dr. R. A. Holmes

Resolution of board to recognizes the long, dedicated, and detailed service and his appreciation of service to the students of Cornerstone and CHATA.

8. 2017-2018 Board Meeting Calendar

- a. July 27 CHATA
August 25 CCL
September 28 CHATA
October 26 CCL
November – No Meeting
December 7 CHATA
January 25 CCL
February 22 CHATA
March CCL
April – No Meeting
May 24 CHATA
June 21 CCL

13. Public Comment: None

14. Executive Session: None

15. Adjournment:

Motion by: ___Cusick_____
Seconded by: _Rockwell_____
Discussion: _____
Approved: _____3_____

Dissent: _____
Abstain: _____1_____
Passed: _____Yes_____
Time: _____7:36pm_____

16. Future meeting schedule:

June 22nd, 2017 – 5pm Cornerstone Academy

POLICIES
OF
THE GOVERNING AUTHORITY
OF
COLUMBUS HUMANITIES, ARTS AND TECHNOLOGY ACADEMY,
INC.

An Ohio Non-Profit Corporation
And
Ohio Community School

Adopted

May 22, 2017

Date

TABLE OF CONTENTS

SECTION 1: GOVERNANCE POLICIES

100 IDENTIFICATION/DEFINITIONS

- 101 Name
- 102 Type of Corporation
- 103 Facility
- 104 Address
- 105 Definitions and Heading

110 POWER AND ETHICS OF BOARD

- 111 Authority
- 112 Board Powers
- 113 Board Members' Powers
- 114 Ethics and Conflicts Policy
- 115 Complaint/Judicial Powers

120 GENERAL GOVERNANCE

- 121 Code of Regulations
- 122 Orientation
- 123 Contracts with Sponsor/Fiscal Officer
- 124 Reimbursement/Compensation
- 125 Background Checks of Board Members

130 BOARD MEETINGS

- 131 Meetings/Executive Sessions
- 132 Parliamentary Authority
- 133 Voting
- 134 Minutes
- 135 Attendance
- 136 Public Participation at Meetings

140 GENERAL BOARD DUTIES

- 141 Review of Policies
- 142 Approval and Monitoring Budget/Bond; Financial Reporting
- 143 Monitoring of Charter Contact
- 144 Reporting Requirements
- 145 Media Policy
- 146 Intentionally Left Blank
- 147 **Public Records Policy**
 - 147.1 Records Retention and Disposal Policy
- 148 Finances
 - 148.1 Purchasing/Invoicing
 - 148.2 Fixed Asset Policy/Title I and Federal Grant Assets Policy
 - 148.3 Audit Committee
 - 148.4 Independent Contractors
 - 148.5 Annual Financial Report
 - 148.6 Credit Cards
 - 148.7 Staff Reimbursement

- 148.8 Federal Grants Procurement, Monitoring, and Administration
- 149 Use of Cellular Telephones and Other Wireless Technologies

150 ADMINISTRATION/PROGRAM/SCHOOL POLICIES

- 151 Approval of Management by Management Company
- 152 Board/«Head administrator title MC»/Management Company/Fiscal Agent Relationships
- 153 Role of Management Company, if any
- 154 Job Descriptions
- 155 Mission Statement
- 156 Statement of Philosophy
- 157 Insurance
- 158 Curriculum Development
- 159 Development of School Policies

SECTION 2: PROGRAM AND STUDENT POLICIES

200 PROGRAM OPERATION

- 201 Mission Statement
- 202 Philosophy/Vision Statement
- 203 Parent and Foster Caregiver Involvement
 - 203.1 Parent and Family Engagement in Title I Programs
 - 203.2 Title I – Parent’s Right to Know
 - 203.3 Parental Involvement – Use of Evidence-Based Research
 - 203.4 Parental Review of Instructional Materials
 - 203.5 Parental Consultation Regarding Physical Exams
- 204 Program Accountability
 - 204.1 Policy Regarding High Quality Education
 - 204.2 Intentionally Left Blank
 - 204.3 Intentionally Left Blank
 - 204.4 School to Work Programs
 - 204.5 Compliance with State Academic Standards
 - 204.6 Intentionally Left Blank
 - 204.7 Teacher and Paraprofessional Qualifications
 - 204.8 Migrant Students
 - 204.9 Intentionally Left Blank
 - 204.10 Intentionally Left Blank
 - 204.11 Assistance to English Language Learners and Immigrant Students
 - 204.12 Intentionally Left Blank
 - 204.13 College Credit Plus Program – Advanced Standing Program
 - 204.14 Career Advising and Student Success Plans
- 205 Program Assessment
 - 205.1 Report Card
 - 205.2 Annual Report
 - 205.3 Other Reporting
 - 205.4 Intentionally Left Blank
- 206 General Notice of Non-Discrimination

