"Where Eagles Learn to Soar"

Regular Board of Education Meeting

Agenda Summary

August 3, 2016 (July Meeting) Regular Board of Education Meeting

Wednesday, August 03, 2016

6:00 PM

Liberty-Benton School Board Offices
9190 County Rd. 9 ,
Findlay, OH 45840

Item No.	Item	Time Req.	Start Time	Ref No.
1	Call to Order	1	6:00 PM	642085
2	Pledge of Allegiance	1	6:01 PM	642086
3	Roll Call	1	6:02 PM	642087
4	Welcome and Agenda overview and adjustments as necessary	1	6:03 PM	642088
5	Public comment opportunity	5	6:04 PM	642089
6	Approve board of education meeting minutes	1	6:09 PM	642090
7	Misc. Management Information Treasurer's Report Superintendent's Report	15	6:10 PM	642091
8	Approve the LBTA negotiated contract	15	6:25 PM	645198
9	Approve the bid for the High School Bells/Clocks/PA System	5	6:40 PM	645199
10	Approve the Consent Agenda	1	6:45 PM	642092
11	Accept monitoring report 1.0 Ends 1.1 Good Character 1.2 American Citizenship 1.2.1 History 1.2.2 Traditions 1.2.3 Principles 1.3 Independent Living 1.4 Academics 1.5 Critical Thinking	60	6:46 PM	642123
12	Accept monitoring report 2.7 Communication and Support to the Board 2.7.1 Monitoring Data Submission 2.7.2 Noncompliance Reporting 2.7.3 Comprehensive Decision Information 2.7.4 Incidental Information 2.7.5 Noncompliance With Board Means Policies	5	7:46 PM	642095

Item No.	Item	Time Req.	Start Time	Ref No.
13	Executive Session 1. The appointment, employment, dismissal, discipline, promotion, demotion or compensation of an employee or official, or the investigation of charges or complaints against an employee, official, licensee or student requests a public hearing.	120	7:51 PM	642096
14	Adjourn	1	9:51 PM	642097

Presenter : AJ Granger
Proposed By : Dawn Granger
Proposed : 6/23/2016

Start Time : 6:00 PM
Time Req : 1
Item Type : Admin

Item No : 1

Policy No.	Description	Ref No
4.3	To accomplish its job products with a governance style consistent with Board policies, the Board will follow an annual agenda that (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	362118

Description : Call to Order

Details :

Attachments :

No Attachments

Presenter : AJ Granger
Proposed By : Dawn Granger
Proposed : 6/23/2016

Start Time : 6:01 PM
Time Req : 1
Item Type : Admin

Item No : 2

Policy No.	Description	Ref No
4.3	To accomplish its job products with a governance style consistent with Board policies, the Board will follow an annual agenda that (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	362118

Description : Pledge of Allegiance

Details :

Attachments :

No Attachments

Presenter : AJ Granger
Proposed By : Dawn Granger
Proposed : 6/23/2016

Start Time : 6:02 PM
Time Req : 1
Item Type : Admin

Item No : 3

Policy No.	Description	Ref No
4.3	To accomplish its job products with a governance style consistent with Board policies, the Board will follow an annual agenda that (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	362118

Description : Roll Call

Details :

Attachments :

No Attachments

Presenter : AJ Granger
Proposed By : Dawn Granger
Proposed : 6/23/2016

Start Time : 6:03 PM
Time Req : 1
Item Type : Admin

Item No : 4

Policy No.	Description	Ref No
4.3	To accomplish its job products with a governance style consistent with Board policies, the Board will follow an annual agenda that (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	362118

Description : Welcome and Agenda overview and adjustments as necessary

Details :

Attachments :

No Attachments

Presenter : AJ Granger
Proposed By : Dawn Granger
Proposed : 6/23/2016

Start Time : 6:04 PM
Time Req : 5
Item Type : Admin

Item No : 5

Policy No.	Description	Ref No
4.2.1	The linkage between the ownership and the operational organization.	361095
4.3.2.1	Consultations with selected groups in the ownership, or other methods of gaining ownership input, will be determined and arranged in the first quarter, to be held during the balance of the year.	362121

Description : Public comment opportunity

Details :

Attachments :
No Attachments

Presenter : AJ Granger
Proposed By : Dawn Granger
Proposed : 6/23/2016

Start Time : 6:09 PM
Time Req : 1
Item Type : Decision Items

Item No : 6

Policy No.	Description	Ref No
4.3	To accomplish its job products with a governance style consistent with Board policies, the Board will follow an annual agenda that (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	362118

Description : Approve board of education meeting minutes

Details : Approval of the following board of education meeting minutes:
Regular Board of Education Meeting, June 20, 2016

Attachments :
No Attachments

Presenter : AJ Granger
Proposed By : Dawn Granger
Proposed : 6/23/2016

Start Time : 6:10 PM
Time Req : 15
Item Type : Information Items

Item No : 7

Policy No.	Description	Ref No
2.7	The Superintendent and/or the Treasurer shall not cause or allow the Board to be uninformed or unsupported in its work. Accordingly, the Superintendent and/or Treasurer shall not:	360636

Description : Misc. Management Information
Treasurer's Report
Superintendent's Report

Details : Treasurer's Report
Superintendent's Report:

Attachments :
No Attachments

Presenter : AJ Granger
Proposed By : Dawn Granger
Proposed : 7/22/2016

Start Time : 6:25 PM
Time Req : 15
Item Type : Decision Items

Item No : 8

Policy No.	Description	Ref No
4.3	To accomplish its job products with a governance style consistent with Board policies, the Board will follow an annual agenda that (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	362118

Description : Approve the LBTA negotiated contract

Details :

Attachments :
No Attachments

Presenter : AJ Granger
Proposed By : Dawn Granger
Proposed : 7/22/2016

Start Time : 6:40 PM
Time Req : 5
Item Type : Decision Items

Item No : 9

Policy No.	Description	Ref No
4.3	To accomplish its job products with a governance style consistent with Board policies, the Board will follow an annual agenda that (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	362118

Description : Approve the bid for the High School Bells/Clocks/PA System

Details : Accept bid from Zaiser Communications for High School Bells/Clocks/PA in the amount of $43,533, including the base bid of $41,309 and the alternate bid of $2224

Attachments :

Title	Created	Filename
August 3 2016 bid tabulation.pdf	Jul 29, 2016	August 3 2016 bid tabulation.pdf

GARMANN/MILLER
ARCHITECTS•ENGINEERS

July 29, 2016

Liberty-Benton Schools
9190 Co Rd 9
Findlay, Ohio 45840

Re: Liberty-Benton High School PA system replacement

Bids for the PA system replacement at Liberty-Benton High School were received on July 28, 2016 at 2:00 pm. The bids were opened and read aloud at that time. A tabulation of the bids received is attached.

Bids were taken for the work as Item 1 Contract A: Electrical Work, Alternate 1 - Additional Speakers and Alternate 2 - Athletic Building.

After reviewing the bids, it was decided to not accept alternate 2 at this time. The reason for this is to create an additional contingency until it is determined that the existing building PA system does not have any unforeseen conditions that could create additional costs. Example is the existing speakers and wiring. If there are existing speakers or wiring that do not pass the initial test, they will need to be replaced. To control the costs of this additional work, Unit Prices were required to be submitted on the bid form. In the event a speaker needs to be replaced, that Unit Price number is what the cost will be for that speaker. Once it is determined that the funds are going to be available within the $50,000 budget, alternate #2 will be done as a change to the contract. I spoke with the low bidder and they are willing to hold their number until that decision is made.

The apparent low bid was Zaiser Communications

The advertised estimate for the project was $50,000. The total cost for Item 1 contract A and Alternate 1 is $43,533.00 which is $6,467.00 under the advertised budget. That balance will be used for contingency if needed. If that contingency is not used, alternate 2 will proceed at the cost on the bid form.

It is our recommendation to award the contract to Zaiser Communication. If the Board of Education approves the award, we will assist in preparing the contract and schedule a pre-construction meeting at the earliest opportunity.

Respectfully,

Brian Wolf

Brian Wolf
Garmann/Miller & Associates, Inc.

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GARMANN/MILLER

ARCHITECTS•ENGINEERS

Project Name: Liberty-Benton HS PA
GM Project No.: 15024.04
Date: 7/28/2016
Time: 2:00 PM
Bids Opened by: Brian Wolf

Name of Contractor	Acknowledgement of Addenda	Bid Guaranty and Contract Bond	Item 1 Contract A Electrical Work Base Bid	Alternate 1 - Additional Speakers	Alternate 2 - Athletic Building			Total
NuWave Technology Inc								
Lake Erie Technologies	X	X	$47,827.00	$1,333.00	$4,833.00			$53,993.00
Torrence Sound	X	X	$53,800.00	$2,550.00	$3,150.00			$59,500.00
Zaiser Communications	X	X	$41,309.00	$2,224.00	$3,064.00			$46,597.00
Paladin Protective Systems	X	X	$42,590.71	$4,605.10	$2,803.13			$49,998.94
Published Estimate	50,000.00							

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Presenter : AJ Granger
Proposed By : Dawn Granger
Proposed : 6/23/2016

Start Time : 6:45 PM
Time Req : 1
Item Type : Decision Items

Item No : 10

Policy No.	Description	Ref No
2.7.9	Fail to supply for the Board's Consent Agenda and Required Board Decisions Agenda, along with applicable monitoring information, all decisions delegated to the Superintendent yet required by law, regulation, or contract to be Board-approved.	360717

Description : Approve the Consent Agenda

Details :

1. Approve listing of bills, expenditures, and investments through 6/30/2016 and monthly financial report of the Treasurer
2. Approve appropriation modifications for July 2016
3. Approve disposed of/obsolete inventory items
4. Approve then & now PO 2015904 to Andrea Hazelton in the amount of $119.94
5. Approve then & now PO 143806 to Janet Greiner in the amount of $500
6. Correct the reduced price breakfast cost from $.40 to $.30
7. Approve the following contracts for Susan Allen July 1, 2016 to June 30, 2017:
   Resident Educator Program Mentor
   Straight A Grant Coordinator
8. Approve the following resignations:
   Deb Hughes, Cook
   Brandon Pickett, Assistant Football Coach
   Paige Vaupel, Assistant Cross Country Coach
9. Approve the following classified staff pending approval of all necessary documentation and certification:
   Gary Altman, Bus Driver
   Arthur Tennant, Substitute
10. Approve 9th grade Volleyball Coach position for 2016 2017 school year due to student numbers
11. Approve the following extra-curricular staff pending approval of all necessary documentation and certification:
    Adjust Matt Rader, Assistant Football Coach from .50 Co-Coach to full (1) Coach
    Adjust Mark Verroco, Assistant Football Coach from .50 Co-Coach to .75 Co-Coach
    Adjust Scott Zimak, Assistant Football Coach from .50 Co-Coach to .75 Co-Coach
    Scott Arnold, Assistant MS Football Coach
    Ethan Cates, Volunteer
    Jim Cates, Assistant MS Football Coach
    Ryan Cates, Volunteer
    Scott Garlock, 7th grade Football Head Coach
    Chad Lieb, Volunteer
    Paul Pape, Assistant Softball Coach
    Cesar Ruiz, Assistant Girls Soccer Coach
    Jim Wtitkamp, Volunteer
12. Approve the classified substitute list for 2016 2017
13. Approve the annual contract with North Central Ohio