220 PROGRAM ADMINISTRATION

- 221 Access to Equal Educational Opportunity
- 222 Title IX Coordinator

- 222.1 Title IX Grievance Procedure
- 223 Title I Services
 - 223.1 Title I Complaint Procedure
- 224 Intentionally Left Blank
- 225 Religion in the Schools
- 226 School Prayer
- 227 Rights of Individuals with Disabilities
 - 227.1 Child Find
- 228 Section 504 of the Rehabilitation Act of 1973
- 229 Child Abuse and Neglect
- 230 Notice of Policy Changes
- 231 Policy Manual Distribution and Maintenance
- 232 Technology and Internet Acceptable Use
- 233 National and State Mottoes
- 234 Electronic Communication Devices
- 235 Access of Transgender Individuals to Activities, Programs, and Facilities

240 STUDENT ADMISSION/GRADING/GRADUATION

- 241 Admission and Lottery Standards
 - 241.1 R.C. 3314.041 Notice
 - 241.2 Records Upon Enrollment
 - 241.3 Compulsory and Early Kindergarten Admissions
 - 241.4 Enrollees Suspended or Expelled Elsewhere
 - 241.5 Enrollment and Residency Policy
- 242 Student Assessment and Academic Intervention Services
 - 242.1 Security Provisions for Statewide Assessment Tests
 - 242.2 Alternate Assessments for Students With Disabilities
- 243 Reporting Student Progress and Grades
- 244 Graduation Requirements
- 245 Promotion and Retention Policy
- 246 Procedure to Notify Parent/Guardian or Custodian of Ohio Core Curriculum Requirements
- 247 Credit Flexibility

250 ATTENDANCE

- 251 Attendance/Truancy/Withdrawal
- 252 Missing and Absent Children
- 253 Fingerprinting Students
- 254 Calamity Day Make Up Policy

260 STUDENT CONDUCT/RIGHTS

- 261 Student Expression
- 262 Student Bill of Rights/Responsibilities
- 263 Dress and Grooming
- 264 Sexual and Other Forms of Harassment
 - 264.1 Anti-Harassment, Intimidation and Bullying Policy
 - 264.2 Anti-Hazing Policy
 - 264.3 Gang Activity Policy
- 265 Disorder and Demonstration
- 266 Drug Prevention

- 267 Pregnant Students
- 268 Search and Seizure
- 269 Use of Tobacco on School Premises

270 STUDENT DISCIPLINE/PROCEDURE

- 271 Student Code of Conduct
- 272 Schools and Law Enforcement Agencies
- 273 Expulsion and Suspension Policies
- 274 Permanent Exclusion of Non-Disabled Students
- 275 Discipline/Suspension/Expulsion of Disabled Students
 - 275.1 Disciplining a 504 Student
- 276 Positive Behavioral Interventions and Supports, Seclusion, and Restraint

280 STUDENT ACTIVITIES

- 281 School Sponsored Publications
- 282 School Sponsored Trips
- 283 Equal Access for Non-School Sponsored Student Clubs and Activities
- 284 Student Employment
- 285 Return to Play
- 286 Athletics Policy

290 MISCELLANEOUS STUDENT POLICIES

- 291 Boy Scouts and Patriotic Youth Groups
- 292 Materials Regarding Sexual Activity
 - 292.1 Obscene Materials
 - 292.2 Sex Education
 - 292.3 Contraceptives
- 293 Military Recruitment and Student Privacy
- 294 Student Records and Release of Information
- 295 Student Surveys
- 296 Biennial Assessment
- 297 Homeless Children and Youth Policy
 - 297.1 Children in Foster Care
- 298 Grandparent Caretaker Policy
- 299 Constitution Day