Educational Service Center for Audiology, Hearing, and Vision Services for FY2017

14. Approve a contract for the 2016 2017 school year with Wood County Juvenile Detention/Residential Center
15. Approve the 2016/2017 Liberty-Benton Athletic Ticket prices:
    Family All Sports Pass: $300
    Individual Adult All Sports Pass: $150
    Individual Student All Sports Pass: $100
    Individual Grandparent All Sports Pass: $25
    Adult Football Reserved Season Ticket: $35
    Adult Football Season Ticket: $30
    Student Football Reserved Season Ticket: $25
    Student Football Season Ticket: $20
    Adult Basketball Reserved Season Ticket: $72
    Adult Basketball Season Ticket: $66
    Student Basketball Reserved Season Ticket: $50
    Student Basketball Season Ticket: $44
    Staff, L-B School District Retiree Reserved Seats:
      Football $5
      Basketball $10
16. Approve the bus routes for the 2016 2017 school year:
    Gary Altman, 4.5 hours per day
    Jen Breitigam, 4.25 hours per day
    Robert Crawford, 3.5 hours per day
    Athena Crotinger, 4.5 hours per day
    Marsha Desgranges, 4.50 hours per day
    Marsha Desgranges, 1 hour per day pre-school route
    Melissa Kern,3.5 hours per day
    Ron Oakes, 4 hours per day
    Jan Powell, 4.25 hours per day
    Jan Powell, 2 hours per day Millstream route
    Becky Ream, 4.25 hours per day
    Tenna Tuttle, 4.5 hours per day
    Mark Weaver, 4.5 hours per day
17. Approve the Elementary, Middle School, and High School Handbooks
18. Approve the Elementary, Middle School, and High School Fees
19. Approve the district wide Student iPad Use Agreement and Network Acceptable Use Policy
20. Approve administrative/supervisory staff increases up to 2.5%
21. Approve for classified, non-bargaining personnel the merit and pay components extended to LBSSU Bargaining unit members for the period of July 1, 2016-June 30, 2017
22. Approve a responsibility factor, not to exceed 1.5%, to the following non-bargaining support staff for the period of July 1, 2016-June 30, 2017: Valerie Kaufman, Terri Heiser,, Dawn Granger, and Susan Wright
23. Approve one restricted personal day for non-bargaining personnel for the purpose of scheduled office custodial maintenance
24. Approve the Liberty-Benton Athletic Policy Handbook
25. Approve Jordan Thomas early graduation with the Class of 2016

Attachments :

Title	Created	Filename
August 3 2016 attachments to consent.pdf	Jul 29, 2016	August 3 2016 attachments to consent.pdf

Liberty-Benton Athletics
Season Tickets 2016-2017

1. Family All Sports Pass.....**$300**
   Admission to all home Liberty-Benton Athletic Events (excludes OHSAA tournaments)
   Reserved Seats for each family member for Football and Boys Basketball
2. Individual Adult All Sports Pass.....**$150**
   Admission to all home Liberty-Benton Athletic Events (excludes OHSAA tournaments)
   Reserved seat for Football and Boys Basketball.
3. Individual Student All Sports Pass.....**$100**
   Admission to all home Liberty-Benton Athletic Events (excludes OHSAA tournaments)
4. Individual Grandparent All Sports Pass.....**$25**
   Admission to all home Liberty-Benton Athletic Events (excludes OHSAA tournaments)
   Reserved seat for Football and Boys Basketball.
5. Adult Football Reserved Season Ticket.....**$35**
   Reserved Seat for all home Varsity Football games
   Admission to all home Football games (Var/JV/Fresh/JH)
6. Adult Football Season Ticket.....**$30**
   Admission to all home Football games (Var/JV/Fresh/JH)
7. Student Football Reserved Season Ticket.....**$25**
   Reserved Seat for all home Varsity Football games
   Admission to all home Football games (Var/JV/Fresh/JH)
8. Student Football Season Ticket.....**$20**
   Admission to all home Football games (Var/JV/Fresh/JH)
9. Adult Basketball Reserved Season Ticket.....**$72**
   Reserved Seat for all home Boys Varsity Basketball games
   Admission to all home Boys Basketball games (Var/JV/Fresh/JH)
10. Adult Basketball Season Ticket.....**$66**
    Admission to all home Boys Basketball games (Var/JV/Fresh/JH)
11. Student Basketball Reserved Season Ticket.....**$50**
    Reserved Seat for all home Boys Varsity Basketball games
    Admission to all home Boys Basketball games (Var/JV/Fresh/JH)
12. Student Basketball Season Ticket.....**$44**
    Admission to all home Boys Basketball games (Var/JV/Fresh/JH)
13. Staff and L-B School District Retiree Reserved Seats
    Football.....$5
    Basketball.....$10

2016-2017 Season Ticket Order Form

You may purchase your 2016-2017 Season Tickets by filling out the form below and returning the form with payment (Checks made out to Liberty-Benton Athletic Department):

Liberty-Benton HS
Athletic Department
9190 County Road 9

Name:_____

Phone:_____ **Email:** _____

Address:_____

City: _____ **Zip:** _____

Place an X to indicate your your choice:

All Sports Pass:

Family: _____ @ $300 = $_____

Adult: _____ @ $150 = $_____

Student: _____ @ $100 = $_____

Grandparent: _____ @ $25 = $_____

Football Season Pass

Adult Reserved: _____ @ $35 = $_____

Adult: _____ @ $30 = $_____

Student Reserved: _____ @ $25 = $_____

Student: _____ @ $20 = $ _____

Boys Basketball Season Pass

Adult Reserved: _____ @ $72 = $_____

Adult: _____ @ $66 = $_____

Student Reserved: _____ @ $50 = $_____

Student: _____ @ $44 = $_____

Staff, Retiree, Grandparent Reserved Seats

Football: _____ @ $5 = $_____

Basketball: _____ @ $10 = $_____

If you are purchasing reserved seats for basketball and/or football please circle one of the following

A. I would like the same seats as last year
B. I would like different seats
C. I need seats because this is my first time purchasing reserved seats

Please print the first and last names that need to be listed on the passes:

_____

Overview of changes to 2016 2017 Elementary Handbook:

I. Absence/Attendance Policy - for clarity sake eliminated two paragraphs and made just one chart. Modified time to reflect the 10 minutes longer the elementary is going compared to two years ago and wasn't updated.

II. Fieldtrips - Made it clearer about expectations of chaperones and family members/interactions.

III. Progress Reports/Interims - made corrections to reflect how progress is measured for our building.

IV. Requests for Specified Teacher - changed format of how information is conveyed regarding this practice and to emphasize the fact that requests are not for naming a specific teacher.

V. Lunch - Bringing back a policy that will limit charges a student may have on an account before they will not be able to purchase a lunch. Understand this: We will not allow a student to go hungry and not eat. However, a policy will be in place to help deter deficits of $20-70 the cafeteria has endured.

Elementary Handbook Changes

Absence/Attendance Policy

Regular attendance is an important factor in promoting school success. To encourage regular attendance, students who miss no more than three excused days during the year are eligible for an excellent attendance award and students who miss zero days and have zero days tardy are eligible for a perfect attendance award.

If your child is going to be absent, you MUST phone the elementary office at 422-9161 before 8:55 a.m. (Missing Children's Act Section 3313.205 ORC). If it is before school hours, you may leave a voice mail message. When you call, you must include the following information:

A. Student's name
B. Teacher's name
C. Day(s) of the absence
D. Reason for the absence
E. Name of the person calling.

If no contact was made, upon returning to school, the student must have a written note signed by the parent or guardian. This note should include the following information:

A. Student's name
B. Date
C. Day(s) of absence
D. Reason for the absence
E. Parent Signature

A tardy will be issued to any student that arrives late to school after 8:55 a.m., but prior to 9:40 a.m. Students arriving after 9:40 a.m. but prior to 12:10 p.m. will be considered absent for ½ day. Students arriving after 12:10 p.m. will be considered absent for the full day. Students leaving the building after 2:50 p.m. will be issued an early release unless a physician's note (doctor, dentist, counselor, etc.) is received upon returning to school. Failure to provide this note from your physician's office will result in an early release, which is treated the same as a tardy. Students arriving to school late in the morning will also be considered tardy unless a physician's note is received.

Attendance records are monitored. Students who have an exceptionally large number of absences may need to speak to the Dean of Students and/or the principal. Parents will be contacted to become involved. A student may be excused with a parent's written note for illness, vacation, etc. Notes will be accepted from the parent/guardian for up to 12 absences per year before additional documentation may be required. However, for an excessive number of absences, the principal has the authority to require a doctor's note verifying the absence.

Once a student accumulates 8 absences, parents will receive an informational letter stating that the student has reached this level and attendance could become a concern. **When a student accumulates 12 absences, regardless of the reason and including vacation time, parents will receive a letter stating that the student will need a doctor's note in order to have any additional absences be considered excused.** Absences past this point, without a doctor's excuse will be considered "unexcused" and/or truant. Any absences already with a doctor's excuse will not count in the 12-day total. If your child is absent and does see a doctor, you need to send in a copy of the doctor's note so that it can be noted in your child's file. Excessive absence can trigger the steps listed in Appendix E (Truancy Steps as permitted by Ohio Revised Code).

When students are tardy or returning to school, a parent or guardian must bring the student to the office and sign them in. Students are not permitted to come into the building on their own. Students must be signed out by a parent or guardian when leaving school. Students are not permitted to meet anyone outside of the building.

Below is an outline of the school's course of action for absences and also tardies/early releases:

Number of absences	Course of Action
8	Warning letter sent to parents notifying the number of student absences.
12	Notification letter from principal or designee requiring doctor's excuses for all additional absences past 12. Parent conference held with Dean of Students and/or Principal
Each additional absence beyond 12 without a medical excuse.	Step II, III, IV, V Excessive Absence/Truancy filed respectively. *

* Detentions, Saturday Schools, or other forms of discipline may be assigned for this step as well.