SECTION 3: STAFF POLICIES/HANDBOOK

300 GENERAL

- 301 About this Handbook
- 302 About Our School
- 303 Our Mission Statement
- 304 Our Values
- 305 Non-Discrimination Policy
- 306 Harassment Policy
 - 306.1 Statement of Philosophy
 - 306.2 Definition of Harassment
 - 306.3 Individuals Covered Under the Policy
 - 306.4 Reporting a Complaint
- 307 Immigration Law Compliance Policy

310 YOUR EMPLOYMENT AT «Name of school TE:LIKE THIS»

- 311 Employment Status
- 312 Employment Contracts
- 313 Salaries

315 EMPLOYEE QUALIFICATIONS

- 316 Teachers
 - 316.1 Ohio Resident Educator Program Policy
- 317 Educational Assistants/Paraprofessionals
- 318 Other Employees
- 319 Substitute Teachers

320 EMPLOYMENT STATUS/PERSONNEL FILES

- 321 Full-time Employee
- 322 Part-time Employee
- 323 Outside Activities
- 324 Personal Information and Access to Personnel Files
- 325 Access to Other Files
 - 325.1 Public Records
 - 325.2 Student Records
 - 325.3 Confidentiality of Records
- 326 Board-Staff Communications

330 ETHICAL BEHAVIOR

- 330.1 General Ethical Behavior
- 331 Use of Alcohol and Drugs
 - 331.1 Use of Over-the-Counter Medicine and Authorized Use of Prescription Medicine
 - 331.2 Prohibitions
 - 331.3 Searches
 - 331.4 Consequences for Violation of this Policy
 - 331.5 Testing
 - 331.6 Types of Testing
 - 331.7 Medical Examinations
- 332 Tuberculin Testing
- 333 Weapons in the Workplace
- 334 Intentionally Left Blank
- 335 Mandatory Reporting of Misconduct by Licensed Employees
- 336 Social Networking Websites/ Teacher Blogging

340 EMPLOYEE AND STUDENT CARE AND SAFETY

- 341 Staff Student Relationship
- 342 General Safety Rules
- 343 Reporting Accidents
- 344 Injuries
- 345 Special Medical Needs
- 346 Student Abuse and Neglect
- 347 Student Transportation by Private Vehicle
- 348 Emergency Procedures
 - 348.1 Emergency School Evacuation

- 348.2 Emergency School Closing/Inclement Weather
- 349 Threatening Behavior Toward Staff Members

350 SCHOOL STAFFING, ORGANIZATION AND TRAINING

- 351 General Policy
- 352 Staff Development
- 353 Performance Evaluation of Staff
- 354 Performance Coaching
- 355 Reduction of Staff
- 356 Local Professional Development Committee

360 EMPLOYEE MISCONDUCT, DISCIPLINE AND TERMINATION

- 361 Employee Discipline
- 362 Disciplinary Procedure
- 363 Termination
- 364 Resignation
- 365 Whistleblower Policy

370 COMPENSATION AND BENEFITS

- 371 General Policy
- 372 Scheduling
- 373 Recording Work Time
- 374 Overtime Pay
- 375 Salary Deduction Policy
- 376 Tuition Reimbursement Program – Policies and Procedures

380 TIME OFF FROM YOUR JOB

- 381 Personal Leave
- 382 Paid School Holidays
- 383 Medical Leave of Absence
- 384 Jury Duty and Military Leave
- 385 Family Leave (FMLA)
- 386 Serious and Communicable Diseases Policy
- 387 Military Leave for Family Member
- 388 Genetic Information

390 MISCELLANEOUS POLICIES

- 391 Insurance
 - 391.1 Health Insurance and Annuities
 - 391.2 Workers' Compensation Insurance
 - 391.3 STRS/SERS
 - 391.4 Unemployment Compensation
- 392 Staff Dress and Grooming/Staff School Uniform
- 393 Student Activities
- 394 Fund Raising Activities and Projects
- 395 Purchasing Policies
 - 395.1 Purchase of Supplies and Materials, Equipment
 - 395.2 Leases and Contracts
- 396 Staff Gifts
- 397 Use and Return of Property