Note: **Early Release times carry the same impact as tardies.** When a student leaves the building after 2:50PM without a medical note/doctor appointment pass, an early release will be issued. All day fieldtrips are an exception. If a fieldtrip arrives back to school within the last 15 minutes of the school day, students of chaperones may be dismissed by each classroom teacher to their parents and not have to sign out of the office.

Number of Tardies/Early Releases	Course of Action
5	Detention
10	Detention
15	Saturday School

Failure to notify the office when your child is absent (by phone prior to the absence or by note the day returning to school after the absence) will result in an unexcused absence.

If a student arrives at school late or leaves early, these guidelines are followed:

a) Arrival to school between 8:55-9:40 a.m. without excuse will be considered a tardy.
b) Arrival to school between 9:40 a.m. and 12:10 p.m. will be counted as one-half day absent.
c) Leaving school after 12:10 p.m. but prior to 2:50 p.m. for an illness and not returning will result in a ½ day of absence.
d) Leaving school after 2:50 p.m. for an illness without a doctor's excuse/appointment will be considered an early release (tardy).
e) Leaving at any time which results in more than 1 hour 59 minutes of school missed will be counted as an absence.

Excused Absences:

It is realized that there are times when a student absence is unavoidable. The only acceptable excuses for absence from school or class will be:

a) personal illness/injury or quarantine (a written physicians statement verifying the illness may be required)
b) illness or death in the immediate family (limited to three days, unless reasonable cause can be shown for a longer absence and with approval by the principal).
c) observation or celebration of a bona fide religious holiday
d) required court attendance
e) head lice (Limited to 1 day for treatment)
f) such good cause as may be determined by the principal

Unexcused Absences:

The following are, but not limited to, examples of absences from school which are considered "unexcused":

a. shopping/personal business
b. missing the bus
c. oversleeping
d. car problems
e. baby-sitting
f. out-of-school suspension/truancy/expulsion
g. appointment for family member other than the student
h. unapproved vacations

Make-up Work:

Students are expected to make up assignments for excused absences. For purposes of make-up work, students are given one day to complete make-up work for each day they are absent. For example, if a student is out 2 days of school, they will be given 2 days to make-up their work for full credit. Students with unexcused absences will still receive make-up work from said absences and credit will still be issued for all completed work.

Accelerated Reader (AR)

Accelerated Reader, also known as "AR", is a computerized learning enrichment program that assesses the quantity and quality of independent reading for students. It has been used in schools for over 30 years and has been very successful in motivating students to read and challenge themselves. AR allows each student to progress at his/her own pace and level of reading ability. This program is used to enrich our reading program and foster a love of reading for our students. Accelerated Reader provides a framework to supply self-selected, independent reading material for our students. This is an important component of the national researched-based literacy model.

The program is for all students in grades K-5. Students in grades 1-5 use the program throughout the whole school year. All kindergarten students begin using the program second semester of the school year for self-selected reading, too. Also, kindergarten students who are already reading can access AR as a form of enrichment to their

4. Family Safety/Security Password (supplied to the school on the emergency card at the beginning of the year)

Students leaving from school to go to an appointment (doctor, dentist, etc.) will bring a note back to the school from their appointment. Students who return without a note will be considered tardy/absent for the time out of school.

If the student is leaving school at the regular dismissal time but is not riding the bus, the student's teacher needs a note advising that the child is not to ride the bus. Without a note, the child will be put on the bus. Students being picked up at dismissal time from school must be picked up and signed out from the middle school lobby. Students are not allowed to meet parents in the parking lot. Adults are to pick up children only in the elementary office, not in the classroom, playground areas or parking lot. This policy is to ensure the safety of your child while at school.

Students will not be released to anyone other than the parent/guardian without proper authorization.

Emergency Procedure Form and Parent Consent Forms

Parents are required by state law to have an Emergency Medical Authorization Form on file with the school. These are used in emergency situations and are vital to our efforts in keeping all children safe. At the beginning of the school year, each parent is asked to complete emergency procedure information. This provides all the necessary information (including parental consent) that is required for the school to take action in case an individual emergency arises. This form must be completed yearly and updated when situations change. It is the most important part of the student's records. **It is very important to notify the office of any changes (i.e. phone number, address, employment, etc.).** Parents must supply the school with a child safety password that will be used to authenticate any calls regarding student dismissal or pick-up changes. This password can be any word or number you create as long as it does not exceed 10 numbers or letters. We appreciate your cooperation with this measure to help ensure the highest level of safety and security for your child(ren).

Fees

To cover the cost of workbooks, subscriptions (Weekly Reader, Scholastic Magazine, math workbooks, etc.) and other consumable materials there is a fee which is set according to the number of workbooks/materials used by each student. Rather than paying for these materials throughout the year, the fee may be paid in total at the beginning of the year or at the beginning of each semester depending upon the needs of the student and/or family. The fee schedule will be sent home at the beginning of the year and in some cases the beginning of the second semester. Payment is due upon receipt of the fee schedule. Parents are responsible for the payment of said fees and consequences for non-payment are both legal and an adopted part of our school's procedure (ORC 3313.642). Families that qualify for free or reduced lunches are subject to having their fees waived or reduced. We ask families that qualify for free or reduced lunches to not pay fees at the beginning of the year. Instead, wait until after the first month of school has finished. If your family qualifies for school fees to be waived or reduced, you will be contacted by the office prior to the end of the first month of school and be notified as such.

For purposes of waiving or reducing fees, the following criteria is used:

Free lunch qualification – Fees will be waived entirely (this does not include lost or damaged items)
Reduced lunch qualification – Fees will be reduced by 50% (this does not include lost or damaged items)

If your family needs to make arrangements other than those listed above or you have special circumstances, please contact Mr. Burkett in the elementary office. We will be glad to work with you. Any special needs will be handled discretely and confidentially. Checks should be made payable to Liberty-Benton Schools. All students' fees are required to be paid by the end of the year. Student progress reports (report cards) will be held at the end of the year for any unpaid obligation (fees, fines, etc.)

Field Trips

In order to complement in-class instruction, teachers sometimes arrange field trips. Before these trips are approved by the building principal, their education purposes are studied. A "Blanket Permission Slip" must be obtained from all parents whose students will be attending these field trips. This permission form will grant permission for your child to attend all fieldtrips scheduled for their grade level for the year. This will be sent home the first week of

school and should be signed and returned to school within the next two weeks. Before any field trip is taken, a notice will be sent home notifying parents of the trip and its purpose. If you do not want your child to participate, send a note to the school notifying the teacher/office your intent for your child not to attend.

We are fortunate to have a very active and supportive Parent Teacher Organization (PTO), which pays for all student field trips during the school year from money raised through fundraisers. The school district funds the cost of the transportation for these trips. Parent chaperones will be selected by the classroom teachers for each trip. Field trips range in cost from $1.50 to $8.00 per person, depending on the grade and trip. **Additionally, all chaperones must have a background check (fingerprinting) completed and on file with the principal prior to being able to volunteer in this capacity.** If you are interested in volunteering as a chaperone and have not been fingerprinted by the school, please contact the office for information.

Fieldtrips are "extra" academic activities that are held off of school grounds, but are neither required nor mandatory. No student may participate without the above mentioned permission slip providing parental permission and a current emergency medical form file in the office. The Student Code of Conduct applies to all field trips. Attendance rules apply to all field trips. While the District encourages students' participation in field trips, alternative assignments will be provided for any student whose parent does not give permission to attend. Students who repeatedly violate school rules may lose the privilege to go on field trips. The principal reserves the right to deny participation to any student at any time for behavior or safety concerns. Additionally, all students who participate in the fieldtrip are required to ride school transportation. **At no time will students be transported in personal vehicles for these class fieldtrips.** (Example: Students may not ride the bus to the zoo, then leave from the zoo with their parent in their vehicle). Additionally, students are under the care and supervision of the school during all trips and at no time shall a parent take their child away from the school group to be with their family. Students must remain under the supervision of the chaperones assigned by the teacher during the trip. Students are not permitted to separate from the school group to go with their own family during a fieldtrip.

While on a field trip, students are to behave as if they were within the school building. It is important to remember that each student on a trip represents not only the school and his/her parents, but the community as well. Parents who are asked to chaperone a field trip should follow these guidelines:

1) Chaperoning elementary school children is a demanding job. Therefore, parents are not permitted to bring preschool age children with them on the trip.
2) Learn quickly the names of the children of whom you are in charge. You may ask the teacher for name tags.
3) Wear comfortable, appropriate clothes and shoes.
4) Chaperones need to act in a reasonable manner and enforce usual school behavior.
5) Chaperones should use their best judgment when dealing with problems until the teacher can be notified.
6) Refrain from physically restraining any child unless absolutely necessary (e.g. safety concern).
7) Report any discipline problems or accidents to a teacher in charge immediately.
8) Board policy prohibits the use of tobacco products on school grounds, on school buses, and at any school-related event.
9) Chaperones must behave in a respectful, civil manner at all times thus reflecting a positive role model image for our students.

Free/Reduced Lunches

In order to ensure that all students have the opportunity to eat a well-balanced school lunch, free or reduced price lunches are provided to families that qualify. Parents who wish to enroll in this government-supported program should file the required application at the beginning of the school year. Particular details of this program are available from the office. It is important to remember that students are responsible for all purchases made in the cafeteria until the free/reduced lunch application is approved. This must be filed every year and for every student that is applying. Federal guidelines require the school to have an application for each member of a household (i.e. For three children in one household, three applications are required). A copy of this form is also located on-line with our school webpage at www.liberty-benton.org

Progress Reports/Interim Reports

Progress reports are issued at the end of each quarter (grading period) for grades 1-5. For kindergarten students, these will be issued three times per year (November, March, and June). Parents will receive the final progress report at the end of the school year, provided all fees and outstanding obligations have been paid. In kindergarten through second grade, students receive a progress report with their progress marked by the following achievement scale:

O = Outstanding Progress S = Successful Progress * N = Needs to Improve

* + and – may be used to denote level of successful progress in this category (S+/S-)

In third through fifth grade, students' academic performance is measured using the following achievement scales:

A+= 100 +	B+= 90-92	C+= 80-82	D+= 70-72	F = 0-62
A = 96-99	B = 86-89	C = 76-79	D = 66-69	
A- = 93-95	B- = 83-85	C- = 73-75	D- = 63-65	

O = Outstanding S+ = Above Average S = Satisfactory
S- = Below Average U = Unsatisfactory

Parents can access student grades at any time throughout the year using Schoology. A reminder will be sent when the mid-term of each grading period is reached. Teachers will notify parents in the event of any academic issues.