- 397.1 Use of Electronic Equipment
- 397.2 Acceptable Uses of the School's Equipment
- 397.3 Unacceptable Uses of the School's Equipment
- 398 Communications
 - 398.1 Software and Copyright Issues
 - 398.2 Security
 - 398.3 Violations

EMPLOYEE ACKNOWLEDGMENT FORM

SECTION 4: HEALTH AND SAFETY POLICIES

400 GENERAL HEALTH AND WELFARE

- 401 Health Services
- 402 Use of Medications Policy
 - 402.1 Care of Students with Diabetes
- 403 Use of Inhaler/Epinephrine Autoinjector
 - 403.1 Procurement of Inhaler/Epinephrine Autoinjector for Emergency Use
- 404 Health Examinations and Immunizations
- 405 Emergency Medical Procedures
- 406 Emergency Medical Authorization
- 407 Control of Communicable Diseases
- 408 Prevention and Control of Non-Casual-Contact Communicable Diseases
- 409 Control of Blood-Borne Pathogens
- 410 Head Lice Infestation
- 411 Infectious Disease Policy
- 412 AIDS Policy
- 413 Peanut or Other Food Allergies
- 414 Bed Bug Infestation
- 415 Use of Animals in the Classroom or on School Premises

420 PERSONAL SAFETY

- 421 Dangerous Weapons
- 422 Public Conduct on School Property
- 423 Facility Security
- 424 Emergency Preparedness and Evacuation
 - 424.1 Student Suicide
- 425 Use of Equipment
- 426 Accidents to Students
- 427 Visitors, Volunteers and Guests
- 428 Bomb Threat Policy
- 429 Crisis Media Situations

440 ENVIRONMENTAL HEALTH AND SAFETY

- 441 OSHA/PERPP Compliance/Risk Reduction Program
- 442 Property, Equipment and Supplies
- 443 Hazard Communication Program
- 444 Toxic Hazards and Asbestos Hazards
- 445 OSHA/Bloodborne Pathogens Exposure Control Plan
- 446 Prevention of Lead Poisoning
- 447 School Emergency Management Plan

- 448 School Health and Safety Network Inspections
- 449 Prior Notification of Pesticide Application

450 FOOD SAFETY

- 451 Food Services
- 452 Free and Reduced-Price Meals
- 453 Wellness Policy
- 454 Hand Washing Policy
- 455 Food Sale Standards Policy

CONTENTS OF APPENDICES

Appendix 115-A	Complaint Procedure
Appendix 121-A	Code of Regulations
Appendix 145-A	Media Release Consent Form
Appendix 147-A	Public Records Poster
Appendix 147-B	Request to Redact Personal Information
Appendix 147-C	Sealed Records
Appendix 147.1-A	Records Retention Schedule
Appendix 148.8-A	Methods of Procurement Using Federal Grant Funds
Appendix 203.1-A	Sample School-Family Compact
Appendix 203.2-A	Parent's Right-to-Know Letter
Appendix 203.2-B	Letter Regarding Instruction Provided by Teacher That Does Not Meet State Qualification Requirements
Appendix 204-A	Post-Secondary Enrollment Program Counseling Record and Post-Secondary Enrollment Program Educational Plan
Appendix 204.11-A	Guidelines for the Identification and Assessment of Limited English Proficient Students/English Language Learners
Appendix 204.13-A	Letter of Intent to Participate in College Credit Plus
Appendix 204.13-B	College Credit Plus Informational Sheet
Appendix 204.13-C	Sample Invitation Letter for Informational Sessions
Appendix 204.14-A	A Letter to Parent Re: Student Success Plan
Appendix 204.14-B	Model Letter to Parent After Development of Student Success Plan
Appendix 227-A	Model Special Education Policies and Procedures
Appendix 227-B	Procedures for Conducting an Independent Educational Evaluation
Appendix 227-C	Letter to Parents re List of Providers
Appendix 227.1-A	Child Find Notice
Appendix 227.1-B	Parent Notification of Scholarship Programs for Students With Disabilities
Appendix 241.3-A	Early Admission Referral Form and Consent to Evaluate
Appendix 241.3-B	Notice of Outcome of Acceleration or Early Admittance Evaluation Process
Appendix 242.1-A	Standards for the Ethical Use of Tests
Appendix 242.2-A	Guidelines for Participation in Ohio's Alternate Assessment for Students with Disabilities
Appendix 243-A	Individual Student Assessment Recordkeeping Chart
Appendix 246-A	Ohio Core Curriculum Requirements
Appendix 247-A	Credit Flexibility Regulation
Appendix 247-B	Credit Flexibility Plan
Appendix 251-A	Parental Notification Regarding Withdrawal of Student
Appendix 251-B	Attendance Corrective Action Plan
Appendix 252-A	Missing Child Reporting and Marking Form
Appendix 264.1-A	Form for Reporting Incidents of Harassment, Intimidation and Bullying
Appendix 269-A	No Smoking Symbol Sign
Appendix 273-A	Notice of Intended Suspension from School
Appendix 273-B	Notice of Emergency Removal and Intent to Suspend from School
Appendix 273-C	Notice of Suspension from School
Appendix 273-D	Notice of Rights Re: Suspension from School
Appendix 273-E	Notice of Intended Expulsion from School

Appendix 273-F	Notice of Emergency Removal and Intent to Expel from School
Appendix 273-G	Notice of Expulsion from School
Appendix 273-H	Notice of Rights Re: Expulsion from School (for Use for Expulsions of 20 School Days or Less Only)
Appendix 273-I	Notice of Rights Re: Expulsion from School (for Use for Expulsions of More than 20 School Days Only)
Appendix 282-A	School Sponsored Trip Permission Form
Appendix 285-A	Concussion Information Sheet
Appendix 285-B	OHSAA Medical Authorization to Return to Play
Appendix 294-A	Notification of Rights Under the Family Education Rights and Privacy Act (“FERPA”) and Authorization to Release Student Directory Information
Appendix 294-B	Request and Consent for Release of Records
Appendix 295-A	Notice to Parents Regarding the Protection of Pupil Rights Amendment
Appendix 297-A	Identification of Homeless or Unaccompanied Youth Enrollment and Decision Appeal Form
Appendix 297.1-A	Sample Local Foster Care Transportation Procedures
Appendix 298-A	Caretaker Authorization of Affidavit
Appendix 298-B	Caretaker Power of Attorney
Appendix 307-A	Form I-9 Employment Eligibility Verification
Appendix 316.1-A	Ohio Resident Educator Rules
Appendix 324-A	Personal Information Procedure
Appendix 324-B	Personal Information Notice
Appendix 333-A	Notice Regarding Weapons in the Workplace
Appendix 335-A	Licensure Code of Professional Conduct for Ohio Educators
Appendix 335-B	Educator Misconduct Reporting Form
Appendix 347-A	Parental Consent for Transportation by Private Vehicle Permission Form
Appendix 347-B	Request for Transportation by Private Vehicle
Appendix 349-A	Threatening Behavior Toward Staff Members
Appendix 356-A	Local Professional Development Committee Guidelines, if any
Appendix 365-A	Acknowledgement of Receipt of Auditor of State fraud reporting system information
Appendix 376-A	Tuition Reimbursement Forms
Appendix 397-A	Employee Acceptance of Terms of Use and Return of Property
Appendix 398.1-A	Copyright Guidelines
Appendix 402-A	Physician’s Request for Medication Form
Appendix 402-B	Notice to Parents Regarding Medication Policy
Appendix 402.1-A	Sample Section 504 Plan Notice for Students with Diabetes
Appendix 403-A	Inhaler Permission Form
Appendix 403-B	Epinephrine Autoinjector Permission Form
Appendix 403.1-A	Prescriber-Issued Protocol
Appendix 404-A	Immunization Summary for School Attendance
Appendix 406-A	Health and Fitness Parental Consent Form
Appendix 406-B	Emergency Medical Authorization Form
Appendix 407-A	Communicable Disease Procedure
Appendix 407-B	Ebola Virus Disease-Specific Procedures
Appendix 410-A	Head Lice Infestation Forms
Appendix 412-A	Control of AIDS