When parents have questions or concerns regarding any grades received, they should contact the appropriate teacher. It is the goal of the school that each student earns the highest marks possible. Parental involvement in achieving this goal is appreciated.

Non-custodial natural parents are entitled to copies of progress reports and interim reports provided that a written request is on file with the principal. A nominal fee will be required of that parent to cover the cost of shipping and handling (See Non-custodial parent section).

Promotion/Retention/Placement

At the conclusion of the school year, most students are promoted to the next grade. A small percentage, however, will fall short of this goal and may have to repeat the grade to gain the necessary academic, social and emotional skills to be successful in the next grade. A committee of teachers meets at the end of the school year to recommend to the principal whether or not such students should repeat a particular grade or be placed (not promoted) into the next grade. The final decision rests with the principal.

Promotion: Occurs when a student is doing the caliber of work (grade level) that indicates the student has met the criteria established in Policy 5410.

Placement: Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade. However, the Student Intervention Team recommends and the building administrator concurs, that it is in the student's best interest to move to the next grade.

Retention: Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade, based on the recommendation of the Student Intervention Team with the concurrence of the building administrator. The student will be kept in the same grade level for the next school year and is generally assigned to a different teacher in that grade level.

Publications

Publications such as a student newspaper, literary magazine, and yearbook are connected to the overall school program and are subject to editorial control by the school's authorities.

Release of Student Photos, Media Interviews

During the year, Liberty-Benton Local Schools often have the opportunity to photograph and videotape students in a variety of school related activities. Student recognition programs, academic programs and fine arts programs are a few examples of these activities.

As such, these personally identifiable photographs and/or videotape may be used in communication tools such as the district newsletter, calendar, website, and in communicating with the media such as allowing interviews or photographs with students. The district reserves the right to deny media requests for student interviews at any time.

Highlighting achievements in our schools is an integral part of reporting responsibly to our community and is a way of sharing in the success of our schools and students. However, it is our primary goal to respect your privacy.

Parents have the right to submit a written request to the Principal, within two weeks after the first day the student is enrolled in a school year, directing the district not to release the information as listed above. The written request or any questions should be directed to the Mr. Burkett, Liberty-Benton Elementary School, 9190 CR 9, Findlay, OH 45840, (419) 422-9161.

Requests for Specified Teacher

The following procedure has been agreed upon in principle by the administration and professional staff of Liberty-Benton Elementary School.

1. Requests for a child to be placed in a specified classroom for the next school year will be accepted until May 1st.

    a. All requests must be based on a special need or unusual situation affecting the students (sibling in same class, cousin not in same class, behavior concerns with another student, etc). Simple preferences for certain teachers will not be considered.
    b. All requests must be in writing, signed by one or both parents.
    c. All requests submitted after May 1 will not be considered.

2. Requests based on a special need will be given consideration, but maintaining balanced classrooms will take precedence over requests. There are no guarantees of receiving requested placements due to one or more of the following factors:

    a. The need to mainstream special education students is a priority.
    b. Request may cause problems because of other students already assigned to desired class.
    c. Teacher desired may be reassigned to different grade level.
    d. Principal may see request as a preference and not agree with the parent that the child has a special need or unusual situation.

3. Examples of requests that will not be considered include, but are not limited to:
    a. This teacher has more experience
    b. My other child had this teacher and it was a great experience
    c. My child needs challenged or given more homework

4. The final decision rests with the principal.

Saturday School

Certain situations may require a Saturday School assigned by the Dean of Students or principal. A Saturday school program from 8:00 a.m.-11:00 a.m. will be used to deal with certain discipline situations and conduct infractions. Students will complete schoolwork in a supervised environment. Failure to serve a Saturday School may result in a one-day in-school suspension.

iPad Information & User Agreement - See Appendix G

Library

The students visit the school library regularly, at least once a week. They receive instruction in proper care of books, and are encouraged to check out and read books of their choice. Students are responsible for the library materials that are checked out. Students are expected to pay for books that are lost. Until such payment for a lost book is made, the student is not allowed to check any more material out of the library. The library is staffed full time by an adult library aide.

Lockers

Lockers remain the property of the Liberty-Benton Board of Education and are supplied for student use in storing personal belongings and books. They are at no time to be used for storing articles which are against the law, against the rules of the school, or serve no useful purpose for school related activities. Lockers are school property and the administration reserves the right to inspect any locker (and its contents) at any time that is suspected of containing any objectionable material. Book bags are to be stored in lockers and not be carried throughout the school day. During the first day of school, a locker is assigned to each student for personal items. Once these lockers are provided, their care becomes the responsibility of the student. No student should enter another student's locker without permission. Fortunately, thefts from elementary lockers are rare, even though locks are not used.

Lost and Found

When a student finds a lost item at school, it should be placed in the lost and found box in the library. Students who have lost items are encouraged to check there to see if the article has been recovered. More valuable items are kept in the office. All unclaimed items will be given to a charity at the close of the school year.

Lunch

Each day a nutritious Grade A lunch is served in the school's cafeteria. Students may purchase a lunch each day for $2.40. Milk may also be purchased separately ($.50). While in the cafeteria, students are expected to follow our school-wide expectations.

Parents are welcome to come in and eat with their children during their child's lunch period. Parents must notify the school either in writing or by phone on the day they will be eating lunch in the cafeteria. We ask that you participate in the cafeteria program to guarantee an appropriate nutritional lunch. Only sack lunches from home are allowed. Students are not to take any food or drink outside of the cafeteria. Students should not leave the cafeteria at any time without permission from an adult in charge. Adult lunch price for a lunch is $3.00. Lunch times are as follows (Classes will be assigned one of the times listed below, which is subject to change):

Grade	Lunch Time	Grade	Lunch Time
Kindergarten	11:00-11:30	Grade 4	11:25-11:55
Grade 1	11:40-12:10	Grade 2	12:00-12:30
Grade 3	12:18-12:48	Grade 3	12:33-1:03

A la carte items are also available each day for various amounts. Students will enter their lunch ID number into an electronic keypad as they make their purchases each day. Money will be collected regularly in student lunch envelopes, housed in their classrooms, on Mondays, the target collection day. However, money will be collected daily and sent to the cafeteria to apply to the students' accounts on the other days of the week as well.

There are many benefits to this system, including students not losing lunch money or small lunch tickets, less time taken to deal with collecting lunch money and more time for class instruction, students able to move through the lunch line more quickly giving them more time to eat, help parents who function at home on a budget, etc.

Parents can send in either cash or check to be deposited on their child's debit card. **All money should be sent to school in a sealed envelope with your child's name, teacher's name, and amount written on the outside of it.** Amounts can be sent in for any amount you choose. Money can be sent in for a week's worth of lunches, two weeks, a month or even a year. All money received will be deposited and no change can be given. Parents may request that their child's account be restricted to purchasing only a regular lunch. This means when an account is restricted, no additional milk, juice or extra entrees may be purchased.

Balances remaining at the end of the year will be carried over to the next school year. Students withdrawing from school may have a refund check sent to their parent(s) once any obligations (school fees, fines, charges, etc.) are taken care of. Students lunch accounts should strive to maintain a positive balance. Parents will be contacted if lunch balances exceed into a negative balance. It is the parent's responsibility to ensure funds are in their child's account so lunches can be purchased. No a la carte items or extra lunches may be purchased if there are not enough funds in the account. Additionally, students will not be able to purchase a regular lunch if their account balance goes negative greater than $12.00 (equivalent of five lunches). This a more than reasonable allowance for balance oversight. Parents will be contacted to bring either a sack lunch or money to purchase a lunch for their child if this limit is reached.

Students who pack and only need to buy milk will also use this system. Any amount deposited to the account can be used to purchase school lunch items. Students whom are on free and reduced lunches will also use their ID number to receive their lunch. If you have questions, please contact the elementary office.

Medications

Some students are able to attend school regularly only by using 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 at home. If this is not possible, parents may come to school to administer medications to their children. School personnel will supervise the administering of medications only when no alternative is available. In this circumstance, if a student is required by a physician's written order to take medication during the school day, specific procedures must be followed. Responsibilities of the parent include:

1. Contact the principal and discuss the need for the student to have medication administered at school. Be certain that you fully understand the school's policy on administering medicine to students.
2. Get a school "Medication Administration Record" form filled out and signed by the physician at the beginning of each school year and as necessary for any change in medication orders. (Form located in Appendix C)
3. Make a written request that the school comply with the physician's order (Form located in Appendix D).
4. Bring medications appropriately labeled in an original prescription bottle by the pharmacy or physician with date, student name, dosage and time intervals to school personally. **Do not send medicine with the student.**

Occasionally students bring non-prescription medicines (i.e. cough syrup, aspirin) to school. Parents must also follow the guidelines as listed above for such over-the counter medicines. A student is not allowed to share such nonprescription medicine with other students. If done, the student will be disciplined.

Middle School Building

Elementary students are not permitted in the middle school area without permission from a staff member.

Monthly Newsletter and Communication

Our district provides continuing information to the community through a district-wide newsletter that is published monthly and sent to each home through the mail. It is also available on-line through our school website (http://www.liberty-benton.org). Our staff and administration attempt to promote a positive sense of communication through this device. Please take time to read your newsletter and stay abreast with what is happening in our school. Additionally, classroom teachers send a weekly newsletter home on Fridays. This is an excellent communication tool between the teacher and parents to help make sure you are aware of what is going on

Executive Summary for 2016-2017 Middle School Handbook Changes

Only a few minor additions/changes appear in the 2016-2017 Middle School Handbook. I highlighted the changes in the actual document for your convenience, but below is the verbatim language with a brief explanation noted in ***italics***.

Page 2 LIBERTY-BENTON ENDS POLICY

The Board of Education has adopted the following Ends Policy regarding what Liberty-Benton students should know and be able to do in addition to the Ohio Standards for Teaching and Learning. Classroom teaching and instructional practice should reflect the Ohio Standards for Teaching and Learning AND the Ends Policy adopted by the Board of Education.

Ends: Liberty-Benton School District exists to instruct students in academics, good character, American citizenship, independent living, and critical thinking at a cost that is financially supported by the community taxpayers.