Appendix 413-A	Food Allergy Notification Form
Appendix 414-A	Parental Consent To Search Child For Bed Bugs
Appendix 414-B	Bed Bug Inspection Report
Appendix 414-C	Health Services Notification And Information About Bed Bugs
Appendix 415-A	Animals in the Classroom – Parent/Guardian Information and Consent
Appendix 424-A	Emergency Management Test and Health Plan Emergency Drills
Appendix 424-B	Emergency Drill Log
Appendix 424-C	Sample Emergency Drill Calendar
Appendix 424.1-A	Student Suicide Questionnaire
Appendix 425-A	General Safety Procedures
Appendix 426-A	Form for Reporting Accidents to Students
Appendix 428-A	Bomb Threat and Call Checklist
Appendix 441-A	Injury and Illness Incident Report
Appendix 441-B	Log of Work-Related Injuries and Illnesses
Appendix 441-C	Summary of Work-Related Injuries and Illnesses
Appendix 441-D	Log of Work-Related Exposure
Appendix 441-E	Sharps Injury Form
Appendix 441-F	OSHA Notice
Appendix 444-A	Asbestos Management Plan
Appendix 445-A	OSHA Model Exposure Control Plan
Appendix 446-A	Protect Your Family From Lead in Your Home Brochure
Appendix 448-A	Chemical Hygiene Plan
Appendix 451-A	Hand Washing Poster
Appendix 451-B	Sample Public Release
Appendix 455-A	Nutrition Standards for Beverages

The School will utilize the following procedures regarding the availability of public records. Any person may inspect or obtain a copy of the public records of the School during the regular business hours of the office in which such records are maintained. An Employee or representative will be present during inspection of the records. Except as required or authorized by state or federal law, the Board shall not limit or condition the availability of public records by requiring disclosure of the requestor's identity or proposed use of the records, or by asking the request to be put in writing, unless it first discloses to the requester that a) none of that information is mandatory and b) whether disclosure of that information or making the request in writing would enhance the ability to identify, locate or deliver the records sought by the requestor. The School may require disclosure of the requestor's identity or the intended use of student directory information in order to ascertain whether the directory information is for use in a profit-making plan or activity, and no student directory information, if any has been designated, shall be released to or accessed by any person or group for use in a profit-making plan or activity.

The School maintains a database or list that includes the name and birthdates of all Board Members and employees employed by the School. The database or list shall be made available upon a public records request.

A viewer, or a requester of copies of public records, may purchase copies of the School's public records upon payment of a fee not to exceed the cost for reproduction, supplies, mailing, delivery, transmission and/or handling. When making copies or records available, the preparer shall notify the requester of redactions or make redactions plainly visible to the requester. The current fee for copies shall be set by Board resolution.

If a request for public records is ambiguous, or overbroad, or does not reasonably identify what public records are being requested, the request may be denied so long as the requester is informed of the manner in which records are maintained and accessed by the School. Each ultimate denial, in whole or in part, shall provide the requester with an explanation, including the legal authority, as to why the request was denied, and such reasons shall be put in writing if the initial request was put in writing. The Board does not waive its rights to additional legal authority of reasons for denial by way of its written explanation to a requester.

No public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her duties.

The Board or its designee shall (1) participate in training concerning public records which is required by the Ohio Attorney General and which is free of charge under section 109.43 of the Ohio Revised Code, (2) erect a poster about its public records policy in a conspicuous place in all locations or branches of operations (See **Appendix 147-A**), (3) require its employee in charge of public records to sign an acknowledgement of receipt of its public records policies, and (4) include its public records policy in its manuals or handbooks of general policies and procedures for all employees. In addition, as of February 1, 2016, all Board members and administrators must attend public records training annually

The Board authorizes the Principal or his or her designee to dispose of, on a daily basis, routine messages transmitted by means of voicemail or e-mail, provided the messages do not alter existing School records.