****I thought it important to bring the Ends Policies into the handbook so that students and parents are aware that Liberty-Benton Students will be well prepared for success after graduation. We are working hard to not only teach the Ohio Standards for Teaching and Learning, but also equip students with the necessary life skills to reach their full potential.***

Page 17 DRESS CODE

2. Spandex or tight fitting clothing (yoga pants etc.). Leggings must be worn under skirts, shorts, or dresses.

****Through the years styles and fashion trends change. Adding the highlighted language clarifies what is acceptable for school dress. Modesty is the best policy.***

Page 31 MIDTERM REPORTS OF CLASSROOM PERFORMANCE

Grades are an expression of student performance at a given point in time. Parents and students have 24 hour access to student academic performance using the electronic grade book. Each student will have an iPad that is capable of connecting to the electronic grade book, and/or storing the information at the midterm on it.
Below are the 2016-2017 midterm dates.

Mid-Term Dates	Grade Cards Mailed Home
Qtr. 1—September 22 (Day 23 of 43)	Qtr. 1—October 28
Qtr. 2 –November 30 (Day 23 of 46)	Qtr. 2—January 20
Qtr. 3 – February 16 (Day 24 of 48)	Qtr. 3—March 31
Qtr. 4 – April 28 (Day 22 of 41)	Qtr. 4—June 2

****Only updated to reflect the date changes to the 2016-2017 school calendar.***

Updates for the High School Handbook
2016-2017

There are only five updates to the high school handbook this year.

1.) Dress Code – pages 16-17 – We have two changes in this area:

- We added, "Athletic gear, including things like yoga pants and running shorts, or any other tight-fitting clothing are only permitted if layered with other clothing that completely covers a student's bottom." [We don't mind students wearing these comfortable clothing items, but we want the students to be layered appropriately. Some of the athletic attire is too tight fitting, thin, and distracting to be worn in the classroom during the day without layers.]
- We also added that "students are not to bring blankets to class." [Hopefully, the heating and cooling project in the building will help with this problem anyway.]

2.) Graduation Requirements – page 30

- In the social studies description, we specified government and financial literacy are required.
- We also added the last two paragraphs to explain the testing requirements and diploma options.

For the Class of 2018 and Beyond, students can earn from 1-5 points for each state-required exam, based on their performance. This grade is a combination of the Performance Based Assessment (PBA) and End of Year (EOY). 5 – Advanced, 4 – Accelerated, 3 – Proficient, 2 – Basic, 1 – Limited

Students in the Class of 2018 and Beyond can earn a diploma through one of three options: earn a total of 18 points on state required testing, including at least 4 points in English, 4 points in Mathematics, 6 in Science and Social Studies, and 2 additional from any of the above. Option 2 – Earn a "remediation-free" score on a nationally recognized college admission exam, such as ACT or SAT. (This specific test is supposed to be named soon.) The state of Ohio is planning to pay for all 11th grade students in the Class of 2018 and Beyond to take the designated exam one time free of charge. Option 3 – Earn an industry certification and a work-readiness score on WorkKeys.

3.) Valedictorian & Salutatorian Honors – pages 31-32

- We added the part "must complete eight semesters of high school (not graduating early)." We feel if students make the choice to graduate early, they should not be considered for valedictorian or salutatorian honors. In other words, if they are choosing to graduate early, rather than chance losing a 4.0 GPA because of having to complete the final two semesters of classes, this would not be fair to the traditional high school students who complete eight full semesters of work.

4.) Exams and Senior Exam Exemptions – page 32

- We added "Students graduating early are not eligible to receive exam exemptions." This has already been our practice. We just decided to add it to our handbook information.

5.) Early Graduation – page 33

- We added the same information to the section on early graduation. "Students graduating early are not eligible to receive exam exemptions."

LIBERTY-BENTON ELEMENTARY SCHOOL
INSTRUCTIONAL FEES 2016/2017

Kindergarten Grade Fees:	
Writing Paper	$1.15
Math/Rdg.Manipulatives	$3.50
Take Home Binder	$10.00
Art Materials	$5.00
Construction Paper	$3.00
Scholastic Magazine	$5.80
Technology Program Fee	$40.00
Learning Shirt	$6.00
Total:	**$74.45**

First Grade Fees:	
Art Materials	$5.00
Communication Folder	$2.25
Primary Writing Journal	$1.95
Math Journal 1 & 2	$22.95
Writing/Construction Paper	$1.85
Scholastic Magazine	$5.00
Technology Program Fee	$40.00
Total:	**$79.00**

Second Grade Fees:	
Rdg/Math Manipulatives	$3.00
Art Materials	$5.00
Communication Folder	$2.25
Math Journal 1 & 2	$22.95
Scholastic Magazine	$5.00
Technology Program Fee	$40.00
Total:	**$78.20**

Third Grade Fees:	
Classwork Folder	$1.80
Communication Folder	$1.80
Art Materials	$5.00
Math Journal	$22.95
Scholastic Magazine	$5.00
Technology Program Fee	$40.00
Total:	**$76.55**

Fourth Grade Fees:	
Multi Pocket Folder	$3.95
Art Materials	$5.00
Math Journal	$22.95
Technology Program Fee	$40.00
Total:	**$71.90**

Fifth Grade Fees:	
Multi Pocket Folder	$3.95
Art Materials	$5.00
Math Journal	$22.95
Ohio Studies Weekly Magazine	$6.55
Technology Program Fee	$40.00
Total	**$78.45**

Clip the bottom of this form and bring to Meet the Teacher Night (Aug. 15th) or to your child's classroom teacher once school begins.

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2016-2017 Middle School Fees

7/11/2016

Grade 6	Item	Amount
Art 6	Lab Fee	$7.00
Science 6	Lab Fee	$4.00
Science 6	Magazine	$10.00
Reading	Novel	$7.00
Technology Program	iPad	$40.00
Math 6	Buzz Math	$5.00
TOTALS	**6TH STUDENT General Fees**	**$73.00**

Grade 7	Item	Amount
Art 7	Lab Fee	$7.00
Technology Program	iPad	$40.00
Math 7	Buzz Math	$5.00
Reading 7	Study Island 7	$7.00
TOTALS	**7TH STUDENT General Fees**	**$59.00**

Grade 8	Item	Amount
Reading 8	Novels	$15.00
Technology Program	* iPad	$40.00
Art 8	* Art fee	$7.00
Spanish	Lab fee	$5.00
Reading 8	Study Island	$7.00
Math 8	Buzz Math	$5.00
TOTALS	**8TH REG. STUDENT General Fees**	**$67.00**

*With Art	$74.00
*With Spanish	$52.00
*With Spanish and Art	$59.00

*Indicates elective class

HS Fees

COURSE	AMT	FEE
Advanced Chemistry	30.00	Lab fee
Ag Business	20.00	Lab fee
Ag Business	20.00	Org Dues
Agricultureal Capstone	20.00	Org Dues
Agriculture, Food, and	25.00	Lab fee
Natural Resources	20.00	Org Dues
Amer & the World A	8.00	Novels
Amer & the World I	3.00	Novel
Amer & the World II	5.00	Novel
Anatomy	35.00	Lab fee
Animal & Plant Science	30.00	Lab fee
Animal & Plant Science	20.00	Org Dues
Art - Adv	50.00	Lab fee
Art I	40.00	Lab fee
Biology	25.00	Lab fee
CAD I	12.00	Lab fee
CAD II	12.00	Lab fee
Chemistry	30.00	Lab fee
Computer Graphic Des	40.00	Lab fee
Creative Arts & Design	60.00	Lab fee
Dance I	5.00	Equipment fee
Digital Photography	30.00	Lab fee
Drawing I	50.00	Lab fee
Drawing II	50.00	Lab fee
Ecology	18.00	Lab fee
English 10	11.00	Novels
English 11	21.00	Novels
English 12	31.00	Novels
English 9	21.00	Novels
Environ Sci for Ag and	20.00	Lab fee
Natural Resources	20.00	Org Dues
Revised 06-09-16		

COURSE	AMT	FEE
Healthy Foods	20.00	Lab fee
Foods I	20.00	Lab fee
Foods II	20.00	Lab fee
Global Foods	20.00	Lab fee
Hand-Built Ceramics	60.00	Lab fee
Intro to Dance	5.00	Equipment fee
Mechanical Principles	40.00	Lab fee
Mechanical Principles	20.00	Org Dues
On Your Own	12.00	Book
Painting I	75.00	Lab fee
Painting II	75.00	Lab fee
Physical Science	18.00	Lab fee
Physics	23.00	Lab fee
Reading Survey	25.00	Novels
RSC - Adv Chemistry	30.00	Lab fee
RSC - Am Hist to 1877	10.00	Textbook
RSC - Am Hist since 1877	10.00	Textbook
RSC - CAD I	12.00	Lab fee
RSC - Physics	23.00	Lab fee
Spanish II	3.00	Project Supplies
Spanish III	3.00	Project Supplies
Special Educ English	25.00	Novels
Wheel-Thrown Ceramics	60.00	Lab fee
Wildlife & Fisheries	20.00	Lab fee
Wildlife & Fisheries	20.00	Org Dues
World Mythology	10.00	Novels
Yearbook I	5.00	Workshop
Yearbook II	5.00	Workshop
Yearbook III	5.00	Workshop
Yearbook IV	5.00	Workshop
RSC = Rhodes State College		
ALL STUDENTS	3.00	Mailings/Copies
ALL STUDENTS	40.00	Technology Program
FRESHMAN	5.00	Dues

2016-2017
Liberty-Benton School 9190 Co. Rd. 9 45840
419-422-8526

iPad Loan Agreement

One (1) Apple iPad, charger and case are being lent to the Student and are in good working order. It is the Student's responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is, and at all times remains, the property of the Liberty-Benton School District (the "District") and is herewith lent to the student for educational purposes only for the academic school year. The student may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing his or her right to use the iPad. The equipment will be returned when requested by the District, or sooner, if the student withdraws from the District prior to the end of the school year.

The District property may be used by the Student only for non-commercial purposes, in accordance with District's policies and rules, the District Acceptable Use Policy, as well as all applicable laws and regulations.

Student may not install or use any software other than software owned or approved by the District and made available to the Student in accordance with this iPad Loan Agreement.

One user with specific privileges and capabilities has been set up on the iPad for the exclusive use of the Student to which it has been assigned. The Student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.

The student may not make any attempt to add, delete, access, or modify other users' accounts on the iPad or on any school owned computer.

The District network is provided for the academic use of all students and staff. The Student agrees to take no action that would interfere with the efficient, academic use of the network.

Identification labels have been placed on the iPad. Student agrees not to remove or modify these labels. If the labels become damaged or missing, contact tech support for replacements. Student agrees not to affix additional stickers, labels, tags, or markings of any kind to the machine.

An email account will be available for each Student to use for appropriate academic communication with other students and staff members only. This email is for communication within the school district.

Student agrees to use best efforts to ensure that the District property is not damaged or rendered inoperable by any malicious code or program, including, but not limited to bugs, spyware, viruses, and worms.

The Student acknowledges and agrees that the Student's use of the District property is a privilege and that by the Student's agreement to the terms of this iPad Loan Agreement, the Student acknowledges the Student's responsibility to protect and safeguard the District property and to return the same in good condition upon request by the District.

Responsibilities

Parent Responsibilities

Your son/daughter has been issued an iPad to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer:

- I will supervise my child's use of the iPad at home,
- I will discuss our family's values and expectations regarding the use of the Internet and email at home,
- I will supervise my child's use of the Internet and email,
- I will not attempt to repair the iPad, nor will I attempt clean it with anything other than a soft, dry cloth,
- I will report to the school any problems with the iPad,
- I will not load or delete any software from the iPad,
- I will make sure my child recharges the iPad battery nightly,
- I will make sure my child brings the iPad to school every day,
- I understand that if my child comes to school without the iPad, I may be called to bring it to school,
- I agree to make sure that the iPad is returned to school when requested and upon my child's withdrawal from Liberty-Benton School.
- I will return the iPad with an Apple certified power adapter and Apple certified charging cord

Student Responsibilities

Your iPad is an important learning tool and is to be used for educational purposes only. In order to take your iPad home each day, you must be willing to accept the follow responsibilities:

- When using the iPad at home, at school, and anywhere else I may take it, I will follow the policies of Liberty-Benton School, including, but not limited to the Student Code of Conduct and Acceptable Use Policy, and abide all local, state, and federal laws and regulations,
- I will treat the iPad with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby, and I will keep my IPad in my school issued protective case at all times,
- I will not lend the iPad to anyone, not even my friends or siblings; it will stay in my possession at all times,
- I will not load software that is inappropriate for school onto the iPad,
- I will not use my iPad with personal email accounts.
- I will not remove programs or files from the iPad, that have not been authorized by the school,
- I will not give personal information when using the iPad,
- I will bring the iPad to school every day,
- I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication,
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students,
- I will not attempt to repair the iPad.
- I will return the iPad when requested and upon my withdrawal from Liberty-Benton School.

ACCEPTABLE USE AND INTERNET SAFETY FOR THE COMPUTER NETWORK OF THE LIBERTY-BENTON SCHOOL DISTRICT

The Liberty-Benton Local School District is pleased to make available to students access to interconnected computer-systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("Policy") of the School District and the Data Acquisition Site that provides Internet access to the School District. Upon reviewing, signing, and returning this Policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy. If a student is under eighteen (18) years of age, s/he must have his/her parents or guardians read and sign the Policy. The School District cannot provide access to any student who, if eighteen (18) or older, fails to sign and submit the Policy to the School as directed or, if under eighteen (18), does not return the Policy as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your School has designated as the one to whom you can direct your questions. If any user violates this Policy, the student's access will be denied, if not already provided, or withdrawn and s/he may be subject to additional disciplinary action.

A. PERSONAL RESPONSIBILITY

By signing this policy, you are agreeing not only to follow the rules in this policy, but are agreeing to report any misuse of the network to the person designated by the School for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his/her property.

B. TERM OF THE PERMITTED USE

A student who submits to the School, as directed, a properly signed policy and follows the policy to which s/he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new policy each year during which they are students in the School District before they are given an access account.

C. ACCEPTABLE USES

1. **Educational Purposes Only**. The School District is providing access to its computer networks and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.

2. **Unacceptable Uses of Network**.

Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:

a. uses that violate the law or encourage others to violate the law, transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited, by the School District's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

b. uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

c. uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.

d. uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

3. **Netiquette**. All users must abide by rules of network etiquette, which include tire following:

a. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

b. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

c. Don't assume that a sender of e-mail is giving his/her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.

d. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

D. INTERNET SAFETY

1. **General Warning; Individual Responsibility of Parents and Users**. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his/her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, s/he should report such use to the person designated by the School.

2. **Personal Safety**. Be safe. In using the computer network and Internet, do not reveal personal information such

as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under eighteen (18)). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

3. **"Hacking" and Other Illegal Activities.** It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates State or Federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

4. **Confidentiality of Student Information**. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is eighteen (18) or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on, the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.

5. **Active Restriction Measures**. The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or

   (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors, as defined by the Communication Act of 1934 (47 USC Section 254 (h) (7)).

   Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational-projects being conducted by students age seventeen (17) and older.

E. PRIVACY

Network and Internet access is provided as a tool for your education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

F. FAILURE TO FOLLOW POLICY

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his/her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's enrollment in the School District. A user violates this policy by his/her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if s/he permits another to use his/her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances.

G. WARRANTIES/INDEMNIFICATION

The School District makes no warranties of any kind, either express or implied, in connection with its provision, of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his/her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his/her use, and the user who is eighteen (18) or older or, in the case of a user under eighteen (18), the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administration, teachers, and staff harmless from any and all loss, costs, claims or, damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his/her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the School District's network.
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H. UPDATES

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your accoun information, some or all of the information changes, you must notify the person designated by the School to receive such information.

Liberty-Benton School Acceptable Use Policy Signature Page

Use of the Internet is a privilege, not a right. The Board of Education's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.

The Board has implemented the use of a Technology Protection Measure which is a specific technology that will protect against (e.g., block/filter) Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board also monitors online activity of students in an effort to restrict access to pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet which the Board has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parent/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Board has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

As the **parent/guardian** of this student, I have read the Student Network and Internet Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is

designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communication to my child guidance concerning his/her acceptable use of the Internet. I further understand that individuals and families may be liable for violations. To the extent that proprietary rights in the design of a web site hosted on the Board's servers would vest in my child upon creation, I agree to assign those rights to the Board.

SIGNATURE IS REQUIRED ON THIS PAGE FOR iPAD/TECHNOLOGY USAGE

Liberty-Benton Schools Acceptable Use Policy Signature Page

(NOTE: This page must be signed and returned before a student is able to take school---owned technology equipment home.)

I have read and agree to abide by the Student Network and Internet Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense. As a user of the Board's computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines. I have read and understand the responsibilities of use of the school owned equipment.

Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. The principal may deny, revoke or suspend access to the Network/Internet to individuals who violate the Board's Student Network and Internet Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.

By signing this form, I acknowledging that my son/daughter(s) will adhere to the following:

1. I give permission for my child to use and access the Internet at school and for the Board of Education to issue an Internet/email account to my child.

2. I have read and understand the responsibilities of my child's use of the school owned equipment.

Parent/Guardian's Signature _____ Date

I have read and agree to abide by the Student Network and Internet Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and my constitute a criminal offense. As a user of the Board's computers/ network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines. I have read and understand the responsibilities of use of the school owned equipment.

*****ATTENTION PARENT(S)*****

SIGN & RETURN ASAP TO LIBERTY-BENTON SCHOOL

Student iPad Use **Agreement**

Student Name Date

Liberty-Benton School District encourages students to utilize technology to promote excellence in our schools by developing resource sharing, innovation and communication skills that are essential to both life and work. Students should use all District-owned or provided technology and technology, including iPads and the Internet, in an appropriate manner and in support of education and research, consistent with the educational objectives of Liberty-Benton Schools.

Student use of District-owned or provided technology is a privilege and students are responsible for the appropriate use of all electronic devices and technology media that are provided by the Liberty-Benton School District Technology for purposes of this Agreement includes, but is not limited to, iPads, computers, other hardware, electronic devices, software, Internet, e-mail, and networks. This Agreement, in conjunction with Liberty-Benton School District Board of Education Policy 7540.03, Acceptable Use and Internet Safety for the Computer Network of the Liberty-Benton School District, sets forth the general guidelines and expectations regarding student use of iPads issued by the Liberty-Benton Schools.

A. General Terms and Conditions of Use 1.

Purpose

District-provided iPads are intended to be used exclusively in connection with the instructional and educational activities of the School District, to enhance the quality of student learning. Inappropriate use by a student of a District-provided iPad, including, but not limited to obscene, pornographic, harassing, threatening, bullying, intimidating, or other inappropriate activities through the use of e-mail, instant messaging, web pages, social media, or other hardware or software present on the iPad, which inappropriate use disrupts or otherwise interferes with the safety and welfare of the school community is prohibited, even if such use takes place off school property (i.e. home, business, private property, etc.).

a. Specifically Prohibited Uses

b. Transmission of any material in violation of federal, state, or local law, School Board Policy, regulation or the Student Code of Conduct is prohibited. This includes, but is not limited to, unauthorized use of copyrighted material; threatening, obscene, or pornographic material; unauthorized use of materials or information protected by trade secret; uploaded or created computer viruses; and photos or any material that might be considered to be harassing, obscene or bullying to another student, faculty or staff member. The illegal use, distribution or transfer of copyrighted material on the iPad is strictly prohibited.

c. Use of the iPad for commercial activities is prohibited unless explicitly permitted by the Board of Education in advance and in writing. Commercial activity includes, but is not limited to, the following:

- any activity that requires an exchange of money and/or credit card numbers;
- any activity that requires entry into an area of service for which the school will be charged a fee;

- a purchase or sale of any kind; and
- any use for product advertisement or political lobbying.

B. Acceptable Use During the Instructional Day

The following rules are in effect during the instructional day for all Liberty-Benton students who are issued iPads pursuant to this Agreement, unless otherwise directed by a teacher or administrator:

- Student is responsible for bringing the iPad to class every day.
- Instant messages, and/or accessing personal web pages or social media pages with the iPad during the instructional day is prohibited unless approved by instructional staff member.
- Student is responsible for protecting the iPad at all times. The iPad must remain in an approved case at all times.
- Headphones may be used with the iPad during the instructional day, as long as the use does not interfere with the instructional program or otherwise instructed by the teacher or administrator.
- Accessing chat rooms is permitted only as a part of an approved instructional program by a teacher or administrator.

C. Maintenance and Other Restrictions

- It is the responsibility of each student to ensure that personal, student-loaded files do not consume memory space needed for instructional or educational requirements.
- The iPad must only be cleaned with approved cleaners.
- Stickers or other adhesives may not be placed on the iPad.
- Pornographic or obscene images, language or materials, including screen savers, backdrops, and/or pictures, are prohibited.
- File sharing must be approved and directed by the teacher or administrator.

D. Privacy, Personal Responsibility and Integrity

All who use technology resources must recognize that the work of users is valuable; therefore, every user must respect the privacy of others. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent or assume the identity of other users. Students are not permitted to use District-provided technology, including, but not limited to iPads, to post or share videos or other data on the internet relating to other students, faculty or staff.