Redacting, Encrypting, or Truncating Personal Information

An individual may request that his/her personal information, (social security number, federal tax identification number, driver's license or state identification number, individual checking account, saving account, or credit card number) which is made available to the general public on the internet, be redacted. The request must be made in writing on the form contained in **Appendix 147-B**. Within five business days of receiving the request, the School shall redact the personal information requested to be redacted, if practicable. If impracticable, then the School shall the individual with a verbal or written explanation of why the redaction is impracticable.

The School shall redact, encrypt or truncate the social security number of any individual whose social security number is contained in a document which is available to the general public on the internet. If the School becomes aware that an individual's social security number was mistakenly not redacted, encrypted or truncated, the School shall do so within a reasonable period of time. This requirement does not apply to documents that are only accessible through the internet with a password.

Acknowledgement of Employee or Designee
in Charge of Public Records

Date

R.C. 149.43

See also Policy No. 325.1 Public Records. **Appendix 147-A** Public Records Poster; **Appendix 147-B** Request to Redact Personal Information.

147.1

Records Retention and Disposal Policy

The orderly acquisition, storage and retention of School records and reports are essential for the overall efficient and effective operation of the School.

The Board President, Treasurer (fiscal officer), and Principal shall be Records Committee and meet annually to carry out the necessary work associated with the School's records. The procedures listed in **Appendix 147.1-A** shall guide them, as modified from time to time.

The Records Committee may not review or select for its custody either of the following:

- a. Records containing personally identifiable information concerning any pupil attending a public school other than directory information, as defined in section 3319.321 of the Revised Code, without the written consent of the parent, guardian, or custodian of each such pupil who is less than eighteen years of age, or without the written consent of each such pupil who is eighteen years of age or older;
- b. Records the release of which would, according to the "Family Educational Rights and Privacy Act of 1974," 88 Stat. 571, 20 U.S.C.A. 1232g, disqualify a school or other educational institution from receiving federal funds.

Records shall be destroyed only as directed by the Records Committee.

E-Mail and Correspondence Retention

The following retention policy for e-mail and correspondence is endorsed by the Local Government Records Program of the Ohio Historical Society. In general, the policy is based on the premise that e-mail does not constitute a category of records in and of itself. Rather e-mail is a delivery medium, like paper or microfilm, and individual e-mails should be retained according to the information which is contained in the message. There are four categories of e-mail and correspondence retention.

1. Non-Record Materials (delete immediately)

E-mail messages and correspondence that do not meet the criteria of being a "public record" under R.C. 149.43, because they do not document the organization, functions, policies, decisions, procedures, operations or other activities of the office, may be deleted immediately. These e-mails include:

Personal correspondence.

Publications, promotional materials and similar materials (unless specifically incorporated into other materials that are "records")

2. Official Records

A. Transient Retention (Retain until no longer of administrative value)

- B. Transitory messages of very limited administrative value. (e.g., a message of an upcoming meeting only has administrative value until the meeting occurs; telephone messages; drafts, and other documents which serve to convey information of temporary importance in lieu of oral communication).

Intermediate Retention

General Correspondence (Two years)

Internal Correspondence (letters, memos)

Correspondence from various individuals and organizations (requesting information or correspondence that is informative but does not attempt to influence policy)

Routine Correspondence (One year)

Referral letters, requests for routine information and requests for publications which are answered by standard form letters.

Long term Retention

Executive Correspondence

Correspondence dealing with significant aspects of the administration of their offices. (e.g., information concerning agency policies, program, fiscal, and personnel matters).

Storing E-mail Records

For purposes of record retention, it is acceptable to store e-mails: (1) in the current e-mail system; (2) in an electronic format (e.g., in a file on a local hard drive); or (3) by saving paper print outs in a filing system.

In order to ensure that someone in the agency takes responsibility for maintaining the e-mail record during the retention period, the School shall choose one of the following procedures:

- ___ 1. The individual who sends an e-mail maintains the “record” copy. If an e-mail is received from someone outside the organization, the recipient should retain it.
- ___ 2. A mailbox is created for individuals sending out email to copy (cc) when email is sent and retention will then be administered by the IT Department of the School or Management Company.

RC §149.41; RC §149.351

See **Appendix 147.1-A** Records Retention.