To protect students, filtering software will be installed on all iPads. The filtering software will filter or block Internet access to inappropriate material. Students may not intentionally or unintentionally remove, obstruct or otherwise circumvent the filtering software at any time.

All students are expected to behave responsibly and with integrity when using technology. These responsibilities include, but are not limited to, the following:

- Technology is to be used exclusively for school-related purposes during the instructional day.
- Revealing personal information about yourself online is discouraged and revealing unauthorized information about others is prohibited.
- Do not copy, change, read, or use files in another user's storage area (such as hard drive or network space, e-mail, personal folders, etc.) without the user's permission.
- Do not modify, tamper with, or attempt to modify the Internet filtering installed on the iPad.

Because the iPads are property of the Liberty-Benton School District, and as such are public property, the use thereof can and will be monitored in accordance with applicable Board Policy. Furthermore, all District-provided iPad users are advised

that there is no expectation of privacy when using the District-provided iPads.

E. Security

Security on any electronic system is a high priority. Attempts of a user to log on to the network using another's identity are prohibited. Bypassing or attempting to bypass filtering software is prohibited. All security problems must be reported to an administrator immediately.

F. Alteration of Computer Configurations

Altering or modifying the original pre-set software is prohibited. Examples include, but are not limited to the following:

- Loading software applications not authorized by Technology staff.
- Changing the desktop or background picture.
- Changing the iPad name.
- Changing or removing operating system extensions.
- Altering security/filtering software.
- Altering the pre-loaded operating system or applications.
- Taking apart the iPad for access to internal parts.

G. Inspection and Copying of Correspondence

All correspondence transmitted on or from the iPad is subject to availability for inspection and copying in accordance to O.R.C. Section 149.43.

H. Repairs

Absolutely ALL repairs will be completed by Liberty-Benton Schools Technology Staff. No student or staff has permission to alter, repair or attempt to alter or repair the iPad in any way.

I. Violation of this Agreement

Violations of this Agreement, or any other School Board Policy relating to the use of technology and the internet, will result in serious disciplinary action, which may include an arrest if federal, state or local law is violated. Examples of illegal violations may include computer hacking or trespassing, harassment or threats via iPad, and computer fraud. Ignorance of the policies and/or laws will not excuse an infraction.

Any student found to alter or reconfigure the computer will receive an automatic out-of-school suspension. Other actions for violations may include long-term suspension, expulsion, or any action deemed appropriate by the Administration in accordance with the Student Code of Conduct and Liberty-Benton School District Board of Education Policies 5600, Student Discipline, and 5610, Removal, Suspension, Expulsion and Permanent Exclusion of Students, as applicable.

Possible Dispositions for Violations (one or more may apply):

- Student Conference
- Parent Contact
- Conference with Parent
- Removal of unauthorized files and folders
- Saturday School
- In-School Suspension
- Out-of-School Suspension
- School Resource Officer/Law Enforcement Agencies
- Court Referral

- Restitution
- Community Service
- Revocation of iPad Access and Use
- RECOMMENDATION FOR EXPULSION TO THE SCHOOL BOARD

J. Technology Program

1. This program is needed for you and your child's protection against damage and loss of the loaned equipment in your care. Program acceptance and participation is indicated separately and appears as "Technology Program" on the school fee form which must be submitted in addition to this Agreement. Program participation is forty dollars ($40.00) per school year of participation, payable annually upon submission of required forms and receipt of iPad.

2. Coverage and Benefit

- This Agreement and Technology Program participation covers the iPad loaned to the student against all incidental/accidental damage or loss (including theft) over $40.00. Accessories (charger and case) and damages valued at less the $40.00 are NOT covered and are the sole responsibility of the student. Coverage is 24 hours per day. NEGLECT IS NOT COVERED. It will be the responsibility of the Technology Department to determine if damages were due to neglect or accidental reason. A student with a damaged iPad due to accidental reasons will be given a replacement device. iPads damaged due to negligence or purposeful intent will be replaced by the parent and the cost will be the sole responsibility of the parents. Coverage is limited to a maximum of one (1) claim per year per student. All claims involving theft will require a police report. iPad will be returned with an Apple certified power adapter and Apple certified charging cord

3. Effective and Expiration

This coverage is effective from the date this required form is received by the school through the date at which the iPad is required to be returned in good order to the school. Refunds will not be provided.

The iPad is the sole and exclusive property of the Liberty-Benton School District. The District reserves the right to inspect the iPad at any time.

In accordance with Board Policy 7540.03, Acceptable Use and Internet Safety for the Computer Network of the Liberty-Benton School District, the student and parent will be held liable for the assigned iPad until the designated due date. The iPad must be in the same working order as it was when it was checked out/issued. The parent of the student will be held responsible for the iPad if stolen, lost, or damaged.

Failure to return the iPad, or the return of a damaged machine, may result in legal action.

Parent/Guardian

I _____ understand the above requirements for signing out the iPad for the
(Parent/guardian's name)
2016-2017 school year. I understand that I will be held liable for the iPad until it is signed back in by the Liberty-Benton Schools Technology Staff.

Parent/Guardian's Signature_____ Date_____

Student's Signature_____ Date_____

Liberty-Benton Athletic Policy Handbook

Revised 7/15/15

This handbook has been prepared with the intension of being a reference guide for regulations, existing rules, and information now in effect concerning the athletic policies and procedures of Liberty-Benton Local Schools.

It is our hope that this hanbook will contribute to a better understanding of policies and procedures which should give us a harmonius and efficient athletic program.

It is also our wish that this handbook will be helpful to those for whom it is intended. Certainly, from time to time, our policies and regulations may change. We welcome any ideas or suggestions that will improve our athletic program at all times.

Nate Irwin
Co-Athletic Director
Liberty-Benton Local Schools

Scott Garlock
Co-Athletic Director
Liberty-Benton Local Schools

Liberty-Benton High School Athletic Council

1. Purpose

The purpose of the Liberty-Benton High School Athletic Council shall be to develop a successful, efficient, and balanced program of athletics. This group should give full consideration to the fundamentals of pupil health, to the educational, emotional, and personality growth of the student, and to good sportsmanship in the public school and community.

The Council shall consider and approve matters or policies pertaining to high school athletics. It shall devise proper ways and means of maintaining student and citizen interest in the program, and it shall maintain records of pertinent information relating to this program through the office of the Athletic Director.

It shall study the plans and reccommendations of its membership for the improvement of the athletic program. It may suggest to the Superintendent and the Board of Education any changes in the athletic program which are considered to be in the best interest of the school.

2. Membership

The members of the Athletic Council shall consist of: the Superintendent of the Liberty-Benton Local Schools, the High School Principal, the Athletic Director(s), and all varsity head coaches.

3. Voting

All members shall have full voting privileges. (One vote per person)

75% of the members need to be present for an official vote. The majority vote is the winner.

4. Meetings

Meetings will be called by the Athletic Director(s) when necessary.

General Regulations

1. Varsity athletics for boys and girls in the high school shall include, baseball, basketball, cross country, football, golf, softball, track, volleyball, soccer, and wrestling. Other sports may be added or these dropeed by a majority vote of the Athletic Council and the approval of the Superintendent and the Board of Education.
2. Junior High athletics for boys and girls shall include football, volleyball, cross country, basketball, and track. Other sports may be added or these dropeed by a majority vote of the Athletic Council and the approval of the Superintendent and the Board of Education.
3. The OHSAA rules and regulations shall be follwed rigidly in all aspects of the athletic department.
4. All athletic squads shall dress in a presentable fashion (to be determined by the head coach) for all games.
5. There will be no Sunday practices unless approved by the Athletic Director(s).
6. Athletes must ride to and from out of town contests by means of school transportation that is provided. The only exception will be to ride home with your own parent. This will require a written release.
7. Parental permission forms, insurance waivers, and drug testing consent forms must be on file with the Athletic department. All athletes must also have an updated physcial on file with the Athletic Department.
8. All athletic purchases must be approved by the Athletic Director. The Athletic Director will then get approval from the principal and treasurer.

Duties of the Superintendent

1. To keep before the community the fact that athletics is one of the component parts of the educational program.
2. Give the Principal, Athletic Director, and coaches support in carrying out the policies for interscholastic athletics.
3. Inform the Board of Education about proposed athletic program changes.
4. Justify the athletic program educationally as an integral part of the curriculum.
5. Represent or designate a representative (HS Principal/Athletic Director(s)) to all Blanchard Valley Conference meetings.

Duties of the Principal

1. Keep the Superintendent of Schools and the general public informed about all activities of the athletic department affecting the overall school system.
2. Coordinate, with the assistance of the Athletic Director(s), the entire athletic program to best meet the interests of the students and the school
3. Administer the rules of the OHSAA.
4. Be a representative at Blanchard Valley Conference meetings.
5. Arrange for all pep assemblies.
6. Inform the student body of responsibilities for contributing to the value of the athletic program.
7. Have an understanding with all school athletic officials regarding their responsibilities, in order to forsee and forstall any possible differences or misunderstandings.
8. Supervise and control the use of activity funds in compliance with State Auditor findings.

Duties of Athletic Director(s)

1. Administer and help coordinate the entire interscholastic athletic program.
2. Promote good public relations by coordinating the athletic programs of school, community, and visiting schools.
3. Cooperate with the administration, coaches, and students in promoting the best interests of the entire athletic program.
4. Supervise and sign all contracts for interscholastic games, grades 7th-12th.
5. Secure officials for all interscholastic games, grades 7th-12th.
6. Schedule all interscholastic contests, grades 7th-12th.
7. Arrange with the Superintendent and Principal to have an administrator or faculty representative (can be a coach) at all away contests.
8. Represent Liberty-Benton High School at Blanchard Valley Conference meetings and similar meetings.
9. Assign concessions for all home contests.
10. Secure all necessary assistance - scorers, timers, ushers, ticket-takers, ticket sellers, etc. for all home athletic contests. The Athletic Director can assign this duty to the respective coach for that event as well.
11. Prepare necessary facilities for representatives of the news media.
12. Arrange for readiness of facilities for proper execution of all home contests. This includes coordinating with the maintenance and grounds staff.
13. Aprrove all purchaes of athelitc equipment and supplies before the items are ordered.
14. Keep an inventory of all athletic equipment and supplies as submitted by coaches of respective sports.
15. Arrange transportation and lodging for all out of town athletic contests.
16. When necessary, arrange police protection and supervision at all home athletic contests.
17. Distribute passes and tournament tickets to the proper people.
18. Provide for the purchase, sale, and publicity of all tickets.

19. Prepare and plan for pre-game sale of tickets when necessary.
20. Communicate and cooperate with groups renting our facilities for their events to insure that there is a complete understanding of the conditions of use and that the facility is fully prepared for use.
21. Supply ticket sellers with change and tickets.
22. Collect money and prepare a report showing attendance, receipts, tickets sold, and financial statement after each home contest for which admission is charged.
23. Deposit all money received for an athletic event with the Activity Fund Clerk-Treasurer (currently the building secretary)
24. Prepare annual financial and attendance reports for each sport.
25. Obtain, prepare, and send all forms to the OHSAA concerning sports, eligibility lists, and tournament entires.
26. Certifiy eligibility of stutdents participating in all interscholastic contests. Keep coaches informed of student elgibility concerns.
27. Instist that all activitiy funds be used in strict compliance with OHSAA and State Auditor rules.

Duties of the Head Coach (High School & Junior High)

1. Cooperate with the adminstration, athletic director(s), assistant coaches, and students to promote the best interests of the athletic programs.
2. Meet with coaches of all levels to coordinate your program. We expect our coaches to promote and support their youth programs as much as possible.
3. Assume responsibility for conduct of contestants in the sport involved.
4. Plan practice and games sessions so that a coach is in the gymnasium or on the field at all times during play or practice from beginning of practice to the end.
5. Assume responsibility of locking all equipment rooms, locker rooms, gymnasiums and securing school alarms when needed.
6. Assume responsibility of security of all outside doors when facilities are used and custodians are not on duty.
7. The responsibility for a group of boys and girls remains with the head coach and/or assistants from the time students arrive until all students have left the building.
8. Assign a coach to accompany the team to and from all athletic contests.
9. Get approval for all athletic equipment purchases from the Athletic Director(s).
10. Submit a roster to the Athletic Department prior to your first practice. Continue to update the Athletic Department of roster changes throughout the season.
11. Follow the Athletic Department requirements in regards to eligibility. Assist the Athletic department in collecting all required forms and physicals when needed.
12. Be responsible for team/player conduct at practice and games. Promote good sportsmanship at all times.
13. Be responsible for issuing and collecting all uniforms and equipment for your sport.
14. Be responsible for proper storage of equipment in the off-season.
15. Submit an inventory of all equipment and supplies to the Athletic Director(s) at the end of the season. Also, report any lost or stolen equipment. If an athlete is responsible for payment for any lost or damaged equipment, you must report the fine amount to the Athletic Director(s).
16. Schedule your end of season awards night.

Duties of the Assitant Coaches (High School or Junior High)

1. Assistant coaches of each sport shall cooperate with the head coach, athletic director, and principal in performing the following duties related to the school athletic program.
2. Follow all instructions and plans of the head coach.

3. Promote good public relations whenever possible.
4. Assume the responsibility for the use, care, inventory, and storage of all athletic equipment and supplies along with the head coach.
5. In the absence of the head coach, assume all the responsibilites designated as those of the head coach.
6. Report all injuries, misconduct, or other unusual situation to the head coach.
7. Assistant coaches shall make no purchase of equipment or supplies without the consent of the of the head coach. When consent of the head coach is given, the assitant coach must obtain a purchase order and approval of the Athletic Director.

Athletic Elibility

1. Athletic eligibility requirements are established by the OHSAA and are updated each year in the Student Athletic Handbook.
2. A local rule established by Liberty-Benton local schools states that a student that receives 2 or more F's during a grading period will be ineligible for the next grading period.
3. Summer school grades earned may not be used to substitute for failing grades from the last grading period of the regular school year.

Athletic Award Policy

1. All participants must be eligible according to the rules set forth by the OHSAA and Liberty-Benton schools before any consideration will be given for an award.
2. The right of recall of any award because of conduct that brings discredit to the athletic program of the high school reguardless of whether or not it happens to be during a sport season, is retained by the head coach or a majority vote of the Athletic Council.
3. All varsity awards should be presented by the head coach at the sports award night at the conclusion of the sport season.
4. If an athlete is injured while participating in his/her sport, and the coach of that sport deams that the athlete would have lettered, the athlete shall receive their award.
5. The W.V. Miller Memorial Athlete of the Year Award will be presented annually to one boy and one girl. Head coaches will nominate and vote with final approval by the Athletic Director.
6. Each varsity coach is responsible to come up with their requirements to earn a varsity letter. The final decision rests with the coach of each respective sport.
7. Listed below are the awards that provided by the Athletic Department for varsity, junior varsity, and junior high letter winners

Varsity Awards
1st Year Award : Varsity L-B letter and an insert
2nd Year Award: Cheveron and certificate for each sport
3rd Year Award: Patch, certificate, and insert for each sport
4th Year Award: Plaque

Junior Varsity Awards
1st Year Award: JV L-B letter and an insert
2nd Year Award: Certificate
3rd Year Award: Certificate

Freshman Awards
Certificate and Graduation Numerals
If a freshman participates on a junior varsity or varsity team and meets the requirements they will receive those awards.

Junior High Awards
Certificate for each sport

Special Awards
Each varsity sport will present three plaque awards each season. These include the Outstanding Performer Award, the Coaches Award, and the Most Improved Award.

Amending Athletic Policy

The athletic policy may be amended by a majority vote of those present and voting at an Athletic Council Meeting. Any amendments must be submitted to the Superintendent of Schools an the Board of Education for approval.

Coaches' Clinics

The head football coach and the head basketball coach may attend two clincs per year that require over night accommodations for one night, and two clinics per year that are one day in length. The athletic department will pay such exprenses as fees, travel, meals, and lodging.

The head baseball, cross country, golf, softball, track, wrestling, soccer, and volleyball coaches may attend one clinic per year that requires over night accomodations and two clinics per year that are one day in length. The athletic department will pay the usual expenses.

No more than three (3) assistants may accompany the head coach at any one clinic which is held during the sschool day unless otherwise approved by the Superintendent and Principal.

A State Tournament may be substituted in place of a clinic. However, in the event that a sport has student participants, the State Tournament is not counted as a clinic.

The athletic department will pay one car mileage at the current board rate.

No coach will receive reimbursement for a clinic without prior approval from the Athletic Director and/or Principal.

Scouting

Scouting assignments are made by the head coach at his/her discretion. These assignments shall be made before the start of the season and shall consist of senior high and junior high coaches when possible. Reimbursement will be made at the rate of $10 per trip. Mileage will be paid in place of the previously mentioned amount if the present board mileage rate produces a greater amount of reimbursement.

Reimbursements of the above expenses will be paid after the necessary paperwork has been turned in.

Cancellation of After School Activities

If school is closed or there is an early dismissal due to inclement weather, the decision on practices, performances, rehearsals, and contests shall be left to the discretion of the superintendent or his/her designee in consultation with the appropriate officials.

Complimentary Ticket Policy

1. Each coach will receive an Athletic pass for all home events for his/her immediate family.
2. The following will be issued complimentary tickets:
    i. Board of Education Members
    ii. Superintendent (2)
    iii. Principal (2)
    iv. Athletic Director (2)
    v. Cheerleading Advisor (2)
    vi. Team Doctor (2)
    vii. Others as a token for their assistance and service to the athletic department.

Blanchard Valley Conference Passes

The following system shall be follwed for distribution of Blanchard Valley Conference passes.

1. Board of Education (5)
2. Superientendent (2)
3. Principal (2)
4. Athletic Director (2)
5. Head Coach in Season (2)
6. Team Doctor (1)
7. Others - supplying a service to the athletic department that relates to the sport season
8. Any passes that remain shall be distributed on a weekly basis by the Athletic Director to other appropriate people.

Presenter : AJ Granger **Start Time :** 6:46 PM **Item No : 11**

Proposed By : Dawn Granger **Time Req :** 60

Proposed : 6/23/2016 **Item Type :** Monitoring Items

Policy No.	Description	Ref No
1	Liberty-Benton School District exists so that its students graduate equipped to reach their potential in academics, good character, American citizenship, independent living, and critical thinking at a cost that is financially supported by the community taxpayers.	501817

Description : Accept monitoring report 1.0 Ends
1.1 Good Character
1.2 American Citizenship
1.2.1 History
1.2.2 Traditions
1.2.3 Principles
1.3 Independent Living
1.4 Academics
1.5 Critical Thinking

Details :

Attachments :
No Attachments

Presenter : AJ Granger **Start Time :** 7:46 PM **Item No : 12**

Proposed By : Dawn Granger **Time Req :** 5

Proposed : 6/23/2016 **Item Type :** Policy Discussion

Policy No.	Description	Ref No
2.7	The Superintendent and/or the Treasurer shall not cause or allow the Board to be uninformed or unsupported in its work. Accordingly, the Superintendent and/or Treasurer shall not:	360636

Description : Accept monitoring report 2.7 Communication and Support to the Board
2.7.1 Monitoring Data Submission
2.7.2 Noncompliance Reporting
2.7.3 Comprehensive Decision Information
2.7.4 Incidental Information
2.7.5 Noncompliance With Board Means Policies

Details :

Attachments :
No Attachments

Presenter : AJ Granger **Start Time :** 7:51 PM **Item No : 13**
Proposed By : Dawn Granger **Time Req :** 120
Proposed : 6/23/2016 **Item Type :** Executive Session

Policy No.	Description	Ref No
4.3	To accomplish its job products with a governance style consistent with Board policies, the Board will follow an annual agenda that (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	362118

Description : Executive Session 1. The appointment, employment, dismissal, discipline, promotion, demotion or compensation of an employee or official, or the investigation of charges or complaints against an employee, official, licensee or student requests a public hearing.

Details : 1. The appointment, employment, dismissal, discipline, promotion, demotion or compensation of an employee or official, or the investigation of charges or complaints against an employee, official, licensee or student requests a public hearing.
2. The purchase of property for public purposes or the sale of property at competitive bidding.
3. Conferences with the board's attorney to discuss matters which are the subject of pending or imminent court action.
4. Preparing for, conducting, or reviewing negotiations or bargaining sessions with employees.
5. Matters required to be kept confidential by federal law or rules or state statutes.
6. Specialized details of security arrangements.
7. Protect the interests of an applicant or the investment or expenditure of public funds made in connection with economic development projects.

Attachments :
No Attachments

Presenter : AJ Granger **Start Time :** 9:51 PM **Item No : 14**
Proposed By : Dawn Granger **Time Req :** 1
Proposed : 6/23/2016 **Item Type :** Admin

Policy No.	Description	Ref No
4.3	To accomplish its job products with a governance style consistent with Board policies, the Board will follow an annual agenda that (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	362118

Description : Adjourn

Details :

Attachments :
No Attachments